



**Bristol Older People's Forum CIO**

Charitable Incorporated Organisation

Charity number: 1162616

**Annual Report & Accounts**

1 April 2019 to 31 March 2020

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1 April 2019 to 31 March 2020

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## Reference and administrative details

Charity name: Bristol Older People's Forum CIO  
Registered charity number: 1162616  
Registered office and operational address: c/o Age UK Bristol, Canningford House, 38 Victoria Street, Bristol, BS1 6BY

## Charity Trustees

The Trustees and officers serving during the year and since the year end were as follows:

Ian McDowell Bickerton, Chair (appointed 25<sup>th</sup> July 2019)  
Judith Irene Brown, BOPF Ambassador (appointed 25<sup>th</sup> July 2019)  
Christina Mary Stokes, Treasurer (appointed 28<sup>th</sup> March 2019)  
David Elson  
Pat Gregory (appointed 23<sup>rd</sup> January 2020)  
Trish Mensah (appointed AGM 25<sup>th</sup> July 2019)  
Gloria Morris  
Lyn Mitchell Porter (appointed AGM 25<sup>th</sup> July 2019)  
Jenny Smith  
Tony Wilson

1 Trustees has resigned since 31<sup>st</sup> March 2019.  
Joanne Georgina Allen Stokes (resigned 23<sup>rd</sup> January 2020)

Gillian Seward (deceased 6<sup>th</sup> September 2019)

## Bankers

Unity Trust Bank, Nine Brindleyplace, Birmingham, B1 2HB  
Triodos, Deanery Road, Bristol, BS1 5AS

## Independent Examiner

Rupert Taylor

## Staff

Finance & Administration Manager Yolanda Pot  
Engagement and Development Manager Ian Patrick Quaife

## **Report of the Trustees for the period 1 April 2019 to 31 March 2020**

The Trustees present its Annual Report and Independent Examiner's Report for the period 1 April 2019 to 31 March 2020.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

### **Objectives and activities**

#### **The objects of Bristol Older People's Forum CIO are:**

- 1) To promote social inclusion for the public benefit by working with those in the City of Bristol who are socially and economically excluded on the grounds of their age, relieving the needs of such people and supporting their participation in society.
- 2) The relief of poverty and sickness and the preservation and protection of good physical or mental health amongst persons who are in need as a result of their age in the City of Bristol.

#### **In furtherance of these objects, the Trustees shall:**

- a. Increase, co-ordinate and provide information about opportunities for older members of all of Bristol's communities.
- b. Give older people a voice and facilitate their engagement with service providers, so as to influence the quality and relevance of local services and provisions and so better meet the needs of people over 55.
- c. Research or participate in research into the causes and effects of social exclusion of older people in the City.
- d. Promote activities that support the health and well-being of older people in Bristol.

## **Public Benefit**

The Trustees have had regard to the Charity Commission's guidance on public benefit and endeavour to implement them in all the charity's work. The main activities undertaken to further the charity's objects for the public benefit are detailed in the following pages as follows:

### **1. COMMUNICATIONS**

**1.1. The BOPF Magazine**

**1.2. BOPF Website**

**1.3. BOPF Facebook**

### **2. PARTNERSHIP WORK**

**2.1. Voice & Influence Partnership (VIP)**

**2.2. BAB Age Friendly Bristol Transport Challenge Project**

**2.3. BAB Age Friendly Housing Challenge Project**

**2.4. BAB Challenging Ageism Workshop**

**2.5. BAB Kick-Start Projects**

**2.6. Friends Ageing Better (FAB)**

**2.7. Bristol Join-up Project**

**2.8. LinkAge Network**

### **3. BOPF Membership**

### **4. BOPF Open Forum Meetings**

## **Achievements and performance**

### **1. COMMUNICATIONS**

#### **1.1. The BOPF Magazine**

We produced two BOPF Magazines this year, in Summer 2019 and Spring 2020, each with a reach of around 3000. Both of these magazines were a 'Transport Special Edition' as part of our Bristol Age Friendly Transport Action Project funded by Bristol Ageing Better. Transport is an issue that has regularly been highlighted by BOPF members as one their top priorities. Both magazines also carried a wide range of other information including, TV Licensing and pension credit, accessing IT training, developments on the BOPF Housing Action Project, and key local contacts.

A significant proportion of our members are digitally excluded, i.e. are not online, and therefore rely on hard copies of the magazine. These can include some of our more isolated members. However, we do encourage our members to receive the magazine by email to reduce our printing and mailing costs. As a result, the proportion of magazines emailed to members is increasing. For the Spring 2020 issue, 616 of our almost 3000 members received the magazine by email, compared to 463 with the previous Spring issue.

Since the Covid-19 lockdown came into force, we have been working collaboratively with our partners Age UK Bristol, Bristol Ageing Better and Linkage, as well as many other charities in a newly formed Support Hub. In April 2020 we worked with Age UK Bristol on a Covid-19 Update, which was posted out to all our household who are digitally excluded. In May 2020, this was followed by the publication and distribution of our ***Life Under Lockdown Special Edition*** of our **BOPF Magazine**.

