



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	21	July	2020		31	March	2021

Section A Reference and administration details

Charity name **PORT TALBOT HARRIERS & ATHLETIC CLUB**

Other names charity is known by

Registered charity number (if any) **1190491**

Charity's principal address **Fenbrook Close, Baglan, Port Talbot, Neath Port Talbot**

Postcode **SA12 7PA**

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	Bernard Henderson	Chair	21/07/20 – 31/03/21	
2	Liane Thomas	Secretary	21/07/20 – 31/03/21	
3	David Kingsland	Treasurer	21/07/20 – 31/03/21	
4	Clare Sim		21/07/20 – 31/03/21	
5	Jane Harwood		21/07/20 – 31/03/21	
6	Martin Hines		21/07/20 – 31/03/21	
7	Amy Hines		21/07/20 – 31/03/21	
8	Kati Martin		21/07/20 – 31/03/21	
9	Helen Griffiths		21/07/20 – 31/03/21	
10	Robert Kestin		21/07/20 – 31/03/21	
11	Paul Rees		21/07/20 – 31/03/21	
12	Tanya Vaughan		21/07/20 – 30/11/20	
13	Craig Williams		30/11/20 – 31/03/21	
14				
15				
16				
17				
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

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)	CIO Association
Trustee selection methods (eg. appointed by, elected by)	Elected by 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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Section C Objectives and activities

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

The promotion of community participation across Neath Port Talbot in healthy activities that promote well-being, in particular by the provision of facilities and support for participation in running and triathlons.

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 trustees have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Activity List 2020/2021

The club continued to provide a wide range of activity for its community throughout the year when allowed. Specific sessions included:

Coached Run Sessions - Tuesday & Thursday

Coached Pool Sessions - Tuesday & Friday

Coached Turbo Cycle Sessions - Wednesday.

At appropriate times, the club hired the lakes at Glynneath Lakes to provide swimming access for members. Also, Cwrt Herbert Track was hired on a regular basis on Wednesday evenings.

Given the national restrictions, we were unable to hold any events during the year. To engage members, we provided a wide range of challenges and virtual events to maintain motivation and support well being. We also instigated an initiative to train 'mental health' first aiders to help members in difficulty.

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 trustees are grateful to those members who helped to put the appropriate booking systems in place to enable us to be Track & Trace compliant and to all the coaches who returned to support members during the restricted club sessions.

The club relies on a large number of volunteers. The trustees and officers ensure the smooth running of the club and a wide range of members provide the support network necessary to manage our activities. At the heart of all we do are our dedicated and well qualified coaches who regularly give freely of their time and expertise. We continue to build our coaching team and the club, and the community, is indebted to them all.

The role and respect given to our coaches was brought into sharp focus on 26th October 2020 with the passing of Garry Vaughan. He was respected and loved by everybody. A talented athlete, he competed regularly (including a number of Ironman events) and supported everybody he encountered. He shared his love of sport through his coaching and he was at the heart of so much activity. His influence was enormous and his spirit will live on in the club.

Summary of the main achievements of the charity during the year

Memberships remained high at the start of 2020, however, as the end of our financial year 2019/20 approached, we were all shocked to find ourselves encountering a major health crisis and serious disruption to our activities because of the pandemic. To maximise member and community safety, the trustees decided to stop group training sessions two weeks prior to the official government lockdown.

Our events are popular with members and our local community. They have also provided some funding, mainly through the support of local sponsors, and they have enabled us to purchase some resources and maintain our very low membership fees. This supports our aim of making our activities as accessible as possible.

After months of planning for the 2020 events, it was all brought to a shuddering halt. The trustees and core volunteers within the club spent many hours trying to evaluate what was possible before we had to accept that we would have to cancel all events for 2020. Despite taking out event insurance, the terms did not cover the pandemic. This hit our finances badly but, fortunately, the vast majority of entrants to the TATA Steelman wished to be transferred to the 2021 event. Their decision to transfer places lessened the immediate financial impact but focussed the trustees' attention on restoring our finances throughout the year.

