

# NORFOLK SCHOOLS SAILING ASSOCIATION

England & Wales · Charity number 1142627

## Details

---

**Other names** NSSA

**Status** Registered

**Legal form** Other

**Registered** 2011-06-28

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Foxhole House  
Foxhole  
Saxlingham Thorpe  
Norwich  
NR15 1UG

**Phone** 01508499879

**Email** [SECRETARY@NSSA.CO.UK](mailto:SECRETARY@NSSA.CO.UK)

**Website** [www.nssa.co.uk](http://www.nssa.co.uk)

## Activities

---

**Objects:** A) THE PROMOTION OF COMMUNITY PARTICIPATION IN HEALTHY RECREATION BY THE PROVISION OF FACILITIES FOR SAILING;B) THE ADVANCEMENT OF THE PHYSICAL EDUCATION OF PUPILS AND YOUNG PEOPLE BY PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES FOR SAILING IN NORFOLK

**Activities:** The Norfolk Schools Sailing Association (NSSA) has been in existence for over 65 years and has provided opportunities for thousands of young people to learn and improve their sailing ability. We run a programme of courses throughout the season for children and for adults who train to become our future instructors. We offer membership at minimal cost, which makes this sport more accessible to all.

## Classification

---

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training, Amateur Sport
- **Who:** Children/young People, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** LOCAL
- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£106,006	£29,337	-	-
2023-09-30	£71,387	£304,958	-	-
2022-09-30	£203,644	£29,026	-	-
2021-09-30	£101,246	£60,822	-	-
2020-09-30	£13,667	£44,297	-	-

## Trustees

Name	Role	Appointed
<b>Samuel Archer</b>	Chair	2022-07-15
Andy Goff		2013-11-17
Craig Honey		2024-11-13
Deborah Carter		2020-11-17
JEREMY ROBERT MILLS		2011-06-28
MARTIN DAVID ALAN KING		2011-03-21
NEIL THURLOW		2011-03-21
PAUL MITCHELMORE		2011-06-28
PAUL TIMOTHY BONHAM		2011-06-28
Philip Logsdon		2025-01-15
RUTH ELIZABETH BONHAM		2011-03-21
SUE ELIZABETH HEAD		2011-06-28
Timothy Percival		2022-11-16
William Holledge		2024-11-13

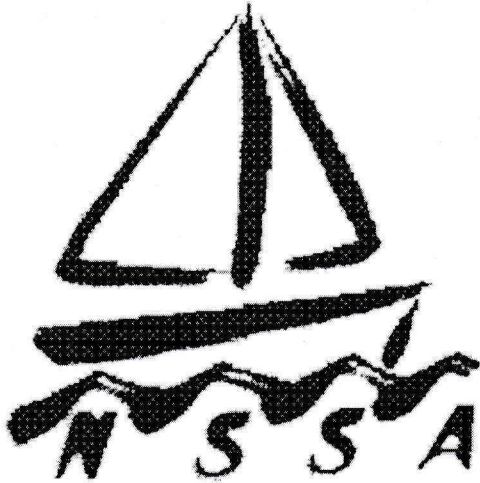
**NORFOLK SCHOOLS SAILING ASSOCIATION**

England & Wales - Charity number 1142627

---

# Accounts

---



## **Norfolk Schools Sailing Association**

**Charity no. 1142627**

**Reports and Accounts for year ended 30th September 2024**

	<b>Page</b>
Charity Information	2 - 3
Report of the Trustees	4 - 8
Financial Review	9 - 10
Independent Examiners Report	11 - 12
Receipts and Payments Account	13
Notes to the Accounts	14

# Norfolk Schools Sailing Association

Charity No. 1142627

Charity Information for year ended 30th September 2024

## President

Mr. C. H. Dicker, FCA, DChA, DL

## Committee (Trustees)

Andy Goff	Commodore (Chairman)
Samuel Archer	Vice Commodore
Tim Percival	Rear Commodore
Ruth Bonham	Secretary
Paul Mitchelmore	Treasurer
Deborah Jennings	Membership Secretary
Jeremy Mills	RYA Principal
Paul Bonham	Compliance Officer
Sue Head	Volunteer Co-ordinator
Vanessa Comer	Welfare Officer-resigned as trustee on 15/11/23
Martin King	Trustee
Neil Thurlow	Trustee
Stephen Lloyd	Trustee-resigned as trustee on 15/11/23
Trevor Harrison	Trustee
Craig Honey	Trustee-appointed as trustee on 13/11/24
William Holledge	Trustee-appointed as trustee on 13/11/24
Philip Logsdon	Trustee-appointed as trustee on 15/01/25

Five Trustees meetings were held during the year. All meetings were quorate.

## **Registered Office**

Foxhole House

Foxhole

Saxlingham Thorpe

NORWICH

NR15 1UG

## **Independent Examiner**

Sexty and Co.

Chartered Certified Accountants and Registered Auditors

124 Thorpe Road

Norwich

NR1 1RS

## **Bankers**

Co-operative Bank

P.O. Box 50

Delf House

Southway

Skelmersdale

WN8 6YL

## **Report of the Trustees**

This is the thirteenth annual report for the Norfolk Schools Sailing Association (NSSA) following its acceptance on the Register of Charities on 28th June 2011.

### **Objects and Activities**

The Committee or Trustees are pleased to report progress on the Charities Objects which are:

- The promotion of community participation in healthy recreation by the provision of facilities for sailing
- The advancement of the physical education of pupils and young people by providing and assisting in the provision of facilities for sailing in Norfolk.

These have been achieved through its Activities which are:

- To teach and train young people throughout Norfolk in the sport of sailing by the promotion of community participation in the sport and the provision of facilities enabling young people to take up, be proficient in, gain leadership skills and to assist in the development of all branches of sailing whatever their financial means.
- To train adults to become helpers and qualified sailing instructors.
- To raise funds and distribute bursaries for members with limited financial means to enable them to be trained and take part in the sailing activities of the Association.

The Norfolk Schools Sailing Association operates in accordance with its Constitution, which was adopted at its Annual General Meeting held in Norwich on 11<sup>th</sup> November 2010, and revised at an Extraordinary General Meeting held in Norwich on 16<sup>th</sup> June 2011. The Constitution provides details of the governance arrangements for the organisation, including the conduct, composition and powers of the trustees committee. When required, new trustees are selected based on personal recommendations.

As an RYA Training Centre, the conduct of our instructors is bound by the RYA Code of Conduct. We are also required to have an extensive set of operating procedures to maintain the Training Centre accreditation. RYA carry out an annual inspection to ensure that the required standards are being maintained.

### **Commodore and Chair of Trustees Report for 2023/4**

**This report was presented to the Annual General Meeting held on 13<sup>th</sup> November 2024.**

A very warm welcome to you all at this our annual general meeting. I wish to commence by thanking each and every one of you for your continued support to our organisation, which without you would not continue to flourish in the way that it does. We are very good at what we do in meeting our charitable aims as I hope this report will demonstrate.

In preparation for the Commodore's Report for 2023-2024, I of course referred to my last report and was reminded of the growth we have achieved and the impact of the new facilities. I think our ability to change and adapt is and will be one of our greatest strengths as we prepare for the next generation that will start to take on key roles in the association. We have begun to think about succession planning, which will be key over the next five years. Another of our great strengths, and maybe our greatest, is our people, those people who act as trustees or volunteers, run courses and give most generously of their time. It is this singular and unselfish contribution which allows the NSSA to provide the activities it does, year in and year out. My attention is also drawn to our

Trustees and executive who give of their time so generously for the benefit of the young people.

This year's data shows the following:

## **NSSA Facts and Figures 2024**

### **Youth Category**

5 Oppies courses            56 participants

5 Topper courses            56 participants

5 Specialist courses        29 (Improver, Racing, Youth Performance, Youth Afloat x2)

### **Adult Category**

3 Beginner courses        6 participants

1 Improver course        2 participants

### **On Board Groups (Co-ordinated by Ruth and Paul Bonham)**

2 Youth Groups, 4 Primary Schools - 70 participants

### **End of Season Regatta**

23 participants

### **Special Events Offsite**

National Schools Regatta 10 participants.

