

**Annual Report/Statement of Poole Harbour Canoe Club CIO (PHCC the Club)  
Year ended 31<sup>st</sup> December 2018.**

**Section A- the statutory information**

Name of Charity: Poole Harbour Canoe Club  
Other names: PHCC  
Registered number of CIO: 1152531  
Principal address: Lake Pier, Lake Drive, Hamworthy c/o 2 Hull Crescent, Bearwood,  
Dorset, BH11 9RG

PHCC is a Charitable Incorporated Organisation date of registration 21<sup>st</sup> June 2013.  
The constitution is set out in the registered Constitution originally adopted 4<sup>th</sup> February 2013 and amended 8<sup>th</sup> April 2013 (copy can be found on the club's website)

The Charity Trustees, at 31<sup>st</sup> December 2018 and their dates of appointment were:

Steve Hills	Training Officer	January 2014 (re-elected Oct 2017)
Jenni Dennett	QM Team	October 2014 (re-elected Oct 2017)
Paulette Hills	Events Officer	October 2015 (re-elected Oct 2017)
Luke Chamberlain	Magazine Editor	November 2016 (re-elected March 2018)
Adrian Oates	Chairman	December 2016 (re-elected March 2018)
Frazer Ely	Trustee	February 2017 (elected Oct 2017)
Keith Wright	QM Team	February 2017 (re-elected March 2018)
William Jaggs	Secretary/Riverside Officer	April 2017 (elected Oct 2017)
Vince Boon	Riverside Officer & QM	March 2018
Graham Chandler	QM Team	March 2018
Jasper Wells	Junior Representative	October 2017 (resigned April 2018)
Mike Holgate	Treasurer	October 2017 (resigned July 2018)

Under the constitution, the minimum number 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 objectives 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**

The following documents complete this report and are attached.

1. **Appendix 1** – Development Plan 2017 to 2021 (Progress update to January 2019)
2. **Appendix 2** - The Club's activity schedules and information which was produced for the BC (British Canoeing) as part of an application for funding. This shows the regular activities of the Club and summarises some of the annual events.
3. **Appendix 3** - A report from Bill Jaggs and Vince Boon in respect of Riverside. The Club has worked with Activate Dorset, Dreamboats 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 community location for paddle sport. The Report also details the Club's racing involvement.
4. **Appendix 4** - A report from Andy Coomes on the marathon event held by the Club in September 2018.
5. **Appendix 5** - A report from Tom Holdsworth setting out the Junior activities in the year.
6. **Appendix 6** – A report from Peter Hobby about the development of Slalom.
7. **Appendix 7** – A report from Peter Hobby about the development of Polo.
8. **Appendix 8** - A report from Steve Hills about the Club's Training activities.
9. **Appendix 9** - A membership report from Andy Coomes showing the 2018 membership of the club.

Adult members are invited to become friends to the facebook page of the Club by contacting Nick Boyle and Jenni Dennett. This page shows some of the exciting activities for members and activities on offer. The trustees stress however that not all activities shown thereon are organised by the Club. Club activities are notified to members through email.

The web collect system is used to collect memberships and advertise courses. This system enables members to be contacted through a central data base. If for any reason members are not receiving emails through WebCollect, please contact the Membership Secretary.

The Club provides equipment for hire to members to enable those without equipment to participate in the sport. All equipment must be booked out using the book provided.

## **B.2 The Provision of facilities**

1. The Club will be seeking grant funding towards new initiatives detailed in its Development Plan (updated to January 2019) which include slalom and polo.
2. The Club has an agreement for a lease with the Borough of Poole (the land owners) for a term of 50 years but subject to a break clause after 30 years at an initial rent of £2500 pa rising in accordance with the Retail Prices Index every 5 years.
3. Members who have the necessary skills continue to assist in the maintenance of the Boathouse and Riverside.

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

The club operates from 3 main locations as follows:

1. Lake Pier, Lake Drive, Poole, Dorset – its Harbour base.
2. Riverside, Wimborne – its river base.
3. Ferndown Leisure Centre, Ferndown, Dorset – its swimming pool base.

## **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 BC 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 (1<sup>st</sup> April) automatically cease to be members of the Club and thus are not covered by the Club's insurance. Members should ensure that they only participate in courses run through the Club if they wish to rely on club insurance. The training officer will be organising courses through the web collect system so it is 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 to attain BC awards. 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 8.**

- 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 and at all three venues 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 runs paddles for women only to provide accessibility to the sport, providing equality of access.
5. 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.
6. The Club ensures that proper risk assessments are maintained. These are available for inspection on the Club's web site.
7. The Club liaises with Poole Harbour Master where possible to avoid conflicts with other harbour users.
8. 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. To fulfil its objectives 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 there are sufficient funds to keep the Club solvent. As such the treasurer prepares a monthly financial update and all expenditure is carefully considered.

In addition, the trustees have a duty to formulate a reserves policy to ensure that the Club has sufficient funds to meet its obligations. The Club receives its membership fees annually in April. 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 reviewed that the Club's reserves considering the Boathouse, that is the figure below which the funds should not drop save in exceptional and unforeseen circumstances and increased them to the figure shown:

March in any year                      £5,000

December in any year                      £5,000

At 31<sup>st</sup> December 2018, the club held cash funds of £21,187. Savings of £10,045 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, whilst investing in the future of both the Club and its members. The Club's savings account acts as both emergency funds and capital for future large projects and funds are added annually, subject to budgetary constraints. The Club also has a rolling Cap-Ex program to replace ageing equipment and in 2018/9, to create a training bursary for coaching.

In any organisation, there is risk of financial misconduct by persons having 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 a trustee or two trustees. Any payments over £50 must be agreed by a majority of Trustees. To be open and clear about the way in which Trustees buy goods and services a Procurement Guidance document has been agreed and implemented.

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.

### C.3 Welfare

Paddle sport involves the interaction between persons of different ages and genders. Preparation for paddle sport 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;

For 2019 the club has appointed a welfare officer, Mark Taylor ([mark.taylor@phcc.org.uk](mailto:mark.taylor@phcc.org.uk)) and deputy welfare officers, Cheryl Williams ([cheryl.william@phcc.org.uk](mailto:cheryl.william@phcc.org.uk)) and Lynette Short ([lynette.short@phcc.org.uk](mailto:lynette.short@phcc.org.uk)). Members who have any welfare concerns should contact the welfare officer or one of the deputy welfare officers.

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 to British Canoeing.

Signed by two trustees on behalf of all trustees:

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Adrian Oates Chairman

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Trustee

Date: .....

Date: .....