

**REGISTERED COMPANY NUMBER: 07011983 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1132633**

**Report of the Trustees and  
Unaudited Financial Statements For The Year Ended  
30 September 2015  
for  
Henleaze Swimming Club**

## Henleaze Swimming Club

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**Henleaze Swimming Club**  
**Report of the Trustees**  
**for the Year Ended 30 September 2015**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the Year ended 30 September 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Henleaze Swimming Club is a charitable company limited by guarantee, incorporated on 8th September 2009 and registered as a charity on 10th November 2009. Through a Transfer of Undertaking, the affairs of the unincorporated association known as Henleaze Swimming Club were transferred to the charitable company in March 2010.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

07011983 (England and Wales)

**Registered Charity number**

1132633

**Registered office**

Henleaze Lake  
Lake Road  
Bristol  
BS10 5HG

**Trustees**

David Bruce

Alan Giles

Martin Griffies                      Resigned 1 December 2014

Ross Harley

Treasurer

Clare Meehan                      Retired 1 December 2014

Stephanie Perry

Richard Spence

Andrew Stewart

Chair

Mark Thompson

Jennifer Grenfell-Shaw

Secretary

Harriet Lupton

Sophie Summers

Gerry Swarbrick

Sarah Webster

Appointed 20 January 2015

**Executive Team**

Alison Laity

Operations Manager

## **Henleaze Swimming Club**

### **Report of the Trustees for the Year Ended 30 September 2015**

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Independent Examiner**

Corrigan Associates Bristol LLP  
The Tramshed  
25 Lower Park Row  
Bristol  
BS1 5BN

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

It is governed by its Memorandum and Articles of Association dated 24th August 2009.

##### **Recruitment and appointment of new trustees**

Under the requirements of Henleaze Swimming Club's Memorandum and Articles of Association there shall be no fewer than 9 Trustees.

We will be seeking to recruit new trustees.

##### **Induction and training of new trustees**

Trustees are invited to meet the executive team and familiarise themselves with the aims of the organisation. They are given an induction pack which includes the Memorandum & Articles of Association (which includes the objects of the Charity); Charities Commission guidelines on becoming a Trustee; and forms for signature.

##### **Risk management**

The major risks to which the organisation is exposed, as identified by the Trustees, have been reviewed and systems or procedures have been established to manage those risks.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The objects of the Charity are:

(1) To promote the health of the inhabitants of Bristol and the surrounding area by providing facilities for open water swimming and such other facilities for healthy exercise as the Executive Committee shall from time to time determine.

(2) To provide or assist in the provision of open water swimming and other facilities in the interests of social welfare for recreation or other leisure time occupation, such facilities being provided at Henleaze Lake for the benefit of the inhabitants of Bristol and the surrounding area with the object of improving their conditions of life.

##### **Significant activities**

The principal activity is open-water swimming at Henleaze Lake. In addition, the Club manages a stock of general coarse fish at Henleaze Lake subject to the Club objectives, and facilities are provided there for recreational fishing.

**Henleaze Swimming Club**  
**Report of the Trustees**  
**for the Year Ended 30 September 2015**

**OBJECTIVES AND ACTIVITIES**

**Public benefit statement**

The trustees have had regard to Charity Commission guidance on public benefit and report on these activities below:

Membership is limited in numbers because of the need for a limit on the number of individuals on site at any one time for health and safety reasons. We are continuing with the weekday membership scheme introduced in 2010. This enables additional members to use the site during weekdays, which are less busy than weekends. In addition we seek to maximise the usage of the site by non-members for activities relevant to the club objectives, under a wider-usage programme. Thus, the Bristol & District Triathletes Club (BADTri) trained in the lake on Sunday mornings throughout the main season; training at the lake was held as part of courses for lifeguarding; special sessions were made available to an assortment of non-members training for various charity swims and other open-water swims; several groups from a local youth centre were invited in to experience swimming and angling.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The Club had 2,310 members this season, including 466 juniors (under 18-years) and 419 weekday members (of whom 107 were juniors). This was an increase of 371 members compared with 2014. We were able to offer everyone on the waiting list the option of at least weekday membership. The numbers taking advantage of weekday membership have increased this year.

Winter swimming was introduced for a limited number of weekly sessions from October 2014 through to April 2015. 198 members signed up for this activity and significant numbers swam through the winter. Winter swimming will be continued with an increased number of sessions next year.

This year we enrolled 130 adult angling associate members (125 last year) and 6 junior angling associate members (18 last year). 5 more juniors joined as a result of family angling days which were run at the Lake in collaboration with the Angling Trust. A further 5 juniors have asked for and been issued with application forms.

