

**Remembering the Past, Resourcing the Future CIO
(Registered Charity 1155014)**

**Trustees Report
and
Financial Statements
for the period
1st January to 31st December
2021**

Financial Statements and Annual Report for the period 1st January to 31st December 2021

Remembering the Past, Resourcing the Future

Charity name: Remembering the Past, Resourcing the Future

Other names the charity is known by: RPRF, Remembering the Past, RtP

Registered charity number: 1155014

Charity's Principal address: Room R11b, The Linskill Centre, Linskill Terrace, North Shields, Tyne & Wear, NE30 2AY

Names of charity trustees who manage the charity:

David Hodgson – Treasurer, Emily Tench, Ron Hillaby, Kath Smith and Chris Wray

Structure, governance and management

Constitution adopted: 16th December 2013

How the charity is constituted: Charitable Incorporated Organisation

Trustee selection methods: Trustees are appointed for a period of three years

Name of chief executive or names of senior staff members: No chief executive or employees

Charitable Objectives

1. Advance the education of the public in Tyne and Wear in particular but not exclusively by: Educating school children through the collection and dissemination of memories, experiences and thoughts of older people and establishing and maintaining a community archive recording social history through the medium of oral
2. Promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people and assisting them to integrate into society.

Additional governance information

Risk assessment has made us aware of the importance of protecting all participants at every stage of the memory collection process and especially the importance of safeguarding and data protection. There is a vulnerable adults and equal opportunities policy in place which guides all of our work. In 2021 our policies and procedures in relation to General Data Protection Regulation and Safeguarding were reviewed, alongside of all other policies and procedures relevant to our activities.

RPRF is a member of North Tyneside VODA, the local voluntary development agency, which provides support and guidance on governance and good practice in employment matters from the charity sector perspective and an associate member of the North East Business Chamber which keeps us in touch with local developments in the business world. RPRF is also a member of the Oral History Society, the professional body relating specifically to our memory collection activities. OHS provides training and resources to ensure we adhere to good practice in the collection and archiving of oral histories.

Trustees meetings & Remuneration

The Trustees met formally on three occasions in 2021 and informally between May and December to finalise administration arising out of the Queen's Award. Trustees received quarterly reports on activities and financial updates. All trustees give their time voluntarily. Kath Smith received £214.55 for expenses incurred with the running of the charity.

Achieving Public Benefit

Trustees have complied with the duty in Section 4 of the 2006 Charities Act to have due regard to guidance on public benefit. The focus of our activities continues to be the alleviation of loneliness, social and digital isolation faced by older people in North Tyneside. The method used to achieve this is the collection by volunteers of older people's memories of the cultural and social life of the area and the dissemination of the history collected in this way to the wider community. Details of these activities and achievements are laid out in this report.

Achievements of the Charity during 2021

The picture of activities which has emerged this year is totally different from the year before because of the impact of the covid19 global pandemic. RPRF could easily have been overwhelmed as the scale of the pandemic became clear but thanks to the quick thinking of some key volunteers we were able to continue to provide activities and to develop the resilience of the organization. The early months of lockdown were stressful but, looking back on the year now the year was a time of innovation, experimentation, opportunity and reward.

The contribution of volunteers

RPRF offers the following benefits to volunteers:

- Varied and rewarding volunteering opportunities to ensure that the RPRF community history archive is maintained, expanded and made publicly available to as wide an audience as possible and in as many formats.
- A non-threatening introduction to every aspect of IT technology through activities relating to collecting memories for the organisation's website and archive.
- An opportunity to develop high levels of skills in oral history collection, archiving and dissemination. These are recognised to be at professional or skilled level by National Heritage Fund criteria.
- An opportunity to influence the development of new projects and develop new organisational skills as well as the core skills of the organisation.

Volunteer Achievements in 2021

In 2021 the team's contribution exceeded 2500 hours, the greatest investment of time to date in our organisation's history. This reflects the exceptional commitment of all of the volunteers but especially a key group who spearheaded our response to the pandemic.

