



SWAY WELFARE AID GROUP

**Annual Report and Accounts
For the Year Ending
30th September 2020**

Registered Charity Number 261220

SWAY WELFARE AID GROUP

Reference and Administrative Details

Name of Charity: Sway Welfare Aid Group

Alternative Name: SWAG

Charity Registration Number: 261220

Contact Address: Mr J R Stevens
Driftway
Mead End Road
Sway
Lymington
Hampshire
SO41 6EH

Trustees: David Golby (Organiser)
Jonathan Hartley (Chairman)
Jeremy Stevens (Treasurer)
Pat Fleat
Clive Potter
Dr Sally Smith
Nichola Caneparo

Bankers: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner: Sandra Williams ACMA
3 Moser Grove
Sway
Lymington
Hampshire
SO41 6GA

SWAY WELFARE AID GROUP

Structure, Governance and Management

The Sway Welfare Aid Group was established by constitution dated 28th October 1970, to serve the needs of the civil parish of Sway and its immediate neighbourhood.

The trustees manage the charity on behalf of all the residents of Sway to whom they report annually at a general meeting in November. Other public meetings are held to review progress during the year.

Trustees, and other officers, are appointed by election at the annual general meeting and serve for one year, renewable annually. All new trustees are made aware of their responsibilities under the Charities Act.

During the year the trustees take all executive decisions. At any of the public meetings during the year residents of Sway are entitled to propose possible areas of benefit for the trustees to consider.

The trustees serving during the year under review were David Golby (Organiser), Jonathan Hartley (Chairman), Jeremy Stevens (Treasurer), Pat Fleat, Clive Potter, Sally Smith and Nichola Caneparo.

Sway Welfare Aid Group is affiliated to the Good Neighbours Network (GNN) funded by Hampshire County Council and local clinical commissioning groups. SWAG benefits from central public and employer's liability and personal accident insurance policies taken out by GNN on behalf of all affiliated groups.

Objectives and Activities

The objectives of the Sway Welfare Aid Group (SWAG) are the relief of the sick, needy, disabled or aged within Sway and its immediate neighbourhood. The charity makes grants to both individuals and local organisations within these constraints. In this connection SWAG works closely with many local organisations to ensure that it reaches out to as many people as possible in meeting its objectives.

The charity also organises a free transport service, manned by volunteer drivers, to take sick, elderly or infirm people to attend hospital and other medical appointments where they cannot provide, or are not capable of using their own transport. Mileage expenses of the drivers are met by the charity.

In addition, the charity runs a twice-monthly lunch club service for the elderly living alone. Volunteers cook the meal and the participants pay only a nominal charge for the food; all other expenses are met by the charity.

The trustees have paid due regard to the Charity Commission's guidance on public benefit and consider that the activities of the Sway Welfare Aid Group during the year are fully in accord with the objectives of the charity and are to the public benefit.

SWAG runs an annual Christmas appeal within the village of Sway to raise funds for its activities and also benefits from voluntary donations from clients of its transport service.

The trustees are grateful to all our volunteer officers who organise much of the charity's work.

SWAY WELFARE AID GROUP

Achievements and Performance – Organiser’s Report

This has proven to be the most challenging year in our recent history. We anticipated a year of significant progress following the successful merger with the former Sway Relief in Sickness Fund and the planned celebration of our 50th anniversary. Unfortunately all of our plans together with a number of our services were put on hold in March following the Covid-19 pandemic outbreak and subsequent national “lockdown”. Whilst we were able to restore a number of our activities together with some new initiatives during the course of the year, the continuing impact of Covid-19 remained and clearly continued to impact several of our services. Regrettably the continuing restrictions that the government have put in place to mitigate the spread of the virus means that we will not be able to hold our Annual General Meeting [AGM] as planned in November. We hope to be able to reschedule our AGM for the spring of 2021, subject to prevailing restrictions at that time. Pending this postponed meeting six of the seven current Trustees have kindly agreed to remain in office until annual elections of Trustees can be held at the AGM. Clearly the major feature of the year has unfortunately been the impact of Covid-19 and I report on the consequences of this together with aspects of our activities in more detail below.

Fund Raising

In total, thanks to the continued generosity of local people, we received donations and legacies during the year of £75,011. It is said that times of crisis bring out the best in people. I am truly humbled to report that a local businessman came forward at the start of the lockdown with a staggering donation of £50,000 to enable us to help and support people impacted by the pandemic. He particularly wished us to provide support locally to the NHS and other hospital staff on the frontline during the crisis. As this donation also included gift aid the total amount received amounted to £62,500, the single largest monetary donation in the history of SWAG. Our Christmas Appeal with a newly designed leaflet raised £3,662, an increase of 20% over the previous year. We are also indebted to Day Lewis Pharmacy who donated £847 as the result of two charity days they held in aid of SWAG. Additionally, our medical transport drivers, despite the reduced level of activity commented on later in this report, donated £600 of their mileage reimbursement payments back to SWAG.

