



# Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	1	Jan	2020		31	Dec	2020

## Section A Reference and administration details

Charity name

EMPRESS SWIMMING POOL TRUST

Other names charity is known by

Registered charity number (if any)

803707

Charity's principal address

9A PARK STREET	
CHATTERIS	
CAMBRIDGESHIRE	
Postcode	PE16 6AB

### 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	DUNCAN ARNOLD	TRUSTEE		TRUSTEES
2	MARY GREENFIELD	TRUSTEE	1 Dec – 31 Dec	TRUSTEE
3	HEATHER JOHNSTONE	TRUSTEE	1 Jan – 1 Dec	TRUSTEE
4	JULIAN FROST	TRUSTEE		TRUSTEE
5				
6				
7				
8				
9				
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11				
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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>	TRUST DEED
How the charity is constituted <small>(eg. trust, association, company)</small>	TRUST
Trustee selection methods <small>(eg. appointed by, elected by)</small>	APPOINTED BY TRUSTEES

**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.

**APPOINTMENT OF TRUSTEES:** Potential trustees are interviewed by trustees for suitability iaw CC guidelines. During the interview the applicant is appraised of duties and responsibilities of a trustee and how that relates to the Empress Swimming Pool Trust.

**ORGANISATIONAL STRUCTURE:** Policy and governance are set by the trustees and day-to-day management is overseen by the two office staff.

**MAJOR RISKS:** Major risks are considered in the emergency action plan and are controlled and managed through the published Normal Operating Procedures, Accident Procedures and Risk Assessments. Any new risks are considered at the next quarterly trustees meeting. Any urgent emerging risks are dealt with by the office staff in conjunction with any available trustee. Water quality is an important risk factor and is independently checked every month. There are COSHH assessments and a Fire Management plan.

**Section C Objectives and activities**

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

To provide a safe and clean swimming pool facility for the people of Chatteris and surrounding area, for the promotion healthy recreation, exercise and the teaching of swimming as an important life skill.

**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)**

To provide a swimming pool facility throughout the year (apart from COVID related closures) by arranging the following:

The provision of a safe place and safe systems for the people of Chatteris to swim and learn to swim.

Funding via:

A season ticket scheme for individuals and families.

A pool hire service for schools, clubs and swimming organisations.

A private hire scheme.

Appropriate and secure access to the pool and its facilities.

Cleaning, maintenance, heating, lighting and controlled access for the pool.

Financial governance

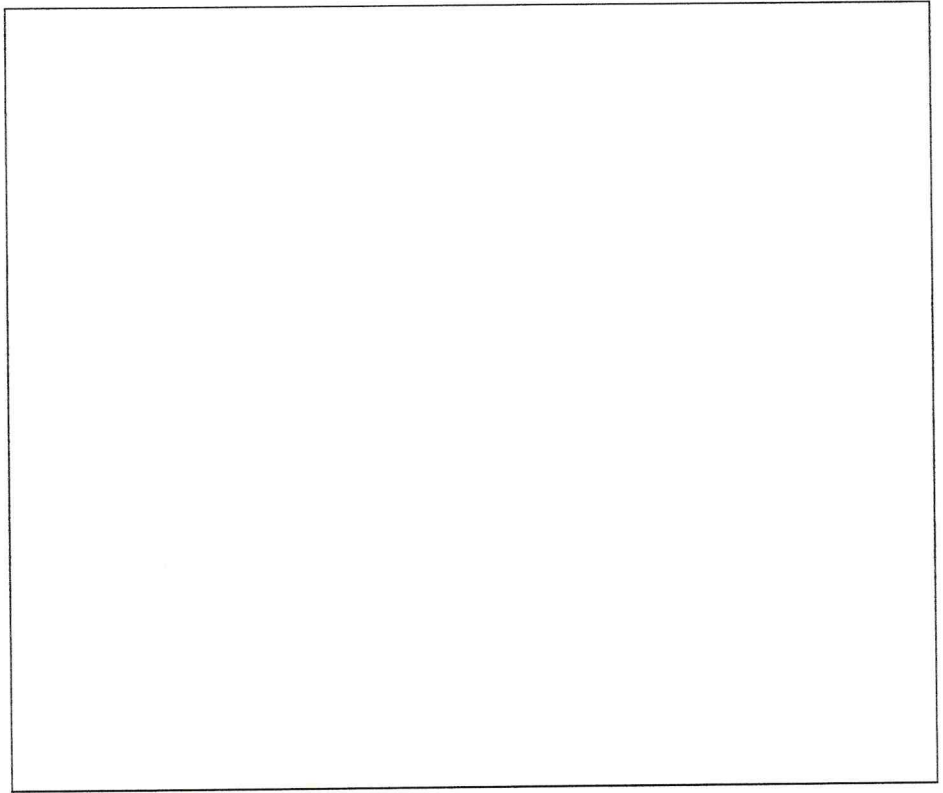
Responding to feedback and complaints from the pool users.

All decisions by the Trustees have been made with due regard to the CC's public benefit guidance when exercising their powers and duties, where relevant.

