

The Adventure Dolphin (Pangbourne) Charity

Charity Registration Number 1156978

Report of the Trustees for the Financial Year 2022 – 2023

Contact Details

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Adventure Dolphin (Pangbourne) Charity,

The Dolphin Centre,

Whitchurch Road,

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Reading,

Berkshire

RG8 7DA

Office Tel: 01189 321 7206 (staffed by volunteers on a part time basis)

HISTORICAL BACKGROUND

The Adventure Dolphin (Pangbourne) Charity was originally established in 2005 as a fundraising organisation that would work alongside the statutory youth service of West Berkshire Council. It wanted to enhance opportunities for young people from the Pangbourne area of West Berkshire to get involved in outdoor and adventurous activities. Primarily, the focus for the period between 2005 and 2010 was to raise funds for a replacement building and projects that were outside of the scope and remit of West Berkshire Council. This included construction of a purpose designed climbing room and specialist equipment for users with mobility and cognitive limitations.

In 2014, the impact of reducing funding for Local Authority Services resulted in West Berkshire Council deciding that its role at the Dolphin Centre would be to focus on programmes supporting services to schools and other Children's Social Services priority groups. The Council would no longer provide financial support for discretionary services during evening and weekend programmes for the wider population.

At this point, the Trustees of the Adventure Dolphin (Pangbourne) Charity decided to explore ways in which these valuable programmes of out of school personal and social development could continue to benefit the youth population of the area. A new legal entity in the form of a "Charitable Incorporated Organisation" (CIO) was established. The undertakings and operations of the previous charity transferred to it in accordance with a Transfer Deed dated 16th May 2014 when the new charity was registered. The parties to the transfer deed were:-

- (1) The Adventure Dolphin (Pangbourne) Charity (Registered Charity Number 1111555)
- (2) The Adventure Dolphin (Pangbourne) Charity (Registered Charity Number 1156978)

Having completed the change from being a fundraising charity to being an operational organisation delivering outdoor and adventurous activities, in 2017 the Charity faced a further challenge. West Berkshire Council announced that from the start of the 2018 – 2019 financial year, they had no ongoing operational requirement for the Dolphin Centre building.

To continue to operate a programme of outdoor and adventurous activities the Charity needed to secure continuing access to suitable premises. Although several alternative options were considered, most members of the Adventure Dolphin (Pangbourne) Charity felt that the best way of continuing to meet the charitable objectives of the organisation was by seeking long term security of tenure in the Dolphin Centre. For their part West Berkshire Council first considered bids from the private sector but when these failed to result in a firm proposal, they offered the Centre to the Charity. As a result, the Charity took over the running of the Centre in its entirety on 1st April 2018. The intention is that West Berkshire Council, who lease the land from Pangbourne Parish Council (the freeholder) will allow West Berkshire Council to sub-lease the Centre to the Charity. Through no fault of the Charity negotiations on the Lease have been protracted and are still in progress at the time of this Report. During the year we have had regular meetings with the Council representatives and progress is being made. The Council have stated that the Charity will be offered a Sub-Lease of 3 years certain from the date of signature with an option to extend for a further 7 years. This will be at a peppercorn rent, reflecting the intended community use of the building.

PURPOSE OF ADVENTURE DOLPHIN (PANGBOURNE) CHARITY

The charitable objectives of the CIO as set out in its constitution are:

- to promote for the benefit of the inhabitants of West Berkshire in particular Pangbourne and the surrounding area the provision of facilities for recreation or other leisure time occupation (in particular water and land based activities) for individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their condition of life; and
- to advance the education and development of the young people in the area of benefit and to promote their mental, spiritual, moral and physical development and improvement so as to develop their full capabilities, grow to full maturity as well-rounded individuals and enable them to become responsible members of society.

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit.

ORGANISATIONAL STRUCTURE

The Charity is managed by a Board of Charity Trustees. The constitution requires a minimum of 5 and a maximum of 15 Trustees to be registered. The founding Trustees were recruited from the Trustees of the previously existing Charity, who also invited other people with specific knowledge and skills to join them. Now that the Charity is established, Trustees are appointed through elections held at the Charity's AGM. Each Trustee is elected to serve a 3-year term.