#### **1.2. BOPF Website ([www.bopf.org.uk](http://www.bopf.org.uk))**

BOPF received grant funding from St Monica's Trust and the John James Bristol Foundation to develop a new website which was launched at the February 2020 Open Forum. A new website to help develop the BOPF communications strategy, had been one of the strong recommendations of the consultant's report on Transforming BOPF, produced in 2018. An external web development company, Paterson Design, were appointed to develop the new website, and this was overseen by the Finance and Administration Manager, in consultation with BOPF Trustees. This involved around 6 months of intensive work.

The new website is already proving a huge boost to effective communications not just with BOPF members, but also the wider world. The feedback from users has been very positive and the website has been particularly valuable during the Covid-19 crisis, with information and advice being posted on the Information Hub. People's personal stories and experiences during the crisis have also been posted. One of our key aims is to now ensure that the information and data on the website is regularly updated and developed.

#### **1.3. BOPF Facebook**

We have recently reactivated our BOPF Facebook page after a couple of years of it lying dormant. This has been particularly useful during the Covid-19 pandemic as we have been able to post out important up-to-the-minute information to our on-line members and a wider audience. As part of this we have encouraged members to write their thoughts about recent times under our 'Corona Diaries' feature. This has proved popular and has kick-started some real creativity. The BOPF

Facebook page will continue to be a regular feature of our social media communications and will enable members to participate on a regular basis.

## **2. PARTNERSHIP WORK**

This has been a fulfilling but challenging year. Much of our project work has been successful and has helped further build our credibility and reputation as a membership organisation. The recent pandemic and lock-down has meant that in the last couple of months we've had to re-shape much of our face to face and community development work. Nevertheless, we have still been able to provide services to our members, particularly disseminating information via our Magazine, Covid-19 bulletins, email, our reactivated Facebook page and via our new Website.

All our work is based on the principle that older people should be centrally involved in all aspects of decision and policy making. This we believe is the best way of challenging ageism and ageist practices.

### **2.1. Voice & Influence Partnership (VIP)**

Our work with the Voice and Influence Partnership (VIP) is for the period May 2018 to May 2021.

The Partnership is funded by the Bristol City Council and is made up of The Care Forum (the leading partner), Bristol Older People's Forum, Centre for Deaf and Hard of Hearing People, OTR LGBTQ+ (Off The Record), SARI (Stand Against Racism & Inequality) and WECIL (The West of England Centre for Inclusive Living) .

The VIP has been created to help make sure that individuals, groups and communities whose voices aren't always heard are listened to, and are part of shaping Bristol's future.

We have now completed our second year of our three-year contract with Bristol City Council, to carry out formal consultation and ensure that the voice of older people is being heard. We are part of a group of organisations representing those who are disadvantaged in society (as set out in the 2010 Equalities Act).

This work continues to be highly successful, having met all our performance targets, including recruiting over six hundred new VIP members. We have led the way in developing new and innovative ways to engage and empower older people across the city. The Council recognise this and continues to approach us on a wide range of issues, including this year on Clean Air, the Council Budget, Social Care Commissioning and HomeChoice Bristol on social housing allocation.

From the end of March 2020, we have been unable to work face-to-face with local groups or through our Open Forum meetings, so the focus has been on publishing news and information to all BOPF members and our wider community networks. See item 1.1 The BOPF Magazine.

We will now be working with our lead organisation (The Care Forum) our VIP partners and Bristol City Council to extend the partnership and the work beyond 2021.

### **2.2. BAB Age Friendly Bristol Transport Challenge Project**

In June 2019, BOPF secured funding for one year from Bristol Ageing Better for the BOPF Bristol Transport Project (TAP) for the period June 2019 to June 2020.

TAP was set up to deliver on transport priorities identified by older people, including information on transport across Bristol via two 'Transport Special' Newsletters and through our new Website. The project also set up a Transport Action Group (TAG) to highlight and act upon current transport challenges and issues identified by older people.

The project was launched on 6 June 2019 at our BOPF Open Forum meeting with a presentation and Q&A's from the managing Director of First Bus and Cllr Kye Dudd, Bristol Cabinet Member for Transport and Energy.

Since the Transport Action Project started in June 2019, we've made real progress. Up until the lockdown we were working with the Council and public transport partners as a sub-group of the Transport and Connectivity Board (one of six boards making up the One-City Plan, which sets out Bristol's priorities over the next thirty years). In our initial meeting in February, we made an 'offer' to the Council and partners, based on the priorities developed by our Transport Action Group (TAG, comprising older people with expertise, experience and knowledge in all aspects of public transport) and were ready to work with them on the next stage of this fledgling partnership.

Although the funding for this project has now ended, we will continue to prioritize the project under our Voice and Influence Partnership (VIP) and look forward to ensuring that we have a place around the table to influence transport policy and good practice in the future.

### **2.3. BAB Age Friendly Housing Challenge Project**

In October 2019 BOPF secured funding from Bristol Ageing Better for the BOPF Bristol Housing Project for the period Oct 2019 to March 2020.

Like our transport work our housing project has enabled us to build real links with decision and policy makers as well as help establish a key proactive role for older people as influencers.

