NORFOLK CLUBHOUSE

England & Wales · Charity number 1183862

Details

Status	Registered
Legal form	CIO
Registered	2019-06-12
Register	View on the Charity Commission register

Contact

Address	Carrow House King Street Norwich NR1 2TG
Phone	07935072726
Email	info@norfolk-clubhouse.org
Website	norfolk-clubhouse.org

Activities

Objects: TO RELIEVE PERSONS IN NORFOLK SUFFERING FROM MENTAL ILLNESS BY THE PROVISION OF OPPORTUNITIES TO INDIVIDUALS WHO ARE SOCIALLY OR VOCATIONALLY DISABLED BY MENTAL ILLNESS TO RECOVER CONFIDENCE AND DEVELOP SKILLS NECESSARY TO ACHIEVE THEIR POTENTIAL.

Activities: Norfolk Clubhouse provides positive opportunities for those aged 18 plus into adulthood, living with unmet mental health needs to access a safe place to meet and belong as a member. Clubhouse provides opportunities to access training and to develop skills to access meaningful work, running the Clubhouse and to access Transitional Employment Placements with local employers in Norfolk.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Elderly/old People, People With Disabilities, Other Defined Groups

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Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£53,704	£18,167	-	-
2024-04-05	£14,372	£9,692	-	-
2023-04-05	£33,487	£18,746	-	-
2022-04-05	£23,663	£4,828	-	-
2021-04-05	£3,877	£2,193	-	-

Trustees

Name	Role	Appointed
June Webb	Chair	2019-05-19
Donna Louise Parkin		2026-05-12
Mark Anthony Toole		2023-04-16
Mark Cutting		2026-07-10
Matthew Cook		2025-01-18
Serena Fordham		2025-05-31

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NORFOLK CLUBHOUSE

England & Wales - Charity number 1183862

Accounts

CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **06/04/2024** **Period start date**
To **05/04/2025** **Period end date**

Charity name: Norfolk Clubhouse

Charity registration number: 1183862

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Norfolk Clubhouse's objectives are to relieve persons in Norfolk by the provision of opportunities to individuals who are socially or vocationally disabled by mental illness, to recover confidence and develop skills necessary to achieve their potential.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	**Thorpe Hamlet Hub – Carrow House** On 14/10/24, we vacated Pilling Park Community Centre and relocated to Carrow House, King Street, Norwich, officially opening to Members on 04/11/24. We now occupy four rooms in Old Carrow House, including a large workroom, office space, a small meeting room, and a storeroom, under a three-year licence. Our opening hours at Carrow House are Monday, Wednesday, and Friday, from 10am to 4pm. We are currently reviewing our volunteer and sessional support, with opportunities available for onboarding additional team members. The move, discussed in advance with Members, included support plans to ease the transition. However, the 1.3 mile distance proved challenging for some Members living near the former location, leading them to seek alternative support, something we facilitated in collaboration with them. Despite its proximity to the city centre, Carrow House has been perceived as "out of town" and poorly signposted, impacting new Member recruitment. We continue to promote the venue via social media and newsletters and have launched bi-monthly Coffee Mornings to build community engagement and increase

		visibility. **Watton Hub** From April 2024 to January 2025, the Watton Hub operated weekly 2-hour sessions. Thanks to funding from Breckland District Council, we added a second weekly session starting on 10/01/25, and continuing to run twice weekly since then. In September 2024, we welcomed a volunteer Craft Coach who led workshops in printmaking techniques such as Cyanotype and Tetra-pack. This resulted in a body of framed artwork, to be showcased in a local exhibition at the Dragonfly Gallery in Watton. From November 2024, one of our Members began formal volunteering at the Hub, offering peer support, listening spaces, and baking workshops. This Member is now receiving training in safeguarding and counselling, supporting their goal of future paid employment. **Collaborative Working** At both Hubs, we continue to build partnerships with individuals, organisations, and businesses, voluntary and statutory, to create mutually beneficial opportunities for our Members and the wider community.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm the Trustees have had regard to the Charity Commission's guidance on public benefit.

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The Norfolk Clubhouse website has been built and is maintained by a volunteer who generously donates their time and expertise. Our volunteer Coach/Mentor continues to support Members, and a second Craft Coach joined the Hub in September 2024 to expand our creative offerings.

		Candour selected us as their Charity of the Year for 2025. Since January, their team has supported us by volunteering, assisting with fundraising, and leading our rebranding efforts.
Other		A self-employed sessional worker continued delivering facilitated sessions at our Watton Hub through to April 2025. At our Thorpe Hamlet Hub, another self-employed sessional worker, provided sewing and craft related sessions through to October 2024, and continued at Carrow House through to April 2025.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During the financial year 06/04/24 to 05/04/25 we sustained our Hubs in Thorpe Hamlet and Watton. We moved to Carrow House in October 2024, providing us with a more secure base. We delivered 109 face-to-face weekly sessions, ranging from 2 to 5 hours, offering coaching and mentoring on mental and general health, art and craft workshops, cooking for wellbeing, and peer-to-peer support. As a result, two of our Members have secured volunteer roles with other charities, having gained confidence in interviews and application processes. Our move to Carrow House in October 2024 provided a more permanent base from which to work, plan and grow. It supplied the opportunity to be open for up to 3 days a week from 10am to 4pm each day, providing scope to work more deeply with our Members on projects of interest. We now deliver more activities to grow confidence and skills and 1-2-1 coaching sessions to help reduce anxiety and provide a person-centred, tailored support around each of our Members' needs. One of our Members now attends twice weekly at Carrow House. When they joined in 2023, they had additional outside support every two weeks. Following a review, this support is no longer needed due to their Clubhouse attendance and growth in confidence, skills and abilities. The Watton Hub has a core group of 14 Members. One is now a formal volunteer,

		supporting other Members and another is Mentoring residents at a Homeless Charity Hostel. We have grown our Membership at the Norwich Hub to 10 with a regular attendance of 7 Members each week day. We also support our Members' carers, who benefit from respite while their family members attend the Clubhouse. This has been especially helpful for one parent of an adult who was unable to find local support that met both their needs.

Additional information (optional)
You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	**Short-Term Objectives Achieved** We have successfully sustained both the Watton and Norwich Hubs, with regular weekly groups of committed Members. Our goal of securing a semi-permanent base in Norwich at Carrow House has been achieved. This allows us to expand our activities and operate at least three days a week. Our 5 year collaboration with Norwich Eco-Hub led to the creation of Norwich Unity Hub, a registered charity in which Norfolk Clubhouse actively participates as a Member. We hold a licence to occupy Carrow House for three years, starting from October 2025. The Norwich Hub is now recruiting new Members and working collaboratively with local voluntary organisations, businesses, and Unity Hub Residents to co-create positive opportunities for Members and the wider community. **Watton Hub Growth** The Watton Hub has reached its optimum weekly attendance of 14 regular Members. We are now exploring alternative, affordable venues and facilitators to support further growth. **Social Media and Community Engagement** We currently have 395 Facebook followers, including other Clubhouses. Our Instagram following has grown to 590, where we showcase our activities and highlight Member achievements through posts and reels. We also use the platform to connect with community organisations and explore partnership opportunities. We have launched a dedicated LinkedIn

		profile and will focus over the next 6–12 months on strengthening connections with stakeholders, particularly for fundraising and forming partnerships with businesses interested in mental health support in the workplace and beyond.
Performance of fundraising activities against objectives set	Para 1.41	We have sufficient funds to deliver existing projects at our Norwich Hub. The sustainability of our Watton Hub is reviewed regularly due to continuing limitations in funding and venue.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our finances at the end of the accounting period were in credit by £68,021.53
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold reserves of a minimum of 12 weeks' annual operating costs in order to cover necessary expenditure.
Amount of reserves held	Para 1.22	£6,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Founder Trustee has initiated a process of Succession Planning to allow them to step down within 3 years to ensure a handover of an established and sustainable organisation in Norfolk.

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Donations and Fundraising Between 06/04/24 and 05/04/25, we received a total of £13,934 in cash donations. We are especially grateful for the following contributions: • Candour Agency Ltd – £10,000 as part of their Charity of the Year partnership with Norfolk Clubhouse. • Fika Coffee Shop – £450 donation. • Watton & District Rotary Club – £100 Thank you for your continued support. • Catherine Farrar, Trustee – For organising the *Quiz and Chips* fundraising event in June 2024 and for her innovative personal fundraising challenges. **Grants** We gratefully acknowledge grant support from the following organisations: • Norfolk Community Foundation • Big Lottery Community Fundraising • Norfolk Community Foundation (Breckland) • Watton Town Council • Aquarius Charitable Foundation

		• RC Snelling Charitable Trust • Geoffrey Watling Charity • Paul Bassham Charitable Trust • Ann French Charity **Gifts in Kind** We also appreciate the valuable non-cash support provided: • In Kind Direct – Credit awards for essential goods. • Candour Agency Ltd – Professional services in PR, marketing, and fundraising throughout 2025.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Our main source of funding remains funding bids to donor organisations. Thanks to our Trustee Catherine Farrar and her team at Candour, we have also received in this accounting year donations from corporate organisations. We seek to diversify our income in the next 12 months to include trading in providing goods and services. Our Norwich hub will assist in this process in having a workroom and additional resources on site to provide workshops and training to individuals and companies around mental health. These activities will provide our Members with meaningful experiences, whilst involving them in fundraising for the Clubhouse as a Member activity. A major risk is not being findable in order to be fund-able. The location of our Norwich hub has little passing footfall. Social media is awash with posts. Information overload militates meaningful and productive engagement. Our strategy is to source an affordable pop up space in the city centre or nearer to extensive footfall. We are actively seeking this and expect to have sourced a retail space within the next 6-12 months. We will utilise LinkedIn more strategically, having consulted an expert in this area to connect with prospective partners.

