Annual report of PHCC CIO (the Club)
Year ended 31st December 2013.
Date of report 6th October 2014

Section A- the statutory information

Name of Charity: Poole Harbour Canoe Club
Other names: PHCC
Registered number of CIO : 1152531
Principal address: c/o 100 Fairview Drive, Broadstone, Dorset, BH18 9AR
PHCC is a Charitable Incorporated Organisation date of registration 21st June 2013.
The constitution is set out in the registered Constitution originally adopted 4th February 2013 and amended 8th April 2013 (copies available on request to the Secretary secretary@phcc.org.uk)
The charity trustees at the date of registration on 21st June 2013 were:

Andy Coomes (secretary), Helena Urban (treasurer), Nick Boyle, Peter Cooper, Frazer Ely, Helen Conyers, Keith Ashman, Paul Levett, Matt Robbins.

Those persons resigned at the first AGM held on 2nd October 2013.

The trustees at 31st December 2013 and their dates of appointment were:

Frazer Ely	chair	October 2013	
Helena Urban	Treasurer	October 2013	
Peter Cooper	welfare officer	October 2013	
Helen Conyers	volunteers and events	October 2013	
Keith Ashman	QM	October 2013	resigned May 2014
Paul Levett	Juniors rep	October 2013	
Matt Robbins		October 2013	
Peter Hobby	training officer	October 2013	resigned October 2014

Sally Crawford	Secretary	January 2014 co opted
John Crawford	legal for Boat House	January 2014 co opted
Steve Hills	Boat House project	January 2014 co opted

Under the constitution the minimum of trustees is 5 and the maximum is 12. New trustees may be appointed at any time by the trustees or the members so long as the number of trustees does not exceed the maximum. At the AGM one third of the trustees shall retire by rotation, the longest members retiring first. The AGM shall then elect the new trustees. The retiring trustees may stand for re election but only twice so that the maximum term that a trustee may stand shall be 9 years.

They may be reappointed after an interval of at least 3 years. This is in order to avoid the committee being dominated by the few.

Section B- The Aims of the Charity and what it has done this year to achieve the same:

The objects of the charity are expressed in the constitution as to promote community participation in healthy recreation by the provision of facilities for the sport of paddlesport.

In considering the projects and activities undertaken by the Club, the trustees have regard to the guidance on public benefit issued by the Charity Commission, and work to ensure that the Club's aims are met, within the framework of safety constraints and available financial resources as discussed below.

Meeting the Club's aims falls in effect into 2 parts:

1. The running of the Club's activities and
2. The provision of the facilities.

B . 1 The running of the Club's activities

Attached hereto are the following documents to be read as part of this report:

1. The Club's activity schedules and information which was produced to the BCU (British Canoe Union) as part of an application for funding. This shows the regular activities of the Club and summarises some of the annual events. **Appendix 1**
2. A report from Bill Jaggs in relation to a project new this year to the Club. The Club has worked with Activate Dorset and East Dorset District Council in running events on the river Stour designed to introduce new comers to paddlesport. This has resulted in new members and a different location for paddlesport. **Appendix 2**
3. A report from Andy Coomes on the marathon event held by the Club in September each year, with some notes on other marathon events that members have participated in. **Appendix 3**
4. Adult members are invited to become friends to the facebook page of the Club by contacting Nick Boyle. This page shows some of the exciting activities of members and activities for offer. The trustees stress however that not all activities shown thereon are organised by the Club. Club activities are notified to members through email.
5. After some difficulties the web collect system appears to be running more smoothly. This system enables members to be contacted through a central data base. If for any reason members are not receiving emails through web collect please contact Ian Mercer.
6. In addition the Club has run a number of training courses see " Safety" (C.1) below.
7. The Club provides equipment for hire to members in order to enable those without equipment to participate in the sport.

B.2 The Provision of facilities

The Club continues to work towards replacement of the Club premises at Lake Pier.

