



Registered Charity Number:1056887

**Trustees' Annual Report &  
Statement of Financial Activity  
2022-23**

**Trustees**

Gareth Davies

Greg Overs

Jackie Miles

Nigel Dancer

Tony Lowery

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# **Trustees' Annual Report & Statement of Financial Activity**

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# Trustees Annual Report & Statement of Financial Activity

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## 1 Reference and Administration Details

### 1.1 Charity Name & Registration

#### Small Charity Support

The charity is a Charitable Incorporated Organisation, registration no: 1056877, registered with the Charity Commission on 1<sup>st</sup> July 1996

The charity is registered with HM Revenue & Customs

### 1.2 Charity's Address

Cardiac Charity, 56 Holywell Crescent, Abergavenny. NP7 5LG

e-mail: [office@cardiac-rehab.org.uk](mailto:office@cardiac-rehab.org.uk)

Telephone: 07856 692148

website: [www.cardiac-rehab.org.uk](http://www.cardiac-rehab.org.uk)

### 1.3 Names of the Trustees Who Manage the Charity

	<i>Role</i>	<i>Appointed</i>
Jackie Miles	Chair	26/1/2016
Gareth Davies	Vice Chair	17/10/2017
Greg Overs	Treasurer	26/1/2016
Tony Lowery	Secretary	03/12/2019
Nigel Dancer		24/10/2016

### 1.4 Names of Advisors & Senior Members of Staff

None

### 1.5 Bank

Barclays Bank, 57 Frogmore Street, Abergavenny, NP7 5AT

## 2 Structure, Governance & Management

### 2.1 Type of Governing Document

Constitution – based on the Charity Commission's model governing document for Foundation Charitable Incorporated Organisations, *i.e.*: where the Trustees are the only Members of the charity.

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## **2.2 Charitable Objects**

As defined in My Charity's Constitution (Governing Document

The object of the Charity is the relief of sickness particularly amongst cardiac patients by: -

- 1.1 the advancement of a rehabilitation and aftercare programme developed by the Cardiac Rehabilitation Team at Nevill Hall Hospital and within the catchment area served by that hospital.
- 1.2 the provision of resources to maintain and extend the Cardiac Rehabilitation programme and the promotion of community classes caring for cardiac patients within the catchment area served by Nevill Hall Hospital.

The Charity has been developed to raise the funding required and plan and deliver a professionally led North Gwent Community Cardiac Rehabilitation Service.

Cardiac Rehabilitation (CR) helps people to recover from heart attacks, heart failure, heart surgery, percutaneous coronary intervention, or procedures such as stenting or angioplasty. Once patients have completed on average a six-week education, counselling, and exercise programme either centre based or at home they are assessed and encouraged to continue their rehabilitation through the attendance of community exercise classes in part funded and provided by the Charity. Such classes are provided throughout Blaenau Gwent and Monmouthshire.

## **2.3 Trustee Selection Methods**

There must be at least three charity trustees. The maximum number of trustees is 7.

In accordance with the Constitution, Trustees are appointed or re-appointed for a term of five years by a resolution passed at a properly convened meeting of the charity trustees.

In appointing Trustees due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

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## Current Roles of the Trustees

**Chair**- Chair meetings of the trustees, focusing on strategic matters, setting governance standards, supervising the management of community tutors, acting as a figure head of the charity.

**Secretary**- organising meetings, taking minutes, managing correspondence, managing updates and background information (governance documentation), keeping records of membership, supporting communication (newsletter, info leaflets and posters)

**Treasurer**-Oversee and present budgets, accounts and financial statements to the trustees, banking, bookkeeping, and record keeping.

**Trustee**- Fundraising chair, responsible for planning and co-ordinating events (e.g., Tokyo and Everest Challenge). Leading on communication- material for website, ticker news, Facebook, phase 3 interface (welcome pack) information for participants. Supporting the community tutors regarding skills and education.

**Trustee**- Position not filled

**Trustee**- Position not filled

**Trustee**- Supporting the operational management of the community tutors.

## 3 Activities

### 3.1 Statutory Declaration

The Trustees of Small Charity Support confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

## 4 Achievements & Performance

The year has proved to be challenging for the trust on a variety of fronts.

### Changes to the Board

The trustees would like to start this report by talking about the sad passing of Tim Cross. Tim had been a popular member of the Monmouth Class for many years and only recently become a member of the Board of Trustees. In the short time that Tim sat on the Board he made a valuable contribution with his insight and intellectual vigour. Again, we would like to send our deepest condolences to his many friends and family.