		Cybercrime is a risk. We review our insurance annually to reflect this and have policies and procedures to reduce potential harm in relation to handling and storage of confidential information. During this period we have recruited another two Trustees to support our PR/Marketing and Governance. We have not been successful in recruiting reliable and committed volunteers this reporting period for specific roles. The Clubhouse Model does not rely on volunteers historically as Members are encouraged to take an active role in running the organisation. Our existing sessional workers remain in place. We are exploring recruiting and employing some part-time staff to provide continuity and extended delivery of our work now that we have the opportunity to open extended hours. The Founder Trustee is a key individual in the operational and strategic running of the Clubhouse. Succession Planning has now been initiated as a process to recruit paid employees, utilise fully the skills and strengths of our Trustees and firm up delivery of our mission in all areas for our Members and other stakeholders.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	1. Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. 2. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. 3. Apart from the founding trustees, all our Trustees were recruited through Reach Volunteering.

Additional information (optional)
You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All new Trustees are provided with a basic induction and offered relevant training opportunities in foundational Trustee training. Any additional training is offered as necessary and to support the needs of the charity. Trustees are informed of relevant training opportunities via regular email updates including refresher training.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Trustees meet every two months, being responsible for strategic decision making concerning major projects and finance. Trustees are consulted between meetings as necessary to operationalise work identified. Additional meetings are arranged with sub-committed to work on specific issues. The Founder Trustee is responsible for operational decisions at Watton and Norwich Hubs in regular consultation with Members and Sessional Workers. Clubhouse Members are consulted within the weekly sessions by the sessional facilitators. Any ideas, issues or concerns are then communicated to the Founder Trustee and then relayed to the Trustees where relevant. The Norwich Hub is now a Member of the Norwich Unity Hub, a charity set up to utilise empty office and retail spaces for community use. Our base at Carrow House, Norwich

		now provides additional opportunities for our Members and the charity to work with other charities and CIC's for the benefit of those they serve and the general public who attend events and service delivery during the week.
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Norfolk Clubhouse
Other name the charity uses	
Registered charity number	1183862
Charity's principal address	Carrow House 301 King Street Norwich NR1 2TG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	June Webb	Founder Trustee (Chair)		
2	Mark Trenavin-Body	Trustee		
3	Mark Toole	Trustee		
4	Bertone Santos-Socorro	Trustee	From 22/07/23 to 30/09/2024	
5	Catherine R Farrar	Trustee		
6	Fraser Ulph	Trustee		
7	Matthew Cook	Trustee	From 18/01/25	
8	Olivia Williams	Trustee	From 22/03/25	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Nil
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

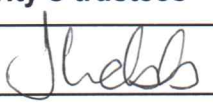
Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	June Webb	
Position (e.g. Secretary, Chair, tec)	Founder Trustee (Chair)	
Date	12th August 2025	

Charity registration number 1183862

NORFOLK CLUBHOUSE

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5 APRIL 2025

NORFOLK CLUBHOUSE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs J Webb	
	Mrs CR Farrar	
	Mr M Trenavin-Body	
	Mr F Ulph	
	Mr MA Toole	
	Mr M Cook	(Appointed 18 January 2025)
	Ms O Williams	(Appointed 22 March 2025)
Charity number	1183862	
Principal address	301 King Street Norwich NR1 2TG	
Auditor	Jennison Accounting Ltd St Georges Works 51 Colegate Norwich NR3 1DD	

NORFOLK CLUBHOUSE

CONTENTS

	Page
Trustees' report	1 - 2
Statement of trustees' responsibilities	3
Independent auditor's report	
Statement of financial activities	4
Balance sheet	5
Statement of cash flows	6
Notes to the financial statements	7 - 12

NORFOLK CLUBHOUSE

TRUSTEES' REPORT

FOR THE YEAR ENDED 5 APRIL 2025

The trustees present their annual report and financial statements for the year ended 5 April 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Norfolk Clubhouse's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Norfolk Clubhouse should undertake.

Financial review

Reserves policy

It is the policy of the Norfolk Clubhouse that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Norfolk Clubhouse's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Structure, governance and management

The Norfolk Clubhouse is a charitable incorporated organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mrs J Webb
Mrs CR Farrar
Mr M Trenavin-Body
Mr F Ulph
Mr MA Toole
Mr M Cook (Appointed 18 January 2025)
Ms O Williams (Appointed 22 March 2025)

Recruitment and appointment of trustees

New trustees are appointed based on the skills and experience required to support the charity's governance and strategic direction. The existing trustees identify suitable candidates through local networks and community engagement, ensuring alignment with the charity's values and objectives.

All prospective trustees undergo an induction process, which includes an overview of the charity's activities, a review of the Charity Commission guidance for trustees, and an introduction to the charity's governing documents and policies.

Appointments are formally made by a resolution of the board of trustees and recorded in the minutes.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to 9 day's purchases, based on the average daily amount invoiced by suppliers during the year.

Organisational Structure

The organisation is led by the Board of Trustees, who are responsible for setting strategic direction and ensuring good governance. Day-to-day operations are carried out by volunteers and project leads under trustee supervision.

The trustees' report was approved by the Board of Trustees.

.....J Webb.....

Mrs J Webb
Chair

Date: 26th July 2025

NORFOLK CLUBHOUSE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 5 APRIL 2025

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Norfolk Clubhouse and of the incoming resources and application of resources of the Norfolk Clubhouse for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Norfolk Clubhouse and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Norfolk Clubhouse and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

NORFOLK CLUBHOUSE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 5 APRIL 2025

	Notes	2025 £	2024 £
Income from:			
Donations and legacies	2	53,704	14,372
Total income		53,704	14,372
Expenditure on:			
Charitable activities	3	18,167	9,692
Total expenditure		18,167	9,692
Net income and movement in funds		35,537	4,680
Reconciliation of funds:			
Fund balances at 6 April 2024		39,511	34,831
Fund balances at 5 April 2025		75,048	39,511

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

NORFOLK CLUBHOUSE

BALANCE SHEET

AS AT 5 APRIL 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	7		7,215		5,164
Current assets					
Debtors	8	265		265	
Cash at bank and in hand		68,048		34,562	
		68,313		34,827	
Creditors: amounts falling due within one year	10	(480)		(480)	
Net current assets			67,833		34,347
Total assets less current liabilities			75,048		39,511
Net assets excluding pension liability			75,048		39,511
The funds of the Norfolk Clubhouse					
Unrestricted Funds			37,917		26,813
Restricted Funds			37,131		12,698
			75,048		39,511

The financial statements were approved by the trustees on 26/07/25

J Webb

Mrs J Webb
Chair

NORFOLK CLUBHOUSE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 5 APRIL 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Cash flows from operating activities					
Cash generated from operations	**12**		35,537		4,895
Investing activities					
Purchase of intangible assets		-		-	
Purchase of tangible fixed assets		(2,051)		(1,235)	
Net cash used in investing activities			(2,051)		(1,235)
Financing activities					
Repayment of borrowings		-		(1,337)	
Net cash (used in)/generated from financing activities			-		(1,337)
Net increase in cash and cash equivalents			33,486		2,323
Cash and cash equivalents at beginning of year			34,562		32,504
Cash and cash equivalents at end of year			68,048		34,562

1 Accounting policies

Charity information

Norfolk Clubhouse is a charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Norfolk Clubhouse's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Norfolk Clubhouse is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Norfolk Clubhouse. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Norfolk Clubhouse has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Norfolk Clubhouse.

1.4 Income

Income is recognised when the Norfolk Clubhouse is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Norfolk Clubhouse has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Norfolk Clubhouse has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Expenditure

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	- 0% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Norfolk Clubhouse reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Norfolk Clubhouse has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Norfolk Clubhouse's balance sheet when the Norfolk Clubhouse becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

1 Accounting policies **(Continued)**

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Norfolk Clubhouse's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Norfolk Clubhouse is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Donations and legacies

	2025	2024
	£	£
Donations and gifts	13,934	1,674
Restricted funds	39,770	12,698
	53,704	14,372

3 Expenditure on charitable activities

	2025	2024
	£	£
Direct costs		
Office expenses	9,903	4,143
Admin expenses	6,418	4,682
Stationery and printing	-	20
Publicity expenses	67	146
Accountancy fees	554	523
Consultancy expenses	1,225	178
	18,167	9,692
Analysis by fund		
Unrestricted funds	2,827	9,692
Restricted funds	15,340	-

4 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Norfolk Clubhouse during the year.

5 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel
The remuneration of key management personnel was as follows:

6 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

7 Tangible fixed assets

	Plant and equipment £
Cost	
At 6 April 2024	5,164
Additions	2,051
At 5 April 2025	7,215
Carrying amount	
At 5 April 2025	7,215
At 5 April 2024	5,164

8 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Other debtors	265	265

9 Loans and overdrafts

	2025 £	2024 £
Directors' loans	-	-
Payable within one year	-	-

10 Creditors: amounts falling due within one year

	2025 £	2024 £
Borrowings	-	-
Accruals and deferred income	480	480
	480	480

11 Movement in Unrestricted and Restricted Funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

The restricted funds of the charity represent income received that is subject to specific conditions imposed by the donor or grant provider. These funds must be used for the particular purpose intended by the donor.

