



# South Wales Outdoor Activity Providers Group

## Annual Report 2020

### 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 August 2019 to 31 July 2020 but also addresses the period 1 August 2020-31 October 2020.

### 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:

Stephen Bird, LoadedUK (from Jul 2020)  
Jeff Calligan, Mountain & River Activities (until Jun 2020, Chair from May to Jun 2020)  
Steffan Davies, Hawk Associates (from Jul 2020)  
Simon Fenton, Gower Adventures  
CJ Griffiths, Brecon Adventures (from Oct 2019 to Aug 2020)  
Stephen Parsons, Independent (Chair from Nov 2019 to May 2020)  
Will Kilner, Adventures with Will

Roger Lee, Independent (Chair from Jul 2020)  
Katie Lloyd, Princes Trust  
Jethro Moore, Adventure Beyond  
Emyr Rees, Atlantic College (until Sep 2020, Chair to Nov 2019)  
Tom Sampson, Hampshire Mountain Centre (from Jul 2020)  
Mark Soanes, Call of the Wild Ltd  
Ieuan Starks, School Camp Ltd (Treasurer)  
Nick Winder, Tirabad REC

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 (until Jun 2020, Chair from May to Jun 2020)  
CJ Griffiths, Brecon Adventures (from Feb 2020 to Aug 2020)  
Roger Lee, Independent (also Chair, from Jul 2020)

Stephen Parsons, Independent (until May 2020, Chair from Nov 2019 to May 2020)  
Emyr Rees, Atlantic College (until Feb 2020)  
Ieuan Starks, School Camp Ltd (Treasurer)

Throughout the period, Steve Rayner has been engaged as a consultant to fulfil the duties of Coordinator and 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, Directors and Steering Group members have undertaken or arranged the following activities in support of this aim:

- an Annual General Meeting in November 2019, 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 and the Wye & Usk Foundation 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 Outdoor Alliance Wales; National Access Forum Wales and its Access to Waters sub-group; Brecon Beacons Local Access Forum; Brecon Beacons, Swansea Bay & Mid-Wales Tourism groups; the Waterfalls Area Safety Group; and Wales Council for Outdoor Learning;
- supporting Providers in South Wales through the Covid-19 crisis and lockdowns – which had an huge adverse impact on the tourism & hospitality sectors in Wales:
  - lobbying Welsh Government – in partnership with WATO, the Outdoor Alliance Wales and other stakeholders – to ensure the needs of our sector were properly considered;
  - contributing significant elements to the ‘recovery plan’ for our sector, which was subsequently ‘adopted’ by Welsh Government; and
  - sign-posting Members to key information about rules, regulations and financial support available to them; through regular e-mail bulletins and occasional online workshops;
- submissions to the Welsh Government’s ongoing Access Reform Programme;
- training and networking workshops for Members:
  - Nov 2019 and Feb 2020 Dinas/Sychryd & Mellte Code of Conduct Training;
  - May 2020 Geological e-Field Trip over Cribarth from Craig-y-Nos (in partnership with BBNPA);
  - Jun 2020 Stargazing in the Summer Sky (in partnership with Usk Astrological Society);
  - Jul 2020 Gunpowder & Gorges webinar and River Usk webinar (in partnership with BBNPA);
  - Aug 2020 Gorge user’s online workshop; and
  - Sep 2020: online Workshop for Providers and Instructors to Share Good Practice around Activities and Covid-19; and Mellte Code of Conduct Training online workshop;
- and circulation to Members of important ‘alerts’ and other information on matters affecting outdoor activity provision and access in the Area.

During this period the SWOAPG Directors have also agreed new procedures for managing the Coordinator’s workload and have begun a transition to using a Microsoft 365-based document and e-mail management systems which will both streamline and improve the transparency and resilience of our administrative procedures.

At October 2020 SWOAPG had 274 Members<sup>1</sup> (increased from 264 in October 2019) generating approx. £4,900 of income – a reduction of some £1,100 compared to the previous year as a result of several Members electing not to make renewal payments this year due to the impact of the Covid-19 crisis. We have sufficient reserves to continue to operate with our current level of activity until Mar 2021; and if all our paid-up Members re-join then we may still be able to continue to operate but will have depleted our reserves significantly. However, it is impossible to judge the ongoing impact of the Covid-19 crisis on our sector and therefore on our future membership numbers. Future funding therefore remains a significant risk that the Directors will continue to monitor closely.

---

<sup>1</sup> 55 Full Members (£78), 14 Associate Members (£26), 28 Unpaid Members – retained on books during Covid crisis; 75 Additional Staff of Members, 30 Supporters, 72 Subscribers (all Free).

## **Financial Accounts**

A statement of accounts is attached covering both the Unincorporated Association for the periods 1 April 2015 to 31 July 2018 and the Company for the period 1 August 2018 to 31 July 2020.

These accounts are not required to be audited (since SWOAPG is a 'micro-enterprise') but they have been prepared by the Coordinator and verified by the Treasurer in accordance with Companies House guidelines. The accounts for 2019/20 will be submitted to Companies House and HMRC (together with a tax return) following the Company's second full year of trading.

## **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', is written over a light blue rectangular background.

Steve Rayner OBE, Coordinator / Company Secretary, 11 November 2020.

