



**Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2020 To 31<sup>st</sup> March 2021**

**Charity name: Tavistock Swimming Club (est.1990)**

**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.
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.)

Policy on social investment including program related investment	Para 1.38	The Club does not hold, or make use of, social investments.
Contribution made by volunteers	Para 1.38	Volunteers are involved in all aspects of the charity: the only people who are paid are the coaches. <ul style="list-style-type: none"> <li>• The trustees, who are all volunteers, run the Club.</li> <li>• Volunteers also: <ul style="list-style-type: none"> <li>○ organise fundraising;</li> <li>○ publicise the Club and its activities;</li> <li>○ run and assist at swimming competitions (“galas”) – e.g. helping on poolside, acting as officials and judges;</li> <li>○ oversee the training of volunteers and coaches; and</li> <li>○ deal with child welfare matters.</li> </ul> </li> </ul>
Other		

## 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	Lockdowns due to the Covid-19 pandemic meant swimming pools were open for only a little over 1/3rd of the year and, when they were open, hours and numbers were limited. However: <ul style="list-style-type: none"> <li>• There was pool training when pools were open, with everyone who wanted it getting at least one session per week</li> <li>• During lockdowns, fitness programmes especially designed for swimmers were produced. Initially, these were distributed in writing, but the Club moved from there to Facebook Live sessions then, in the second and third lockdowns, the head coach led live zoom sessions. These were free and, although they were primarily aimed at swimmers, younger siblings who wanted to join in were actively encouraged.</li> <li>• During the first lockdown, the Club also provided a variety of activity challenges via social media (eg. scavenger hunts).</li> </ul>

		<ul style="list-style-type: none"> <li>• When outdoor, but not indoor, group exercise was permitted (eg. June – July 2020), the Club ran open air training sessions on local moorland. These were very popular, as they provided an opportunity for children to see each other (socially distanced) after several months of isolation.</li> <li>• During summer 2020, the Club also arranged for those interested to take part in swim training in the sea, in coached and lifeguarded sessions.</li> </ul>
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## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<ul style="list-style-type: none"> <li>• From April 2019, the Club accounts have been done on an accruals basis.</li> <li>• The Club aims approximately to break even over the year, excluding investment in capital items or other payments of long-term benefit.</li> <li>• The main expenses are coaching costs and pool hire.</li> <li>• Due to the pandemic, 2020-21 was an exceptional year. Swimming pools were open for only about 1/3<sup>rd</sup> of the year (137 days).</li> <li>• The immediate effect of this was to improve the Club's financial position: during pool closures, it ran land training sessions (outdoors when allowed, online otherwise), which involved only coaching costs and no pool hire. Costs were therefore lower than usual, but most club members continued to pay their membership fees.</li> <li>• The position was reversed when pools were open. Pool hire costs were higher than usual because (1) the Club's primary pool was slow to reopen, so sessions had to be held in more expensive ones; (2) social distancing put a strict limit on the number of swimmers allowed in a session; and (3) membership numbers reduced markedly, for a combination of reasons (people reluctant to return to group activity/ not liking the new timetable offered/ not enjoying socially distanced sessions/ lack of competitive events caused interest to wane/</li> </ul>
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		<p>lost interest in swimming over lockdown/ absence of new members).</p> <ul style="list-style-type: none"> <li>• The combined effect was that in 2020-21 the Club broken even almost exactly, showing a deficit of just £1.</li> <li>• The Club's balance sheet shows a total of about £27.9k, including cash reserves of £26.5k.</li> </ul>
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"> <li>• to give it scope to invest in capital items which will enhance its services or make other payments of long-term benefit;</li> <li>• to allow it to smooth out fluctuations and cope with downturns and unexpected events (eg. the pandemic, which might have had a serious effect on its finances); and</li> <li>• 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.</li> </ul>
Amount of reserves held	Para 1.22	£26k
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

#### **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	<p>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 specific items. Other income comes from joining fees, selling clothing/ equipment and general fund-raising activities at social events.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>The reserves are held as cash, in FSCS protected accounts.</p>
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"> <li>• Long-term or permanent closure of the local swimming pool.</li> </ul>

		<ul style="list-style-type: none"> <li>• An inability to get sufficient pool time, even if pools remain open (e.g. due to other demands on the facilities).</li> <li>• A significant increase in costs, particularly pool hire costs, such that it can no longer afford to provide coaching at an affordable cost.</li> <li>• A significant drop in membership, whether caused by increased costs or otherwise.</li> <li>• 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.</li> <li>• Insufficient volunteers to carry on the work of running the Club, especially with ever increasing administrative and regulatory demands.</li> </ul>
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	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? (e.g. <a href="#">unincorporated association</a> , CIO)	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"> <li>• Trustees are appointed by the members at the AGM, with one third of the trustees retiring each year but being eligible for re-election.</li> <li>• Up to three trustees can be appointed during the year by the other trustees; such trustees serve until the conclusion of the following AGM.</li> </ul>

## Reference and Administrative details

Charity name	Tavistock Swimming Club (est.1990)
Other name the charity uses	Tavistock Swimming Club, TSC
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	Joint Chairman		
2	Caroline Furze	Joint Chairman		
3	Claire Palmer	Secretary		
4	Katrina Shipp	Treasurer		
5	Lisa France			
6	Sarah Rice			
7	Hazel Walker			
8	Sam Lake			
9	Dawn Gatum			
10	Sean Hamilton		Until 10/09/2020	
11	Liam Sebag-Montefiore			
12	Ian Higham		From Sept 2021	

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

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)**

**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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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

N/A
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**Other optional information**

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**Declarations**

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

Signed on behalf of the charity,s trustees

Signature(s)		CA Palmer
Full name(s)	Caroline Furze	CLAIRE PALMER
Position (eg Secretary, Chair, etc)	Chairman	SECRETARY

Date	30/11/21
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