	At 6 April 2024	Incoming resources	Resources expended	At 5 April 2025
	£	£	£	£
Unrestricted funds	26,813	13,934	(2,827)	37,920
Restricted funds	12,698	39,770	(15,340)	37,128

Previous year:	At 6 April 2023	Incoming resources	Resources expended	At 5 April 2024
	£	£	£	£
Unrestricted funds	34,831	1,674	(9,692)	26,813
Restricted funds	-	12,698	-	12,698

	2025	2024
	£	£
Surplus for the year	35,537	4,680

12 Cash generated from operations

Movements in working capital:		
Increase in creditors	-	215
Cash generated from operations	35,537	4,895

13 Analysis of changes in net funds

The Norfolk Clubhouse had no material debt during the year.

Charity registration number 1183862

NORFOLK CLUBHOUSE

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5 APRIL 2025

NORFOLK CLUBHOUSE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs J Webb	
	Mrs CR Farrar	
	Mr M Trenavin-Body	
	Mr F Ulph	
	Mr MA Toole	
	Mr M Cook	(Appointed 18 January 2025)
	Ms O Williams	(Appointed 22 March 2025)
Charity number	1183862	
Principal address	301 King Street Norwich NR1 2TG	
Auditor	Jennison Accounting Ltd St Georges Works 51 Colegate Norwich NR3 1DD	

NORFOLK CLUBHOUSE

CONTENTS

	Page
Trustees' report	1 - 2
Statement of trustees' responsibilities	3
Independent auditor's report	
Statement of financial activities	4
Balance sheet	5
Statement of cash flows	6
Notes to the financial statements	7 - 12

NORFOLK CLUBHOUSE

TRUSTEES' REPORT

FOR THE YEAR ENDED 5 APRIL 2025

The trustees present their annual report and financial statements for the year ended 5 April 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Norfolk Clubhouse's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Norfolk Clubhouse should undertake.

Financial review

Reserves policy

It is the policy of the Norfolk Clubhouse that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Norfolk Clubhouse's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Structure, governance and management

The Norfolk Clubhouse is a charitable incorporated organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mrs J Webb
Mrs CR Farrar
Mr M Trenavin-Body
Mr F Ulph
Mr MA Toole
Mr M Cook (Appointed 18 January 2025)
Ms O Williams (Appointed 22 March 2025)

Recruitment and appointment of trustees

New trustees are appointed based on the skills and experience required to support the charity's governance and strategic direction. The existing trustees identify suitable candidates through local networks and community engagement, ensuring alignment with the charity's values and objectives.

All prospective trustees undergo an induction process, which includes an overview of the charity's activities, a review of the Charity Commission guidance for trustees, and an introduction to the charity's governing documents and policies.

Appointments are formally made by a resolution of the board of trustees and recorded in the minutes.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to 9 day's purchases, based on the average daily amount invoiced by suppliers during the year.

Organisational Structure

The organisation is led by the Board of Trustees, who are responsible for setting strategic direction and ensuring good governance. Day-to-day operations are carried out by volunteers and project leads under trustee supervision.

The trustees' report was approved by the Board of Trustees.

.....J Webb.....

Mrs J Webb
Chair

Date: 26th July 2025

NORFOLK CLUBHOUSE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 5 APRIL 2025

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Norfolk Clubhouse and of the incoming resources and application of resources of the Norfolk Clubhouse for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Norfolk Clubhouse and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Norfolk Clubhouse and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

NORFOLK CLUBHOUSE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 5 APRIL 2025

	Notes	2025 £	2024 £
Income from:			
Donations and legacies	2	53,704	14,372
Total income		53,704	14,372
Expenditure on:			
Charitable activities	3	18,167	9,692
Total expenditure		18,167	9,692
Net income and movement in funds		35,537	4,680
Reconciliation of funds:			
Fund balances at 6 April 2024		39,511	34,831
Fund balances at 5 April 2025		75,048	39,511

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

NORFOLK CLUBHOUSE

BALANCE SHEET

AS AT 5 APRIL 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	7		7,215		5,164
Current assets					
Debtors	8	265		265	
Cash at bank and in hand		68,048		34,562	
		68,313		34,827	
Creditors: amounts falling due within one year	10	(480)		(480)	
Net current assets			67,833		34,347
Total assets less current liabilities			75,048		39,511
Net assets excluding pension liability			75,048		39,511
The funds of the Norfolk Clubhouse					
Unrestricted Funds			37,917		26,813
Restricted Funds			37,131		12,698
			75,048		39,511

The financial statements were approved by the trustees on 26/07/25

J Webb

Mrs J Webb
Chair

NORFOLK CLUBHOUSE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 5 APRIL 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Cash flows from operating activities					
Cash generated from operations	**12**		35,537		4,895
Investing activities					
Purchase of intangible assets		-		-	
Purchase of tangible fixed assets		(2,051)		(1,235)	
Net cash used in investing activities			(2,051)		(1,235)
Financing activities					
Repayment of borrowings		-		(1,337)	
Net cash (used in)/generated from financing activities			-		(1,337)
Net increase in cash and cash equivalents			33,486		2,323
Cash and cash equivalents at beginning of year			34,562		32,504
Cash and cash equivalents at end of year			68,048		34,562

1 Accounting policies

Charity information

Norfolk Clubhouse is a charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Norfolk Clubhouse's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Norfolk Clubhouse is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Norfolk Clubhouse. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Norfolk Clubhouse has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Norfolk Clubhouse.

1.4 Income

Income is recognised when the Norfolk Clubhouse is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Norfolk Clubhouse has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Norfolk Clubhouse has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Expenditure

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	- 0% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Norfolk Clubhouse reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Norfolk Clubhouse has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Norfolk Clubhouse's balance sheet when the Norfolk Clubhouse becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

1 Accounting policies **(Continued)**

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Norfolk Clubhouse's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Norfolk Clubhouse is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Donations and legacies

	2025	2024
	£	£
Donations and gifts	13,934	1,674
Restricted funds	39,770	12,698
	53,704	14,372

3 Expenditure on charitable activities

	2025	2024
	£	£
Direct costs		
Office expenses	9,903	4,143
Admin expenses	6,418	4,682
Stationery and printing	-	20
Publicity expenses	67	146
Accountancy fees	554	523
Consultancy expenses	1,225	178
	18,167	9,692
Analysis by fund		
Unrestricted funds	2,827	9,692
Restricted funds	15,340	-

4 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Norfolk Clubhouse during the year.

5 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel
The remuneration of key management personnel was as follows:

6 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

7 Tangible fixed assets

	Plant and equipment £
Cost	
At 6 April 2024	5,164
Additions	2,051
At 5 April 2025	7,215
Carrying amount	
At 5 April 2025	7,215
At 5 April 2024	5,164

8 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Other debtors	265	265

9 Loans and overdrafts

	2025 £	2024 £
Directors' loans	-	-
Payable within one year	-	-

10 Creditors: amounts falling due within one year

	2025 £	2024 £
Borrowings	-	-
Accruals and deferred income	480	480
	480	480

11 Movement in Unrestricted and Restricted Funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

The restricted funds of the charity represent income received that is subject to specific conditions imposed by the donor or grant provider. These funds must be used for the particular purpose intended by the donor.

	At 6 April 2024	Incoming resources	Resources expended	At 5 April 2025
	£	£	£	£
Unrestricted funds	26,813	13,934	(2,827)	37,920
Restricted funds	12,698	39,770	(15,340)	37,128

Previous year:	At 6 April 2023	Incoming resources	Resources expended	At 5 April 2024
	£	£	£	£
Unrestricted funds	34,831	1,674	(9,692)	26,813
Restricted funds	-	12,698	-	12,698

	2025	2024
	£	£
Surplus for the year	35,537	4,680

12 Cash generated from operations

Movements in working capital:		
Increase in creditors	-	215
Cash generated from operations	35,537	4,895

13 Analysis of changes in net funds

The Norfolk Clubhouse had no material debt during the year.

NORFOLK CLUBHOUSE

England & Wales - Charity number 1183862

Accounts

CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 06/04/23 **Period start date**
To 05/04/24 **Period end date**

Charity name: Norfolk Clubhouse

Charity registration number: 1183862

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Norfolk Clubhouse's objectives are to relieve persons in Norfolk by the provision of opportunities to individuals, who are socially or vocationally disabled by mental illness, to recover confidence and develop skills necessary to achieve their potential.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Thorpe Hamlet Hub We moved to Pilling Park Community Centre as a Hub base on 3/4/23. We rented a space there from 10am until 2pm until 5/2/24 when we reduced our hours to 10am until 1pm. This was due to our Members decision to leave at 1pm and also an increase in the hourly rate of room rental. On 29/03/23 we opened on Wednesdays at Chantry Hall in Norwich from 10am until 2pm for a trial pilot in central Norwich. The aim was to provide a venue centrally for those unable to attend the other Hubs. We closed this on 21/06/23 due to lack of attendance from those outside Thorpe Hamlet Hub. Feedback from Members was that chairs provided were uncomfortable. We were limited to using one room only as the kitchen was being used for the Foodbank being held simultaneously at the venue. During the Summer we collaborated with Julian Support, an organisation in Thorpe Hamlet supporting vulnerable tenants with outreach and supported housing. Together we created two raised beds at either side of the entrance to their main office and planted these up so that their staff and users of services had a pleasant welcome. Two of our Members worked on this and were very pleased with the results. We continue to maintain them to look welcoming and weed free whilst based at Pilling Park Community

