

THE ABBEYFIELD BRISTOL SOCIETY LIMITED  
(Limited by Guarantee)  
(Company No. 872566)

ACCOUNTS

30TH SEPTEMBER, 1998

**Whyatt  
Pakeman  
Partners**

Chartered Accountants

Colkin House,  
16 Oakfield Road,  
Clifton,  
Bristol BS8 2AP

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REPORT OF THE EXECUTIVE COMMITTEE  
YEAR ENDED 30TH SEPTEMBER, 1998

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The Members of the Executive Committee submit their report, together with the Audited Accounts, for the year ended 30th September 1998.

Throughout these Accounts, reference to "the Society" shall mean "The Abbeyfield Bristol Society Limited".

The Company is limited by guarantee, the amount guaranteed by each member is not in excess of £1. The members during the year totalled 38.

The Company is Registered with the Housing Corporation under the Housing Act 1974 (Number H0315) and is a Registered Charity (Number 257532).

#### ACTIVITY

The principal activity of the Society is to provide very sheltered accommodation for lonely, elderly people.

#### STATE OF AFFAIRS

The Executive Committee considers that the state of affairs of the Society is satisfactory.

#### RESULTS

The results for the year are shown in the attached Income and Expenditure Account.

#### EXECUTIVE COMMITTEE

Under the terms of the Memorandum and Articles of Association of the Society, for Companies Act purposes the individual members of the Executive Committee constitute directors.

The names of the Executive Committee during the year are shown on page 1.

#### FIXED ASSETS

In the opinion of the Executive Committee the market value of the Freehold Properties is in excess of £3,000,000.

#### EXECUTIVE COMMITTEE RESPONSIBILITIES

Company law requires the Executive Committee to prepare Accounts for each financial year which give a true and fair view of the state of affairs of the Society at the end of the financial year and of the surplus or deficit of the Society for that year. In preparing those Accounts, the Executive Committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Society will continue in business.

The Executive Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Society and enable it to ensure that the Accounts comply with the Companies Act. It is also responsible for safeguarding the assets of the Society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORT OF THE EXECUTIVE COMMITTEE (Continued)

YEAR ENDED 30TH SEPTEMBER, 1998

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YEAR 2000

The Executive Committee and Senior Executive have undertaken a review of all computerised systems to determine whether they are Year 2000 compliant together with the plant and equipment which utilises such technology. They have also made relevant enquiries in an attempt to mitigate any potential disruption to the Society.

On completion of their review the Executive Committee consider the risk and uncertainty associated with the Year 2000 problem, together with related costs, to be minimal.

AUDITORS

A resolution for the reappointment of Messrs. Whyatt Pakeman Partners as Auditors of the Company is to be proposed at the forthcoming Annual General Meeting.

ON BEHALF OF THE EXECUTIVE COMMITTEE

59, Queen Charlotte Street,  
Bristol.  
BS1 4HL.

  
M. DICKMAN  
(Secretary)

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REPORT OF THE AUDITORS TO THE MEMBERS OF THE ABBEYFIELD BRISTOL SOCIETY LIMITED

YEAR ENDED 30TH SEPTEMBER, 1998

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We have audited the Accounts on pages 5 to 17 which have been prepared under the historical cost convention and the accounting policies set out on pages 9 and 10.

RESPECTIVE RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE AND AUDITORS

As described on page 2, the Society's Executive Committee is responsible for the preparation of Accounts. It is our responsibility to form an independent opinion, based on our audit, on those Accounts and to report our opinion to you.

BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the Accounts. It also includes an assessment of the significant estimates and judgments made by the Executive Committee in the preparation of the Accounts, and of whether the accounting policies are appropriate to the Society's circumstances, consistently applied and adequately disclosed.

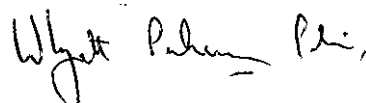
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the Accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the Accounts.

OPINION

In our opinion the Accounts give a true and fair view of the state of the Society's affairs at 30th September, 1998, and of its income and expenditure for the year ended on that date and have been properly prepared in accordance with the requirements of the Housing Act 1996 and The Accounting Requirements For Registered Social Landlords General Determination 1997 and 1998 and the Companies Act 1985.

'Colkin House',  
16, Oakfield Road,  
Clifton,  
Bristol. BS8 2AP.

1st March, 1999




WHYATT PAKEMAN PARTNERS  
REGISTERED AUDITORS  
CHARTERED ACCOUNTANTS

BALANCE SHEET

30TH SEPTEMBER, 1998

	<u>Notes</u>	<u>1998</u> <u>£</u>	<u>1997</u> <u>£</u>
<b>TANGIBLE FIXED ASSETS</b>			
Housing Properties - gross cost less depreciation		1,704,081	1,971,794
Less Social Housing Grant		815,588	1,032,112
Fixtures, Fittings and Equipment	1,2 1,3	888,493 50,160	939,682 57,601
		938,653	997,283
<b>CURRENT ASSETS</b>			
Debtors	4	18,013	25,830
Cash at Bank: Current and Deposit Accounts		782,739	304,299
		800,752	330,129
CREDITORS: Amounts falling due within one year	5	(60,386)	(61,163)
<b>NET CURRENT ASSETS</b>		740,366	268,966
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		1,679,019	1,266,249
<b>FINANCED BY:</b>			
Creditors: Amounts falling due after more than one year	6	288,729	110,362
Accumulated Income and Expenditure Account		1,390,290	1,155,887
		1,679,019	1,266,249

The Accounts were approved on the 24th February, 1999 by

  
.....  
R.H. Nash (Chairman)

  
.....  
S. Perry (Senior Executive)

  
.....  
P.L. Mossman (Treasurer)

