

*Alzheimer's & Dementia*  
SUPPORT SERVICES

## Annual Review 2011/12



*An independent charity working with, and for, people with dementia and their carers in Dartford, Gravesham & Swanley*



## Trustees – 2011/12

Tony Searles, Chairman Alan Spencer – Treasurer Justin Bateman Bob Gladwell	Richard Graham Naresh Katnoria Dr. Alisoun Milne	Dr. Lynfa Price Bill Warne Mick Whitehouse
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## Staff – 2011/12

Caroline Adams Kim Anderson Ranjit Bains Elizabeth Bhutani Sherrie Boyd Denise Burbridge Jackie Bushell Chipo Chemorsura Alison De-Ritter Angela Farrell Theresa Farrell Wendy Forster Gill Franklin Pat Frost Janet Green	Pat Hammond Sue Harman Rajinder Hosanee Shaun Hutchinson Glynis Johnson Jola Kane Rupinder Kaur Brenda Langford Lynne Lidstone Steph McMillan Jackie Millington Lorraine Morriss Ross Mullis Karen Payne Lynda Petley	Ita Petrie Angela Prince Glenda Roberts Susan Savage Viniti Seabrooke Linda Shearn Rock Sturt Rebecca Stringer Rachel Swain Jackie Thompson Rosemary Tunbridge Judith West Jenny Wheeler Eve Wilkinson
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## Volunteers – 2011/12

Sheila Aitken Wendy Bateman Gordon Baylis Vera Baylis Joy Blunderfield Lorraine Brown Margaret Burton Sophia Channa Anne Child Karen Clare Pat Clarke Sapna Dabas Stan Day Angela Ford Kathrine Forsdyke Patricia French Lindsay Garrett Pauline Glanfield Elaine Grooms Alan Hilton	June Humphrey Audrey Jeeves Steve Johnson May Jones Tajinder Kaur Danny Kelly Kevin Kennelly Margaret Kirby Sunny Knowles Mildred Lawson William Kollo Lobe Mollie Luckhurst Arjinder Mahal Sukhdeep Kaur Mahli Amandeep Mann Jackie Millington Ross Mullis Linda Nice Sheila Partridge Ruth Payne	Lynden Pickles Paramjit Kaur Rana Verena Rhodes Christine Rutherford Lilian Savin Lisa Savin Yohini Shanthakumaran Jeannie Steele Margaret Stephens Maninder Tagore Paul Thompson Rosemary Tunbridge Jean Ventham Ana Paula Vieira Lopes Audrey Wadsworth Angela Warren Bill Warne Joy Wootten Kam Lin Yau
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## Chairman of the Trustees – Tony Searles



This year, ADSS celebrated its 20<sup>th</sup> year anniversary and as you would expect from ADSS, we celebrated it in style with an open day at Garden Lodge with 115 people in attendance.



During the period covered by this report 184 new referrals were received and 401 families received a service from ADSS with all services being fully utilised.

To raise funds during national Alzheimer's Awareness Week 2011, ADSS held several events - 'A Cuppa for Our Cause', Rock's Run and a Tea Dance. The total raised was over £2,000. The photo below shows the runners, walkers and stewards at Rock's Run from ADSS & Barclays Bank in Dartford.



In May 2011, staff members & I went to the Science Museum in London to be awarded with a trophy and a cheque for £25,000 from the 2011 GlaxoSmithKline IMPACT awards. Later in the year, we were highly commended in the category of Healthcare and Medical Research at the Charity Awards 2011.

Sadly, during the year, we lost one of our longest-serving Trustees, Mick Whitehouse who had been ill for a short time. Also, during the year, Bill Warne again a long-serving Trustee stood down. They will both be missed and I would like to say thank you for such long and dedicated service to ADSS.

## Chief Executive Officer – Jackie Thompson



Following a successful 2011/12, I thought it was time to look forward. We have a number of exciting developments planned for next year.