		Centre. In October 2023 we held a Community Craft Autumn Fayre at Pilling Park Community Centre. This included stalls from local crafters and Re-Do, a Norwich based CIC we are collaborating with to support volunteering opportunities for our Members. In this reporting period two of our Members are involved in volunteering and paid work with them. One has since secured paid part-time employment. During the Autumn 2023 we hosted three Drumming Workshops for our Members, having obtained funding from Music For All to purchase several African Djembe Drums. Feedback from our Members was very positive in connecting our bodies to the rhythm of the drum beats, singing along and how this improves our mental health. Over several months in Autumn 2023 we held a series of cookery sessions with some of our Members and delivered group coaching on the connection with mental health and food. This supported the holistic health of our Members around certain foods which impact positively and negatively on our gut and brain health and hence our mood and mental health. Our Craft Project was enhanced by the purchase of 3 sewing machines and a Cricut Machine in January 2024. These have expanded and widened our craft repertoire of work with our Members. Members have been learning how to use an electric sewing machine and also how to hand sew. This has increased the confidence of our Members in this skill and unleashed their creativity. We are amazed at the creativity and abilities this project is revealing within our Members. It has also assisted some Members to repair their clothing rather than throwing items away. Weekly sessions also include group discussion and peer support around topics of interest or concern, 1-2-1 coaching for individual Members wishing to explore specific personal issues confidentially, help with applying for state benefits, help to access housing or tackle housing issues, psycho-education around mental health to support general health, understanding and positive change. **Watton Hub** In this financial year we had to reduce our

		support from a twice weekly 3 hour meet-up to one 2 hour meeting on Monday afternoons due to our Sessional Worker needing to deal with a family bereavement. From May to September 2023 our Members met in a cafe and maintained their group connection with our Sessional Worker meeting with them as he was able. In October 2023 the group commenced meeting on Mondays for 2 hours at the Methodist Centre. The Watton Hub Members are very committed to meeting and wish to meet twice a week, returning to their twice weekly 3 hour meetings. To facilitate this we have been fund raising for the Hub to continue the work there and also recruiting volunteer Coach/Mentors to support this return. Members have been continuing with their activities including cooking on a budget and also supporting them with their mental health around relationships and accessing voluntary and paid work. There is very little provision if any, in Watton for those needing support with their mental health. It is a credit to the Members that they have continued to meet through a very difficult time and supported each other peer to peer.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm the Trustees have had regard to the Charity Commission's guidance on public benefit.

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The Norfolk Clubhouse website has been constructed and maintained by a volunteer. Their time and expertise for this has been unpaid. We recruited a volunteer in August 2023

		who was interested in supporting us to develop a Social Media Strategy. They have helped us to identify some ways we can improve our public profile. A volunteer Coach-Mentor began volunteering at our Watton Hub from 01/04/24. They are supporting our Members to become more physically active whilst also providing mentoring in mental health through their lived experience.
Other		We sourced a self-employed Sessional Worker in February 2022 to provide facilitated sessions for our Watton Hub Members. They have continued to provide sessions through to April 2024. We sourced a second self-employed Sessional Worker for our Thorpe Hamlet Hub from June 2022. They have continued to provide sessions through to April 2024.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During the financial year 06/04/23 to 05/04/24 we sustained our Hubs in Thorpe Hamlet and Watton. We delivered 89 face to face sessions. Members did not request Zoom meetings and Saturday Socials as they were attending the Hubs face to face more regularly this financial year. The weekly support from our facilitators and peer to peer support have helped our Members gain confidence, life skills and 3 of our Members have gained part time employment during this financial year. Others are volunteering their time at local charity shops or with other social enterprises we are connected with through networking. Both Hubs have a committed core members of between 6-11 each week and we support their carers who are able to have 2-3 hours respite each week whilst their family member is at one of the Hubs. We attended the Small Charity's Showcase in April 2023 and hosted an Autumn Craft Fayre at Pilling Park Community Centre in October 2023. The latter supported our fundraising for our Members, selling items they had made in our sessions. In our collaboration with Julian Support in enhancing their garden area, we also supported local wildlife in the planting of early flowering plants and improved the general look of the area. Feedback from passers by was positive in creating a pleasant environment at Pilling Park and in planting up 2 raised beds at the Centre itself with perennial plants and Spring bulbs. We have 337 Followers on Facebook and 446 on Instagram where we promote our activities and post items of interest. We connect with other Clubhouses globally and also local charities, social enterprises and businesses with whom we share values and ethical outlook.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have achieved our short term objectives of sustaining our Hubs in Norfolk. These are established and have a regular weekly group of committed Members. There are limits to the growth of the Hubs both in numbers and the delivery of our objectives, due to the room only rental in Community Centres. Due to space limits it is possible we have reached the limit of growth at these venues. In order to grow in numbers and delivery of our objectives to the fullest extent, we need a dedicated or shared space with storage open ideally for 5 days a week. Attempts at securing a suitable space for these for over 3 years, have to date proved fruitless. We continue to collaborate with Norwich Eco-Hub who have now formed another charity, the Norwich Unity Hub. The charity's vision of renting a shared space in Norwich with some 20 plus charity and social enterprises is still being actively pursued. We aim to be one of the charities to secure a space, managed by the Unity Hub in Norwich. We will report in the next Annual Report confirming the securing of this which will be in effect a Community Base for Norwich. Otherwise, we will be reporting our decision regrading our future. The aim of the Unity Hub is to support us and other organisations to find suitable premises we can share or rent alone to further our objectives as we require a building or a regular secure shared space to fully deliver the Clubhouse Model in its entirety.
Performance of fundraising activities against objectives set	Para 1.41	We have sufficient funds to deliver outstanding projects at our Thorpe Hamlet Hub. We are continuing to review the sustainability of our Hub in Watton in relation to growth in Membership and delivery of support for existing Members and welcoming additional Members.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our finances at the end of the accounting period were in credit by £34,561.52
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold reserves of a minimum of 12 weeks' annual operating costs in order to cover necessary expenditure.
Amount of reserves held	Para 1.22	£9,692
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Donations and Grants Principal sources for the period 06/04/23 to 05/04/24 were:- Sainsbury's Big Lottery Fund Awards for All Coop Fundraising (Trustee and Thorpe Hamlet Hub Members)
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Our principle source of fundraising currently is via funding bids to donor organisations. We have continued to diversify and increase our Board of Trustees to support our sustainability and financial health. One new Trustee skilled in Marketing and PR has made a significant impact on raising our profile on social media and has undertaken personal fundraising challenges. The risk of cybercrime is ongoing in the digital age. We review or insurance annually to reflect this and also our policies and procedures in relation to the handling and storage of confidential information. As a small charity we have increased our Board of Trustees and are recruiting further volunteers and sessional workers to ensure that in the event of any key individual unable to continue in the short or long term, the charity may be supported and sustained to enable the organisation to run and deliver its objectives for those it serves.

Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	1. Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. 2. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)
You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All new Trustees are provided with a basic induction and offered relevant training opportunities in foundational Trustee training. Any additional training is offered as necessary and to support the needs of the charity. Trustees are informed of relevant training opportunities via email updates including refresher training on a regular basis.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Trustees meet every 2 months, being responsible for strategic decision making concerning major projects and finance. They are consulted between meetings as necessary and additional meetings arranged to discuss specific issues. The Founder Trustee is responsible for operational decisions concerning the Hubs in Watton and Thorpe Hamlet in consultation with the Sessional Workers and Members around specific project delivery. Clubhouse Members are consulted weekly at the sessions by the Founder Trustee and Sessional Workers as per the Clubhouse Model of Mental Health Recovery, being Member led. Member feedback is then incorporated into fundraising for particular projects and communicated to the Trustees where relevant.
Relationship with any related parties	Para 1.51	N/A

Other		

Reference and Administrative details

Charity name	Norfolk Clubhouse
Other name the charity uses	
Registered charity number	1183862
Charity's principal address	c/o Aston Shaw (Accountant) The Union Suite The Union Building 51-59 Rose Lane Norwich NR1 1BY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	June Webb	Founder Trustee		
2	Mark Trenavin-Body	Trustee	From 10/03/23	
3	Mark Toole	Trustee	From 16/04/23	
4	Fraser Ulph	Trustee	From 24/05/23	
5	Bertone Santos-Socorro	Trustee	From 22/07/23 to 30/09/2024	
6	Catherine Farrar	Trustee	From17/10/23	
7	David Moorcroft	Trustee	Resigned 18/11/23	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Nil
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	J Webb	
Full name(s)	June Webb	
Position (e.g. Secretary, Chair, etc.)	Founder Trustee	
Date	27/01/2025	

Charity registration number 1183862

NORFOLK CLUBHOUSE

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 5 APRIL 2024

NORFOLK CLUBHOUSE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs J Webb	
	Mrs CR Farrar	(Appointed 17 October 2023)
	Mr M Trenavin-Body	
	Mr F Ulph	(Appointed 24 May 2023)
	Mr MA Toole	(Appointed 16 April 2023)
Charity number	1183862	
Principal address	The Union Building 51-59 Rose Lane Norwich Norfolk England NR1 1BY	
Auditor	Aston Shaw Ltd (Norwich) Union Suite Union Building 51 - 59 Rose Lane Norwich Norfolk England NR1 1BY	

NORFOLK CLUBHOUSE

CONTENTS

	Page
Trustees' report	1 - 2
Statement of trustees' responsibilities	3
Independent auditor's report	
Statement of financial activities	4
Balance sheet	5
Statement of cash flows	6
Notes to the financial statements	7 - 12

NORFOLK CLUBHOUSE

TRUSTEES' REPORT

FOR THE YEAR ENDED 5 APRIL 2024

The trustees present their annual report and financial statements for the year ended 5 April 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Norfolk Clubhouse's [governing document], the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Norfolk Clubhouse should undertake.