Central to this work has been our Housing Research Survey. This was completed in April 2020, with some interesting and hard-hitting findings, around location and community, older people not being listened to, the cuts to sheltered housing warden and other support services, the importance of having access to trusted trades-people and the need for home adaptations so older people can stay in their own homes.

Due to the current situation, we have decided to hold back the publishing of the report, as we feel its impact and potential to kick-start a new approach to older people's involvement in housing policy may be lost. We therefore plan to launch it later in the summer.

The future plan for the Housing Action Group is to carry on and develop the work beyond the funding period, which ended in April 2020. This again will sit within the framework of our Voice & Influence Partnership and be part of the formal consultative mechanism we have with Bristol City Council.

### **2.4. BAB Challenging Ageism Workshop**

The background discussions for this project began earlier this year and we are now in a position to develop this piece of work with our partners Bristol Ageing Better and Age UK Bristol. It will be part of a wider training tool that we will roll out to businesses, local community groups and anyone else interested in tackling all forms of ageism. It will be a key element of our status as an Age Friendly City. We see this work as a core component in challenging inequality based on age, which often leaves older people as undervalued and wrongly perceived as 'burden' on society.

The delivery of the workshops will have to be put on hold until we get back to a more normal situation, but this is a new and exciting part of our work going forward into 2021.



## **2.5. BAB Kick-Start Projects**

We have worked with and advised three projects funded (with our guidance) through the BAB Kick-Start Projects. These are the Urban Soul Creative writing for therapy project, The Dalmar group - Somali male Elders, offering a regular meeting place and activities for isolated members of the community and the Bangladeshi Elder's Women's group, again offering a weekly meeting with activities such as Tai Chi. Individual members of these projects are now signed up as members of BOPF and we will continue to offer support as and when is required in the future.

We will also look to offer more project management support and expertise to other smaller community groups working with older people and see this as an important service as we move forward into next year.

## **2.6. Friends Ageing Better (FAB)**

FAB is one of our partner organisations and is managed by Age UK Bristol. It offers regular coffee mornings, discos and keep-fit sessions. We continue to work closely with them to ensure that BOPF and FAB members benefit from the services across both projects. The FAB discount card, offering savings to members on a range of local and independent business and leisure providers has proven to be popular with BOPF members and we hope to see this continue next year.

## **2.7. Bristol Join-up Project**

This project started in January 2020 and is funded through the National Lotteries Community Fund. It was originally set up with the intention of training a core group of older community researchers to explore how the issue of isolation and loneliness affected older people, with an emphasis on Care Homes. However, because of the pandemic we have had to re-shape the project. The focus is now on developing qualitative research over a two-year period to explore how BOPF members and other older people are dealing with both the current challenges of lock-down and the period beyond, as we move to a new set of circumstances.

The evaluation and research into the public/private sector and political response to the Covid-19 crisis will be key to planning for future pandemics and we hope our small-scale survey can add value to this bigger picture.

## **2.8. LinkAge Network**

Working with LinkAge Network, which is now established as part of Age UK Bristol, we organised a very successful 'Christmas Cruise' around Bristol Docks, for BOPF members of the Polish, Bangladeshi communities, and local East Park estate. This was a chance to build new relationships and break down barriers between communities who had never met before. The two-hour trip, with a big Christmas buffet and quiz was great fun and we will look to fund a similar community cohesion event in the forthcoming end of year.

## **3. BOPF Membership**

BOPF has almost 3000 members over 55 years old, and can therefore legitimately claim to speak for a significant number of older people in the city. As part of the Voice and Influence Partnership, we have had a sustained drive to sign up more members over the last two years, and this has been led by our Development and Engagement Manager.

In addition, the former BOPF chair was appointed the BOPF Ambassador in 2019, and she has been promoting and publicising our work as widely as possible at meetings, events and festivals. We have also had BOPF stalls at Bristol Pride Festival on the Downs, the launch of the Celebrating Age Festival at The Station, and International Women's Day at City Hall.

It remains a clear goal to continue to increase both BOPF membership and also attendance at Open Forum meetings, particularly amongst minority communities, as these are seen as two key ways of extending the influence of BOPF with decision-makers and strengthening the voice of older people in the city.

The Magazine includes a membership form and an equality data form. Though membership is free, there is also the option to make a donation which we are now more actively promoting.

On 31 March 2019 there were 2792 BOPF Members, an increase of 117 compared to last year. Of these 301 signed up to become Voice & Influence Partnership (VIP) members and 74 signed up to become Friends Ageing Better (FAB) members.

**Table - Number of BOPF Members**

	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>
Total members	<b>31 Mar 20: 2792</b>	31 Mar 19: 2675	31 Mar 18: 2707	31 Mar 17: 2747
New BOPF members	<b>205</b>	130	67	69
Ceased BOPF members	<b>88</b>	162	107	67
New VIP members	<b>301</b>	221	-	-
New FAB members	<b>74</b>	51	-	-
Members on email	<b>616</b>	464	365	294

#### **4. BOPF Open Forum Meetings**

Our Open Forum meetings are an opportunity for people to come together every two months in the centrally located Broadmead Baptist Church. They provide an opportunity to meet others, listen to speakers, get involved in activities, and visit stalls. They are very much about socialising, learning, participating and campaigning. We have again this year brought to the Open Forum speakers who can both inspire and inform, and topics covered have included transport, housing, clean air, climate change, and physical and mental wellbeing.