We used our social media channels to stay in regular contact with members to motivate them to stay active and support their well being. We worked with other running clubs to create a number of virtual inter-club relays that encouraged members to participate with solo, safe runs.

Despite the hardship endured by many, we were enormously grateful for the response from members to our appeals to participate in our lockdown challenges and raise funds for the NHS. In total, a sum of £1000 was passed to support local NHS services.

Throughout the year, we supported and promoted the government advice and only returned to club sessions when we were certain we could comply with all guidance. As restrictions were lifted, the trustees worked with national governing bodies to enable members to return to activity safely. A range of protocols were put in place and a number of new training spaces were found and evaluated.

Recognition

In October, the club recognised a number of members.

Honorary Life President.

After significant service, Peter David accepted a new position of Honorary Life President.

President

John Davies became our new President as reward for his outstanding contribution.

Life Memberships

In recognition of having been selected for GB or Wales

Paul Bennett

Craig Dummer

David Morgan

Carl Singleton

Section E Financial review

Brief statement of the charity's policy on reserves

The trustees have set a reserve of £25000 to cover club cores costs for two years and a safety net for event cancellation.

Details of any funds materially 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.

Grants received from Sport Wales limited the impact of the pandemic.

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)

B. J Henderson

Full name(s)

Bernard Henderson

Position (eg Secretary, Chair, etc)

Chair

Date

17/9/2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Port Talbot Harriers & Athletic Club

1190491

Receipts and payments accounts

CC16a

For the period from	21/07/2020	To	31/03/2021
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Aquathlon/steelman/sprintrelay	-	-	-	-	
port talbot half marathon/ hilly 5	2,765	-	-	2,765	
Memberships, swimming & WA	10,641	-	-	10,641	
Sponsorship	160	-	-	160	
Presentation	-	-	-	-	
Grants	11,000	1,129	-	12,129	
Other sales	1,286	-	-	1,286	
	-	-	-	-	
Sub total (Gross income for AR)	25,852	1,129	-	26,981	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total receipts	25,852	1,129	-	26,981	-
A3 Payments					
Aquathlon/steelman/sprintrelay	208	-	-	208	
port talbot half marathon/ hilly 5	74	-	-	74	
Memberships, swimming & WA	499	-	-	499	
welsh athletics	1,998	-	-	1,998	
clubhouse expenses	844	-	-	844	
Presentation	-	-	-	-	
Training/coaching course	96	625	-	721	
Rent	-	-	-	-	
Insurance	739	-	-	739	
Accountancy	360	-	-	360	
swimming	1,218	-	-	1,218	
track session	-	-	-	-	
welsh castles relay	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
Sub total	6,036	625	-	6,661	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	6,036	625	-	6,661	-
Net of receipts/(payments)	19,816	504	-	20,320	-
A5 Transfers between funds					
	-	-	-	-	
A6 Cash funds last year end	17,504	-	-	17,504	-
Cash funds this year end	37,320	504	-	37,824	-

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	Paypal	220	-	-
	Current	37,100	504	-
	Deposit	1	-	-
	Total cash funds	37,320	504	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Clubhouse	UNRESTRICTED		
	Fixtures & Fittings	UNRESTRICTED	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
PORT TALBOT HARRIERS & ATHLETIC CLUB

On accounts for the
period ended

31/03/2021

Charity no
(if any)

1190491

Set out on pages

1 and 2 Receipts and Payments Account (CC16a)

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31/03/2021.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

L Williams

Date:

11.10.21

Name:

Lisa Williams

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

FCCA

Address:

James & Uzzell, Axis 15, Axis Court, Mallard Way, Riverside Business Park,
Swansea, SA7 0AJ

Section B

Disclosure

Only complete if the examiner needs to highlight 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.