Achievements and performance

Significant activities and achievements against objectives

Financial review

Reserves policy

It is the policy of the Norfolk Clubhouse that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Norfolk Clubhouse's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Structure, governance and management

The Norfolk Clubhouse is a charitable incorporated organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mrs J Webb	
Mrs CR Farrar	(Appointed 17 October 2023)
Mr M Trenavin-Body	
Mr DJ Moorcroft	(Resigned 18 November 2023)
Mr BS Socorro	(Appointed 22 July 2023 and resigned 30 September 2024)
Mr F Ulph	(Appointed 24 May 2023)
Mr MA Toole	(Appointed 16 April 2023)

Recruitment and appointment of trustees

[Details of method of recruitment and appointment of trustees.]

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

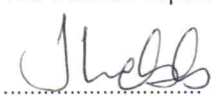
The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to XX day's purchases, based on the average daily amount invoiced by suppliers during the year.

Organisational structure

The trustees' report was approved by the Board of Trustees.



Mrs J Webb
Chair

Date: 27/01/2025

NORFOLK CLUBHOUSE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 5 APRIL 2024

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Norfolk Clubhouse and of the incoming resources and application of resources of the Norfolk Clubhouse for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Norfolk Clubhouse and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Norfolk Clubhouse and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

NORFOLK CLUBHOUSE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 5 APRIL 2024

	Notes	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Income from:			
Donations and legacies	2	14,372	33,397
Total income		14,372	33,397
Expenditure on:			
Charitable activities	3	9,692	18,681
Total expenditure		9,692	18,681
Net income and movement in funds		4,680	14,716
Reconciliation of funds:			
Fund balances at 6 April 2023		34,831	20,115
Fund balances at 5 April 2024		39,511	34,831

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

NORFOLK CLUBHOUSE

BALANCE SHEET

AS AT 5 APRIL 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	7		5,164		3,929
Current assets					
Debtors	8	265		-	
Cash at bank and in hand		34,562		32,504	
		34,827		32,504	
Creditors: amounts falling due within one year	10	(480)		(1,602)	
Net current assets			34,347		30,902
Total assets less current liabilities			39,511		34,831
Net assets excluding pension liability			39,511		34,831
The funds of the Norfolk Clubhouse					
Unrestricted funds			39,511		34,831
			39,511		34,831

The financial statements were approved by the trustees on 27/01/2025

Mrs J Webb
Chair

NORFOLK CLUBHOUSE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 5 APRIL 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Cash flows from operating activities					
Cash generated from operations	12		4,895		14,781
Investing activities					
Purchase of intangible assets		-		(3,929)	
Purchase of tangible fixed assets		(1,235)		-	
Net cash used in investing activities			(1,235)		(3,929)
Financing activities					
Repayment of borrowings		(1,337)		802	
Net cash (used in)/generated from financing activities			(1,337)		802
Net increase in cash and cash equivalents			2,323		11,654
Cash and cash equivalents at beginning of year			32,504		1,281
Cash and cash equivalents at end of year			34,562		32,504

1 Accounting policies

Charity information

Norfolk Clubhouse is a charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Norfolk Clubhouse's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Norfolk Clubhouse is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Norfolk Clubhouse. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Norfolk Clubhouse has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Norfolk Clubhouse.

1.4 Income

Income is recognised when the Norfolk Clubhouse is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Norfolk Clubhouse has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Norfolk Clubhouse has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Expenditure

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	- 0% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Norfolk Clubhouse reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Norfolk Clubhouse has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Norfolk Clubhouse's balance sheet when the Norfolk Clubhouse becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

1 Accounting policies **(Continued)**

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Norfolk Clubhouse's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Norfolk Clubhouse is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Donations and gifts	1,674	14,527
Restricted funds	12,698	18,870
	14,372	33,397

3 Expenditure on charitable activities

	Heading 2024 £	Heading 2023 £
Direct costs		
Office expenses	4,143	5,272
Admin expenses	4,682	11,876
Stationery and printing	20	84
Publicity expenses	146	74
Accountancy fees	523	295
Consultancy expenses	178	1,080
	9,692	18,681
Analysis by fund		
Unrestricted funds	9,692	18,681

4 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Norfolk Clubhouse during the year.

5 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel
The remuneration of key management personnel was as follows:

6 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

7 Tangible fixed assets

	Plant and equipment £
Cost	
At 6 April 2023	3,929
Additions	1,235
At 5 April 2024	5,164
Carrying amount	
At 5 April 2024	5,164
At 5 April 2023	3,929

8 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Other debtors	265	-

9 Loans and overdrafts

	2024 £	2023 £
Directors' loans	-	1,337
Payable within one year	-	1,337

10 Creditors: amounts falling due within one year

	2024 £	2023 £
Borrowings	-	1,337
Accruals and deferred income	480	265
	480	1,602

11 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 6 April 2023	Incoming resources	Resources expended	At 5 April 2024
	£	£	£	£
General funds	34,831	14,372	(9,692)	39,511

Previous year:	At 6 April 2022	Incoming resources	Resources expended	At 5 April 2023
	£	£	£	£
General funds	20,115	33,397	(18,681)	34,831

12 Cash generated from operations

	2024	2023
	£	£
Surplus for the year	4,680	14,716
Movements in working capital:		
Increase in creditors	215	65
Cash generated from operations	4,895	14,781

13 Analysis of changes in net funds

The Norfolk Clubhouse had no material debt during the year.

NORFOLK CLUBHOUSE

England & Wales - Charity number 1183862

Accounts

CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 06/04/22 **Period start date**
To 05/04/23 **Period end date**

Charity name: Norfolk Clubhouse

Charity registration number: 1183862

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Norfolk Clubhouse's objectives are to relieve persons in Norfolk by the provision of opportunities to individuals, who are socially or vocationally disabled by mental illness, to recover confidence and develop skills necessary to achieve their potential.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Thorpe Hamlet Hub. We opened this in January 2022, renting a room in a local church for 2 hours every Thursday. This was extended to a second day every Tuesday from June 2022 for an additional 4 hours. These craft and art activities helped Members focus and manage anxiety and stress better and also upskilled them in learning new techniques. In June 2022 we engaged a self-employed sessional worker to facilitate the craft sessions. Members learned how to crochet useful items and also techniques which supported their confidence in making useful objects or repairing existing items, saving money, improving life-skills and supporting those on a limited budget. Members began to attend Craft Fayres together and alone, displaying and selling their creative items. Sessions also included group discussions around topics of interest or concern, 1-2-1 coaching for individuals wishing to explore specific personal issues confidentially and psycho-education around mental health to support growth, understanding and confidence in the possibility of positive change. Members wishing to volunteer or apply for work were also provided with information and support to find suitable opportunities

		help with writing a C.V. and life skills such as assertiveness around relationships. Support was given to apply for state benefits to maximise their income if unable to obtain paid work. We supported one of our Members, a keen photographer to hold an exhibition of their work through lockdown on 23rd April 2022 at The Forum in Norwich. Some other Members also attended and engaged with visitors to the exhibition. speaking about our work. This was a positive opportunity for them all in growing confidence and working as a team towards a common project goal. We held four Craft Fayres showcasing our Members' craft items in July 2022; September 2022 with a Green Theme; November 2022 exhibiting and selling items for the Christmas season and in February 2023, again with a Green Theme. Some of our Members helped at the stalls and spoke to visitors about their work, supporting their confidence and social skills as well as modelling team work towards a common objective. We piloted a Community Cafe at St Matthew's Church from 12/10/22 to 21/12/22. Some of our Members regularly attended and one was inspired to study and gain a certificate in Food Hygiene Safety who is now working part-time. Local residents also attended the Cafe and we aspired to create an encouraging, warm, welcoming space and a drop in facility for social connection and support for our Members and local community members. The church incumbent advertised the church as a 'Recovery Friendly' Church and invited us to rent a space there and become co-workers in creating a community space. In practice the physical space was not suitable as too cold. We were not able to achieve the outcomes we aspired to achieve which required more active participation from all stakeholders in welcoming members of the community actively into the building and engaging with them. We moved to Pilling Park Community Centre, meeting from 3/4/23 and have developed the Hub at this venue from that date with an average of 9 Members attending each weekly session. We continued our online Zoom meetings

Commission on public benefit.		

