

**PORTSMOUTH & SOUTHSEA  
VOLUNTARY LIFEGUARDS**



**MINUTES OF THE ANNUAL GENERAL MEETING**

**Tuesday 26<sup>th</sup> November 2019  
Held at Portsmouth Coastguard Station at 1930.**

**PRESENT**

T Linkins  
A. White  
K White  
R. Warmington  
C Matthews  
E. Hines-Dedman  
G Hughes

J. Rogers  
K. Dugan  
M. Rafferty  
A. Snook  
E. Dall'omo  
O. Letchford

L. Daruvalla  
S. Corbin  
K. Barber  
D. Naish  
F. Dall'omo  
A Benfield

**APOLOGIES**

E. Linkins  
C. Barber  
P. Rogers

C. Daruvalla  
S. Warmington

C.M Daruvalla  
P. Nutland

**MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting were agreed as a true record.  
Proposed T. Linkins,  
Seconded K. Barber

**MATTERS ARISING**

- I. Rescue Boat grant scheme 2018/19 new vehicle**  
The club has taken delivery of the new Mitsubishi vehicle which has been in service with the club throughout this summer season. Your committee has also decided to retain the use of the old vehicle if it continues to prove economically viable to do so.
- II. Southsea Sea Defence Project – potential funding shortfall update**  
The club have now been informed that the HQ building will not be relocated as part of the Sea Defence Project. This means maintaining an adequate lookout and interacting with the public will be compromised when the promenade is raised by one metre as planned. The proposed solution is to locate a small satellite building immediately adjacent to the HQ at the top of the beach as a lookout and be more accessible to the public, If taken forward will require additional club funding.

**OFFICER REPORTS**

**CHAIRMAN'S REPORT**

*2019 report to be inserted here  
Anne White*

*Hon. Chairman*

### **TREASURER'S REPORT**

The accounts for the year ending September 2019 were distributed and presented to the membership at the meeting. The audited accounts are also posted on D4H.

Adoption of the Accounts Proposed L. Daruvalla Seconded J. Rogers

A vote of thanks was proposed to the Treasurer for the presentation of the accounts and to our Club Independent Examiner Mark Dancey who continues to provide us with a comprehensive scrutiny and report of our finances.

*Trevor Linkins*

*Hon. Treasurer*

### **BOAT OPERATIONS OFFICER'S REPORT**

*2019 report to be inserted here*

*Roly Warmington*

*Boat Operations Officer*

### **BOAT EQUIPMENT OFFICER'S REPORT**

Luke presented a summary of his Boat Equipment Officers Report

*2019 report to be inserted here*

*Luke Daruvalla*

*Boat Equipment Officer*

### **LIFEGUARD OPERATIONS OFFICER'S REPORT**

Kim presented her report and congratulated Maisie on qualification as a Beach Lifeguard TA

*2019 report to be inserted here*

*Kim Dugan*

*Lifeguard Operations Officer*

### **LIFEGUARD EQUIPMENT OFFICER'S REPORT**

*2019 report to be inserted here ?*

*Pete Nutland*

*Lifeguard Equipment Officer*

### **MEMBERSHIP OFFICER'S REPORT**

*2019 report to be inserted here ?*

*Alexia Daniels*

*Membership Officer*

### **FIRST AID OFFICER'S REPORT**

*2019 report to be inserted here ?*

*First Aid Officer (Co-opted)*

### **FUNDRAISING OFFICER'S REPORT**

*Olivia outlined some future fund raising ideas which included a sponsored sky dive, the initial outlay to club members who wished to take part would be £225. It was emphasized the need to obtain significant sponsorship to make it a financially successful event. Members taking part would also need to cover their cost of taking part.*

*2019 report to be inserted here*

Olivia Letchford  
Fundraising Officer

### **HEALTH AND SAFETY REPORT**

*2019 report to be inserted here*

Roly Warmington  
Health & Safety Committee

### **INCIDENT STATISTICS 2019**

t  
The 2019 incident statistics were discussed, it was agreed that there was a need for more detail to be captured when posting incident reports. Matter to be addressed by DO update next season.