### **Instructor Training**

Dinghy Instructor            4 participants

First Aid                      26 participants

Power Boat-Level 2        6 participants

**Total numbers of participants in all activities:**

2019 296

2020 189

2021 386

2022 289

2023 327

**2024 302** an overall decrease of 25 over 2022/23

The year started with NSSA having the honour of HRH Princess Anne visit us at Filby to officially opening the new buildings. This event was led by Sue Head ably assisted by the trustees and many others. The day is undoubtedly the highlight of the year and was a huge success with the focus kept on sailing and our young people. On-the-water and land-based set of activities were organized on the day, which were enjoyed by the young people who took part and well received by all who attended.

In July the NSSA, with Sophie Thirkettle, Steve Lloyd and me as Team Manager, entered a team of ten competitors in the National School Sailing Association's National Youth Regatta, which this year was hosted in Bassenthwaite Cumbria.

This week-long event saw some excellent sailing alongside a busy activities programme, all combined with excellent weather for a week under canvas. As before, Norfolk's youth sailors demonstrated teamwork, manners and humility with notable performances across the board.

Also, in July we again opened the sailing base to support the Filby Open Gardens event. As in previous years, visitor numbers were not high, but we were pleased to show those who did attend the transformation we have made to the sailing base.

We received a further payment from the estate which improved our financial position, and will allow for further development including improving our green credentials with some work looking at electric boats.

I would like to record my thanks to Paul and Ruth Bonham for their continued excellent management of the On Board programme, and Paul's meticulous approach to the role of Compliance Officer.

I would like to thank Sue Head and Jeremy Mills for continuing to lead us both on and off the water with their endless enthusiasm and dedication to NSSA.

I would like to thank Martin King for his unstoppable DIY skills and continued 'can-do' attitude.

I would like to thank Paul Mitchelmore, who continues to manage the finances prudently in, at times, challenging circumstances.

A most heartfelt thank you to all our volunteers and people who have undertaken teaching, on site jobs. I could go on, but I should more openly and generally thank all of those people who continue to generously give their time to make the NSSA at Filby the success that it is.

**Andy Goff**  
**Commodore and Senior Instructor**  
**2023/24**

## **Financial Review**

This financial year picked up where the previous one left off, with the need for us to continue to manage our cash flow very closely whilst we awaited the second instalment of a significant bequest which had been left to us. We were able to keep our heads above water financially until we received this £90,000 payment in February 2024. A smaller final payment remains to be made to us but, given the uncertainty about its value and timing, we have not allowed for it in our budgeting.

We also benefitted from just over £1,100 of income from an RYA grant and generous donations in memory of Jill Searle, a former commodore of NSSA and important figure in the history of this organisation. Generous donations from various individuals were also gratefully received.

Regarding income from our core activities, the total received for course and membership showed a small increase over the previous year's figure. Our On-Board courses provide an after-school introduction to sailing for local schoolchildren and continue to be popular. We had a nearly 80% increase in On-Board income over 2022/23.

The benefit of claiming Gift Aid was demonstrated once again, with £547 being paid to us through this route this year.

Expenditure on utilities was as expected and at similar levels to the previous year.

The high level of insurance costs compared to the previous year is because we paid monthly instalments for most of the year but, when we renewed close to the end of the financial year, we paid for the next year of insurance as a single lump sum. This meant that in 2023/24 we paid several instalments for one insurance year plus the cost for the whole of the following year.

There was significant increase in business rates, in percentage terms, over the previous year. This was because payment of business rates only applied during part of the previous year, having restarted, post-Covid, in August 2023.

Base maintenance costs were higher than the previous year largely due to the need to catch up with a backlog of works, including grounds maintenance, deferred from the previous year due to the restrictions on spending. The base maintenance figure also includes the cost of purchasing a defibrillator, which was funded by a grant awarded in 2022/23.

Expenditure for the National Regatta was to support the entry of some of the Norfolk team members for that event. This was funded by grants from the RYA Accessibility Fund and the Nancy Blackett Trust.

Instructor training costs were significantly higher than the previous year. This was due to the payment of some costs that had been deferred by agreement from 2022/23. There was also demand for additional first aid courses to be run.

The miscellaneous costs were associated with the visit of Princess Anne to officially open the new office and changing room building in January 2024.

Other expenditure was within expected levels.

**Paul Mitchelmore**

**Treasurer 2023/24**

## **Independent Examiner's Report to the Trustees of Norfolk Schools Sailing Association**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30<sup>th</sup> September 2024 which are set out on pages 13 to 14.

### **Responsibilities and basis of report**

As the charity's trustees 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 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.

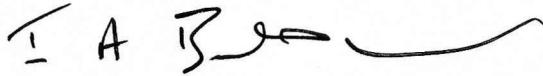
### **Independent examiner's statement**

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

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.



I A Barlow FCCA

For and on behalf of **Sexty & Co**

Chartered Certified Accountants & Registered Auditors

124 Thorpe Road

Norwich

NR1 1RS

Date: 23 July 2025

**NORFOLK SCHOOLS SAILING ASSOCIATION**

**Receipts and Payments Account**

**Year to 30th September 2024**

		2024			2023
		Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
<b>Receipts</b>					
Adult Courses		4,403		4,403	5,596
Youth Courses		4,909		4,909	3,202
RYA On Board Scheme	note 2	2,580		2,580	1,440
Memberships		2,150		2,150	1,769
Grants and Donations	note 3	91,132		91,132	57,690
Bank interest		250		250	717
Sales of Log Books		35		35	10
Gift Aid		547		547	777
<b>Sub total</b>		<b>106,006</b>	<b>-</b>	<b>106,006</b>	<b>71,201</b>
<b>Asset Sales</b>					
Disposal of surplus boats/equipment		-		-	186
<b>Total receipts</b>		<b>106,006</b>	<b>-</b>	<b>106,006</b>	<b>71,387</b>
<b>Payments</b>					
Phone rental and charges		258		258	261
Insurance		9,690		9,690	4,425
Water and Sewerage Charges		855		855	1,175
Business Rates		322		322	84
Electricity		894		894	1,401
Filby Base Maintenance		1,893		1,893	302
Boat Maintenance		3,453		3,453	2,039
Newsletters and Admin		110		110	89
Website		-		-	547
Subscriptions	note 4	189		189	186
National Regatta		500		500	-
Instructor Training		4,137		4,137	563
Logbooks and Certificates		589		589	550
Miscellaneous		452		452	-
Boat Fuel		41		41	83
Independent Examiners Fees		839		839	776
<b>Sub total</b>		<b>24,222</b>	<b>-</b>	<b>24,222</b>	<b>12,481</b>
<b>Asset Purchases</b>					
Base Development		5,115		5,115	292,477
<b>Total payments</b>		<b>29,337</b>	<b>-</b>	<b>29,337</b>	<b>304,958</b>
<b>Excess payments over receipts</b>					<b>233,571</b>
<b>Excess receipts over payments</b>				<b>76,669</b>	
<b>Bank balances at start of year</b>				<b>6,970</b>	<b>240,541</b>
<b>Bank balances at end of year</b>				<b>83,639</b>	<b>6,970</b>
<b>Summary of funds at end of year</b>					
<b>Bank accounts</b>					
Community Directplus				<b>5,892</b>	<b>4,473</b>
Business Select Deposit				<b>77,747</b>	<b>2,497</b>
Debtors					<b>-</b>
<b>Cash funds at end of year</b>				<b>83,639</b>	<b>6,970</b>
<b>Assets retained for the charity's own use</b>	note 5			<b>675,902</b>	<b>675,902</b>

**NORFOLK SCHOOLS SAILING ASSOCIATION**  
**Notes to the accounts**  
**Year to 30th September 2024**

Accounting policies

**1 Accounting convention**

These accounts have been prepared on a receipts and payments basis and in accordance with the recommendations published by the Charity Commission for smaller charities.