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The Norfolk Clubhouse website has been constructed and maintained by a volunteer. Their time and expertise for this has been unpaid.
Other		We sourced a self-employed sessional worker in February 2022 to provide facilitated sessions for our Members at our Watton Hub who also provided these through to April 2023. We sourced a second self-employed sessional worker for our Thorpe Hamlet Hub from June 2022.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During the financial year 06/04/22 to 05/04/23 we sustained our Hubs in Thorpe Hamlet and Watton and delivered 120 face to face sessions; 30 Saturday Zoom Meet Ups; facilitated 7 Saturday Socials (face to face) and piloted a Community Cafe and a third central Norwich Hub. The Hubs and meet-ups have provided weekly social support to our Members who have developed confidence and life-skills. Several are now volunteering their time in charity shops or local arts/creative organisations such as the Dragonfly Gallery in Watton, Mens' Shed and MensCraft. Members provide valuable peer support to each other and have developed meaningful relationships. Their carers have benefited from some time for themselves in the knowledge that there is a safe space for their relatives to attend and belong. Both our Hubs have a committed core Membership of an average of 9-10 Members who meet each week. During the financial year we provided a key role in supporting St Matthew's Church in Thorpe Hamlet to achieve a Bronze award as an Eco-Church in our project to establish

		each Saturday and Saturday socials on the last Saturday of every month, meeting face to face in Norwich for coffee and social connection. These were useful for those who could not attend the week day Hubs or who may have been working during the week to provide peer support. On 29/3/23 we piloted a Hub in central Norwich to provide Members unable to attend the other Hubs with a place to meet centrally. The venue was another rented space within a community centre. Due to insufficient regular attendance by the wider Membership, the decision was made to close the Hub by 21/6/23. Watton Hub. We opened from February 2022 and continued to meet for 3 hours every Monday. This was also extended in April 2022 to a second day for Members to meet up on Thursdays so that some Members attended one or both of the weekly 3 hour sessions. Sessions at the Watton Hub include peer support, games and music, cookery and also include group discussions around topics of interest or concern, 1-2-1 coaching for individuals wishing to explore specific personal issues confidentially and psycho-education around mental health to support growth and confidence. Members wishing to volunteer or apply for work are also provided with information and support to find suitable opportunities and to write a C.V. and also help with maximising their income in general. Both our Hubs have a committed core Membership of 9-10 each week. They provide peer support and our work also supports their carers to have a break. We continue to build our network of contacts including various stakeholders (GP practices; Housing Associations; local Councils, Charities and business organisations). We are on the main Service Directories and promote our work via our online quarterly Newsletter, social media and organised events. We have 223 individuals and organisations at present receiving the Newsletter.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	We confirm the Trustees have had regard to the Charity Commission's guidance on public benefit.

activities against objectives set		outstanding projects at Thorpe Hamlet Hub. We are reviewing the sustainability of our Hub at Watton in relation to growth in Membership and delivery of support.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our finances at the end of the accounting period were in credit by £14,741
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold reserves of a minimum of 12 weeks' annual operating costs in order to cover necessary expenditure.
Amount of reserves held	Para 1.22	£18,870
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Donations and Grants Principal sources for the period 6/4/22 to 5/4/23 were:- Aviva Community Crowdfunder Norfolk Community Foundation Allen Lane Foundation Geoffrey Watling Charity
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Funding our work via grants and donations requires constant work to ensure we are sustainable. We need a diverse income stream to be sustainable in the medium to long term if we are to grow and deliver the Clubhouse Model more fully in the future. Effort in this accounting period has been focused on diversifying our Trustee Board to support the above so that we can not only be sustainable but build lasting resilience and system change for our Members and for Norfolk around mental health.

		an Eco-Hub in Thorpe Hamlet. This work is continuing at our Pilling Park venue in the area, connecting with the Community Enabling Officer at Norwich City Council, Pilling Park Community Centre and other organisations in Thorpe Hamlet to benefit the residents and wildlife in the area. The green spaces in the area are a source of renewal and connection for our Members and this improves their mental and physical health through connecting meaningfully in caring for the area in litter picking and restoring green spaces. One of our Members who has been training to be a Peer Support Worker in the NHS has contributed to the recruitment of professionals as a peer representative and has co-delivered training to groups around the development of co-production initiatives in the NHS and Well-being Services. We have 311 followers on Facebook and 385 on Instagram where we promote our activities and post items of interest to and from our Members. We connect with other Clubhouses in the UK and worldwide as part of the global community of Clubhouses through social media.

Additional information (optional)
You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have achieved our objectives of establishing and sustaining two Hubs in Norfolk. These are now well-established and have potential to grow in Membership numbers and expand activities in these geographical areas. Our medium to long term objective of securing a base from which to deliver our services within our own premises continues to be unfulfilled due to lack of funders willing and able to grant core costs sufficiently to cover rent for the minimum of 3 years most landlords require. Attempts at crowdfunding have not achieved the required amounts so far. We are Members of Norwich Eco-Hub and FUSE (Future Social Enterprise) who are a groups of social enterprises working to establish a Community Hub to provide affordable rental and work space for local charities and social enterprises. We continue to work towards this vision to enable us and other organisations to deliver their work in helping the most disadvantaged in the area.
Performance of fundraising	Para 1.41	We have sufficient funds to deliver

		with the sessional workers in regard to the delivery of specific projects. The Clubhouse Members are consulted weekly at the sessions by the Founder Trustee and the Sessional Workers as per the Clubhouse Model of Mental Health Recovery, being Member led. Feedback is then incorporated into fundraising for particular projects and communicated to the Trustees where relevant.
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Norfolk Clubhouse
Other name the charity uses	
Registered charity number	1183862
Charity's principal address	c/o Aston Shaw (Accountant) The Union Suite The Union Building 51-59 Rose Lane Norwich NR1 1BY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	David John Moorcroft	Trustee		
2	Amie Swithenbank	Trustee	30/06/21 to 31/03/23	
3	Mark Trenavin-Body	Trustee	From 10/3/23	
4	June Webb	Founder Trustee		
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		There is an ongoing a risk of cybercrime. We review our insurance annually to reflect this and our policies and procedures to reduce these risks and ensure those handling confidential information are aware of how to work securely. As we are a small charity we are at risk of not being able to deliver our objectives due to unforeseeable events such as illness or death of key individuals. We are working on increasing our Board of Trustees and also recruiting additional sessional workers/volunteers able to sustain the organisation should any key individual be unable to continue in the short or long term.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	1. Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. 2. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)
You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All new Trustees are provided with a basic induction and offered relevant training opportunities in foundational Trustee training and additional training as necessary. Trustees are informed of any relevant training and information via email updates, including refresher training.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees meet every 2 months being responsible for strategic decisions concerning major projects and finance. The Founder Trustee is responsible for operational decisions concerning the Hubs in Watton and Thorpe Hamlet in consultation

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	J Webb	
Full name(s)	June Webb	
Position (e.g. Secretary, Chair, etc.)	Founder Trustee	
Date	20/01/24	

18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Nil
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Registered Number
1183862

Norfolk Clubhouse

Report and Unaudited Accounts

5th April 2023

Norfolk Clubhouse
Report and accounts
Contents

	Page
Company information	1
Trustees' report	2
Chartered Accountants' report	3
Profit and loss account	4
Balance sheet	5
Notes to the accounts	6 - 8

Norfolk Clubhouse
Registered number: 1183862
Trustees' Report

The Trustees' present their report and accounts for the year ended 5th April 2023

Principle activities

The charities's principal activity during the year were to provide positive opportunities for those aged 18 plus into adulthood, living with mental illness to access a safe place to meet, grow their skills and abilities and access further education, training, and employment, supported by facilitated sessions, 1-2-1 coaching and peer to peer support.

This is delivered through our Hubs at Watton, Norfolk and Thorpe Hamlet, Norwich.

Trustees'
The organisation is formed as a Charitable Incorporated Organisation

The following persons served as trustees' during the year.

Amie Swithenbank
David John Moorcroft
June Webb
Mark Trenavin-Body

Small company provisions
This report has been prepared in accordance with the provision in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 20/01/24 and signed on its behalf.

June Webb
Trustee

Norfolk Clubhouse
Company information

Trustees
Amie Swithenbank
David John Moorcroft
June Webb
Mark Trenavin-Body

Accountants
Aston Shaw Accountants Ltd
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY

Bankers
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The Union Suite
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Registered number
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Norfolk Clubhouse
Surplus/Deficit
for the year ending 5th April 2023

	2023 £	2022 £
Donations and Grants	33,487	23,663
Administrative expenses	18,746	4,828
Operating profit/(loss)	14,741	18,835
Interest receivable	-	-
Profit/(Loss) on ordinary activities before taxation	14,741	18,835
Tax on profit/loss) on ordinary activities	-	-
Profit/(loss) for the financial year	14,741	18,835

Norfolk Clubhouse
Chartered Accountants' report to the board of Trustees' on the preparation of the unaudited statutory accounts of Norfolk Clubhouse for the year ending 5th April 2023

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Norfolk Clubhouse for the year ending 5th April 2023 which comprise of the Profit and Loss Account, the Balance Sheet and the related notes for the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Accountants, we are subject to its ethical and professional requirements which are detailed at www.accaglobal.com

Aston Shaw Accountants Ltd
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY

Norfolk Clubhouse
Notes to the Accounts
for the year ended 5th April 2023

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Income

Income is made up of Donations and Subscriptions received in the year.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilites are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation

The company is dormant for comporation tax purposes as it is a members only organisation.