Speakers have included representatives from Extinction Rebellion Elders, the Chair of Bristol Dementia Action Alliance, the Lord Mayor, the Mayor of the West of England Combined Authority, and the Mayor of Bristol. As part of our Voice and Influence Partnership contract, we have also invited speakers from Bristol City Council to talk about current consultations, and these have included a proposed new Clean Air Zone and the draft Council Budget for 2020/21.

Our Open Forum attendances have been very good, and we attracted 75 people when the Mayor of Bristol attended the November 2019 Forum. We have been encouraging local organisations and charities, like the Royal Voluntary Service, to have stalls at Open Forum meetings, and we now

have at every meeting people sitting at tables to encourage them to participate more actively in the increasing number of interactive sessions.

During 2019-2020 we held a total of 6 events: 5 Open Forum meetings and our AGM. We attracted a total of 334 attendees of which 256 were members. This is a 47% increase compared to last year.

**Table – Open Forum attendance**

<b>Open Forum (OF) attendance</b>	<b>2019-20</b>	<b>2018-19</b>
No of meetings	<b>6</b>	<b>6</b>
BOPF members	<b>256</b>	<b>170</b>
Non BOPF members	<b>78</b>	<b>56</b>
Total	<b>334</b>	<b>226</b>

**LIST of last year's SPEAKERS and Bristol City Council CONSULTATIONS at our Open Forum meetings and AGM**

1. **BOPF Open Forum 1**, 4 April 2019, Broadmead Baptist Church. Attendance: 39
  - **Bristol City Council CONSULTATION**  
*'Help when people need it', services for sheltered housing and floating support*, Helen Pitches, Commissioning Manager.
  - **Protect our NHS, The NHS - Underfunded and Part-privatised but Surviving**, Shaun Murphy, co-coordinator of Protect Our NHS.
  - **'Named-GP scheme' on older patients (research findings)**, Peter Tammes PhD, Senior Research Associate, University of Bristol.
  - **Friends Ageing Better (FAB)** (Age UK Bristol and BOPF Project), Clare Mitchell, FAB Communities Development Officer.
  - **Voice & Influence Partnership**, Ian Quaife, BOPF Engagement and Development Manager.
2. **BOPF Open Forum 2**, 6 June 2019, Broadmead Baptist Church.  
Attendance: 46, Event feedback forms: 31
  - **Cllr Kye Dudd (KD) - Bristol Cabinet Member for Transport and Energy**
  - **First Bus**, James Freeman, Managing Director, *Development of Clean Energy Buses*
  - **BOPF Transport Action Project**, Ian Quaife, BOPF Engagement and Development Manager
3. **BOPF AGM**, 25 July 2019, Broadmead Baptist Church. Attendance: 49
  - **Tim Bowles, West of England Combined Authority (WECA) Mayor, Role of the Mayor of the West of England.**
  - **Bristol City Council CONSULTATION - Air Quality**, open 1 July to 12 August, Mark Leach, BCC Sustainability Team.
  - **Alan Morris of Bristol Clean Air Alliance (BCAA)**
  - **What are your views about Air Quality? Issues and possible solutions**, Ian Bickerton, BOPF Chair

4. **BOPF Open Forum 3**, 3 Oct 2019, Broadmead Baptist Church. Attendance: 65
- **Lord Mayor Cllr Jos Clark (Cllr JC)** BOPF President. Cllr JC spoke about the **role** of the **Lord Mayor**, the **robes** and **how she arrived in the role**.
  - **BOPF Development Work: Voice & Influence Partnership (VIP), BOPF Transport Action Project, NEW BOPF Housing Action Project**, Ian Quaife, BOPF Engagement and Development Manager
  - **Off The Record (OTR) Freedom** Henry Poultney, Team Manager - LGBTQ+
  - **Bristol Equality Network (BEN)** – Duncan Fleming, Equalities and Community Cohesion Officer, BCC, *WeAreBristol* video.
5. **BOPF Open Forum 4**, 28 November 2019, Broadmead Baptist Church. Attendance: 75
- **Mayor of Bristol, Marvin Rees, Clean Air & Transport** and the **One City Vision**.
  - **BOPF Development Work: Voice & Influence Partnership, BOPF Transport Action Project, BOPF Housing Action Project - table discussion/questionnaire**,
  - Ian Quaife, BOPF Engagement and Development Manager
  - **Bristol Council Tax CONSULTATION 2020-21 (23 Oct-4 Dec 2019)**, Jon Toy, Consultation and Engagement Manager, Bristol City Council
  - **Bristol Dementia Action Alliance (BDAA), "Is Bristol a Dementia Friendly City?"**, Tony Hall, Chairman
  - **BRACE - Alzheimer's research at Bristol Brain Centre at Southmead**, Tony Wilson, BOPF Trustee (TW)
6. **BOPF Open Forum 5**, 27 February 2018, Broadmead Baptist Church. Attendance: 60

**Information Stalls: Extra Care Housing and Homecare** - Steve Wimhurst, BCC Adult Commissioning; **TV Licences** - Natasha Lee; **Type 2 Diabetes** - Sean Hourigan, Peer Support Coordinator; **Research on Facebook and people aged 50+** - Caroline McDonnell, UWE student and LinkAge Talking Tables Project Co-ordinator; **Royal Voluntary Service** - Christine Morgan, Supporting your recovery Service Manager

**BOPF Survey: WHAT MATTERS TO YOU!** Members were asked to select three of the topics below (number of votes in brackets). **Health & Wellbeing had the most votes** followed by **Transport** and **Climate Change**.