*2019 incident statistics to be inserted here*

The Annual Report 2019 taken from D4H of total activities, also distributed at the meeting was explained by Luke

The Annual Report 2019 taken from D4H insert here

### **MOTIONS TO CHANGE THE CONSTITUTION**

There were no motions to change the Constitution.

### **PRESENTATIONS**

The Wilf Pyne trophy for 'Member of the Year' for 2019 was awarded to Dave Naish, a relatively new member, for his dedication to training and patrolling.

The Cadet Member of the Year was not awarded this year due to there being no cadets eligible.

### **ELECTION OF OFFICERS AND UPDATE TO OFFERS ROLES 2020**

This year 2019/20 the Role's of Boat & Lifeguard Operations Officers are to be combined to Operations Officer, Boat & Lifeguard Equipment Officers also to be combined to Equipment Officer. Other changes deletion of First Aid Officer and one of the committee roles. Three new posts created as per job description Training Officer, Social Media Officer and Clinical Governance Officer.

The following were elected as trustees and officers of the Club 2019/20:

Chairman	Anne White
Secretary	Cyrus Daruvalla
Treasurer	Trevor Linkins
Membership Officer	Olivia Letchford
Operations Officer	Roly Warmington
Equipment Officer	Luke Daruvalla

Training Officer  
Clinical Governance Officer  
Fundraising Officer  
Social Media Officer  
Committee Officer

Maisie Rafferty & Kim Dugan (one committee vote)  
Alec Shepherd  
Julie Rogers  
Jack Allman & Dave Naish (one committee vote)  
Greg Hughes

### **Rescue Boat Grant Scheme application update 2019/20**

Your Committee have submitted an application for 2019/20 to include the following equipment items

Boat Helmet Camera's

Salvage Pump

Marsden Shed Boat Storage Shelters

The decision on the awarding of the grants anticipated in November/December has been delayed until after the General Election

### **Theme of forthcoming Xmas Day Dip**

The theme for fancy dress for this year's Christmas day dip was voted upon to be 'Japan or Japan Olympics'.

### **ANY OTHER BUSINESS**

Members encouraged to promote Portsmouth Lottery to family and friends nominating Portsmouth Voluntary Lifeguards as their chosen charity. The club will then receive a percentage of the income on a regular monthly basis.

Street Collection Commercial Rd 30th November

Christmas Meal 7<sup>th</sup> December Briny Meal Choice and money required

Our Club President Ken White proposed a vote of Thanks to the outgoing Committee for their hard work throughout the year

**Meeting closed 2040**

**Independent Examiner's Report**  
**to the Trustees and Committee of**  
**Portsmouth and Southsea Lifeguards**

I report on the accounts of the Corp for the year ended 30 September 2019, a copy of which is attached.

**Respective responsibilities of trustees and examiner**

The charity's trustees and committee are responsible for the preparation of the accounts. The charity's trustees and committee 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.

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 commission under section 145(5)(b) of the 2011 Act;
- to state whether particular matters have come to my attention

**Basis of 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 and committee 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**

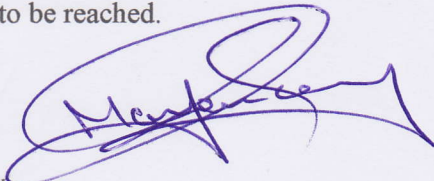
In connection with my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.



