



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month December	Year 2018		Day 30	Month November	Year 2019

## Section A Reference and administration details

**Charity name**

Lordsfield Swimming Club

**Other names charity is known by**

**Registered charity number (if any)**

1156811

**Charity's principal address**

15 Station Road, Overton  
 Basingstoke  
 Hampshire  
**Postcode** RG25 3DU

### 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	Janice Stott	Chair of Trustees		
2	Jonathan Pritchard			
3	Tania Bridge	Treasurer		
4	Janella Thow	Secretary		
5	Lauren McCann			
6	Nicola Green			
7	Martin Lebentz			
8	Linda Parker			
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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)

**ASSOCIATION CONSTITUTION**

How the charity is constituted  
(eg. trust, association, company)

**ASSOCIATION**

Trustee selection methods  
(eg. appointed by, elected by)

**ELECTED BY THE MEMBERS**

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- **Governance Structure:**  
**Trustees' Committee:**
  - Core Trustees Committee dealing with the Lease and Licence**Management Committee:**
  - Operational Sub-Committee,
  - Volunteers Sub-Committee,
  - Fundraising Sub-Committee
  - Communications Sub-Committee**Plant Operators Committee:**
  - Plant Operations Strategy Sub-Committee
- The pool was closed for 18 months while the Club negotiated a lease from Hampshire County Council. The Lease was signed Easter 2019.
- Overton Primary School's Risk Assessments for the pool have been adopted and adapted to reflect the new conditions by the Pool's Management Committee.
- The school's emergency procedures have also been adopted by the Pool's Management Committee. These are the same as the school's to ensure clarity for the children.
- Though the basic emergency procedures for evacuating the school will remain the same, exiting the pool's premises are now different. Emergency Procedures will be practised with the children at different times over the season.
- There are the following policies in place: Safeguarding, Complaints, Photography and a Reserves Policy. We are currently working on a Volunteers' Policy

- All trained volunteers and Trustees are DBS checked
- All trustees give of their time voluntarily and receive neither benefits nor remuneration.

## 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 by the provision of facilities for swimming, including the teaching of swimming skills and water safety. The Club is open to all children and teenagers, living in the parish of school age, as well as any child attending an educational establishment (school, playgroup, nursery, etc.) based in the village. Swimming has been extended at specific times, to adults and young adults.

Though constraints have been set into the Lease by the school, re times of usage, the Trustees are hoping to extend and develop the use of the pool within the allocated time so that other groups and societies can benefit from the Community Pool.

**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)**

1. Lordsfield SC runs a swimming club for the community where:
  - Children learn to swim and practise their learned water skills.
  - Children engage in a healthy, lifelong and potentially lifesaving activity.
  - Children learn social skills, interaction with their peers and older members of the Club.
  - Children learn water skills which keep them safe.
  - Children learn to be adventurous in a safe environment
  - Children become more involved with the club through fundraising, where they can use their own initiative.
  - Young adults become involved by training in First Aid and shadowing Pool Rescuers.
  - Other youth societies/clubs use the club to gain further qualifications – ie Duke of Edinburgh Award
  - Lane Swimming is provided for adults and young adults.
  - A regular session is provided for Family Swimming
2. Professional Certificated Training is given to volunteers in:
  - Pool Rescue
  - First Aid
  - Pool Plant Operations
  - Water Tester
  - ASA Swimming Teachers' Award
3. The pool is also opened for lane swimming for older children and adults.
4. The pool is also opened twice a week for lane swimming for adults only.
5. Though constraints have been set by the school into the Lease re times of usage, the Trustees are hoping to extend and develop the use of the pool within the allocated time specified in the lease.

## 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.

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- The Club is looking to access such grants as are available.
- The Club has been offered a five year rolling grant by both the Parish Council and a local business.
- The Club is waiting to receive ear marked S106 monies from the local Borough Council.
- The club would be unable to run without volunteers - they fill all the necessary trained and untrained roles required by EU law for running the swimming pool.
- Volunteers indicated on Volunteer forms where they would like to use their expertise. As a result we have different groups working to improve the pool and its environment in terms of painting and decorating, building sheds, improving the fabric of the buildings, gardening, etc. Other volunteers man the desk and provide refreshments from the kitchen. Trained Volunteers also run all poolside activities as trained Pool Rescuers, First Aiders, Water Testers and Pool Operators.
- Volunteers are also crucial to all fund-raising activities and communication with all club members and the rest of the village.
- Volunteers drew up a Business plan, entered into discussion with other voluntarily run ex Council pools and engaged in a 20 month dialogue with HCC in order to obtain a Lease. This would not have been possible, without the commitment of a core group of volunteers, who were willing to give up their time.
- Volunteers are presently drawing up a strategy for the improvement of the pool and its premises as well as the sustainability of the Pool and the Club.