Singing for the Brain sessions will be starting in April. It is planned that the sessions will run weekly initially for one year. Singing for the Brain is designed for people with dementia and their Carers, giving them a structured singing session to stimulate the brain and give carers and those they care for the opportunity to share an interesting and enjoyable activity that they can do together. People living with dementia who may have difficulty finding words often remember songs from start to finish and can even learn new songs. The sessions provide an opportunity for self expression and confidence building.

In addition to existing dementia cafés in Dartford, Gravesend & Swanley, we will be developing cafés in Longfield and Istead Rise. Cafés are open to all people with dementia, their Carers, friends & family, and anyone with an interest in dementia.

We will also be developing a new service offering peer support to people recently diagnosed with dementia, concentrating on those at the very early stages of their dementia. These groups will run twice a month, in both Dartford & Gravesend. We will also be setting up a new project at Darent Valley Hospital. The dementia buddy scheme will work with patients with dementia in wards at the hospital. A co-ordinator will be appointed who will recruit, induct, train and support volunteers who will be present in the wards between 10am – 2pm, Monday to Friday.

This year, we will be totally revamping our client database and re-modelling our website. Staff are being consulted on the proposed changes and are being encouraged to become involved.

It is only with the tremendous support of our funders, members, staff & volunteers that we are able to maintain our current services and develop new ones. We are very grateful for their commitment & dedication to our clients, their Carers and our organisation.

## **Membership Report – Jenny Wheeler**

Membership numbers and donations fell slightly this year, which in the current financial downturn is to be expected. Contributions to unrestricted funds from membership donations totalled £3,236.00 a 12% drop from last year. Much of this sum has been gift aided, increasing the membership donations by over £750.

There is no fixed subscription for membership and becoming a member requires no further involvement. ADSS would like to thank all members who continue to support the organisation. Their support is greatly appreciated.

## **Care Services – Brenda Langford**



Garden Lodge day service is very popular and it provided care to 101 people, which gave their Carers much needed respite. Clients who attend enjoy their time there with refreshments throughout the day and an excellent two course lunch. Each day is different and activities are varied and stimulating.

We will be starting a gentle exercise class with members of Friday day care. Gravesham Council (The Grand) has obtained some funding to subsidise the sessions and we have received £500 funding from Councillor Christie as a KCC Members grant. The cost to ADSS for the year will be less than £150. A qualified trainer will run the sessions and we will review the results over the year to see if it increases the mobility and confidence of the clients.



Staff are encouraged, and supported, to undertake training. Above are two members of the care services team who successfully completed their NVQ Level 2 training: Three members of staff have now started NVQ Level 3 training, and one other has commenced NVQ Level 2 training.

## **Support at Home Service – Brenda Langford**

The Support at Home Scheme provided a service to 51 people with over 3,157 hours of support given. ADSS support workers offer one-to-one support to people who need help and encouragement in activities of daily living. This popular service is available as a minimum of two hours per week and can be for more hours than this if required. Clients are allocated a support worker who remains with them so that they can build a good relationship. The service helps to maintain independence and encourages the individual to make decisions, keep control of some aspects of their life and maintain skills.

## **Monday Club - Lynne Lidstone**

The Monday Club for people in the early stages of dementia has proved to be very popular and provides an enjoyable, stimulating day. Activities are chosen by the members of the Monday Club and are facilitated by staff & volunteers. The picture shows the group visiting a local police station.



## **Support at Home Plus – Judith West**

The Support at Home Plus service, our specialist domiciliary service, was registered with the Care Quality Commission in May 2011. We offer personal care from a small team of experienced, trained staff, with each visit lasting for a minimum of one hour to allow for an unhurried, quality visit.

Numbers of clients are rising steadily. We have decided to increase the amount of staff and clients in parallel so that we can continue to provide the high level quality of care that we are committed to.

## **GP Early Intervention Project 2008/11 & Cognitive Stimulation Therapy Viniti Seabrooke & Sue Harman**



The Early Intervention Project has developed very well. 24 surgeries have taken part in the project so far and we have mailed out to a total of 9,285 patients. Results have been received from 17 of the 24 surgeries, 228 patients have had appointments with 31 being referred on to secondary health services. Viniti Seabrooke, who manages the project, was a finalist in the Academic Leadership Category in the Afiya Trust Awards 2011. She is pictured above on the balcony of City Hall, London.