Charitable Activities

Clearly this was not a “business as normal” year. We had to curtail a number of our usual services in view of the pandemic and the subsequent government restrictions that affected and continue to impact all of us. Additionally, several of our clients and a significant number of our volunteers were required to self-isolate due to advice from Public Health England regarding increased risk due to either age or underlying medical conditions. This said, we were able to introduce some new initiatives which I will also comment on below.

Regrettably, in view of Government restrictions and advice from Public Health England, we had to suspend our much-loved Lunch Club in March. Unfortunately these twice-monthly lunches remain on hold due to the ongoing restrictions regarding social gatherings and we do not anticipate being able or permitted to recommence this activity in the near term. Prior to suspension we served 229 meals during the first part of the year to our 32 members. Recognising the risk of social isolation within this group, most of whom live alone, our outstanding Coordinators Deborah & Jane have remained in regular contact with them, if only to offer a much-needed chat. They have also been able to deliver home baked products to a number of members, which were greatly appreciated and enjoyed. We also plan on producing and delivering two hot meals to all of our members in October and November in addition to our normal

SWAY WELFARE AID GROUP

festive “goody” parcel at Christmas. Enormous thanks are due to all of our 38 lunch club volunteers so ably led by Deborah & Jane in maintaining this service under such trying conditions.

Whilst understandably down on the record number of medical transport journeys last year, we still undertook 249 drives transporting 96 clients to hospital and local surgery appointments covering 4,779 miles. Despite the national lockdown in March during which we were not permitted to provide this service, this is an outstanding performance. The comparable figures from the record set last year are 344 drives, 93 clients and 6,981 miles. This was even more remarkable in view of the fact that almost 50 percent of our transport volunteers, at various stages during the ongoing pandemic, were forced to self-isolate in view of the age and underlying medical restrictions put in place by the government and Public Health England.

Thanks to both our existing volunteers and a number of new volunteers coming forward, several of whom were temporarily on furlough leave, we were also able to put in place a prescription collection service for clients unable for mobility or self-isolation reasons to visit the local pharmacy. This new service during the year has collected and delivered to client’s homes 90 packets of much needed prescription medication. In view of increased levels of “second wave” infections currently being reported and an increased likelihood of further government restrictions, we have decided to continue this service on a best-endeavours basis for the foreseeable future.

In view of the significant stress placed on our medical transport service we also put in place, but fortunately have not as yet used, a financial reimbursement scheme to fund reasonable taxi costs for eligible clients with urgent medical appointments should we be unable to provide transport from our own volunteer base. We will retain and monitor this new support package until the Covid-19 outlook becomes more stable.

We owe a great debt of gratitude to transport coordinator Mike who together with Colin, Richard and their volunteers maintain this essential service during the ongoing pandemic and for putting into place so diligently the additional Public Health England recommended precautions, including wearing of face masks during journeys, sanitising of vehicles after each and every trip and not entering hospitals to accompany the clients.

In such unprecedented times we decided earlier in the year to ring-fence a significant cash pool from our reserves to help individuals, families and organisations who were likely to be financially impacted by the Covid-19 crisis. This was in addition to our normal financial grants which I will comment on later. The initial aim was to help those people who were likely to suffer significant financial hardship but unable, for a variety of reasons, to qualify or gain timely access to furlough or other government income support packages. Subsequently we were able to significantly increase our capacity in this area, with additional focus towards supporting the NHS and other frontline organisations, thanks to the extremely generous donation previously mentioned. We were able to help nine families and family run small businesses with special Covid-19 grants totalling £9,700. We still have the capacity to support more cases that we anticipate coming forward next financial year as the so called “second wave” further impacts the economy and employment levels. We were also able to grant fund significant material costs to a value of £6,500 for two local organisations who stepped up to the challenge during lockdown of manufacturing from scratch critically needed PPE products for Lymington and other local hospitals & care homes. Both Sanders Sails in Lymington together with the New Forest Sewing Group should be applauded for their efforts in stepping up to this challenge during that critical period when the pandemic threatened to overwhelm a then underequipped health service. Finally, within our Covid-19 emergency grant activities, we were also able to fund £7,000 of urgently needed laptop computers enabling remote working of essential staff at Oakhaven Hospice during the continuing crisis.

