



ESSA

Water Activities Centre

Central Lagoon, Meadgate Road, Nazeing, Essex,
EN9 2PB. Registered Charity 1025713
www.essa.org.uk | info@essa.org.uk



CHARITIES COMMISSION ANNUAL REPORT

For the year ending 31 December 2020

1 CHARITY OBJECTIVES

To promote the development of young people in achieving their full potential physically, intellectually, and socially through the medium of sailing and other water-based activities.

2 METHODS FOR PURSUING OBJECTIVES

To run training courses for all ages, for the development of skills and achievement of qualifications and awards of the relevant National Governing Bodies.

3 REGULATORY AUTHORITIES

ESSA Water Activities Centre is regulated by

1. The Charities Commission for England and Wales
2. Royal Yachting Association (RYA)
 - a. License issued to 31 Jan 2021
3. Adventure Activities Licensing Authority (AALA)
 - a. Licence issued for 29.5.19- 29.5.21. Licence Ref L14699

4 PUBLIC BENEFIT

When making decisions ESSA considers the 'public benefit'. For example, when planning the activities programme for the forthcoming year and the associated charges for activities are affordable and accessible for young people. ESSA is open to the public.

As part of the charity aims and objectives, the charity is not a 'membership only club'. It is a training centre recognised by the Royal Yachting Association (RYA) and the Adventure Activities Licensing Authority (AALA). ESSA provides all the equipment required to enjoy water activities and undertake our training programmes.

The ESSA catchment is mostly from Essex, Hertfordshire, London, and Cambridgeshire. Covid-19 changed the attendance pattern. During the restricted times ESSA was open most visitors arrived in small family groups or as individuals rather than as larger youth groups as these were not allowed to meet. Generally, activities are mainly pre-arranged sessions for Scout and Guide

groups, schools, and individuals; they also include public open days and independent activities for other young people such as those completing their Duke of Edinburgh Award Schemes.

ESSA is supported by young and adult Volunteer “Crew” who assist in the running of activities, under supervision of the qualified Instructors, Coaches & RYA Principal. Development of Crew with skills training and experience is another public benefit.

5 STRUCTURE AND MANAGEMENT

ESSA Water Activities Centre, “ESSA” is an independent unincorporated not-for-profit association governed by a written constitution, revised 14 April 2013, and 2 October 2016. This states that the charity and its property shall be managed and administered by a committee of Charity Trustees comprising of Officers - Chair, Treasurer and Secretary - and other members elected in accordance with the Constitution, and together called ‘the Trustees’.

There are no linked charities: ESSA Water Activities Centre is wholly independent.

5.1 CHARITY TRUSTEES

The Charity Trustees are responsible for managing ESSA in line with the responsibilities set out by the Charities Commission. The Annual Report to the Charities Commission, this document, is publicly available online.

The documents relating to the responsibilities of the Trustees, including the Constitution, the Operating Procedures, other Management documents and records of the Trustees Meetings are held in an online account available to Trustees.

Election of Trustees takes place at the Annual General Meeting, “AGM”. The meeting is open to the public. Those volunteers who are registered as active ESSA Crew, and who are aged 18 years and over are entitled to vote.

Trustees are recruited from the adult volunteer ESSA Crew, external advertisements at Volunteer Centres, websites, and volunteer recruitment days.

6 ESSA MANAGEMENT

6.1 CHARITABLE BUSINESS PLAN

ESSA maintains a business plan to assist ongoing fulfilment of the Charity Objectives.

6.2 OBJECTIVES FOR 2021

1. Obtain assistance with remediating condition of Meadgate Road, poor access that has become an inhibitor to visitors, volunteers, and staff
2. Increase the number and variety of users, respecting charitable aims, retaining particular emphasis on youth groups, and including others
3. Commence a programme of obtaining grants to update the equipment and facilities
4. Increase the number of Trustees, Staff and Volunteers with a view to their being able to take on the Trustees and supporting roles in the future.

7 PEOPLE

7.1 TRUSTEES

Post-holders during the year to 31 December 2020

Role	Name	Date Started	Date Ended
Chair	Malcolm Fry	Co-opted as Trustee on 27 Feb 2016; Co-opted as Chair on 29 July 2016	N/A
Treasurer	Kevin Downton	Voted as Trustee at AGM 2 Oct 2016; Appointed as Treasurer 2 Dec 2016.	N/A
Secretary	John Simons	Co-opted as Trustee on 27 Feb 2016; Voted as Trustee at AGM 2 Oct 2016	N/A
Charity Trustee	Edmund Rogers	Voted as Trustee at AGM 8 Oct 2017	N/A
Charity Trustee	Peter Sykes	Voted as Trustee at AGM 8 Oct 2020	N/A
RYA Principal Ex-Officio	Michael Quinn	Appointed 1 Jan 2019	N/A

The Charity Trustees are not remunerated; they are eligible to receive expenses for attending meetings and for expenditures directly related to their role as trustees. There is a procedure for claiming expenses which requires authorisation by two persons including the Treasurer.

