

ANNUAL REPORT

2021-2022

Registered Company Number 10371450
Registered Charity Number: 1170810

CHAIRMAN'S INTRODUCTION

Finally, the Covid restrictions imposed by the government have gradually been relaxed over the year allowing the trust and the centre to return to reasonably normal operating conditions. The activities we provide have now been grouped and rebranded to appeal to younger people, to facilitate our agreed desire to reduce the average age range of our members. May I take this opportunity again to thank all the staff for their flexibility and resourcefulness in keeping the centre functioning through the difficult last few years.

When you read this report, you will understand how the activities we can provide have increased through our success in obtaining grants for new projects. This means that we now require more space for these and future projects. We have been in negotiations with Worcestershire County Council over the year to lease the upstairs of the building once the council service previously provided from there had been relocated. A Health & Safety audit was completed by our consultant to highlight any issues or concerns that would be relevant once we began to use upstairs. The lease was finally signed by all parties at the end of March 2022.

The Board are now considering the purchase of the whole building to enable us to have a bricks and mortar asset that we can change and modify for all the new projects we have planned for the future. Our focus will be to keep the activities we have already for our more elderly members but also consider what new projects we can arrange for younger people.

Work has continued on the scheduled review of all our policies and procedures. A new Health & Safety committee has been formed to include two trustees and two members of staff. They will meet on a half yearly basis to discuss any health and safety issues. This committee is in addition to our alternate half yearly health & safety audit to check compliance.

With the help of our trustees, work has continued on updating the Risk Register. This is a document recommended by the Charity Commission to look at all aspects of the way our charity operates and to assess the risks involved in five major areas. Findings were discussed at an Awayday at the end of March and a programme of adjustment and improvement will begin. It is the Board's intention to hold at least two Awaydays each year for discussions on items that cannot be fully explored at regular meetings.

Finally, I have the pleasure to announce the appointment of two new trustees during the year. Roger Smith, who comes to us with experience of horticulture projects in a range of settings and client groups and who has agreed to take responsibility for reporting on the relevant outdoor activities. The other new trustee is John Peers, who is the son of one of our founder trustees and brings his long experience of social work across a range of ages and disabilities. Welcome to you both.

Ann Masters
Chairman

MANAGER'S REPORT

At the start of this reporting period (April 2021), the UK had just exited the third and final Covid lockdown. At the start of the year only, 15 members could meet up as a group indoors. Fortunately, our allotment sites came to the rescue. Each morning we could use our two vehicles to take some members to the allotments for the day, thereby creating space for other members to come into the centre, whilst staying within Government guidelines. This whole period was very problematic for us as we had to juggle the number of members on-site and off-site, whilst trying to retain the interest of members who could not attend by continuing to offer activity sessions via Zoom.

It was not until May 17th, when the government slightly eased the restrictive limits that the numbers could increase from 15 to 30. This allowed us to re-introduce the popular fitness/sporting activities, as well as music, dance and leisure centre visits. This made life somewhat easier at the centre and allowed us to return to a more varied activity timetable. Social distancing and mask wearing were finally removed on July 19th, enabling the centre to return to normal operations.

The cumulative impact of Covid 19 and lockdowns resulted in a number of members leaving our day service provision. This gave us the incentive to embark on a widespread marketing campaign, targeting social work teams, G.P. surgeries and other relevant health and social care settings. A generous donation from the Roger and Douglas Trust enabled us to take out paid advertising in local newspapers to promote our day services to a wider audience. As a result, we have increased the total number of members from 71 at the start of the year to 78 at the end.

To raise the profile of some of our more popular activities, a decision was made to rebadge some of these as stand-alone projects, giving them their own identities. Therefore, gardening/allotments became our horticultural project 'Green Shoots', drama became the more rounded inclusive performing arts project 'The Odell Players', arts and crafts became 'Art Club', bush crafts evolved into the wider skilled 'Earth Crafts' and woodwork morphed into 'Splinters'. This helped the marketing of our day service in publicity materials by putting the emphasis on our five core projects, supplemented by a wide range of supporting general activities. We have therefore taken the opportunity to update our brochure and new member welcome pack to reflect these changes.

It was lovely to get back to a normal Christmas timetable and our latest popular drama production called 'Snow Della' was produced in February. Everyone involved had a fantastic time and I would like to take the opportunity of thanking all staff and helpers for making these activities such a great success.

Craig Darby
Manager

ACTIVITIES

As government restrictions relaxed, it enabled us to carry out more and more of our general activities for members, as well as the five rebranded projects.