SWAY WELFARE AID GROUP

As part of our regular financial grants programme, we made awards to a smaller number than usual of individuals and families who had encountered financial difficulties. This was in addition to the payment of twice-yearly heating grants to 12 households who met SWAG's qualifying criteria. We also made a grant of £1,000 to the New Forest basics Bank to support the growing demand that they faced for emergency food and essential household provisions during this period of economic uncertainty. This year we were also able to make a ring-fenced grant provision of £10,000 to St. Luke's Primary School enabling them to make payments at their discretion to fund school uniforms and enrichment activities for their pupils from disadvantaged families living in Sway. This grant thus far has enabled them during the course of this financial year to help 21 children from 16 families. Further details on all of these grants can be found in the financial review section of our accounts.

During the earlier part of the year we initiated a survey in an attempt to establish the level of loneliness and social isolation within the village and to establish what level of support was needed or indeed available within our community, and if there was a role for SWAG to play in this important area. Unfortunately the timing of this survey coincided with the outbreak of Covid-19 and with the subsequent national lockdown, the number of responses were extremely low and thus inconclusive. In view of this, together with the current restrictions on social distancing, the increase in virus infections and the likelihood of further measures being implemented we have reluctantly decided to put this initiative on hold for the time being.

Future Outlook

Clearly we remain in uncharted territory not experienced by most of us in our lifetimes. Trying to predict the future is always difficult, more so than ever now, but the likelihood is that the Covid-19 pandemic will continue to impact all of our lives, medically, financially and/or emotionally for many months to come. We anticipate an increased demand for help during this difficult time as this crisis takes a toll on the economy and employment. Fortunately we have managed over the years to establish, thanks to donations from so many people, a healthy balance sheet and invested reserves to continue to support our local community in Sway during these exceptional times.

Whilst financial reserves together with donations help us pay for the work that we do, none of this would be possible without the loyalty, unstinting support and sheer hard work from our many volunteers. This said, I would like to pay particular tribute to several of our volunteers, many of whom have continued to unselfishly offer their time and energy to help the most vulnerable in our village despite the obvious worries of catching the virus.

On your behalf I would also like to sincerely thank my fellow trustees who have spent many waking hours and on occasion sleepless nights working so diligently to enable the charity to continue its vital work under almost impossible circumstances. Nicky Caneparo has decided to stand down as a trustee and I would like to thank her for her contribution to SWAG during her time with us. I am also indebted to the remaining trustees who have agreed, without hesitation, to continue in their roles until we are able to hold our deferred AGM.

David Golby
Organiser

SWAY WELFARE AID GROUP

Financial Review

Funds

SWAG has three funds, an Unrestricted Fund that provides for all the charity's activities, an expendable Endowment Fund that is invested to provide interest and dividend income for the Unrestricted Fund and a Restricted Lunch Club Fund, the income for which comes from the subscriptions paid by lunch club members for their meals.

Donations and Fundraising

Donations this year were greatly boosted by a single extraordinary donation of £50,000 from a very generous benefactor. The charity was also able to claim Gift Aid on this, contributing a further £12,500. Other than this, the annual appeal did better than last year, showing an increase of 20%. But the donations from clients of the transport service fell by 12% owing to the interruption of the service due to the Covid-19 emergency. Two donations were received from Day Lewis Pharmacy totalling £847, these being the proceeds of two charity days in aid of SWAG. Several of our drivers generously donated their mileage payments, amounting to a total of £600.

The charity did not run any fundraising events this year. However, the charity incurred some additional fundraising costs preparing for its 50th anniversary celebrations, which in the end had to be cancelled due to the pandemic. Fund raising costs were up by 149% as a result.

Charitable Activities

The extraordinary donation mentioned above was made mainly to help SWAG with increased expenditure due to the Covid-19 pandemic. The charity was thus able to set aside a sum to provide a pool for emergency grants for individuals and small family businesses within Sway who found themselves with a sudden complete loss of income due to the lockdown, together with other covid-19 related activities. The charity has spent £9700 on individual grants so far and is expecting further requests in the future. In addition to this the charity made three grants to organisations from the pool:

- £2500 to Sanders Sails for the purchase of materials to make scrubs, bags and shields for Lymington and other hospitals.
- £4000 to the New Forest Sewing Group for the purchase of materials to make gowns and masks for local medical establishments.
- £7000 to Oakhaven Hospice Trust for the purchase of laptops to enable remote working of staff during the emergency.

Total expenditure from the pool so far is therefore £23,200.