# South Wales Outdoor Activity Providers Group

## Annual Accounts

As at 31 Jul 2020

	Notes	1/8/19- 31/7/20	1/8/18- 31/7/19	2 1/4/18- 31/7/18	1 1/4/17- 31/3/18	2016/17	2015/16
<b>Income &amp; Revenue</b>		<b>£ 4,086.01</b>	£ 12,397.80	£ 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		£ -	£ 4,120.04	£ 2,279.96			
Membership fees received	3	£ 4,035.00	£ 6,090.00	£ 5,625.00			
Workshop fees received	3	£ 50.00	£ 570.00	£ 350.00		£ 650.00	£ 240.00
Project fees received		£ -	£ 1,617.55			£ 2,017.09	£ 2,960.00
Bank interest		£ 1.01	£ 0.21				
<b>Expenditure</b>		<b>£ 7,189.43</b>	£ 9,166.44	£ 3,923.71	£ 10,636.24	£ 7,128.67	£ 11,896.19
Co-ordinator fees		£ 5,599.71	£ 6,039.00	£ 3,448.50	£ 9,372.94	£ 5,972.55	£ 8,312.39
Travel		£ 212.10	£ 144.00	£ 67.50			
Membership costs	4	£ 127.72	£ 645.09				
Workshop costs	3	£ 100.00	£ 187.00	£ 100.00	£ 235.00	£ 450.00	£ 615.00
Project costs		£ -	£ 947.95			£ 360.00	£ 1,054.81
Payment processing fees	3	£ 136.39	£ 253.75	£ 239.99			
IT	5	£ 386.22					
Insurance	5	£ 577.34					
Administration / Miscellaneous	5	£ 49.95	£ 949.65	£ 67.72	£ 1,028.30	£ 346.12	£ 1,913.99
<i>Income less Expenditure</i>		<b>-£ 3,103.42</b>	£ 3,231.36	£ 4,331.25	<b>-£ 2,837.24</b>	£ 366.69	-£ 2,266.38
Depreciation	6	£ 86.09	£ 86.09				
<i>Operating Profits</i>		<b>-£ 3,189.51</b>	£ 3,145.27				
Annual Investment Allowance (AIA)		£ -	£ 860.93				
<i>Trading Profits</i>		<b>-£ 3,103.42</b>	£ 2,370.43				

<b>Assets</b>		<b>£ 5,674.20</b>	£ 9,314.20	£ 6,980.39	£ 1,837.68	£ 4,674.92	£ 4,308.23
Fixed Assets	6	£ 688.75	£ 774.84	£ -	£ -	£ -	
Current Assets	7	£ 4,751.45	£ 7,915.06	£ 6,321.93	£ 1,837.68	£ 4,674.92	£ 4,308.23
Prepayments and accrued income	8	£ 234.00	£ 624.30	£ 658.46	£ -	£ -	
<b>Capital, Reserves and Liabilities</b>		<b>£ 8,863.71</b>	£ 6,168.93	£ 2,649.14	£ 4,674.92	£ 4,308.23	£ 6,574.61
Retained earnings	9	£ 8,863.82	£ 6,168.93	£ 3,460.60	£ 4,674.92	£ 4,308.23	£ 6,574.61
Capital received		£ -	£ -				
Provisions for liabilities	10	-£ 0.11	£ -	£ -	£ -	£ -	£ -
Creditors (amounts falling due within 1yr)	11	£ -	£ -	£ 811.46	£ -	£ -	£ -
Creditors (amounts falling due after 1yr)		£ -	£ -	£ -	£ -	£ -	£ -
Accruals and deferred income		£ -	£ -	£ -	£ -	£ -	£ -
<i>Assets less Liabilities (= Operating Profits)</i>		<b>-£ 3,189.51</b>	£ 3,145.27	£ 4,331.25	<b>-£ 2,837.24</b>	£ 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
- 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.
- Membership costs include membership cards etc.
- Administration includes postage, Companies House filing, telephone (and pre-2020, IT & insurance)
- ID card printer purchased from BBNPA capital grant element, depreciated at 20%pa
- Current Assets:

		at 31/7/20	at 31/7/19	at 31/7/18	at 30/4/18	2016/17	2015/16
	Net Balance:	£ 4,751.45	£ 7,915.06	£ 6,321.93	£ 1,837.68	£ 4,674.92	£ 4,308.23
	NatWest current account		£ -	£ 5,902.26	£ 1,837.68	£ 4,674.92	£ 4,308.23
	Lloyds Current account	£ 2,392.55	£ 5,713.83				
	Lloyds Instant Online account	£ 2,001.22	£ 2,000.21				
	PayPal business account	12 £ 357.68	£ 201.02	£ 419.67			
	GoCardless account	12 £ -	£ -	£ -			

- Accrued income: invoices for membership etc. issued but not yet received at accounting date
- Capital introduced from previous incarnation of SWOAPG as an unincorporated organisation, maintained as current asset in bank, transferred from retained earnings
- Income tax liability £450.38 overpaid 11p in error
- Creditors: invoices received from Coordinator but not yet paid at accounting date
- PayPal and GoCardless Accounts receive funds from Members paid via online membership system

For the year ending 31 July 2020 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.