

THE CITY OF SHEFFIELD ROWING CLUB

TRUSTEE REPORT FOR THE PERIOD 01 JANUARY – 30 DECEMBER 2022

Charitable activity in 2022

The Club captain, Cat Webb, reports that, as society returned to normal living following the Covid-19 pandemic, the Club was able to re-open its usual range of activities, and hence offer opportunities for new members to come and try rowing for the first time, or return to it. As a consequence, our Junior, Novice and Senior membership categories all showed an increase in numbers.

We now have 30-plus junior members ranging from J14 to J18, including one adaptive rower. The majority have had been able to compete at both Regatta and Head races with many successes. The junior coaching squad of Jodi Garth (leader), Alice Kearse and Rob Way deserve a huge amount of recognition and thanks for the progression the squad has demonstrated. Two junior members attended the Junior Inter-regional Regatta trials in York in January, with more planned for a second trial in March. The expansion in junior rowing is testament to the work of the coaching squad, many other members who have volunteered to help them, and the junior members themselves.

A Learn to Row course was run for the second year running, and we are grateful to Catherine McDougall for organising it. Following the course, we now have 8-10 novice squad members who are planning to transition to either the senior or the recreational squads. Lizzie Ribey (squad leader) deserves a considerable amount of thanks for all her effort and time showing these new women and men the benefits and enjoyment of rowing. We will now pause novice recruitment in order to focus on coaching all our new members to raise their skills, so they can move into the senior squads.

Adaptive rowing has started to come to the Club. We have at least 2 members who qualify for either adaptive or para-rower standing. One member has explored racing under this category for the club and has been given support to do this. Moving forward we will need to look at equipment to support para-rowing as well as pushing ahead with improving access to the water, as detailed elsewhere in this report.

Our Recreational squad continues to grow under the leadership of Karen Millar and Steph Long. They continue to compete in nationwide Explorer events with many successes, but predominantly enjoyment. This squad and the events they attend enable members who may struggle with the significant training pressures of senior rowing to continue to be active and really enjoy the sport and a sense of community. Next year we will look to fund and purchase a second Explorer boat to facilitate accessibility to the sport at Damflask.

Our growing Senior squads have seen many successes this year. In June our Men's 4- won the Durham Challenge Cup for a second time, Vice-captain Piers Turnbull demonstrating excellent steering prowess. In September, we had a flurry of wins at Hollingworth Lake, coming fourth in the Senior Victor Ludorum list. Most recently, in February 2023, our Men's 8+ were the fastest overall crew at South Yorkshire Head with their sights firmly set on Head of the River in March. Success has also come for the women's senior squad with first time wins achieved by several newer members including Mimi Olukoya, Umamah Yusufi, Eleanor Moselle, Esther Moore and Beth Grainger. Seniors

will now be looking ahead to the 2023 Regatta season, with some aiming for both Henley Women's and Royal Regatta qualification.

In 2022 we have been able to build on relationships with other clubs both in and out of rowing. The Viking Sailing Club and their commodore Nick Bush have been helpful in allowing the club access to the water from their land over winter. Talks are underway to facilitate days where members of each club can 'try out' the sport promoted by the other, with sailors trying rowing, and rowers trying sailing.

With limitations in space at the dam and boathouses, particularly following the discovery of structural issues in the old boathouse, this year has seen a growth in support between CSRC, University of Sheffield and Hallam University. When necessary, boats and oars have been shared or borrowed, and coaching and coxes provided where possible. This spirit of community is in particular helping Hallam University return to rowing, and the Captain would like to thank all who have offered their time to contribute to this rebuild.

Finally, huge thanks are also in order to all those involved in volunteering to support the club and enabling all members to enjoy the sport, in particular the squad leaders: Jodi Garth (juniors), Karen Millar and Steph Long (Rec Squad), Michael Luckham (Senior Men), Lizzie Ribey (Novices and Senior Women) and Alex Wright (Senior Women). The Captain also extends her thanks to the Vice-Captain, Piers Turnbull for all his advice, and to those who have run land-based sessions, particularly Vicky McDougall (Novice Ergs) and Catherine McDougall (Circuits).

Financial review

The club is in a healthy financial position, with positive balances at year-end on all three of its accounts, as follows:

Facilities account	£ 43,884
General account	£ 13,657
Social account	£ 695
Cash in hand	£ 39

Total	£ 58,275
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The closing 2022 balance is an increase on the balance at the end of 2021, which stood at £49,358. The accounts show that both receipts and payments were, in total, lower in 2022 than 2021. Although receipts and payments grew to the extent that race and towing fees, together with the payments associated with the training camp, rose in 2022, this increase was insufficient to offset the decline in receipts and payments associated with equipment.

