



## **Norfolk Schools Sailing Association**

**Charity no. 1142627**

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

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# **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

NORFOLK SCHOOLS SAILING ASSOCIATION					
Receipts and Payments Account					
Year to 30th September 2022					
			2022		2021
			Unrestricted funds	Restricted funds	Total funds
			£	£	£
<b>Receipts</b>					
Adult Courses			8,140		8,140
Youth Courses			4,231		4,231
Bank interest			22		22
Memberships			2,380		2,380
National Regatta			2,727		2,727
Grants and Donations	note 2		182,157		182,157
Sales of Log Books			136		136
RYA On Board Scheme	note 3		3,585		3,585
Covid Support Payments			244		244
Gift Aid			23		23
<b>Sub total</b>			203,644	-	203,644
<b>Asset Sales</b>					
Disposal of surplus boats/equipment			-		-
<b>Total receipts</b>			203,644	-	203,644
<b>Payments</b>					
Phone rental and charges			267		267
Insurance			170		170
Water and Sewerage Charges			289		289
Business Rates			-		-
Electricity			656		656
Filby Base Maintenance			1,618		1,618
Boat Maintenance			621		621
Newsletters and Admin			148		148
Website			358		358
Subscriptions	note 4		179		179
National Regatta			3,495		3,495
Instructor Training			1,528		1,528
Clothing			790		790
Logbooks and Certificates			723		723
Miscellaneous			-		-
Boat Fuel			540		540
Independent Examiners Fees			738		738
<b>Sub total</b>			12,119	-	12,119
<b>Asset Purchases</b>					
Base Development			13,320		13,320
Assett Purchases			3,588		3,588
<b>Total payments</b>			29,026	-	29,026
<b>Excess payments over receipts</b>					
<b>Excess receipts over payments</b>					174,618
<b>Bank balances at start of year</b>					65,924
<b>Bank balances at end of year</b>					240,542
<b>Summary of funds at end of year</b>					
<b>Bank accounts</b>					
Community Directplus					16,937
Business Select Deposit					223,604
Debtors					-
<b>Cash funds at end of year</b>					240,541

**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	31,214
	<u>182,157</u>

**3 RYA On-Board Scheme**

Rollsby 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
Rollsby Primary School	540
Edward Worlledge Ormiston Academy	270
	<u>3,585</u>

**Payments****4 Subscriptions**

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

**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	63,000
	<u>191,000</u>

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



Paul Mitchelmore, Treasurer.