### Phase 4 exercise classes

Through the successful partnership with the phase 3 team at the Aneurin Bevan Health Board, the charity has made some progress in the management of the phase 4 classes in the local community.

- Classes have been reduced to 10 (2 in Llanfoist on a Saturday and one on a Monday) sessions and they are still spread out over the region. The classes are still supported by a team of BACPR exercise instructors and assistant instructors Alun and Owen. The reduction in the number of classes offered was due to financial constraints caused by falling rolls in some of the classes.
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- Tom Stone has recently been successful in obtaining a position as a phase 3 instructor with the health board, and his Tuesday classes are now managed by one of our excellent previous instructors, Helen Sanchez.
- Links have been strengthened with phase 3 by closer partnership working over the past year.
- During the last year, Nigel Dancer has invested time in setting up a dedicated Google drive to improve record keeping and Health and Safety management.
- During the year, the trustees carried out a membership survey to ascertain the needs and wishes of our membership. The results of which were feedback to the membership in a Ticker News. The results of the survey have been used to plan future actions of the trust.

Weekly class attendance in terms of numbers (89) when compared to 2022 (83) has remained much the same. The average attendance number is 10 for the five Monmouthshire classes and five for the five classes in Blaenau Gwent.

There is, however, a slight percentage reduction in attendance this year of 38% (89 of 232) of those registered, when compared to 2022 at 42% (83 of 198).

The number of referrals from the Phase 3 CR team is 62 with a retention of 55%. This number has been tempered by those participants who no longer attend classes. Hence overall class attendance remaining much the same over the last two years. Concerns around the continuing low attendance at the classes in Blaenau Gwent continue.

Without reference to the full annual accounts some context in terms of funding can be gained from reviewing costs (tutor rate, assistant rate, hall hire) based on attendance numbers during the following 16-week time period- 17th June to 17th Oct (numbers were down by 100 due to the summer holidays). This revealed a weekly loss of £221 and if numbers remain the same this accrues over a 46-week period to £10174. The greatest loss was from the Nantyglo class @ £1890 and the least Monmouth @ £309. Class subs during this period rose from £4 to £5 on the 1st of Sept and reached a total of £1523 per month.

In the October, the Charity together with Gwent Deffibbers held two CPR and defibrillator sessions in Abergavenny and Ebbw Vale.

The information-packed two-hour session was led by Chris Pritchard, a local paramedic with more than 30 years' experience, and Gwent Defibbers founder Mike Morgan, who survived a cardiac arrest 19 years ago thanks to prompt CPR. Following his brush with death, Mike went on to learn CPR and six years ago used his skills to help save a woman's life.

Course participants learned how to tell the difference between a heart attack and a cardiac arrest, how and when to use CPR effectively, and how to use a public-access defibrillator to restart someone's heart.

### **Fundraising events**

The Board would like to recognise the hard work that the Fundraising team has done this year in raising funds in what has proved to be a difficult financial climate. It is recognised that without the hard work of a very small, dedicated team in raising funds it would be difficult for the charity to continue funding the classes. If any members would like to join the fundraising team or organise an activity, it would be greatly appreciated.

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Details of the fund-raising events carried out this year are listed below.

- In December, the Cardiac Christmas Fair and raffle was held in Llanfoist village hall. This was supported by a variety of local producers and businesses.
- In February, The Calon race night was held in Tredegar. This was a well-attended and enjoyable night supported by a range of local businesses. A special mention must go to the Moose Hall Tredegar for allowing us to stage the event at their venue.
- A successful Re-love sale was held in May at the Llanfoist Village Hall. This raised over £560. As they say “were there’s muck, there’s brass”
- Thanks to the sponsorship and support of the Abergavenny Garden Centre, the summer saw the 2<sup>nd</sup> Annual Grand potato challenge take place. This proved popular with the public who were not only interested in the competition but were keen to find out about the work that the charity does.
- Sarah Howard Team Leader for Phase 3 Cardiac Rehab at the Nevill Hall and Ebbw Vale Hospitals set herself the challenge of walking the Inca Trail. Her exploits were featured in the local papers and in Monmouthshire Living magazine. Her efforts raised £1236 for the charity.
- Fundraising committee member Ashella Hale spent the month of September slogging up the summit of the Skirrid Fawr. On her just giving page, Ashella said that that family reasons and a commitment to support the charity were the reasons she did the challenge.
- Cardiac Nurse Specialists Katherine Whitehorn and Helen O’Leary took the plunge for the month of October. Their challenge was to swim a mile a day before work. By the end of the month, they had covered a total of 31 miles. That’s a total of 1.984 lengths of the pool. Their goal was to raise £1500 for a cause they feel strongly about.
- Thanks should go to Chester’s Wine Merchants Abergavenny by supporting the charity hosting a Wine night in October. The event gave the guests the opportunity to sample 5 delicious wines, partake in a delicious buffet and take part in a fun quiz.
- Some kind donations from local businesses allowed the charity team to run an Autumn raffle. The top prize being an online yoga course.
- During the year, the Monmouth Exercise class organised a series of Coffee mornings in the Priory in Monmouth. We would like to thank the Monmouth Group for their continued support.

