

Minutes of the Norfolk Zipper Club AGM held at Poringland Community Centre on Thursday, 20th June 2024

Apologies: John & Jayne Fitchew, Angela White, Martin Hardy-Shepherd

The minutes of the previous meeting were read, approved, and signed by the Chair and there were no matters arising.

Treasurer's Report

Doug said the accounts were passed to Paul Taylor, Club Accountant, and he thanked him for approval of the accounts. These will be uploaded to the Charity Commission website along with the minutes of the AGM and Paul's report. The accounts amounted to a 10-page report.

Doug then went through several details of the accounts, each member present had access to a copy.

The Club had purchased a Chest Compressor for £13,612 during that financial year. Although the Organ Research Project equipment had been ordered it was paid for at the end of April 2024 and therefore not in these accounts.

Postage remained the same £700 and again we purchased extra to keep ahead of the price increase.

Printing of newsletters amounted to £400 slightly down on the previous year due to two of the newsletters being just one page.

Some letterheads had been printed for the first time in 3 years at a cost of £134.40.

Bank charges stayed the same.

Fundraising was up by £4K likely due to large events such as skydive, and Christmas Lights display.

The Xmas Draw raised £2,591 with most of the cash prizes sponsored by members.

Doug said donations are still pretty good.

As of today, the Charity Account has £80,009; Club Account £1,147. The total amount raised for Royal Papworth Hospital since 1982 was £1,398,598.

Chairman's Report

Bob said much of the previous year's activities were covered in the Treasurer's Report as well as spending on equipment.

Bob said how sad it was when friends of the Club pass away. He mentioned Barry Smith, Committee Member, who was missed, although he was pleased to see his family still attending our events.

Bob said the turnout at the Christmas lunch was 100 members and friends and it had been very good to have Stephen Large and Nikki Asemota as our guests.

At a recent meeting at RPH Bob said, he along with Val, Doug and John, had met up with Shelley Green the new Fund-Raising Manager who took the place of Maxine Taylor.

Bob thanked all the Committee for their support and work during the last year and everyone who has supported the Club in any way.

Election of Officers

Members due to retire this year are Len Thurston and Avril Walker. Len was happy to seek re-election and Avril had decided to retire from the Committee. John Fiddy also announced he was retiring from the Committee this year. Bob thanked Avril and John

for all they had done for the Committee and acknowledged that they would both continue to support the Club as members where they could.
Members duly elected Len Thurston.

There was a vacancy due to the passing of Barry Smith and one nomination had been received for Martin Hartin Hardy-Shepherd. Proposed by John Fitchew and seconded by Val Cole. Martin was currently on holiday and was duly elected in his absence.

There were two changes to the Constitution:

- a) That Clause 5 be amended to read: As from 1st May 2025 Life Membership for new members of the Club should cease – Proposed by Peter Munday and seconded by John Fitchew.
This was discussed and voted on and was then voted in. There were 11 for, 2 against and 5 abstain.
- b) That Clause 5 should be amended to read: As from 1st May 2025 Annual Subscriptions for both Full and Associate Members should be raised to £10 – Proposed by John Fitchew and Seconded by Colin Hill.
This was discussed and then voted on and was voted in. There were 12 for and 6 abstain.

Any Other Business

Val said John Fiddy had been elected to the Committee in 1986, 38 years ago, 15 of those as Chairman. With his wife, Barbara, they had the good idea of picking daffodils at Norwich Airport which started in 1987 and went on for many years. John organised Treasure Hunts, Musical Shows, Quiz & Chips and enjoyed having a Club Caravan to tow to events such as Cromer Carnival and RPH Fete. Val said John was responsible for her becoming Secretary!

Len Thurston gave details of the Summer Afternoon Tea and Boules competition he and his wife, Gwynn were putting on. Ticket only, 3pm and all family and friends were invited.

Alan Moore thanked all the Committee for their work during the year, he said without the Committee there would probably be no Zipper Club in Norfolk.

David Boggia queried if the Xmas hampers could be more suitable for diabetics and possibly have a voucher instead. After some thought this was to be further discussed at Committee.