During the 2022 – 2023 financial year the following changes in registered Trustees were recorded: -

Trustees appointed or re-appointed at the 2021/2022 AGM (17th November 2022)

- Tony Fitzgerald
- Alan Brown
- Kevin Dennis
- Chris Whitehead
- Dr Brian Davies
- Anne Huddart
- Peter MacIver
- Christine Campbell

Trustees at their end of their three year term of office and willing to be re elected

- Tony Fitzgerald
- Alan Brown
- Kevin Dennis
- Chris Whitehead

New Trustees

- Andy Pincock
- Malcolm Sandham

The Board of Trustees concentrate on Strategic Planning and Oversight for the long-term development of the Charity. This covers business and financial planning; licensing, insurance and regulatory compliance; and succession planning.

OPERATIONAL MANAGEMENT

Day to day operation is vested in the Trustees who have welcomed the support of Caroline Collins who is helping to coordinate the running of the building and bookings of community groups. Over the last three years we have been going through a structural change with the move to activities running themselves either through partnerships with the Charity, or setting up affiliated clubs who deliver the activities. The final part of this is the setting up of the Pangbourne Paddlesport Club which is about to launch.

FINANCIAL REVIEW

On the 1st April 2018 the Charity took over the running of the Centre from West Berkshire Council. The Council also handed over all the equipment in the building at no charge. Even so the Charity were aware that the Council had been running the Centre at a loss as the cost of the Council's paid staff based at the Centre was greater than earned income.

The challenge for the Charity has been to run the Centre successfully and also eliminate the deficit. In this they have been successful.

Letting the Hall generates a steady income. The Charity now run the Duke of Edinburgh Award programme – previously run by Council staff. Evening courses and membership subscriptions also generate income. However this year will be the last year the Trustees will run the paddling courses and membership programmes for paddlers.

Against that has to be set the cost of running a large, expensive Centre. But a dedicated team of volunteers have been very successful in running the Centre both efficiently and cost effectively.

At 31st March 2022 the financial reserves stood at £112,825. By 31st March 2023 they had increased by £1,785 to £114,610. The reason for the surplus rather than deficit was due to a donation from a former group within West Berks, the Millennium Project which held a balance of £8k, who closed out and gave the donation to the Charity. This year's income is up for both D of E (£10.7k to £26.4k) and rentals (£16.7k to £21k) and down for paddle courses (£6k to £3.4k). It is noted that building costs are rising and administration costs are increased after the appointment of our new administrator Caroline Collins. Future costs are hard to predict as we still hope that lease agreements will be sorted with West Berks Council on who is responsible for various costings and maintenance issues.

Reserves: The trustees set a target of one year's operating costs to keep the building open. This has now been achieved through increased charity activities and the hard work and dedication of our members who have given a lot of their time to reduce the operational costs this year. In the longer term this is not sustainable and operational costs are expected to increase.

The reserve figure does not include any capital expenditure for wear and tear, remedial works or depreciation of equipment. An initial review of remedial works was conducted at the time that West Berks handed over the keys and is under regular review. The list of works is extensive and includes but is not limited to: painting & decorating, replacing faulty taps etc, replacing the boiler, upgrading some doors and equipment replacement. West Berkshire have agreed in principle to undertake some of these works but there will be a shortfall which the charity will need to meet. The Charity is waiting for a signed lease and West Berkshire Council to either undertake these works or compensate the Charity before making any significant investments.

ACCOUNTING PRINCIPLES

For the last 3 years the Trustees have adopted the following principles in agreeing the annual budget.

- That the cost of "Members Activity" should be covered by the contributions of "Members".
- That courses and classes should generate a surplus that can be used for charitable purposes
- That the fixed costs for premises, insurance, licences etc. is split between courses that are traded activity to raise funds, and activities that are for the benefit of Members (see below)
- That the fixed costs are split in proportion to total hours of use for each type of activity (see below)
- Now that the Charity are running the Centre, the above two bullet points have been replaced by a requirement that the fixed costs of running the Centre should be covered by income from Centre hire.