The Trustees exercise responsibility for ESSA through delegating the following roles

1. RYA Principal
2. Policies and Procedures
3. Risk Assessments
4. Inspections
5. Safeguarding
6. Bookings Administration
7. Chief Instructors for Sailing, Powerboating and other Disciplines
8. Activities Instructors
9. Safety Boat Drivers
10. Volunteer Crew Coordinator
11. Receiving Visitors – meet and greet
12. Marketing
13. Landlord and Neighbourhood Liaison
14. Fundraising and Grant Applications
15. Site and Equipment maintenance

7.2 RYA PRINCIPAL

The RYA Principal is permitted to attend Trustee meetings in ex-officio capacity and has responsibility for providing professional advice and an operational report covering activities, maintenance, health & safety issues, and other feedback.

The RYA Principal has responsibility for meeting requirements of the RYA and AALA, as assessed by RYA and AALA Inspections. This is necessary to run activities and RYA Training.

The RYA Principal has responsibility for ensuring activities are well organised with sufficient qualified leaders, instructors, and crew.

The RYA Principal is responsible for the organisation of ESSA Crew. Many of the Crew are minors who give up spare time assisting ESSA during holiday, evening, and weekend periods.

7.3 EMPLOYEES

ESSA does not have permanent employees.

7.4 SELF-EMPLOYED CONTRACTORS

During 2020 ESSA engaged self-employed freelance staff and instructors as required.

7.4.1 Contracted Roles

ESSA has from 2019 appointed a Centre Manager responsible for planning and conducting activities, in conjunction with the Administrator and the Trustees.

ESSA has from 2018 appointed an Administrator responsible for arranging bookings with customers in conjunction with the Centre Manager and the Trustees.

7.5 VOLUNTEERS – ESSA CREW

To deliver ESSA's charitable aims, ESSA is "crewed" by volunteers who may cover various tasks, including administration, site maintenance, water safety cover and instruction.

Volunteers are recruited through the Volunteer Agencies and from groups and from the public coming to ESSA for activities. There is no membership fee.

Volunteers are entitled to claim reasonable travel expenses when performing duties for the Centre.

There were 35 individual volunteers excluding Trustees at 31 Dec 2020, 22 were adults [84 in 2019].

Volunteers	Individuals				Visits				Hours			
	2020	2019	2018	2017	2020	2019	2018	2017	2020	2019	2018	2017
Total Crew	40	88	83	95	451	1136	1146	1364	3033	6610	7297	8306
Youth U18	13	18	31	33	104	190	237	285	811	1256	1502	1934
Adults	27	70	52	62	347	946	909	1079	2222	5354	5795	6372

Note – 2020 opening was restricted due to Covid-19 lockdowns.

8 OPERATIONS, LAND AND BUILDINGS

ESSA has been based at Central Lagoon, Meadgate Road, Nazeing for 25 years, since 1993. The water and land is leased up to 31.1.2040 from Lea Valley Regional Park Authority (LVRPA).

ESSA owns and maintains buildings based at Central Lagoon. These serve variously as training rooms, office space, kitchen, toilets, changing rooms, showers, equipment stores and classrooms.

The charity owns 8 storage containers for boats, kayaks, buoyancy aids, waterproof clothing, tools and other equipment for the maintenance and running of the centre.

The land and buildings mentioned above are used for ESSA's charitable purposes.

9 POLICIES & PROCEDURES

In accordance with Charity Commission requirements, ESSA holds various policies including:

1. Risk Management
2. Finance
 - a. Investment
 - b. Paying staff
 - c. Fundraising
3. Human Resources
 - a. Safeguarding vulnerable people
 - b. Volunteer management
 - c. Conflicts of interest
4. Complaints-handling

These policies are under ongoing review and maintenance

10 RISK MANAGEMENT

ESSA prepares and applies Risk Assessments across many individual activities and tasks to ensure ESSA continues to operate safely.