Health & Wellbeing: **26**, Transport: **22**, Climate Change: **18**  
 Independence (Help to stay at home) **15**; Public Toilets: **15**;  
 Being Heard: **10**; Social Care: **10**, Air quality: **9**; Bank closures: **9**  
 Housing **5**; Taking part (in work and/or leisure/volunteering): **5**; TV Licences **5**  
 Computing/online: **4**

- **BOPF Website Launch**
- **Bristol City Council CONSULTATION - Social Housing Lettings**, survey closes 20 March 2020, Andrew Corp, Housing Supply Manager

- **Climate Change - 'Bristol Rebel Elders' an affinity group of Extinction Rebellion,**
- Deasy Bamford (DB) and David Saunders (DS)
- **BOPF Development Work UPDATE, Quaiife, BOPF Development Manager**  
**Voice & Influence Partnership; BOPF Transport Action Project; BOPF Housing Action Project; Happy to Talk - Building Connections, *exploring isolation and loneliness*;**  
**Challenging Ageism - A business tool to tackle ageism in its many forms.**

## Financial review

At the end of this financial year there was a surplus of £425 in unrestricted funds and £13,329 in restricted funds. Unrestricted reserves were £23,160 and restricted reserves were £16,347.

## Going concern

We were successful this year in attracting over £70,000 in grants and donations

We have a contract worth £60,000 with Bristol City Council together with our Voice & Influence Partners for commissioning equality work, for the three-year period, May 2018 to May 2021.

We have 2 months remaining of the 20,000 received from Bristol Ageing Better for the Age Friendly Bristol Transport Challenge Project for the one year period, June 2019 to June 2020.

We also have 2 months funding left from our Bristol Ageing Better Age Friendly Housing Action Project.

Going forward we have been successful in attracting funding for three new projects:

- Development and delivery of an age awareness programme
- Work with older men in prison in preparation for their release
- Participation in a research project – to be confirmed

We also collect donations from members via our newsletter and meetings and attract income from advertising in the newsletter.

The Trustees are therefore confident that the charity is a going concern and will remain so for the coming financial year.

## Reserves policy

The Trustees have set a policy of maintaining unrestricted reserves equivalent to six months' expenditure. At present there is a designated reserve for an exit strategy of £18,000, which is approximately six months' expenditure. This is reviewed annually.

## Risk management

The Trustees have identified the potential risks to the organisation and ranked them according to likelihood and severity. For each risk they have identified mitigation and a responsible person, and the risk register is reviewed at every regular meeting of the Trustees.

## **Structure, governance and management**

### **Governing document**

BOPF is a Charitable Incorporated Organisation governed by its constitution dated 30 June 2015. Anyone over the age of 55 can become a member and on the 31st March 2020, there were 2792 members.

### **Organisation**

There must be at least 5 charity Trustees and there is no maximum number of charity Trustees that may be appointed to the CIO. The Trustees delegate the day-to-day operations of the charity to the Finance and Administration Manager, and Engagement and Development Manager, in conjunction with the Chair.

None of the Trustees receive remuneration or other benefit from their work for the charity. Any connection between a Trustee or staff member with a supplier or any other contractual relationship must be disclosed. None were reported this year.

### **Recruitment and appointment of Trustees**

There are regular Trustee recruitment campaigns, most recently one particularly aimed at increasing minority community representation. There are currently 10 Trustees on the Board, with 3 new Trustees joining in 2019/20, including a new Treasurer. This followed three other Trustees stepping down over the last year. All Trustees may stand for re-election at the AGM and 11 did so in July 2019, when a new Chair was elected. Judith Brown, who had been BOPF Chair for many years, stepped down and became BOPF Ambassador.

Sadly, the Board lost Gillian Seward who passed away in the summer of 2019. Gillian had been a much loved, long-standing Trustee who had contributed a great deal to BOPF over the years.

Six Trustee meetings take place every year in Canningford House, and provide an opportunity for Trustees to scrutinise key aspects of the work of the charity, including finances, funding bids, the Transformation Action Plan, agendas for future Open Forum meetings, and a whole host of other issues, some of which are raised by the Trustees themselves.

### **Trustee induction and training**

New Trustees receive information on roles and responsibilities and are directed to Charity Commission Guidance. The register of interests is reviewed at each meeting. Trustees are encouraged to attend appropriate external training and networking events where these will facilitate the undertaking of their role, and many have taken lead roles on areas of our manifesto to enable focussed knowledge building and influencing work.

A Trustee Awayday was held in February 2020, with an external facilitator, aimed at enabling the Trustees to get to know each other better, understand more clearly their role of a Trustee, identify any skills gaps, and discuss the future direction of BOPF. The Trustees have much work to do in the future, including reviewing the existing BOPF Manifesto and policies, developing a new Trustee induction programme, and building up an active group of BOPF volunteers.