The accounts are constructed on a cash basis; that is to say, they show receipts and payments during the calendar year 2022, rather than income generated or expenditure committed. As a result, the cash account includes the City club rowing fee for 2022, and the University of Sheffield fee for the academic year 2022/23. The Hallam rowing fee paid in January 2022 was, however, the 2021/22

fee; their fee for 2022/23 was outstanding at the end of the calendar year when the club accounts close. That debt, of £1,634, was paid in January 2023. If the debt had been paid in 2022, the closing balance in that year would have been **£59,909**.

Review of financial procedures

In 2021 the Trustees decided to vest control of all three Club accounts in the Committee of Management, consistent with the view that the Committee, and not the Trustees, should run the club from day to day, within delegated limits of authority to spend. Following this change the Trustees decided that no further changes in financial procedures were merited in 2022.

Inspection of accounts

The accounts for the financial year 2022 were examined by Peter Winter of Winter & Co., Chartered Certified Accountants, and approved by Trustees at their meeting in February 2023.

Contributions to the Facilities Account

The annual fee per head levied on the two Universities and the City Club, and paid into the facilities account, has remained at £86. The facilities account is used to fund expenditure for the benefit of all three clubs, including site and shared equipment maintenance, the insurance of shared assets, and rental payments. The account will also provide the capital necessary for investment in the site to improve the landing area and, in time, replace the old boathouse.

Capital stock

The Club's assets include City club boats and blades, together with items shared with the two University clubs - principally the coaching launch and the trailers – but do not include the equipment owned by those University clubs. At the end of the previous year, 2021, the value of the Club's assets had been estimated to be £61,263.

Subsequent investigation has revealed that some assets were, however, inadvertently omitted from the 2021 register, namely, the new Ahoy training sculls, some ergos and a cox box. In addition, the Trustees undertook a revaluation of the asset stock in preparing the 2022 accounts. As a result of these corrections, they now estimate that the value of the Club's assets at the end of last year, 2021, was slightly lower, standing at **£60,772**.

Between end-2021 and end-2022 the value of Club assets will, like almost all assets, have depreciated in use. The Trustees' current assumption is that 10 per cent of the previous year's value of any asset is lost in the next year; in 2022 this loss is around £6k. During 2022, however, the Club also invested in new assets – mainly new blades (c£8k), but also landing stages (£1.25k), a megaphone and a gazebo for use at regattas (£0.25k). Adding the purchase value of these items into the asset register takes the end-2022 value of assets to **£64,045**.

Policy on reserves

The Trustees have asked the Club to retain a reserve of £5,000 in its general account, in case there is a need for emergency expenditure.

Exercise of Trustee responsibilities during 2021

Welfare

The Trustee with responsibility for overseeing the welfare of children, young people and vulnerable adults at the Club, Richard Foster, reports that no new issues arose in relation to welfare during the calendar year 2022. Proper concern for these issues seems now firmly embedded not only amongst Trustees, Club Officials and the other Committee members, but also amongst the Membership as a whole.

This is in no small part due to the experience and wisdom of the Club welfare officer Olwyn Paxman, with whom Richard is in regular contact. Olwyn remained very much engaged with those involved in recruiting and coaching the Junior Squad throughout the Year, and was regularly at bank-side and around the Boathouse to monitor the application of welfare principles in day-to-day activity.

The Club benefits from having a welfare officer whose expertise is rooted in her long work experience in the field, and a Trustee with responsibility for welfare who has dealt with such issues during his long service as a School Governor. Olwyn has built good contacts and an effective rapport with relevant officials at British Rowing, who have on occasion proved to be an invaluable source of support, advice and reassurance.

The Trustees are grateful for the responsible and thoughtful way in which all Club members approach not only their own welfare and well-being, but, importantly, that of others as well.

Health and Safety

Ongoing protective measures

A number of measures designed to provide a safe rowing environment were again implemented in 2022. New members, including corporate members, were issued with the CSRC Safety Plan and Health and Safety Policy Statement and were asked to confirm that they had watched a Health and Safety Briefing video as part of their joining requirements. In addition, the club submitted an annual safety audit which was approved and accepted by British Rowing. Monthly safety reports published by British Rowing were circulated to all club members with a summary that highlighted information that is relevant to members of CSRC.