10.1 MAJOR RISKS & MITIGATION

1. Following persistent effort and representation by ESSA at LVRPA meetings, LVRPA have recognised in a revised Draft Park Development Framework that relocating ESSA threatens the continuation of ESSA and that ESSA is well suited to Central Lagoon.
 - a. Meetings have taken place to improve relations with other users of the lake, Fisheries in particular.
2. Sole road access by Meadgate Road. This Public Highway traverses land leased by Broxbourne Sailing Club. Essex Highways the responsible Agency have issues not only funding repairs, also establishing the legal position from which to do so.
 - a. Support from Lee Valley has been sought.
 - b. This is a material risk to repeat business with visitors citing that they would not come had they known the state of the road that is outside ESSA's remit to maintain.

3. Engagement and Retention of staff – Administrator and Centre Manager – essential for continuity and growth for ESSA.
 - a. Competition for costs – strain upon income resources for staff remuneration, for equipment and facilities reinvestment.
 - b. Transitory nature of staff requires regular recruitment and retraining
4. Covid-19 posed a significant risk to ESSA due to inability to operate, and thereby retain essential staff.
 - a. This was mitigated by successful applications for community funding.
5. Facilities and Buildings Maintenance. Hygiene facilities require major replacement works, and the main training building is in a significant state of disrepair. ESSA Trustees have limited experience handling large facilities projects that require time and detailed planning and fundraising.

10.2 RESERVES

To ensure ESSA is able to operate in the forthcoming season, April to September, as a Reserves Policy, sufficient income from the current year is to be held over to cover the costs of the next year.

10.3 ACTIVITIES

ESSA is inspected by the RYA and AALA and ensure all activities are compliant with scout, guide and school activity requirements and risk assessments.

When an activity is to be undertaken outside of Central Lagoon, a specific risk assessment is completed.

The RYA Principal and / or Chief Instructors regularly attend RYA and other governing body meetings to ensure our procedures are up to date.

10.4 FACILITIES & MAINTENANCE WORK

Maintenance work is arranged when fewer activities are taking place. Risk Assessments are undertaken and actions followed-up.

10.5 SAFEGUARDING

As the objective of the charity is to provide water activities for young people aged between 9 – 18 years, there is a child protection policy in place. Volunteers aged 16-18 are only required to hold an Enhanced DBS certificate if they hold National Governing Bodies (NGB) coaching awards.

Checks are made to ensure that all instructors hold an Enhanced DBS Certificate.

The Child Protection Policy is based on the RYA guidance and the RYA Principal and designate Safeguarding Officer administer the scheme.

10.6 PERSONNEL DEVELOPMENT AND TRAINING

Those who provide water activity instruction and safety cover are qualified for that role and hold relevant certificates.

ESSA has a training programme to improve skills of our volunteer crew. During winter, training and refresher days are organised to ensure skills and knowledge are updated. This includes a session on Safeguarding responsibilities and reporting procedures. First aid courses are arranged as required. There is a process of annual review of all volunteers.

11 FINANCIAL REPORT SUMMARY

The financial procedures were reviewed in 2019.

11.1 ANNUAL ACCOUNTS

Refer also to Accounts appended to this Report.

The charity operated a receipts and payments account covering the financial period 1 January 2020 to 31 December 2020. It does not have any trading subsidiary. All the income is generated from members of the public / groups attending activities and training sessions, grants received, donations and sales of equipment that are surplus to operational needs. The accounts are submitted to an external independent examiner. They are prepared taking account of the Financial Reporting Standard for Smaller entities (FRSSE SORP).

11.2 STATEMENT OF FINANCIAL ACTIVITIES

For more details refer to the Accounts, appended to this document.

11.3 INDEPENDENT EXAMINER

The independent examiner of ESSA Accounts for 2020 is HW Associates Chartered Accountants.

11.4 BANK ACCOUNTS

Operational account	Barclays Bank
Restricted Funds	Co-op Bank

As at 31 Dec 2020 the Charity held cash of £60,249 across both accounts.

Within the Balance, the Charity has identified £30,000 to be held as an unrestricted reserve to meet unforeseen expenditure or loss of income for up to a 12-month period.

11.5 ASSETS

As at 31 Dec 2020 the Charity held net assets of £51,247.

11.6 INCOME FOR THE PERIOD

For Receipts and Payments accounts, for purposes of the Annual Return, the Charity Commission website defines "Income is the gross income which is simply the total receipts recorded in the statement of accounts from all sources, excluding the receipt of any endowment, loans and proceeds from the sale of investments or fixed assets". Refer to Accounts for annual figures.

11.6.1 Grant Funding

All grant funding and donations are restricted funds for expenditure against specific grants.

ESSA Water Activities Centre – Annual Return 2020

Refer to Accounts Note 3 for Grants related to 2020.

ESSA does not hold contracts to deliver services from central or local government.