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 30TH SEPTEMBER, 1998

		<u>1998</u> <u>£</u>	<u>1997</u> <u>£</u>
<b>TURNOVER</b>			
Net Fees	(Page 7)	763,375	736,755
Operating Costs	(Page 7)	601,351	618,151
		162,024	118,604
Management Expenses	(Page 8)	137,856	128,313
		24,168	(9,709)
Other Operating Charges (Net)	(Page 8)	(9,647)	(21,493)
Other Operating Income (Net)	(Page 8)	5,908	63,303
<b>OPERATING SURPLUS</b>	(Note 7)	20,429	32,101
Interest Receivable and Similar Income	(Page 8)	40,602	7,562
Interest Payable and Similar Charges	(Page 8)	(9,534)	(11,114)
<b>SURPLUS FOR THE YEAR</b>		51,497	28,549
Profit on Sale of Housing Accommodation		185,336	189,008
		236,833	217,557
Transfer to Recycled Capital Grant Fund	(Note 6(e))	2,430	-
		234,403	217,557
Balance brought forward		1,155,887	938,330
Balance carried forward		1,390,290	1,155,887

CONTINUING OPERATIONS

None of the Society's initiatives were acquired or discontinued during the above two financial years.

TOTAL RECOGNISED GAINS AND LOSSES

The Society has no recognised gains or losses other than the surplus for the above two financial years.

HOUSES' INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 30TH SEPTEMBER, 1998

	<u>Notes</u>	<u>1998</u> £	<u>1997</u> £
<b>INCOME</b>			
Fees Receivable		917,288	925,945
Losses arising from Vacancies		(153,913)	(189,190)
Net Income from Fees		763,375	736,755
<b>SERVICE COSTS</b>			
Care and Catering:			
Salaries and Wages	10	332,354	329,577
Salaries - Help at Home Service	10	8,204	10,649
Agency Costs		13,049	23,278
Housekeeping		89,081	87,578
		442,688	451,082
Rates and Water		22,880	22,360
Light and Heat		23,029	30,877
Telephone		4,666	5,073
Insurance		6,218	6,560
Postage, Stationery, Advertising and			
Miscellaneous		11,490	9,349
Bank Charges		1,414	1,398
Professional Fees		2,850	59
Depreciation:			
Buildings	2(b)	20,636	21,349
Fixtures, Fittings and Equipment		10,349	11,662
(Profit) on Disposal of Fixed Assets		(148)	(40)
Total Service Costs		546,072	559,729
<b>REPAIRS AND MAINTENANCE</b>			
Routine Maintenance		48,252	47,726
Major Repairs Expenditure		7,027	10,696
		55,279	58,422
<b>OPERATING COSTS</b>		601,351	618,151



HOUSES' AND GENERAL INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 30TH SEPTEMBER, 1998

	<u>Notes</u>	<u>1998</u> <u>£</u>	<u>1997</u> <u>£</u>
<b>MANAGEMENT EXPENSES</b>			
Salaries and Wages	10	60,401	54,794
Rent, Rates and Water		12,013	12,341
Light and Heat		691	782
Telephone		2,293	2,319
Repairs and Renewals		1,913	675
Insurance		3,139	3,069
Property Management Costs		3,689	3,268
Printing, Postage, Stationery, Advertising and Miscellaneous		15,122	16,909
Membership Fee - The Abbeyfield Society		19,316	20,888
Auditors' Remuneration		3,403	3,019
Accountancy and Additional Services		3,512	2,500
Computer Installation and Training		1,768	1,560
Travelling Expenses		1,542	1,485
Bank Charges		685	830
Professional Fees		4,807	151
Depreciation:			
Buildings		1,204	1,103
Fixtures, Fittings and Equipment		1,976	2,470
A.G.M. Expenses		382	150
<b>Total Management Expenses</b>		<b>137,856</b>	<b>128,313</b>
<b>OTHER OPERATING CHARGES (NET)</b>			
Help at Home Service	8(a)	9,647	21,493
<b>OTHER OPERATING INCOME (NET)</b>			
Rent Receivable	8(b)	1,331	2,528
Donations Received	9	4,577	60,775
		5,908	63,303
<b>INTEREST RECEIVABLE AND SIMILAR INCOME</b>			
Bank Deposit Interest		40,602	7,562
<b>INTEREST PAYABLE AND SIMILAR CHARGES</b>			
On Bank Loans		6,075	7,087
Interest on Other Loans		3,459	4,027
		9,534	11,114

NOTES TO THE ACCOUNTS

30TH SEPTEMBER, 1998

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1. ACCOUNTING POLICIES

(a) Company Limited by Guarantee

The Company is limited by guarantee; the amount guaranteed by each member is not in excess of £1.

(b) Accounting Basis

The Accounts for the year ended 30th September 1998 are prepared under the historical cost convention, and in accordance with applicable accounting standards, comply with the appropriate legislation and with The Housing Act 1996, The Accounting Requirements For Registered Social Landlords General Determination 1997 and 1998 and Statement of Recommended Practice.

(c) Cash Flow Statement

The Society qualifies as a small Company under the Companies Act 1985. The Executive Committee has elected to take advantage of the exemption under FRS1 not to prepare a cash flow statement.

(d) Post Balance Sheet Events

Events relating to the year ended 30th September, 1998, which occurred before 24th February, 1999 the date of approval of the Accounts by the Executive Committee, have been included in the Accounts to the extent required by Statement of Standard Accounting Practice No. 17.

(e) Social Housing Grants ('SHG')

Where developments have been financed wholly or partly by Social Housing Grants the costs of those developments have been reduced by the amount of the grant received.

Social Housing Grants are repayable under certain circumstances, primarily following sale of a property, but repayment will often be restricted to net proceeds of sale.

(f) Capitalisation of Interest

Interest on the mortgage loan financing a development is capitalised up to the date of practical completion of the scheme.

