



## Trustees' Annual Report for the period

Period start date  
From 01 08 2023 To 31 07 2024  
Period end date

### Section A

#### Reference and administration details

Charity name **NORWICH CANOE CLUB CIO**

Other names charity is known by

Registered charity number (if any) **1197922**

Charity's principal address **Norwich Canoe Club**

**Whitlingham Lane**

**Norwich**

Postcode

**NR14 1TR**

#### 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	Martin Matthews	Chair		Members and trustees
2	Sarah Walker			Members and trustees
3	Aaron Widdows	Treasurer		Members and trustees
4	John Frankland			Members and trustees
5	Matthew Lodge		Appointed 30/11/2023	Members and trustees
6	Jacqueline Kilbourn	Secretary	Resigned 09/07/2024	Members and trustees
7				
8				
9				
10				
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12				
13				
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 <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	CIO
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by members in general meeting or by Trustees in the interim period

**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 in healthy recreation for the benefit of the inhabitants of Norwich and persons living in and around Norfolk by provision of facilities for kayaking, canoeing and paracanoe.

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 had due regard to the guidance issued by the Charity Commission in relation to carrying on its activities in accordance with public benefit.

These activities include:

- Organising and hosting events to encourage new entrants into the sport of kayaking with reference to gender, ability / disability and age.
- A continued specific training programme with sessions for paddlers of all abilities including juniors, seniors, veterans and para paddlers. Sessions are available on all days each week.
- Regular technical forward paddling sessions for all levels of paddlers and regular gym sessions for all throughout the year.
- Coaching expertise for all levels of paddlers creating a pathway for those aspiring to compete at International level.
- Regular training days in the holidays for juniors
- A training programme for the winter months including gym, running, swimming, core sessions run by an outside professional and indoor hockey.
- The provision of specific and separate coaching for disability and para paddlers
- Providing kayak sessions for schools on a regular basis
- Pool sessions for schools for entry to kayaking as a sport
- Enabling mental health training in the Community through organising *12th Man* sessions for members (men's mental health).
- Providing a social opportunity by providing volunteers to help run a cafe called *Betty's Bar* operated by Whitlingham Boathouse for rowers, kayakers and the community.
- Organising a bi-yearly paddler exchange for juniors with canoe clubs in Spain so enabling participation at an International race in Spain and forging friendships.
- Organising alternative training at camps overseas at members expense including paddling and cross country skiing.
- Running coaching courses and first aid courses for members to qualify as kayak coaches financed by the Club to increase knowledge and qualified coaching personnel.
- Organising social events paid for by members including a Club party, awards evening and Christmas events such as booking a pool with an huge inflatable *Total Wipeout* challenge.

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.

## Section D

## Achievements and performance



## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

A summary of the main achievements of the CIO during the year were as follows:

- Hosting "She Paddles" events at the Club specifically aimed at women
- Organising "Bring a Friend" days to encourage new participants to the sport, providing them with all equipment and coaching on the days
- A Disability and Inclusivity day at which those Club members with disabilities brought friends and families to try the sport.
- Hosting a day for Break Charity members and supporting paddlers to complete at events elsewhere that raise money for other charities such as Ross Warland Canoe Challenge in Banbury.
- 6 paddlers from Norwich Canoe Club including para paddlers have competed for the Great Britain team this year at international events
- Successfully run the Junior Development Squad summer camp in August 2023 on behalf of British Canoeing (now Paddle UK) - a 4-day camp for aspiring younger paddlers from around the UK
- Continued to run Learn to Kayak Courses to encourage new entrants to the sport, run over the spring and summer months of 2023/24
- Successfully ran the British University and College Sports (BUCS) sprint race event held at Norwich in Spring 2023 and 2024
- Held a National Assessment marathon race for selection to GB kayak squads
- Held the Norwich Hasler marathon race, one of 6 regional marathon races in East Anglia. Assisted paddlers competing at these events across the region
- Held the Norwich Sprint Event - one of only a handful of local sprint events in the country.
- Assisted schools and colleges over the year with camps and after school kayak clubs
- Assisted paddlers and competed as a Club at the National Sprint Regattas at Holme Pierrepont National Watersports Centre which also included selection races for GB squads
- Continuation of our successful para kayak coaching programme resulting in selection of Norwich paddlers for GB squads to race in European and World Marathon Championship finals
- Attended the Norfolk Show with large stand to encourage new entrants to the sport as well as attending many other community fetes and events with a stand and ergo
- The first multi-ability overseas training camp was held in Portugal in February 2024, funded by members

As a result of the above activities and achievements membership of the Club has increased to 187 at the date of writing.