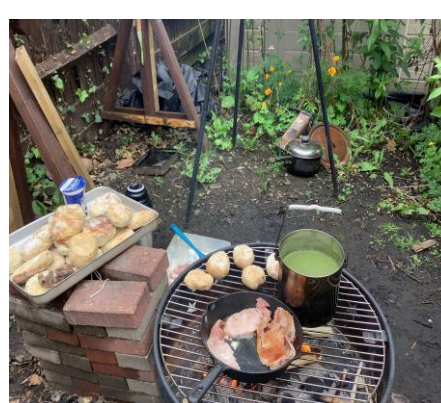
Green Shoots

Our horticultural project continues to evolve, with the roll out of a detailed 12 month planting programme, commencing with the germination of the seeds, right through to cropping. This ensured plenty of seasonal produce was available for the kitchen staff to use in the preparation of delicious meals for the members to eat at lunchtimes. Members have used a wide variety of hand tools and a rotovator to look after our allotment plots. Members who have participated in Green Shoots have taken great enjoyment from being out in the fresh air and engaging in physical work.



Earth Craft

The Earth Craft team planted a live willow fence and shelter in their own section of the Odell Centre garden. Earth Craft encompasses bushcraft, green woodworking, woodland wildlife identification & support and also Celtic folklore. Members have engaged in activities such as making bug boxes which have been positioned around the garden, planting of pollinating insect friendly plants, preparing and cooking their lunch from scratch. This has included cooking stews in a Dutch oven over an open fire and making their own sausages, butter, bread and nettle soup. Members have also used the shave horse to make wooden bowls and cutlery. Earth Craft is our newest project but has proved very popular in terms of member participation. Grateful thanks go to the Oliver Ford Trust for their donation to this project.



Splinters

Splinters, as the name suggests, is the Odell's traditional woodwork project taking place in the woodwork room. Equipped with a wide variety of hand and power tools, plus work benches, members have developed the skills required to make a variety of wood craft products they can subsequently take home. Tasks learnt have included the correct use of saws, hammers and screwdrivers, sanding, painting and varnishing. During this reporting period, members made such items as a mini "grandfather" clock, tables, bookcases, CD racks and a bench.



Art Club

Art Club has continued to prove very popular with the members, encompassing different aspects of arts & crafts and utilising different materials. These include painting, ceramics, pottery, felt, papier mache, soap making & carving, candle making, model making, jewellery making and resin casting. Throughout the year, members have also worked on seasonal art projects, reflecting the time of year such as Valentine's Day, Spring, Easter, Autumn, Halloween and Christmas. Members have also produced the necessary artwork required for the backdrop to The Odell Players' performance of Snow Della.



The Odell Players

The Trust was successful in an application to the European Social Fund to improve our performing arts provision. In addition to the drama production of "Snow Della", we have purchased a large variety of percussion instruments in order to develop the musical side of the Odell Players. These instruments included tambourines, triangles, wood blocks, castanets, cymbals, snare drums, steel drums plus many others. Towards the latter end of this period, an Odell choral group was in the process of being formed. We also have an outside instructor – Di Ricci who comes in to deliver dance sessions to our members once a week. We have invested in a brand new media system to enhance the Odell Players' productions and have purchased iPad for the purpose of producing short films, using green screen technology.



Work Train

Work Train is a time limited project funded by the European Social Fund (ESF) through Worcestershire County Council. The aim of the project has been to improve the soft skill set of members attending Work Train over the duration of the project. Improvement in soft skill areas such as communication, teamwork, self-confidence & self-esteem, problem-solving, time management, decision making, leadership, organisation and creativity has been recorded alongside the delivery of horticultural based activities at our Franche allotment plot.

Tasks completed included - building vegetable planters, planting hanging baskets, weaving willow bird feeders, germinating seeds, planting seedlings into raised beds, weeding, digging, raking, watering, plus many others.



General Activities

Our new core projects are supplemented with a wide variety of other activities. These include a number of sport and fitness based activities such as zumba, tai-chi, kick boxing, short mat bowls, golf and outdoor bowls. Other activities on offer to members during this reporting period have included flower arranging, fishing, photography, needlecrafts, baking, skittles and curling.

A thank you to Nick Vessey, a volunteer who continued to help out with driving the minibus, taking members for drives into the countryside to spot wildlife such as deer and birds of prey and visiting an array of garden centres and other attractions such as the Cob House and Witley Court.



Christmas

It was lovely to get back to a normal Christmas timetable with lots of extra seasonal activities and trips. The usual Odell Christmas lunch, party and disco returned, to be enjoyed by everyone. This year, we invited a magician, an Elvis tribute act and an animal lady. Outside visits were organised to Bodenham Arboretum nativity trail, Tinker Blue Therapy (pony visit) and the Safari Park. After Christmas, to keep the festivities going, there was a visit to Malvern Theatre for the Peter Pan pantomime and also the Monday Night Group's Jack and the Beanstalk at Stourport Civic Hall.



Other News

There were a number of other small additions to life within the centre. A defibrillator was purchased after advice from a first aid training course and two portable Rensair air purification units were installed to help reduce possible future infections. Worcestershire County Council also agreed to replace the roof of the building.

Donations

The Board would like to offer their grateful thanks to all those who continue to support the Odell Trust through donations and grants.