Grant applications are reviewed by the Trustees. When applying for grants for training and activities, the Trustees and RYA Principal consider whether there will be sufficient instructors, volunteer crew, time, resources and full cost recovery for the proposed activity. In 2020 the Trustees reviewed the grant application policy and procedures.

11.7 EXPENDITURE FOR THE PERIOD

For Receipts and Payments accounts, for purposes of the Annual Return, the Charity Commission website defines “this is the total expenditure which is simply the total payments recorded in the statement of accounts”.

Total expenditure for the year £67,751.

ESSA Water Activities Centre has other assets including boats and auxiliary equipment to the approximate value of £104,678 if sold. A full stock take was undertaken on 01/02/2020.

11.8 FINANCIAL LIABILITIES

The land and water are leased from Lee Valley Regional Park Authority

The value of services provided by volunteers is not incorporated into our financial statements.

11.9 FINANCIAL DECLARATIONS

1. In 2020 the charity did not receive contracts from central or local government
2. In 2020 the charity did not receive any grants from central or local government
3. The charity does raise funds from the public – accepting donations
4. ESSA is registered with HMRC for Gift Aid and has actively operated the Scheme in 2020.
5. The Trustees confirm no funds are held on behalf of others.
6. The charity does not have a trading subsidiary.
7. The charity does not make grants to other charities or organisations
8. The charity does not pay Trustees.
9. The overall position is that the Trustees consider ESSA to be a going concern.

12 ACTIVITIES AND PERFORMANCE

During 2020, ESSA closed for the COVID-19 lockdown periods. ESSA opened only from early in July until the end of the October Half term. Activities centred on families and individuals. Bookings for these were strong even as group youth activity bookings were suspended.

During the restrictions relating to social distancing and use of showers, some activities were withdrawn. Dinghy sailing and Powerboating continued. Kayaking, canoeing, Dragon Boat, KataKanuing, Rafting, Windsurfing, and Wobble-boarding were all on-hold.

ESSA	Individuals				Sessions x Individuals			
Activities	2020 Covid-19	2019	2018	2017	2020 Covid-19	2019	2018	2017
Adults	165	187	311*	284	353	240	434	568
<18 years	1060	3965	3611*	3712	1973	5765	5536	5403

*revised calculation.

Calculation method.

Many bookings contribute more than one session per individual.

For example, a 2-day sailing course for 10 youth contributes 10 in the “< 18” row for Individuals, and 2 (days) x 2 (sessions) x 10 in “Sessions x Individuals” [a morning and an afternoon session per day, as this falls in line with the general definition of other “sessions” Essa offers].

A Multi-activity day for 10 adults doing Katanuig, Rafting and Dragonboating contributes 10 in the “Individuals” column and 3 x 10 in the “Sessions x Individuals” column. In this case there are three sessions per multi-activity day rather than a morning and afternoon session.

Sessions can be booked on our website www.essa.org.uk. There were no camping or overnight stays this year due to Covid-19.

The majority of the under 18’s come to ESSA not having sailed or taken part in water activities before, thereby fulfilling our charitable aim of providing affordable grassroots water activities to young persons and potentially giving them a lifelong interest in water sports.

The young people and volunteer crew completed a number of courses during 2020 including:

1. RYA Youth & Adult Sailing qualifications
2. Powerboat and safety boat courses
3. RYA First Aid courses
4. Did not run due to Covid-19 - BCU Awards
5. Did not run due to Covid-19 - ESSA Traditional Rafting awards

13 MARKETING AND PUBLICITY

During 2020 there was limited publicity due to the lockdown periods. The charity had positive:

1. Tweets, Instagram and Facebook posts
2. Mentions on scout and guide websites
3. Mentions on the RYA East Region website

14 DECLARATION

The Trustees declare that they have approved the report above.

The Trustees confirm that there are no serious incidents or other matters that should have been brought to the attention of the Charity Commission that have not already been reported.

Signed on behalf of the charity trustees

A handwritten signature in blue ink that reads "Malcolm Fry". The signature is written in a cursive style with a large, looped 'y'.

