

## **Annual Report of the Chair of the Trustees of the Heather Club 2023-2024**

The past year has been by any standards one of great change not least as we have said goodbye to some stalwarts of the Heather Club and hello to some new stalwarts.

It is only when the change is great that other changes and resets can come into being and the Heather Club is no exception.

Anthony leaving and Kim taking over as Manager presented us with a catalyst for change in the ways that we operate and to assess what changes we might make in the future.

In some respects, this has been evolving naturally over the last few months but a new pair of eyes at the helm has accelerated this. Kim has brought a lot of innovation to the Heather Club and made the positive changes that we hoped for, as she brings a fresh pair of eyes to look at our club.

In the last year we said goodbye and thank you to Anthony, Andy Turton, Kirsten and hello to Brian Gale who took over as Treasurer and Kim. We are hopeful that Kirsten will return in November.

The other catalyst for such change was the visit by The King's Award for Volunteers judge's visit which kept us occupied for a few weeks as we sought to ensure that everything was in good order. The visit itself went well thanks to Anthony and Katharine, the Trustees and of course the Volunteers all of whom played a part in showing the Heather Club in the best light.

We will not know if we have been successful in getting this award until closer to November (the King's Birthday). However, whilst it would be great to receive such an accolade win or not this inspection made us take a look at what we have achieved and also what remains to be done. It provided a moment in time in which to look how far we have come but also raised some questions for us to address.

The Trustees have quarterly meetings to discuss the business of the club but we also hold what we call single item agenda meetings where we can devote some time to one topic and discuss it in depth.

In those last six to nine months, we have had many more such meetings than perhaps any of us ever anticipated. I am hoping that we can now reduce the frequency of these, but we can retain it as a vehicle, and anyone who wishes may propose a single item agenda meeting which results in change.

One such change was to ask Trustees to hold a portfolio and spread the load across all trustees

At the last agm the Chair of the Trustees announced his continuing wish to find a replacement. However, the changes to date have greatly reduced the pressure on him and as a result he has withdrawn his resignation with the consent of the Trustees.

Another important issue raised at the inspection was our Whistleblowing Policy. This has now been addressed and everyone who works for the Heather Club in any capacity should now know to whom they should raise concerns about how things are being carried out, or any unacceptable behaviours.

The Marketing/Comms plan is also complete, and if anyone would like to read it – please ask and we can email a copy to you

The updated 5 year plan was finalised and approved by the Trustees and copies have been made available, but again if you haven't seen it please ask. The plan seeks to identify what has been successfully carried out and what remains to be done, the latter feeding into our future agendas – or will become part of someone's portfolio.

Contingency planning - As many of you will be aware, I have long wanted to have the key roles covered by two people. So I am delighted to announce that Gill Tate has agreed to cover the secretary role in Alison's absence and Simon will do the same for the Treasurer role. Norma continues to be the vice Chair of the Trustees. It feels now is the right time to put this into effect in order to ensure that we are covered for any unanticipated circumstances.

There are two priorities from the 5 year plan and the KAV feedback that I think we are agreed should be prioritised, these being subsidised places for people with limited means and closer integration with the Heather Club volunteers.

A report on the former is due to be circulated imminently but it seems likely that we will trial a pilot scheme early in 2025.

Simon Rigby did a sterling job in keeping the Treasure's role going after Andy stepped down and before Brian stepped up. His work on forensically going through the accounts puts us in the position of looking and planning for the future based on facts.

The last quarter has been a very positive one, with all the trustees settling into their roles, to such an extent, that we are able to undertake strategic planning in a timely manner, rather than fire fight, which is a good position for us to be in.

One example would be that Kim and Katharine are taking photographs (with permission of the carers) to use on our Facebook site and Web Page, Norma is collecting articles about dementia also for use on our Facebook page and these are managed by Yasmine. This achieves one of our stated goals in the Marketing and Communications Document drawn up by Yasmine and Michael. There are many other examples.

Another goal of the 5 year plan is to break down the perceived barriers between the Trustees and Volunteers, and the increased visibility of Trustees at the club is our latest attempt to achieve this.

The annual submission to the Charity Commission has been completed and will be presented to the agm for adoption after which it will be submitted to the Charity Commission. The revised agm date will bring our submission to the Charity Commission more in line and next year we will move the agm to early summer and then submit the report immediately after the agm duly approved by the meeting.

Dementia training will take place in September, run by Michael (who himself undertook training to deliver such training). The training is to take place on September 24<sup>th</sup> and is open to volunteers, carers and trustees.

So, to conclude, it has been a good year, a year filled with change but one showing that the Heather Club is going from strength to strength, thanks to the hard work of the Trustees, Kim and Katharine, and of course our magnificent Volunteers, without whom there would be no Heather Club.

I hope that the next 12 months will see us realise our full potential and achieve our 25 members per day target, with at least one assisted place.

