



# Trustees' Annual Report for the period

		Period start date			Period end date			
		Day		Year	Day	Month	Year	
<b>From</b>		1	12	2019	<b>To</b>	30	11	2020

## 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	Tania Bridge	Treasurer		
2	Nicola Green			
3	Martin Lebentz			
4	Lauren McCann			
5	Linda Parker			
6	Jonathan Pritchard			
7	Janice Stott	Chair of Trustees		
8	Janella Thow	Secretary		
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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)	<b>ASSOCIATION CONSTITUTION</b>
How the charity is constituted (eg. trust, association, company)	<b>ASSOCIATION</b>
Trustee selection methods (eg. appointed by, elected by)	<b>ELECTED BY THE MEMBERS</b>

## 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
- Due to Covid 19, the pool did not re-open to its Club Members in March 2020.
- When the Government allowed for the re-opening of pools in July 2020, a Trustees' meeting was held and it was decided that:
  - The Club pool was mainly used as a play pool rather an exercise pool so social distancing would be impossible to re-enforce.
  - As the members were mostly children we would need to keep the toilet facilities open.
  - Most of the younger children would be unable to swim lengths, if Lane Swimming was introduced as advocated by the ASA.
  - Not all our Pool Rescuers and First Aiders had received their Refresher Training because all courses had been cancelled in March.
  - Consideration was given to hiring out the pool to family 'bubbles', but the cost of heating and manning the pool would have been very high and went against the Club's ethos that swimming should be 'affordable to all'.
  - All of the above, coupled with the fact that the pool usually closed at the beginning of September meant that the Season would run for a mere 5 weeks.

- It was decided that the pool would not open to its members for the 2020 Season.
- 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 is 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
  - Reserves Policy.
  - Code of Conduct
  - Data Protection
  - Health and Safety ( including Lone Worker.)
  - Volunteers
- 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
  - 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.

- The Club is looking to access such grants as are available.
- The Club was in receipt of S106 monies which was used to construct a new access to the pool. The terms of the lease insisted on this as the Club could no longer use the access through the school.
- The Club has been offered a five year rolling grant by both the Parish Council and a local business.
- 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, Swimming Teachers, 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.

## Section D

## Achievements and performance

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

1. Though the pool did not open for the Season, a core group of Volunteers (30), used this period to repair, build, decorate and enhance the Pool premises. The following was done:
  - A large new Storage shed was built on a newly poured base and shelving, etc. installed.
  - Office shed was re-roofed.
  - New cladding on changing room block.
  - New Kitchen Units installed
  - Repairs to Decking
  - Sheds, Plant Room and Changing Block Painted.
  - Guttering replaced.
2. In spite of the Closure, family pairs of volunteers continued to work on the maintenance of the pool and plant room:
  - The boiler was serviced.
  - The pool regularly vacuumed ( faulty hoses were replaced).
3. The Pool became a Community Asset in June.
4. Over the Summer period, a number of break-ins (3) occurred, resulting in damage to fences, gate and pool covers. Though the police were informed, they took no further action, so the Club decided to install CCTV. This was completed in September
5. Also over the Summer, Working Parties of Volunteers kept the premises weed free and the grass mown.
6. Throughout the summer, the Club had a student volunteer, working towards his Duke of Edinburgh Award.
7. A weekly, Winter rota was established in October, to:
  - Clear the pool of weeds.
  - Rescue any wildlife that had fallen in.
  - Generally ensure that the pool remained secure.
8. The changing room's roof has become part of a feasibility study by Sustainable Overton to install solar panels.
9. To keep the community up to date, information on what was happening at the pool was detailed both in the monthly News and Views and the Parish Magazine. All updates, policies, etc. are placed on the Club's Website.
10. The Club continues to benefit from individual donations, though fund raising was necessarily curtailed by the pandemic.

## 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 £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 £12.5 K 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.

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		