1. The Club has sought and obtained planning permission for new club Boat House. (Copy plans available for inspection on the Club's web site.)
2. The Club has sought and obtained the following promises of funding towards the Boat House
   - 2.1 £50,000 from Sport England
   - 2.2 £20,000 from the Talbot Village Trust a local charity
   - 2.3 £5,000 from the Valentine Trust another local charity
   - 2.4 An application is outstanding to Garfield Weston trust
   - 2.5 And also to the BCU(British Canoe Union). The officers expect to have an update on the funding available before the AGM
   - 2.6 The Club has its own funds of approximately £65,000 to allocate to the project.
3. The project is just going out to tender when the final costings will become apparent.
4. At this point the trustees are not able to confirm that there will be sufficient funds available to proceed with a build project this year and until the trustees are able to confirm this they will not be able to enter into a build contract, but it now seems likely that the club will be in a position to proceed with the Boat House build and a lot of work is being done by the trustees to make this happen.
5. The Club has currently committed approximately £18,000 to the project in terms of fees paid. The trustees remain concerned that the present premises are beyond their proper life span and not fit for purpose. Further the current lease for the premises from Borough of Poole, will expire in 2016. The terms of a new lease are being negotiated with Borough of Poole. It is to be hoped that rent thereunder will not lead to an increase in the level of members fees although inflation may over time require that the same are reviewed.
6. An update on the new Boat House project will be available at the AGM. Members are asked to note that in the event that the club is able to proceed with a new Boat House there will be a temporary inconvenience to members which may curtail normal club paddles during the building works. The works are in any event required to take place during the winter months, probably between November and March. Members will be given as much notice as possible and are asked to help other members out where possible.
7. It is probable that the club may be in a position only to fund building of the external shell of the building initially leaving the kit out of the interior such as provision of changing rooms teaching room and toilet for later. Thus it is expected that fund raising initiatives may be required for sometime and new ideas for fund raising are welcomed and discussion at the AGM is welcomed.

The trustees are satisfied that the members and trustees have worked hard all on a voluntary basis in order to achieve the objects of the charity.

C. The Risks

The trustees are required to assess the risks that could cause significant problems to the Club:

C.1 Safety

The biggest single threat to the Club is the risk that a person may be injured as a result of any club activities. If someone were injured a claim for financial compensation may lie against the Club. The Club through its membership of the BCU maintains third party insurance. This gives cover to the Club and its members. It is important to note that persons who have failed to renew their membership of the Club within 2 months of the due date (1st April) automatically cease to be members of the Club and thus are not covered by the Club's insurance. The Club monitors this but cannot stop former members running courses. Members should ensure therefore that they only participate in courses run through the Club if they wish to rely on club insurance. In future the training co ordinators will be organising courses through the web collect system so it will be very clear which events and courses are being organised by PHCC.

However as well as the financial risk that this poses, there is the risk of adverse publicity. This could have huge knock on effect to the Club and to the lives of the coaches. The Club therefore uses every endeavour to ensure the safety of all participants in paddlesport and without prejudice to the generality of that statement:

1. All members are asked to take their personal safety very seriously by,
   - **1.1** attending proper training sessions from 1* level up to 3* (occasionally more). To this end the Club's coaches run a comprehensive training schedule. Attached is the report from the training officer for this last year. **Appendix 4**
   - 1.2 wearing and taking adequately maintained safety gear in particular buoyancy aids, whistle, lights and helmets where appropriate.
   - 1.3 Paddling in a group.
   - 1.4 Not going out without checking the weather and tides are suitable for their own skill level.
2. The Club runs paddles of all standards where members are encouraged to support other members.
3. The Club encourages and supports those who are prepared to advance to become coaches
4. The Club will only run paddles in appropriate weather conditions suitable for the group and ensures that each paddle has sufficiently experienced paddlers within the group to ensure the safety of the group.

5. The Club ensures that proper risk assessments are maintained. These are available for inspection on the Club's web site.
6. The Club liases with Poole Harbour Master to avoid conflicts with other harbour users.
7. The Club provides a telephone and radios to enable contact in the case of emergency.

