



## **Norfolk Schools Sailing Association**

**Charity no. 1142627**

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

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# **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 the 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 FCCA

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

Chartered Certified Accountants & Registered Auditors

124 Thorpe Road

Norwich

NR1 1RS

Date: 22/4/22



**NORFOLK SCHOOLS SAILING ASSOCIATION**

**Receipts and Payments Account  
Year to 30th September 2021**

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

# 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.

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### 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 Yachting 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

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.