

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

**Trustees Report
and
Financial Statements
for the period
1st January to 31st December
2022**

Trustees Report 2022

Charity name: Remembering the Past, Resourcing the Future

Other names the charity is known by: RPRF

Registered charity number: 1155014

Charity's Principal address: Room 11B, The Linskill Centre, Linskill Terrace, North Shields, Tyne & Wear, NE30 2AY

Names of charity trustees who manage the charity:

David Hodgson - Treasurer

Ron Hillaby

Kath Smith

Chris Wray

Structure, governance and management

Description of charity's trusts

Type of governing body: 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.

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 history and reminiscence.
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 data protection. There is a vulnerable adults and equal opportunities policy in place which guides all of our work.

In 2019 our policies and procedures in relation to General Data Protection Regulation were upgraded. This was in addition completion of a review 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. RPRF is also a member of the Oral History Society which provides guidelines for good practice in the collection and archiving of oral histories.

All trustees give their time voluntarily and received no remuneration of other benefits.

Trustees meetings

All trustees give their time voluntarily and received no remuneration or other benefits. Kath Smith and Chris Wray joined the Board during the year and the Board met on 4 occasions in 2020, both in person and virtually, receiving quarterly reports on activities and financial updates. Trustees spent additional time managing the impact of the pandemic on the organization.

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.

Activities and Achievements of the Charity during 2022

This year has seen the team work with a wide range of people experiencing different types of social and digital exclusion. Details of some of this work is as follows.

North Shields Heritage Action Zone Partnership

We have delivered the second phase of our work as part of the North Shields Heritage Action Zone partnership. The subject of the memory collection exercise was 'Good Friday Marching', exploring the amazing history of this event in North Shields over many years. Appeals for memories were very successful with new photographs and film extracts as well as memories being added to the collection. The work created several new partnerships with local churches and social groups and fostered a greater understanding of the role of the Heritage Action Zone in unearthing and curating local history from lived memory and experience.

An unexpected outcome of this project has been the use of photography as a method of memory collection. Volunteers have documented the progress of the restoration of Northumberland Square and Howard Street and shared these images widely, including in photobook form. The unexpected outcome of this work is that our photographers have engaged with members of the public who wanted to find out more about why the photographs were being taken and how they'd be used. This not only raised the profile of our organisation but raised awareness in the general public about the value of collecting memories. During the project one of our photographers has been given the 'Freedom of North Shields Fish Quay' by the local fishing community in recognition of the importance of his work.

Twenty fifth Anniversary Memory Collection Challenge

In 2022 Remembering the Past, Resourcing the Future wanted to celebrate 25 years of memory collection in North Tyneside a special way by enabling as many local people as possible to contribute to our Anniversary Challenge. As part of the challenge we enrolled the help of residents in three care homes we have worked with in the past, encouraging their residents to contribute to the project. The three homes were; Eothen Care Home, Whitley Bay, Howdon Care Centre, Wallsend and Redesdale Court Care Home, North Shields.

Residents in these settings helped us to identify material and provide memories that allowed us to create a bespoke pack of resources to be left in each setting for the enjoyment of all the residents. The pack includes new memories, images and sound recordings. As well as the specific packs which have been left with the three participating care homes much of the new material is archived in Remembering the Past's online archive, adding to the rich variety of memories already stored there.

Each care home received 'opening' and 'closing' gifts of personalised resources and a regular supply of materials throughout the project. These included: 6 themed reminiscence boxes, booklets of previously gathered care home memories, set of 25 A3 photographs of local scenes, set of 25 A3 photographs of the Royal Family visiting North Tyneside. In addition, a new collection of care home memories will be uploaded to RPRF website.

Care home staff welcomed the opportunity to engage their residents in reminiscing. Each described the devastating effects of isolation on individuals in their care. They fed back to us that:

"COVID has caused isolation especially those having to stay in their rooms. No communal activity for ages" (Howdon)

"The stories remained a priority in our eyes because Covid was seriously affecting the mental health of residents. These one-to-one encounters became more important at that time" (Redesdale)

"Resources helped alleviate the effect of lack of family contact, social events. The threat of the virus is tough for everyone who were already seen as vulnerable before the pandemic." (Eothen)

Despite all of the restrictions the project team encountered they eventually were able to meet with 490 digitally cautious older people in 24 settings in the community during the project with an additional 281 engagements and interactions with residents in the participating care homes. This is a tribute to their perseverance and creativity.

Engaging with the wider public

Our in person talks programme was massively impacted by Covid in 2021 and made a slow recovery in 2022 as people regained confidence to be in public spaces. The following examples give a flavour of how important this element of our work is to communities.

Metro Memories Talks Programme

This was another Covid impacted project, originally designed to celebrate the Tyne & Wear metro system's 40th birthday in 2020. Volunteers collected memories of travelling or working on the Metro and translated this material into a talks programme which was delivered at the Common Room of the North in Newcastle. This work involved all of the skills of the volunteers and some amazing planning and delivery.

