



## Annual Report 2018

### Preface

The South Wales Outdoor Activity Providers Group (SWOAPG) was incorporated as a (not-for-profit) Company Limited by Guarantee on 31 July 2018 (registered No 11492917, registered address Bryn Bolgoed, Libanus, Brecon LD3 8EP). It was formerly operated as an Unincorporated Association.

Registered companies are generally required to produce an annual report and submit this to both Members and Companies House. However, by virtue of its small turnover and assets, SWOAPG is designated as a 'micro-enterprise' and does not therefore need to produce an annual report (and is subject to simplified accounting requirements).

Nevertheless, the Directors have decided to produce this brief report for the benefit of Members.

This report formally covers the period 1 April 2017 to 31 July 2018 (while SWOAPG was an Unincorporated Association) but also addresses the period 1 August 2018-31 October 2019.

### Key Personnel

A Steering Group comprising the following Members has overseen SWOAPG's operations relating to representation of outdoor activity providers and delivery of environmentally sustainable outdoor activities, both as an Unincorporated Association (until 31 July 2018) and a Company Limited by Guarantee (since 31 July 2018):

Lisa Boore (to Nov 2017)

Jeff Calligan, Mountain & River Activities  
(from Nov 2017)

Richard Carpenter, Outward Bound Trust  
(from Nov 2017)

Richard Hill (to Nov 2017)

Will Kilner

Katie Lloyd, Princes Trust (from Nov 2017)

Jethro Moore, Adventure Beyond

Simon Neenan, Atlantic College

Rikki Phillips (to Nov 2017)

Steve Rayner (Oct 2017 to Oct 2018)

Emyr Rees, Atlantic College (Chair)

Jon Roberts (to Nov 2017)

Mark Soanes, Call of the Wild

Ieuan Starks, School Camp Ltd (Treasurer)

Martin Sweeney (to Nov 2017)

David Windebank, Coleg Gwent (Nov 2017  
to Feb 2018)

Nick Winder, Tirabad REC

Matt Woodfield

Since 31 July 2018 the following Directors have managed the Company's business operations, ensuring that SWOAPG operates in accordance with law and good governance practice:

Jeff Calligan, Mountain & River Activities

Steve Rayner, Independent (to Oct 2018)

Emyr Rees, Atlantic College (Chair)

Mark Soanes, Call of the Wild (from Oct  
2018)

Ieuan Starks, School Camp Ltd (Treasurer)

Throughout the period, Steve Rayner has been engaged as a consultant to fulfil the duties of Coordinator and (since 31 July 2018) Company Secretary, responsible for delivering SWOAPG's day-to-day business.

## Performance Review

The aim of SWOAPG is to provide representation on behalf of all Outdoor Activity Providers active in the Brecon Beacons and South Wales area; and provide a focal point for projects and initiatives relating to the delivery of environmentally sustainable Outdoor Activities in these areas.

During this period the Coordinator and Steering Group members have undertaken or arranged the following activities in support of this aim:

- an Annual General Meeting in November 2017 and an Emergency General Meeting in April 2018, providing opportunities for Providers to share information and concerns relating to outdoor activities in the Area;
- ongoing liaison with Brecon Beacons National Park Authority (BBNPA) and Natural Resources Wales concerning the Concordat for Gorge Walking in the Waterfalls Area; with Powys County Council concerning canoeing access from Glasbury to Hay; and with BBNPA and Dŵr Cymru concerning the Reservoir Passport Scheme;
- representation at meetings of Wales Adventure Tourism Organisation (WATO), the (newly-created) Outdoor Alliance; National Access Forum Wales; Southeast and Mid-Wales Tourism Forums; Brecon Beacons Local Access Forum, Valleys Landscape Park, etc.;
- submissions to Welsh Government consultations on 'Sustainable Management of Natural Resources' (September 2017) and 'Brexit and our Land', calling for recreational access to be recognised as a 'public good' (October 2018);
- training and networking workshops for Members:
  - October 2017 canoeing & caving workshops;
  - May, September & October 2018 gorge Code of Conduct training;
  - June 2018 Mellte gorge rescue workshop & caving workshop; and
  - October 2018 volunteer day at Cwm Porth;
- a Residents' Activity day, supported free-of-charge by several Providers, at Dinas Rock in June 2018; and
- circulation to Members of important 'alerts' and other information on matters affecting outdoor activity provision and access in the Area.

In December 2017 the Steering Group identified a risk that SWOAPG could have insufficient funding to support ongoing activity and in March 2018 this was confirmed when Visit Wales withdrew its 'core funding' which had previously sustained the Coordinator's activity. At an Emergency General Meeting on 19 April 2018, Members agreed to introduce fees for SWOAPG membership and workshops to address this risk. At the same time, they agreed that SWOAPG should become a (not-for-profit) Company Limited by Guarantee. BBNPA then awarded us a Sustainable Development grant (up to £6,400 over 12 months – to be match-funded by volunteer donations of time and resources), to enable the Coordinator to undertake the necessary work to introduce membership fees and transition to company status (which will in due course include new procedures and a new website).

We quickly introduced an online membership system which, by September 2018, had attracted 180 Members<sup>1</sup> and generated over £6,000 of income. If this level of income can be sustained, it should be sufficient to maintain a base level of service in future years by the Coordinator, particularly if supplemented by other sources of income (noting that our average expenditure over the last 3 years has been £9,900, although this has included self-funded project work). Future funding therefore remains a risk that the Directors will continue to monitor closely.

In September 2018, SWOAPG was a partner in a successful bid by WATO to conduct a feasibility study into the development of outdoor activities in the Vale of Glamorgan. This project commenced in November and is expected to generate additional income for SWOAPG.