(g) Fixed Assets and Depreciation

- (i) Housing Land, Buildings and Improvements are included at cost less SHG and depreciation. Depreciation is charged at 2% per annum on costs (Net of SHG). No depreciation is charged on land, included in total at cost of £70,857 (Net of SHG - £51,047).
- (ii) Leasehold Property  
Depreciation is charged over the length of the lease on a straight line basis.
- (iii) Fixtures, Fittings and Equipment.  
Depreciation is charged at 20% per annum on the reducing balance basis. A full year's depreciation is charged on Fixed Assets in the year of purchase but no charge is made in the year of disposal.

(h) Designated Reserves (Cyclical Repairs and Maintenance)

Due to the number of properties held and the establishment of regular programmes of repairs and maintenance, the Society no longer runs a cyclical maintenance reserve but makes budget provision for future works and charges actual costs incurred to the income and expenditure account.

NOTES TO THE ACCOUNTS (Continued)

30TH SEPTEMBER, 1998

1. ACCOUNTING POLICIES (Continued)

(i) Turnover

Turnover represents fees receivable in respect of very sheltered accommodation and registered care.

(j) Pensions

Pension costs in respect of defined contribution schemes are charged to Income and Expenditure Account on the basis of contributions payable for the year. The pension scheme details are disclosed in Note 13 to these Accounts.

(k) Operating Leases

Rentals in respect of assets held under operating leases are charged against revenue on a straight line basis over the term of the lease. Financial commitments arising from such leases have been disclosed in Note 14 to these Accounts.

2. HOUSING LAND, BUILDINGS AND IMPROVEMENTS

	<u>1998</u> <u>£</u>	<u>1997</u> <u>£</u>
(a) Summary		
COST:		
Brought forward	2,173,344	2,200,381
Additions	5,445	1,580
Disposals	(264,383)	(28,617)
	<u>1,914,406</u>	<u>2,173,344</u>
Social Housing Grant	815,588	1,032,112
Carried forward	<u>1,098,818</u>	<u>1,141,232</u>
DEPRECIATION:		
Brought forward	201,550	187,874
Charge	21,990	22,602
Disposals	(13,215)	(8,926)
Carried forward	<u>210,325</u>	<u>201,550</u>
NET BOOK VALUE:		
30th September	<u>888,493</u>	<u>939,682</u>

NOTES TO THE ACCOUNTS (Continued)

30TH SEPTEMBER, 1998

2. HOUSING LAND, BUILDINGS AND IMPROVEMENTS (Continued)

(b) Individual Properties

	<u>COST</u>			<u>NET COST</u>		<u>DEPRECIATION</u>	
	<u>1.10.97</u>	<u>(Disposal)/</u>		<u>30.9.98</u>	<u>1.10.97</u>	<u>(Disposal)/</u>	<u>30.9.98</u>
	£	Additions	SHG	£	£	Charge	£
		£	£			£	
5 Clyde Road	140,059	-	(82,946)	57,113	8,848	1,017	9,865
9 Downfield Road	181,938	-	(58,545)	123,393	32,843	2,381	35,224
5 Elgin Park	48,958	-	-	48,958	13,253	952	14,205
Home Farm Way	478,172	-	(441,683)	36,489	4,593	730	5,323
4 Hughenden Road	147,568	(147,568)	-	-	7,402	(7,402)	-
11 Limerick Road	116,815	(116,815)	-	-	5,813	(5,813)	-
11 Maurice Road	29,096	-	(27,824)	1,272	379	25	404
7 Northumberland Road	104,102	635	(35,043)	69,694	2,864	1,394	4,258
61/63 Richmond Road	115,033	-	(64,401)	50,632	14,941	984	15,925
187 Wells Road	30,813	-	(29,580)	1,233	550	25	575
43 Westbury Road	50,658	2,055	(39,030)	13,683	2,796	274	3,070
45 Westbury Road	46,363	2,055	(36,536)	11,882	2,125	237	2,362
	1,489,575	(259,638)	(815,588)	414,349	96,407	(5,196)	91,211
Registered Care Property: 222/224 Redland Road	668,545	-	-	668,545	100,537	12,617	113,154
	2,158,120	(259,638)	(815,588)	1,082,894	196,944	7,421	204,365
Other Properties: 11 Pembroke Road (Note 2(c))	7,500	-	-	7,500	2,400	150	2,550
29 Alma Vale Road	7,724	700	-	8,424	2,206	1,204	3,410
	2,173,344	(258,938)	(815,588)	1,098,818	201,550	8,775	210,325

(c) 11 Pembroke Road, Kingswood, was bequeathed to the Society by the late Miss M.G. Linthorn.

(d) The Society's properties listed above are all Freehold properties with the exception of 29 Alma Vale Road which is the Society's Office and is a leasehold property.

	<u>1998</u>	<u>1997</u>
	£	£
Net Book Value:		
Freehold Property	883,479	934,164
Short Leasehold Property	5,014	5,518
	888,493	939,682

(e) During the year the Society sold 4 Hughenden Road and 11 Limerick Road.

NOTES TO THE ACCOUNTS (Continued)

30TH SEPTEMBER, 1998

3. FIXED ASSETS - Fixtures, Fittings and Equipment		<u>1998</u> <u>£</u>	<u>1997</u> <u>£</u>
COST:			
Brought forward		195,128	181,487
Additions		7,470	13,641
Disposals		(10,761)	-
Carried forward		191,837	195,128
DEPRECIATION:			
Brought forward		137,527	123,127
Charge		12,539	14,400
Disposals		(8,389)	-
Carried forward		141,677	137,527
NET BOOK VALUE:			
30th September		50,160	57,601
4. DEBTORS			
Amounts falling due within one year:			
Fees Receivable		2,862	9,817
Other Debtors		2,540	979
Prepayments		12,611	15,034
		18,013	25,830
5. CREDITORS			
	<u>Notes</u>		
Amounts falling due within one year:			
National Abbeyfield Society Loan	6(a)	5,000	5,000
Mortgage Loans	6(c)	2,795	2,793
Bank Loan Account	6(d)	24,000	24,000
Professional Fees and Costs in relation to Capital Projects		-	2,969
Other Taxes and Social Security Costs		8,683	7,119
Other Creditors		4,914	4,081
Accruals		14,994	15,201
		60,386	61,163

