

CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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CHAIR'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

Chapel Mobile Physio continues to go from strength to strength. But we do still need your support. Our service is needed more than ever. We are an aging population. The focus is all on caring for people at home. Because that's mainly where people want to be. As a result many local Care Homes are now closing.

We now have more referrals from the Hope Valley and Hayfield, and Steve (our physio) is working harder than ever, as he is now full time. Which does cost more money. Just to note, you need a referral from a doctor to access our service. Our waiting lists for physio isn't very long which is where we differ from the NHS. If you need treatment longer than six weeks you will receive it, which is also where we differ from the NHS. People really value our service and the feedback we collect is great. Life without mobility is very difficult.

Please spread the word to family and friends about our wonderful service. If you are able to come and help out in whatever way you can. That would be great.

Last but not least, I would like to thank all our supporters and donors, without you none of this would be possible.

Date:

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name

The full name of the charity is "Chapel-en-le-Frith Mobile Physiotherapy Service".

It is also known as "Chapel Mobile Physio".

Registered charity number

500497

Principal address

3 Church Brow, Chapel-en-le-Frith, High Peak, SK23 0EU

Email address

ChapelMobilePhysio@outlook.com

Board of Trustees since the end of the previous financial year

Cllr Kath Sizeland Mrs Judith Aizlewood Dr Graham Brodie MB, BS, MRCGP Una Meagher

Executive Committee at the date of this report

President - Mayor of the Borough of High Peak Cllr Peter Inman
Chair and Representative of the Borough of High Peak - Cllr Kath Sizeland
Treasurer - Mrs Judith Aizlewood
Secretary - Mrs Sandra Higgins
Minutes Secretary - Helen Young
Medical Adviser - Dr Graham Brodie MB, BS, MRCGP
Compliance Officer - Mrs Una Meagher
Representative of the Borough of High Peak - Cllr Nigel Gourlay
Co-opted Members –Mrs Pauline Turner, Mr Roger Turner

Patron

Mr Nick Pilling

Mobile Physiotherapist

Steve Davidson, Grad Dip Phys MCSP HPC

Independent Examiner

Mr Tim Mourne FCCA

Mourne & Co Accountants, 10 Market Street, Chapel-en-le-Frith, High Peak, SK23 OHH

Website

www.ChapelMobilePhysio.org

Our website is hosted for free by Kualo.

REPORT OF THE TRUSTEES - CONTINUED FOR THE YEAR ENDED 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its constitution, as amended on 20 November 2019.

Recruitment and appointment of new trustees

The trustees regularly review the skills, experience and knowledge of the Board in order to identify when a new trustee needs to be appointed. The existing trustees decide the attributes which are needed in a new trustee and look to recruit from people already known to them. A suitable candidate is chosen and approached to be invited to join the Board. Once the position has been accepted, the new trustee is appointed and recorded with the Charity Commission.

Induction and training of new trustees

New trustees are expected to have a good understanding of the aims and objectives of the charity and its governing document. They are provided with a copy of the Charity Commission Guidance "The essential trustee: what you need to know, what you need to do" and are given additional support as needed so that they can properly perform their duties as a trustee.

Organisational structure

The officers of the charity are:

- the President, who is the Mayor of the Borough of High Peak;
- the trustees, of which there are a minimum of three and a maximum of five;
- the Honorary Secretary, elected annually at the Annual General Meeting; and
- the Honorary Treasurer, elected annually at the Annual General Meeting.

The charity is run by its Executive Committee, which consists of:

- the officers of the charity;
- one representative from each rural High Peak Parish from which a nomination has been received;
- two representatives from the Council of the Borough of High Peak; and
- up to six co-opted representatives of the rural Parishes of the High Peak who have knowledge and experience enabling them to make a valued contribution to the Committee, elected annually at the Annual General Meeting.

At least one and up to three Medical Advisers, who are suitably qualified, are appointed annually at the Annual General Meeting to advise the Executive Committee on medical matters.

Remuneration policy

No remuneration is paid to any of the members of the Executive Committee. Expenses may be claimed for costs incurred directly and exclusively in the course of the activities of the charity.

Our physiotherapist is paid with reference to NHS payscale rates.