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<sup>1</sup> 71 Full Members (£75), 17 Associate Members (£25), 28 Additional Staff of Full Members, 20 Supporters, 44 Subscribers (all Free).

## **Financial Accounts**

A statement of accounts is attached covering both the Unincorporated Association and the Company for the periods 1 April 2017 to 31 March 2018 (the Association's Financial Year); and 1 April 2018 to 31 July (and, for information only, 1 April 2018 to 31 October 2018).

These accounts are not required to be audited (since SWOAPG is a 'micro-enterprise') and do not need to be submitted to Companies House or HMRC (because the Company has not yet completed a full year of trading). However, they have been prepared by the Coordinator and verified by the Treasurer in accordance with Companies House guidelines.

## **Directors' Approval**

I confirm that this report has been approved by the Directors prior to publication.

A handwritten signature in black ink, appearing to read 'Steve Rayner', written in a cursive style with a long horizontal stroke extending to the right.

Steve Rayner OBE, Coordinator / Company Secretary, 25 November 2018.

# South Wales Outdoor Activity Providers Group

## Annual Accounts

As at 31 Oct 2018

	Notes	3 1/4/18- 31/10/18	2 1/4/18- 31/7/18	1 1/4/17- 31/3/18	2016/17	2015/16
<b>Income &amp; Revenue</b>		£ 8,982.96	£ 8,254.96	£ 7,799.00	£ 7,495.36	£ 9,629.81
Visit Wales Funding				£ 7,799.00	£ 4,828.27	£ 6,429.81
BBNPA Funding	4	£ 2,682.96	£ 2,279.96			
Membership fees received	5	£ 5,925.00	£ 5,625.00			
Workshop fees received	5	£ 375.00	£ 350.00		£ 650.00	£ 240.00
Project fees received					£ 2,017.09	£ 2,960.00
<b>Expenditure</b>		£ 5,022.29	£ 3,923.71	£ 10,636.24	£ 7,128.67	£ 11,896.19
Co-ordinator fees		£ 4,334.00	£ 3,448.50	£ 9,372.94	£ 5,972.55	£ 8,312.39
Travel		£ 91.50	£ 67.50			
Workshop costs	5	£ 200.00	£ 100.00	£ 235.00	£ 450.00	£ 615.00
Project costs					£ 360.00	£ 1,054.81
Payment processing fees	5	£ 250.87	£ 239.99			
Administration / Miscellaneous	6	£ 145.92	£ 67.72	£ 1,028.30	£ 346.12	£ 1,913.99
<b>Income less Expenditure</b>		£ 3,960.67	£ 4,331.25	-£ 2,837.24	£ 366.69	-£ 2,266.38

<b>Assets</b>		£ 5,798.35	£ 6,980.39	£ 1,837.68	£ 4,674.92	£ 4,308.23
Fixed Assets		£ -	£ -	£ -	£ -	£ -
Current Assets	7	£ 5,395.35	£ 6,321.93	£ 1,837.68	£ 4,674.92	£ 4,308.23
Prepayments and accrued income	11	£ 403.00	£ 658.46	£ -	£ -	£ -
<b>Capital, Reserves and Liabilities</b>		£ -	£ 811.46	£ -	£ -	£ -
Reserves		£ -	£ -	£ -	£ -	£ -
Provisions for liabilities		£ -	£ -	£ -	£ -	£ -
Creditors (amounts falling due within 1yr)	12	£ -	£ 811.46	£ -	£ -	£ -
Creditors (amounts falling due after 1yr)		£ -	£ -	£ -	£ -	£ -
Accruals and deferred income		£ -	£ -	£ -	£ -	£ -
<b>Net Increase from Previous Period</b>		£ 3,960.67	£ 4,331.25	-£ 2,837.24	£ 366.69	-£ 2,266.38

### Notes to the Accounts

- Accounts to 31/3/18 are for end of Financial Year of the Unincorporated Association, 12 month comparison with previous years
- Accounts to 31/7/18 are up to Incorporation Date of Company Limited by Guarantee
- Accounts to 31/10/18 are for information only at Annual General Meeting
- Sustainable Development Grant awarded Apr 2018 by Brecon Beacons National Park Authority to fund SWOAPG development.  
Total grant value £6400 due by Apr 2019
- Membership and Workshop fees introduced Apr 2019. Online management system incurs c.4% processing fee for all payments.  
Workshop providers paid £50 per workshop towards expenses.
- Administration in 2017/18 included printing; meeting mileage; website and insurance.  
Administration in 2018 to date includes donation, website, postage, Companies House registration, telephone

7. Current Assets:		at 31/10/18	at 31/7/18	at 30/4/18	2016/17	2015/16
	Net Balance:	£ 5,395.35	£ 6,321.93	£ 1,837.68	£ 4,674.92	£ 4,308.23
	NatWest current account	8 £ -	£ 5,902.26	£ 1,837.68	£ 4,674.92	£ 4,308.23
	Lloyds Current account	9 £ 5,187.18				
	PayPal business account	10 £ 158.17	£ 419.67			
	GoCardless account	10 £ 50.00	£ -			

- Funds transferred from NatWest Association Account to Lloyds Company Account 8 Oct
- Lloyds Company Account opened 19 Sep
- PayPal and GoCardless Accounts receive funds from Members paid via online membership system
- Accrued income: claims for grant payments made to BBNPA but not yet received at accounting date
- Creditors: invoices received from Coordinator but not yet paid at accounting date

For the year ending 31 July 2019 the company is entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The Members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions.

Signed on behalf of the Directors:



Iuan Starks, Director  
21 November 2018