NOTES TO THE ACCOUNTS (Continued)

30TH SEPTEMBER, 1998

6. CREDITORS: Amounts falling due after more than one year:		<u>1998</u>	<u>1997</u>
		<u>£</u>	<u>£</u>
National Society Loan	(Note (a))	10,000	15,000
Residual Loans	(Note (b))	-	5
Mortgage Loans	(Note (c))	32,166	35,357
Bank Loan	(Note (d))	36,000	60,000
Recycled Capital Grant Fund	(Note (e))	210,563	-
		<u>288,729</u>	<u>110,362</u>

(a) National Society Loan

The National Abbeyfield Society made an interest free loan of £50,000 for development of 222/224 Redland Road. The loan is repayable by ten annual instalments of £5,000.

Between two and five years		5,000	10,000
Between one and two years		5,000	5,000
		10,000	15,000
In one year or less	(Note 5)	5,000	5,000
		<u>15,000</u>	<u>20,000</u>

(b) Residual Loans

During the year the Residual Loans of £1 per house due to the Housing Corporation on 43 Westbury Road, 45 Westbury Road, 5 Clyde Road, 11 Limerick Road and 4 Hughenden Road were redeemed.

(c) Mortgage Loans

Housing Mortgage Loans are secured by charges on the Society's property and are repayable by instalments of principal and interest.

The last instalment on the Local Authority Loans falls to be repaid on dates between 11th May, 2000 and 1st December, 2005.

NOTES TO THE ACCOUNTS (Continued)

30TH SEPTEMBER, 1998

6. CREDITORS Amounts falling due after more than one year: (Continued)

(c) Mortgage Loans (Continued)

The last instalment on the Housing Corporation loan on the Home Farm Way house falls to be repaid on 31st August, 2053 with interest at 8.75% per annum.

	<u>1998</u> <u>£</u>	<u>1997</u> <u>£</u>
<u>Local Authority Mortgages</u>		
5 Elgin Park	2,060	3,101
9 Downfield Road	14,464	16,559
187 Wells Road	366	406
<u>Housing Corporation Mortgage</u>		
Home Farm Way	18,071	18,084
	<u>34,961</u>	<u>38,150</u>
In five years or more	17,982	18,007
Between two and five years	11,388	14,556
Between one and two years	2,796	2,794
	<u>32,166</u>	<u>35,357</u>
In one year or less (Note 5)	2,795	2,793
	<u>34,961</u>	<u>38,150</u>

(d) Bank Loan

The Flexible Business Loan was granted by Barclays Bank in December 1995 for a term of 5 years repayable in quarterly instalments of £6,000. Interest is charged at 1¼% above LIBOR.

	<u>1998</u> <u>£</u>	<u>1997</u> <u>£</u>
Between two and five years	12,000	36,000
Between one and two years	24,000	24,000
	<u>36,000</u>	<u>60,000</u>
In one year or less (Note 5)	24,000	24,000
	<u>60,000</u>	<u>84,000</u>

Barclays Bank have legal charges dated 24th July, 1997 over the properties at 222/224 Redland Road, Bristol.

NOTES TO THE ACCOUNTS (Continued)

30TH SEPTEMBER, 1998

6. CREDITORS Amounts falling due after more than one year: (Continued)	1998 £	1997 £
(e) Recycled Capital Grant Fund		
Capital Grant Recycled - 4 Hughenden Road	108,177	-
11 Limerick Road	99,956	-
	208,133	-
Notional Interest (31st March, 1998)	2,430	-
	210,563	-
 7. SURPLUS ON ORDINARY ACTIVITIES		
Surplus on Ordinary Activities is stated after charging/(crediting):		
Depreciation	34,529	37,002
(Profit) on Disposal of Fixed Assets	(148)	(40)
Audit Fee	3,403	3,019
Operating Lease Rentals - Building	10,750	10,750
 8. OTHER OPERATING CHARGES/INCOME		
(a) Help at Home Service (formerly Community Care Service)		
Income	13,026	6,962
Expenditure:-		
Salaries and Wages (Note 10)	20,818	16,142
Telephone	77	304
Postage, Stationery, Advertising and Miscellaneous	35	10,513
Travel	1,529	1,228
Depreciation - Fixtures, Fittings and Equipment	214	268
	22,673	28,455
Net Deficit	(9,647)	(21,493)
 (b) Rent receivable (net of costs)		
11 Pembroke Road - Rent	2,809	2,756
Repairs and Renewals	1,260	-
Insurance	68	78
Depreciation of Buildings	150	150
	1,478	228
Net Surplus	1,331	2,528



NOTES TO THE ACCOUNTS (Continued)

30TH SEPTEMBER, 1998

9. DONATIONS

	<u>1998</u> <u>£</u>
Estate of M.D. Payne Deceased	650
Estate of Miss P.M. Newport Deceased	1,804
Other Donations and Deeds of Covenant under £500	2,123
	<u>4,577</u>

10. EMPLOYEES

	<u>1998</u> <u>£</u>	<u>1997</u> <u>£</u>
Salaries and Wages	395,798	387,059
Social Security Costs	22,629	21,253
Pension Costs	3,350	2,850
	<u>421,777</u>	<u>411,162</u>

Houses Expenses (Page 7)	332,354	329,577
Houses Expenses (Page 7) - Help at Home Service	8,204	10,649
Management Expenses (Page 8)	60,401	54,794
Help at Home Service (Note 8(a))	20,818	16,142
	<u>421,777</u>	<u>411,162</u>

Average monthly number of persons employed during year:

	<u>No.</u>	<u>No.</u>
House Staff	40	43
Administrative Staff	3	3
Help at Home Service	2	2
	<u>45</u>	<u>48</u>

11. PAYMENTS TO MEMBERS, COMMITTEE MEMBERS, OFFICERS

	<u>£</u>	<u>£</u>
Fees, remuneration or expenses paid or payable to Officers of the Society who were not employees of the Society:		
Members of the Executive Committee who under the terms of the Memorandum and Articles of Association of the Society constitute Directors, were reimbursed for sundry expenses	137	573
Members of the House Committees were reimbursed for sundry expenses	982	753

It should be noted as is usual in a Society of this nature, certain Members of the Executive Committee could be considered to have an interest in transactions undertaken by the Society in that professional and other services are provided at advantageous terms to the Society. Any interests have been declared to the Housing Corporation and it is considered that all such interests result in a benefit to the Society.