Wider network

The charity has a service contract with the NHS Derby and Derbyshire Clinical Commissioning Group.

Referrals for treatment are taken from the following GP practices in the High Peak:

- Thornbrook Surgery, Chapel-en-le-Frith;
- Goyt Valley Medical Practice, Whaley Bridge;
- Evelyn Medical Centre, Hope; and
- Arden House Medical Practice, Hayfield.

REPORT OF THE TRUSTEES - CONTINUED FOR THE YEAR ENDED 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Risk management

The Executive Committee identifies and reviews the risks to which the charity is exposed to ensure appropriate controls are in place.

Safeguarding

We are committed to safeguarding the wellbeing of vulnerable service users. We ensure this through robust recruitment checks, appropriate training and clear procedures for reporting any concerns.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objects as stated in its constitution are to promote, establish and maintain a mobile physiotherapy service in Parishes of the High Peak, as selected by the Executive Committee.

Significant activities

On the recommendation of a Medical Practitioner or as otherwise agreed by a majority of the Executive Committee on the advice of the Medical Adviser and Physiotherapist, physiotherapy treatment shall be made available in the home to elderly residents. Treatment is free of charge.

Public benefit

The trustees are aware of the guidance for the public benefit requirement in its charitable objectives, the running of the charity and its reporting responsibilities and have taken it into account when making a decision to which the guidance is relevant. A summary of the main activities undertaken by the charity to carry out its charitable purposes for the public benefit is included within this report. The trustees confirm that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Volunteers

The members of the Executive Committee all provide their services for running the charity free of charge. The charity is supported by additional volunteers at its fundraising events.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Our service continues to be the provision of physiotherapy treatment in the home and related support for older residents of the rural High Peak. Derbyshire County Council is encouraging older people to continue to live independently in their own home and we provide an essential service supporting older residents in the rural high Peak.

Steve Davidson has completed his second full year as our Physiotherapist, and we continue to receive high praise and amazing feedback from our service users. The move to a full time position from April 2023 has enabled him to provide many more appointments, as reported in the Physiotherapist's report on pages 6.

Community Access

We have started a Community Access Project where our Physiotherapist visits social group meetings and is available to talk to elderly residents about minor physical concerns they may have. This Community Access encourages older residents to seek advice at an earlier stage and enable them to take more preventative action before problems progress.

Fundraising activities

As well as our annual spring and autumn coffee mornings, we held a Carnival Family Fun day with local charity Stage 4 Deserves More. Our Treasurer has organised another RHS garden outing, and we have received sponsorship money from two fundraisers. We have continued to be well supported by local Councils, businesses, groups and individuals, to whom we are extremely grateful for their donations, especially during such difficult times.

REPORT OF THE TRUSTEES - CONTINUED FOR THE YEAR ENDED 31 MARCH 2024

FINANCIAL REVIEW

Reserves policy

The charity updated its reserves policy during the year to reflect changes in its obligations to its employee and patients. This is monitored throughout the year and adapted as circumstances change. Donations received specifically for any activity which has not yet been spent are set aside as restricted reserves.

In order to ensure continuity of service at the highest level, sufficient cash shall be kept in the bank accounts as designated reserves. The amount shall be determined as being equal to 12 months' salary costs as this is the amount considered necessary to:

- a) Demonstrate financial stability to funders and secure alternative long-term funding should existing sources of income become unavailable.
- b) Provide confidence and employment security to existing and potential employees in order to recruit and maintain staff of the highest calibre.

Financial activities

Details of the financial activities of the charity during the year, including principal funding sources, how expenditure has supported the key objectives of the charity and the financial position at the year-end is included in the Treasurer's Report on page 8.

Investment policy and objectives

All funds are kept in instant access bank accounts.

FUTURE DEVELOPMENTS

Holiday and sick leave cover

The charity had intended to take on an additional part time physiotherapist during the year to ensure continuity of the provision of treatment during periods of staff absence, but we have not been successful in many of our grant applications and have therefore not been able to raise the funding to do this. This remains a target achievement for the future once funds allow.

Fundraising

Fundraising throughout the voluntary sector is becoming more and more challenging, and we have failed to meet our reserves target this year. We will be working hard in the following months to raise the money to replenish our reserves and continue to provide the full-time service we are committed to.