2 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals	265	200
Trustees' Loan Account	1,337	535
	1,602	735

Norfolk Clubhouse
Registered number: 1183862
Balance Sheet
as at 5th April 2023

	Notes		2023		2022
			£		£
Current assets					
Fixed Assets		3,929		-	
Cash at bank and in hand		32,504		20,850	
		36,433		20,850	
Creditors: amounts falling due within one year	2	1,602		735	
Net current assets			34,831		20,115
Net assets			34,831		20,115
Capital and reserves					
Profit and loss account			34,831		20,115
Reserves			34,831		20,115

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.
The member has not required the company to obtain an audit in accordance with section 476 of the Act.
The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.
The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

June Webb
Trustee
Approved by the board on 20/01/24

Norfolk Clubhouse
Detailed profit and loss account
for the year ended 5th April 2023
This schedule does not form part of the stautory accounts

		2023 £	2022 £
Income			
Donations		14,617	18,163
Restricted funds		18,870	5,500
		33,487	23,663
Administrative expenses			
General administrative expenses:			
	Office expenses	5,273	673
	Admin Expenses	11,941	1,179
	Stationery and printing	84	131
	Publicity Expenses	74	218
	Accountancy fees	295	200
	Consultancy expenses	1,080	2,160
	Donations	-	268
		18,746	4,828

Norfolk Clubhouse
Profit and Loss Account
for the year ended 5th April 2023
This schedule does not form part of the stautory accounts

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Norfolk Clubhouse

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5th April 2023

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Contents

	Page
Company information	1
Trustees' report	2
Chartered Accountants' report	3
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June Webb
Trustee
Approved by the board on 20/01/24

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NORFOLK CLUBHOUSE

England & Wales - Charity number 1183862

Accounts

CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **06/04/21** **Period start date**
To **05/04/22** **Period end date**

Charity name: Norfolk Clubhouse

Charity registration number: 1183862

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Norfolk Clubhouse's objects are to relieve persons in Norfolk suffering from mental illness by the provision of opportunities to individuals, who are socially or vocationally disabled by mental illness, to recover confidence and develop skills necessary to achieve their potential.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We opened up a 2 hour face to face session at a Hub at Thorpe Hamlet (renting a room in a local church) in January 2022. Games and activities were held and also social connection for our Members some of whom were unpaid carers for other family members. At the Hub Members bring their own craft projects and we planned and held a Photography Exhibition at The Forum in Norwich on 23rd April 2022 of one of our Members' photography work. We continued with our online Zoom group each Saturday and our Saturday Socials on the last Saturday of the month, meeting up face to face in Norwich for coffee and social connection. These provide social connection and avenues for Members to share peer support around their mental health. We also opened a Hub in Watton (renting a room in a Community Centre) from February 2022 where Members met face to face, being facilitated by a sessional worker. This opened for 2 hours to support social connection and development of volunteering opporuntities for local Members at a nearby Art Gallery & Visitor Centre. Our online quarterly Newsletter informs

		Members and interested parties of our work. Our Database of Members and supporters is currently 202 in total.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The Norfolk Clubhouse website has been constructed and is maintained by a volunteer. Their time and expertise for this has been unpaid. We have 2 self employed Coaches who give their time for free to coach some of our Members. Their time and expertise for this has been unpaid.
Other		We sourced a self-employed sessional worker in February 2022 to provide facilitated sessions for our Members at our Watton Hub.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	During the financial year 06/04/21 to 05/04/22 we have opened 2 Hubs in Thorpe Hamlet and Watton and delivered 44 face to face sessions; 49 Saturday (Zoom) Women's Group Sessions; Facilitated 10 Saturday Socials (face to face). We held a Wellbeing Fayre in November 2021 at St Matthew's Church in Thorpe Hamlet, on 27/11/21 to survey the local communities needs. We gained 4 new Members from this event which generated the Thorpe Hamlet Hub in January 2022. We have 310 followers on Instagram and 243 followers on Facebook where we promote our activities and post items of interest to and from our Members. We connect with other Clubhouses in the UK and worldwide as part of the global

		community of Clubhouses through social media. We continue to build our network of contacts including various stakeholders including GP practices, Housing Associations, Churches (pastoral care), local councils and charitable organisations to publicise our work, invite referrals from them to our services and to partner with them in providing opportunities for positive mental health promotion and support. This has been done via our online leaflet and quarterly Newsletter, online meetings and where possible face to face. On 19/01/22 we presented our work to a Mental Health Providers Forum online. On 19/03/22 we held a Spring Fayre at St Matthew's Church, Thorpe Hamlet which promoted the work of some our our Members who had made things to sell to help us raise funds but more importantly to showcase their creative abilities. On 28/03/22 we spoke to Radio Norfolk to promote our work. Both our Hubs now have a committed core of Members who meet each week. They provide valuable peer support to each other, encouragemement to try new things and inspire each other to plan new projects for which we apply for funding. Through the support, their family members feed back that they have an improved sense of themselves and hope for their loved ones who have made friends and learned new skills. One of our Members now works full time after receiving coaching and support from us and they now help others to access work. At least 2 of our Members are volunteering locally and one of our Members is training to be a paid Peer Support Worker. Another of our Members has produced a self-help booklet which has been published and she is sharing her lived experience to help others heal and have meaningful lives.

Additional information (optional)
You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have achieved our objectives of establishing at least 2 Hubs in Norfolk which are now well established and thriving. Our objective of establishing a third Hub in central Norwich to provide access for our

		other Members has not been achieved due to lack of sufficient funds to fund a short-term lease to rent a retail space/office. Most leases are long-term.
Performance of fundraising activities against objectives set	Para 1.41	We are in a strong position with funds to fund our activities for at least another 12 months and fund future projects. Please see below.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our finances at the end of the accounting period were in credit by £18,835.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	5,500
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Donations Aviva Crowdfunder £1,316 Aviva Crowdfunder £5,500 Big Lottery Fund £10,000 Albert Hunt £1,000 Alan Boswell £5,000 Private Donations £730 Breckland Lottery £67 Easyfundraising £15
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	There are ongoing risks of cybercrime and we have reviewed and renewed our insurance to reflect these risks and updated our policies and procedures.

		The pandemic is reducing in severity however this may change in future to present risks to the health of the Trustees and volunteers becoming ill and possible fatalities. We are following health and government guidelines and undertaking specific risk assessments for any activities involving face to face meetings. We continue testing if necessary and self-isolate if there is a risk of spreading any infection. We recommend all volunteers are vaccinated. We have a written procedure in line with our Constitution to mitigate these risks which will be updated and communicated at regular intervals pending necessary reviews.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	1. Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees. 2. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)
You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Our Trustees are offered relevant training at Birkett's Solicitors, Norwich or other reputable source. Trustees are informed of any relevant training and information via email updates including refresher training online.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A

Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Norfolk Clubhouse
Other name the charity uses	
Registered charity number	1183862
Charity's principal address	c/o Aston Shaw (Accountant) The Union Suite The Union Building 51-59 Rose Lane Norwich NR1 1BY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	June Webb	Founder/Trustee		
2	Gill Stewart	Trustee	Resigned 31/01/2022	
3	David John Moorcroft	Trustee		
4	Amie Swithenbank	Trustee		
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Nil
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

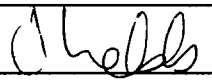
Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	June Webb	
Position (e.g. Secretary, Chair, etc.)	Founder, Trustee	
Date	23/01/2023	

Registered Number
1183862

Norfolk Clubhouse

Report and Unaudited Accounts

5th April 2022

Norfolk Clubhouse
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Contents

	Page
Company information	1
Trustees' report	2
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Profit and loss account	4
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Principle activities

The charities's principal activity during the year were to provide positive opportunities for those aged 18 plus into adulthood, living with mental illness to access a safe place to meet.

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The organisation is formed as a Charitable Incorporated Organisation

The following persons served as trustees' during the year.

Gill Stewart
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June Webb

Small company provisions
This report has been prepared in accordance with the provision in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 23/01/23 and signed on its behalf.

June Webb
Trustee

Norfolk Clubhouse
Chartered Accountants' report to the board of Trustees' on the preparation of the unaudited statutory accounts of Norfolk Clubhouse for the year ending 5th April 2022

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Norfolk Clubhouse for the year ending 5th April 2022 which comprise of the Profit and Loss Account, the Balance Sheet and the related notes for the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Accountants, we are subject to its ethical and professional requirements which are detailed at www.accaglobal.com

Aston Shaw Accountants Ltd
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY

Norfolk Clubhouse
Profit and Loss Account
for the year ending 5th April 2022

	2022 £	2021 £
Donations and Grants	23,663	3,877
Administrative expenses	(4828)	(2193)
Operating profit/(loss)	18,835	1,684
Interest receivable	0	0
Profit/(Loss) on ordinary activities before taxation	18,835	1,684
Tax on profit/loss) on ordinary activities	-	-
Profit/(loss) for the financial year	18,835	1,684

Norfolk Clubhouse
Registered number: 1183862
Balance Sheet
as at 5th April 2022

	Notes		2022		2021
			£		£
Current assets					
Debtors	2	-		-	
Cash at bank and in hand		20,850		1,972	
		20,850		1,972	
Creditors: amounts falling due within one year	3	(735)		(691)	
Net current assets			20,115		1281
Net assets			20,115		1281
Capital and reserves					
Profit and loss account			20,115		1,281
Reserves			20,115		1,281

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.
The member has not required the company to obtain an audit in accordance with section 476 of the Act.
The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.
The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

June Webb
Trustee
Approved by the board on JWebb 23/01/23

Norfolk Clubhouse
Notes to the Accounts
for the year ended 5th April 2022

1 Accounting policies

Basis of preparation
The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Income
Income is made up of Donations and Subscriptions received in the year.

Creditors
Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilites are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation
The company is dormant for comporation tax purposes as it is a members only organisation.