Actions to reduce fish stock down to the Environment Agency recommended guideline continue. A physical survey and fish stock reduction exercise was undertaken in October 2014. This is a key element of our ten-year management plan to improve the lake water for swimmers, anglers and the fish stock. We hope to see continuing improvement next year, particularly in dissolved oxygen levels. However freshwater ecology is a complex area and it may be some years before we see more obvious improvements.

Bristol City Council carried out drainage improvement work at the entrance to the Lake to prevent water quality issues arising from runoff from Lake Road entering the Lake after flash flood events.

**Henleaze Swimming Club**  
**Report of the Trustees**  
**for the Year Ended 30 September 2015**

**Charitable activities (continued)**

The Club owns the Henleaze Lake site. The H.M. Land Registry title number is BL60682. Originally, there was a continuous strip of land on the cliff top owned by the club, and club officers would beat the bounds on an annual basis up to 1968. A loss of interest by the club at this time led to encroachment by some neighbours, who took possession of the cliff top through 'adverse possession'. However, for some years now we have been active in asserting ownership of all remaining cliff top land. We rely in part on annual licences, allowing use of club land with certain restrictions, which are circulated to all neighbours for their completion and return. We have also adopted a pro-active policy of building a relationship with our many neighbours.

We recorded 17,812 visits by members during the 5-month swimming season, a decrease from last year probably caused by the poorer weather. The highest number of visits on one day was 866, against 769 last year.

No progress has been made on diving instruction. There is difficulty in getting Club members trained as there are almost no training courses run locally by the ASA. There are no local instructors available. We will continue to watch for opportunities to proceed on this.

Links with RLSS continue to grow, with ERAS courses run for superintendents and winter swimming. A RLSS Lifeguard trainer is employed to train staff and members.

A subcommittee continues to review the practicality of enlarging the club committee room and re-developing adjacent areas, including the potential addition of shower/toilet facilities with level access. This work continues.

**ACHIEVEMENT AND PERFORMANCE**

**Performance**

The total income for the period was £181,115. This included £1,000 from trust funds managed by Barcan & Kirby Solicitors. Total expenditure for the year was £143,621. Interest of £795 was earned. This gives a surplus for the year of £38,289.

The company owns land and buildings which were gifted to the company on formation at nil cost although it has an estimated value for insurance purposes of £250,000.

**Henleaze Swimming Club**  
**Report of the Trustees**  
**for the Year Ended 30 September 2015**

**RESTRICTED FUNDS**

There are no restricted funds.

**FINANCIAL REVIEW**

**Reserves policy**

In order to provide on-going financial stability, the organisation aims to hold reserves at a level to cater for a period of up to two years of severely curtailed income coupled with the cost of remedial work. This sort of situation could arise if water quality were to be badly compromised. A reserve of £75,000 is considered adequate for this purpose.

The reserves stand at £166,590. The decision to dis-affiliate from the ASA with effect from April 2013 and make our own arrangements for civil liability insurance means that we expect to generate a surplus for some years to come.

As referred to in the separate comments on charitable activities, the work on identifying improvements around the Club room, superintendents' hut and toilet block is highlighting the need for development work on the infrastructure at Henleaze Lake to more adequately achieve our charitable objectives. Subject to on-going discussions it is anticipated that the current excess on the reserves together with the surplus income over the next five years will meet this expenditure.

**Investment policy and objectives**

The organisation does not currently have a formal investment policy. The reserve of £75,000 continues to be held in a Charity Savings Account.

**FUTURE DEVELOPMENTS**

Henleaze Swimming Club strives to create an environment where people of all ages and backgrounds can enjoy open-water swimming and recreational angling. Facilities for inland open-water swimming and diving are extremely rare, and we wish to use our site to promote these healthy and enjoyable activities. Open-water swimming was recognised in 2008 as an official Olympic sport; at the 2012 London Games the events were held in the Serpentine Lake in Hyde Park. As for angling, we serve a community need with a tranquil site. We wish to use the site for angling in a way that complements the principal use for open-water swimming.

Our strategic objectives are:

- To serve and support our membership and to champion their activities
- To be financially secure
- To manage the property, and especially the lake water
- To be a responsible employer

Our specific priorities for the coming year are:

- To continue to implement policies for the improvement of water quality
- To continue to review the practicality of enlarging the Club room and redeveloping adjacent areas, including the addition of shower/wc facilities with level access
- To continue to investigate opportunities to re-establish diving coaching at the lake
- To continue the development of winter swimming at the Lake
- To catalogue and preserve Club archive material

**Henleaze Swimming Club**  
**Report of the Trustees**  
**for the Year Ended 30 September 2015**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small Company Exemptions**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**

Andrew Stewart – Trustee

18 November 2015

**Independent Examiner's Report to the Trustees of  
Henleaze Swimming Club**

**Independent examiner's report to the Trustees of Henleaze Swimming Club**

I report on the accounts for the year ended 30 September 2015 set out on pages 8 to 11.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- 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
- to state whether particular matters have come to my attention.

