

Annual Report & Accounts 2019

Contents

Chair's introduction	2
The year in summary	3
Objectives and activities	4
Structure, governance and management	6
Achievements and performance	8
Financial review	10
Receipts and payments account	13
Independent examiner's report on the accounts	15
Reference and administration details	16
Declaration	17

Building confidence Improving mental and physical wellbeing Providing opportunities...

...for <u>all</u> disabled people.

Chair's introduction



Dear reader,

Thank you so much for your interest in Wetwheels. We truly appreciate it.

We believe in equality of opportunity for all disabled people. We work hard to achieve this, by ensuring as many disabled people as possible are able to access the sea – something which, prior to Wetwheels, 80% of our disabled participants were unable to do.

By offering the opportunity to experience the sea – not just as a passenger, but as active participants – on board our specially built accessible powerboats, we build confidence and improve physical and mental wellbeing.

Thankfully there are others who share our vision and we are proud that with the support of our participants, volunteers and donors, we have grown from one boat to five – with two vessels launched in 2018. Collectively, the Wetwheels fleet served over 5,500 people in the 2018-19 period. It is our goal to keep building and we have aims to launch more boats in new communities, to reach more disabled people.

Thank you to everyone who has helped us get this far, and to everyone just joining us on our journey. Together, we can help many thousands more disabled people experience the thrill of the open water: the wind in their hair, the spray on their face, and the excitement of racing across the waves.

Yours with thanks,

Andrew Fell, Chair

"With the nature of our students' disabilities in mind, it is highly valuable and important to reiterate that, for the time they are on the boat, these positive effects are hugely important. Even just for one hour. One hour of feeling emotions they have never felt and may never feel again. For that, Wetwheels is very important to us and our students."

Zoe Coltart, Activities Director, Treloar Trust

The year in summary



people excluded because of their condition or impairment

50+
partner organisations

3-93
age range

5 home ports (**Dover**, **Hamble**, **Jersey**, **Portsmouth** and **Whitby**)

Plus...

9 additional ports reached through our **Outreach** programme (**Chatham**, **Cowes**, **Eastbourne**, **Falmouth**, **Plymouth**, **Poole**, **Southampton**, **Weymouth** & **Yarmouth**)

5/5 average satisfaction score

Objectives and activities

Summary of our objects, as set out in our Trust Deed:

The relief of those in need by reason of disability through power boating in the interests of social welfare and the object of improving the conditions of life.

Summary of activities in relation to our objects:

Wetwheels provides the opportunity for disabled people to access the sea in a safe, stimulating and rewarding way on board specially-built, fully-accessible powerboats.

The design features of Wetwheels' accessible powerboats enable people of all disabilities to participate in the activities. These design features include wheelchair access to the boat with a ramp to the steering position and adapted steering controls to suit people with reduced mobility. The boats have sufficient space for family, friends and carers to share in the experience with our disabled participants.

In addition to the design features, one of the unique aspects of the Wetwheels experience is the training we give to our skippers and volunteer crew. All receive our bespoke disability awareness in a maritime context training, which helps all our participants feel safe and confident to take the helm and drive the boat.

The Wetwheels concept was developed and pioneered by disabled adventurer, Geoff Holt MBE DL, and is proven to be successful.

During 2018-19, the Wetwheels Foundation delivered its objects through five active operators: Wetwheels Hamble, Wetwheels Jersey, Wetwheels Solent, Wetwheels South East, and Wetwheels Yorkshire. For Wetwheels South East and Wetwheels Yorkshire, 2018-19 was their first year of operation.

The experiences delivered by Wetwheels include:

- Recreational trips;
- Training and personal development;
- Sea fishina;
- Mentoring;
- Team building;
- Environmental and heritage tours.

