



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|-----------|------|----|-----------------|-----------|------|
| | 26 | September | 2016 | | 25 | September | 2017 |

Section A Reference and administration details

Charity name

Brecon Canoe Club

Other names charity is known by

Registered charity number (if any) 1165478

Charity's principal address

Bryn Bolgoed

Libanus

Brecon

Postcode

LD3 8EP

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 | Steve Rayner OBE | Chair | | Members or trustees |
| 2 | Rhiannon Hastings | Secretary | Until 4 October | Members or trustees |
| 3 | David Parry | Safety Officer | | Members or trustees |
| 4 | John Dunne | Secretary | | Members or trustees |
| 5 | Jayne Element | | Until 25 July | Members or trustees |
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
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Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|-------------------|------------------------|
| Welfare Officer | Jennifer Anderson | 45 Free Street, Brecon |
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| | | |
| | | |

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

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Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Chartered Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Elected at annual general meeting or appointed by trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Brecon Canoe Club is affiliated to Canoe Wales, the National Governing Body for paddlesport; Powys Association of Voluntary Organisations; and the Brecknock & Radnor Sports Partnership.

The club operates within rules or bye-laws established by the trustees, which incorporate such rules and regulations as are set out from time to time by Canoe Wales.

The trustees have agreed, as permitted in accordance with section 185 to 188 of the Charities Act 2011, to remunerate Steve Rayner for the occasional hire of open canoe and provision of specialist coaching services (such as higher-level performance and safety award training and assessment).

The trustees consider their main risks to be:

- the safety of canoeing activity, which they manage by authorising leaders and activities using guidelines established by the National Governing Bodies (Canoe Wales and British Canoeing);
- cash-flow, which they manage by closely monitoring income and expenditure; and
- loss of or damage to club equipment, for which they maintain appropriate insurance.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The promotion of community participation in healthy recreation, in particular by the provision of facilities for all aspects of the sport of canoeing and paddle sports (the terms 'paddle sports' and 'canoeing' are inclusive of all forms of canoeing and kayaking).

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We provide facilities for members of our club (and to a limited extent the general public) to participate in various aspects of the sport of canoeing by:

- offering membership to anyone who wishes to participate in our sport, regardless of gender, ethnicity, nationality, sexual orientation, religion or other beliefs; or of age or disability insofar as the club's activities are suitable and facilities can reasonably be used by people of particular ages or with a disability;
- providing instruction and coaching to our members in various aspects of canoeing and kayaking;
- providing opportunities for our members to participate in recreational canoeing and kayaking activities;
- organising and attending canoeing and kayaking competitions;
- providing 'taster' activities for members of the public to experience our sport;
- providing specialist equipment (canoes, kayaks, paddles and safety equipment) for participants to use in our activities;
- promoting our sport locally to members of the public, including children and the disabled; and
- working with other clubs and associations (including Canoe Wales, the National Governing Body, to which we are affiliated) to further the development of our sport locally and in Wales and the UK.

In planning their activities this year, the trustees reviewed at their meetings the guidance on public benefit issued by the Charity Commission to assure themselves that all activities were:

- promoting community participation in healthy recreation by providing facilities (including the organising of sporting activity) for the sport of canoeing; and/or
- supporting the physical education of young people through training and participation in recreational and competitive canoeing.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our activities are open to all our members - and membership is open to anyone from our local community and further afield. Where necessary we will restrict participation for safety reasons - for example by limiting numbers to maintain recognised coach to participant ratios; or by requiring participants to have achieved a specified level of skill or experience (e.g. before participating in white-water paddling). Within these restrictions, we aim to advertise our activities on an equal basis to all members and to accept participants on a first-come, first-served basis. We aim to provide a range of activities suitable for all members regardless of ability.

Members are able to participate in the activities we provide (including coaching, events and competitions) and make use of our facilities (including use of club-owned equipment such as boats and paddles). However, we also offer occasional 'taster sessions' to members of the public, who may then become members if they wish to continue to participate in our activities.

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Responsible participation in canoeing requires third-party liability insurance and this is a key benefit of membership and a key reason why membership is required for those who participate in our activities. Membership also demonstrates a commitment to our sport and provides us with core funding that enables us to offer facilities and activities. Membership of the club is open to anyone who is interested in furthering its purposes, and who agrees to exercise their powers as a member of the club in the way he or she decides in good faith would be most likely to further the purposes of the club. There is no limit on membership numbers.