**Basis of the 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 accounts present a 'true and fair view ' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

E J Corrigan FCA  
Corrigan Associates Bristol LLP  
The Tramshed  
25 Lower Park Row  
Bristol  
BS1 5BN

18 November 2015

**Henleaze Swimming Club**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 30 September 2015**

	2015 Unrestricted funds £	2014 Total funds £
<b>INCOMING RESOURCES</b>		
<b>Incoming resources from generated funds</b>		
Donations, book sales and location fees	1,701	5,665
<b>Incoming resources from charitable activities</b>		
Swimming subscriptions	158,512	130,095
Swimming visitors	14,306	18,717
Fishing subscriptions	6,361	7,964
Fishing visitors	235	311
	179,414	157,087
<b>Other incoming resources</b>		
Bank interest received	795	182
<b>Total incoming resources</b>	181,910	162,934
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages	74,441	70,010
Utilities	5,568	4,378
Insurance	5,427	5,262
Sundries	6,904	5,537
Affiliation fees	420	418
Repairs and maintenance: Routine	7,215	8,464
Repairs and maintenance: Major items	17,545	28,865
Water quality	16,594	7,615
Cardnet services	944	1,408
	135,058	131,957
<b>Governance costs</b>		
Administration	7,111	6,043
Professional fees	1,452	2,520
	8,563	8,563
<b>Total resources expended</b>	143,621	140,520
<b>NET INCOMING RESOURCES</b>	38,289	22,414
<b>RECONCILIATION OF FUNDS</b>		
<b>Total funds brought forward</b>	128,301	105,887
<b>TOTAL FUNDS CARRIED FORWARD</b>	166,590	128,301

The notes form part of these financial statements

**Henleaze Swimming Club****(Company Number: 07011983)****(Charity Number: 1132633)****Balance Sheet  
At 30 September 2015**

	Notes	2015 Unrestricted funds £	2014 Total funds £
<b>CURRENT ASSETS</b>			
Cash at bank		167,590	130,801
<b>CREDITORS</b>			
Amounts falling due within one year	5	(1,000)	(2,500)
<b>NET CURRENT ASSETS</b>		<u>166,590</u>	<u>128,301</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>166,590</u>	<u>128,301</u>
<b>NET ASSETS</b>		<u>166,590</u>	<u>128,301</u>
<b>FUNDS</b>	6		
Unrestricted funds		<u>166,590</u>	<u>128,301</u>
<b>TOTAL FUNDS</b>		<u>166,590</u>	<u>128,301</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 September 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006, and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 18 November 2015 and were signed on its behalf by:

Andrew Stewart - Trustee

Ross Harley -Trustee

The notes form part of these financial statements

## Henleaze Swimming Club

### Notes to the Financial Statements for the Year Ended 30 September 2015

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (SORP 2005) published in March 2005 and applicable accounting standards and Financial Reporting Standard for Smaller Entities (effective April 2008).

##### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs are those costs incurred in connection with compliance with constitutional and statutory requirements.

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. There are no restricted funds.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. NET INCOMING RESOURCES

Net incoming resources are stated after charging:-

	2015	2014
	£	£
Cost of independent examination	<u>1,000</u>	<u>1,020</u>

**Henleaze Swimming Club**

**Notes to the Financial Statements  
for the Year Ended 30 September 2015**

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' or directors' remuneration or other benefits for the year ended 30 September 2015 nor for the period ended 30 September 2014.

**Trustees' Expenses**

There were no trustees' or directors' expenses paid for the year ended 30 September 2015 nor for the period ended 30 September 2014.

**4. STAFF COSTS**

	2015	2014
	£	£
Wages and salaries	<u>74,441</u>	<u>70,010</u>

Employees are used to cover the lake's facilities as required. The following were employed during the year:

	2015	2014
Administrators (Part-time, all year)	1	1
Groundsmen (Part-time, all year)	1	1
Superintendents (Part-time, primarily 5 months May to September)	<u>16</u>	<u>16</u>
	<u>18</u>	<u>18</u>

**5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Accrued expenses	<u>1,000</u>	<u>2,500</u>
	<u>1,000</u>	<u>2,500</u>

**6. MOVEMENT IN FUNDS**

	At 1/10/14	Net movement in funds	At 30/9/15
	£	£	£
<b>Unrestricted funds</b>			
General fund	<u>128,301</u>	<u>38,289</u>	<u>166,590</u>
<b>TOTAL FUNDS</b>	<u>128,301</u>	<u>38,289</u>	<u>166,590</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	<u>181,910</u>	<u>143,621</u>	<u>38,289</u>
<b>TOTAL FUNDS</b>	<u>181,910</u>	<u>143,621</u>	<u>38,289</u>