Amazon	£ 59.70
Amica 24 Halloween event	£ 150.00
Bernie - Marathon	£ 695.71
In memory of Billy Bowen	£ 120.00
Christine Harris & Family	£ 100.00
Ed Barry	£ 20.00
In memory of Ken Peers	£ 250.00
Mrs Buttery	£ 20.00
Nicholl & Co Estate agent	£ 100.00
Paul Masters	£ 50.00
Wyre Forest Lottery	£ 246.00
Individual Small Donations	£ 358.59

Grants

Worcestershire County Council	£30,685.00
Roger & Douglas Trust	£ 2,000.00
Worcestershire County Council	£30,685.00
Worcestershire County Council	£36,100.00
David Solomon Trust	£ 500.00
Oliver Ford Trust	£10,000.00
Previous Grant Money Spend this year	£ 1804.00

FINANCE REPORT

INCOME

EXPENDITURE

	Year to 31/3/2022		Year to 31/3/2022
	£		£
WCC Personal budgets	404,122	Staff Costs	347,291
Donations	2,170	Activities	59,738
Grants	111,774	Support Costs	112,606
Other Income	2,244	Governance/Investment exps	3,248
TOTAL	520,310	TOTAL	523,063

OVERALL ANNUAL DEFICIT = £2,753

Despite the 2021/22 accounts showing a minor overall deficit, the trustees have been pleased to see that the Trust remains in a strong financial position. The small deficit is mainly due to a significant fall in the number and size of grants being awarded to the Trust. In recent years a large number of grants have been Covid related, and of course it is to be expected that these have now reduced significantly. However, the overall healthy position of the reserves, and in particular the relatively high amount of unrestricted funds, has enabled the trustees to increase the value of the reserves policy, as outlined below. This has enabled the trustees to feel more protected against any potential unexpected costs. It is also good to report that the charity has coped well with the significant issues related to the covid-19 pandemic, and is now looking forward, and moving on to the next phase of development.

Reserves Policy

The Trustees have agreed a Reserves Policy based on nine months running costs plus an allowance for redundancy pay and other closure liabilities. For 2022 this figure has been set at £415,522. In addition, there are reserves totalling £45,000 that have been designated for building work, vehicle purchase/renovation, also contingency funds to help support Odell members with significant needs

A full set of accounts can be viewed on request

Alan Wardle

Treasurer

Governance Structure

The Trust became a Company Limited by Guarantee on 12th September 2016 and is governed by Articles of Association which established the objects and powers of the charitable company.

Charity Name

The Odell Trust

Charity Number

1170810

Company Number

10371450

Registered Address

The Odell Centre, Plimsoll Street, Kidderminster DY11 6TZ

Trustees

Mrs Ann Masters – Chairman

Mrs Sue Moreve – Vice Chairman

Mr Alan Wardle - Treasurer

Mr Trevor Burgess

Mrs Sue Cowen

Mrs Jenny Perry

Mr Alex Roberts

Mrs Sue Nicholl

Mr Keith Slater

Mr Roger Smith- 25.11.2021

Mr John Peers- 01.02.2022

Independent Examiners

Cutter & Co Ltd

Lyttleton Court

3 Birmingham Street

Halesowen

Bankers

CAF Bank Ltd

NOTES ON GOVERNANCE STRUCTURE

The object for which this charity is established is to provide a Recreational Day Centre to support individuals who live in Worcestershire or the surrounding area for recreation or other leisure time occupation. This provision sets out to improve the conditions of life for those who have need of such facilities through disability, age, youth, infirmity, financial hardship or social circumstances.

Members

The subscribers to the Memorandum of Association and other persons elected by the Board of Directors shall, with their agreement, be admitted to membership of the Company.

Organisational Structure

The Board meets as often as required and, during this financial year has met 7 times including an Awayday. The Finance group meet before each full Board meeting. In between meetings the Policy & Procedures Review group continued to meet and the Health & Safety audit committee meet quarterly.

The trustees have overall responsibility for ensuring the charity has systems of internal control and the Trusted Charity Mark quality standard is in place (formerly PQASSO). These measures are designed to give reasonable but not absolute assurance against material misstatement or loss. A budget is approved by the trustees annually and regular financial reports and forecasts are prepared for the Board. A Risk Register has been produced to ensure that the trustees understand the risks faced by the charity and plan for the management of those risks and this will be updated on a regular basis.

Recruitment and Appointment of Directors

The directors of the company are also charity trustees for the purpose of charity law and under the requirements of the Memorandum and Articles of Association. Directors retire by rotation and elect a Chairman, Vice Chairman and Treasurer at each AGM. New directors are identified and appointed by the remaining Board members.

Trustee Induction and Training

The Vice Chairman of the trustees is responsible for the induction of any new trustee, which involves awareness of the role and responsibilities of trustees, the governing documents, administrative procedures, as well as the history and philosophical approach of the charity.

Related parties

There are no related parties this year.