## Trustees' responsibilities in relation to the financial statements

The charity Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

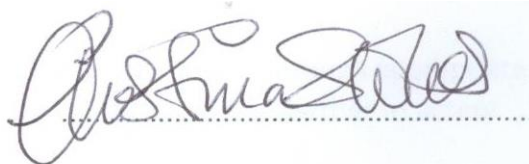
The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that to the best of their knowledge there is no information relevant to the Independent Examination of which the Examiner is unaware. The Trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant financial information and that this information has been communicated to the Examiner.

Approved by the Trustees on 11 June 2020 and signed on their behalf by:



Ian Bickerton  
Deputy Chairperson



Christina Stokes  
Treasurer

## **Independent examiner's report to the Trustees of Bristol Older People's Forum CIO**

I report the accounts of the charity for the period from 1 Apr 2019 to 31 March 2020 which are set out on pages 17 to 25.

### **Respective responsibilities of Trustees and examiner**

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the Charities Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.



Rupert Taylor

Easton Business Centre, Felix Road, Bristol, BS5 0HE

12 June 2020



**STATEMENT OF FINANCIAL ACTIVITIES (SOFA)**

1 April 2019 to 31 March 2020

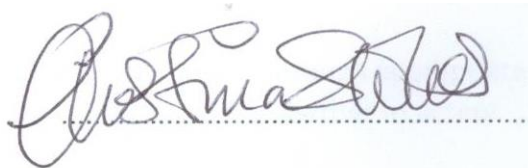
	Note	Unrestricted funds 2019-20	Restricted funds 2019-20	Total funds 2019-20	Total funds 2018-19
		£	£	£	
<b>Income</b>					
<b>Donations</b>	3	838	-	838	5,073
<b>Charitable activities</b>					
<b>Total Grants</b>		-	70,528	70,528	35,562
<b>Total charitable activities</b>	4	-	70,528	70,528	35,562
<b>Other trading activities</b>	5	1,105		1,105	2,418
<b>Investments</b>	6	79		79	66
<b>Total Income</b>		<b>2,022</b>	<b>70,528</b>	<b>72,549</b>	<b>43,118</b>
<b>Expenditure on:</b>					
Raising Funds		-	-	-	-
<b>Charitable activities</b>					
BOPF Management	7	1,597	-	1,597	7,535
Voice & Influence Partnership (VIP)		-	20,125	20,125	22,187
BOPF Website			3,500	3,500	
BAB Participating Network		-	2,250	2,250	2,250
BOPF Age Friendly Transport Action Project (BAB)		-	14,705	14,705	-
BOPF Age Friendly Housing Action Project (BAB)		-	13,332	13,332	-
BOPF Transformation Report		-	-	-	7,500
Citizen Journalists		-	393	393	107
BOPF 25 Years Anniversary		-	-	-	500
Bristol Join-up Project		-	1,101	1,101	-
BAB Kickstart Project		-	293	293	-
Christmas Day Trip		-	1,500	1,500	-
<b>Total charitable activities</b>		<b>1,597</b>	<b>57,199</b>	<b>58,795</b>	<b>40,080</b>
<b>Total Expenditure</b>		<b>1,597</b>	<b>57,199</b>	<b>58,795</b>	<b>40,080</b>
<b>Net income/expenditure</b>		<b>425</b>	<b>13,329</b>	<b>13,754</b>	<b>3,039</b>
<b>Transfers between funds</b>		-	-	-	-
<b>Net movement in funds</b>		<b>425</b>	<b>13,329</b>	<b>13,754</b>	<b>3,039</b>
<b>Reconciliation of funds</b>		-	-	-	-
Total funds brought forward		22,735	3,018	25,753	22,714
<b>Total funds carried forward</b>		<b>23,160</b>	<b>16,347</b>	<b>39,507</b>	<b>25,753</b>

**BALANCE SHEET**

31 March 2020

Note ref.		Total funds 31 Mar 2020	Total funds 31 Mar 2019
		£	£
	<b>Fixed assets:</b>		
12	Tangible assets		
	Net book value	-	-
	<i>Total fixed assets</i>	-	-
	<b>Current assets:</b>		
13	<b>Debtors</b>	107	-
	<b>Cash at bank and in hand</b>		
	Unity Trust Bank	19,545	5,922
	Triodos bank	19,893	19,814
	PayPal	-	29
	Petty cash	66	88
	<i>Total current assets</i>	39,612	25,853
	<b>Liabilities:</b>		
14	Creditors: Amounts falling due within one year	105	100
	Prepaid Income	-	-
	<b>Total current liabilities</b>	105	100
	<i>Net current assets</i>	39,507	25,753
	<i>Total assets less current liabilities</i>	39,507	25,753
	<b>Total net assets</b>	<b>39,507</b>	<b>25,753</b>
15	<b>The funds of the charity:</b>		
	Restricted income funds	16,347	3,018
	Unrestricted funds		
	General fund	5,160	4,735
	Designated fund	18,000	18,000
	<i>Total unrestricted funds</i>	23,160	22,735
	<b>Total charity funds</b>	<b>39,507</b>	<b>25,753</b>

Approved by the Trustees on 11 June 2020 and signed on their behalf by:


Ian Bickerton  
Deputy Chairperson

Christina Stokes  
Treasurer

## **NOTES TO THE FINANCIAL STATEMENTS**

### **YEAR ENDED 31 MARCH 2019**

#### **1. Accounting Policies**

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

##### **a) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).

The Bristol Older People's Forum CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

##### **b) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

##### **c) Interest receivable**

Interest on funds held on deposit is included when receivable.