A safety notice board was installed in the boat house displaying emergency information and the CSRC safety plan.

In response to the single sculler incident in 2021 a thorough risk assessment was conducted. This concluded that all single scullers need to be assessed as competent; accordingly a capsized drill was conducted with competency for each participating club member recorded on a spreadsheet.

Incidents

There were 9 incident reports made using the British Rowing Incident reporting system during 2022.

Six incidents were simple capsizes, two were collisions with sailing boats and one related to a fall on land.

One capsize was a senior women's double, the other five were juniors in singles or doubles. Most of the junior capsizes occurred while under close supervision from the coaching team and were close to the bank. Two junior capsizes occurred during races, one caused some bruising but no other serious injury or damage was sustained.

A junior fell through a hole in the landing stages while carrying a single. A junior aide was supporting and caught the boat. The junior was fine. The landing stages have been repaired; any further damage to the landing stages should be reported promptly to the committee.

Two senior doubles were involved with collisions with sailing boats. In the first collision the sail boat collided with the bow side rigger, causing damage to the backstay. The rower was unhurt and a replacement backstay was fitted at a cost of £30. The second collision was related to a less experienced double and no damage or injury was reported. There was a club safety alert regarding the need to look out for sailing boats and adhere to circulation patterns.

Plans for 2023

The Club are very grateful to Emily Stedman for her efforts to keep us all safe.

The new Health and Safety Officer, George Brookfield, will continue active encouragement of incident reporting and an awareness of health and safety within CSRC.

Building works

At the AGM in March 2022, there was a clear frustration amongst the membership that there was no sign of the significant funds accumulating in the facilities account (approximately £40k) being used to enhance the Club's facilities, particularly its buildings and the landing area.

For some years the club has been looking to improve the bankside; more specifically, to provide a safer route to the water, and also a safer area in which to load and unload the trailers. While the £40k we have available to spend is a substantial amount of money, indicative building quotes suggest it would be insufficient; based on an architect's drawings, the quotes range between £80k and £110k (obtaining more exact cost estimates would require engineering drawings). As a result of the funding shortfall, the planning permission expired before the work could begin, meaning that we must reapply before any work may be undertaken.

Based on the feedback from the membership, and with a view to reapplying for planning permission, the trustees have focussed their efforts on reassessing the existing design with a view to making it cheaper (perhaps by enlisting volunteer labour from amongst the members), as well as staging it, so that we may make some kind of substantial start, and, in the short-run, improve the bank. We then need a set of engineering drawings for more accurate quotation.

The proposal is that the work be broken up into three distinct stages:

- *Stage 1:* Replace the existing retaining wall, and improve the ramp leading down to the highest level that the water level can reach. The retaining wall shown in the pre-existing design will be replaced with a series of gabion baskets. These baskets can be filled by club members using recycled rubble, which would reduce the construction costs; if necessary they can be fronted with natural stone.
- *Stage 2:* Further dig out of the bank in front of the gabion baskets and use concrete to form the steps and flat boating area.
- *Stage 3:* Complete the works by installing the disabled access ramp and the wall forming the edge protection.

Some of these changes affect the overall appearance of the scheme, so the Committee asked the Trustees to update the club, and to survey member opinions on the proposed new design. The survey also allowed members to put forward their own ideas to help improve the quality and cost elements of the project.

Twenty-three members responded to the survey, all of whom supported the changes proposed, although three had some degree of reservation. The reservations included whether the changes provide sufficient cost savings, and whether a gabion basket wall would be unsightly, and less durable than a traditional stone wall.

One member proposed a potential change to the step details, to incorporate hard timbers, or small concrete beams, to form the steps out of the earth. This would utilise less concrete and should be cheaper to install, at the same time not causing a negative impact on the aesthetic of the design.

With the approval of the committee, the trustees instructed Peak Engineers – a company specialising in civil and structural engineering - to produce a new set of engineering drawings against which the planning application will be submitted, and new quotes obtained.

Should the design be accepted by Peak Park, and revised costs fall within the amount of funds that can be allocated from the facilities account to complete Stage 1, the trustees hope that work on site will commence in Summer 2023. A major block is our lack of understanding of YW's position on the new boathouse; until we know that we cannot sensibly apply for PP overall, and applying for the landing area alone may be a poor economy.