£

Receipts

**2 RYA On-Board Scheme**

1st Wymondham Scouts	180.00
Rollesby Primary School	400.00
North Denes Primary School	300.00
Edward Worledge Ormiston Academy	300.00
4th Collier Row Scouts	500.00
Lighthouse School	900.00
	2,580.00

**3 Grants and Donations**

Estate of Leone Levine	90,000.00
RYA grant	400.00
In memory of Jill Searle	282.03
Charities Trust	170.00
Nancy Blackett Trust	150.00
Other individual donations	130.20
	91,132.23

Payments

**4 Subscriptions**

Royal Yatching Association	160.00
Norfolk and Suffolk Boating Association	29.30
	189.30

Assets Retained

**5 Assets retained by the charity** comprise the land, buildings and contents at Filby Sailing Base including the Topper and Wayfarer Stores. It also includes the boat fleet including sails and equipment, outboard engines, buoyancy aids and sailing clothing.

The asset value is the value of the land plus the total of the insured sum for all other assets.

Value of the land occupied by the sailing base	25,000.00
Insured value of assets:	
Buildings	470,000.00
Contents	11,000.00
Marine Installations (jetty, pontoon)	25,297.00
Other	7,425.00
Boat fleet inc. outboards	137,180.00
	675,902.00

The financial statements on pages 13 to 14 were approved by the Trustees on 13<sup>th</sup> November 2024.

P Mitchelmore, Treasurer.

**NORFOLK SCHOOLS SAILING ASSOCIATION**

England & Wales - Charity number 1142627

---

# Accounts

---



## **Norfolk Schools Sailing Association**

**Charity no. 1142627**

**Reports and Accounts for year ended 30th September 2023**

	<b>Page</b>
Charity Information	2 - 3
Report of the Trustees	4 - 8
Financial Review	8 - 10
Independent Examiners Report	11 - 12
Receipts and Payments Account	13
Notes to the Accounts	14

# **Norfolk Schools Sailing Association**

**Charity No. 1142627**

**Charity Information for year ended 30th September 2023**

## **President**

Mr. C. H. Dicker, FCA, DChA, DL

## **Committee (Trustees)**

Andy Goff	Commodore (Chairman)
Samuel Archer	Vice Commodore
Tim Percival	Rear Commodore-appointed Trustee 16/11/22
Bill Smith	Immediate Past Commodore-resigned as Trustee 16/11/22
Ruth Bonham	Secretary
Paul Mitchelmore	Treasurer
Deborah Jennings	Membership Secretary
Jeremy Mills	RYA Principal
Paul Bonham	Compliance Officer
Sue Head	Volunteer Co-ordinator
Vanessa Comer	Welfare Officer-resigned as Trustee 15/11/23
Martin King	Trustee
Neil Thurlow	Trustee
Stephen Lloyd	Trustee-resigned as Trustee 15/11/23
Trevor Harrison	Trustee-appointed Trustee 16/11/22

Five Trustees meetings held during the year in addition to the AGM for 2021/22. All meetings were quorate.

## **Registered Office**

Foxhole House  
Foxhole  
Saxlingham Thorpe  
NORWICH  
NR15 1UG

## **Independent Examiner**

Sexty and Co.  
Chartered Certified Accountants and Registered Auditors  
124 Thorpe Road  
Norwich  
NR1 1RS

## **Bankers**

Co-operative Bank  
P.O. Box 50  
Delf House  
Southway  
Skelmersdale  
WN8 6YL

## **Report of the Trustees**

This is the Twelfth annual report for the Norfolk Schools Sailing Association (NSSA) following its acceptance on the Register of Charities on 28th June 2011.

### **Objects and Activities**

The Committee or Trustees are pleased to report progress on the Charities Objects which are:

- The promotion of community participation in healthy recreation by the provision of facilities for sailing
- The advancement of the physical education of pupils and young people by providing and assisting in the provision of facilities for sailing in Norfolk.

These have been achieved through its Activities which are:

- To teach and train young people throughout Norfolk in the sport of sailing by the promotion of community participation in the sport and the provision of facilities enabling young people to take up, be proficient in, gain leadership skills and to assist in the development of all branches of sailing whatever their financial means.
- To train adults to become helpers and qualified sailing instructors.
- To raise funds and distribute bursaries for members with limited financial means to enable them to be trained and take part in the sailing activities of the Association.

The Norfolk Schools Sailing Association operates in accordance with its Constitution, which was adopted at its Annual General Meeting held in Norwich on 11<sup>th</sup> November 2010, and revised at an Extraordinary General Meeting held in Norwich on 16<sup>th</sup> June 2011. The Constitution provides details of the governance arrangements for the organisation, including the conduct, composition and powers of the trustees committee. When required, new trustees are selected based on personal recommendations.

As an RYA Training Centre, the conduct of our instructors is bound by the RYA Code of Conduct. We are also required to have an extensive set of operating procedures to maintain the Training Centre accreditation. RYA carry out an annual inspection to ensure that the required standards are being maintained.

## **Commodore and Chair of Trustees Report**

In preparation for writing this, the Commodore and Chair of Trustees' Report for 2022-2023, I of course referred to my predecessor's report and was reminded of the impact of the pandemic on earlier years and how that impact has continued and has changed how we perform our activities at the NSSA, we have learned some new disciplines and ways of working. I think our ability to change and adapt is and will be one of our greatest strengths. He talked about another of our great strengths and may be our greatest is our people those people who act as trustees, or volunteers run courses and give most generously of their time. It is this singular and unselfish contribution which allows the NSSA to provide the activities it does, year in and year out. My attention is also drawn to our Trustees and executive who give their time so generously for the benefit of the young people.

I would like to share some facts and figures.

### **NSSA Facts and Figures 2023**

#### **Youth Courses**

5 Oppies	50 participants
5 Topper	50 participants
5 Specialist	32 (Improver, Racing, Youth Performance, Youth Afloat)

#### **Adult Courses**

3 Beginner	16 participants
------------	-----------------

1 Improver      4 participants

**OnBoard Groups** (Co-ordinated by Ruth and Paul)

2 Youth Groups, 4 Primary Schools, 1 Corporate day      109 participants

**Special Events Offsite**

National Schools Sailing Association National Regatta

Ramuz Trophy: Sam Archer and Olivia Archer

**Instructor Training (numbers of newly qualified individuals)**

Assistant Instructor      8

Dinghy Instructor      6

First Aid      24

Power Boat Level 2      12

Safety Boat      6

Volunteer Sailing      6

**Total numbers of participants in all sailing activities at Filby**

2019      296

2020      189

2021      386

2022      289

2023      327

In July the NSSA, with Sophie Thirkettle, Steve Lloyd and myself as Team Manager entered a team of ten competitors in the National Schools Sailing Association's National Youth Regatta. Hosted at Draycote Water Sailing Club. This weeklong event saw some excellent sailing alongside a busy activities program all combined with excellent weather for a week under canvas. As previously, Norfolk's youth sailors demonstrated teamwork, manners and humility with notable performances from the refugee lads in the rookie fleet with a fourth place, Angus competing in the Laser fleet and of course the Lloyd brothers in their Laser Vago.

Also, in July we opened the base on the 22nd and 23rd July to support the Filby Open Gardens event. And whilst we were not overrun with visitors, it was good to share what we do with people who dropped by for a chat and a wander around our site.

The NSSA were awarded a further grant by the RYA to provide sailing lessons to 16 refugees. We devised a 6 week course as a part of the On Board dinghy programme and, with a team of 3 instructors, the course was successfully delivered. This led to a go-racing course over 2 days, 6 of them attending Draycote and then four young of the young people in this group achieving level 2 as part of the main sessions.

This year we have seen continued financial prudence and managing a challenging cash flow situation given our developments.