Our focus is ensuring the ongoing availability of the existing Wetwheels Operators and the provision of further boats that follow this concept. Throughout the 2018-19 period we continued to work to achieve the goals of our 2015-2020 Development Plan. This sets out our objectives to:

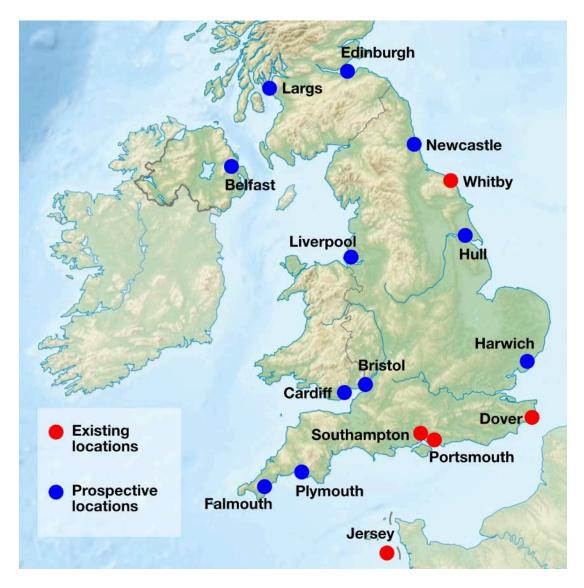
- Identify and establish five new Wetwheels locations (including Wetwheels South East and Wetwheels Yorkshire);
- Ensure facilities meet the needs of participants
- Measure the performance of our Wetwheels Operators at each location;

- Provide evidence to funders to verify that their funding is well spent.
- Provide Wetwheels experiences to 8,200 participants annually by 2020.

The Development Plan identifies a number of potential locations for new Wetwheels Operators, each of which has a considerable number of potential participants to be drawn from:

- Schools;
- Disability centres;
- Special education centres;
- Hospices;
- Specialist clubs and groups;
- Day centres;
- Care homes;
- Disabled people not otherwise reached through the above.

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.



A map showing our current operating locations, and locations we have identified as being suitable to host a Wetwheels vessel.

Structure, governance and management

Type of governing document: Trust Deed

Constitution of the charity: Trust

<u>Trustee selection methods:</u> Existing trustees select new trustees.

Candidates are selected first by application form and then by interview with regard to the skills, knowledge and experience that they bring to the charity. If successfully selected, they are appointed for a period of four years by a resolution of the trustees passed at a special meeting convened under clause 15 of the Trust Deed.

Our structure:

In order to deliver our objects, a series of Wetwheels Operators are structured as not-for-profit Community Interest Companies (CICs) (or, in the case of the Channel Islands, as companies that operate on a not-for-profit basis). These function under a licensing system with the Wetwheels Foundation charity. The system is proven and successful. The Wetwheels Operators in place during the 2018-19 reporting period were:

- Wetwheels Hamble CIC, registered company 09489053;
- Wetwheels Jersey Ltd., registered company in Jersey 112084;
- Wetwheels Solent CIC, registered company 08451362;
- Wetwheels South East CIC, registered company 10253398; and
- Wetwheels Yorkshire CIC, registered company 10158051.

We strive to ensure all Wetwheels activities are delivered to the highest safety standards and all Wetwheels Operators adhere to our standard operating procedures (SOPs). These cover safety and welfare issues and ensure that Wetwheels activities are delivered to the same exacting standards in all locations. The SOPs are reviewed, and strengthened where necessary, annually. The Maritime and Coastguard Agency (MCA) recognise that our SOPs meet or exceed their legal requirements and have declared us to be 'subject matter experts on taking disabled people to sea on small boats'.

The compliance of each Wetwheels Operator is audited by the Wetwheels Foundation annually. The audit programme was developed during the 2017-18 financial period, following a meeting with the MCA and is now in use.

Communication between the Wetwheels Foundation and the Wetwheels Operators is frequent and open, including an annual Operators' Meeting at the end of the summer season. This meeting provides an opportunity for all parts of the wider Wetwheels organisation, including prospective operators, to discuss new developments and fundraising innovations, share experiences, celebrate successes and highlight future challenges, and develop best practice guidelines

to improve our work to the benefit of all our participants. The third Wetwheels Operators' Meeting took place in October 2018 with representatives from all five active Wetwheels operators.

During the year 3 trustees resigned for personal or work commitment reasons. Trustees meet monthly in light of the increasing activity of the Wetwheels Foundation. All significant decisions made by the Trustees were recorded in the minutes of the Trustee Board meetings.