**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

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

The swimming pool facility was open for most of the year except where government COVID restrictions forced it to close. The pool was closed due to COVID from 23 Mar 20 to 25 Jul 20 and from 2 Nov to the end of the year.

Water quality and temperature were maintained to appropriate standards throughout the opening periods.

The trust provided swimming facilities to approximately 150 individual season ticket holders and 150 family season ticket holders as well as the following clubs and schools:

Baby Aqua Monday run by Ely Aqua

Aqua Aerobics 2 class are run Monday & Weds by different Instructors

Glebelands School

KingFishers Swimming Club

Holly Cottage (Learning Difficulties), Ely

ALL Seasons Play School Tuesday & Friday

Ely Aqua – Thursday & Saturday

Kingsfield School

Lionel Walden School

Seahorse Swim Club

Karen Bateman – Private Swimming Club Alternate Saturday's

Fenland Swim Academy

Benwick school

**Section E****Financial review****Brief statement of the charity's policy on reserves**

We aim to keep approximately one year's running costs in reserve (£60-80k).

**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.

Principle Source of Funds: Season tickets and pool hire.

Expenditure: On heating, lighting, maintenance, cleaning, and admin.

Key Objectives: To maintain a clean and safe swimming pool facility for the people of Chatteris and surrounds..

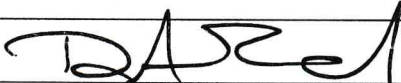
**Section F****Other optional information**

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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Duncan Arnold	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee Treasurer	
<b>Date</b>	15 October 2021	

**EMPRESS SWIMMING POOL TRUST**  
**ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

## **EMPRESS SWIMMING POOL TRUST**

### **APPROVAL STATEMENT**

We approve these accounts which comprise the Profit and Loss Account, Balance Sheet and related notes. We acknowledge our responsibilities for the accounts, including the appropriateness of the accounting basis as set out in note 1, and for providing all the information and explanations necessary for their compilation.

Mr D Arnold - Treasurer

# *Thomas Quinn*

Chartered Accountants

St Ives

Cambridgeshire

PE27 5BH

## **ACCOUNTANTS' REPORT ON THE UNAUDITED ACCOUNTS TO EMPRESS SWIMMING POOL TRUST**

You have approved the accounts for the year ended 31 December 2020 which comprise the Profit and Loss Account, Balance Sheet and related notes. In accordance with your instructions, we have compiled these unaudited accounts from the accounting records and information and explanations supplied to us.

Thomas Quinn  
Chartered Accountants

**EMPRESS SWIMMING POOL TRUST  
INCOME & EXPENDITURE ACCOUNT**

	2020		2019	
	£	£	£	£
<b>Income:</b>				
Grant from Fenland District Council	27,000		-	
Pool Hire Fees	52,033		73,203	
Bank & Building Society Interest	142		371	
Gift Aid	-		(13,730)	
Donations	790		3,480	
Sundries	161		40	
	<u>          </u>		<u>          </u>	
<b>Gross profit</b>		80,126		63,364
<b>Expenditure:</b>				
<b>Trustees Remuneration &amp; Expenses</b>				
	<b>NIL</b>		<b>NIL</b>	
Rent	14,012		6,012	
Chemicals	3,670		4,178	
Wages & Salaries of Pool Staff	18,313		23,970	
Rates & Water Rates	14,074		16,248	
Light & Heat	20,306		21,015	
Telephone	1,621		1,768	
Insurances	2,723		2,513	
Repairs & Renewals	16,681		12,630	
Maintenance to Building & Equipment	4,618		2,300	
Equipment Rental	374		499	
Printing, Stationery & Advertising	2,070		1,283	
Cleaning & Cleaning Materials	1,192		497	
Accountants Fees	780		780	
Bank Interest	5		8	
Training	-		334	
Sundry Expenses	228		59	
Professional Fees	360		-	
Depreciation - Pool Refurbishment	123		141	
Depreciation - Plant & Equipment	56		70	
	<u>          </u>		<u>          </u>	
		(101,206)		(94,305)
		<u>          </u>		<u>          </u>
<b>Excess of Expenditure over Income</b>		<u><u>(21,080)</u></u>		<u><u>(30,941)</u></u>

**EMPRESS SWIMMING POOL TRUST  
BALANCE SHEET**

	Notes	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Plant and equipment	2		1,085		1,265
<b>Current assets</b>					
Debtors and prepayments		706		789	
Cash at Bank		101,025		126,436	
Cash in hand		81		241	
		<u>101,812</u>		<u>127,466</u>	
<b>Current liabilities</b>					
Trade creditors/accruals		5,853		11,956	
Pool Hire Fees Received in Advance		16,159		14,060	
Key Monies Held (and refundable)		9,250		10,000	
		<u>31,262</u>		<u>36,016</u>	
<b>Net current assets</b>			<u>70,550</u>		<u>91,450</u>
<b>Net assets</b>			<u>71,635</u>		<u>92,715</u>
<b>ACCUMULATED FUND ACCOUNT</b>					
Balance at start of period			92,715		123,656
Excess of Income over Expenditure			<u>(21,080)</u>		<u>(30,941)</u>
			<u>71,635</u>		<u>92,715</u>

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**ACCOUNTS**  
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