



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	27	January	2019		31	December	2020

## 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
<b>Postcode</b> 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	John Dunne	Secretary		Members or trustees
3	Eleanor Bolt			Members or trustees
4	Gary Williams			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

## 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 – particularly following the reduction in income from Members during 2020 due to the Covid-19 pandemic – 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.

The trustees have assured themselves that all activities meet the guidance on public benefit issued by the Charity Commission for:

- 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**

2020 has been a very quiet year for the Club. We started the year well, with our usual weekly pool sessions, alternating general training – with good attendance and several new members – and polo training – continuing to re-build our squad following the departure last year of several key members. We also managed to run a couple of white-water trips during February and March.

However, the arrival of the Covid-19 pandemic and the first lockdown on 23 March led to the suspension of activities and the cancellation of our remaining pool sessions and our summer training programme (including plans for weekly sessions at Brecon Promenade and our annual training weekend at Biblins). Although the easing of Government restrictions in June did permit group paddling activities to re-commence, the Club's coaches were not sufficiently confident to re-start training sessions over the summer and it was not until October that we began to run a few well-attended white-water trips (interrupted briefly by November's 'firebreak' lockdown) and to prepare for a return to pool sessions. We successfully applied for a grant to help us cover the cost of pool hire and agreed a risk assessment with Brecon Leisure Centre, only for the 'Level 4 lockdown' to arrive on 21 December putting paid once again to all recreational paddling in Wales, with no end-date yet announced by the Welsh Government.

Because of the lack of paddling opportunities for most of our members, we have operated this year with minimal administrative activity, doing only the bare minimum to keep the Club going.

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

We also require our Members to register individually with Canoe Wales, which is necessary for us to maintain appropriate insurance cover.

Our (unaudited) accounts for the financial year 1 May 2019-30 April 2020 are attached.

Although our income from activity fees has been severely reduced since March 2020 (due to suspension of activities during the Covid-19 pandemic), our expenditure has also been reduced (primarily because we have not been incurring pool hire fees) and we are confident that we can continue to operate for the next year, although we may need to draw on our reserves in 2021 to cover overheads including insurance.

## Section F

## Other optional information

We hope in 2021 to return to our 'usual' programme of weekly training and occasional weekend trips and events as soon as the easing of Covid-19 restrictions permits.

## 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	4 January 2021	

## Brecon Canoe Club Accounts 1 May 2019-30 April 2020

		2019-20		2018-19		2017-18		2016-17	
	Notes	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Capital &amp; Maintenance</b>									
Grants, donations, fund-raising	1		£	25.00	£	1,928.74	£	1,790.00	
Activity Equipment	1		£ 26.14		£ 781.51		£ 989.60		£ 2,242.12
Vehicles/Trailers			£ 89.30		£ 168.06		£ 757.55		£ 741.41
Premises/Facilities					£ 65.97				£ 184.35
<b>Operations</b>									
Membership		£ 738.00		£ 668.00		£ 911.00		£ 656.71	
Affiliation to Canoe Wales etc.			£ 100.00		£ 115.00		£ 175.00		£ 226.00
Pool training		£ 2,134.00	£ 2,622.10	£ 3,417.00	£ 3,413.10	£ 2,650.00	£ 2,657.70	£ 2,020.00	£ 2,527.69
Summer training		£ 686.00	£ 40.50	£ 740.00	£ 160.00	£ 360.00	£ 216.50	£ 744.00	£ 262.00
Boat hire		£ 91.00	£ 12.00	£ 115.00	£ 70.00	£ 64.00		£ 296.00	
Polo		£ 753.00		£ 830.00	£ 690.00	£ 1,054.00	£ 950.50	£ 1,724.00	£ 1,716.07
Slalom								£ 300.00	£ 122.48
Racing & laid-back launchers						£ 326.05		£ 275.01	£ 32.90
Sale of goods		£ 48.00	£ 48.00				£ 15.00	£ 265.00	£ 251.40
Volunteer training	1				£ 153.58		£ 370.00		£ 177.00
Insurance			£ 960.57		£ 921.29		£ 885.46		£ 792.41
Interest & bank fees		£ 0.40	£ 61.73	£ 3.14	£ 191.05	£ 1.03	£ 147.09	£ 0.75	£ 113.56
Legal fees									£ 433.44
Other	2		£ 124.63		£ 57.93		£ 59.38	£ 61.70	£ 91.15
<b>Total</b>		£ 4,450.40	£ 4,084.97	£ 5,798.14	£ 6,787.49	£ 7,294.82	£ 7,223.78	£ 8,133.17	£ 9,913.98
Surplus/deficit		£ 365.43		-£ 989.35		£ 71.04		-£ 1,780.81	

		Closing Balance		Opening Balance	
Unity Current Account	4	£	-	£	81.78
Lloyds Current Account		£	115.72	£	453.08
Unity Deposit Account	4	£	-	£	-
Lloyds Instant Access Savings		£	900.04	£	100.00
Purchasing Card		£	-	-£	15.10
Merchant Accounts		£	-	£	104.73
Creditors	3	£	-	-£	74.16
Debtors		£	-	£	-
Cash		£	-	£	-
<b>Total</b>		£	1,015.76	£	650.33
Increase/decrease		£	365.43		

### Notes

- 1 Community Chest grant £1500 in 2017/18 contributed to: 2 kayaks (£722), spraydecks (£340 in 2017/18), coach training (£120+£370 in 2017/18), polo faceguards (£175 in 2017/18). £25 B&R Sports Prize.
- 2 'Other' includes books, website & accounting software
- 3 Creditors includes invoices claimed but not paid by S Rayner
- 4 Unity accounts closed in 2019/20