Future events include the charity Christmas raffle and the Sixties night to be held in Tredegar.

The Charity would like to thank all the organisations and individuals who have given up their time and energy to support the members of the Trust. The events dated from the end March 2023 will also be listed in next year’s report due to reconciliation of end of year reporting for finances and fundraising.

### **200 Club**

A big thank you goes out to Owen Webber for organising and managing the 200 club again this year.

### **Donations**

Although the trust received no donations this year, we did receive several generous gifts made through bequests. The Trustees would like to thank all those families who made these gifts in memory of their loved ones.

### **Media support**

To help the trust develop a more inclusive media presence in the community. The trust has employed the services of local media experts Dianne Spencer and Simon Walter. The aim to support the charity in managing its media footprint through a variety of media including updating our social media presence,

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managing the production of The Ticker News, generating general publicity for the charity, and offering fundraising support.

### **Future planning**

The trustees are keen for the charity to make further progress in the next year. The board meet on a 6 weekly basis and cover a wide range of agenda items giving their time freely to support the membership. Future items for the charity will be discussed in the next meeting in December. Some of the discussion items that will be covered are agreeing the financial year and reporting mechanism, mapping out fundraising events and anticipated costings, gift aid and moving to digital banking.

## **5 Financial Review**

### **5.1 Details of Any Funds Materially in Deficit**

The Charity has no funds which are materially in deficit.

### **5.2 Policy on Reserves**

The Charity's policy on reserves is to generate and maintain a balance which is sufficient:

- a) to preserve the financial viability of the Charity if unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income.
- b) to enable the Charity, in the interests of meeting its objectives, to undertake from time to time the setting up of new and innovative projects on a pilot basis to demonstrate the viability and potential benefits of such activities as a precursor to securing the external funding necessary to maintain such projects on an on-going basis.

For these purposes the Charity will endeavour to generate and maintain reserves which are at least 50% of its annual turnover.

### **5.3 Principal Sources of Funding**

The main sources of funding are:

1. Class attendance fees currently £5 per session for members and £5.50 for non-members
2. Charity membership £10 annually (managed by the Membership Secretary)
3. Membership of the 200 club £20 annually (managed by the 200 Club Secretary)

The charity relies on the support and charity of the local community to support its role. This is done through donations and fundraising events.

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost.

### **5.4 Financial Status**

Though modest, Small Charity Support's current resources from unrestricted donations are more than sufficient to meet its outgoings for at least next year.

All the indications are that this will remain the case for the foreseeable future.

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## 5.5 Statutory Statements on Liabilities

The Trustees declare that:

- ✓ The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement (*e.g.*: any outstanding/ongoing contract or legal undertaking to buy or provide specific services);

The charity has no debt outstanding at the date of this statement which is owed by the CIO, and which is secured by an express charge on any assets of the CIO (*e.g.*: a mortgage on property owned by the charity);

Approved by the Trustees and signed on their behalf,

A handwritten signature in black ink that reads "Anthony Lowery". The signature is written in a cursive, slightly slanted style.

Name: Anthony Lowery

Date: 14<sup>th</sup> November 2023

Position: Secretary to the Trustees

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# 6 Statement of Financial Activity

## 6.1 Independent Examiner's Report on the Accounts

North Gwent Cardiac Rehabilitation and Aftercare Charity  
Yearend 31st March 2023

Charity Number  
1056887

### Trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing the 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 UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to 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 charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Trustees Responsibilities and Approval

The Trustees are satisfied that the charity is entitled to exemption from the requirement to obtain an audit under section 144(2) of the Charities Act 2011 (the 2011 Act).

The trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Section 130 of the Charities Act 2011.

The Accounts were approved by the board of trustees on 14/11/2023.

Signed Anthony Lowery  
Name ANTHONY LOWERY

North Gwent Cardiac Rehabilitation and Aftercare Charity  
Yearend 31st March 2023

Charity Number  
1056887

#### **Independent Examiners Report**

We report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2023.