As the NSSA are now owners of the base at Filby, with the benefit of the generous donations, we have been able to develop the site, first with the new safety boat shed and now with the more substantive work of replacing the office and changing facilities. This is all very exciting and is the beginning of a new era and new opportunities for the NSSA. The new changing rooms came in on budget on time and was exceptionally well project managed by Sue Head and the team from Munnings. We await a further payment from the estate which will make our financial position far more stable and will allow for further development including improving our green credentials with some work looking at electric boats and improving the old workshop shed.

I would like to record my thanks to:

Paul and Ruth Bonham for their continued support and note in this respect that negotiations continue with Essex and Suffolk Water for lease of access rights to Filby Broad.

I would like to thank Sue Head and Jeremy Mills for continuing to lead us both on and off the water with their continued enthusiasm and dedication to NSSA.

I would like to thank Martin King for his unstoppable DIY skills and continued “fix it” attitude and of course our congratulations on his recent RYA award.

Paul Mitchelmore who has managed the money with great aplomb for another year keeping us on track to balance the books.

A most heartfelt thank you to all our volunteers and people who have undertaken teaching, on site jobs, I could go on, but I should more openly and generally thank all of those people who give of their time to make this the NSSA at Filby the success that it is.

I look forward to the next season and the official opening of our marvelous new facilities.

**Andy Goff**  
**Commodore and Senior Instructor**  
**2022/23**

## **Financial Review**

From a financial point of view, the most significant activity by NSSA this year has been the construction of the new office and changing room building at Filby, as the latest stage in the project to redevelop the sailing base. The works were completed by Munnings Construction in April 2023 under a contract valued at £301,969. All but £10k of this figure was paid this year, in monthly payments reflecting the value of work as it was completed. These payments dwarfed all other expenditure by NSSA in 2022/23.

The work was intended to be funded by reserves that had been built up in prior years plus the second instalment of a bequest, which was expected

in 2022 prior to the start of the construction works. A £140,000 first instalment was received in early 2021. In the event, receipt of this balance was delayed. To keep the project to replace the life-expired building on track, trustees sought other funding and a grant of £50,000 was kindly donated by the Norwich Freeman's charity. In the expectation that the balance of the bequest would be paid during the period of the construction works, trustees agreed to more of the reserves than originally planned to be used for the works until these outstanding funds were received. This had the potential to cause cash flow problems for NSSA, so the Trustees introduced additional expenditure control measures and investigated an overdraft facility with our bank as a contingency. By year end, the balance of the bequest had still not been received and our funds were depleted but felt with our cash flow projection that we had sufficient funds to see us into the 2023 New Year, when membership and course income would start coming in, without needing an overdraft.

Business-as-usual income from memberships and courses, including the RYA On Board scheme was down on the previous year, although the previous year income for On Board was inflated by late payments from 2021. The reduction is felt to be due to natural variation of demand but has been noted by Trustees. The high value of donations has yielded a reasonable amount of interest. We have also received Gift Aid associated with these and other generous donations from individuals.

Water and sewage charges are significantly higher than the previous year. We believe this is due to high water consumption during the construction works. Water consumption has been monitored closely since then and has returned to normal levels.

Electricity charges have also increased partly due to the construction works and also because of the continuing global increase in energy costs.

Insurance charges are much higher than the previous year, but this is due to the timing of the annual payment for the previous year occurring in the year prior to that.

There are increased boat maintenance costs compared to the previous year. This was due to a payment being made this year for outboard engine servicing carried out late in the previous year.

All other expenditure was within expected levels.

**Paul Mitchelmore**

**Treasurer**

**20223/23**

## **Independent Examiner's Report to the Trustees of Norfolk Schools Sailing Association**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30<sup>th</sup> September 2023 which are set out on pages 13 to 14.

### **Responsibilities and basis of report**

As the charity's trustees 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 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

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.



I A Barlow FCCA

For and on behalf of **Sexty & Co**

Chartered Certified Accountants & Registered Auditors

124 Thorpe Road

Norwich

NR1 1RS

Date: 30 July 2024

NORFOLK SCHOOLS SAILING ASSOCIATION					
Receipts and Payments Account					
Year to 30th September 2023					
		2023		Total funds	2022
		Unrestricted funds	Restricted funds		Total funds
		£	£	£	£
<b>Receipts</b>					
Adult Courses		5,596		5,596	8,140
Youth Courses		3,202		3,202	4,231
RYA On Board Scheme	note 3	1,440		1,440	3,585
Memberships		1,769		1,769	2,380
National Regatta		-		-	2,727
Grants and Donations	note 2	57,690		57,690	182,157
Bank interest		717		717	23
Sales of Log Books		10		10	136
Covid Support Payments		-		-	244
Gift Aid		777		777	23
<b>Sub total</b>		<b>71,201</b>	<b>-</b>	<b>71,201</b>	<b>203,646</b>
<b>Asset Sales</b>					
Disposal of surplus boats/equipment		186		186	-
<b>Total receipts</b>		<b>71,387</b>	<b>-</b>	<b>71,387</b>	<b>203,646</b>
<b>Payments</b>					
Phone rental and charges		261		261	268
Insurance		4,425		4,425	170
Water and Sewerage Charges		1,175		1,175	289
Business Rates		84		84	-
Electricity		1,401		1,401	656
Filby Base Maintenance		302		302	1,618
Boat Maintenance		2,039		2,039	621
Newsletters and Admin		89		89	148
Website		547		547	358
Subscriptions	note 4	186		186	179
National Regatta		-		-	3,495
Instructor Training		563		563	1,528
Clothing		-		-	790
Logbooks and Certificates		550		550	723
Boat Fuel		83		83	540
Independent Examiners Fees		776		776	738
<b>Sub total</b>		<b>12,481</b>	<b>-</b>	<b>12,481</b>	<b>12,121</b>
<b>Asset Purchases</b>					
Base Development		292,477		292,477	13,321
Topper Shed				-	3,588
<b>Total payments</b>		<b>304,958</b>	<b>-</b>	<b>304,958</b>	<b>29,030</b>
<b>Excess payments over receipts</b>		<b>233,571</b>			
<b>Excess receipts over payments</b>					<b>174,617</b>
<b>Bank balances at start of year</b>		<b>240,541</b>			<b>65,924</b>
<b>Bank balances at end of year</b>		<b>6,970</b>			<b>240,541</b>
<b>Summary of funds at end of year</b>					
<b>Bank accounts</b>					
Community Directplus		4,473			16,937
Business Select Deposit		2,497			223,604
Debtors					-
<b>Cash funds at end of year</b>		<b>6,970</b>			<b>240,541</b>
<b>Assets retained for the charity's own use</b>	note 5	<b>675,902</b>			<b>191,000</b>

NORFOLK SCHOOLS SAILING ASSOCIATION  
Notes to the accounts  
Year to 30th September 2023

Accounting policies

1 Accounting convention

These accounts have been prepared on a receipts and payments basis and in accordance with the recommendations published by the Charity Commission for smaller charities.

£

Receipts

2 **Grants and Donations**

Norwich Freemans	50,000.00
RYA	5,540.00
Adnams Community Grant	1,000.00
Charities Trust	510.00
Other individual donations	639.70
	57,689.70

3 **RYA On-Board Scheme**

Rollesby Primary School	540.00
North Denes Primary School	270.00
Little Melton Primary School	360.00
Edward Worlledge Ormiston Academy	270.00
	1,440.00

Payments

4 **Subscriptions**

Royal Yatching Association	150.00
Norfolk and Suffolk Boating Association	36.30
	186.30

Assets Retained

5 Assets retained by the charity comprise the land, buildings and contents at Filby Sailing Base including the Topper and Wayfarer Stores. It also includes the boat fleet including sails and equipment, outboard engines, buoyancy aids and sailing clothing.

The asset value is the value of the land plus the total insured sum for all other assets.

Value of the land occupied by the sailing base	25,000
Insured value of assets:	
Buildings	470,000
Contents	11,000
Marine Installations (jetty, pontoon)	25,297
Other	7,425
Boat fleet inc. outboards	137,180
Total Asset Value	675,902

The financial statements on pages 13 to 14 were approved by the Trustees on 15<sup>th</sup> November 2023

Paul Mitchelmore, Treasurer.