The Trustees continue to recognise that the Charity needs to make provision to cover three specific financial risks:

- Income generation through the Paddlesport Club courses and classes is highly dependent upon good weather, water conditions and the state of the national economy. Poor attendance can result in failure to cover the hirer costs.

- Although appropriate insurance cover is in place, the Charity recognised the need to ensure that any “Excess” provisions of an insured claim against the Charity can be covered from the reserves.
- The Centre is insured against fire by West Berkshire Council. Assurances have now been obtained from the Council that in the event of the building being destroyed by fire, it will be re-built.

The cash reserves now exceed the fixed costs of one year’s operations in the event of catastrophic trading conditions. The COVID-19 pandemic has affected the volunteering capacity we once enjoyed. The adverse trading conditions following on from the pandemic and has tested the Charity’s finances to the full as income dried up during the period Jan-March 2019 and subsequently at a reduced level. That position notwithstanding the Charity still wish to support low, or no, cost activity for young people who would not normally be able to participate in outdoor and adventurous activities due to their, or their families, personal circumstances.

ACTIVITIES

The year started with our leaders training day and a challenge to all the leaders to assess if they were up to date, and current with their respective Governing Bodies. This was completed and thanks go to Adrian Moon for all his hard work and encouragement to achieve this task, frustratingly all was to no avail as we experienced problems with our website and booking procedures for most of the summer which reduced capacity which also matched the commitment of the volunteer leaders.

The competition group racing under Pangbourne Canoe Club most likely for the last time as the new Pangbourne Paddlesport Club is just about to launch, met on Saturday mornings and during the summer Tuesday and Thursday evenings. The team had a good showing at the Regional Hasler Races and then moved on to training for the Devizes – Westminster canoe race, the Waterside Series and Thames side races. The club experienced its best results in the Devizes to Westminster canoe race to date Stuart Quinton came 4th and won the over 50 cup, Simon Tilbury Clark who was paddling for the RAF, but trains at Pangbourne came 5th, Robin Tilbury came in 13th and Vicky Metcalfe successfully completed the Woman’s C1 class. The team took a combined time of 59 hours 36 minutes and 37 seconds to win the senior team prize. Ruth Stacey won the Inaugural Jon White Trophy for displaying exceptional determination, resolve and acumen, supported by a paddler from Reading Canoe Club. The Award was sponsored by the Royal Marines and the R.A.F. Sport Federation for the disability paddlers.

The climbers restarted sessions and have aimed to run courses which have increased during the year. The team had gradually built a regular following with many of the young people gaining NICAS level 1 and 2 accreditations. Once NICAS level 2 is gained they can then become club members. Due to numbers the climbing was increased to two evenings a week with other groups using the Wall as well. Thanks to Gerry Wigglesworth, Carl Wenczek with casual help from a number of other climbers.

The regular Sunday morning sessions have continued throughout the year led by Nick Hatchett, Mark Edwards, David Booth and Kevin Dennis. A regular group of a dozen paddlers join the group most weeks summer and winter.

The Duke of Edinburgh’s Award was organised on a Monday evening with those training at Bronze level attending one week and those completing Silver and Gold on the following week. We had eight groups at Bronze who completed a walking expedition. At Silver we had two canoeing groups completing their expeditions on the river Thames. At Gold we had two groups who chose to do

canoeing expeditions. Their practice expedition took place over four days on the River Wye and the qualifying expedition on the River Severn. I am pleased to report most have gone on to achieve their full Duke of Edinburgh's Awards. 50 full Awards were presented to the successful candidates on 12th September by Annette Robinson the SE Operations Officer for the West of Berkshire. Thanks go to Linda Clark, Dominic Hinton, Jake Humphries, Jan Porter, Gwen James, Anthony Casey, Bob Sutherland, Brian Billsbury, Nadine Hinton and Kevin Dennis for managing the group. The Centre had been granted a three year licence from the Awarding Body a one of a handful of open Award Centres.

The summer saw the planned evening paddlesport courses on Thursday and Wednesday evenings taking place with a much lower attendance than in past years due to IT problems and a reduction in volunteers. I would especially like to thank Ian Blatchley and John Bethell for supporting their teams during this period. John Bethell stood down at the end of the season after over 25 years. Thanks also go to the operations team who met every two months. Cancellation of the scout's evening and planned open day were necessary.