C.2 Financial risks

The Club is primarily financed by membership fees. In order to fulfil its objects the Club is committed to keeping the membership fees as low as possible. Additional funds come from Boat Hire and course fees which again are kept as low as possible. However the trustees have an obligation to ensure that these are sufficient to keep the Club solvent. As such the treasurer prepares a monthly financial update and all expenditure is carefully considered.

The greatest threat to the Club's solvency is the Boat house project. Costs are carefully monitored and the trustees recognise that no contract for the build of the Boat House can be entered into until the Club appears to have sufficient funds. Nonetheless the trustees accept that a building project carries significant risk and that the trustees must use best endeavours to ensure that there is no material cost overrun on that project. They balance this risk against the longer term risk that without this project the Club may ultimately become homeless and that finding a location that offers convenient access to Poole Harbour with parking facilities is rare.

In addition the trustees have a duty to formulate a reserves policy in order to ensure that the Club has sufficient funds in order to meet its obligations. The Club receives its membership fees annually in April and although there were some delays this year as both members and officers learnt the new web collect system, most members pay their fees within 6 weeks of the due date. Course fees are paid principally during the summer months. The net result is that sufficient reserves must be established to see the Club through the winter months.

The trustees have resolved that the Club's reserves, that is the figure below which the funds should not drop save in exceptional and unforeseen circumstances is as follows:

March in any year	£2,000
December in any year	£3,000

At 31st December 2013 the club held cash funds of £69,422. Of this, £65,000 has been designated by the trustees for the replacement of the Club hut and related fees. Savings are held in a 30-day notice account at Monmouthshire Building Society and earn interest at a variable rate.

The Club is a members' organisation which aims to keep its fees as low as realistically possible as such the Club has no plans to hold large amounts of capital and therefore has no investment policy.

The Club does not hold any funds which are designated for a special purpose. However the intention is that each section of the Club is intended to pay its way and that fees shall be set accordingly.

In any organisation there is risk of financial misconduct by persons have control of funds. To this end the Club carries proper checks on all committee members. All payments out of the bank have to be verified by the Treasurer and at least one other committee member. Any payments over £100 are authorised by the Treasurer and at least one other member of the committee and are usually discussed at committee level.

In order to provide transparency the committee have resolved that unless the same is prejudicial to the Club or one or more of its members, at the relevant time, all committee minutes will be published on the members' section of the Club's web page. Such minutes are confidential to the club and members are asked to respect that confidentiality and not therefore to breach that confidentiality. Such does not prevent an appropriate report under the Public Interest Disclosure Act. No welfare reports will be published in anyway.

C3 Welfare

Paddlesport involves the inter action between persons of different ages and genders. Preparation for paddlesport often involves those persons in changing their clothing, as such there is a potential risk to the welfare of individuals. In order to minimise this;

The club has appointed a welfare officer. Members who have any welfare concerns should contact the welfare officer through the club's web page. Should there be any difficulty in making contact a confidential email can be sent via the secretary@phcc.org.uk.

All persons with access to club funds (other than minimal sums) or involved in coaching or leading groups of young people are subject to appropriate checks into their background. Any incident involving any concern over the welfare of any members are reported to the welfare officer and also to the BCU.

The Club takes this responsibility seriously. Recently the committee has had concerns over the use of Facebook. No junior member under 16 should be a "friend" of the club on Facebook. Club coaches have been advised that they should not become "friends " with any junior member under 16 years on Facebook. Members are asked not to place any pictures of juniors on Facebook.

Signed by two trustees on behalf of all trustees:

Frazer Ely.

Frazer Ely – Chairman
Date: 2nd Sept 2014

S. Crawford.

Sally Crawford - Secretary
Date: 11th Sept 2014.

Schedule of appendices:
Appendix 1- List of regular activities of the club
Appendix 2 Report of activities at Wimborne with Activate Dorset and EDDC
Appendix 3 Annual marathon report (not available until after the event in September!!)
Appendix 4 Training officers report