Signed on behalf of the Board of Trustees:	
Cllr Kath Sizeland – Chair	Mrs Judith Aizlewood – Treasurer
Date:	

MOBILE PHYSIOTHERAPIST'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

Another fantastic year!

2023/24 was my second year in post and has been one of consolidation and progressive development. The referrals have continued to flow consistently in, and the service has been working to capacity throughout the year, with an average waiting time of 1-2 weeks. As recorded in last year's report we have developed a good working relationship with Evelyn Medical Centre in the Hope Valley, and now we have also expanded our services west, and accept patients from Arden House Medical Centre in Hayfield.

My working hours have been increased this year, and I now work full-time for the service. This increase in hours is reflected by a proportionate increase in patient numbers seen (evidenced by figures supplied below in this report).

In common with previous years the caseload is varied, and includes a range of musculo-skeletal disorders, neurological conditions and some post-operative rehabilitation. Falls prevention /management is also a common reason for referral. We are accepting an increasing number of patients from care homes, so management of issues occurring subsequent to dementia is often an important consideration. As always, we adopt a holistic approach and, in addition to mainstream physiotherapy, seek to ensure that additional psychological strategies are employed as appropriate to engender a positive outlook and hopeful vision of the future. Examples of this might include breathing exercises to aid relaxation, reframing of challenges, or visualisation techniques. Feedback continues to reflect extremely high overall patient satisfaction.

On several occasions during the year we have teamed up with venues such as Footsteps in Whaley Bridge and volunteer groups based at the Methodist Church in Chapel to offer drop-in advice sessions. These have been popular and further sessions are planned for the coming months.

The service offered by Medequip (with regards to supplying items of equipment) is invaluable, and as I have become more familiar with the local area, I have been able to increasingly refer on to other agencies such as the befriending service and the social prescribing team. The rich support network offered both by health and social services, and other charities and volunteer groups across the High Peak is impressive and allows us to continue to offer a flexible and unique approach to the provision of physiotherapy.

2022/24

2022/23

Patient statistics for the year are as follows:

	2023/24	2022/23
Total number of patients referred	158	133
Total number of patients discharged	158	103
Caseload at 31 March 2023	30	30
Total number of appointments	909	614
Total mileage	4,390	3,093
Number of referrals per GP Surgery:		
	2023/24	2022/23
Thornbrook Surgery	90	74
Goyt Valley Medical Practice	42	40
Evelyn Medical Practice	21	17
Arden House Medical Practice	5	-
Other	-	2

MOBILE PHYSIOTHERAPIST'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

Breakdown by area:					
2,02,000,000,000	Number of Patients		Number of App	ointments	
	2023/24	2022/23	2023/24	2022/23	
Bamford	6	4	25	25	
Bradwell	-	3	5	8	
Buxworth	1	2	15	6	
Castleton	3	2	10	12	
Chapel-en-le-Frith	78	69	448	295	
Chinley	14	9	94	49	
Combs	4	2	25	7	
Dove Holes	2	4	11	15	
Furness Vale	2	3	22	3	
Hathersage	10	4	60	25	
Hope	4	5	20	25	
Peak Dale	-	1	-	2	
Whaley Bridge	25	25	142	142	

Mandatory CPD requirements have all been fulfilled, and I have undertaken training in various meditation techniques which can be adapted to help patients in some cases. We have also worked hard together to update a wide range of policies and procedures relating to data protection and lone-working to maintain full compliance with professional standards.

I anticipate to coming year to be another one of consolidation. As stated above, we are currently running to capacity, and to expand the service further would possibly run the risk of compromising the nature of the intervention that we are able to offer. From the feedback received, maintaining the service currently offered is worthwhile indeed.

Finally I would like to take this opportunity to thank the committee for their considerable administrative and professional support, without which I would not be able to work effectively, and the local surgeries, all of whom are a great pleasure to work with.

