



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 10 2022	To	30 09 2023

Section A Reference and administration details

Charity name	Kingfisher Canoe Club
Other names charity is known by	
Registered charity number (if any)	1170349
Charity's principal address	C/O Ms P Sansom 5 Waxes Close, Abingdon, OXON Postcode OX14 2NG

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	Tim Wilkes	Chairperson		Members of the Charity
2	Penny Sansom	Secretary		Members of the Charity
3	Mark Walker	Treasurer		Members of the Charity
4	Louise Royle	Adult Membership	01/10/2022 - 30/11/22	Members of the Charity
5	David Surman	Youth Membership		Members of the Charity
6	Martin Wood	Membership Secretary	01/12/2022 - 30/09/23	Members of the Charity
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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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 (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected annually by members of the charity at the Annual General Meeting

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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Section C Objectives and activities

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

The object of the CIO is the promotion of community participation in healthy recreation in particular by the provision of facilities and coaching for paddlesports for both adults and youth.

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 CIO provides opportunities to participate in most types of recreational paddlesport including white water kayaking, at all levels of difficulty, canoeing, and stand up paddle boarding, inland touring, sea touring, and freestyle.

In setting the CIO's objectives and planning activities the trustees have given careful consideration to the Charities Commission's public benefit guidance.

The CIO is open to all and the annual membership fee is set so that the poor are not excluded. Concessionary rates are set for students, those not in work etc. All necessary equipment can be provided.

Members of the public are encouraged to participate through Taster Sessions (BC START) and Beginners Courses (BC DISCOVER) which are organised and provided by volunteer coaches with appropriate qualifications (British Canoeing or equivalent) and experience. In addition this year SUP safer courses have been provided in order to increase safety awareness for people new to the rapidly growing sport of Stand Up Paddleboarding.

The trustees are aware that all forms of canoeing constitute "An assumed risk sport". Risk of harm is managed through having a "Risk Assessment" and guidelines for all lead trips. Experienced suitably qualified leaders and coaches risk assess conditions whenever trips are organised.

Additionally all committee members and session leaders are required to complete a basic safeguarding course and have a DBS check. Those working directly with the youth members are required to complete a more detailed safeguarding course.

Coaches, session leaders and many members have suitable First Aid qualifications.

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.

The charity has a fund available to assist members with the cost of courses for coaching and other relevant development courses. All coaches and leaders are volunteers.

Volunteers, together with the Trustees, make up a Management Committee.

Without the active support of the many volunteers the club would be unable to function. Apart from sitting on the Club Committee or coaching and leading sessions, volunteers this year have been responsible for activities that included supporting our website and communications; maintaining and improving the club hut for storing club equipment; ensuring the club equipment is fit for purpose; arranging paddling trips; arranging social events; arranging courses including Outdoor First Aid courses; liaising with British Canoeing, the Environment Agency, our insurers and others; documenting coaching and leaderships qualifications and managing our membership system and records.

The Trustees express their sincere thanks to all those who have helped.

Summary of the main achievements of the charity during the year

The club AGM happened at the end of November 2022.

This year there have been regular paddles on Monday, Wednesday and Thursday evenings, and Sunday and Tuesday mornings.

Pool sessions, were held at the Abingdon School Sports centre. These are run with the purpose of increasing water confidence and safety and rescue skills including developing rolling, in the warm, safe and clean environment of a pool.

In the summer of 2023 beginner courses (BC DISCOVER) were run for all craft (kayak, canoe and SUP) with courses happening on weekday evenings and daytime and weekends to support maximum accessibility, with 20 people successfully completing the course, and SUP safer courses in order to support people who are new to Stand up Paddleboarding (SUP) to have increased safety awareness and skills.

As well as people who are new to the sport, we have also welcomed several new members who already have paddling experience and are already active in contributing to the club as leaders and volunteers. Coaches helped our current members to continue to work on progressing their skills, including: working towards BC Kayak Explore award; sea kayak skills training; canoe, kayak and SUP skills training.

The more experienced coaches in the club have run sessions for updating all coaches and general mentoring for the progression of coaches and leaders. 7 people completed their 2 day outdoor first aid course. Members have also attended courses outside of the club to gain training towards becoming leaders, instructors and coaches, including white water safety and rescue. One person gained their Paddlesport Instructor qualification and another their Paddlesport Leader, others have completed the training but not yet completed the assessment.

The Adult section has run a variety of led trips (in addition to many peer led trips). This included the club's annual trip to Dartmoor which gives paddlers of all abilities the opportunity to experience white water (water levels permitting). There were also white water trips to the Lakes, the Tryweryn in North Wales, Symmonds Yat in South Wales, Scotland and to the Nene, Lee Valley, Cardiff and Holme Pierrepont artificial courses. There were sea kayaking trips to Dorset and Pembrokeshire, an open water mixed craft touring trip to the Lake District, and a number of easier mixed craft touring trips suitable for all nearer home, including on local canals and collaborating with Oxford SUP club and Falcon Boat Club. A number of club members have attended paddle fests, including the 'She Paddles' weekend at the Tryweryn, developing skills and friendships and having fun.