## Section E Financial review

Brief statement of the charity's policy on reserves

The CIO has determined that reserves of £50,000 are appropriate to enable the Club to continue to operate for 12 months in the event of a unforeseen significant event due to the level of fixed running costs of the Boathouse.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

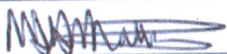

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## 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)	MARTIN JOHN ANTHONY MATTHEWS	AARON WIDJANS
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER

Date

15/10/24





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
NORWICH CANOE CLUB CIO

No (if any)  
1197922

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/08/2023

To

Period end date  
31/07/2024

### 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 £
<b>A1 Receipts</b>					
Membership Fees	43,135	-	-	43,135	41,240
Grants, donations and external funding	-	17,600	-	17,600	10,001
Race events	11,789	-	-	11,789	26,873
School and college fees	11,188	-	-	11,188	8,274
Learn to Kayak courses	3,607	-	-	3,607	7,490
Sponsorship	250	-	-	250	1,800
Members race entry fees	3,451	-	-	3,451	6,487
Club kit income	1,517	-	-	1,517	1,973
Miscellaneous	940	-	-	940	477
Interest received	627	-	-	627	-
Transfer from members club	-	-	-	-	81,164
<b>Sub total (Gross income for AR)</b>	<b>76,504</b>	<b>17,600</b>	<b>-</b>	<b>94,104</b>	<b>185,779</b>
<b>A2 Asset and investment sales, (see table).</b>					
Kayak and equipment sales	1,885	-	-	1,885	-
<b>Sub total</b>	<b>1,885</b>	<b>-</b>	<b>-</b>	<b>1,885</b>	<b>-</b>
<b>Total receipts</b>	<b>78,389</b>	<b>17,600</b>	<b>-</b>	<b>95,989</b>	<b>185,779</b>
<b>A3 Payments</b>					
Coaching costs	36,094	10,000	-	46,094	56,078
Paddle UK Affiliation	637	-	-	637	287
Insurance	1,430	-	-	1,430	1,230
Premises and lake hire costs	27,797	-	-	27,797	20,962
Kayak Maintenance and equipment	1,425	-	-	1,425	1,615
Race and event costs	5,513	-	-	5,513	16,005
Club kit purchases	175	-	-	175	2,030
IT and telephone costs	82	-	-	82	379
Pool and sports hall hire	1,660	-	-	1,660	782
Printing and stationery	244	-	-	244	446
Members race fees	3,760	-	-	3,760	6,548
Training	2,140	2,360	-	4,500	400
Bank charges	147	-	-	147	73
Miscellaneous	1,596	-	-	1,596	121
<b>Sub total</b>	<b>82,700</b>	<b>12,360</b>	<b>-</b>	<b>95,060</b>	<b>106,956</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	17,295
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,295</b>
<b>Total payments</b>	<b>82,700</b>	<b>12,360</b>	<b>-</b>	<b>95,060</b>	<b>124,251</b>
<b>Net of receipts/(payments)</b>	<b>4,311</b>	<b>5,240</b>	<b>-</b>	<b>929</b>	<b>61,528</b>
<b>A5 Transfers between funds</b>	<b>300</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>60,473</b>	<b>1,055</b>	<b>-</b>	<b>61,528</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>56,462</b>	<b>5,995</b>	<b>-</b>	<b>62,457</b>	<b>61,528</b>

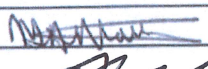



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	5,835	3,995	-
	Reserve account	50,627	2,000	-
		-	-	-
	<b>Total cash funds</b>	<b>56,462</b>	<b>5,995</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
B2 Other monetary assets		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Club Kit stock	1,263	-	-
	Prepayments	1,971	-	-
	Debtors	6,449	-	-
	Accrued income	2,330	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Kayaks	Unrestricted	-	-
	Buoyancy aids and paddles	Unrestricted	-	-
	Gazebo	Unrestricted	-	-
	Sprint race line	Unrestricted	-	-
	Other fixed assets	Unrestricted	-	-
	Restricted kayaks	Restricted	-	-
	Restricted other assets	Restricted	-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	Accruals	Unrestricted	4,135	
	Deferred income	Unrestricted	11,720	
	Other creditors	Unrestricted	185	

- The CIO incurred expenditure with a trustee of £Nil (2023: £3,924) for the supply of materials for the installation of Sprint Race Lines for furtherance of the CIO's aim and objectives.
- The CIO incurred IT costs of £58 (2023: £58) from a business in which one trustee is a partner.
- No guarantees (2023: None) were given by the CIO where any potential liability is outstanding at the date of the statement of assets and liabilities.
- There were no (2023: None) debts outstanding the date of the statement of assets and liabilities owed by the CIO which are secured by an express charge on any of the assets of the CIO.

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	MARK WIDDOWS	15/10/24
	AARON WIDDOWS	15/10/24



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
**NORWICH CANOE CLUB CIO**

**On accounts for the year  
ended**

**31 JULY 2024**

**Charity no  
(if any)**

**1197922**

**Set out on pages**

**1 - 2**

(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 year ended **31/07/2023**.

**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.

**Signed:**

**Date:**

**16/10/24**

**Name:**

**Richard Arthur Day**

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

**FCCA**

**Address:**

**87 Yarmouth Rd**

**Norwich**

**NR7 0HF**

**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).