##### **d) Fund accounting**

- i. Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the purposes of the charity.
- ii. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.
- iii. Restricted funds are donations which the donor has specified are to be solely used for particular purposes.

##### **e) Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Costs of raising funds include time spent complying with the terms of our Bristol City Council grant, including monitoring and submitting summary spend statements.

Expenditure on charitable activities includes the costs: to maintain our membership, to carry out the survey, to produce the BOPF Newsletters, of Open Forum meetings to further the purposes of the charity and their associated support costs.

Other expenditure represents those items not falling into any other heading.

**f) Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance, office costs, budgeting and accounts, payroll administration, Information technology and human resources which supports BOPF's charitable activities. These costs have been allocated between costs of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

**g) Tangible fixed assets**

Individual fixed assets costing £300 or more are capitalised at historic cost and depreciated over their estimate useful economic life on a straight line basis as follows:

IT equipment: annual rate 33%

**h) Debtors**

Trade and other debtors are recognised at the settlement due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**i) Cash at bank and in hand**

The Triodos deposit account has instant access.

**j) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**k) Pensions**

BOPF's automatic enrolment staging date was on 1 March 2016. BOPF chose NEST to process auto enrolment. One part-time employee opted into the scheme.

**2. Legal status of the charity**

BOPF is a Charitable Incorporated Organisation (CIO). In the event of the charity being wound up the trustees have no liability for its debts.

**3. Income from donations**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Gifts and donations</b>		
Open forum donations	136	235
Skydive donations	-	1,984
Newsletter donations	332	1,909
Newsletter donations Gift Aid	100	687
Gif Aid Tax Reclaimed	-	258
Other Donations	270	-
<b>Total Gifts &amp; donations</b>	<b>838</b>	<b>5,073</b>

**4. Income from charitable activities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Grants</b>		
BCC Community Investment Fund	-	3,562
Voice & Influence Partnership	20,000	21,250
BAB Participating Network	2,250	2,250
St Monica Trust	3,000	7,500
John James Bristol Foundation	500	500
BAB Age Friendly TRANSPORT	20,000	-
BAB Age Friendly HOUSING	15,000	-
BAB Age Friendly Ageism Training	5,000	-
LinkAge Network	1,500	-
BAB Kickstart	293	-
Bristol Join-up	2,985	-
Bristol Community Health	-	500
<b>Total income from charitable activities</b>	<b>70,528</b>	<b>35,562</b>

**5. Income from other trading activities**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Newsletter Adverts	-	693
Newsletter sponsorship	-	1,500
Stalls	40	225
Mailout Income	1065	-
<b>Total income earned from other trading activities</b>	<b>1,105</b>	<b>2,418</b>

**6. Investment income**

Investment income of £79 is interest received from the Triodos deposit account.

**7. Analysis on expenditure on charitable activities**  
**1 April 2019 - 31 March 2020**

	Basis of apportionment	Total Unrestricted	Total Restricted	Total 2019-20	Total 2018-19
<b>Direct costs</b>		£	£	£	£
Salaries, NI & pension	75% of staff time	-	26,200	<b>26,200</b>	<b>14,720</b>
Freelance fees			2771	<b>2771</b>	-
Consultation fees		-	2,600	<b>2,600</b>	<b>6,500</b>
Staff expenses		-	198	<b>198</b>	<b>115</b>
Newsletter Printing		365	1,562	<b>1,927</b>	<b>2,385</b>
Newsletter Mailing		-	446	<b>446</b>	<b>739</b>
Newsletter Postage		700	1,665	<b>2,365</b>	<b>3,160</b>
Venue costs		-	787	<b>787</b>	<b>599</b>
Event costs		-	-	-	<b>266</b>
Transport costs		-	63	<b>63</b>	<b>63</b>
Meeting costs		-	92	<b>92</b>	-
Trustee expenses		2	161	<b>163</b>	<b>356</b>
Project expenses		-	1,571	<b>1,571</b>	-
Communications costs		-	1,709	<b>1,709</b>	<b>54</b>
Other expenses		-	-	-	-
<b>Total direct costs</b>		<b>1,067</b>	<b>39,825</b>	<b>40,892</b>	<b>28,957</b>
<b>Indirect costs (Overheads)</b>					
Salaries	25% of staff time	-	8,964	<b>8,964</b>	<b>4,907</b>
Freelance fees			692	<b>692</b>	-
Governance (see note 8)		329	264	<b>593</b>	<b>593</b>
Office costs (see note 8)		201	7,452	<b>7,654</b>	<b>5,622</b>
<b>Total overheads (indirect costs)</b>		<b>530</b>	<b>17,373</b>	<b>17,903</b>	<b>11,122</b>
<b>Total charitable activity costs</b>		<b>1,597</b>	<b>57,199</b>	<b>58,795</b>	<b>40,080</b>

## 8. Analysis of governance and support costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between six key charitable activities undertaken in the year.

Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	Support costs			Basis of apportionment
	unrestricted	restricted	Total 2019-20	
	£	£	£	
<b>Governance</b>				
Salaries, NI & Pension	-	1,972	1,972	Staff time
Freelance fees		152	152	Freelance time
Independent Examination	100	-	100	Governance
Trustee expenses	-	149	149	Governance
Info Commissioners Office (ICO)	-	40	40	Governance
Trustee meetings refreshments	4	8	12	Governance
Trustee training	150	-	150	Governance
Membership (Voscur, NPC)	75	50	125	Governance
PR (cards)	-	17	17	Governance
<b>Total Governance</b>	<b>329</b>	<b>2,388</b>	<b>2,717</b>	
<b>Office costs</b>				
Salaries, NI & Pension	-	6,992	6,992	staff time
Freelance fees		540	540	Freelance time
Staff CPD	157	-	157	Office costs
Insurance	-	419	419	Office costs
Rent	-	4,084	4,084	Office costs
Telephone	-	365	365	Office costs
Bank charges	18	54	72	Office costs
Printing	-	491	491	Office costs
Postage	5	-	5	Office costs
Stationary	-	95	95	Office costs
Depreciation	-	-	-	Office costs
Hardware		1,340	1,340	Office costs
IT Maintenance	-	291	291	Office costs
Website hosing	-	120	120	Office costs
IT Software	22	194	216	Office costs
<b>Total Office costs</b>	<b>201</b>	<b>14,985</b>	<b>15,186</b>	
<b>Total Support costs</b>	<b>530</b>	<b>17,373</b>	<b>17,903</b>	

## 9. Analysis of staff costs and trustee remuneration and expenses

	Unrestricted funds 2019-20 £	Restricted funds 2019-20 £	Total funds 2019-20 £	Total funds 2018-19 £
Salaries	-	37,740	37,740	19,513
Social Security costs	-	-	-	-
NEST Pension contributions	-	888	888	113
<b>Total staff costs</b>	-	38,628	38,628	<b>19,626</b>

No employees had employee benefits in excess of £60,000 (2019 none). Pension costs are allocated to activities in proportion to related restricted staffing costs incurred.

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity.

Five Trustees received expenses totalling £311 (Governance: £148, Open Fora: £33 and Representation: £130) during the year (2018-19 £590). These were for travel and parking costs during the furtherance of the CIO's charitable objects.

## 10. Staff numbers

The average head count (number of staff employed) over the course of the year was 1.5 staff (2019 1.5). This equates to an average of 0.9 full-time member of staff (2019 0.9).

## 11. Government Grants

Income from government grants are performance related grants made by the Bristol local authority to fund addressing inequality, and engaging and informing older people in Bristol.

## 12. Tangible fixed assets

	IT equipment £	Total £
Cost:		
As at 1 April 2019	1,334	1,334
Additions	-	-
As at 31 March 2020	1,334	1,334
Depreciation		
As at 1 April 2019	1,334	1,334
Charge for the year	-	-
As at 31 March 2020	1,334	1,334
Net book value	-	-
As at 1 Apr 2019	-	-
<b>As at 31 March 2020</b>	-	-
<i>Balance at 31 March 2019</i>	-	-



**13. Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade debtors	107	-
Prepayments	-	-
	<b>107</b>	<b>-</b>

**14. Creditors: amount falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Sundry creditors	5	-
Accruals	100	100
	<b>105</b>	<b>100</b>

**15. Analysis of charitable funds****Analysis of movements in unrestricted funds**

	Balance 1 Apr 2019	Incoming resources	Resources expended	Transfers	Funds at 31 March 2020
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General fund	4,735	2,022	1,597	-	5,160
Designated fund	18,000	-	-	-	18,000
<b>Total</b>	<b>22,735</b>	<b>2,022</b>	<b>1,597</b>	<b>-</b>	<b>23,160</b>

**General fund:** The 'free reserve' after allowing for all designated funds.

**Designated fund:** Calculated as six months running costs, in accordance with the charity's Reserves Policy.

**16. Analysis of movements in restricted funds**

	Balance 1 Apr 2019	Incoming resources	Resources expended	Transfers	Funds at 31 March 2020
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Voice & Influence Partnership	2,625	20,000	20,125	-	2,500
BAB Participating Network	-	2,250	2,250	-	-
St Monica Trust	-	3,000	3,000	-	-
John James Bristol Foundation	-	500	500	-	-
BAB Age Friendly TRANSPORT	-	20,000	14,705	-	5,295
BAB Age Friendly HOUSING	-	15,000	13,332	-	1,668
BAB Age Friendly Ageism Training	-	5,000	-	-	5,000
LinkAge Network	-	1,500	1,500	-	-
BAB Kickstart	-	293	293	-	-
Bristol Join-up	-	2,985	1,101	-	1,884
Bristol Community Health	393	-	393	-	-
<b>Total</b>	<b>3,018</b>	<b>70,528</b>	<b>57,199</b>	<b>-</b>	<b>16,347</b>