The 'Howdon Project' film showing

This film documented the way in which industry on the River Tyne changed in the 1970s when a yard was reconstructed to build platforms for the emerging North Sea oil industry. It was shown in the Linskill Centre and attracted an audience of 15 people, mainly men who had a background in working in industry on the river in the past. A lively question and answer session took place after the showing where amazing insights into the effect of shipyard closures and pride in working in oil rig construction emerged.

Participant's soon lost their shyness and pitched into various debates. At the end of the session there was a call for more of these types of niche events. One participants commented "I didn't realise what we did was so important or that other people would be interested".

'Seen to be Believed' Queen's Platinum Jubilee Film Showing

Because of our links with the Yorkshire and North East Film Archive we were invited to use a piece of film that had been prepared by them to mark the Platinum Jubilee, one of only two organisations in the North East licenced to do so. Building on our local partnerships in North Tyneside it was agreed to show the film in the Exchange theatre in North Shields. The film was well received and took place in a relaxed community friendly environment. The principal aim of providing this showing was to show that it brought a group of people together to look at a popular theme and look at it in a new light, enabling the viewer to see that their participation in a coronation street party contributed to our civic and community history.

Local History Day – a low key time to meet the wider community

It was wonderful to be able to take part in this event after a gap of two years and to see how keen people were to attend and engage with us. Our exhibition of local photographs brought out a stream of new memories and great engagement between people attending the event. There is always the added benefit of meeting people from other organisations, hearing about what they're doing, sharing our own work and developing partnerships.

Ongoing work – Pearey House Centre for Visually Impaired

The team began working with staff and members of the Pearey House Centre in 2022, collecting oral histories which will be archived as part of the 150th anniversary of the Centre's founding. In the best possible way this has been a challenging project. The resident and non resident members of the Centre have generously shared their experiences of visual impairment and these memories will form the core of an anniversary booklet in 2023. In the process contributors and staff at Pearey House have guided us towards best practice in reproducing the stories we have been given so that they can be enjoyed by people with various types of visual impairment.

Acknowledging the Continuing Impact of Covid

Reference is made earlier in this report to the achievements of the team involved in the Care Home Memory Collection Project but behind these is a story of the continuing impact of Covid on people in care homes. The report provided by our project worker has provided a unique insight to the difficulties these organisations faced and continue to face. Major challenges occurred when it was confirmed that the project worker and volunteers from RPRF would not be allowed to enter the care home buildings. Activity organisers found themselves responsible for gathering memories with only remote mentoring from RPRF. Each home had Covid outbreaks and lock downs across the project. During this time Activity organisers became Care-workers to fill gaps as staff were on sick leave. This meant regular disruption to reminiscence plans. However, the willingness to keep going until all memories were gathered was strong. The project took longer but achieved many successes.

Risk Management

The importance of protecting all participants at every stage of the memory collection process is always a priority so far as risk management is concerned, especially the importance of data protection. Our vulnerable adults guides all of our work and was reviewed and updated in 2022.

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.

We're also aware of the risks/opportunities emerging at the tail end of the Covid crisis. The organization made great strides during lock down to develop its on-line offer while face to face work was on hold. The challenge for 2023 is to get the best out of both approaches to memory collection and ensure that the resources are in place to undertake both types of work along side each other.

A particular risk that has had to be managed this year is the planned retirement in 2023 of Kath Smith, trustee and previously Manager of RPRF. Kath's involvement goes back to 2002 and the loss of her extensive knowledge of every aspect of RPRF's work would have a major impact on the organization if no forward planning is undertaken. Trustees initiated a succession planning process which resulted in the recruitment of a Development Manager for one year beginning in November 2022. Funding for this post has come from the Community Foundation of Tyne & Wear.

Looking forward to 2023

Although we do face challenges in 2023 there is a lot to look forward to. At the time of writing and because of the presence of a member of staff in the organisation we have been able to gather a substantial amount of new and relevant information about the post covid social environment in North Tyneside. This information has already informed our strategic planning for 2023/4 and we have high hopes that the resilience of the organisation will be improved substantially going forward.

Having a paid post in the organization is something we have long planned for and the addition of a new set of skills and talents will not only stabilize the organization at a time of change but will introduce new thinking and opportunities to meet our core mission. We are confident that the year will bring opportunities that will not only build our organizational resilience but extend our capacity to reach more people.

Generally, we will continue to encourage any older person in North Tyneside who comes forward to contribute to our community archive as we find that most people benefit from the experience, reflecting afterwards that it made them feel appreciated and listened to. However, with our Development Manager in place we will be able to do this in a much more structured and integrated way by building stronger links with organisations and structures which have been put in place to support older people in recent years. Looking forward there is a much broader framework of organisations who work with vulnerable older people which we need to get to know better. These include support networks such as GP's social prescribing network, Live at Home & Supported Living schemes, North Tyneside Carers and the wider VCS network. We need them to know who we are, how we work and what mutually beneficial relationships can be developed.

The charity's policy on reserves

As Trustees we continue to take a cautious approach to running the organisation. As at 31st December 2022 we hold funds of £32,946 of which £14,033 is unrestricted.