Other organisations to benefit from SWAG grants in the year under review were:

- £10,000 to Sway Primary School to enable them to provide assistance with uniforms and information technology for pupils from needy families.
- £1000 to New Forest basics Bank.
- £180 to Sway Over Sixties Club to cover room hire for their meetings. (This was lower than usual as they had to suspend meetings from March onwards due to the Covid-19 pandemic.)

SWAY WELFARE AID GROUP

Apart from the Covid-19 related and heating grants, the amount spent on hardship grants to individuals was only 20% of that spent in the previous year, which was an exception. The charity had fewer requests for help this year and only helped six families.

The charity took note of the increases in cost of energy introduced by the main energy companies and was able to increase its annual heating grant by £20. In spite of this, the overall cost of heating grants fell by 15% as there were fewer people on the list. Heating grants were made to twelve people.

Lunch Club members pay a nominal £4 per session subscription for their food. The charity continues to meet the room hire and other support costs from unrestricted funds. The room hire costs have been lower this year as Lunch Club has had to be suspended since March due to the pandemic. This suspension has also meant that the income from members subscriptions reduced by 58%. To allow the Lunch Club coordinators to keep in touch with their members by delivering the occasional hot meal and some treats at Christmas, the trustees have approved an additional transfer of £500 on top of the room hire and other costs. This has resulted in a transfer to the Lunch Club fund of £898 this year.

Overall support costs were 29% higher in the year under review. This was mainly due to expenditure on the website to introduce the new information page on Covid-19 and the generation of an integrated application form linked to the Covid-19 page for applying for emergency grants. This expenditure has been distributed equally over grant-making, transport and Lunch Club.

No trustee has claimed expenses for their work for the charity in the period under review.

There were no related party transactions in the period under review.

Investment Performance

The Endowment Fund, like the market as a whole, has been affected by the uncertainty surrounding the Covid-19 pandemic and has ended the year down 6.8%. The yield was 3.1%. Several normally high paying dividend companies have announced suspension or reductions in their dividends in the year to come and so it is expected that the yield from the equity part of the portfolio will be more uncertain next year. In view of this the trustees have increased the fixed interest element in the portfolio, from 25% at the start of the year to 35% at the end, in order to protect the charity's income.

The invested part of the Unrestricted Fund is entirely held in fixed interest securities. The yield on these during the year under review has been 4%. However, the charity has been informed by the investment managers that the yield will be reduced to 3% going forward due to persistent very low interest rates in the market.

Overall Position

At the year end, income exceeded expenditure resulting in a surplus of £40,840, largely due to the extraordinary donation mentioned above. The total reserves in the Unrestricted Fund were £76,771 after accrued liabilities. Clearly the ongoing pandemic introduces some future uncertainty, but the trustees are confident that the charity is in a good position to meet any needs in the coming year.

SWAY WELFARE AID GROUP

Approval

This report and the associated accounts were approved by the members on 5th March 2021 and signed on their behalf.

(signed)

Jonathan Hartley
Chairman

(signed)

Jeremy Stevens
Treasurer

SWAY WELFARE AID GROUP

Independent Examiners Report

I report on the accounts of the Sway Welfare Aid Group for the year ended 30th September 2020, which are set out on pages 11 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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 under the Act.

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 the 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 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

(signed)

Sandra Williams ACMA
Independent Examiner

Date: 12th December 2020

SWAY WELFARE AID GROUP

Statement of Financial Activities for the year ended 30th September 2020

	Notes	Unrestricted Fund £	Restricted Lunch Club Fund £	Endowment Fund £	2020 Total Funds £	2019 Total Funds Last Year £
Income and Endowments from:						
Donations and legacies	2	74,981	30		75,011	11,879
Charitable activities			918		918	2,169
Investments		12,938			12,938	10,368
Merged funds from SRISF						166,404
Fund raising activities		20			20	
Total		<u>87,939</u>	<u>948</u>	<u>0</u>	<u>88,887</u>	<u>190,819</u>
Expenditure on:						
Raising funds	3	209			209	84
Charitable activities	4	45,953	1,885		47,839	30,460
Total		<u>46,162</u>	<u>1,885</u>	<u>0</u>	<u>48,048</u>	<u>30,544</u>
Net Gains/(losses) on investments		105		(26,619)	(26,514)	11,424
Net income/(expenditure)		<u>41,882</u>	<u>(937)</u>	<u>(26,619)</u>	<u>14,326</u>	<u>171,699</u>
Transfers between funds		<u>(898)</u>	<u>898</u>		<u>0</u>	
Net movement in funds		<u>40,984</u>	<u>(40)</u>	<u>(26,619)</u>	<u>14,326</u>	<u>171,699</u>
Reconciliation of funds:						
Total funds brought forward		35,787	665	389,831	426,283	254,584
Total funds carried forward		<u><u>76,771</u></u>	<u><u>625</u></u>	<u><u>363,212</u></u>	<u><u>440,608</u></u>	<u><u>426,283</u></u>