Debtors	**2022**	**2021**
	£	**£**
Trade & other debtors	-	-

2

Creditors: amounts falling due within one year	**2022**	**2021**
	£	**£**
Accruals	200	200
Trustees' Loan Account	535	491
	735	691

Norfolk Clubhouse
Profit and Loss Account
for the year ended 5th April 2022
This schedule does not form part of the stautory accounts

	2022 £	2021 £
Income	23,663	3,877
Administrative expenses	4,828	2,193
Operating profit/(loss)	18,835	1,684
Interest receivable	-	-
Profit/(Loss) before tax	18,835	1,684

Norfolk Clubhouse
Detailed profit and loss account
for the year ended 5th April 2022
This schedule does not form part of the stautory accounts

		2022 £	2021 £
Income			
Donations		18,163	3,677
Restricted funds		5,500	-
Direct Credit From In Kind		-	200
		23,663	3,877
Administrative expenses			
General administrative expenses:			
	Office expenses	673	1,441
	Admin Expenses	1,179	73
	Stationery and printing	131	301
	Publicity Expenses	218	-
	Accountancy fees	200	200
	Consultancy expenses	2,160	-
	Donations	268	178
		4,828	2,193

NORFOLK CLUBHOUSE

England & Wales - Charity number 1183862

Accounts

CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **06/04/20** **Period start date**
To **05/04/21** **Period end date**

Charity name: Norfolk Clubhouse

Charity registration number: 1183862

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Norfolk Clubhouse's objects are to relieve persons in Norfolk suffering from mental illness by the provision of opportunities to individuals, who are socially or vocationally disabled by mental illness, to recover confidence and develop skills necessary to achieve their potential.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Due to the ongoing COVID-19 pandemic most of our activities have been online. Our Website provides a contact hub for existing and potential Clubhouse Members during the COVID-19 outbreak and lockdowns. Our online 8 week "Growing Together" Course for Members to support mental wellbeing and Online course on Managing Anxiety are a resource for Members. Fourteen people signed up to these from our website during the period covered. Midweek Meet-Ups on Zoom and a Women's Group and Social Saturday online Zoom Groups every week have been held. These provide social connection and avenues for Members to share peer support around their mental health. Our online quarterly Newsletter informs Members and interested parties of our work. Our Database of Members and supporters is currently 85 in total.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public	Para 1.18	We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

benefit		

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The Norfolk Clubhouse website has been constructed and is maintained by a volunteer. Their time and expertise for this has been unpaid. We have 2 self employed Coaches who give their time for free to coach some of our Members. Their time and expertise for this has been unpaid.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Since registering on 12/6/19 Norfolk Clubhouse has constructed a website and social media presence to engage online with beneficiaries and stakeholders in the community of Norfolk during the COVID 19 outbreak. We have 274 followers on Instagram and 126 followers on Facebook where we promote our activities and post items of interest to and from our Members. We connect with other Clubhouses in the UK and worldwide as part of the global community of Clubhouses through social media. We continue to build our network of contacts including various stakeholders including GP practices, Housing Associations, Churches (pastoral care), local councils and charitable organisations to publicise our work, invite referrals from them to our services and to partner with them in providing opportunities for positive mental health promotion and support. This has been done via our online leaflet and quarterly Newsletter, online meetings and where possible face to face. We gave a face to face presentation 27/08/20 to Norfolk Community Health &

		Care NHS Trust, High Intensity User Service staff to promote our work and as a result some referrals were made to us. We presented an online webinar on 16/11/20 on the theme of Building Resilience at Time to Ask (Awareness, Support, Keep Going) Norwich around building resilience in our workplaces and wider communities. On 14/01/20 we spoke on BBC Radio Norfolk to share and publicise our work with others, one Member was invited to speak about their experience.

Additional information (optional)
You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have not been able to achieve our objectives of meeting face to face with Members and promoting our work to individuals and organisations due to the restrictions around COVID-19 and the lockdowns which cover most of the period in the report. This has prevented us from establishing Hubs in Norfolk or in establishing a head office in Norwich in order to achieve our face to face outcomes. We are fully online and provide online contact and social connection with Members via Zoom in addition to the online courses we have established.
Performance of fundraising activities against objectives set	Para 1.41	We have secured seed funding in order to cover essential costs for the next 12 months. Please see below.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our finances at the end of the accounting period were in credit by £1,684.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	Nil

Reasons for holding zero reserves	Para 1.22	We have no paid employees and are run by unpaid volunteers.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Donations Voluntary Norfolk £200 National Lottery Community Fund (Coronavirus Community Support Fund) £1,552 Aviva Crowdfunding £1,825 Private individual £100 In Kind Direct Credit £200
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	COVID-19 impacts our activities, limiting them to online only, due to risk of infection. However these are also opportunities to develop our work online and be creative and innovative. There are ongoing risks of cybercrime and we have reviewed and renewed our insurance to reflect these risks and updated our policies and procedures. Due to the ongoing severity of the pandemic there are risks to the health of the Trustees and volunteers becoming ill and possible fatalities. We are following health and government guidelines and undertaking specific risk assessments for any activities involving face to face meetings. We are developing a written procedure in line with our Constitution to mitigate this risk which will be updated and communicated at regular intervals pending necessary reviews. We have sufficient funds to operate for the next 12 months online and cover essential costs.
Other		

Structure, Governance and Management

Description of charity's		

trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	1. Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees. 2. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Additional information (optional)
You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Two of our Trustees attended Charity Trustee & Refresher Training on 17/9/19 at Birkett's Solicitors, Norwich. Trustees are informed of any relevant training and information via email updates including refresher training online.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Norfolk Clubhouse
Other name the charity uses	
Registered charity number	1183862
Charity's principal address	c/o Aston Shaw (Accountant) The Union Suite The Union Building 51-59 Rose Lane Norwich NR1 1BY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	June Webb	Founder/Trustee		
2	Gill Stewart	Trustee		
3	David John Moorcroft	Trustee		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Nil
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	J Webb	
Full name(s)	June Webb	
Position (e.g. Secretary, Chair, etc.)	Founder, Trustee	
Date	16/12/21	

Registered Number
1183862

Norfolk Clubhouse

Report and Unaudited Accounts

5th April 2021

Norfolk Clubhouse
Report and accounts
Contents

	Page
Company information	1
Trustees' report	2
Chartered Accountants' report	3
Profit and loss account	4
Balance sheet	5
Notes to the accounts	6 - 8

Norfolk Clubhouse
Company information

Trustees
Gill Stewart
David John Moorcroft
June Webb

Accountants
Aston Shaw Accountants Ltd
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY

Bankers
The Cooperative Bank

Registered office
The Union Suite
The Union Building
51-59 Rose Lane
Norwich
NR1 1BY

Registered number
1183862

Norfolk Clubhouse
Registered number: 1183862
Trustees' Report

The Trustees' present their report and accounts for the year ended 5th April 2021

Principle activities

The charities's principal activity during the year were to provide positive opportunities for those aged 18 plus into adulthood, living with mental illness to access a safe place to meet.

Trustees'
The organisation is formed as a Charitable Incorporated Organisation

The following persons served as trustees' during the year.

Gill Stewart
David John Moorcroft
June Webb

Small company provisions
This report has been prepared in accordance with the provision in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 9/12/21 and signed on its behalf.

June Webb
Trustee

Norfolk Clubhouse
Chartered Accountants' report to the board of Trustees' on the preparation of the unaudited statutory accounts of Norfolk Clubhouse for the year ending 5th April 2021

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Norfolk Clubhouse for the year ending 5th April 2021 which comprise of the Profit and Loss Account, the Balance Sheet and the related notes for the company's accounting records and from information and explanations you have given us.

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Aston Shaw Accountants Ltd
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY

Norfolk Clubhouse
Profit and Loss Account
for the year ending 5th April 2021

	2021 £	2020 £
Donations and Grants	3,877	469
Administrative expenses	(2,193)	(872)
Operating profit/(loss)	1,684	(403)
Interest receivable	0	0
Profit/(Loss) on ordinary activities before taxation	1,684	(403)
Tax on profit/loss) on ordinary activities	-	-
Profit/(loss) for the financial year	1,684	(403)

Norfolk Clubhouse
Registered number: 1183862
Balance Sheet
as at 5th April 2021

	Notes		2021		2020
Current assets			£		£
Debtors	2	-		-	
Cash at bank and in hand		1,972		219	
		1,972		219	
Creditors: amounts falling due within one year	3	(691)		(622)	
Net current assets			1,281		(403)
Net assets			1,281		(403)
Capital and reserves					
Profit and loss account			1,281		(403)
Reserves			1,281		(403)

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.
The member has not required the company to obtain an audit in accordance with section 476 of the Act.
The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.
The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

June Webb
Trustee
Approved by the board on J Webb 9/12/21

Norfolk Clubhouse
Notes to the Accounts
for the year ended 5th April 2020

1 Accounting policies

Basis of preparation
The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Income
Income is made up of Donations and Subscriptions received in the year.

Creditors
Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilites are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation
The company is dormant for comporation tax purposes as it is a members only organisation.

Debtors	**2021**	**2020**
	£	**£**
Trade & other debtors	-	-

2

Creditors: amounts falling due within one year	**2021**	**2020**
	£	**£**
Accruals	200	200
Trustees' Loan Account	491	422
	691	622

Norfolk Clubhouse
Profit and Loss Account
for the year ended 5th April 2020
This schedule does not form part of the stautory accounts

	2021 £	2020 £
Income	3,877	469
Administrative expenses	2,193	872
Operating profit/(loss)	1,684	(403)
Interest receivable	-	-
Profit/(Loss) before tax	1,684	(403)

Norfolk Clubhouse
Detailed profit and loss account
for the year ended 5th April 2021
This schedule does not form part of the stautory accounts

		2021 £	2020 £
Income			
Donations		3,677	219
Grant from SSE		-	250
Direct Credit From In Kind		200	-
		3,877	469
Administrative expenses			
General administrative expenses:			
	Office expenses	1,441	473
	Admin Expenses	73	60
	Stationery and printing	301	24
	Publicity Expenses	-	54
	Accountancy fees	200	200
	Meeting expenses	-	61
	Donations	178	-
		2,193	872