Some volunteers rightly stepped back from active work to shield and self isolate during the height of the pandemic. Our interview teams were especially affected by this and we will wait and see how many people have the confidence to come back and meet people on a face to face basis. We are anticipating that it will be a long

Queen's Award for Voluntary Service

The achievement which gave us the most pride in 2021 was being awarded the Queen's Award for Voluntary Service, the highest award given to volunteer groups across the UK, recognising outstanding work by volunteer groups to benefit their local communities. The nomination was put forward by a group of local organisations which was very affirming and the rigorous assessment process, carried out under covid restrictions, was a unique experience. We were one of two organisations in North Tyneside who were successful and feel very proud to have been recognised in this way.

Extract from Queen's Award Nomination submitted by our Nominee, Robin Fry, Chief Executive of VODA

"The team is highly trained and the range of skills they have is incredible. Volunteers can do everything necessary to take an interesting memory from an individual, add it to their catalogue and then publish it on the website. The benefit of the group's work is felt universally, from the volunteers who lead the work, to the individuals who share their stories and the audiences that enjoy them".

More about Volunteer development in 2021

In the past many volunteers have been happy to do what they were asked to do on a day to day basis. Volunteer meetings, training sessions and an annual awayday provided the conventional means of consulting on personal satisfaction with their roles and the work they were involved with. The pandemic, in conjunction with the loss of a paid staff role, has completely changed this style of working. Looking back on last year it is clear that the team has, in a number of different ways, taken on the challenge of leading and directing the work we do, while the trustees provide a strategic framework in line with our charitable objectives. We all agree that this major change would have taken years to achieve in the normal run of events. The following are a few examples of the way

Technical/Digital Leadership

Our core technical team, supported by the trustees, took a series of key decisions at the beginning of lockdown which enabled two thirds of our volunteers to stay in contact with each other using virtual communications methods. They realised that this was the only way of keeping a core of the volunteers in touch with each other. They trained volunteers to use Zoom and Microsoft Teams and gave them the confidence and support for new volunteer groupings to set up. Teams has become a strong communications platform, enabling the volunteers to keep in touch, to train together and to run projects. This single initiative, made very early in the pandemic, set the tone for the other important developments which occurred during the year and which have all now been

Other Activities of the Charity during 2021

Meeting the public and engaging with new audiences

2021 was the year that we were to undertake a significant re-engagement exercise in North Tyneside. Consultants had been engaged to support us in the work and plans were in place for a number of in person activities. All of these plans had to be abandoned. In consultation with the funders it was agreed that a new programme of virtual activities could be developed. Our first action therefore was to devise a way of carrying out an online community mapping exercise and delivering virtual activities to online communities. During July and August a brief was written and a marketing consultant with heritage and community expertise was appointed to write a marketing strategy for Remembering the Past. This strategy was finalised in September 2021 and we With support from our Marketing Consultant we were able to engage more fully with Facebook, and Twitter as a way of reaching new audiences. These new social media channels have led to more engagement with the public as well as conversations with organisations which are new to us, offering future project opportunities. Towards the end of the year we were able to reinstate some face to face activities, meeting old friends as well as experimenting with new activities such as heritage walks. These opportunities have energized the volunteers and given us optimism for the future.

Establishing a Facebook and Twitter presence

Trustees took a strategic decision to have a Facebook and Twitter presence several years ago but were never able to put it into practice. In 2021 a combination of circumstances has meant that we had new volunteers with the right skills and confidence to make our presence felt on social media and also, thanks to a grant from the Kellett Fund, the support of an experienced community development practitioner to guide them to organisations who enjoy seeing our content. This combination is beginning to bear fruit now and the team are extremely

North Shields Heritage Action Zone Partnership

The team has enjoyed being a partner in the first phase of this thirty month partnership, funded by Historic England, which reinstates some of the historic features of Northumberland Square and Howard Street and rediscovers the social history bound up in the area. We have engaged the public in searches for memories of working in this historic area which was the commercial, local government and social heart of North Shields.