**Summary of the main achievements of the charity during the year**

1. Having signed the lease with HCC, Lordsfield Swimming Club opened the pool on May 25 2019 to its members: the pool was officially opened by Mike Bushell on July 14 2019. A barbecue to thank all volunteers and members of the community for all their hard work in securing the pool for the community was also held on the same day
2. A separate gas meter, involving a lot of ground works, was installed.
3. Because the school did not want to continue to give the Club and its members access across its property, a new access path had to be built from the road, before the pool was able to open. This was completed in time.
4. Upgrades to the boiler and the boiler room were completed and the pool surroundings were improved.
5. The school was able to use the pool for two weeks for Curriculum swimming thanks to volunteers daily testing the quality of the water and keeping the pool and surroundings in good order.
6. The Club trialled Sunday Swimming as well as a Family Swim on Saturday afternoons, with a view to making these a permanent feature in the following season
7. The Club provided training for :
  - 12 First Aiders,
  - 22 Pool Rescuers and Water Testers
  - 2 Maintenance Level 3 (Pool Plant Operations).
8. A great many volunteers came forward as a result of the Public Meetings and were trained to certificate level by the appropriate Body.
9. The Club and the pool have been supported by:
  - A Grant from the the Overton Parish Council with a promise to continue this for 5 years.
  - An equivalent donation from a local business to run for 5 years.
  - A number of large fund-raising events, such as: Lambing as well as joining in with other societies in the village with events such as the Scarecrow Festival, a football event and summer and Christmas fairs.
  - A number of events were also run by individual Club members such as Pool Rocks, pub quizzes,etc.
  - The generosity of many donations from individuals and groups in the village and beyond.
  - We are still waiting for the grant of S106 monies from Basingstoke and Deane.

*See attached finance report for specific fund-raising values.*

**10. Membership:**

927 members in 2019, of which:

88 Under 8 Season Ticket Holders  
209 Over 8 Season Ticket Holders  
64 Adult Season Ticket Holders  
381 Ad Hoc swimmers  
147 Visitors

This compared very favourably with our last 2017 season:

803 Members  
84 Under 8 Season Ticket Holders  
171 Over 8 Season Ticket Holders  
64 Adults  
360 Ad Hoc swimmers  
98 Visitors

11. . As a result of Swimming lessons:

- 43 trained for the Challenge Awards and 35 took their test (34 children successfully passed).
- Tiddlers – those who could not swim a width- 11 children completed the 5 week course

*Some children attend the lessons but do not take the Test because of conflicting dates.*

#### 12. Future Plans

- The Club is currently reviewing what needs to be done to upgrade the pool in line with the PWETAG recommendations, in so far as this is possible.
- This will help the Club to apply for funds/grants with a specific plan in mind.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

A Policy on Reserves has been written and is available for inspection by Club members. An unexpected demand from the school that the Club should build a new access path from the road to the pool before the Club could open, meant we had to use most of the funds held in Reserve. Monies due from the Council, S106, should restore the Reserves.

The Club will then be in a position to support two seasons of poor membership and fundraising as well as some capital expenditure.

The Trustees propose to build up and keep £12K -£20K in reserve to cover both loss of income and any unexpected capital expenditure. The pool will need to be relined in the not too distant future.

Approximately £12K would allow the Club to run for one season without any expenditure on Training and/or refurbishment of equipment

### 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.

- The Charity's principal sources of funds are:
  - Membership and Swimming Income
  - Local Fundraising and Donations
  - Grants and Sponsorship.
- Key Objectives:
  - Keeping the pool operational through out the summer in order to provide swimming facilities for the children of the village.
  - Training Volunteers ( see Section D) to enable the operation of the pool, the safety of the children and the teaching of swimming skills
- The all income from the membership is spent on the actual costs needed to run a pool – Water, Gas and Electricity bills, etc. There is a shortfall which is covered by Fundraising in various forms
- The Club keeps the cost of membership as low as possible so that all children in the community can afford to swim.

## Section F

## Other optional information

The Club will continue to develop the children's swimming skills and ensure that all children in the village are able to swim in a safe environment.

The Club will also continue to open the pool for two hours a week to interested adults who are also members of the Club, within the constraints of current opening times.

The Club will continue to explore and trial a variety of ways to open the pool for community use.

The Club, in conjunction with the Parish Council, have applied for the pool to become a Community Asset.



## **Section G Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		