**NORFOLK SCHOOLS SAILING ASSOCIATION**

England & Wales - Charity number 1142627

---

# Accounts

---



## **Norfolk Schools Sailing Association**

**Charity no. 1142627**

**Reports and Accounts for year ended 30th September 2022**

	<b>Page</b>
Charity Information	2 - 3
Report of the Trustees	4 - 8
Financial Review	8 - 10
Independent Examiners Report	11 - 12
Receipts and Payments Account	13
Notes to the Accounts	14

# Norfolk Schools Sailing Association

Charity No. 1142627

Charity Information for year ended 30th September 2022

## President

Mr. C. H. Dicker, FCA, DChA, DL

## Committee (Trustees)

William Smith	Commodore (Chairman)
Andy Goff	Vice Commodore
Neil Thurlow	Rear Commodore
Steven Lloyd	Immediate Past Commodore
Ruth Bonham	Secretary
Paul Mitchelmore	Treasurer
Deborah Jennings	Membership Secretary
Jeremy Mills	RYA Principal
Paul Bonham	Compliance Officer
Sue Head	Volunteer Co-ordinator
Vanessa Comer	Welfare Officer
Martin King	Trustee
Samuel Archer	Trustee appointed 15/07/22
Ian Barker	Resigned as Trustee 15/11/21
Ollie King	Resigned as Trustee 15/11/21

Five Trustees meetings held during the year in addition to the AGM for 2021/22. All meetings were quorate.

**Registered Office**

Foxhole House  
Foxhole  
Saxlingham Thorpe  
NORWICH  
NR15 1UG

**Independent Examiner**

Sexty and Co.  
Chartered Certified Accountants and Registered Auditors  
124 Thorpe Road  
Norwich  
NR1 1RS

**Bankers**

Co-operative Bank  
P.O. Box 50  
Delf House  
Southway  
Skelmersdale  
WN8 6YL

## **Report of the Trustees**

This is the Eleventh annual report for the Norfolk Schools Sailing Association (NSSA) following its acceptance on the Register of Charities on 28th June 2011.

### **Objects and Activities**

The Committee or Trustees are pleased to report progress on the Charities Objects which are:

- The promotion of community participation in healthy recreation by the provision of facilities for sailing
- The advancement of the physical education of pupils and young people by providing and assisting in the provision of facilities for sailing in Norfolk.

These have been achieved through its Activities which are:

- To teach and train young people throughout Norfolk in the sport of sailing by the promotion of community participation in the sport and the provision of facilities enabling young people to take up, be proficient in, gain leadership skills and to assist in the development of all branches of sailing whatever their financial means.
- To train adults to become helpers and qualified sailing instructors.
- To raise funds and distribute bursaries for members with limited financial means to enable them to be trained and take part in the sailing activities of the Association.

The Norfolk Schools Sailing Association operates in accordance with its Constitution, which was adopted at its Annual General Meeting held in Norwich on 11<sup>th</sup> November 2010, and revised at an Extraordinary General Meeting held in Norwich on 16<sup>th</sup> June 2011. The Constitution provides details of the governance arrangements for the organisation, including the conduct, composition and powers of the trustees committee. When required, new trustees are selected based on personal recommendations.

As an RYA Training Centre, the conduct of our instructors is bound by the RYA Code of Conduct. We are also required to have an extensive set of operating procedures to maintain the Training Centre accreditation. RYA carry out an annual inspection to ensure that the required standards are being maintained.

## **Commodore and Chair of Trustees Report for 2021/22**

In preparation for writing this the Commodore's Report for 2021-2022, I of course referred to my previous report and was reminded of the impact of the Pandemic and how that impact has continued. It has changed how we perform our activities at the NSSA and how we have learned some new disciplines and ways of working. I think our ability to change and adapt is and will be one of our greatest strengths.

Another of our great strengths and maybe our greatest is our people those people who act as trustees, or volunteers or make a paella, run courses and give most generously of their time. It is this singular and unselfish contribution which allows the NSSA to provide the activities it does, year in and year out.

In my last report I shared some facts and figures and will do the same again. This past year, there have been 15 youth courses and 4 Adult courses where attendees numbered 188 people from age 8 to a lot more than 8. In addition, we have again enjoyed hosting the On-Board groups, thanks to Ruth and Paul Bonham, where 4 Primary Schools and a Youth Group, a total of 65 people have taken advantage of the facilities we offer. Furthermore, there has been instructor training (Dinghy and Senior Instructor level), first aid and safety boat training. We also enjoyed some volunteer sailing days. In 2022 we served 289 sailors against a target of 250 and with the assistance of 60 volunteers. These numbers alone are testament to the dedication and support we enjoy from trustees and volunteers alike. I would like to thank those people for being so giving of

their time because fundamentally it is these people who, without reward, allow the NSSA to function.

In June we had the Open Day where 97 people attended the base and enjoyed not only the opportunity to go out in a boat, but also the fine food. We also raised some money and again thanks for those people who gave of their time to support the day.

In July the NSSA, under the calm organisation and humour of Alan Boughton as Team Manager, entered a team of ten competitors in the National School Sailing Association's National Youth Regatta. Hosted at Grafham Water Sailing Club, notable for both its facilities and closeness to Norfolk (when compared to Plymouth the previous year!), this week-long event saw some excellent sailing alongside a busy activities programme, all combined with excellent weather for a week under canvas.

As previously, Norfolk's youth sailors demonstrated teamwork, manners and humility with the icing on the cake being Poppy & Emily achieving second place in the Rookie Handicap, Rose third in the Laser 4.7 fleet and Charlie taking the 'Leapfrog' trophy for most improved sailor year on year.

Also in July we opened the base on the 16th and 17th July to support the Filby Open Gardens event. And whilst we were not overrun with visitors, it was good to share what we do with people who dropped by for a chat and a wander around our site.

We also hit the headlines with the help of Andy Goff; the NSSA featured in the RYA publication. The NSSA were awarded a grant by the RYA to provide sailing lessons to 6 Sudanese refugees. Andy devised a 6 week course as a part of the On-Board dinghy programme, and with a team of 3 instructors the course was successfully delivered. A notable success of which we should be proud. Well deserved thanks go to Andy.

In September 2021 the NSSA agreed to host the Ramuz Trophy but, unfortunately due to weather it was postponed until 2023. Sam Archer and Olivia Archer were intended to represent the NSSA at this event.

I do not wish to steal our treasurer's thunder, but this year we have seen significant donations to the NSSA and this has enabled us to commit to some development. These donations are again a testament I think to the work done by the NSSA and the support provided to the NSSA by those people who allow us to provide the activities we do. As the NSSA are now owners of the base at Filby, with the benefit of the generous donations I previously mentioned, we have been able to develop the site, first with the new safety boat shed and now with the more substantive work of replacing the office and changing facilities.

This is all very exciting and is the beginning of a new era and new opportunities for the NSSA. We should not be shy of eyeing up and taking advantage of these new opportunities that our site will now provide to us.

In saying all of the above, I recall in my report of last year where I made mention of our lack of good fortune in not securing a substantial award from the County Council. And how things have changed since then, more of this from our Treasurer, but it is true about doors closing and opening and not knowing what is around the next corner. We are able to change and adapt and we have seen this ability much of the past 3 or 4 years in particular. It is a strength the NSSA has and we should capitalise on those opportunities which allow us to show this strength.

Finally, I would like to make a few thank yous: I would like to thank Paul and Ruth Bonham for their continued support and note in this respect that negotiations continue with Essex and Suffolk Water for lease of access rights to broad. I would like to thank Sue Head and Jeremy Mills for continuing to drive us and be our "backbone". I would like to thank Martin King for his unstoppable DIY skills and continued fix it attitude. I could go on, but I should more openly and generally thank all of those people who give of their time to make this the NSSA at Filby the success that it is.

