

Trustees' Annual Report for the period

From 1 January 2022

To 31 December 2022

Charity name: LEIGHTON BUZZARD ATHLETIC CLUB

Charity registration number: 1193091

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote community participation in healthy recreation within Leighton Buzzard and the surrounding area by providing facilities and events for athletics.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The club holds a range of weekly training sessions to improve athletic ability and general fitness. Opportunities are provided for members to compete in competitions across a range of athletics disciplines. The club organises the Leighton 10 road race, which is popular with the local community, providing a challenging target for local runners to train for. The club welcomes all people, regardless of ability, background, faith, gender, sexuality or personal circumstances.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have read and accept the guidance around public benefit, and ensure this is central to the objectives of the charity.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The trustees have delegated the running of the charity to the general committee, which meets regularly throughout the year and helps deliver the charity's objectives. The trustees are grateful for the ongoing work of the general committee and the club continues to provide significant benefits to the local community through its activities and events. The trustees are particularly grateful for the work carried out in 2022 by the general committee and the Leighton 10 sub-committee, in somewhat challenging circumstances. The trustees have adopted the general committee's annual report as a true and accurate reflection of the charity's activities during 2022. This report is included as an appendix at the end of this Annual Return.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	During the year ended 31 December 2022 the club generated a surplus of payments over receipts of £686, a decrease from £2,950 the previous year. The main cause of the decrease was a reduction in surplus from the club's Leighton 10 race due to the reasons discussed above. The club brought the purchase and sale of club kit in-house during the year. In order to hold a stock of kit, there was an initial large purchase and consequently during the year there was an excess of kit purchases over sales. At the end of the year there was £742 of kit stock to be sold. Overall the financial performance is satisfactory. As at 31 December 2022 the club held cash funds of £14,645, which provides cover of 1.00x against the annual payments.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The club aims to hold unrestricted reserves equivalent to at least one year's worth of expenses, to cover cashflow and any unanticipated expenditure. Additionally, the club regularly considers the need to build up restricted reserves to cover equipment maintenance or replacement, or to undertake any capital expenditure projects that could enhance the club's offering. At present, no restricted reserves are deemed necessary.
Amount of reserves held	Para 1.22	£14,645
Reasons for holding zero reserves	Para 1.22	N/A – reserves held
Details of fund materially in deficit	Para 1.24	N/A – no deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None. The Trustees consider the charity to be a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		None
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution of a CIO with voting members other than its charity trustees
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The club members or the charity trustees may at any time decide to appoint a new charity trustee, either in place of a trustee who has retired, or as an additional trustee, provided that the limit on the number of trustees would not as a result be exceeded. At every annual general meeting, one-third of the charity trustees shall retire from office, and can seek reappointment.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Leighton Buzzard Athletic Club
Other name the charity uses	N/A - none
Registered charity number	1193091
Charity's principal address	N/A – The club does not have its own HQ; training is provided in public areas and on a purpose built facility on the land of Vandyke Upper School in Leighton Buzzard.

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	Richard Inchley	Chair		
2	James Cusack			
3	Nick Clay			
4	Roger Seldon	Treasurer		
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A - None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A - None

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A – no exemptions

Other optional information

None

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

R.A. Dudge

R.A. Seddon

Full name(s)

RICHARD ANTHONY DUDGE

ROGER ALAN SEDDON

Position (eg Secretary, Chair, etc)

CHAIRMAN

TREASURER

Date

5th May 2023

APPENDIX - Trustee Report for AGM 2022/23 – Chairman’s Report including Junior Section

1. Membership

The past 12 months have seen membership numbers remain largely consistent. Although we have not seen the significant growth of last year repeated membership remains healthy.

Year	Total	Junior	Senior
2021/22	211	98	113
2022/23	206	94*TBC	112

*Juniors numbers are being reconciled with spond – may increase to 107 (total 219)

Retention rates among juniors are often fluid due to higher turnover in these ages groups but we retained approximately 90% of senior members.

Due to the current economic climate we may find that 2023 is a challenging year for membership growth and retention and will set targets accordingly.