The Wetwheels Foundation has one employee. The purpose of this role is to generate the voluntary income that enables the Wetwheels Foundation to support the Wetwheels Operators and provide project income to improve the financial accessibility of Wetwheels experiences for our participants. A full set of employer policies and an online human resources portal exist to assist the effective management of the employee.



Feedback from participants.

Achievements and performance

During the 2018-19 period, the dedicated staff and volunteers that run the Wetwheels boats delivered Wetwheels experiences to more than 5,500 people; greatly enriching the lives of all who came on board. Our participants have ranged in age from young children through to older people, with an almost even split between male and female. Wetwheels is unique in providing opportunities for disabled participants to share the experience with their family, friends and peers.

The range of disabilities included, but was not limited to:

- Wheelchair users;
- People affected by stroke;
- People with sensory impairments;
- People with mobility impairments;
- People with neurological conditions, Parkinson's, or Alzheimer's;
- People with learning difficulties;
- People with acquired brain injuries;
- People with multiple, profound and complex conditions.
 - Indeed, 34 per cent of our disabled participants have multiple or profound and complex conditions.

Our biggest achievements of the year were the launch of Wetwheels South East and Wetwheels Yorkshire, as this expands our capacity by 66%.

Wetwheels South East, based in Dover, expands the geographic range of Wetwheels to include the South East coast, including the Medway. First year highlights for Wetwheels South East include exploring the exciting coastline and wildlife around Dover and providing outreach activities in Chatham.

Wetwheels Yorkshire was launched by HRH The Princess Royal and is based in Whitby. The launch marked Wetwheels' first foray into the Northern half of the UK and represents an important step in our national development. In their first few months of operation, Wetwheels Yorkshire took almost a thousand people on the water, demonstrating the demand for this new community asset.

For each of our five Wetwheels Operators, our key projects for the year have been:

- Maritime Adventures experiences for disabled adults;
- Young Mariners experiences for disabled young people;
- Harbour Breezes experiences for people living with dementia;
- Sea fishing experiences for disabled anglers.

We have also developed an enhanced Wetwheels Maritime Adventures programme in Portsmouth, which includes a specially commissioned suite of educational and informative materials to highlight Portsmouth's maritime heritage.

Each year we run Outreach projects to other coastal ports to widen our geographic reach. In 2018 we delivered Wetwheels experiences to disabled people in Chatham, Eastbourne, Falmouth, Plymouth, Poole, Southampton,

Weymouth, and Cowes and Yarmouth on the Isle of Wight. This included prominent involvement in the Cowes Week yachting regatta, Gosport Marine Festival, and the Southampton Boat Show.

We have worked with a range of partners to deliver Wetwheels experiences, including Battle Back, Treloar's, Cowes Sailability, the Enham Trust, the Rose Road Association, Chestnut Tree House, Naomi House & Jacksplace, The Children's Trust, Orpheus, The Disabilities Trust, the Care Management Group, Whizz-Kidz, Revitalise, St Vincent Care Home, Alzheimer's Society, Kef, and Muscle Warriors.

We work hard to continually improve the experience for our participants. One key asset that continues to be shared with participants is a video designed to reduce any anxiety and feelings of nervousness and uncertainty ahead of joining us. This can be viewed at https://youtu.be/E6AezHMLH4w.

In 2018-19 we developed a paper-less voyage manifest system that speeds up the process of getting on board and increases safety. This is being adopted by the Wetwheels Operators for the summer 2019 season.

Following her launch of Wetwheels Yorkshire in August 2018, HRH The Princess Royal has graciously chosen to become the Wetwheels Foundation's patron from May 2019. We are very grateful to Her Royal Highness for choosing to endorse and support our work in this way.



A disabled young person at the helm on Wetwheels Yorkshire, 2018.

"We see a boost in confidence and mood. It is lovely to see them realise that they can do more than they expected."

Keren Holding, Leisure and Play Coordinator, The Children's Trust

Financial review

Statement on the charity's policy on reserves:

Wetwheels was established in 2011 with one boat serving the Solent area. The purchase of this first vessel and its main components parts – the hull, engines and navigation systems – were funded by a mixture of founder investment, equipment loans and in-kind donations.

