



Trustees' Annual Report for the period

From 1st April 2019 To 30th March 2020

Charity name: Tavistock Swimming Club (est. 1990) ("the Club")

Charity registration number: 1157854

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The promotion of community participation in healthy recreation in particular by the provision of facilities for the teaching, development and practice of swimming for all age groups within the town of Tavistock, Devon and its locality. In doing this, the Club is affiliated to Swim England South West region and conforms to the rules of that organisation.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Swimming coaching to all age groups from approximately 7 up to senior citizens, provided by Swim England qualified coaches. Training and skills development for volunteers – e.g. technical judging, team management, timekeeping and coaching skills. This includes grants towards Swim England recognised coaching and other training courses.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grants are available for Swim England coaching courses. The amount of grant paid depends on the course; the financial state of the Club; and the trustees being satisfied that paying the grant will benefit the Club's work (ie. the Club needs coaches with the qualification in question and the person

		receiving the grant will use their new skills for the Club's benefit.)
Contribution made by volunteers	Para 1.38	<p>Volunteers are involved in all aspects of the charity: the only people who are paid are the coaches.</p> <ul style="list-style-type: none"> • The trustees, who are all volunteers, run the Club. • Volunteers also: <ul style="list-style-type: none"> ○ organise fundraising; ○ publicise the Club and its activities; ○ run and assist at swimming competitions ("galas") – e.g. helping on poolside, acting as officials and judges; ○ oversee the training of volunteers and coaches; and ○ deal with child welfare matters.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> • As at 30th March 2020, the Club had about 100 members who had been training regularly until group activities ceased on 17th March 2020 due to the coronavirus pandemic. About 90% of the members are under 18. • Pool training sessions were held eight times a week, with different sessions focussing on different age groups/ abilities. Land based training was also available. • Some people train simply for fun or fitness; others to compete. Of the latter, about 45 qualified for the Devon County gala; about 7 for South West regional events and one for Swim England Nationals in July/ August. In addition, one person won a silver medal in the British Masters Championships in February 2020. • Three people were supported to qualify as Swim England Assistant Coaches and one person as a Swim England Coach. • About 18 people attended a Safeguarding & Protecting Children workshop or renewed their safeguarding training online. • 10 people undertook team manager training, enabling them to support children poolside at galas. • One person attained the British Swimming J1 qualification. • The Club was involved in running an annual gala for local primary school children which (it is hoped) will encourage them and inspire them to continue and develop their swimming. It also worked with a neighbouring swimming club to run a local gala, licensed as a Swim England level 4 meet. This provided

	<p>opportunities for the development of younger swimmers and new volunteer officials.</p> <ul style="list-style-type: none">• In an attempt to broaden the Club's appeal and to offer its services to more people, it ran – with the help of a grant from Swim England – a weekly session aimed at children who participate in multi-sports events (tetraathlon and triathlon). This was popular, getting about 10 children a week who otherwise would have done no or almost no swim training.
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<ul style="list-style-type: none"> • In April 2019, the Club accounts were moved from a cash basis to an accruals basis. This has not had a significant effect on the profit/loss account but gives a more realistic picture on the balance sheet. • The Club aims approximately to break even over the year, excluding investment in capital items or other payments of long-term benefit. • The main expenses are coaching costs and pool hire. • In 2019-20, it made a £2,496 profit over the year. However, this included gift aid for 2018/19; when that is stripped out, it had a deficit of £804. That was mainly attributable to the coach training mentioned above. Having sufficient coaches is vital to the Club's continued existence. • The Club's balance sheet shows a total of about £27.9k, including cash reserves of £21.4k. There is also a net positive accrual of about £3.5k, consisting mainly of gift aid payments due from HMRC.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Club holds reserves:</p> <ul style="list-style-type: none"> • to give it scope to invest in capital items which will enhance its services (e.g. in 2018/19, it bought new starting blocks) or make other payments of long-term benefit; • to allow it to smooth out fluctuations and cope with downturns and unexpected events; and • because the reserves represent contributions from previous members and therefore should be spent for the benefit of the Club as a whole, rather than used to reduce fees paid by current members.
Amount of reserves held	Para 1.22	£21,000
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>At the time of preparing this report, swimming pools are closed because of coronavirus. The trustees do not know when they will reopen, nor what restrictions will be in place when they do. Pool hire costs might increase considerably, especially if there are strict limits on the number of swimmers allowed in a lane. They believe the Club is in a good position to cope with any potential difficulties, thanks to its reserves; however, nothing can be certain.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Club's principal source of funds are membership and training fees. Gala hosting also makes a valuable contribution. Grants and donations are a smaller – but still very useful – element; they are generally made for
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		specific items. Other income comes from joining fees, selling clothing/ equipment and general fund-raising activities at social events.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The reserves are held as cash, in FSCS protected accounts.
A description of the principal risks facing the charity	Para 1.46	<p>The principal risks facing the Club are:</p> <ul style="list-style-type: none"> • Long-term or permanent closure of the local swimming pool. • An inability to get sufficient pool time, even if pools remain open (e.g. due to other demands on the facilities). • A significant increase in costs, particularly pool hire costs, such that it can no longer afford to provide coaching at an affordable cost. • A significant drop in membership, whether caused by increased costs or otherwise. • Loss of key coaches, with no-one to replace them. This could be for many reasons – ill health/ injury/ moving on/ interpersonal conflict/ allegations of misconduct which, even if unsubstantiated, take a long time to resolve/ other. • Insufficient volunteers to carry on the work of running the Club, especially with ever increasing administrative and regulatory demands.
Other		The Club owns approximately £800 of stock (swimming hats and other clothing). The only other non-financial property held is the training equipment necessary to operate as a swimming club (such as lane ropes, timing equipment, weights, floats etc.).