SWAY WELFARE AID GROUP

Balance Sheet at 30th September 2020

	Note	2020 £	2019 £
Fixed assets:			
Investments - Endowment	6	363,212	335,831
Investments - Endowment - Cash			54,000
Investments - Unrestricted funds	7	47,738	17,633
Current assets:			
Debtors	8	13,092	984
Deposit account		16,036	18,484
Cash at bank and in hand		899	821
Liabilities:			
Creditors: Amounts falling due within one year	9	(368)	(1,470)
Net assets or liabilities		440,608	426,283
The funds of the charity:			
Endowment fund		363,212	335,831
Capital Account			54,000
Unrestricted fund		76,771	35,787
Lunch Club fund		625	665
Total charity funds		440,608	426,283

The notes on pages 13 and 14 form part of these accounts.

Approved by the trustees on 14th November 2020 and signed on their behalf by:

(signed)

Jonathan Hartley – Chair of Trustees

SWAY WELFARE AID GROUP

Notes to the Financial Statements for the year ended 30th September 2020

1. Accounting policies:

- a) The financial statements have been prepared in accordance with SORP2016, the Financial Reporting Standards FRS 102 and the Charities Act 2016.
- b) Donations are credited to income when received.
- c) Income from investments is credited to income when received.
- d) Investments are stated at their market (bid) value at the balance sheet date.

2. Donations:

	Appeal	Transport	Lunch Club	Other	2020 Total	2019
	£	£	£	£	£	£
Donations received	3,164	3,486	30	53,845	60,524	9,932
In memoriam				275	275	40
GiftAid recovery	499	825		12,887	14,211	1,906
	<u>3,662</u>	<u>4,311</u>	<u>30</u>	<u>67,007</u>	<u>75,011</u>	<u>11,879</u>
Donations in the Previous Year:						
Donations received	2,539	4,017	280	3,097		
In memoriam				40		
GiftAid recovery	510	860		536		
	<u>3,049</u>	<u>4,876</u>	<u>280</u>	<u>3,673</u>		

3. Costs of fundraising:

	2020	2019
	£	£
Appeal	58	64
Publicity and Draw	151	20
	<u>209</u>	<u>84</u>

4. Charitable activities:

	Direct	Support	2020 Total	2019
	£	£	£	£
Hardship grants to individuals	1,758	216	1,974	10,074
Heating grants to individuals	6,440		6,440	7,560
Covid-19 grants to individuals	9,700		9,700	
Grants made to organisations	11,180		11,180	5,680
Covid-19 grants to organisations	13,500		13,500	
Transport service	2,374	786	3,159	4,188
Lunch Club	1,756	130	1,885	2,958
Total costs of charitable activities	<u>46,708</u>	<u>1,131</u>	<u>47,839</u>	<u>30,460</u>

General support costs are divided among the various activities in proportion to the share of the total direct costs made by each activity (see below).

SWAY WELFARE AID GROUP

Notes to the Financial Statements (continued)

Allocation of Support Costs:	2020		2019	
	Related	Allocated	Related	Allocated
	£	£	£	£
Grant making		216		115
Transport service	600	186	581	115
Lunch Club	2	128	23	43

6. Investments - Endowment:	2020	2019
	£	£
Carrying value at start of period	335,831	224,893
Additions at cost	54,000	154,359
Disposals at cost		-54,000
Unrealised gain/(loss) on investments	(26,619)	10,579
Carrying value at end of period	363,212	335,831

7. Investments - General Funds:	2020	2019
	£	£
Carrying value at start of period	17,633	
Additions at cost	30,000	16,788
Disposals at cost		
Unrealised gain/(loss) on investments	105	845
Carrying value at end of period	47,738	17,633

8. Debtors:	2020	2019
	£	£
GiftAid refund due	12,953	638
Uncredited cheques	120	60
Pre-payments:		
Room hire for Lunch Club		135
Room hire for Over Sixties Club		100
Room hire for AGM		20
Postage in hand	19	31
	13,092	984

9. Creditors:	2020	2019
	£	£
Accrued mileage costs	368	470
Pledge to NF Basics Bank		1,000
	368	1,470