The total emoluments of the Senior Executive during the year were less than £40,000. During the year the Society paid £3,350 (1997 - £2,850) into a personal pension plan on behalf of the Senior Executive.

NOTES TO THE ACCOUNTS (Continued)

30TH SEPTEMBER, 1998

12. HOUSING STOCK

	<u>Units in Management</u>	
	<u>1998</u>	<u>1997</u>
Hostel Accommodation - number of bedspaces (including 10 spare rooms)	102	115

Units in Management does not include 4 Hughenden Road which was closed on 10th October, 1997 and subsequently sold.

13. PENSION COSTS

Pension contributions have been paid into a Defined Contribution Self Administered Scheme. In the year ended 30th September, 1998 such payments amounted to £3,350 (1997 - £2,850). No amounts were outstanding at the balance sheet date.

14. OPERATING LEASE COMMITMENTS

Commitments to rentals within the next twelve months in respect of Lease Agreements treated as Operating Leases in these Accounts analysed over the date of expiry of the leases are as follows:

	<u>Leasehold Buildings</u>	
	<u>1998</u>	<u>1997</u>
	<u>£</u>	<u>£</u>
Leases expiring:		
Between two and five years	10,750	10,750

15. FEES/COSTS

Included within Net Fees and Operating Costs on page 7 of the Accounts are Net Fees of £337,803 (1997 - £320,934) and Operating Costs of £304,381 (1997 - £287,227) relating to the Registered Care Property at 222/224 Redland Road.

16. POST BALANCE SHEET EVENT

Since the year end the property at 47 Westbury Road has been acquired for the sum of £222,500. It is intended to combine this property with Nos. 43 and 45 Westbury Road to produce an operational unit with 17 residents. Total costs of this scheme have not yet been quantified.

# Abbeyfield Bristol Society Ltd

## *Vice Presidents*

Ruth Beesley  
Michael Brooks  
Florence Cleaver  
John Grenfell  
Ralph Vincent  
Adrian Wright

## *Chairman*

Robin Nash

## *Honorary Treasurer*

Peter Mossman

## *Honorary Secretary*

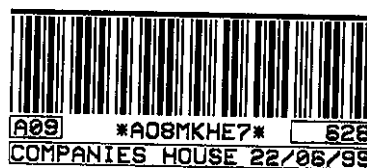
Michael Dickman

## *Executive Committee*

Gordon Cole  
Anthony Fixter  
Edward Gully  
Megan Lloyd-Davies  
John Pool  
Gwyneth Vowles

## *Director*

Sue Perry



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## Annual Report for the Year Ended 30th September 1998

In last year's annual report I wrote about a period of consolidation in the Society which has seen the closure of three houses which were proving a drain on our resources, could not be further upgraded and were unattractive to potential residents.

I am happy to say that our decision has proved a wise one as our income and expenditure account shows.

Our intention was to try and find suitable alternative property in Clifton (close to where two of our former houses had been). Having looked at a number of redundant nursing homes and other large properties on the market in the Pembroke Road area we realised that finding a building big enough to house sufficient residents (each with ensuite facilities) to generate enough income to be able to provide 24 hour cover (one of the criteria identified as important for the future by both existing and potential residents) would be extremely difficult, if not impossible. In addition, those houses we did look at subsequently sold for prices that would have been out of our range and would have made any project unviable.

We had already obtained planning permission to combine 43 and 45 Westbury Road which had always been run as separate houses and to take out a staircase and install a lift, when we learned that the owners of 47 Westbury Road wished to sell it.

I am happy to report that we were able to negotiate a good price for this property and after the year end the purchase was completed.

We have submitted a bid to the Housing Corporation for new funding and also to utilise Housing Association grant originally obtained for 4 Hughenden Road and 11 Limerick Road. I very much hope that by the time the next Annual Report is written we will have exciting news about this new project.

When completed there will be provision for 17 or 18 residents, each with ensuite facilities and a guest room for short visits or respite stay together with a lift to all floors. This number of residents will generate sufficient income to enable us to provide 24 hour cover.

Progress on our Integrated Care Project has been slow during the year but our architects have



*The Westbury Road Houses*

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designed a very attractive scheme to sit sympathetically on the site in Ashton where there are currently three blocks of flats designated by the Housing Department for their "sixty plus" scheme. Our project is fully supported by Bristol City Council though some of the residents of the blocks of flats are unhappy about the proposals and more consultation work with them through the Area Housing Office is planned.

We submitted a bid for this project to the Housing Corporation at the end of our financial year for grant funding totalling £1m spread over two years. We think it unlikely that we shall be successful for the year 1999/2000 but this will give us time to undertake more work on fine-tuning the plans and costings and for further liaison work with the existing residents of the site, housing and social services.

In the meantime, a professional fundraiser has been working hard on the Society's behalf to establish links to locally-held funds as well as national trusts and grant-making bodies and is, with the Abbeyfield Development Trust, quietly confident that we shall raise the £1.5m we shall additionally need.

The beginning of this report, I think, demonstrates the way in which the age profile of our residents has changed dramatically since Abbeyfield's inception 43 years ago, and that of the Bristol Society 33 years ago. Our residents are moving to Abbeyfield much older (15 - 20 years ago people were considered elderly in their seventies, now they are not considered so until at least their eighties). The average age of Abbeyfield residents throughout the country is 85 but very often our new residents are in their late eighties or early nineties. Increasing age brings with it greater frailty and health problems which means residents stay with us for shorter periods of time and need more care and support.