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

#### **Basis of the independent examiner's report**

Our examination was carried out in accordance with the General directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

#### **Independent examiner's statement**

In the course of our examination, no matter has come to our attention;

(A) which gives us reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that;

\* proper accounting records are kept in accordance with section 130 of the 2011 Act; and

\* accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; or

(B) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Catherine A Williams Limited  
Chartered Accountant  
The Old Bank  
Beaufort Street  
Crickhowell  
Powys  
NP8 1AD

.../2023

NORTH OHMNT CARDIAC REHABILITATION UNIT  
 ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023  
 REGISTERED CHARITY: 1056887

INCOME AND EXPENDITURE ACCOUNT

EXPENDITURE		INCOME	
31/03/2023	31/03/2023	31/03/2023	31/03/2023
Events		Events	
Fund Raising Events	740.00	Fund Raising Events	540.00
Walk	312.00	Walk	1,372.19
Christmas Raffle	922.80	Christmas Raffle	2,655.00
Christmas Cards	1,374.80	Christmas Cards	526.03
Just Giving	5,060.30	Just Giving	50.00
Facebook	5,804.58	Facebook	24.98
Marathon	19,885.33	Marathon	1,760.00
200 Club	3,523.90	200 Club	200.00
Amazon Stripe	412.40	Amazon Stripe	40.00
	34,018.71		8,368.20
Classes		Classes	
Gym Subscriptions	787.30	Gym Subscriptions	9,102.00
Membership	96.89	Membership	3,040.00
Seminar	74.69	Seminar	1,000.00
Equipment	513.00	Equipment	1,000.00
Tutors	4,220.11	Tutors	90.90
Assistants		Assistants	17,642.40
Assistants' Expenses		Assistants' Expenses	4,274.00
Courses		Courses	
			12,142.00
General		General	
Client Expenditure	39,985.68	General	14,183.66
Fundraiser		Donations	
Storage		Gift Aid	
Web Design		Bank Interest	21.88
Ticker New		Clothing	381.50
Printing		Contra	
Expenses			
Solicitors' fees			
Other			
	4,002.17		14,567.04
<b>TOTAL EXPENDITURE</b>	<b>39,985.68</b>	<b>TOTAL INCOME</b>	<b>33,687.24</b>
		<b>TOTAL EXPENDITURE</b>	<b>39,985.68</b>
		<b>(DEFICIT) FOR</b>	<b>(16,298.44)</b>
		<b>YEAR</b>	<b>13,676.02</b>

NORTH OWENT CARDIAC REHABILITATION UNIT  
 ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023  
 REGISTERED CHARITY: 1026887

BALANCE SHEET AS AT 31ST MARCH 2023

	31st March 2023	31st March 2022
<b>CURRENT ASSETS</b>		
Deposit Account	19,640.56	19,979.11
Current Account	30,645.89	17,637.32
Investment	50,000.00	50,000.00
	<u>99,686.45</u>	<u>86,616.43</u>
<b>REPRESENTED BY:</b>		
Accumulated Fund	86,616.43	92,914.87
(Deficit)/Surplus for the Year	13,070.02	(6,298.44)
	<u>99,686.45</u>	<u>86,616.43</u>

## **Approval of the Board of Trustees**

The Trustees declare that they have approved the above Annual Report & Statement of Financial Activity.

Signed on behalf of the Trustees

A handwritten signature in black ink that reads "Anthony Lowery". The signature is written in a cursive style with a large initial 'A' and a distinct 'y' at the end.

Name: Anthony Lowery

Date: 14<sup>th</sup> November 2023

Position: secretary to the trustees

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## 6.2 Notes to the Accounts

a) Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities and the charity's own Simple Accounts Spreadsheet.

b) Reimbursement of Out-of-Pocket Expenses

Out-of-pocket expenses incurred necessarily, reasonably, and incidentally in the course the charity's activities are reimbursed at cost.

c) Salaries & Professional Fees

No trustee receives any payments for the services they provide to the charity.

d) Fixed Assets

The charity has not purchased or disposed of any fixed assets in the current financial year.

e) Creditors & Debtors

Cheques for goods or services purchased, or invoices for goods or services delivered, which are issued prior to the end of the financial year but not appearing in the end of financial year bank statement are reported as outstanding creditors or debtors respectively.

f) Rounding Discrepancies

All amounts are recorded to the penny, but in these accounts are shown as digitally rounded to the nearest pound. This can occasionally result in a total apparently not being the sum of its constituent amounts. All individual amounts, and their totals, are nevertheless correct.

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