



Topsham Swimming Pool Association
Fore Street
Topsham
Exeter, EX3 0HF

Charity No - 1183843

Tel – 01392 874477
Website – info@topshampool.com

MINUTES

Annual General Meeting

Wednesday 25 March 2026 – 7.30 p.m.

Topsham Swimming Pool

1 Attendance

As per attached attendance sheet

2 Welcome

Jane welcomed everyone to the meeting and thanked them for coming along to support us.

3 Apologies

Val Maxfield (Nutters Club)
Trevor Mills (Accountant)
David Evennett (Trustee)
Peter Bull (Desk Volunteer)
Stan Szaroleta

4 Reports for the year ending 31st December 2024

(a) Chairperson (Jane Thomas)

Welcome to everyone and thank you for attending.

Last year was a fairly good year for the pool, we had some issues throughout the season, especially with the inflatable but we overcame these.

During the closed season now we are having various works carried out at the pool. The pool surround is being regouted and power washed, further works are being done in the plant room to ensure the equipment is running correctly and efficiently, we are hoping to have further solar panels fitted.

We have a team of lifeguards lined up ready to join us – some new members and some returning staff. The team will consist of 10-12 people which will hopefully work and ensure people get sufficient hours.

We are hoping to open early May and hope for a good 2026 Season.

(b) *Treasurer including presentation of the Accounts for previous year (David Richardson)*

David gave his report on the accounts, talked through the pages and explained various of the entries. Copies of the documents were distributed at the meeting.

Even though the accounts show a deficit was made we had a fairly good season. The grants have helped. We have managed so far to absorb the sharp rises in gas and electricity. We had 17,100 admissions for the 2025 Season which is a great number of people using the facilities.

The Nutters and Swimming Club had good seasons and we thank them for their support and donations which are gratefully received.

David confirmed the accounts are completed by the Accountants in accordance with the Charity Commission requirements.

5 Election of Officers & Committee for 2026

David was re-appointed as the Treasurer.

It was noted that there are currently 2 vacancies for Trustees – we have received some interest and will take this forward. The Trustees will appoint as they see fit following further consultations with the applicants.

6 Any other business (previously notified items for discussion only)

- Thank you to Guy for providing the Safeguarding Report for the year. This has been looked at by the Trustees and will be sent to the Charity Commission with the accounts as part of the 2025 submission.
- A concern was raised about the increasing utility costs. David confirmed we are doing what we can – we are having further solar panels installed, the ones we have are working. We are also on fixed term contracts for our supplies until 2027.

NAME: **TOPSHAM SWIMMING POOL
ASSOCIATION
(CHARITABLE INCORPORATED
ORGANISATION)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

ADDRESS: **FORE STREET
TOPSHAM
EXETER
DEVON
EX3 0HF**

ACCOUNTS: **FOR THE YEAR
TO 31ST DECEMBER 2025**

Topsham Swimming Pool Association

For the year ended 31st December 2025

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Topsham Swimming Pool Association

Charity Information for the year ended 31st December 2025

Charity Name: *Topsham Swimming Pool Association*

Registered Charity No. *1183843*

Address: *Fore Street
Topsham
Exeter
Devon
EX3 0HF*

Trustees: *Derek Whittingham (Resigned 13.3.25)
Jane Thomas (Chairperson)
Sharon Orchard (Secretary)
David Richardson (Treasurer)
Guy Harrill
Jacqueline Minto
Alan Thomas
Sharon Wannell
Hayley Smith
Elizabeth Trevelyan (Appointed 13.3.25)
Paula McCree (Appointed 13.3.25)
Carol Henderson (Appointed 13.3.25)
Linda Szarolea (Appointed 13.3.25)
David Evennett (Appointed 14.7.25)*

Topsham Swimming Pool Association

Trustees Report for the year ending 31st December 2025

The Trustees present their report together with financial statements covering the year ending 31st December 2025.

The financial statements have been prepared in accordance with appropriate accounting policies and comply with the Charities Trust Deed and the Charities Act 2011 the Statement of Recommended Practice. Accounting reporting by Charities Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

The Topsham Swimming Pool Association is a Charitable Incorporated Organisation (CIO) which commenced on the 11th June 2019 with assets and liabilities transferred from the previous Charity no. 271140.

The main objects of the CIO is to promote within the local community swimming activities in the open air and it is operated as a not for profit charity by the Board of Trustees.

The pool is open from Easter until September of each year and it fully supports a swimming club together with various schools who are involved in teaching their local children.

The charity also supports a thriving early morning swimming club which operates between the Easter and summer opening times.