Fundraising

We are pleased to report that this year has seen a resurgence of our efforts to raise funds to allow us to improve both the facilities and the general rowing experience for our members. The arrival of COVID had brought these to a halt, but in 2022 we have seen a return to a more normal way of living, allowing us to reconsider our fundraising efforts.

CSRC has, accordingly, formed a fund-raising sub-group, currently made up of Olivia Murray, Cat McDougall, and Drew McLaughlin. We are looking for more members to join the fundraising committee, and become involved in helping the club in its endeavours to raise money

Initially the sub-Committee was focused on supplementing funds available to improve the landing area. It applied for one funding opportunity with the Allianz fund, but unfortunately without success. Shortly thereafter, Yorkshire Water identified some structural problems in the old boathouse, and fund-raising was again suspended until it was clear where the current priorities now lay. Once clarification is obtained, applications will resume.

Junior rowing

The Junior Rowing co-ordinator reports immense pride in the achievements of her squad, both in terms of their rowing ability and achievements, and in the kind and caring nature they exhibit as members of the club. A strong culture of commitment and of mutual support is developing in the squad.

There are now around 30 active juniors, over half of which are actively racing. Sessions on weekend mornings have typically attracted between 15 and 25 participants. A weekly land-based ergometer session has also been oversubscribed.

Plans for head racing were disrupted in 2022 by the cancellation of the South Yorkshire Head, a key target for the club, but in the reinstated 2023 event there were a number of strong performances, and a first win for the J18 4+. Despite the disruption, the regatta season in 2022 was successful, with many wins for the squad and great improvement all round. We also sent two juniors through to the inter-regional singles trials and got excellent feedback on both.

In addition, rowing helps juniors with their general development and life skills. Many squad members are using rowing as an element in their Duke of Edinburgh Award Scheme work.

The squad co-ordinator expresses her gratitude to everyone who helps with juniors. She notes that the volunteer calendar has given juniors access to a wider range of role models, and has made weekend sessions much easier to run!

Looking ahead, in 2023, Jodi would like to start head season earlier. The strategy in 2022 was almost certainly flawed. The idea of giving the squad a reasonably long period to adjust to longer head races after training in the summer for shorter regatta sprints led to an absence of racing for four months from September. Nonetheless she looks forward to the 2023 summer season with confidence, and again plans to send some juniors to Junior Inter-Regional trials.

Trustee matters

Public benefit

The Trustees affirm that they have complied with the duty in section 4 of the 2006 Act to have had due regard to the guidance on public benefit published by the Charity Commission. They have all been made aware of the guidance. Furthermore, the Trustees believe that the decisions they have made consequent on the establishment of the Charity will be beneficial to those members of the public who are, or who will become, members of the rowing club; do not involve personal gain for

the Trustees; and do not involve decisions where there is a need to decide whether the benefits of a decision outweigh any associated harms.

Trustee remuneration, expenses, and related party transactions

No Trustee received remuneration for acting as a Trustee during 2021, nor did any Trustee receive expenses for travelling, or to cover other personal costs. There were no related party transactions that require disclosure in the annual accounts.

Information about the Charity

The Charitable Incorporated Organisation (CIO) that is the City of Sheffield Rowing Club (CSRC) came into formal existence on 18 March 2019, with registration number 1182522.

Address of principle office

The address of the principal office of the Charity until March 2023 was 12 Dore Close, Sheffield, S17 3PU. The new registered address will be added to the Charity Commission website as soon as practicable.

Trusteeship

The four Trustees who served during the calendar year 2022 were: Graham Woods (acting chair); Simon Coyne; Richard Foster; and John Elliott (secretary). John Elliott resigned at the Charity AGM on 16 March 2023, meeting the requirement that a number of Trustees closest to one-third of the total number should resign at each AGM. John did not seek re-election.

At the AGM, Andrew Hogley and Drew McLaughlin were elected as Trustees, bringing the total number of Trustees to five.

Governing document

The Governing Document for the Charity is the Constitution, which came into force on 18 March 2019.

Charitable Object

The Charitable Object of the City of Sheffield Rowing Club is to promote community participation in healthy recreation for the public benefit in and around the city of Sheffield through the provision of facilities for rowing and sculling.

Club financial year

The CSRC financial year runs from January to January. The Club will convene a Special General Meeting in the Autumn of each year if the Committee proposes a revision to membership fees and charges for the following year. There will an Annual General Meeting in the Spring of each year to receive the Examined Accounts and Annual Report, and elect Trustees and Committee members as appropriate.