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Written constitution, based on the Charity Commission's model constitution for Charitable Incorporated Organisations (2014) and the Swim England model constitution for swimming clubs.
How is the charity constituted?	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<ul style="list-style-type: none"> Trustees are appointed by the members at the AGM, with one third of the trustees retiring each year but being eligible for re-election. Up to three trustees can be appointed during the year by the other trustees; such trustees serve until the conclusion of the following AGM.

Reference and Administrative details

Charity name	Tavistock Swimming Club (est. 1990)
Other name the charity uses	Tavistock Swimming Club
Registered charity number	1157854
Charity's principal address	Meadowlands Swimming Pool The Wharf Tavistock PL19 8SP

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	Paul Johnson	Chairman		
2	Caroline Furze	Secretary		
3	Katrina Shipp	Treasurer		
4	Lisa France			
5	Dawn Gatcum			
6	Sean Hamilton			
7	Samantha Lake			
8	Claire Palmer			
9	Sarah Rice			
10	Hazel Walker			
11	Liam Sebag-Montefiore		From March 2020	

Corporate trustees – names of the directors at the date the report was approved:

None

Name of trustees holding title to property belonging to the charity:

None. The charity holds property in its own name.

Funds held as custodian trustees on behalf of others

None

Additional information (optional)

Names and addresses of advisers (Optional information): None

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

Head coach: James Lake

Exemptions from disclosure

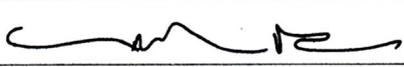
Reason for non-disclosure of key personnel details

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Caroline Furze	Katrina Shipp
Position (eg Secretary, Chair, etc)	Secretary	Treasurer

Date 3rd July 2020

Profit and Loss

From: Month 1, April 2019
To: Month 12, March 2020

Chart of Accounts: Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>
Income		
Membership Fees	14,189.00	14,189.00
Joining Fees	534.00	534.00
Training Fees	37,818.25	37,818.25
ASA Reg income	2,900.50	2,900.50
Coach Fares to Galas	163.56	163.56
Gala Entrance	8,242.08	8,242.08
Gala Hosting	3,859.00	3,859.00
Presentation Events	682.50	682.50
Swimshop	1,680.00	1,680.00
Coaching Services	2,854.00	2,854.00
Investments	84.74	84.74
Fund Raising	830.28	830.28
Gift Aid	6,384.00	6,384.00
Tethrathlon	1,384.00	1,384.00
	81,605.91	81,605.91
Costs of Sales		
ASA Registration Fee	3,542.10	3,542.10
Coach Fares to Galas	256.91	256.91
Gala Entrance	8,485.00	8,485.00
Gala Hosting	2,246.03	2,246.03
Presentation Events	1,361.93	1,361.93
Swimshop	1,725.69	1,725.69
	17,617.66	17,617.66
Direct Expenses		
Coaches Wages	20,726.52	20,726.52
Coaches Expenses	897.05	897.05
Pool Hire	34,859.21	34,859.21
Staff & Volunteer Training	909.00	909.00
Tethrathlon Costs	620.75	620.75
Coaching Services Wages	1,098.75	1,098.75
	59,111.28	59,111.28
Gross Profit/(Loss):	<u>4,876.97</u>	<u>4,876.97</u>
Overheads		
Admin	969.20	969.20
Team Unify	1,053.35	1,053.35
Equipment	360.00	360.00
	2,382.55	2,382.55
Net Profit/(Loss):	<u>2,494.42</u>	<u>2,494.42</u>

Independent Examiner's report to the Trustees of Tavistock Swimming Club

This report on the financial statement of the Trust for the Year ended 31st March 2020 is in respect of an examination carried out in accordance with section 145 of the Charities Act 2011.

Respective responsibilities of the Trustees and Examiner

The Trustees are responsible for the preparation of the financial statement. You consider that an Audit is not required under section 144(2) of the Charities Act. It is my responsibility to issue this report on the financial statement in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. The examination includes a review of the accounting records kept by the Charity and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given in those accounts.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act, or
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met, or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Neil Tamblin

Address:

23 ORCHARD CLOSE
TAVISTOCK
PL19 8HA

Dated: 17th July 2020