At this embryonic stage of Wetwheels, there was no need to consider a reserves policy as the operation had no employees, minimal fixed costs, a hull with a working life of 15+ years, engines on a free revolving two year loan from Suzuki Marine, and electronic navigation equipment supplied free of charge by Raymarine.

In 2015 and 2016, Wetwheels expanded operations with the launch of a further two boats – Wetwheels Jersey and Wetwheels Hamble – funded through grants and donations.

Resulting from this expansion, it was decided the vessel operators and the charitable body should be separate entities. Consequently, the Wetwheels Foundation was formed in 2015 as an unincorporated charitable trust. The purpose of this separation was to:

- A. Form an umbrella body (the Wetwheels Foundation charity) to licence Wetwheels Operators (established as community interest companies, or the local equivalent) to deliver the aims of the charity under common policies, practises, and standards.
- B. Centralise national fundraising efforts to both assist Wetwheels Operators to raise capital funds and secure project funding to deliver Wetwheels experiences.

The continued success of the Wetwheels formula and outreach projects (where Wetwheels Operators deliver Wetwheels experiences in places other than their home ports) to a number of locations around England resulted in a further two new Wetwheels Operators launching in 2018: Wetwheels South East and Wetwheels Yorkshire.

The Trustees Board now consider it appropriate to define a reserves policy for the Wetwheels Foundation, as the organisation has an employee and is growing further. This is to safeguard against the possibility of any shortfall in our income level (through economic or other circumstances) which may jeopardise the ability of the Wetwheels Foundation to meet its commitments in the short to medium term. Having given due consideration to this, the Trustees Board has set a target reserve level of £50,000, equivalent to 12 months of core costs (as per 2018/19). The pursuit of achieving this reserve level will be prioritised in the forthcoming fiscal year. The policy will be reviewed at least annually or at a frequency appropriate to the Wetwheels Foundation's growth.

Further financial review details:

2018-19 sees the first full year of reporting on a fiscal basis (from 1 April to 31 March). The previous accounting period was shortened to accommodate this change. Therefore, comparatives for the accounts are for the 9 month period from 1 July 2017 to 31 March 2018.

The charity raises funds to support national development and, where appropriate, assist with regional operating costs.

National development expenditure mainly comprises the cost of new boats plus related administrative and licensing costs. These funds, together with funds raised for regional operating costs, are held in specific restricted funds.

Restricted funds are also maintained for grants that we receive for specific activities, such as the provision of experiences for a specific age group or people with a specific disability.

Unrestricted funds are utilised to meet our core costs, build up reserves to sustain our current operations, plan for equipment replacement and advance our development strategy.

The Wetwheels network maintains a balanced mix of income streams to ensure sustainability. These include voluntary income from charitable trusts and foundations, business in kind support from corporate partners, individual donations, community fundraising events, and contributions directly to our operators from those participants able to do so.

Funding for the Wetwheels Foundation is secured through:

- Grants from charitable trusts and foundations;
- Fundraising events;
- Donations from individuals, community groups and businesses;
- Legacies and gifts made in memoriam.

Fundraising activity in 2018-19 centred around gaining funding to provide Wetwheels experiences. Consideration was also given to the Wetwheels Foundation's need for core funding.

The charity's main sources of unrestricted income in the year to 31 March 2019 was grant awards, operator licence fees/levies, and individual and corporate fundraising activities and donations.

Core funding increased during the year as a result of grant awards, and licence fees from our two new operators. The principal element of grant in the year arose from the Wetwheels Foundation's status as a METSTRADE DAME Awards charity for 2018.

Wetwheels Foundation – Trustees' Annual Report & Accounts, 2018-19

The Wetwheels Foundation's restricted fund, the purposes of which is to target directly the growth of participant activity, was once again the beneficiary of a generous grant from the Pargiter Trust, continuing their support of our Harbour Breezes project for people living with dementia. Other notable grants were received from the Baltic Charitable Fund, Graham High Trust, Peter Harrison Foundation, and the Worshipful Company of Barbers and the Worshipful Company of Fishmongers.

Wetwheels Solent continued to benefit from direct grants and through the continuation of their Golf Day and 'Pedalo World Championships' fundraising activities. Wetwheels Hamble also benefited from direct grants.