Membership numbers

CSRC non-student membership numbers	Feb 2023	Feb 2022	Feb 2021	Mar 2020
Senior Active				
<i>Male</i>	42	34	29	40
<i>Female</i>	49	47	36	48
Junior Active				
<i>Male</i>	14	12	0	1
<i>Female</i>	15	9	0	2
Associate (non-rowing)	2	2	4	5
Non-resident	2	2	2	3
Student numbers				
Sheffield University	77	106	83	90
SHU	19	39	39	47

Annual Trustee report circulated to the Club prior to the AGM on 16 March 2023.

Signed (electronically):

Graham Woods (acting Chair)

Simon Coyne

Richard Foster

John Elliott (Secretary)

ENDS

CSRC ACCOUNTS 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

City of Sheffield Rowing Club CIO

Receipts and payments accounts

CC16a

For the period from	01.01.22	To	31.12.22
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Trustees: Membership	17,372	-	-	17,372	15,880
Trustees: Rack Fees	1,650	-	-	1,650	1,745
Trustees: New Boat House & Grants	92	-	-	92	7,478
CSRC: Membership	13,904	-	-	13,904	18,576
CSRC: Misc	122	-	-	122	1,130
CSRC: Race fees	5,948	-	-	5,948	1,323
CSRC: Towing fees	3,152	-	-	3,152	950
CSRC: Training camp	4,964	-	-	4,964	1,540
CSRC: Learn 2 Row	770	-	-	770	850
Social Calendar sales	298	-	-	298	408
Social: Events	1,365	-	-	1,365	1,995
Insurance claim	-	-	-	-	7,715
Closure of account	-	-	-	-	78
Sub total (Gross income for AR)	49,637	-	-	49,637	59,668
A2 Asset and investment sales, (see table).					
Sub total	-	-	-	-	-
Total receipts	49,637	-	-	49,637	59,668

A3 Payments

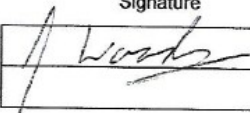
Trustees: Property insurance	1,955	-	-	1,955	2,078
Trustees: New boathouse	-	-	-	-	72
Trustees: Facilities	6,158	-	-	6,158	4,235
CSRC: Boat insurance	2,043	-	-	2,043	2,012
CSRC: Maintenance	3,146	-	-	3,146	896
CSRC: New equipment	8,098	-	-	8,098	29,880
CSRC: British Rowing Fees	814	-	-	814	544
CSRC: Circuits	1,276	-	-	1,276	189
CSRC: Admin	268	-	-	268	218
CSRC: Race Entry Fees	4,785	-	-	4,785	1,239
CSRC: Trailering fees	3,749	-	-	3,749	2,441
CSRC: Misc	1,035	-	-	1,035	520
CSRC: Training camp	5,416	-	-	5,416	165
Social Events	1,678	-	-	1,678	2,435
Independent Examiner	300	-	-	300	594
Trustees Misc	-	-	-	-	-
Sub total	40,721	-	-	40,721	47,518

A4 Asset and investment purchases, (see table)

Sub total	-	-	-	-	-
Total payments	40,721	-	-	40,721	47,518

Net of receipts/(payments)	8,916	-	-	8,916	12,150
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	49,358	-	-	49,358	37,208
Cash funds this year end	58,274	-	-	58,274	49,358

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Co op Account 6588 1374 General	13,657	-	-
	Co op Account 6588 1361 Trustees	43,884	-	-
	Co op Account 6588 1387 Social	694	-	-
	Cash in hand	39	-	-
	Total cash funds	58,274	-	-
(agree balances with receipts and payments account(s))				
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fixtures and Fittings	64,045	-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Independent Examiner	395	-	
		0	-	
Signed by one or two trustees on behalf of all the trustees				
Signature		Print Name	Date of approval	
		Graham Woods	8/3/23	
		Trustee		



Section A

Independent Examiner's Report

Report to the trustees/
members of

The City of Sheffield Rowing Club (CIO)

On accounts for the year
ended

31 December 2022

Charity no
(if any)

1182522

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2022.

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 am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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:

Peter Winter

Date:

20 February 2023

Name:

Peter Winter MA FCCA FCIE

Relevant professional
qualification or body

Chartered Certified Accountant

Address:

20 Hallam Grange Road, Fulwood, Sheffield S10 4BJ