If anyone knows of companies who would be interested in using the facilities we offer please let the trustees know. The current financial situation is just breaking even, but we shouldn't get complacent given the relatively high running costs of the building and the need to replace equipment as required.

Special Thanks

I should like to give special thanks to Tony Fitzgerald for his continued work on our finances. In addition our thanks go to Chris Whitehead, assisted by Peter MacIver and Bill Whitaker who ensured that the building has been able to open, keeping running costs down to minimum especially as we are moving in to a period of increased costs and inflation. To Brian Davies and Chrissy Campbell for their work reviewing our policies and procedures assisted by Mal Sandham. Alan Brown for his work on office systems, Anne Huddart for fundraising and our village profile. Peter MacIver and Andy Pincock for keeping going with the lease and planning permissions and finally our heartfelt thanks to Caroline Collins for all the administrative support in the office.

There are undoubtedly challenges ahead. As already referred to in this Report our Charity needs to continue to be financially viable, while achieving community usage of the building, as well as fostering a clubs' sense of identity.

Kevin Dennis

Chairman

June 2023



Section A

Independent Examiner's Report

Report to the trustees

THE ADVENTURE DOLPHIN (PANGBORNE) CHARITY

On accounts for the year
ended

31 MARCH 2023

Charity no
(if any)

1156978

Set out on pages

1 TO 5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

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

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

Signed:

Date:

31 5 2023

Name:

ROBERT H C PLUMB

Relevant professional
qualification(s) or body
(if any):

B.COMM
CA(SA)
FRICS

Address:

UPLANDS COTTAGE WHITCHURCH ON THAMES RG8 7HH

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Adventure Dolphin (Pangbourne) Charity

Summary of Accounts 31st March 2022 - 31st March 2023

Assets carried forward from	31 st March, 2022	31 st March, 2023
Santander	£81,596.41	£90,247.11
CCLA	£20,448.45	£20,810.99
Paypal	£1,448.71	£514.16
Marathon Account	£8,211.98	£4.98
Lloyds	£0.00	£2,772.59
Petty Cash	£1,120.00	£260.40
Total	£112,825.55	£114,610.23

Adventure Dolphin (Pangbourne) Charity

Summary of Accounts 31st March 2022 - 31st March 2023

Annual membership	£3,638.00
Income from courses	£29,876.87
Other income	£35,120.97
Interest received to CCLA	£362.54
Total Income	£68,998.38
Expenditure	
Supplies and Services	£67,213.70
Total Expenditure	£67,213.70
Balance	£1,784.68

Adventure Dolphin (Pangbourne) Charity

Summary of Accounts 31st March 2022 - 31st March 2023

Income collected from joining fees and membership

Annual Membership	£3,638.00
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Total

£3,638.00

Income collected from courses

Evening Courses	£3,415.00
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Dof E	£26,401.87
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Sunday morning paddle	£60.00
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Total

£29,876.87

Adventure Dolphin (Pangbourne) Charity

Summary of Accounts 31st March 2022 - 31st March 2023

Other Income

Rentals
Hasler 2022
Gifts
Equipment
Social

£20,966.00
£3,999.14
£8,880.83
£1,100.00
£175.00

Total

£35,120.97

Adventure Dolphin (Pangbourne) Charity

Summary of Accounts 31st March 2022 - 31st March 2023

Expenditure on Supplies and Services

British Canoeing Affiliation	£779.40
BEL / LEL Affiliation	£350.00
Insurance	£3,187.68
D of E	£12,361.02
Climbing	£2,302.75
Hasler Race expenditure	£1,806.55
Utilities	£11,127.76
Professional fees / services	£2,968.40
Building- running & maintenance	£5,645.84
Building- repairs	£4,268.45
Building- cleaning including windows & supplies	£7,772.10
Building- projects	£263.20
Equipment	£3,401.33
Hirings	£6,931.08
Office supplies & services	£2,647.87
Social events	£167.12
Training	£120.00
Gifts	£133.83
Grants	£375.00
Transaction fees	£604.32
Total	£67,213.70