Nexus/Metro 40th Anniversary Project

Remembering the Past was a partner in this project which was led by the Common Room of the North. Preparatory work was done to find ex-employees of Metro and the main part of the work will be delivered in 2022. As well as the opportunity to use our skills this type of project raises the self esteem of the volunteers and builds confidence in the skills they have acquired as RPRF volunteers.

Linskill Centre Talks Programme

During the year we delivered a series of remote and in person talks and presentations which continue to be well received. Looking forward we will continue to offer a mix of remote and in person events and will build on our relationship with the North East & Yorkshire Film Archive. This mutually beneficial relationship enables us to bring local material into the public domain that has been locked away in archives for many years.

Plans for the Future

At the time of writing the organisation finds itself in a stronger position than could have been imagined this time last year. In February 2021 we had no idea what would happen to the organisation as a result of the pandemic or a plan to manage the situation. The actions of a few key volunteers set up the framework for everything that happened after that and the successes that have been outlined here.

Because of these achievements Trustees felt confident that the time was right to begin the process of re-introducing a staff member into the RPRF team to provide another layer of experience and resilience into the organisation. It was agreed that during 2022 plans would be developed to achieve this and funders approached.

Risk Management

Continuing risk assessments reinforce the importance of protecting all participants at every stage of the memory collection process and especially the importance of data protection. There is a vulnerable adults and equal opportunities policy in place which guides all of our work and which was updated as part of our annual review process in 2021.

RPRF is a member of North Tyneside VODA, the local voluntary development agency, which provides support and guidance on governance and good practice in employment matters. RPRF is also a member of the Oral History Society which provides guidelines for good practice in the collection and archiving of oral histories. In 2021 we will be reviewing our website and social media platforms to ensure that they are as secure as possible for visitors.

Financial Review

In 2021 continued to be generously supported by local funders. Grants have enabled essential grass roots relationships to be continued and enhanced. We have shown ourselves to be a stable organisation providing relevant services in difficult circumstances throughout the year, building on the significant investment made in

We are delighted that the amount of income from fees for service has increased significantly in 2021. This has enabled us to increase the amount of unrestricted income available to us as we go into 2022. The security provided by 30 month funding through the North Shields Heritage Action Programme is very welcome. Income from the Linskill Trust and NEXUS has helped consolidate our position. Plans are already being developed for other fee for service contracts in 2022. It is pleasing to note that the work involved in these bespoke projects aligns completely with our charitable aims and objectives.

The charity's policy on reserves

As Trustees we continue to take a cautious approach to running the organisation. As at 31st December 2021 we hold funds of £9,072 of which £4,802 is unrestricted representing a significant improvement over last year's figures.

Other financial information

In 2021 RPRF raised funds from the following charitable sources:

Community Foundation	£2,270
R W Mann Trust	£900

In 2021 RPRF raised funds from the following sources as a result of fees for service:

Linskill Trust	£2,500
North Tyneside VODA	£5,423
NEXUS	£750
Newcastle University	£1,000

Compliance with Prevailing Law and Regulations

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the financial reporting standard for Smaller Entities published on 16th July 2014.

Looking Forward

In conclusion, we have recently been advised that our application for funding for a part time manager post has been successful. We will commence the recruitment process in the autumn 2022. This strengthens our plans to strengthen and consolidate the organisation and provides exciting prospects for the future.

The trustees declare that they have approved the trustees' report,

Signature: Treasurer

Date

Signature: Trustee

Date

**North Shields Library Club's
Remembering the Past, Resourcing the Future Project**

INDEPENDENT EXAMINER'S REPORT

Report to the **Remembering the Past, Resourcing the Future CIO**

On accounts for **31 December 2021** **Charity no** **1155014**
the year ended

Respective responsibilities of trustees and examiner accounts; they consider that an audit is not required for this year under
It is my responsibility to
• examine the accounts (under section 145 of the 2011 Act),
• follow the procedures laid down in the General Directions given by the
• state whether particular matters have come to my attention.