The youth section provided regular weekly evening sessions from April to September, and has provided 2 beginners courses (British Canoeing Discover Award) with 16 attendees. Some new members have joined who had previous paddling experience and have had the club recommended as a place to progress their paddling. The club does not advertise, but new members join either as a result of word of mouth recommendation, or through a website enquiry. Attendances have been good with some members having a nearly 100% attendance rate on Monday evenings. Local paddling has included skills sessions, weir play, mini slalom, freestyle, kayak polo and trying out a variety of craft.

The youth have also enjoyed organised trips further afield to the Nene, Lee

Section D

Achievements and performance

Valley and the Tryweryn artificial white water courses and a weekend in Dartmoor (with great water levels), and a trip to the Usk.

3 Youth Members were invited to attend the GB Freestyle Academy camp, one youth member took part in The Great Glen Paddle as part of his Gold Duke of Edinburgh Award.

The youth section also ran taster sessions for Brownies and Cubs.

The youth section benefits from a strong enthusiastic volunteer leadership team who share the ethos of creating a variety of fun, safe but challenging activities tailored to the individuals. There has been marked progress in members' kayaking abilities as a result.

The membership has dropped slightly in the last year, with a total of 44 youth (under 18 years), and 103 adult members 13 of which pay concession rates. It is worth noting that all coaches and committee members pay appropriate membership rates.

The club had a stand at the 'Fun in the Park' Coronation Celebrations organised by Abingdon upon Thames Council, giving local residents the opportunity to find out about what the club does and how to become involved. Club members have participated in both organised and informal river clean ups, and have provided safety cover for open water swimming events, and support the Abingdon Marathon by running one of the water stations at the event.

With a new committee post as 'Social Events Coordinator' there have been a number of social events including the annual Christmas dinner, and the Mince Pie Paddle, complete with seasonal decorations, monthly BBQs after evening paddling, and an evening playing the traditional Oxfordshire pub game 'Aunt Sally'.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees shall ensure the club maintains financial reserves so the club can withstand and survive unexpected expenditure. The target reserves are 2 years expected expenditure.

The new site lease places a duty on the club to:

- a) Clear the site on lease termination
- b) Replace the building at the end of it's usable life

The site lease with the Environment Agency has a minimum term of 10 years. The club must be prepared to clear the site by February 2030 should the EA choose to exercise the break clause at this stage. The estimated cost to clear the site in 2020 would be £15k.

The aim is to have this fund at this amount, annually adjusted by "Office of National Statistics CPIH Annual Rate 00:All Items 2015" figure for the preceding complete calendar year.

As the club building is constructed from wood, no matter how well it is maintained it will deteriorate and require major refurbishment after around 20 years. If the EA does not exercise the lease break clause, the site contingency funds can also be used to pay for that

refurbishment. The Site contingency fund will therefore be incremented at the same annual rate beyond the 2030 date to cater for site clearance and refurbishment, with a target amount of £30k over 20 years, annually adjusted in the same manner.

Details of any funds materially in deficit

There are no funds in deficit.

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)	Tim Wilkes	Penny Sansom
Position (eg Secretary, Chair, etc)	Chairperson	
Date		

KCC Accounts

2022 - 2023

Mark Walker, Treasurer



Bank Balance

		30-Sep-23	01-Oct-22
Bank Balance			
Current Account		£ 23,325.57	£ 22,728.14
Savings Account		£ 10,441.92	£ 10,338.44
Total KCC Funds		£ 33,767.49	£ 33,066.58
	Delta	£ 700.91	

- The accounts cover the period 1st October 2022 – 30th September 2023.
- The accounts have been independently checked by Barbara Hoffman.
- We have £700.91 more in the bank than we did a year ago.

KCC Funds

Fund Balance		30-Sep-23	Inter-Fund Transfers	01-Oct-22	Fund Type
Twinning Fund	(note 1)	£ 602.32	£ -	£ 602.32	Restricted
Site Maintenance Fund	(note 2)	£ 465.35	£ -	£ 1,560.84	Unrestricted (Designated)
Equipment Fund	(note 3)	-£ 2,040.05	£ -	£ 4,515.78	Unrestricted (Designated)
Training Fund	(note 4)	£ 1,694.09	£ -	£ 1,974.09	Unrestricted (Designated)
Site Contingency Reserves Fund	(note 5)	£ 4,638.00	£ 1,556.00	£ 3,082.00	Unrestricted (Designated)
Club Contingency Reserves Fund	(note 6)	£ 8,556.00	£ 1,556.00	£ 7,000.00	Unrestricted (Designated)
Deposits Held	(note 7)	£ 390.00	£ -	£ 345.00	Unrestricted (Designated)
Remainder (Float)	(note 8)	£ 19,461.78		£ 13,980.37	Unrestricted (Undesignated)
Total KCC Funds		£ 33,767.49		£ 33,060.40	

- **Site Contingency Reserves Fund:** we plan on saving £30,000 over 20 years which will allow us to replace the hut at the end of its useable life or clear the site in the event of lease termination.
- **Club Contingency Reserves Fund:** we are saving to allow us to withstand unexpected expenditure and disruption which affects income.