Chair	Malcolm Fry
Dated	3 September 2021



ESSA

Water Activities Centre

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ESSA Annual Accounts

For the Year Ending 31st December 2020

Contents

1. Receipts and Payments
2. Statement of Assets & Liabilities
3. Notes to the Accounts
4. Examiners Report

Prepared by

By Kevin Downton (Treasurer)

Examined by

HW Associates Limited (Independent Examiner)

Chartered Accountants

Registered Office: Portmill House, Portmill Lane, Hitchin, Herts, SG5 1DJ

Registered in England & Wales: Company Registration No. 05006938

Receipts and Payments
Year ended 31st December 2020

<u>Receipts</u>	<u>Notes</u>	<u>2020 (£):</u>	<u>2019 (£):</u>
Activities		£38,469	£69,754
Asset Sale		£96	£268
Bank Interest		£28	72
Donation		£425	£350
Gift aid		£141	-
Grants	3	£18,470	(£474)
Publications – sales		52	-
Storage		£852	£452
Tuck Shop		£943	£2,243
Totals:		£59,476	£72,665

<u>Payments</u>	<u>Notes</u>	<u>2020 (£):</u>	<u>2019 (£):</u>
Barclaycard fees		£35	-
Base Materials		£1,674	£1,590
Boat & Equipment Purchases		£5,079	£2,500
Boat Maintenance		£1,233	£431
Centre Manager Fees		£24,329	£21,751
Cleaning		£180	-
COVID restart		£1,377	-
Instructor Fees/Expenses		£3,005	£13,753
Insurance		£4,479	£4,283
Kitchen & Tuck Shop		£1,026	£1,512
Licenses & Subscriptions		£161	£873
Petrol		£547	£595
Phone & Internet		£755	£671
Rates		£644	£633
Rent		£5,156	£6,723
Site Maintenance		£3,610	£4,596
Site equipment purchase (Shed and BAs)		£352	£2,942
Stationery		£5	£219
Stripe fees		£480	£224
Sub-contract costs - admin		£8,930	£6,679
Independent Examination		£240	£240
Sundry		£52	£1,568
Utilities		£2,619	£1,958
Website		£1,783	£1,039
Totals:		£67,751	£74,780

	<u>2020 Total (£)</u>	<u>2019 Total (£)</u>
(Deficit)/ Surplus for the period	(£8,275)	£3,024

ESSA Water Activities Centre

Statement of Assets & Liabilities

<u>Fixed Assets</u>	<u>Notes</u>	<u>2020 Nett</u>
Premises	1.1	£5,936
Total		£5,936
<u>Current Assets</u>		
Barclays		£60,090
Co-op		£159
Total		£60,249
<u>Current Liabilities</u>		
Deferred income	2	(£14,938)
<u>Working Capital</u>		£51,247
<u>Net Assets</u>		£51,247
<u>Represented By</u>		
Retained Surplus		£59,522
Surplus For The Year		(£8,275)
Total		£51,247

Notes

Year ended 31st December 2020

1. Assets and equipment purchases:
 - 1.1. Storage Containers- £9,936 purchase price more than five years ago, not depreciated from 2015.
 - 1.2. Premises: No value was put on these when donated, except for the purchased Storage Containers.
2. Deferred income – represents bookings to be carried out in the subsequent year.
3. Grants
 - 3.1. These are kept as ‘restricted funds’ until used.

Donor:	Amount Received:	Description:	Amount Spent:
Government COVID grant	£10,000	General funds	Spent on operating costs
Sport England	£5,200	General funds	Spent on operating costs
Essex Community Foundation	£2,000	COVID re-opening costs	£2,000 spent on labour and building new washing station plus various PPE

ESSA Water Activities Centre – Annual Return 2020

Co-operative	£1,270	Purchase paddle boards	2 mega-sup boards purchased for £1,948
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3.2. There are no grant funds remaining.

4. ESSA Water Activities Centre has other assets including boats and auxiliary equipment to the approximate value of £104,678 if sold. A full stock take was undertaken on 01/02/2020.

Declarations


In accordance with the latest Charity Commission requirements, the Trustees confirm the following:

1. ESSA does not hold any contracts from central or local government to deliver services.
2. ESSA Trustees reviewed the charity's financial controls during 2020.
3. ESSA Trustees reviewed the grant application policy and procedures.
4. The value of services provided by volunteers, are not incorporated in to our financial statements.

Signatures

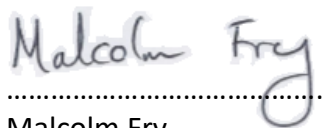
Dated

Treasurer


.....
Kevin Downton

3 September 2021
.....

Chair


.....
Malcolm Fry

3 September 2021
.....

Copy of Independent examiner's report

Independent examiner's report to the trustees of ESSA Water Activities Centre

I report to the trustees on my examination of the accounts of the ESSA Water Activities Centre for the year ended 31st December 2020, which are set out on pages 1 to 4.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mark Hjertzen BA FCA
HW Associates Limited

3rd August 2021

Portmill House
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Hitchin
Herts
SG5 1DJ