Four Carer Learning Groups have taken place this year. Each carer learning group is made up of four sessions, each of which runs for three hours. Forty one carers have attended the groups and they have proved to be very successful and popular.

The Cognitive Stimulation Therapy pilot was a success and has run again with two new groups of clients. The feedback from staff, clients & carers has been very good.

### **Black & Minority Ethnic (BME) Project - Rock Sturt**



Our Black & Minority Ethnic (BME) project has established itself in the area with the project worker networking across the Asian, Chinese, Afro-Caribbean & Gypsy, Roma & Traveller communities. This has increased the uptake of ADSS services by people from the BME community and increased awareness of dementia and support services in these communities. Presentations were given at an Asian sheltered accommodation site on a number of occasions and a couple of referrals have resulted from that work. In addition, presentations were given at other community groups such as the Interfaith Council & EllenorLions Hospice staff, all of which were well received. Lessons on dementia were delivered at a local secondary school and good feedback was received. Four BME befrienders have been recruited, inducted and are undergoing training.

## **Dementia Cafés – Rock Sturt**



Dementia cafés are running monthly in Gravesend, Dartford & Swanley. They give an opportunity for people to meet with staff & volunteers from ADSS, to be offered information, advice and guidance about dementia in a relaxed, social setting. Light refreshments and entertainment are also provided.

## **Dementia Helpline – Alison De-Ritter**



The Kent Dementia Helpline (0800 500 3014) is a freephone service for people with dementia, their Carers, families and friends. Between 9am-5pm Monday – Friday, we offer help & support, and discuss any concerns that callers may have. We also send out literature, source information, make calls on their behalf and call back with the information requested.

Outside of these hours we are there to listen and offer emotional support. We understand the difficulties that people may be experiencing and never judge. During this time the service is anonymous and confidential. The helpline took 585 calls this year, an increase from the previous year's total of 432. Numbers are increasing and it is hoped to take at least 800 calls next year.

## **Support Groups – Lorraine Morriss**



There are four Carer support groups operating in our area – Gravesend, Dartford, Swanley/Farningham and Meopham. They provide a sociable environment for both Carers and those they care for. The groups meet regularly and offer an opportunity to gain support through the shared experiences of others. Alongside their regular meetings, they have meals out and trips to the theatre and seaside.

## **Volunteer Report – Angela Warren**



We have over 70 volunteers on our books at the end of this financial year. They are involved in a range of activities and roles such as befriending, helpline, day centre, support groups, driving and as Trustees. All volunteers have enhanced Criminal Records Bureau (CRB) checks, as well as having two references taken up. There is a basic training programme on Mental Capacity Act, adult protection, dementia and cultural awareness. Some volunteers then have role specific training e.g. telephone skills. Volunteering has a social side as well and we encourage this with a couple of events each year.

With the new services planned for next year, there will be a need for increasing our recruitment drive and developing our training schedule. I look forward to another busy year.

## TREASURER – ALAN SPENCER



### FINANCIAL REVIEW & RESERVE POLICY

Our unrestricted reserves increased by £41,711 during the year to £153,555 whereas our restricted reserves fell by £27,368 to £83,406 due to us having utilised a proportion of these reserves on specific charitable activities for which funding was provided. This means that we have spent 96% of the money that we received on the charity's activities. The unspent funds will be carried forward for spending in future years.

The Trustees aim to maintain free reserves in unrestricted funds at a level, which equates to approximate 3 months of unrestricted charitable expenditure. This will allow ADSS to meet its obligations in the unlikely event that it was to completely cease all activities and thereby meet any shortfall should there be any late payment of grants. In the event that any service be overspent it is ADSS policy to address this from unrestricted reserves.

ADSS continues to be dependent upon KCC grants to carry out its main activities, which in total amounts to 55% of its gross income. ADSS Gift Aid Claim to H.M. Revenue & Customs this year amounted to £1,056.