Mark Dancey  
34 Sapphire Ridge  
WATERLOOVILLE  
PO7 8NY

Date: 22th November 2019

# PORTSMOUTH & SOUTHSEA VOLUNTARY LIFEGUARDS

## Balance Sheet at 30th September 2019

ASSETS	2019	2018
Equipment at 01.10.18	100883.65	115757.96
Add: Equipment Purchased	63017.94	19047.11
	<u>163901.59</u>	<u>134805.07</u>
Less Depreciation	46202.44	33921.42
	<u>117699.15</u>	<u>100883.65</u>
Premium Bonds	1000.00	1000.00
Cash in hand		0.00
Cash at Bank - No 1 A/c	40887.69	5053.13
Cash at Bank - No 2 A/c	8493.26	9864.89
	<u>168080.10</u>	<u>116801.67</u>
Investment Account	6843.70	53468.96
LIABILITIES	0.00	0.00
	<u>174923.80</u>	<u>170270.63</u>
Represented by:	2019	2018
Capital A/c at 1.10.18	170270.63	189787.00
Add: Excess Income over Expenditure:-		
Income & Expenditure A/c	52650.06	0.00
Fund Raising A/c	0.00	6526.52
Investment A/c	0.00	250.78
	<u>222920.69</u>	<u>196564.30</u>
Less Expenditure over Income:-		
Income & Expenditure A/c		26293.67
Fund Raising A/c	1371.63	
Investment Account	46625.26	
CAPITAL ACCOUNT AT 30.09.19	<u>174923.80</u>	<u>170270.63</u>



**PORTSMOUTH & SOUTHSEA VOLUNTARY LIFEGUARDS****Income and Expenditure Account - Year Ending 30th September 2019**

<b>INCOME</b>	<b>2019</b>	<b>2018</b>
Training	3365.50	1322.05
Donation	4033.39	6206.75
Grants	54301.36	9699.00
Sundry Income	995.20	708.32
Transfers	57000.00	4000.00
Profit from sale of Boat	0.00	1700.00
	<u>119695.45</u>	<u>23636.12</u>
Less: Excess Income over Expenditure carried forward to Capital Account		0.00
	<u><u>119695.45</u></u>	<u><u>23636.12</u></u>

<b>EXPENDITURE</b>	<b>2019</b>	<b>2018</b>
Training	3243.62	2770.28
Rescue Craft	4113.46	3804.02
Vehicle	7862.87	3132.58
HQ Expenses	3365.20	4257.35
Sundry Expenses	1703.58	1511.00
Adminisration	338.22	333.15
Affiliations	216.00	199.99
Transfers	0.00	0.00
	<u>20842.95</u>	<u>16008.37</u>
Add: Depreciation	<u>46202.44</u>	<u>33921.42</u>
	67045.39	49929.79
Less: Excess Expenditure over Income		26293.67
Add: Excess Income over Expenditure	52650.06	
	<u><u>119695.45</u></u>	<u><u>23636.12</u></u>

# PORTSMOUTH & SOUTHSEA VOLUNTARY LIFEGUARDS

## Fund Raising Account - 2019

INCOME	2019	2018
Collection/ Fundraising	1993.26	226.10
Donation	5354.15	9329.54
Souvenirs	1269.44	960.60
Interest	11.52	10.28
	<u>8628.37</u>	<u>10526.52</u>
Transfer from Investment Account	0.00	0.00
Excess Expenditure over Income carried forward to Capital Account	1371.63	
	<u>10000.00</u>	<u>10526.52</u>
EXPENDITURE	2019	2018
Transfer to Investment Account	0.00	0.00
Transfer to No1 Account	10000.00	4000.00
	<u>10000.00</u>	<u>4000.00</u>
Excess Income over Expenditure carried forward to Capital Account		6526.52
	<u>10000.00</u>	<u>10526.52</u>



# PORTSMOUTH & SOUTHSEA VOLUNTARY LIFEGUARDS

## Investment Account - 2019

INCOME	2019	2018
Interest	374.74	250.78
Transfer from Fundraising Account		
Transfer from No 1 A/c	0.00	0.00
Excess Expenditure over Income Carried forward to Capital Account	46625.26	0.00
	<u>47000.00</u>	<u>250.78</u>

EXPENDITURE	2019	2018
Transfer to No 1 A/c	47000.00	0.00
Excess Income over Expenditure carried forward to Capital A/c	0.00	250.78
	<u>47000.00</u>	<u>250.78</u>