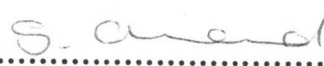
The charity employs suitably qualified lifeguards throughout the season who have been trained by the Royal Life Saving Society and are remunerated in accordance with the appropriate terms and conditions.

The pool was originally opened in 1979 and it is the heart of the local community where they can enjoy swimming in the open air during the season running from Easter until September on a daily basis.

The report was approved by the Trustees on the 11th February 2026.



Chairperson



Secretary

Topsham Swimming Pool Association (CIO)

Charity Commission Registration Number 1183843

**Independent Examiner's Report to the Trustees of Topsham Swimming Association
for the year to 31st December 2025**

I report on the financial statements of the Trust for the year to 31st December 2025 as set out on pages 4-8.

This report is made solely to the charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work for this report or for the opinions I have formed.

Respective Responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of financial statements. The charity's Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- 1. examine the financial statements under Section 145 of the 2011 Act.*
- 2. to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act and*
- 3. to state whether particular matters have come to my attention*

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from the Trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statement present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Report to the Trustees of Topsham Swimming Association
for the year to 31st December 2025 (Cont.)

Independent Examiner's Statement


In connection with my examination, no matter has come to my attention:

- a) *which gives me reasonable cause to believe that in any material respect the requirements:*
- to keep accounting records in accordance with Section 130 of the 2011 Act, and*
 - To prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act;*

have not been met; or

- b) *to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.*

Mr T V Mills FFA
T V Mills & Co
19 Richmond Road
Exeter
Devon
EX4 4JA



9 February 2026

Topsham Swimming Pool Association (CIO)
Receipts and Payments Accounts

		<u>Year to</u> <u>31.12.25</u> £	<u>Year to</u> <u>31.12.24</u> £
<u>Pool Operating Account</u>	2		
Pool Usage		109937	90691
		<hr/>	<hr/>
Staff Costs		44050	31401
Gas		15196	15459
Electricity (net of solar income)		5326	11760
Water Charges		7349	5954
Insurance		5725	5500
Chemicals		3729	5201
Cleaning		235	1678
Maintenance	3	18845	12768
Rubbish Removal		343	238
Telephone		808	725
Printing & Stationery		69	19
Advertising		484	--
Professional Fees	4	3319	3178
Sundries	6	455	1858
Clothing Expenses		163	--
Donations		--	--
Depreciation		18554	21811
Card Fees		1126	904
		<hr/>	<hr/>
		125776	118454
		<hr/>	<hr/>
Operating Loss		(15839)	(27763)
		<hr/>	<hr/>
<u>General Revenue</u>			
Vending Surplus		930	1104
Equipment Surplus		985	580
Bank/Building Society Interest		678	1119
Grants		--	--
General Donations & Gift Aid	5	5900	18626
		<hr/>	<hr/>
		8493	21429
		<hr/>	<hr/>
Overall Deficit for the Year		(7346)	(6334)
		<hr/>	<hr/>

Topsham Swimming Pool Association (CIO)
Balance Sheet at 31st December 2025

		<u>Year to</u> <u>31.12.25</u> £	<u>Year to</u> <u>31.12.24</u> £
	Note		
<u>Fixed Assets</u>			
Pool and Buildings	1	298290	298290
Plant and Equipment	1	89589	99543
Furniture and Fixtures	1	34402	43002
		<hr/> 422281	<hr/> 440835
<u>Current Assets</u>			
Virgin Account		28181	27827
Lloyds Bank Treasurer's Account		50657	37839
Lloyds Reserve Account		27576	40334
Cash in Hand		--	--
Debtors		--	7500
		<hr/> 106414	<hr/> 113500
<u>Current Liabilities</u>			
Sundry Creditors		--	(18294)
		<hr/> --	<hr/> (18294)
<u>Total Assets Less Current Liabilities</u>		<hr/> <hr/> 528695	<hr/> <hr/> 536041
<u>The Funds of the Charity</u>			
General Reserve at 31.12.24		536041	505153
Less Deficit for Year		(7346)	(6334)
Write-off of Plant		--	(52278)
Add Plant Grants		--	89500
		<hr/> 528695	<hr/> 536041


Jane Thomas –Chairperson

Date: 11/2/26

Topsham Swimming Pool Association (CIO)
Notes to Accompany Income and Expenditure Account and Balance Sheet