As in previous years, Wetwheels Jersey required no operational funding from the Wetwheels Foundation during the 2018-19 year, as a result of Wetwheels Jersey's directors successfully sourcing funding on the island.

Wetwheels South East and Wetwheels Yorkshire, in their first year of operation, have successfully engaged with their respective communities in securing localised grant awards and fundraising activities which underpin their running costs. Wetwheels South East's launch was funded in part by a generous grant from Sport England's Community Asset Fund.

Total receipts for the year ended 31 March 2019 at £231,724, were marginally down on the prior 9 month period which included significant receipts to fund the capital investment for the two new operators' boats.

Payments for the year ended 31 March 2019 at £272,399 were 15% up on the previous 9 month period, reflecting the remaining disbursement of funds accumulated to meet capital commitments in respect of the two new boats.

Wetwheels Foundation core expense at £53,627 was marginally under the budget of £55,000 set for that year. Of the core expense, 62% was in respect of employee and administrative support costs.

During the year, trustees' expenses totalled £2,408 (2018: £1,555). As part of the Wetwheels Foundation's Licence terms, regular auditing of operators is conducted by trustees or their representatives. The increase in trustees' expenses reflects this ongoing activity.

Unrestricted cash funds of £25,212 at 31 March 2019 increased by 17% which whilst being encouraging, is a small step towards our reserves policy target.

Restricted cash funds at 31 March 2019 decreased by 30% from 31 March 2018 to £105,152, reflecting the disbursement of grant income for the two new boats.

Receipts and payments accounts

	Charity Name		No (if any)		
CHARITY COMMISSION	Wetwheels Foun	dation		1148600	
FOR ENGLAND AND WALES		Receipts and	l payments accounts		CC16a
FOR ENGLAND AND WALES	For the period from	Period start date 01/04/2018	То	Period end date 31/03/2019	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	9 months to 31/03/2018
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	19,083	111,162	•	130,245	212,695
Donations	5,869	44,849	•	50,718	8,095
Fund raising activities	12,017	17,166		29,183	18,112
Licence fees	12,000	-	-	12,000	-
Loan repayments from operators	8,000	-	-	8,000	- 207
Trading income	365	1 212	-	1,578	207 1,444
Gift Aid	303	1,213	-	1,576	1,444
Sub total (Gross income for AR)	57,334	174,390	-	231,724	240,553
,	01,004	114,000		201,124	240,000
A2 Asset and investment sales, (see table).	_	-	_	_	
	-	-		-	-
Sub total	_	_	_	_	_
Total receipts	57,334	174,390		231,724	240,553
A3 Payments					
Grants	5,550	213,498	-	219,048	205.374
Donations	839			839	
Loans to operators	-		-	-	-
Capital expenditure	-	-		-	-
Fund raising activity costs	3,013	4,676		7,689	3,938
Gift Aid claim costs	18	61	-	79	-
Marketing costs	1,787	-		1,787	1,550
Payroll	28,456	-	•	28,456	20,451
Employee expenses	732	-	•	732	755
Trustee expenses incl Operators' audits Operators' Meeting and Training Costs	2,408 788	530	-	2,408 1,317	875 1,555
Consultant fees and expenses	1,059	- 550	-	1,059	426
Administration fees	4,755	-	-	4,755	-
Licence fees	- 1,1 00			- 1,1 00	_
Insurance costs	1,390	-	-	1,390	642
Training costs	1,112	-		1,112	-
Trading costs	-	-		-	-
Legal fees	-	-		-	-
Examination fees	1,260	-	-	1,260	-
Membership fees	394	-	•	394	276
Bank Fees	66	6	•	72	45
Sub total	53,627	218,771	-	272,398	235,887
A4 Asset and investment purchases, (see table)					
na naset and investment purchases, (see table)	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	53,627	218,771	-	272,398	235,887
·					
Net of receipts/(payments)	3,707	- 44,381	-	- 40,674	4,666
A5 Transfers between funds A6 Cash funds last year end	21,505	149,533	-	171,038	166,372
Cash funds last year end Cash funds this year end		105,151	-	130,364	171,038
Casii iunus triis year end	25,212	100,151		130,364	17 1,030

Continued on next page...