Len Thurston said he felt the Club should sell itself more to the public i.e. at collections/events. After some discussion he is to produce some literature to advise people who are interested of the equipment we purchase. Newsletters and applications forms are available to hand out in the box with the cans where required.

Bob finally thanked the 18 members and guests present for attending and closed the meeting.

Norfolk Zipper Club (Cardiac Patients Association)

Statement of Financial Activities
for the Year Ended 5 April 2024

		5.4.24 Unrestricted fund £	5.4.23 Total funds £
	Notes		
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		3,800	3,967
Activities for generating funds	2	24,526	75,042
Other incoming resources		9	3
		<hr/>	<hr/>
Total incoming resources		28,335	79,012
 RESOURCES EXPENDED			
Costs of generating funds			
Costs of generating voluntary income		22,049	78,271
		<hr/>	<hr/>
NET INCOMING RESOURCES		6,286	741
 RECONCILIATION OF FUNDS			
Total funds brought forward		77,871	77,130
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		84,157	77,871
		<hr/>	<hr/>

The notes form part of these financial statements


Norfolk Zipper Club (Cardiac Patients Association)

Balance Sheet
At 5 April 2024

	Notes	5.4.24 Unrestricted fund £	5.4.23 Total funds £
CURRENT ASSETS			
Cash at bank		84,157	77,872
CREDITORS			
Amounts falling due within one year	4	-	(1)
NET CURRENT ASSETS		<u>84,157</u>	<u>77,871</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>84,157</u>	<u>77,871</u>
NET ASSETS		<u><u>84,157</u></u>	<u><u>77,871</u></u>
FUNDS	5		
Unrestricted funds		<u>84,157</u>	<u>77,871</u>
TOTAL FUNDS		<u><u>84,157</u></u>	<u><u>77,871</u></u>

The financial statements were approved by the Board of Trustees on 20 June 2024 and were signed on its behalf by:

Trustee


D. W. MEVOR

The notes form part of these financial statements

Norfolk Zipper Club (Cardiac Patients Association)

Notes to the Financial Statements
for the Year Ended 5 April 2024

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	5.4.24	5.4.23
	£	£
Fundraising events	9,585	5,786
Fetes, Fairs, Shows etc	770	1,105
Collecting Cans	3,304	2,862
In Memoriam	804	53,952
Christmas Draw	2,769	2,745
Carol Service	-	672
Subscriptions & Donations	680	814
June Lunch	864	-
September Lunch	809	656
Christmas Lunch	2,646	2,252
February Lunch	1,124	759
Sponsorship of Christmas Draw & Tickets	526	626
Sale of NZC Regalia	-	14
Raffles & Draws	645	717
40th Anniversary Lunch	-	1,837
Sponsorship of Carol Concert	-	245
	<u>24,526</u>	<u>75,042</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 5 April 2024 nor for the year ended 5 April 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 5 April 2024 nor for the year ended 5 April 2023.

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	5.4.24	5.4.23
	£	£
Trade creditors	<u>-</u>	<u>1</u>

Norfolk Zipper Club (Cardiac Patients Association)

Notes to the Financial Statements - continued
for the Year Ended 5 April 2024

5. MOVEMENT IN FUNDS

	At 6.4.23 £	Net movement in funds £	At 5.4.24 £
Unrestricted funds			
General fund	77,871	6,286	84,157
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>77,871</u>	<u>6,286</u>	<u>84,157</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	28,335	(22,049)	6,286
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>28,335</u>	<u>(22,049)</u>	<u>6,286</u>

Comparatives for movement in funds

	At 6.4.22 £	Net movement in funds £	At 5.4.23 £
Unrestricted Funds			
General fund	77,130	741	77,871
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>77,130</u>	<u>741</u>	<u>77,871</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	79,012	(78,271)	741
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>79,012</u>	<u>(78,271)</u>	<u>741</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 6.4.22 £	Net movement in funds £	At 5.4.24 £
Unrestricted funds			
General fund	77,130	7,027	84,157
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>77,130</u>	<u>7,027</u>	<u>84,157</u>

Norfolk Zipper Club (Cardiac Patients Association)

Notes to the Financial Statements - continued
for the Year Ended 5 April 2024

5. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	107,347	(100,320)	7,027
TOTAL FUNDS	<u>107,347</u>	<u>(100,320)</u>	<u>7,027</u>