Note 1

	<i>Pool & Buildings</i>	<i>Plant & Equipment Cost 2014 onwards</i>	<i>Furniture & Fixtures</i>	<i>Total</i>
<u>Cost/Valuation</u>				
<i>At 31 December 2024</i>	298290	136940	77363	512593
<i>Additions</i>	--	--	--	--
<i>Disposals/Loss</i>	--	--	--	--
<i>At 31 December 2025</i>	298290	136940	77363	512593
<u>Depreciation</u>				
		<i>10% SL</i>	<i>20% SL</i>	
<i>At 31 December 2024</i>	--	37397	34361	71758
<i>Charge for Year</i>	--	9954	8600	18554
<i>On disposals</i>	--	--	--	--
<i>At 31 December 2025</i>	--	47351	42961	90312
<u>NBV</u>				
<i>At 31 December 2025</i>	298290	89589	34402	422281
<i>At 31 December 2024</i>	298290	99543	43002	440835

Topsham Swimming Pool Association (CIO)
Notes to the Financial Statements for the year to 31st December 2025

Note 2 – Pool Usage

Pool Takings	71404
Donation – Nutters Club	22000
Donation – Swimming Club	6000
Pool Parties/School Swimming Lessons	10533
	<hr/>
	109937
	<hr/>

Note 3 – Maintenance

Pool Maintenance & Repairs	16794
Support Software	1362
Equipment Rental	689
	<hr/>
	18845
	<hr/>

Note 4 – Professional Fees

T V Mills & Co.	1460
Water Quality Testing Charges	1859
	<hr/>
	3319
	<hr/>

Note 5 – General Donations and Gift Aid (Main Income £1000)

Fund Raising	780
Co-operative Community Fund Scheme	--
Inland Revenue Gift Aid	120
Friends of TSPA	2397
Just Giving	603
Anon from CAF	2000
	<hr/>
	5900
	<hr/>

Topsham Swimming Pool Association (CIO)
Notes to the Financial Statements for the year to 31st December 2025

Note 6 – Sundries

<i>Volunteers' End of Season Party and AGM</i>	455
	<hr/>
	455
	<hr/> <hr/>

Topsham Swimming Pool safeguarding report 2026

Safeguarding is a continuous process of development and improvement in line with current opinion and legislation. Keeping children, and at risk adults safe is essential to their well-being, and their enjoyment of Topsham Pool.

Safeguarding is about intervention before a tragedy occurs.

We have considered the range of users who come to the pool - public swimming, special needs groups, the Nutters Club (over 16's lane swimming), the swimming school/club, local schools' use for swimming lessons, and private parties.

This report details what we do here.

Key people

Designated Safeguarding Lead (DSL): Guy Harrill.

Guy is a retired GP, and GP training programme director with experience as practice safeguarding lead, and teaching safeguarding to GP registrars. He became the DSL for Topsham Pool in October 2022. He also organises the volunteer desk rota, so has good liaison with all of the desk volunteers. He is a member of the Nutters Club (Topsham Pool early morning swimming club), and is on the Nutters Club committee. Guy does regular update courses according to his learning needs- most recently the mandatory reporting, and managing incidents of shared nudes, both NSPCC courses.

Welfare Officer (WO): Liz Trevelyan.

Liz is a retired senior midwife with experience of safeguarding in a hospital setting. Liz has held this post since October 2022. During a break her role was covered by Hayley Smith, who is a social worker with extensive experience in safeguarding.

So that we can provide support for anyone affected by an incident at the pool, we decided that it was essential to have both a man and a woman available in these roles.

Training for the safeguarding leads previously completed includes

<https://www.swimming.org/ios/course-information/swim-england-safeguarding/>,

<https://www.anncrafttrust.org/safeguarding-adults-sport-activity/level-3/> and Devon County Council safeguarding training.

Trustee with oversight of safeguarding: Linda Szaroleta.

Linda has been a receptionist at the pool since June 2023, and a trustee and committee member since 2025. Following the St Giles Trust report Linda will oversee the work done by the DSL and WO.

None of these people has family members who could be deemed to be at risk. Guy is not a committee member to ensure there is no conflict of interest if there was an incident involving a committee member/trustee.

The DSL role description is included in the Topsham Pool safeguarding policies and procedures folder (see below)

<https://docs.google.com/document/d/1se5gsHz9qKji6qttqe8pLIjMouCbFTTeCQqfdoESloA/edit?usp=sharing>

Prevention

Safeguarding is a standing agenda item for Topsham Pool monthly committee meetings. During the season the DSL submits reports to the committee, plus an annual summary and plan for the next year.

All significant events and near-misses are reviewed, any preventable risks are assessed and addressed, with reflection on learning points.

For example, we have reviewed lane sharing at the Nutters Club for adults and those 16 or 17 years old. We have also looked at our policies for dealing with sudden pool closure if there is a thunderstorm.

Contextual safeguarding pertinent to Topsham Pool

We look at issues that especially affect the pool. Notably the provision of changing areas that are safe and meet current guidance. We have separate female, male, and inclusive changing areas. We will be guided further once the new EHRC's Services Code is approved by Parliament.

