



# Trustees' Annual Report for the period

Period start date  
1<sup>st</sup> September 2024

Period end date  
31<sup>st</sup> August 2025

From

## Section A Reference and administration details

Charity name

Holbrook Swim

Other names charity is known by

Registered charity number (if any)

1167034

Charity's principal address

C/O 5 Lewis Lane

Stutton

Ipswich, Suffolk

Postcode

IP9 2TF

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Pamela Tunbridge	Chair		
2	Emily Allinson	Trustee		
3	Simone Ferguson	Trustee/Secretary		
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18				
19				
20				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Accountant	Mr R Lawson	Pucks Piece, Manningtree Road, Stutton, Ipswich, Suffolk IP9 2SR

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document

Constitution

How the charity is constituted

Charity Incorporated Company

Trustee selection methods

Elected by Committee Members

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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**Summary of the objects of the charity set out in its governing document**

The promotion of community participation in healthy recreation among children and young people living in the Holbrook area by providing facilities for the teaching, development and practice of swimming at all levels of ability.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The swimming programme is for children in full time education and aims to establish healthy and safe behaviour in a happy environment. Children are taught water safety, development of water confidence and swimming ability by following structured and progressive activities. Classes work towards gaining stages of ASA Awards with an emphasis on water skills and safety. All instructors are experienced, fully qualified, DBS checked and have undergone safeguard training.

Holbrook Swim provides swimming classes on Monday and Wednesday evenings at the Royal Hospital School, Holbrook.

Classes take place between 6:00pm and 7:30pm on Mondays and Wednesdays, with most lessons lasting half an hour.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main  
achievements of the charity  
during the year**

Holbrook Swim ran various swimming sessions, ranging from beginners to advanced, throughout Autumn 2024 – Summer 2025.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Holbrook Swim CIO does not have a reserves policy

**Details of any funds materially in deficit**

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information


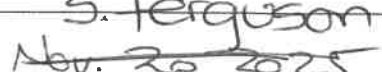
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**

Pam Tunbridge

Simone Ferguson

**Position (eg Secretary, Chair, etc)**

Chair

Trustee/Secretary

**Date**

20/11/25

9  
2

CE006299

Registration number: CE006299

# Holbrook Swim

Annual Report and Unaudited Financial Statements

for the Year Ended 31 August 2025

Richard Lawson  
Chartered Certified Accountants  
Pucks Piece  
Manningtree Road  
Stutton  
Ipswich  
Suffolk  
IP9 2SR

## **Holbrook Swim**

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## **Holbrook Swim**

### **Company Information**

<b>Chairman</b>	Mrs Pam Tunbridge
<b>Registered office</b>	5 Lewis Lane Stutton Ipswich IP9 2TF
<b>Accountants</b>	Richard Lawson Chartered Certified Accountants Pucks Piece Manningtree Road Stutton Ipswich Suffolk IP9 2SR

**Chartered Certified Accountants' Report to the Board of Directors on the  
Preparation of the Unaudited Statutory Accounts of  
Holbrook Swim  
for the Year Ended 31 August 2025**


In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Holbrook Swim for the year ended 31 August 2025 as set out on pages 3 to 4 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <https://www.accaglobal.com/gb/en/member/standards/rules-and-standards/rulebook.html>.

This report is made solely to the Board of Directors of Holbrook Swim, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of Holbrook Swim and state those matters that we have agreed to state to the Board of Directors of Holbrook Swim, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/gb/en/technical-activities/technical-resources-search/2009/october/factsheet-163-audit-exempt-companies.html>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Holbrook Swim and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Holbrook Swim has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and loss of Holbrook Swim. You consider that Holbrook Swim is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Holbrook Swim. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.



Richard Lawson  
Chartered Certified Accountants  
Pucks Piece  
Manningtree Road  
Stutton  
Ipswich  
Suffolk  
IP9 2SR

8 September 2025

## Holbrook Swim

### Profit and Loss Account for the Year Ended 31 August 2025

	2025 £	2024 £
Turnover	18,298	21,351
Staff costs	(16,173)	(15,818)
Other charges	<u>(4,451)</u>	<u>(5,411)</u>
(Loss)/profit for the year	<u><u>(2,326)</u></u>	<u><u>122</u></u>

## Holbrook Swim

### (Registration number: CE006299) Balance Sheet as at 31 August 2025

	2025 £	2024 £
Current assets	17,246	21,717
Accruals and deferred income	(690)	(2,835)
	<u>16,556</u>	<u>18,882</u>
Capital and reserves	<u>16,556</u>	<u>18,882</u>

#### 1 General information

The company is a private company limited by share capital, incorporated in England.

The address of its registered office is:

5 Lewis Lane  
Stutton  
Ipswich  
IP9 2TF

These financial statements were authorised for issue by the Board on 8 September 2025.

#### Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with FRS 105 'The Financial Reporting Standard applicable to the Micro-entities Regime'.

#### 2 Staff numbers

The average number of persons employed by the company (including directors) during the year, was 1 (2024 - 1).

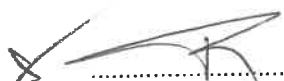
For the financial year ending 31 August 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the micro-entity provisions of the Companies Act 2006 and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved and authorised by the Board on 8 September 2025 and signed on its behalf by:

  
.....  
Mrs Pam Tunbridge  
Chairman



## Holbrook Swim

### Detailed Profit and Loss Account for the Year Ended 31 August 2025

	2025 £	2024 £
turnover (analysed below)	<u>18,298</u>	<u>21,351</u>
Gross profit (%)	100%	100%
<b>Administrative expenses</b>		
Employment costs (analysed below)	(16,173)	(15,818)
Establishment costs (analysed below)	(934)	(601)
General administrative expenses (analysed below)	<u>(3,517)</u>	<u>(4,810)</u>
	<u>(20,624)</u>	<u>(21,229)</u>
Operating (loss)/profit	<u>(2,326)</u>	<u>122</u>
(Loss)/profit before tax	<u><u>(2,326)</u></u>	<u><u>122</u></u>

## Holbrook Swim

### Detailed Profit and Loss Account for the Year Ended 31 August 2025

	2025 £	2024 £
<b>Turnover</b>		
Swimming fees	18,468	21,599
Refunds	<u>(170)</u>	<u>(248)</u>
	<u>18,298</u>	<u>21,351</u>
<b>Employment costs</b>		
Hire of pool	(4,031)	(4,429)
Instructors' fees	(11,344)	(10,729)
Training	(675)	(510)
Child welfare	<u>(123)</u>	<u>(150)</u>
	<u>(16,173)</u>	<u>(15,818)</u>
<b>Establishment costs</b>		
Insurance	(609)	(601)
Equipment repairs and renewals	<u>(325)</u>	<u>-</u>
	<u>(934)</u>	<u>(601)</u>
<b>General administrative expenses</b>		
Badges & certificates	(48)	(29)
Administration costs	(3,006)	(3,917)
Computer software and maintenance costs	-	(289)
Memberships	-	(85)
Advertising	(50)	(90)
Accountancy fees	<u>(413)</u>	<u>(400)</u>
	<u>(3,517)</u>	<u>(4,810)</u>