2. Finances and membership fees

As we will be reported the club finances are in a healthy position and we’re looking at several ways to ensure any surplus is reinvested back in the club. These include:

- Formal race leader / coaching qualifications for existing and new race leaders (£160 per course)
- Introducing concessionary membership for people on low income / students
- Introduction of a Presidents Bursary for junior athletes that show promise / commitment.

Due to the continued healthy financial position we are recommending to the trustees that we keep membership fees at the same level as the 2022/23 season for the next 12 months, and will likely absorb any change in EA fees as we did last year.

We may also evaluate the feasibility and costs of finding the club a ‘home’ going forward e.g. by renting space in an existing facility. This is also with one eye on Tiddenfoot’s likely closer in the coming years when a new centre opens on the other side of town.

3. Training and coaching

We have made some tweaks to Tuesday and Wednesday night training sessions in the last 12 months. Tuesdays have been given greater structure with the goal of developing the runners and hoping they progress to Wednesday and Thursday night session. On Wednesday nights we have been experimenting with ways to ensure they remain as inclusive as possible, with some recent success via the use of ‘tail runners’. We also continue to vary runs on a Wednesday with ‘on tour events’, torchlight and even watchless runs.

One area we have not built on in the past year as we'd hoped is the level of formally qualified coaches and run leaders so this will be targeted again this year.

4. Facilities, equipment and kit

This year we implemented new kit arrangements with new supplier Fastrax. All kit can now be order via an internal process managed by our newly appointed Kit Manager, Will Eastman. Feedback on the new kit and arrangements thus far has been positive.

The continued hard work and efforts of our junior coaches and volunteers from the seniors the facilities at Vandyke have been kept in great condition for the last 12 months.

Leighton 10 (L10)

The Leighton10 Committee worked fantastically hard to put on a great L10 once again year. We faced strong competition from other local events (Sandy10) and the London Marathon which may have impact entries. This also against a general trend of entries being down across events.

Despite this we held a great event and made a small return. Feedback from participants was once again very positive. In 2023, we will look to grow the number attendees. We will face local competition from LFR's 10K the week our race, but we are exploring ways we can work together to support each events. Challenges will no doubt also come from economic pressures such as increased costs e.g. T-shirts and race timing.

The Club would like to put on record our thanks to Race Director Chris George who steps down after 2 events, and wishes his successor – Ian Grimshaw every success going forward.

Junior section

2022 Key junior achievements

- We continue to increase our membership and the figure is now above 100.
- We maintained a stable coaching team which allows us to support training for up to 80 athletes on Tuesday evening.
- We competed on the track at 10 events and we competed in 6 cross country races.
- We have 5 individual County champions across various track and field disciplines.

We set some stretching targets for last year and the juniors have performed well against them.

Target	Result
Increase membership to 110	107 athletes signed up on Spond
Build a succession and development plan to provide the infrastructure to support training of a peak of 80 athletes	Coaching Team is now able to stretch to accommodate up to 80 athletes due to increased number of coaches and knowledge
Build a succession and development plan to provide the infrastructure to support	Coaching Team is now able to stretch to accommodate up to 80 athletes due to

training of a peak of 80 athletes	increased number of coaches and knowledge
To have 30% of athletes competing regularly (5 times per year)	39 athletes are competing regularly and have attended 5 or more events this year (36%)
To have 40% of athletes who have competed once during the year	51 athletes have competed in one event this year (47%)
Aim to have 70% of all athletes training once a week	In our peak training week we saw 76 athletes and so we actually achieved the 70%, but this is not a regular occurrence. I estimate the average to be nearer to 60. (56%)

2023 Objectives

1. Increase membership to 120
2. Maintain the Coaching infrastructure to support training of 80 athletes per session
3. To have 40% of athletes competing regularly (5 times per year)
4. To have 50% of athletes who have competed once during the year
5. Aim to have 60% of all athletes training once a week

5. Events and Racing

It's been a good year for club and personal achievements, and we have seen great participation generally across most disciplines. Again, it's been great to see so many athletes improve their times or take on new challenges.