The people

Topsham Pool has committee members who are also trustees of the Topsham Swimming Pool Association (charity number 1183843).

Topsham Pool employs lifeguards. There are some poolside helpers, who are not employed. Last year there were 16 lifeguards, and 4 pool attendants.

There are about 45 volunteer desk receptionists during the daytime, and a smaller number for the Nutter Club.

The swimming club, which teaches children to swim, has volunteer helpers - last year there were 12 .

Education

Every year the DSL and WO organise face to face safeguarding training at the pool, with refresher training every 3 years. 17 lifeguards, 25 Nutters Club receptionists, 53 daytime receptionists (including committee members), and 12 swim school volunteers have attended over the current 3 year cycle.

For anyone unable to attend the face to face training the Swim England safeguarding training course is deemed essential

<https://instituteofswimming.org/course-information/swim-england-foundation-safeguarding-course-for-adults>

Guy and Hayley produced a video about low-level concerns

<https://youtu.be/YoZUK79i29Y> that all staff must watch.

Dealing with incidents and case management

Fortunately, there were no safeguarding incidents last year. If there is an incident that is not an emergency (requiring immediate police or MASH/Adult Social Services referral), then a case management group is convened- the DSL, the WO, plus an external safeguarding expert. We currently have three people who are available to offer advice. These are local professionals with previous experience of children's mental health, the hospital trust and general practice.

In addition to seeking advice from MASH and Adult Social Services, we have previously accessed advice from the Local Authority Designated Officer (LADO), the Disclosure Officer for the Disclosure and Barring Service (DBS) at Devon & Cornwall Police, and the Charity Commission reporting a serious incident service, and the Barring Referral Service.

Staff employment and recruitment

The committee recruits and employs staff according to current guidance, including the employment of offenders. Most relevant to safeguarding is the necessity to check the DBS certificate status of employees each season, either by requesting a new DBS check, or by ensuring employees are up to date with their subscription to the update service. Where the employee has worked elsewhere during our closed season, we need to obtain a reference from their employer.

Disclosure and Barring Service checks

The DSL requests DBS checks using the Royal Lifesaving Society (RLSS) as the umbrella organisation. Jo Barrett (JoBarrett@rlss.org.uk) is the volunteer welfare and safeguarding officer who processes the DBS certificates, and keeps a record to ensure that no one is missing a check.

<https://www.rlss.org.uk/safeguarding-vetting-checks>

All 16 lifeguards, and all 12 swim school volunteer helpers held DBS certificates that were issued within the last 3 years (as per Swim England guidelines). Everyone signs a self-declaration form each season confirming

that there is no reason to review their DBS status. Checks are at the appropriate level

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#dbs-check-eligibility> ,

<https://thecpsu.org.uk/resource-library/best-practice/pool-lifeguards-and-dbs-eligibility/>

There is no requirement for the desk volunteers to be DBS checked.

Policies and procedures

There is a safeguarding folder containing this information, along with reporting forms and body maps. There is a secure post box within reception where reporting forms can be left.

There is information on the Topsham Pool website with a link to the policies <https://topshampool.co.uk/safeguarding-and-welfare-at-topsham-swimming-pool/>

There are signs in the changing room giving the names of the DSL and WO. (As well as signs informing pool users that mobile phone/camera use is not permitted in the changing room, and no photography is permitted poolside.)

Sharing knowledge and experience

The DSL has arranged a meeting of safeguarding leads from local community swimming pools through <https://activedevon.org/> , and attended safeguarding leads meetings through Swim England SW welfare officers forum.

The future, and succession planning

The DSL, WO and trustee with safeguarding responsibility are appointed for the season.

The DSL has recorded all actions that are required so that a future handover of the DSL/WO roles will be as seamless as possible. It is clear that anyone

recruited to the post must have appropriate safeguarding understanding experience.

Resources used:

Swim England Wavepower

<https://www.swimming.org/library/documents/7123/download>

Sport England

<https://www.sportengland.org/guidance-and-support/safeguarding>

NSPCC learning

<https://learning.nspcc.org.uk/>

<https://thecpsu.org.uk/>

Charity Commission

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#policies-procedures-and-practices-you-need-to-have>

Devon Safeguarding Children Partnership

<https://www.devonscp.org.uk/training-and-resources/>

Devon Safeguarding Adults Partnership

<https://www.devonsafeguardingadultspartnership.org.uk/training-and-resources/>

Ann Craft Trust

<https://www.anncrafttrust.org/resources/>

Guy Harrill

Liz Trevelyan

28th January 2026