This is my second and last year as Commodore of the NSSA and I am proud to act as Commodore, it has been an honour to represent the NSSA in this capacity.

My thanks and good fortune to my successor and the NSSA.

Bill Smith  
Commodore NSSA 2021/22

## **Financial Review**

2021/22 has been another successful year for Norfolk Schools Sailing Association, where we have been able to get back to 'business as usual' following Covid and embark on the latest, most ambitious stage of our base redevelopment project.

For several years trustees have recognized the need to update the facilities at Filby and have already replaced the jetty and provided new storage buildings for sailing boat equipment and the safety boats. In 2021/22 we were fortunate to receive payments (one of which was an interim payment of £140,000) as beneficiaries of the estates of two former supporters of NSSA, which together with other generous donations, allowed us to start to replace the main office and changing room building. Work started in late 2022 with completion due in March 2023 in time for the new sailing season.

NSSA decided to change its pricing approach for membership and youth courses from January 2022. Prior to this date, a single membership payment allowed a member to attend courses free of charge. Now, there is a reduced membership fee but each course has to be paid for. This is a fairer system than before and reduces the number of 'no-shows'. The total income from membership and youth courses in 2021/22 shows an

increase over the equivalent membership figure for 2020/21 so we believe this was a worthwhile change.

There has been a cooling-off in the demand for adult courses following the post-covid clamour for outdoor activities in 2020/21, but income remains healthy. The numbers seeking instructor training also reduced but the costs of staging these courses and providing assessments for the participants by qualified examiners were covered by the income.

In respect of the National Regatta, NSSA's financial role is to receive entry fees for individual participants and then pay a single entry fee for the team. Clearly this will always reflect the number of entrants, which varies from year to year. Income and expenditure don't quite balance this year because of a decision by trustees to subsidise some entrants.

Through the On Board scheme, we provide opportunities for local schools and other youth groups to sail at Filby, often as an end of summer term activity. Demand for this remains high and it continues to provide a good level of income. This year's income is higher than usual due to some late payments from the previous Summer.

Regarding payments, the increase in what we have paid for electricity reflects the higher energy costs that currently prevail. Other utility expenditure was in line with expectations.

The low insurance payment figure is due to the fact that we now pay our insurance premium as a single lump sum rather than as monthly instalments, and the payment date for this financial year was actually in the previous financial year. The modest expenditure shown is the cost of a separate management liability policy.

Government Covid-related financial support continued into this financial year which meant that we were not required to pay business rates.

Expenditure on building and boat maintenance, and boat fuel are always going to be variable figures but were at affordable levels this year.

Base Development costs were related to improvements to the safety boat storage building, and planning and design of the new office and changing room building. Asset purchases included sails for the Topper dinghies, covers for the Laser dinghies, sailing clothing and workshop equipment.

So, as things have settled down after Covid, Norfolk Schools Sailing Association remains in a healthy financial position. We are able to conduct our core activities to meet the needs of our members whilst investing for the future.

*P. Mitchelmore 16/11/22*

**Paul Mitchelmore**

**Treasurer 2021/22**

## **Independent Examiner's Report to the Trustees of Norfolk Schools Sailing Association**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30<sup>th</sup> September 2022 which are set out on pages 13 to 14.

### **Responsibilities and basis of report**

As the charity's trustees 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 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

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.



I A Barlow FCCA

For and on behalf of **Sexty & Co**

Chartered Certified Accountants & Registered Auditors

124 Thorpe Road

Norwich

NR1 1RS

Date: 28 July 2023

<b>NORFOLK SCHOOLS SAILING ASSOCIATION</b>					
<b>Receipts and Payments Account</b>					
<b>Year to 30th September 2022</b>					
		<b>2022</b>		<b>2021</b>	
		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total funds</b>	<b>Total funds</b>
		<b>funds</b>	<b>funds</b>		
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>					
Adult Courses		8,140		8,140	10,253
Youth Courses		4,231		4,231	-
Bank interest		22		22	18
Memberships		2,380		2,380	5,930
National Regatta		2,727		2,727	7,680
Grants and Donations	note 2	182,157		182,157	43,171
Sales of Log Books		136		136	65
RYA On Board Scheme	note 3	3,585		3,585	1,843
Covid Support Payments		244		244	20,708
Gift Aid		23		23	11,578
<b>Sub total</b>		<b>203,644</b>	<b>-</b>	<b>203,644</b>	<b>101,246</b>
<b>Asset Sales</b>					
Disposal of surplus boats/equipment		-		-	-
<b>Total receipts</b>		<b>203,644</b>	<b>-</b>	<b>203,644</b>	<b>101,246</b>
<b>Payments</b>					
Phone rental and charges		267		267	249
Insurance		170		170	6,624
Water and Sewerage Charges		289		289	273
Business Rates		-		-	400
Electricity		656		656	183
Filby Base Maintenance		1,618		1,618	731
Boat Maintenance		621		621	931
Newsletters and Admin		148		148	70
Website		358		358	497
Subscriptions	note 4	179		179	166
National Regatta		3,495		3,495	8,654
Instructor Training		1,528		1,528	4,565
Clothing		790		790	-
Logbooks and Certificates		723		723	780
Miscellaneous		-		-	25
Boat Fuel		540		540	184
Independent Examiners Fees		738		738	522
<b>Sub total</b>		<b>12,119</b>	<b>-</b>	<b>12,119</b>	<b>24,854</b>
<b>Asset Purchases</b>					
Base Development		13,320		13,320	35,968
Asset Purchases		3,588		3,588	-
<b>Total payments</b>		<b>29,026</b>	<b>-</b>	<b>29,026</b>	<b>60,822</b>
<b>Excess payments over receipts</b>					
<b>Excess receipts over payments</b>				174,618	40,424
<b>Bank balances at start of year</b>				65,924	25,500
<b>Bank balances at end of year</b>				<b>240,542</b>	<b>65,924</b>
<b>Summary of funds at end of year</b>					
<b>Bank accounts</b>					
Community Directplus				16,937	5,343
Business Select Deposit				223,604	60,581
Debtors				-	-
<b>Cash funds at end of year</b>				<b>240,541</b>	<b>65,924</b>

**NORFOLK SCHOOLS SAILING ASSOCIATION**  
**Notes to the accounts**  
**Year to 30th September 2022**

**Accounting policies**

1 Accounting convention

These accounts have been prepared on a receipts and payments basis and in accordance with the recommendations published by the Charity Commission for smaller charities.

£

**Receipts**

2 **Grants and Donations**

Ramuz Committee	69
Saffron Housing Community Fund	5,000
A Boswell Financial Services	5,000
Geoff Griston Memorial	514
Estate of Leona Levine	140,000
Open Day	360
Individual Donations	<u>31,214</u>
	182,157

3 **RYA On-Board Scheme**

Rollesby Primary School (2021)	450
Norfolk CC Childrens Services (2021)	1,215
North Denes Primary School (2021)	270
Hingham Primary School	320
North Denes Primary School	270
Solace Partnerships	250
Rollesby Primary School	540
Edward Worlledge Ormiston Academy	<u>270</u>
	3,585

**Payments**

4 **Subscriptions**

Royal Yatching Association	140
Norfolk and Suffolk Boating Association	<u>39</u>
	179

**Assets Retained**

5 Assets retained by the charity comprise the sailing base, the Topper and Wayfarer Stores, the jetty and the boat fleet including sails and equipment, buoyancy aids and sailing clothing.

The asset value comprises:

The value of the land occupied by the sailing base	25,000
The total insured value for the boat fleet less 25% pending revaluation	103,000
The value of the Topper and Wayfarer Stores, and the jetty	<u>63,000</u>
	191,000

The financial statements on pages 13 to 14 were approved by the Trustees on 16<sup>th</sup> November 2022



Paul Mitchelmore, Treasurer.