I for one am feeling confident, that this is now within our reach.

<b>Annual Summary</b>			
<b>Balance in Hand B/F from 2022</b>		<b>Current account Expenditure</b>	
Current Account	£35,275	Accountant	£498
Savings Account Lloyds	£10,026	Activities and Entertainment	£834
Savings Account Shawbrook	£10,000	Banking	£0
<b>Total</b>	<b>£55,300</b>	DBS	£222
<b>Balance in Hand C/F to 2024</b>		Gifts	£0
Current Account	£49,671	Insurance	£190
Savings account Lloyds	£10,114	Maintenance	£138
Savings Account Shawbrook	£0	Meals	£7,880
<b>Total</b>	<b>£59,785</b>	Membership	£109
Change year on year	£4,485	Other	£2,858
Transfer from Shawbrook savings accou	£10,069	Payroll	£483
Lloyds savings account interest	£157	Peninsula Insurance/HR	£589
		PPE	£0
		Promotional	£235
		Recruitment	£0
		Refreshments	£250
		Relief driver	£0
		Rent	£6,230
		Ring fenced funds (TESCO)	£1,010
		Salaries	£28,718
		Stationary	£0
		Tax	£226
		Telephone	£88
		Training	£1,119
		Transport	£5,289
		Trustee Expenses	£0
		Website	£302
		<b>Total income</b>	<b>£57,268</b>
<b>Current account Income</b>			
Main Grants			
HCF	£19,656		
Luton Airport grant	£6,000		
Herts CC	£0		
Other Grants	£2,179		
Trading	£169		
Fundraising	£100		
Donation	£1,833		
Other	£1,003		
Subs			
Bank transfer	£23,264		
Cash and cheques	£7,393		
<b>Total</b>	<b>£61,596</b>		

<b>Bank Statement Monthly no.s</b>		
	Income	Expenditure
	<b>£61,595</b>	<b>£57,265</b>
Jan	£1,905	£4,027
Feb	£2,240	£9,062
Mar	£2,625	£4,976
Apr	£23,938	£3,753
May	£3,994	£4,527
Jun	£2,622	£3,484
Jul	£1,691	£4,675
Aug	£3,048	£5,732
Sep	£1,250	£3,882
Oct	£9,255	£2,621
Nov	£3,354	£3,464
Dec	£5,673	£7,062

Gifts and donations	£61,327
Charitable activities	£169
Other trading	£100
	£61,596
	£0

## **Independent Examiners Report to the Trustees of the Heather Club**

I report of the accounts of the Heather Club Registered Charity 1015598 for the year ended 31<sup>st</sup> December 2023 as follows:

### **Respective responsibilities of trustees and examiner**

- Examine the accounts (under section 145 of the 2011 Act)
- To follow the procedures laid down in the general directions given by the charity commissioners (under section 145 (5) (b) of the 2011 Act) and
- To state whether particular matters have come to my attention

### **Basis of independent examiners report**

My examination was carried out in accordance with the General Directions by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiners 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
  - a. To keep accounting records in accordance with section 130 of the 2011 act; and
  - b. To prepare accounts which accords with the accounting records and comply with the accounting requirements of the 2011 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.



Sandra Mellish FCCA

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**The Heather Club**

**Income & Expenditure Statement January to December 2023**

	<b>2023 INCOME £</b>		<b>2023 EXPENDITURE £</b>
<b>Donations &amp; Grants</b>		<b>Equipment</b>	
Grants	£ 27,835.00	Meals	£ 7,800.00
Restricted Funds		Rent	£ 6,230.00
Herts CC Carers Annual Grant		Refreshments	£ 250.00
Herts Foundation (Rowlandson)			
Rotary Club		<b>Transport</b>	
Watford Organ Club			
Kocycle		Mini Bus	£ 5,289.00
Shanly Foundation			
Other Donations	£ 2,836.00	<b>Club Activities</b>	
Web site		Entertainment	
Tring Lyons Club		Outings/Activities	£ 834.00
National Lottery Grant			
Members Subs		<b>Heather Club Outreach</b>	
Furlough		Grandad Activities	
Bank Interest		Operating Costs	
other income	£ 269.00		
Gift aid		Gifts	
Bank transfers	£ 23,264.00	Other Expenses	£ 3,185.00
Cash & cheques rec'd	£ 7,393.00	Insurance / HR	£ 779.00
<b>Total Income</b>	<b>£ 61,597.00</b>	Tax	£ 226.00
		<b>Membership</b>	
		DBS	£ 222.00
		Post/Tel/Stat/Comp/Phot	£ 390.00
		Salaries	£ 28,718.00
		Payroll	£ 483.00
		Advertising	£ 235.00
		Training	£ 1,119.00
		bank charges	
		Accountant	£ 498.00
		ring fenced fund	£ 1,010.00
		Car Park	
		<b>Total Expenses</b>	<b>£ 57,268.00</b>