Our Help-at-Home domiciliary care service which was originally started to provide additional support and care to residents in our Very Sheltered Houses has gone from strength-to-strength. It has proved invaluable to many of our residents who, without this help, would have had to move to residential care unnecessarily. For many the practical as well as the therapeutic pleasure of being able to have a regular bath (with the aid of our portable bath lifts) is the high spot of the week.

Our growth in the community, to elderly people living in their own homes has been slow but steady and it is gratifying to note the number of word-of-mouth recommendations we now receive - sometimes second-hand! We strive for excellence in all that we do and have every reason to be proud of the standard set by our domiciliary care team, ably led by their manager, Angela Gregory.

The world around us has also changed; there is ever more legislation which impacts on us from health and safety issues to employment law which is a potential minefield. We are immensely grateful to Michael Dickman our Company Secretary who enables us to use the services of his colleague Malcolm Gregory without charge. This is an enormous benefit to the Society and we are very grateful for Malcolm's expert advice and wise counsel.

At the moment we seem to be inundated with instruments for change initiated by Government with a plethora of white papers, green papers and consultation documents much of which will have a direct or indirect impact on what we do and how we do it. There is the Royal Commission on Long-Term Care of the Elderly yet to come though it is expected to report in early 1999.

The Abbeyfield Society, our national organisation, based at St Albans maintains close liaison at the highest level in Government and Whitehall but we also need to ensure similar involvement and participation with appropriate bodies at a local level. Some have questioned

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the value of this in the past but without the active involvement of our Director in particular with local fora involving other providers of housing and care, the City Council and others, we would not have received the support of Bristol City Council for our Integrated Care Project. Donne wrote that "no man is an island". We cannot work alone and the theme for the new millennium must be *partnerships*.

The role of volunteers is also, of course, changing. As I have frequently said before, a very important aspect of Abbeyfield's ethos is the involvement of volunteers not just at management committee level, as with most Registered Social landlords, but in individual houses. The close contact with volunteers is something which is appreciated, valued and often treasured by elderly people who may have no friends or relatives nearby and for whom Abbeyfield really does become their family.

However, finding volunteers - at every level - is becoming more and more difficult. Many of us joined the Society in our thirties; perhaps encouraged by the organisations for whom we worked and who saw our involvement as part of their charitable giving; some as young mothers who had given up work to look after children. Again, the world has changed and we are not alone in finding difficulties in recruiting new helpers to replace those who feel the time has come to retire. Yet again I want to urge members and friends to think hard about people they know who can be approached and other possible sources of volunteers.

During the course of the year under review we sadly saw the retirement of two excellent and long-serving House Chairmen; Dorothy Guy was Chairman of 187 Wells Road and involved with the house from the time it was opened in 1975 and led a team which ensured the house always ran smoothly and with few problems. True to her quiet way of organising her Abbeyfield activities, Dorothy found her successor and we were very pleased when Gwen Lane took over from her. I am happy to say that Dorothy accepted the invitation of the Executive Committee to continue to be a member of the Company.

Gwyneth Vowles also decided that the time had come to retire as Chairman of 9 Downfield Road having had a long history of service to the Society at 61/63 Richmond Road (before it became the Caribbean House) and at 222/224 Redland Road. Sadly, Gwyneth is also retiring from the Executive Committee at the Annual General Meeting. We shall miss her house experience and wise counsel at our meetings.

We are very grateful to them both for their commitment and hard work over the years and hope they manage to enjoy their "retirement" from Abbeyfield without finding something equally onerous to take its place.

Abbeyfield would also not be Abbeyfield without our dedicated Housekeepers who do so much to ensure our residents are looked after and cared for, given encouragement, choice, enabled to be as independent as they wish yet be secure, well looked after and content. It is not an easy task; it is hard to stand back when a resident in apparent need refuses assistance.

Empowerment and residents' rights are phrases that are heard frequently these days - and rightly so. Many of our residents, however, feel they have been making decisions all their lives and have come into Abbeyfield to leave those to others. But we must find ways of ensuring that our residents' views are sought and considered. It is also important to make sure that the wishes or dominating personalities of a few do not disempower others in our houses which is again where the skills of our housekeepers and care staff are needed; we thank them all.

The greater age and consequent physical frailty and problems of sensory deprivation present

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particular challenges to our housekeepers and we have endeavoured to assist their understanding and awareness through our, by now annual, housekeeper development courses.

The fourth course, held in 1998, attracted a number of wardens from other housing providers, including Bristol City Council, and housekeepers from other Abbeyfield Societies in the region. One of the sessions, on sensory deprivation, was used by the Abbeyfield Society's Residents' Views Adviser as the basis for work with some of our Housekeepers on ways in which those with hearing difficulties in particular can be enabled to participate more in the running and social life of their houses, particularly at mealtimes. Some of the suggestions made have already been put into practice and the work has been "written up" for the benefit of other member Abbeyfield Societies and as the basis for presentations to Regional Secretaries.

We were very pleased in January to welcome Denise Worgan as manager of our registered residential care home at 222/224 Redland Road. She has worked hard to ensure good staff relationships and to continue to improve the quality of care for the residents. Following the assessment by an external management consultant we implemented our changed senior staffing structure so that we now have two deputy managers in addition to two senior care assistants which leaves Denise free to manage the house and provide care as and when necessary but not as part of her regular duties.

We are also about to implement in-house NVQ training in Care to level II in which a number of staff have expressed interest, providing assessors and verifiers from our own staff. It is likely that NVQ training will become a requirement for all care staff in the foreseeable future but it is also obviously good practice to encourage staff to take a pride and interest in their work through training.