In 2023/24 we will continue to actively encourage participation by promoting our various championships particularly to new members who may be less aware of what's involved.

7.1 Cross Country

In the Chiltern League this year we've seen an excellent turnout generally with many members attending at least one race. We maintained our overall position in the league of 6th in the league standings. The Vet men's team returned to the top of the league standings, taking the home the gold medal.

Within the ladies' section finished in 8th place overall down slightly from 7th position and was impacted by injury and unavailability of runners at times. That said there were undoubtedly some strong performances, and it remains true that we have a very strong ladies section when all are available.

7.2 Road

In terms of internal events both the Langmay Trophy and Stag Trophy continued to be well attended in the past 12 months. Turnout has been consistently good turnout at the road

racers this year and we once again had good participation at marathons across the UK including London and even internationally for example at the Boston Marathon.

7.3 Off Road / Trail

The off-road series is home to some great and challenging events. Participation has been good this year with the relays being particularly well attended again. For the first time in many a year we took part in the Ridgeway Relay and even brought home a trophy (The fastest Mostly Ladies team) to sit alongside those secured at the Greensand's Ridge relay once again.

7.5 Track and field

From a senior perspective this remains a challenge for participation. Although well attended by juniors, as has long been the case that senior participation is a sporadic and something that perhaps warrants more attention in the next 12 months.

6. Priorities for the next year

- Maintain a minimum membership level of at least 200 people across both sections. Where possible look to grow overall membership by approximately 5%.
- Look to boost the attendance numbers at the Leighton10 thereby improving the revenue generated by the event which can be funnelled back into the club.
- Invest in coaching courses for those that are keen to develop their skills and support the club so we can enhance the quality of what we offer. Firm aim of getting at least 3 run leaders formally trained up in 2023.
- Look to invest any surplus money we've made to positively enhance what we offer our members and the community.
- Continue to encourage event participation. Evaluate ways we can boost participation in Track and Field. Aim to have at least 2 first time male and female participants in each discipline (road, trail, T&F, cross country) for 2023.

Our thanks go out to all the committee members, coaches and volunteers that help make this club what it is. Without you we cannot function. It's been great to see so many members new and established taking part in our various club activities and long may that continue.

James Lowe

Club Chairman (General Committee)



CHARITY COMMISSION
FOR ENGLAND AND WALES

LEIGHTON BUZZARD ATHLETIC CLUB

1193091

Receipts and payments accounts

CC16a

For the period
from

01/01/22

To

31/12/22

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					
Membership fees	8,491	-	-	8,491	8,096
Race entries	3,893	-	-	3,893	3,942
Social functions	1,080	-	-	1,080	1,585
Club kit	1,337	-	-	1,337	-
Grants & donations	500	-	-	500	-
Other income	50	-	-	50	-
Interest	4	-	-	4	-
	-	-	-	-	-
Sub total (Gross income for AR)	15,355	-	-	15,355	13,623
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,355	-	-	15,355	13,623
A3 Payments					
Affiliation fees	3,343	-	-	3,343	3,000
Race events	3,772	-	-	3,772	2,762
Social functions	1,401	-	-	1,401	1,647
Competition fees and transport	2,025	-	-	2,025	1,215
Club kit	2,122	-	-	2,122	-
Medals and engraving	572	-	-	572	580
Equipment	85	-	-	85	748
Venue hire	915	-	-	915	535
Other costs	434	-	-	434	186
	-	-	-	-	-
Sub total	14,669	-	-	14,669	10,673
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	14,669	-	-	14,669	10,673
Net of receipts/(payments)	686	-	-	686	2,950
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,959	-	-	13,959	11,009
Cash funds this year end	14,645	-	-	14,645	13,959

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	Current account	5,679	-	-
	Savings account	3,849	-	-
	Paypal account	5,117	-	-
	Total cash funds	14,645	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

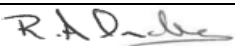
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Notes to the accounts	The CIO has not provided any guarantees. The CIO has not entered into any debt arrangements during the period, and does not have any debt outstanding
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Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Richard Anthony Inchley	05/05/23
	Roger Alan Seldon	05/05/23