We make a charge to our members for participation in many of our activities. Our rules state that: "Members shall pay a fee for participation in all activities provided by the club, except where these are provided free of charge. Fees may be charged by the club to cover the cost of coaching, equipment, facilities, overheads and other incidental costs but shall be set at the minimum level necessary to cover the club's costs so as to maximise participation by members."

The level of charges is therefore commensurate to the cost to us of providing our service, taking account of direct costs (e.g. the hire of facilities such as swimming pools and the transportation of equipment for members to use) and indirect costs (e.g. wear-and-tear on club-owned equipment and a contribution to general overheads). For the most part, our activities are led by volunteers although occasionally we may choose to use professional (paid) staff and to pass on their costs to participants (for example when providing specialist instruction that would otherwise be available only at greater cost from the commercial sector).

Although the trustees consider that this level of charges could be unaffordable for some, our rules state that: "It is not the club's intention to deny access to its activities to those members who are genuinely unable to pay the fees associated with those activities, so members who are unable for whatever reason to pay the fees due for an activity should contact the trustees who shall have the discretion to waive or agree reduced fees in exceptional circumstances. Such requests shall be considered by the trustees in the strictest confidence." We maintain a small deposit fund that we are able to draw upon for this purpose; and are able to raise funds to increase the value of this; so we believe that we have made adequate provision for anyone to benefit from our services.

Summary of the main achievements of the charity during the year

During the course of the last year, Brecon Canoe Club consolidated its use of the Powys County Council storage facility at Brecon Promenade, which we intend shortly to develop into a permanent home for the club.

We continued to provide training sessions on the river during summer 2016 – where children concentrated on applying skills to a variety of ‘taster’ activities including slalom, polo and sprint racing; and summer 2017 – focused on developing ‘intermediate’ paddlers in both kayak and canoe; and safety/rescue skills. During the autumns/winters in the pool, we have focused on developing fundamental kayaking skills as well as rescues and rolling; and introduced canoe polo to a group of junior paddlers while continuing with our existing polo team training. This term we are delighted to welcome a group of new beginners to the Club.

Our paddlers have had another successful year in slalom, with 2 promotions to Premier Division and one to Division 1. However, we were unable to run our planned slalom races in Brecon this year due to an ongoing dispute with Brecon Angling Society over establishing a permanent slalom training site at Brecon Promenade.

Our polo teams have also been very successful this year, finishing 2nd in the Southwest Youth League and 6th in Southwest Region Division 3 – testament once again to the hard work and developing skills of all our players (especially the youngsters!). We also participated in the Welsh development league outdoor tournaments at Taff Bargoed during the summer.

Our regular Friday morning paddling session for adults, the ‘laid-back launchers’, continued to attract a number of enthusiastic participants.

We also managed to fit in a few recreational and white-water trips throughout the year; some white-water training sessions at Cardiff International White Water Centre; and support to a schools canoeing day at Llangors Lake.

Considering its small size and limited number of volunteer leaders and administrators, the club has once again achieved a great deal this year for paddlers of all abilities. Thanks is due to all those volunteers: our challenge now remains to develop, grow and sustain this success (and recruit a few more volunteers to help us do so)!

Section E Financial review

Brief statement of the charity's policy on reserves

The trustees currently maintain a deposit fund of approximately £1000 to cover unforeseen expenses and short-term cash-flow when required.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our primary sources of funds are:

- membership fees;
- activity fees (as described above);
- grants (from Sport Wales and other grant-making bodies); and
- small-scale, local fund-raising.