Steve Davidson Mobile Physiotherapist, MCSP, HCPC registered

Date:

TREASURER'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

Less than 25% of the running costs of this charity are covered by our NHS grant so the voluntary grants and donations we receive are vital to the running of the service. The majority of the funds raised are used to cover the employment costs of the physiotherapist with a salary increase in line with NHS pay scales We have provided a £10,000 interest free loan to support the physiotherapist in purchasing a reliable vehicle which is essential for his work in this dispersed rural area. This is being repaid by deduction from salary. We made a conscious decision to change our reserves policy which previously included an amount to cover the potential redundancy costs of the last long-term employed physiotherapist. This gave us the confidence to increase the physiotherapists hours to full time to meet increasing demand. As always, we strive to minimise administration costs but have purchased some items of equipment such as an NHS encrypted laptop to allow confidential recording of patient records without the need for paperwork. This assists us in complying with NHS data protection requirements. We also purchase small items of equipment to supply to service users such as, for example, a knee brace.

Our fundraising activities include local coffee mornings which are well supported and allow us to publicise the service. We ran a coach outing to RHS Bridgewater and an onboard raffle and again a captive audience allowed us to publicise the service. We receive positive feedback from service users many of whom choose to make a donation to the service. Our local parish councils and individual councillors also provide support and local businesses as detailed at the end of this report. Most of our income comes from the time consuming and tireless efforts of our 2 secretaries making applications to voluntary grant giving bodies and we thank these organisations for their generosity. High Peak CVS and Foundation Derbyshire have been very supportive of our work and the committee have also been able to identify and attend training to support our work such as safeguarding and applying for grants.

We thank all our supporters for their generosity which enable our truste	ees, committee and physiotherapist to continue
to provide this invaluable service.	

Mrs Judith Aizlewood – Treasurer

Date:

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds	Restricted funds	31.03.24	31.03.23
	Notes	£	£	£	£
RECEIPTS AND PAYMENTS					
Receipts					
NHS service contract		9,472	-	9,472	10,353
Voluntary grants and donations	2	25,960	2,477	28,437	19,18
Fundraising activities	3	3,263	-	3,263	1,88
Sale of fixed assets		185	-	185	
Bank interest		292	-	292	19
Total receipts		39,172	2,477	41,649	31,61
Payments					
Physiotherapist employment costs	4	39,633	-	39,633	27,08
Service delivery expenditure	5	3,821	836	4,657	2,98
Fundraising costs	6	1,184	-	1,184	6
Administration costs	7	1,317	1,200	2,517	41
Total payments		45,955	2,036	47,991	30,54
Net receipts (payments)		(6,783)	441	(6,342)	1,07
Cash funds last year end		38,412_		_38,412	37,34
Cash funds this year end		31,629	441	32,070	38,41
STATEMENT OF ASSETS AND LIABILITIE	S AT THE EN	ID OF THE YEAR			
Current assets					
Instant access bank accounts and cash		22,379	441	22,820	38,41
Car Loan		9,250		9,250	
Total current assets		31,629	441	32,070	38,41
Reserves					
Designated continuity reserve		42,000	-	42,000	40,00
Undesignated free reserves		(10,371)	-	(10,371)	(1,588
Restricted reserves	8		441_	441	
		31,629	441	32,070	38,41

Approved by the Board of Trustees and signed on their behalf:

Cllr Kath Sizeland – Chair	Mrs Judith Aizlewood – Treasurer
Date:	

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CHAPEL-EN-LE-FRITH MOBILE PHYSIOTHERAPY SERVICE (CHARITY NO 500497) ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

I report to the trustees on my examination of the accounts of the above charity ("the Service") for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of the Service, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Service's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Tim Mourne FCCA Mourne & Co Accountants, 10 Market Street, Chapel-en-le-Frith, High Peak, SK23 0HH
Date:

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparing the accounts

The accounts of the charity have been prepared under the receipts and payments method. Receipts and payments accounts contain a statement summarising all money received and paid out by the charity in the financial year, and a statement giving details of its assets and liabilities at the end of the year.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. VOLUNTARY GRANTS AND DONATIONS

	31.03.24	31.03.23
	£	£
Restricted funds		
High Peak Borough Councillor's Initiative Fund	777	-
High Peak Health and Wellbeing Partnership	500	-
Grants from other charities	1,200	
	2,477	
Unrestricted funds		
Derbyshire County Council	8,000	6,000
Parish and Borough Councils	200	2,250
Grants from other charities	10,000	2,200
Donations from local businesses	2,960	3,801
Donations from local groups and individuals	4,800	4,929
	25,960	19,180
Total voluntary grants and donations	28,437	19,180

£1,500 of funding was awarded through High Peak CVS during the year ended 31 March 2024.