...Continued from previous page

		Unrestricted funds	Restricted funds	Endowment fund
Categories	Details			
		to nearest £	to nearest £	to nearest £
1 Cash funds	CAF Cash Account	25,212	105,151	
	Total cash funds	25,212	105,151	-21200
	(agree balances with receipts and			
	payments account(s))	Unrestricted funds	OK Restricted funds	OK Endowment fund
		om confect funds	restricted turids	Lindowine in Turk
	Details	to nearest £	to nearest £	to nearest £
2 Other monetary assets	Debtors - HMRC Gift Aid	560	8,493	
			-	
		•		
		Fund to which asset	Cost (optional)	Current value
	Details	belongs		(optional)
3 Investment assets				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Laptop	Wetwheels Foundation	600	20
			-	
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
5 Liabilities	Details Wetwheels Solent -	Wetwheels Foundation	1,440	(optional)
55 Liabilities	Administration support	***************************************	.,,	

Signed on behalf of the charity trustees:

Signature:	DAL	Sheelow Shell
Full name:	DAVID PARKINSON	ANDREW S. Pour
Position:	VICE CHAR: WWF	CHAIR: WWF
Date:	17 JUN 19	17 June 2019

Independent examiner's report on the accounts

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

My examination was carried out in accordance with 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 accountants presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning 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.

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

- 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

Date: 19 June 2019

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

Signature:

Full name:

Mary Wallbank, DChA, FCA, FCIE

Address: 18 Park Road, Chandler's Ford, Eastleigh, Hampshire, SO53 2EU

Reference and administration details

Charity name: Wetwheels Foundation

Registered charity no.: 1148600

<u>Principal address:</u> The Victory

Gunwharf Quays House

Gunwharf Quays

Portsmouth PO1 3TZ

<u>Patron:</u> HRH The Princess Royal from May 2019

<u>Trustees:</u> Andrew Fell (Chair)

David Parkinson (Vice-Chair)

Kim Hollamby (Treasurer) retired 01/04/18

Charles O'Shea (Treasurer)

Alan Cummings Ruth Johnson

Amanda Mochrie retired 01/10/18 Fiona Pankhurst retired 15/01/19

Trevor Phillips

Founder: Geoff Holt MBE DL

<u>Advisers:</u>

Consultant: Personal Everest Ltd.

6 East Hill Close Fareham, PO16 8SE

Examiner: Mary Wallbank

Charity Management Services 18 Park Road, Chandlers Ford

Eastleigh, SO53 2EU

Legal Adviser: Laura Trapnell

Paris Smith
1 London Road

Southampton, SO15 2AE

Website: wetwheelsfoundation.org

Donations: Payable to "Wetwheels Foundation"

CAF Bank Ltd

25 Kings Hill Avenue, Kings Hill, West Malling, ME19 4JQ

Sort code: 40-52-40 Account number: 00024963

Declaration

The trustees declare that they have approved the trustees' annual report and accounts for 2018-19 above.

Signed on behalf of the charity trustees:

Signature:

Full name:

Position:

Date:

VICE - CHAIR: WWF

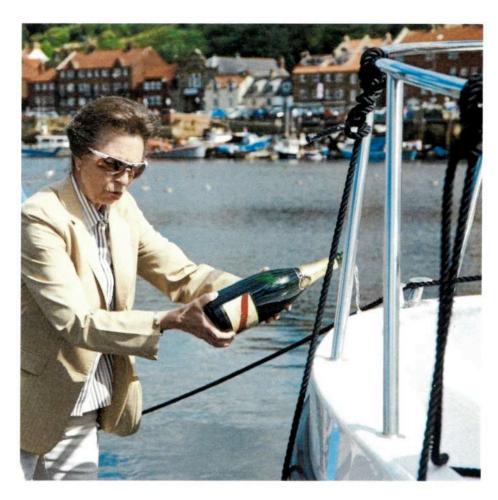
17 JUN'19

Andrew Hell

DAVID PARKINSON ANDROW S. PEN.

CHAIR- WWR.

17 June 2019



HRH The Princess Royal launching Wetwheels Yorkshire in August 2018.