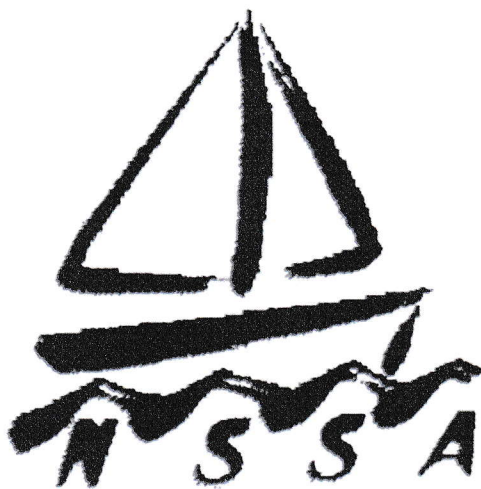
**NORFOLK SCHOOLS SAILING ASSOCIATION**

England & Wales - Charity number 1142627

---

# Accounts

---



## **Norfolk Schools Sailing Association**

**Charity no. 1142627**

**Reports and Accounts for year ended 30th September 2021**

	<b>Page</b>
Charity Information	2 - 3
Report of the Trustees	4 - 7
Financial Review	8 - 10
Independent Examiners Report	11 - 12
Receipts and Payments Account	13
Notes to the Accounts	14

# Norfolk Schools Sailing Association

Charity No. 1142627

Charity Information for year ended 30th September 2021

## President

Mr. C. H. Dicker, FCA, DChA, DL

## Committee (Trustees)

William Smith	Commodore (Chairman)
Andy Goff	Vice Commodore
Neil Thurlow	Rear Commodore
Steven Lloyd	Immediate Past Commodore
Ruth Bonham	Secretary
Paul Mitchelmore	Treasurer
Deborah Conway	Membership Secretary until 17/11/20 Resigned as Trustee on 17/11/20
Deborah Jennings	Membership Secretary from 17/11/20 Appointed as Trustee on 17/11/20
Jeremy Mills	RYA Principal
Paul Bonham	Welfare Officer
Sue Head	
Martin King	
David Wrenn	
Ollie King	
Rusty Carter	Resigned as Trustee on 17/11/20
Ian Barker	
Vanessa Comer	Appointed as Trustee on 17/11/20

Six Trustees meetings held during the year including an EGM, in addition to the AGM for 2019/20, which were all quorate.

## **Registered Office**

County Sailing Base  
Main Road  
Filby  
Gt Yarmouth  
Norfolk  
NR29 3AA

## **Independent Examiner**

Sexty and Co.  
Chartered Certified Accountants and Registered Auditors  
124 Thorpe Road  
Norwich  
NR1 1RS

## **Bankers**

Co-operative Bank  
P.O. Box 50  
Delf House  
Southway  
Skelmersdale  
WN8 6YL

## **Report of the Trustees**

This is the tenth annual report for the Norfolk Schools Sailing Association (NSSA) following its acceptance on the Register of Charities on 28th June 2011.

### **Objects and Activities**

The Committee or Trustees are pleased to report progress on the Charities Objects which are:

- The promotion of community participation in healthy recreation by the provision of facilities for sailing
- The advancement of the physical education of pupils and young people by providing and assisting in the provision of facilities for sailing in Norfolk.

These have been achieved through its Activities which are:

- To teach and train young people throughout Norfolk in the sport of sailing by the promotion of community participation in the sport and the provision of facilities enabling young people to take up, be proficient in, gain leadership skills and to assist in the development of all branches of sailing whatever their financial means.
- To train adults to become helpers and qualified sailing instructors.
- To raise funds and distribute bursaries for members with limited financial means to enable them to be trained and take part in the sailing activities of the Association.

The Norfolk Schools Sailing Association operates in accordance with its Constitution, which was adopted at its Annual General Meeting held in Norwich on 11<sup>th</sup> November 2010, and revised at an Extraordinary General Meeting held in Norwich on 16<sup>th</sup> June 2011. The Constitution provides details of the governance arrangements for the organisation, including the conduct, composition and powers of the trustees committee. When required, new trustees are selected based on personal recommendations.

As an RYA Training Centre, the conduct of our instructors is bound by the RYA Code of Conduct. We are also required to have an extensive set of operating procedures to maintain the Training Centre accreditation. RYA carry out an annual inspection to ensure that the required standards are being maintained.

### **Commodore and Chair of Trustees Report for 2020/21**

In preparation for writing this the Commodore's Report for 2020-2021, I of course referred to Steve Lloyd, my predecessor's report and was reminded of the impact of the Pandemic, as we now seem to call it. That impact has left its mark upon us all, but the NSSA, as resilient as it is, has continued on, and as Steve said that we must in his report, we have continued to achieve great things and we continue to look forward.

It is clear that the NSSA owes a huge debt of gratitude to those people who act as trustees, volunteers or simply come along and sweep leaves. But it should not and cannot go unnoticed what this contribution allows the NSSA to achieve; and I would like to give some scale and proportion to this.

This past year, as we emerged from the Pandemic there have been 14 youth courses and 4 Adult courses where attendees numbered 180 people from age 8 to a lot more than 8. In addition, we have again enjoyed the on-board groups, thanks to Ruth and Paul Bonham, where Cubs, Scouts, Special Schools, a Youth Group, and 4 Primary Schools have taken advantage of the facilities we offer; this accounted for another 116 people using the base at the NSSA. Furthermore, there has been instructor training (dinghy and senior instructor level), first aid and safety boat training.

In 2019 we served 296 sailors, in 2020 this was 189 and 2021 this was 386. These numbers alone are testament to the dedication and support we enjoy from trustees and volunteers alike. I would like to thank those

people for being so giving of their time because fundamentally it is these people who, without reward, allow the NSSA to function.

In addition to the sailors we have served, and again with the support of trustees and volunteers, (Andy Goff and Charles) we attended the National Schools Regatta where a team of 23 went to Plymouth with good results for a newly established group. We came mid fleet in the lasers and had top fleet results in the toppers and our flying catamaran won every race but when the handicap was applied came in a credible top ten place in a heavily contested fast fleet. Thanks goes to Andy and Charles.

In September the NSSA hosted the Ramuz trophy. Participated in by 14 teams and where Charlie Bonham and Sam Archer came a very credible 5<sup>th</sup> place overall. This was a great event to host and one I personally enjoyed enormously. I had not known how tense racing could be and it would be great to see more of the same at Filby.

As the NSSA are owners of the base at Filby, with the benefit of generous donations we have been able to start our development of the site with the addition of the new safety boat shed; again volunteers and trustees contributed significantly to this great new facility and I must mention Martin King specifically for all the work he has done in relation to the new shed. Furthermore, I should thank Martin again and also Vanessa, Ray, Ian and Martin S in helping lay electrical cable and a level access to the sheds your efforts have not gone unnoticed .

And whilst we were unlucky in not being awarded a substantial grant from the County Council, thank you Sue Head and Jeremy Mills for the time spent in submitting this application, we will continue to pursue other means to fund our plans to develop the site. I see this fundraising activity as a key focus of the coming year. In parallel, we will look at phasing the development to align with funding availability and will seek planning permission once plans are agreed.

I would like to thank Paul and Ruth for their continued support and note in this respect that negotiations continue with Essex and Suffolk Water for lease of access rights to broad.

I should also note that Dave Wrenn a former commodore stood down in his role of trustee, and I should thank him for this support.

I know that Paul Mitchelmore will talk in detail about our finances but suffice to say we are benefitting from generous donations as I mentioned earlier, but we do seem to be financially stable.

There are two people who may appear to be conspicuous in their absence, as it is said. I have not made much reference to Sue and Jeremy in my report thus far, and it does go without saying that their contribution is and continues to be significant. So, thank you, for your support and leadership, without your contribution we would be at a loss.

And, Jeremy. I am sure my thoughts are shared by all, please continue your progress as we need you back on the water as soon as possible at Filby and not least to temper Sue's "enthusiasm".

There is a theme to my report and there was to Steve's my predecessor; the people make Filby work and they make it work without reward and with only the thanks we can give. I am aware of the recreational sailing days we have where those who support Filby can come along and take a boat out. I am hopeful that these days will continue and may be even a spot of racing if my finger nails can take it.