How would we all manage without the loyal and hardworking support of Sue and her small administrative team? The year has, if anything, been more difficult for them than the previous one and I thank them most heartily.

In last year's Annual Report there was an article about the Abbeyfield Society's work on standards-setting which has resulted in the production of the Abbeyfield Standard which is currently undergoing further - and more extensive - piloting throughout the country.

Following much hard work by the National office I am delighted to report that the Housing Corporation has agreed that achievement of the Abbeyfield Standard by any member Society will automatically be regarded by them as compliance with their Performance Standards. This is a measure of the esteem in which the Abbeyfield Society is held by those who are important to it and is why we can be proud to carry the name Abbeyfield even though that brings with it responsibilities to others who bear the same name.

I have no doubt that the commitment, dedication, hard work and skills of everyone associated with the Bristol Society - volunteers, paid members of staff or residents - will ensure that we will move forward into the new millennium with increased strength, and an ability to face the many changes that will continue to present us with new challenges.

Robin Nash  
**Chairman**  
January 1999

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# SUMMARY OF ACCOUNTS

## SUMMARY BALANCE SHEET

30TH SEPTEMBER, 1998

	1998 £	1997 £
TANGIBLE FIXED ASSETS		
Housing Properties - gross cost less depreciation	1,704,081	1,971,794
Less Social Housing Grant	815,588	1,032,112
	888,493	939,682
Fixtures, Fittings and Equipment	50,160	57,601
	938,653	997,283
CURRENT ASSETS		
Debtors	18,013	25,830
Cash at Bank:		
Current and Deposit Accounts	782,739	304,299
	800,752	330,129
CREDITORS: Amounts falling due within one year	(60,386)	(61,163)
NET CURRENT ASSETS	740,366	268,966
TOTAL ASSETS		
LESS CURRENT LIABILITIES	1,679,019	1,266,249
FINANCED BY:		
Creditors: Amounts falling due after more than one year	288,729	110,362
Accumulated Income and Expenditure Account	1,390,290	1,155,887
	1,679,019	1,266,249

These Accounts are a summary of information extracted from the Full Accounts, which were approved by the Executive Committee on 24th February, 1999.

These summarised Accounts may not contain sufficient information to allow for a full understanding of the financial affairs of the Society. Further information on the full Accounts, the Auditors Report on those Accounts and the Executive Committee's Annual Report should be consulted. A copy of these can be obtained from the Society on request.

### AUDITORS REPORT

In our opinion the extract from the Accounts comprising the Balance Sheet and Summary Income and Expenditure Account, set out above and on the following page, are consistent with the Accounts for the year ended 30th September, 1998 on which we have issued our unqualified Audit Report.

Colkin House,  
16, Oakfield Road,  
Clifton,  
Bristol.  
BS8 2AP

1st March, 1999

WHYATT PAKEMAN PARTNERS  
REGISTERED AUDITORS  
CHARTERED ACCOUNTANTS



**SUMMARY INCOME & EXPENDITURE ACCOUNT**  
**YEAR ENDED 30TH SEPTEMBER, 1998**

	1998 £	1997 £
<b>INCOME</b>		
Fees Receivable	917,288	925,945
Losses arising from Vacancies	(153,913)	(189,190)
Net Income from Fees	763,375	736,755
<b>SERVICE COSTS</b>		
Care and Catering:		
Salaries and Wages	332,354	329,577
Salaries - Help at Home Service	8,204	10,649
Agency Costs	13,049	23,278
Housekeeping	89,081	87,578
	442,688	451,082
Rates and Water	22,880	22,360
Light and Heat	23,029	30,877
Telephone	4,666	5,073
Insurance	6,218	6,560
Postage, Stationery, Advertising and Miscellaneous	11,490	9,349
Bank Charges	1,414	1,398
Professional Fees	2,850	59
Depreciation:		
Buildings	20,636	21,349
Fixtures, Fittings and Equipment	10,349	11,662
(Profit) on Disposal of Fixed Assets	(148)	(40)
Total Service Costs	546,072	559,729
<b>REPAIRS AND MAINTENANCE</b>		
Routine Maintenance	48,252	47,726
Major Repairs Expenditure	7,027	10,696
	55,279	58,422
<b>OPERATING COSTS</b>	601,351	618,151
<b>SURPLUS</b>	162,024	118,604
Management Expenses	137,856	128,313
	24,168	(9,709)
Other Operating Charges (Net)	(9,647)	(21,493)
Other Operating Income (Net)	5,908	63,303
<b>OPERATING SURPLUS</b>	20,429	32,101
Interest Receivable and Similar Income	40,602	7,562
Interest Payable and Similar Charges	(9,534)	(11,114)
Profit on Sale of Housing Accommodation	185,336	189,008
Transfer to Recycled Capital Grant Fund	(2,430)	-
<b>SURPLUS FOR THE YEAR</b>	234,403	217,557
Balance brought forward	1,155,887	938,330
Balance carried forward	1,390,290	1,155,887

## The Changing World for Older People

### Challenges for the Future

1999 is UN Year of Older Persons which results from the setting up in 1982 of the World Assembly on Ageing. This was in response to the fact that the world faces an ageing population which, whilst representing a great achievement, is also a challenge.

Acknowledging these demographic changes, Government set up a Royal Commission on Long-Term Care of the Elderly and its results and recommendations are awaited imminently at the time of writing this article.

To put the situation into context, the following table shows the projected increase in the very elderly in the UK in particular to the year 2021.

UK Population (millions)					
Year	1961	1981	1991	2001	2021
65 -79	5.2	6.9	6.9	6.5	8.6
80+	1.0	1.6	2.1	2.4	3.1
Total 65+	6.2	8.5	9.0	8.9	11.7
Total pop.	52.8	56.4	57.8	59.5	61.1

*Source: Social Trends 27, 1997, table 1.5 and unpublished data*

By the year 2000, one person in four will be aged over 60 and by 2020, those aged over 80 will account for 19 - 22% of the population.