Norfolk Zipper Club (Cardiac Patients Association)

Detailed Statement of Financial Activities
for the Year Ended 5 April 2024

	5.4.24 £	5.4.23 £
INCOMING RESOURCES		
Voluntary income	(1)	1
Gifts	2,487	3,389
Donations	1,314	577
Gift aid	<u>3,800</u>	<u>3,967</u>
Activities for generating funds	9,585	5,786
Fundraising events	770	1,105
Fetes, Fairs, Shows etc	3,304	2,862
Collecting Cans	804	53,952
In Memoriam	2,769	2,745
Christmas Draw	-	672
Carol Service	680	814
Subscriptions & Donations	864	-
June Lunch	809	656
September Lunch	2,646	2,252
Christmas Lunch	1,124	759
February Lunch	526	626
Sponsorship of Christmas Draw & Tickets	-	14
Sale of NZC Regalia	645	717
Raffles & Draws	-	1,837
40th Anniversary Lunch	-	245
Sponsorship of Carol Concert	<u>24,526</u>	<u>75,042</u>
Other incoming resources	9	3
Interest	<u>28,335</u>	<u>79,012</u>
Total incoming resources		
RESOURCES EXPENDED		
Costs of generating voluntary income	13,612	69,231
Papworth Medical Equipment	650	700
Postage stamps	-	150
3 Off Blank Red Side Walls	118	169
Hire of St Peter's Hall	-	10
Fakenham Church Tree Festival	400	450
Printing Newsletters x 4 (4)	101	101
Printing Christmas Draw Ticket	134	-
Printing A4 NZC Letterheads	870	-
Lunch Bawburgh September	291	279
Alan Boswell Insurance Service	-	300
Wymondham Abbey Carol Service	2,700	2,314
Lunch Old Rectory Hotel Dec	50	35
Flowers	20	20
Christmas Draw Licence	250	250
Christmas Draw 1st Prize	125	125
Christmas Draw 2nd Prize	75	75
Christmas Draw 3rd Prize	100	100
Christmas Draw 4th Prize (x4)	124	70
Christmas Draw Hampers	1,130	759
Lunch Bawburgh February	<u>20,750</u>	<u>75,138</u>
Carried forward		

This page does not form part of the statutory financial statements

Norfolk Zipper Club (Cardiac Patients Association)

Detailed Statement of Financial Activities for the Year Ended 5 April 2024

	5.4.24 £	5.4.23 £
Costs of generating voluntary income	20,750	75,138
Brought forward	169	135
Poringland Community Centre AGM's & Christmas Draws	266	310
Bank Charges	864	656
Lunch Brick Kilns June	-	1,882
40th Anniversary Lunch	-	150
New Buckenham Silver Band		
	<u>22,049</u>	<u>78,271</u>
	22,049	78,271
Total resources expended		
	<u>6,286</u>	<u>741</u>
Net income		

**Norfolk Zipper Club (Cardiac Patients
Association)**

**Report of the Trustees
for the Year Ended 5 April 2024**

The trustees present their report with the financial statements of the charity for the year ended 5 April 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

289532

Principal address

11 Poringland Road
Stoke Holy Cross
Norwich
NR14 8NL

Trustees

B Spinks
J Fiddy MBE
P Munday
J Fitchew
D Mellor
Mrs A Walker
Mrs V M R Cole
L Thurston
C Hill

- appointed 21.6.23

Independent examiner

Paul Taylor
Chartered Accountants
22 Middleton Street
Wymondham
Norfolk
NR180AD

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document


The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Approved by order of the board of trustees on 20 June 2024 and signed on its behalf by:

Trustee


D. W. MELLOR

**Independent Examiner's Report to the Trustees of
Norfolk Zipper Club (Cardiac Patients
Association)**

I report on the accounts for the year ended 5 April 2024, which are set out on pages three to seven.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

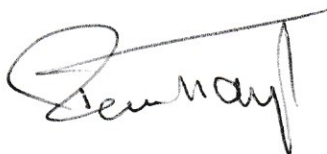
I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.



Paul Taylor
Chartered Accountants
22 Middleton Street
Wymondham
Norfolk
NR180AD

20 June 2024