In my first year in the role of Commodore, I have learned much and I am grateful to those people, those I have mentioned and those I have not, trustees, volunteers alike, who give so much of their own time to makes the NSSA the successful organization that it is, Thank you.

Bill Smith

Commodore NSSA 2020/21

## **Financial Review**

As pandemic restrictions eased, NSSA was well placed to pick up where it had left off and was able to provide a full programme of activities for its members in 2020/21.

Membership numbers, and income, bounced back from 2020 levels and NSSA was able to meet the high demand for adult courses, with course income more than doubling from the previous year and exceeding pre-covid levels.

We applied, successfully, for a grant from the Geoffrey Watling Trust, who awarded us £15,000. We also benefitted from the generosity of donors, whose payments, large and small, significantly boosted our funds and all were greatly appreciated. This income was earmarked for the ongoing development of the sailing base at Filby.

We were able to restart our On Board mid-week introduction-to-sailing events for local schoolchildren and youth groups, and achieved participation and income similar to pre-pandemic levels.

In recent years we have recognised the value of reclaiming Gift Aid, and this year's significant income of over £10,000 was welcome and clearly demonstrated the benefit.

The local authority determined that NSSA qualified for Covid Support Grants and awarded us grants totalling over £20,000.

There was a large increase in payments for insurance cover this year due to a change in the timing of the payments. In recent years, NSSA has paid for insurance as monthly instalments as there has been little or no additional cost in doing so. This year we decided to pay for insurance as a single annual lump sum when we renewed in September 2021 to avoid increased charges for paying by instalment. This meant that in addition to

the monthly charges over 11 months prior to renewal, we also made a payment for a further 12 months resulting in the increased level of payment in this financial year.

Utilities charges were more or less in line with previous years, with any variances largely due to timings of payments.

Business Rates were reduced due to additional rate relief being applied due the pandemic.

Expenditure on building and boat maintenance was considerably less than last year reflecting the unpredictable variability in the need for such work.

Newsletter and Admin costs were modest, as is usually the case, but there was a significant reduction from the previous year, which is a result of the move to on-line membership communications and the capability for us to receive payments electronically. This approach is more sustainable and has also resulted in a large decrease in volunteers time spent on such activities.

Instructor training expenditure increased from 2019/20 but this was balanced by the additional income received in meeting the high demand for these courses. This may be due to the release of a pent up demand associated with the pandemic so we may drop back to historical levels in the future.

The largest item of expenditure was for the construction of a purpose-made secure store for NSSA's fleet of safety boats. This was a further step in the development of the sailing base into a modern centre for young people to gain all the benefits from learning and develop their sailing skills.

Emerging from the pandemic, NSSA continues to be successful in having sufficient income to run its programme of sailing activities whilst finding

funds to enable the development to take place, all of which we believe augurs well for the future of Norfolk Schools Sailing Association.

**Paul Mitchelmore**

**Treasurer 2020/21**

## **Independent Examiner's Report to the Trustees of Norfolk Schools Sailing Association**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30<sup>th</sup> September 2021 which are set out on pages 13 to 14.

### **Responsibilities and basis of report**

As the charity's trustees 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 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

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.

I A Barlow

I A Barlow FCCA

For and on behalf of **Sexty & Co**

Chartered Certified Accountants & Registered Auditors

124 Thorpe Road

Norwich

NR1 1RS

Date: 22/7/22

NORFOLK SCHOOLS SAILING ASSOCIATION

Receipts and Payments Account  
Year to 30th September 2021

	2021		Total funds	2020 Total funds
	Unrestricted funds	Restricted funds		
	£	£	£	£
<b>Receipts</b>				
Adult Courses	10,253		10,253	4,525
Bank interest	18		18	60
Memberships	5,930		5,930	3,800
National Regatta	7,680		7,680	-
Grants and Donations	43,171	note 2	43,171	3,580
Special Events	-		-	1,550
Sales of Log Books	65		65	152
RYA On Board Scheme	1,843	note 3	1,843	-
Gift Aid	11,578		11,578	-
Covid Support Grants	20,708		20,708	-
<b>Sub total</b>	<b>101,246</b>	<b>-</b>	<b>101,246</b>	<b>13,667</b>
<b>Asset Sales</b>				
Disposal of surplus boats/equipment	-		-	-
<b>Total receipts</b>	<b>101,246</b>	<b>-</b>	<b>101,246</b>	<b>13,667</b>
<b>Payments</b>				
Phone rental and charges	249		249	247
Insurance	6,624		6,624	3,639
Water and Sewerage Charges	273		273	164
Business Rates	400		400	990
Electricity	183		183	151
Filby Base Maintenance	731		731	3,132
Boat Maintenance	931		931	2,209
Newsletters and Admin	70		70	244
Website	497		497	396
Subscriptions	166	note 4	166	170
National Regatta	8,654		8,654	-
Instructor Training	4,565		4,565	2,564
Logbooks and Certificates	780		780	402
Miscellaneous	25		25	-
Boat Fuel	184		184	98
Independent Examiners Fees	522		522	510
<b>Sub total</b>	<b>24,854</b>	<b>-</b>	<b>24,854</b>	<b>14,916</b>
<b>Asset Purchases</b>				
Boats and Other Equipment	-		-	499
Base Development	35,968		35,968	1,437
Purchase of Sailing Base	-		-	27,445
<b>Total payments</b>	<b>60,822</b>	<b>-</b>	<b>60,822</b>	<b>44,297</b>
<b>Excess payments over receipts</b>				<b>30,630</b>
<b>Excess receipts over payments</b>			<b>40,424</b>	
<b>Bank balances at start of year</b>			<b>25,500</b>	<b>56,130</b>
<b>Bank balances at end of year</b>			<b>65,924</b>	<b>25,500</b>
<b>Summary of funds at end of year</b>				
<b>Bank accounts</b>				
Community Directplus			5,343	9,437
Business Select Deposit			60,581	16,063
<b>Cash funds at end of year</b>			<b>65,924</b>	<b>25,500</b>
<b>Assets retained for the charity's own use</b>	<b>note 5</b>		<b>198,000</b>	<b>167,000</b>

NORFOLK SCHOOLS SAILING ASSOCIATION

Notes to the accounts  
Year to 30th September 2021

Accounting policies

1 Accounting convention

These accounts have been prepared on a receipts and payments basis and in accordance with the recommendations published by the Charity Commission for smaller charities.

£

Receipts

2 Grants and Donations

Donations from Individuals	25,290.11
Geoffrey Watling Trust	15,000.00
RYA OnBoard	500.00
RYA Tackling Inequalities Fund	1,660.00
Clothing sales donations	21.00
Hickling Broad Sailing Club	400.00
Norfolk Broads Punt Club	300.00
	<u>43,171.11</u>

3 RYA On-Board Scheme

Filby Primary School	540.00
Little Melton Primary School	180.00
1st Wymondham Scouts	180.00
Lighthouse School	600.00
Sudanese Group	240.00
Saxlingham Cubs	103.00
	<u>1,843.00</u>

Payments

4 Subscriptions

Royal Yatching Association	130.00
National Schools Sailing Association	20.00
Norfolk and Suffolk Boating Association	16.00
	<u>166.00</u>

Assets Retained

5 Assets retained by the charity comprise the land occupied by the sailing base, the Topper and Wayfarer Stores, the jetty, and the boat fleet including sails and equipment, buoyancy aids, and sailing clothing.

The asset value comprises :

The value of the land occupied by the sailing base	25,000
The total insured sum for the boat fleet reduced by 25% pending revaluation	110,000
The value of the Topper and Wayfarer Stores, and the jetty.	63,000
	<u>198,000</u>
Total	198,000

The financial statements on pages 13 to 14 were approved by the Trustees on 9<sup>th</sup> May 2022

*P. Mitchelmore* 22/7/22

Paul Mitchelmore, Treasurer.