At least a fifth of the population aged over 60 already suffers longstanding medical conditions and in the former Avon area with a population of just under 925,000, 1.7% (just under 16,000) are aged over 85.

Abbeyfield nationally looks after just under 9,000 elderly people in over 550 member Societies. The recently-published national Society's fifth profile of residents mirrors this trend:

Age of Residents in Abbeyfield Houses (%)		
Age	Total 1998	Total 1995
Under 70	2	3
70 - 74	4	5
75 - 79	11	11
80 - 84	23	25
85 - 89	34	30
90 - 94	21	18
95+	6	5

Just over eight out of ten (81%) of Abbeyfield residents are now women and the gender gap appears to have widened in the past few years. In 1995 the breakdown was 77% women and 23% men.

As the above table shows, eight out of ten Abbeyfield residents are over 80 years of age with one in four aged over 90. In 1998 61% were aged over 85 compared to 53% in 1995.

The increasing age of our residents brings with it increasing frailty and health problems. Residents now stay with us for less time; 54% have been with Abbeyfield for between two and five years and 80% for five years or less; only 6% have been with Abbeyfield for 11 years or more.

Compared with 1995 there is an increase in new residents and a reduction in the proportion of people who have been resident for six to ten years, as follows:

Length of Stay with Abbeyfield		
Length of Stay	% of residents 1998	% of Residents 1995
1 year or less	26	18
2 - 5 years	54	51
6 - 10 years	15	22
11 - 15 years	4	7
16 - 20 years	1	1
21 - 25 years	1	1

Although these are national statistics, they are mirrored in the Bristol Society.

They also graphically demonstrate the challenges that face anyone providing housing with support for elderly people. *Home Alone*, the Audit Commission's report published in 1998 estimated that one in 40 people (1,300,000) were frail older people.

Nearly a decade ago, aware of the changing needs of residents, the Bristol Society started its Roving Care Assistant scheme to provide additional care support to elderly residents who did not need full-time residential or nursing care but were finding it increasingly difficult to manage totally independently in our Very Sheltered Houses where Housekeepers are not allowed (under the law) to provide regular personal care. For many all that was (and is) required is an assisted bath; a modest requirement yet one which provides much therapeutic as well as practical support to our residents.

The scheme swiftly "took off" and expanded to form the nucleus of our Help-at-Home domiciliary care service which provides a range of support and care services to elderly people living in the community and has steadily grown - largely by word-of-mouth. Bristol was one of the pioneering Abbeyfield Societies in this field and our advice and expertise has been sought by many in Abbeyfield who recognise the changing needs of residents and the necessity of adapting to provide appropriate support for them.

This aspect of our work and provision is likely to become more important with time as more and more elderly (and frail elderly) people choose to remain in their own homes for longer but with appropriate support, aids and adaptations (as is confirmed in *Home Alone*). That will bring with it demands not only on domiciliary care staff but on health professionals, occupational therapists and, of course, funding. The recently published Government consultation paper *Supporting People* addressed this following the lengthy inter-departmental Governmental review on funding though there is likely to be much upheaval before the proposed new system is implemented in April 2003.

Integrated Care is one of many innovative projects with which the Bristol Society is involved. The provision of dementia care will also become increasingly important. This is difficult in a city such as Bristol with limited available land to purpose-build and only small amounts of land available with otherwise quite substantial buildings. Dementia care has to be carefully planned and designed to enable residents to have as much freedom, choice and independence as possible.

Whatever other uncertainties there are as we look towards the new millennium, our aim is to find innovative and appropriate ways of providing care support to our increasingly ageing population to ensure that:

- what they want is available
- at a price they can afford
- in areas in which they want to live
- with dignity, privacy and independence.



*Enthusiastic Walkers for  
Abbeyfield Awareness Week*



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## **Abbeyfield Awareness Week**

1998 saw the first Abbeyfield Awareness Week which was held throughout the country between 15 and 21 June. Many and varied activities took place throughout the country: the Weymouth Society had a reception on a tall ship moored in the harbour and Abbeyfield Societies in Lancashire were lucky enough to join together to hold a very successful event at the Duke of Westminster's Abbeystead Gardens which attracted over one and half thousand people.

The Bristol Society arranged an event somewhere every day of the week ranging from tea parties and Abbeyfield rose bush planting to the marathon walk by Ann Pond from the Abbeyfield house in Bath to 11 Maurice Road, St Andrews where she is Housekeeper. She was greatly supported by other Housekeepers, one of whom tracked her progress by car throughout the day and another who joined her for the latter part of her walk. A group of stalwart Abbeyfield volunteers also walked between the Society's two furthest houses - 187 Wells Road, Knowle and Home Farm Way, Easter Compton.

Nationally the event was a great success, obtaining much publicity for the Society and another is being arranged for 19-26 June 1999.

It is suggested that events could be based on the four main areas on which activities are being concentrated during 1999 which has been designated United Nations Year of older persons.

### **Promoting Independence**

Looking at prevention and promotion issues with particular emphasis on health, social welfare and home safety issues.

### **Citizenship For All**

Looking at issues around income, security and recognition.

### **Generations Together**

The promotion of educational opportunities (in the widest sense) for older people.

### **Lifelong Learning**

The promotion of multigenerational initiatives.

Such activities require much hard work and enthusiasm but increase Abbeyfield's profile and, hopefully, will ensure that in future we are known to those who need us, when they need us.

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### **The Abbeyfield Bristol Society Houses**

5 Clyde Road, Redland

9 Downfield Road, Clifton

5 Elgin Park, Redland

Home Farm Way, Easter Compton

11 Maurice Road, St. Andrews

7 Northumberland Road, Redland

61/63 Richmond Road, Montpelier  
(The Caribbean House)

187 Wells Road, Knowle

43 Westbury Road, Henleaze

45 Westbury Road, Henleaze

### **The Society's Registered Residential Care Home:** (The Extra Care House)

222/224 Redland Road, Redland

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