ADSS acknowledges the much valued contribution of its dedicated team of volunteer workers who gave 8,012 hours in this financial year. If these hours were multiplied by the National Minimum Wage (£6.08 per hour w.e.f. 1/10/11), the financial contribution to ADSS would be £48,712.96. ADSS is not wholly dependent on voluntary donations to carry out its work.

Barbara White continues to run the ADSS payroll and Ann Hales is our Bookkeeper. Our Bankers continue to be CAF Bank at West Malling and the Independent Auditor for ADSS is Lindeyer Francis Ferguson.

### **Risk Management**

Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005) requires ADSS to make the following statement: *'The major risks, to which the charity is exposed, as identified by the trustees, are reviewed and systems or procedures have been established to manage those risks.'*

### **Governance & Management: Financial Risk**

These areas were reviewed and updated by the Finance and Personnel Committee on 25<sup>th</sup> September, 2012 and reported to the Board of Trustees on the same date.

## Donations in Memory of

Betty Harris Jim Wadsworth Edna Brett Cyril Haywood Hoyle Margaret Bartholomew Joyce Ketcher Ajmer Gill Arthur Down Jasmine Fry Rose Tadhunter Mrs. King Elizabeth Carr Cecily Fleetwood	Jean Christie Christine Gates Mag Puttock Patricia Owens Lily Hayward Fred Gausden Winifred Vine Les Spelman Kathleen McNair Margaret Troote Bill Hogan Elizabeth Challinor Olive Leader	Lilian Parris Valerie Brock Ruth Sink Herbert Green Vicky Walker Kathleen Matthews Frank Thornton Joyce Ward Roy Charlton Margaret Betts Patricia West Vera Grant Peggy
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## Donations from Individuals, Groups, Events & Organisations

Glaxo Smith Kline Satwinder Singh Southfleet ARA Alvera's Line Dancers Mr. Hughes Mr. R. Smith Mr & Mrs. Krief Huggens College Chapel NHS Medway Staff Social Committee Kent Police Portcullis Lodge Christine Keep Nigel Shaw Terry & Pauline Hearn Marilyn Warner Audrey Jeeves Sandy & Ted Barden Northfleet & Ebbsfleet Lions Joyce & Del Sowter Reg & Stephanie Grove Sarasin & Partners Mrs. J. Mason	Railway Cuttings Hairdressers Rosemary Tunbridge Miss McKenzie Linda Aberly Merton Abbey Lodge Ian & Pat Bosley Brenda Walker Angela Gilmore Gravesend Rotary Club Anne Waugh Susan Clay Toni Osborn Northfleet School for Girls Barclays Bank Dartford Nubila Restaurant Elaine Grooms Schaws Fitness Mo Cheesman Mr & Mrs. Gilbert Waitrose Aylesford Ron & Hazel Borrow Jennifer Smethurst Arthur Fry	Mr. & Mrs. Parris Meopham Ladies Lunch Club J. & W. Underwood Little Sparkles S. Foskett Mr & Mrs. Goodman Martin Tolhurst Solicitors Ifield Ladies Club Lynne Waterman-Jarvis Swanley Town Council Lindsay Garrett Anne Child Wendy Forster Waterside Quilters The Gravesend Boat Christine Smith Meopham PCC S. Devo Waitrose Longfield Mr. & Mrs. Nicholls Bernadette Baker-Clegg Audrey Thomson Swan Valley Community School
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***Alzheimer's & Dementia***  
SUPPORT SERVICES

Thank you to all of the people who have made Alzheimer's & Dementia Support Services such a great organisation. This includes

- the people who use our services, their Carers, friends and families
- the Trustees, staff and volunteers
- the members of ADSS
- other local organisations in the community, faith and voluntary sector
- our colleagues in Kent Adult Social Services and the National Health Service
- our funders Kent Adult Social Services, National Health Service, Primary Care Trust and the Big Lottery Fund
- the people, groups and organisations that have kindly donated money, time and services in kind
- Ann Hales, our book-keeper and Barbara White, pay clerk

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Registered Charity Number 1024385