This year we received £1500 from Sport Wales Community Chest to develop junior canoe polo in Brecon.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|--------------------------|------------|
| Signature(s) | | |
| Full name(s) | Stephen James Rayner OBE | John Dunne |
| Position (eg Secretary, Chair, etc) | Chair | Secretary |
| Date | 22 September 2017 | |

Brecon Canoe Club Accounts 1 May 2016-30 Apr 2017

| | | 2016-17 | | 2015-16 | | 2014-15 | |
|---------------------------------|-------|------------------------|------------------------|---|-------------|-------------|---------------------------------------|
| | Notes | Income | Expenditure | Income | Expenditure | Income | Expenditure |
| Capital Investment | | | | | | | |
| Grants, donations, fund-raising | 1 | £ 1,790.00 | £ | 3,600.00 | £ | 11,505.00 | |
| Activity Equipment | 2 | | £ 2,242.12 | | 3,578.48 | £ | 12,501.70 |
| Vehicles/Trailers | 3 | | £ 741.41 | | | | |
| Premises/Facilities | 4 | | £ 184.35 | | 39.32 | £ | 2,711.75 |
| Operations | | | | | | | |
| Membership | | £ 656.71 | £ | 931.00 | £ | 1,399.00 | |
| Affiliation to Canoe Wales | | | £ 226.00 | | 225.00 | £ | 222.00 |
| Pool training | 5 | £ 1,948.00 | £ 2,527.69 | £ 1,729.00 | £ 1,175.00 | £ 2,765.00 | £ 3,985.48 (incl. pool hire for polo) |
| Summer training | | £ 744.00 | £ 262.00 | £ 1,343.00 | £ 214.70 | £ 1,122.00 | £ 727.40 |
| Boat hire | | £ 296.00 | £ | 379.00 | £ | 387.50 | |
| Polo | 5 | £ 1,724.00 | £ 1,716.07 | £ 3,103.00 | £ 2,776.50 | £ 1,454.68 | £ 567.84 |
| Slalom | 6 | £ 300.00 | £ 122.48 | £ 748.60 | £ 577.92 | £ 914.00 | £ 826.00 |
| Racing & laid-back launchers | 7 | £ 275.01 | £ 32.90 | £ 432.00 | £ 23.50 | £ 199.00 | £ 485.00 |
| Sale of goods | 8 | £ 265.00 | £ 251.40 | | | | |
| Volunteer training | | | £ 177.00 | | | | |
| Insurance | | | £ 792.41 | | 454.80 | £ | 145.00 |
| Interest & bank fees | 9 | £ 0.75 | £ 113.56 | £ 1.07 | £ 78.42 | £ 2.59 | £ 80.00 |
| Legal fees | 10 | | £ 433.44 | | | | |
| Other | | £ 61.70 | £ 91.15 | £ 609.00 | £ 316.13 | £ 572.33 | £ 186.66 |
| Total | | £ 8,061.17 | £ 9,913.98 | £ 12,875.67 | £ 10,193.64 | £ 20,321.10 | £ 23,097.75 |
| Surplus/deficit | | -£ 1,852.81 | £ | 2,682.03 | -£ | 2,776.65 | |
| | | | | | | | |
| | | Closing Balance | Opening Balance | Notes | | | |
| Current Account | | £ 540.96 | £ 2,029.85 | 1 Community Chest grant £1500, Big Swim donation £200, Sports Association prize draws £90 | | | |
| Deposit Account | | £ 450.13 | £ 1,119.69 | 2 New junior polo equipment from Community Chest grant, plus general repairs & renewals | | | |
| Purchasing Card | | £ 60.15 | £ 199.91 | 3 Kayak trailer servicing was long overdue, having not been undertaken since trailer was purchased | | | |
| Merchant Accounts | 11 | £ 120.00 | | 4 Racking for container at Promenade; spare keys, etc. | | | |
| Cash | 12 | £ 325.40 | | 5 Pool hire cost Sep-Dec 2016 was split 50:50 between general/polo. All pool hire cost from Jan 2017 attributed to pool training. | | | |
| Total | | £ 1,496.64 | £ 3,349.45 | 6 Slalom income includes 'regular training' session fee for slalom paddlers | | | |
| Increase/decrease | | -£ 1,852.81 | | 7 Laid-back launchers income includes an element for membership | | | |
| | | | | 8 Purchase and sale of rash vests | | | |
| | | | | 9 Bank fees include % fee on all payments made via Merchant accounts (used to simplify accounting processes) | | | |
| | | | | 10 Legal fees for (unsuccessfully) seeking permission from landowner to use Brecon Promenade for slalom racing & training | | | |
| | | | | 11 GoCardless account used to collect Direct Debits, Stripe account used for polo team management 'Teamer' app | | | |
| | | | | 12 £251.70 collected in Jan 2017 was paid to, but not yet received by, bank - under investigation | | | |