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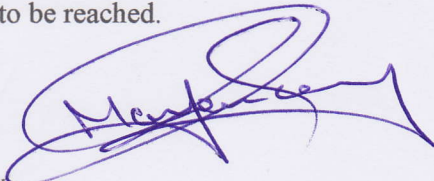
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PORTSMOUTH & SOUTHSEA VOLUNTARY LIFEGUARDS																	
Depreciation as at 30th September 2019																	
Year	Equipment	Dep %	Purchase 2015	Depreciation 2015	Balance Sep-15	Purchase 2016	Depreciation 2016	Balance Sep-16	Purchase 2017	Depreciation 2017	Balance Sep-17	Purchase 2018	Depreciation 2018	Balance Sep-18	Purchase 2019	Depreciation 2019	Balance Sep-19
2012	Storage box	20%		16.10	16.10		16.10	0.00									
	Trailer	20%		539.00	539.00		539.00	0.00									
	Torpedo Buoys	20%		108.22	108.22		108.22	0.00									
	Rescue Board	20%		188.00	188.00		188.00	0.00									
2013	Folding Tables	20%		17.44	34.88		17.44	17.44			0.00						
	Winch	20%		334.08	668.16		334.08	334.08			0.00						
	SV Lighting	20%		627.33	1254.66		627.33	627.33			0.00						
	RLSS Manikin	20%		75.82	151.64		75.82	75.82			0.00						
	Mitsubishi	20%		3654.00	7308.00		3654.00	3654.00			0.00						
	Tyres	20%		142.99	285.98		142.99	142.99			0.00						
	Gill	20%		14.00	28.00		14.00	14.00			0.00						
	DS Developments Radio	20%		159.58	319.16		159.58	159.58			0.00						
2014	Pool Basket	20%		51.85	155.56		51.85	103.70			51.85			51.85			0.00
2015	Oximeter	20%		59.97	119.94		59.97	119.94			59.97			59.97			119.94
	Flag	33%		112.31	37.44		112.31	0.00			112.31			112.31			0.00
	Oximeter	20%		59.97	119.94		59.97	119.94			59.97			59.97			119.94
	Flag	33%		112.31	37.44		112.31	0.00			112.31			112.31			0.00
	Light Board	33%		18.00	6.00		18.00	6.00			18.00			18.00			6.00
	Lights	33%		161.06	53.69		161.06	53.69			161.06			161.06			53.69
	Riveter	20%		26.40	5.28		26.40	5.28			26.40			26.40			5.28
	Boat Cover	33%		682.50	227.50		682.50	227.50			682.50			682.50			227.50
	Monitor	20%		140.98	28.20		140.98	28.20			140.98			140.98			28.20
	PF Ds	33%		1534.65	511.55		1534.65	511.55			1534.65			1534.65			511.55
	Radio Chargers	20%		95.80	19.16		95.80	19.16			95.80			95.80			19.16
	RLSS Snock	33%		272.39	90.80		272.39	90.80			272.39			272.39			90.80
2016	Paddles & Radio's	20%		360.90	72.18		360.90	72.18			360.90			360.90			72.18
	Binnoculars	20%															
	Rescue Board	20%															
	Saw Horse	20%															
	Kayak Trailer	20%															
	Canoe Cover	33%															
2017	Boat + Trailer	20%															
	HQ Refurbishment	20%															
	Jet Ski Trailers	20%															
	Jet Ski Double Trailer	20%															
	Radios	20%															
	Jet Wash	30%															
2018	Palm Jackets	30%															
	Helmeis	30%															
	Safety Cutter	20%															
	Dry Suit	30%															
	PF Ds	30%															
	Battery Charger	20%															
	Jet Ski	20%															
2019	Jet Ski Rescue Board	20%															
	Icon Radios	20%															
	Mitsubishi	20%															
	Rounding up adjustment				0.01			0.02			0.01			0.01			0.01
			3637.24	7041.62	13581.40	3750.97	7852.36	9357.16	140658.98	34258.17	115757.96	19047.11	33921.42	100833.65	63017.94	46202.44	117699.15