£2,000 of funding was awarded through Foundation Derbyshire during the year ended 31 March 2023.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

3.	FUNDRAISING ACTIVITIES		
		31.03.24	31.03.23
		£	£
	Garden parties and outings	1,161	888
	Carnival	800	-
	Coffee mornings	508	793
	Sponsored events	449	-
	Donated items	111	207
	High Peak Community Lottery	109	-
	Market stalls	91	-
	Gift aid received	34	-
		3,263	1,888

The Committee was again able to run our usual two coffee mornings, but our Spring morning was in April rather than March so only the funds raised from the October coffee morning are included in these accounts. As well as having a bric-a-brac table at our coffee mornings, we also raised funds by selling selected donated items online.

We raised money on a market stall during our awareness campaign "Falls Fortnight" and held a joint event with another local charity "Stage 4 Deserves More" at the Chapel Carnival in June. Two supporters undertook sponsored events for us this year, from which we also received Gift Aid, and we now have a JustGiving page for future fundraisers.

Our Treasurer, Judith Aizlewood, organised a very successful outing to the RHS Garden Bridgewater in Salford but was not able to host her annual summer garden party due to bad weather.

We would like to thank everyone who has supported us through the High Peak Community Lottery. Tickets can be purchased at www.highpeakcommunitylottery.co.uk/support/chapel-en-le-frith-mobile-physiotherapy-service.

4. PHYSIOTHERAPIST EMPLOYMENT COSTS

	31.03.24 £	31.03.23 £
Gross salary Employer's NI	39,633	27,085 -
Pension	39,633	27,085

5. SERVICE DELIVERY EXPENDITURE

	31.03.24	31.03.23
	£	£
Travel costs	2,527	1,194
Equipment costs	910	898
Professional subscriptions and training	871	113
Insurance	277	256
Telephone	72	391
Project costs – Safer Living in Your Own Home	-	130
	4,657	2,982

£836 was spent on small equipment for service users using restricted income.

NOTES TO THE ACCOUNTS – CONTINUED FOR THE YEAR ENDED 31 MARCH 2024

6.	FUNDRAISING COSTS		
		31.03.24	31.03.23
		£	£
	Outing costs	1,135	-
	Printing	31	-
	Hall hire	18	-
	Fundraising subscriptions		61_
		1,184	61
	Outing costs include payment for last year's garden trip.		
7.	ADMINISTRATION COSTS		
		31.03.24	31.03.23
		£	£
	Computer licence – 3 years	1,283	-
	Laptop purchase	1,019	-
	Payroll processing	137	313
	Printing and postage	78	99
		2,517	412

The laptop and contribution towards the computer licence were paid for from a restricted donation of £1,200.

8. RESTRICTED FUNDS

	At 01.04.23 £	Receipts £	Payments £	At 31.03.24 £
Laptop purchase	-	1,200	1,200	-
Small equipment for service users	-	1,277	836	441
	-	2,477	2,036	441

We received £1,200 from a charitable trust to purchase an NHS laptop for our physiotherapist. This means he can now directly update most of our service users' patient records to the NHS, saving a significant amount of administration time and freeing up time for more appointments.

During the year we received £500 to help support those who are struggling financially as a result of the recent the cost of living increases. While large items of equipment can be prescribed on the NHS, smaller items need to be purchased, and this grant enabled us to provide high quality specific equipment to service users. The initial project was so successful we have raised an additional £777 to be able to continue with this project.

SUPPORTERS FOR THE YEAR ENDED 31 MARCH 2024

We are enormously grateful to be supported by:































Chinley Buxworth & Brownside Parish Council

Bamford With Thornhill Parish Council















The Picnic Basket Café

Whaley Bridge Allotment and Gardening Society

Chapel-en-le-Frith Over 60's Club

Vernon Robert Bowmer Charitable Trust

The John Morton Trust

The Barnabas Charitable Trust

and all the individual donors who have given so generously.