



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	26	September	2017		4	November	2018

## 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	David Parry	Safety Officer		Members or trustees
3	John Dunne	Secretary		Members or trustees
4	Eleanor Bolt			Members or trustees
5	Michael Bolt			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

### Names and addresses of advisers (Optional information)

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

### 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)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p>Brecon Canoe Club is affiliated to Canoe Wales, the National Governing Body for paddlesport; Powys Association of Voluntary Organisations; and the Brecknock &amp; Radnor Sports Partnership.</p> <p>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.</p> <p>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).</p> <p>The trustees consider their main risks to be:</p> <ul style="list-style-type: none"><li>- 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);</li><li>- cash-flow, which they manage by closely monitoring income and expenditure; and</li><li>- loss of or damage to club equipment, for which they maintain appropriate insurance.</li></ul>
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## 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 continued its use of the Powys County Council storage facility at Brecon Promenade. We are currently in negotiation with the Council to take a formal licence on this facility but are awaiting repairs to the roof before we finalise this.

We had a successful pool training season during autumn/winter 2017/18, developing a cohort of junior polo players and a cohort of 8 junior female beginners alongside our 'regular' polo players (who continued to develop their skills and teamwork) and intermediate paddlers (who continued to develop their paddling and self-rescue skills).

We were awarded a £1500 Community Chest grant in the Spring, which allowed us to buy two new junior kayaks and, most importantly, to support two of our paddlers to achieve the Paddlesport Instructor Award and one to achieve the Paddlesport Leader Award. With some of our former coaches having moved on this year, these newly qualified coaches and leaders have enabled us to continue to provide regular training and activities since the spring.

Sadly, only two of the junior females stuck with us when we moved outdoors after Easter, but we were able to develop their skills on the river alongside a group of paddlers working towards the British Canoeing 2\* and PaddlePower Discover Awards and another group developing their paddling skills and fitness for both recreational and competitive paddling.

In August we were able to run a river trip and a white-water day at Symonds Yat, which introduced some of our developing paddlers to the skills needed for paddling on moving water, then in September / October we ran a beginners' course with 4 pool sessions and 2 outdoor trips. This new approach – combining indoor and outdoor training – appears to have been very successful, attracting 5 youngsters and 7 adults and culminating in a 15-strong river trip from Glasbury-Hay: our largest for many years! At the same time, in the pool, we are continuing to develop our polo squad (with several 'new' young players joining) and our 'intermediate' paddlers (working on self-rescue skills).

Our slalom paddlers have continued to progress this year, with Jess Rayner and Caz Lavis finishing the season 26<sup>th</sup> and 44<sup>th</sup> in the UK (10<sup>th</sup> and 21<sup>st</sup> Juniors) respectively; and Iwan Lavis 69<sup>th</sup> Junior. Jess also retained her place on the Welsh National Squad for 2018/19, despite narrowly missing out on becoming a GB Squad Reserve in the Spring.

Our polo teams have also been very successful this year, once again competing in the Southwest Region Youth and Division 3 leagues and, for the first time, the National Division 4 league. We are sad to have lost our renowned team captain and all-rounder Sam Davies (who has moved on to Southampton University), but we wish him well and look forward to playing against him soon!

We took the hard decision earlier this year to close our regular Friday morning paddling session for adults, the 'laid-back launchers', but are pleased to see that they continue to operate in their own right as 'Brecon Paddlers' and we wish them every success.

## 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.

Canoe Wales introduced a new regime for Club affiliation this year, requiring all Club Members to become individual members of the National Governing Body. This has simplified our own membership fee structure, as we no longer have to collect affiliation fees on behalf of Members – but does require our Members to register separately with Canoe Wales in order for us to maintain appropriate insurance cover.

This year we received £1500 from Sport Wales Community Chest to train coaches and leaders and develop junior participation, as described above.

## Section F

## Other optional information

We are looking forward in 2018/19 to building on the success of the last year, reinvigorated by the success of our recent beginners' course and the addition of our newly-qualified coaches and leaders. We intend next year to:

- continue to develop existing paddlers and attract new paddlers with a range of training and events;
- continue to compete in Southwest Region and National polo tournaments;
- develop our facilities at Brecon Promenade;
- introduce an online system to streamline our membership management; and
- take advantage of any opportunities that will enable us to continue to develop the Club (financial, personnel, administrative or paddling-based).


## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



[original signed]

Full name(s)

Stephen James Rayner OBE

John Dunne

Position (eg Secretary, Chair, etc)

Chair

Secretary

Date

29 October 2018

Brecon Canoe Club Accounts 1 May 2017-30 April 2018

	Notes	2017-18		2016-17		2015-16		2014-15	
		Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Capital Investment</b>									
Grants, donations, fund-raising	1	£ 1,928.74	£	£ 1,790.00	£ 2,242.12	£ 3,600.00	£ 3,578.48	£ 11,505.00	£ 12,501.70
Activity Equipment	1		£ 989.60						
Vehicles/Trailers			£ 757.55		£ 741.41				
Premises/Facilities					£ 184.35				
<b>Operations</b>									
Membership		£ 911.00	£	£ 656.71	£	£ 931.00	£	£ 1,399.00	
Affiliation to Canoe Wales etc.			£ 175.00		£ 226.00		£ 225.00		£ 222.00
Pool training		£ 2,650.00	£ 2,657.70	£ 2,020.00	£ 2,527.69	£ 1,729.00	£ 1,175.00	£ 2,765.00	£ 3,985.48
Summer training		£ 360.00	£ 216.50	£ 744.00	£ 262.00	£ 1,343.00	£ 214.70	£ 1,122.00	£ 727.40
Boathire		£ 64.00		£ 296.00	£	£ 379.00	£	£ 387.50	
Polo	2	£ 1,054.00	£ 950.50	£ 1,724.00	£ 1,716.07	£ 3,103.00	£ 2,776.50	£ 1,454.68	£ 567.84
Slalom				£ 300.00	£ 122.48	£ 748.60	£ 577.92	£ 914.00	£ 826.00
Racing & laid-back launchers		£ 326.05		£ 275.01	£ 32.90	£ 432.00	£ 23.50	£ 199.00	£ 485.00
Sale of goods	3		£ 15.00	£ 265.00	£ 251.40				
Volunteer training	1		£ 370.00		£ 177.00		£ 454.80	£	£ 145.00
Insurance			£ 885.46		£ 792.41		£ 733.87	£	£ 658.92
Interest & bank fees		£ 1.03	£ 147.09	£ 0.75	£ 113.56	£ 1.07	£ 78.42	£ 2.59	£ 80.00
Legal fees					£ 433.44				
Other			£ 59.38	£ 61.70	£ 91.15	£ 609.00	£ 316.13	£ 572.33	£ 186.66
<b>Total</b>		£ 7,294.82	£ 7,223.78	£ 8,133.17	£ 9,913.98	£ 12,875.67	£ 10,193.64	£ 20,321.10	£ 23,097.75
Surplus/deficit		£ 71.04	-£	£ 1,780.81	£	£ 2,682.03	-£	£ 2,776.65	

	Closing Balance	Opening Balance	Notes
Current Account	£ 1,149.86	£ 540.96	1 Community Chest grant £1500 contributed to: 2 kayaks (£722 in 2018/19), spraydecks (£340),
Deposit Account	£ 1,000.48	£ 450.13	coach training (£370+£120 in 2018/19), polo faceguards (£175)
Purchasing Card	-£ 342.58	£ 60.15	2 Polo accounts reflect £200 advance fees paid by players (creditors) & £90 advance fee paid to league (debtors) for postponed tournaments
Merchant Accounts		£ 135.28	3 Outstanding payment from 16/17
Creditors	2,4.5 -£ 298.08	£ 0.72	4 2016/17 pool income & cash / merchant balances adjusted by +£72 (less fees) after end of year
Debtors	2 £ 90.00		5 £98.08 owed to S Rayner for purchases & mileage
Cash	4 £ 40.00	£ 381.40	
<b>Total</b>	£ 1,639.68	£ 1,568.64	
Increase/decrease	£ 71.04		