In 2022 RPRF raised funds from the following charitable sources:

Community Foundation Tyne & Wear (Kellett Fund) £20,000

Community Foundation Tyne & Wear (General Fund) £10,000

In 2022 RPRF raised funds from the following sources as a result of fees for service:

Metro Public Events (The Common Room) £2,000

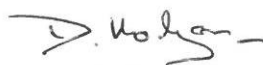
Heritage Action Zone phase 2 (Historic England via North Tyneside Council) £2,800


Pearey House 150th anniversary memories £2,500

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.

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



DAVID HOPSON
Treasurer


RON HILLABY
Trustee

On behalf of the Trustees

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

INDEPENDENT EXAMINER'S REPORT

Report to the trustees of	Remembering the Past, Resourcing the Future CIO		
On accounts for the year ended	31 December 2022	Charity no	1155014
Respective responsibilities of trustees and examiner	<p>The trustees of the organisation are responsible for the preparation of accounts; they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an Independent Examination is needed.</p> <p>It is my responsibility to</p> <ul style="list-style-type: none">• examine the accounts (under section 145 of the 2011 Act),• follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and• state whether particular matters have come to my attention.		
Basis of independent examiner's statement	<p>My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.</p>		
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention:</p> <ol style="list-style-type: none">1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:<ul style="list-style-type: none">• proper accounting records are kept (in accordance with section 41 of the Act); and• accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.		
Signed:		Date: 2 May, 2023	
Name:	Mark Thompson MAAT		
Address:	VODA Spirit of North Tyneside Wing 2nd Floor, Wallsend Customer First Centre 16 The Forum Wallsend NE28 8JR		

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

Statement of Financial Activities
for the Year to 31st December 2022

<u>RECEIPTS</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>Funds</u>	<u>Year to</u> <u>31-Dec-21</u>
Grants	-			
Community Foundation	10,000	20,000	30,000	2,270
YAPP Charity			-	1,000
RW Mann Trust			-	900
Fees for Service	7,300		7,300	9,673
Donations & Sale of Books	604		604	902
Total Receipts	£ 17,904	£ 20,000	£ 37,904	£ 14,745
<u>PAYMENTS</u>				
Salaries		2,484	2,484	-
Training/Professional Costs		800	800	4,355
Staff & Volunteer Travel Costs	566		566	554
Other Volunteer Expenses	636		636	247
Insurance	580		580	573
Internet & Telephones	646		646	607
Room Hire	5,422		5,422	5,102
Equipment	33	508	541	-
IT Costs	121	97	218	1,127
Resource Materials	42	768	810	1,387
Marketing	323		323	-
Subscriptions	443		443	54
Postage and Stationery	23		23	107
Lease Renewal	250		250	-
Accountancy Costs	220		220	220
Bank Charges	67		67	2
Total Expenses	£ 9,372	£ 4,657	£ 14,029	£ 14,335
(Deficit)/Surplus for the Year	8,532	15,343	23,875	410
Transfer between funds	700	-	700	
Funds Brought Forward	4,802	4,270	9,072	8,662
Funds Carried Forward	£ 14,034	£ 18,913	£ 32,947	£ 9,072

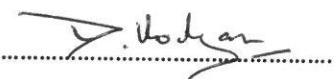
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BALANCE SHEET
as at 31 December 2022

	<u>31-Dec-22</u>	<u>31-Dec-21</u>
	<u>£</u>	<u>£</u>
Current Assets		
Cash at Bank	32,941	9,760
Prepayments	455	449
Total Assets	<u>£ 33,396</u>	<u>£ 10,209</u>
Current Liabilities		
Creditors and Accruals	449	1,137
Total Expenses	<u>£ 449</u>	<u>£ 1,137</u>
Net Current Assets	32,947	9,072
Net Assets at 31 December 2022	<u>£ 32,947</u>	<u>£ 9,072</u>
 Represented by:-		
Restricted Funds	18,913	4,270
Unrestricted Funds	14,034	4,802
Funds Carried Forward	<u>£ 32,947</u>	<u>£ 9,072</u>

Signed:- 

RON HILLABY - Trustee



DAVID HODGSON -Trustee/Treasurer

Date - May 2023

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

Notes to the Accounts
Year to 31st December 2022

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 Fund :	
Community Foundation - Kellet Fund	20,000
Unrestricted Fund :	
Community Foundation	10,000
	<u>£ 30,000</u>

3). Fee for Service Work

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

The Common Room	£ 2,000
Heritage Action Zone	£ 2,800
Pearey House	£ 2,500
	<u>£ 7,300</u>

4). Analysis of Funds

Restricted Funds analyse as follows:-

	<u>Balance</u> <u>01-Jan-22</u>	<u>income</u>	<u>Expended</u>	<u>Transfer to</u> <u>Unrestricted</u>	<u>Balance</u> <u>31-Dec-22</u>
Community Foundation (Shipyard Project)	400		400		-
Community Foundation (Kellet Fund)	700			700	-
Community Foundation	2,270		1,168		1,102
R W Mann Trust	900		605		295
Community Foundation (Kellet Fund) - New	-	20,000	2,484		17,516
	<u>£ 4,270</u>	<u>£ 20,000</u>	<u>£ 4,657</u>	<u>£ 700</u>	<u>£ 18,913</u>