Basis of Independent examiner's statement My examination was carried out in accordance with General Directions
In the course of my examination, no matter has come to my attention:
1. which gives me reasonable cause to believe that in, any material
 • proper accounting records are kept (in accordance with section 41 of
 • accounts are prepared which agree with the accounting records and
2. to which, in my opinion, attention should be drawn in order to enable a

Signed:



Date: 18th October, 2022

Name: Mark Thompson MAAT
Address: VODA
 Spirit of North Tyneside Wing
 2nd Floor, Wallsend Customer First Centre
 16 The Forum
 Wallsend

Remembering the Past, Resourcing the Future CIO
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Statement of Financial Activities
for the Year to 31st December 2021

<u>RECEIPTS</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Year to</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>31-Dec-20</u>
Grants	-			
Community Foundation	-	2,270	2,270	9,600
YAPP Charity	1,000		1,000	1,000
Postcode Neighbour	-		-	5,070
RW Mann Trust	-	900	900	1,000
Joicey Trust				
Sir James Knott				
Fees for Service	9,673		9,673	1,017
Donations & Sale of Books	902		902	745
Bank Interest			-	-
Total Receipts	£ 11,575	£ 3,170	£ 14,745	£ 18,432
<u>PAYMENTS</u>				
Salaries			-	-
Training/Professional Costs	1,355	3,000	4,355	5,500
Staff & Volunteer Travel Costs	154	400	554	215
Other Volunteer Expenses	247		247	79
Insurance	573		573	539
Internet & Telephones	607		607	823
Room Hire	5,102		5,102	4,599
IT Costs	1,127		1,127	1,397
Resource Materials	1,388		1,388	622
Subscriptions	54		54	54
Postage and Stationery	107		107	133
Legal fees	-		-	250
Accountancy Costs	220		220	220
Bank Charges	2		2	
Total Expenses	£ 10,935	£ 3,400	£ 14,335	£ 14,431
Surplus for the Year	640	- 230	410	4,001
Funds Brought Forward	4,162	4,500	8,662	4,661
Funds Carried Forward	£ 4,802	£ 4,270	£ 9,072	£ 8,662

**Remembering the Past, Resourcing the Future CIO
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**BALANCE SHEET
as at 31 December 2021**

	<u>31-Dec-21</u>	<u>31-Dec-20</u>
	<u>£</u>	<u>£</u>
Current Assets		
Cash at Bank	9,760	8,292
Prepayments	449	854
Total Assets	<u>£ 10,209</u>	<u>£ 9,146</u>
Current Liabilities		
Creditors and Accruals	1,137	484
Total Expenses	<u>£ 1,137</u>	<u>£ 484</u>
Net Current Assets	9,072	8,662
Net Assets at 31 December 2016	<u>£ 9,072</u>	<u>£ 8,662</u>
 Represented by:-		
 Restricted Funds	4,270	4,500
Unrestricted Funds	4,802	4,162
Funds Carried Forward	<u>£ 9,072</u>	<u>£ 8,662</u>

Signed:-

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RON HILLABY - Trustee

.....

DAVID HODGSON -Trustee/Treasurer

Date October 2022

Remembering the Past, Resourcing the Future CIO (Registered Charity 1155014)

Notes to the Accounts Year to 31st December 2021

1). Basis of Accounts

These accounts have been prepared on an Income and Expenditure basis, reflecting prepayments and accruals

2). Grants

Grants were received during the Period as follows:-

Restricted

Community Foundation	2,270
RW Mann Trust	900

Unrestricted

YAPP Charity	1,000
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£	4,170
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3). Fee for Service Work

Work carried out on this basis during the period was as follows:-

Linkskill Trust	£	2,500
N Tyneside VODA	£	5,423
Nexus	£	750
Newcastle University	£	1,000

£	9,673
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4). Analysis of Funds

Restricted Funds analyse as follows:-

	<u>Balance</u> <u>01-Jan-21</u>	<u>income</u>	<u>Expended</u>	<u>Balance</u> <u>31-Dec-21</u>
Community Foundation (Shipyard Project)	400			400
Community Foundation (Kellet Fund)	4,100		3,400	700
Community Foundation		2,270	-	2,270
R W Mann Trust	-	900	-	900
	<u>£</u> 4,500	<u>£</u> 3,170	<u>£</u> 3,400	<u>£</u> 4,270