Income

4	A1 Receipts	Donation: Twinning Fund	£	-	
5		Donation: General (Gift Aidable)	£	3,794.52	
6		Members' Subscriptions (Adult)	£	4,352.48	
7		Members' Subscriptions (Youth)	£	192.69	
8		BCU Capitation Fee	£	-	
9		Events & Fundraising	£	837.71	
10		Activity: Youth Attendance	£	1,845.20	
11		Activity: Adult	£	4,642.43	
12		Activity: Boat Hire	£	90.00	
13		Activity: Pool fees	£	1,440.38	
14		Activity: Course Fees	£	2,380.26	
15		Governance: Deposit Received	£	45.00	
16		Interest	£	103.48	
17					£ 19,724.15
18	A2 Asset & Investment Sales	Asset Sales: Equipment	£	45.00	
19		Asset Sales: Other	£	-	
20					£ 45.00

- Gross income of £19,769.15 which is below the threshold for an external audit.
- *Members' Subscriptions* and *Activity: Youth Attendance* have been profitable for us.
- Everything else is mostly turnover.

Expenditure

22	A3 Payments	Activity: Pool (inc Lifeguard)	£	1,450.00	
23		Activity: 3rd Party course provider	£	1,293.92	
24		Activity: Equipment Maintenance	£	1,252.31	
25		Activity: Training Grant	£	280.00	
26		Activity: Misc	£	3,827.57	
27		Events & Fundraising	£	746.30	
28		Governance: General Admin	£	3,729.13	
29		Governance: Site Maintenance	£	-	
30		Governance: Deposit Returned	£	-	
31		Twinning Activity	£	-	
32					£ 12,579.23
33	A4 Asset & Investment Purchases	Asset: Site Maintenance	£	1,095.49	
34		Asset: Equipment	£	5,393.52	
35		Asset: Governance	£	-	
36					£ 6,489.01

- Expenditure of £19,068.24.
- *Activity: Misc* includes reimbursed costs for the Lakes trip, WWSR and the Dart weekend.
- *Governance: General Admin* includes rent paid to the EA for the land on which the huts sits, insurance, rates and rent paid to Farmer Allen for the car parking area.

Budget Review

1	Budget FY22/23	Income			Expenditure			Notes (when budget set)
2		Budget	YTD	Variance	Budget	YTD	Variance	
3	Twinning Fund	£ -	£ -		£ -	£ -		No twinning activity (Expenditure planned) over year.
4	Membership Fees (Adult & Youth)	£ 3,900.00	£ 4,545.17	17%	N/A			Assumes equal to previous FY.
5	Pool Sessions	£ 1,050.00	£ 1,430.38	36%	£ 1,300.00	£ 1,450.00	12%	Assumes equal to previous FY.
		£ 4,000.00	£ 2,380.26	-40%	£ 3,000.00	£ 1,573.92	-48%	Assumes fewer Discover + START courses than in previous FY and assumes we are going to pay to train some paddlesport instructors and leaders.
6	Training (Internal & 3rd Party & Grants)							
7	Attendance (Youth Monday, Non-Member)	£ 5,400.00	£ 6,487.63	20%	N/A			Assumes equal to previous FY.
8	Site Maintenance				£ 1,000.00	£ 1,095.49	10%	River bank works + some contingency
9	Equipment	£ -	£ 135.00		£ 3,000.00	£ 6,645.83	122%	SUPs + some contingency
10	Events & Fundraising (inc General Donation)	£ -	£ 4,632.23		£ 800.00	£ 746.30	-7%	Assumes we are going to do the T-shirts again.
					£ 3,200.00	£ 3,729.13	17%	Rent, Insurance, BCU membership & affiliation. Membership Platform costs. Misc costs. Assumes same as previous FY.
11	General Governance							
12	Totals	£14,350.00	£19,610.67		£12,300.00	£15,240.67		
13	Delta				£ 2,050.00	£ 4,370.00		
14					Budget	Actual		

- Our expenditure was closer to budget, at 124%.
- The surplus has allowed us to invest in upgrading the riverbank (approx. £1000), repairs (£360 just spent on open boat parts) and new equipment, particularly the new SUPs (approx. £2500).