

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

**Trustees Report  
and  
Financial Statements  
for the period  
1st January to 31st December  
2023**

## **Trustees Report 2023**

**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

All trustees give their time voluntarily and received no remuneration.

**Name of chief executive or names of senior staff members:** Alexandra Watson, Charity Manager

The Trustees present their annual report and financial statements for the year ended 31st December 2023.

Included within the Trustees' report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

### **Objectives and Activities**

#### **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.

#### **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 relating to the cultural, working and social life of the area and the dissemination of this content to the wider community.

## **Public Benefit in Action**

Our collection is a record of the social history of the North East, covering the stories of ordinary people. It includes the voices of people involved in many of the area's lost industries and trades, as well as vivid descriptions of cultural traditions. The quality and context these often-missing voices add to an understanding of history is highly valued by our local, national and international audiences. We help our communities to understand more about the heritage of the places in which they live and the lives of their own relatives.

Our method of engagement is based on gaining and retaining the confidence of contributors, raising their self-esteem as the team makes them aware of the importance of the stories they are sharing. By listening to their stories, and bearing witness to their unique experience of life, skilled volunteer interviewers empower and engage people from all walks of life. Our digital team prepare and disseminate these memories and oral histories, returning copies to contributors and adding them to our web-based community history archive, [www.rememberingthepast.co.uk](http://www.rememberingthepast.co.uk).

We develop our work in partnership with communities, academics, volunteers, artists and organisations and our approach is one of co-curation, led by our contributors and interviewees.

## **Achievements of the Charity during 2023**

This year has seen the beginning of a period of significant change for the organisation following the retirement of former long serving manager, volunteer and trustee, Kath Smith in August 2023. Kath was involved in the organisation since 2002 and oversaw the creation of a digital archive for the collection, the constituting of Remembering The Past, Resourcing The Future as a charity, and the development of its delivery method and expertise. During her time at the charity, Kath undertook hundreds of interviews with individuals and groups across Tyne & Wear and added much valuable social history to the historic record.

The loss of Kath's experience and expertise had previously been highlighted as a major risk for the organisation and trustees undertook succession planning and risk mitigation strategies. Alexandra Watson was appointed as a Development Manager in November 2022 to explore opportunities for the charity and in July 2023 the charity was successful in achieving funding for a two year project from the National Lottery Heritage Fund to improve the organisation's resilience and sustainability.

'*Remembering The Past, Shaping The Future: Heritage Resilience Project*' began in September 2023 and will run until September 2025. It aims to secure the future of the charity, through developing stronger internal structures, building capacity and undertaking strategic planning. Action in seven specific areas will achieve this. These are: Governance, Volunteers, Business Planning, Evaluation, Collections Development, Audience Development and Marketing.

## **Projects:**

### **North Shields Heritage Action Zone Partnership**

This year we have delivered phase 3 of our project to create a new collection of stories capturing and celebrating the importance of North Shields Heritage Action Zone to commercial, cultural and civic life in North Shields.

This phase focussed on capturing contemporary voices of people who currently live and work in the area, reflecting on their current experiences and how the area has changed in recent years and during the HAZ project. Following the completion of the interviews, an exhibition with excerpts from the stories, photographs and some of the research was displayed for three weeks in North Shields library and two talks were given. Throughout the project volunteers undertook post-production work on the interview sound files to create full transcriptions and excerpts for the website. We exceeded our targets for stories collected, participants and audience engagement.

### **Herring Girls**

In order to recognise the role and contribution that women have played over the years in the local fishing industry, the North Shields Fishermen's Heritage Project (NSFHP) commissioned a life-size sculpture of a Herring-Girl to be located within the regeneration area of the Fish Quay. The sculpture was made by local artist and steel fabricator; Ray Lonsdale and complements Ray's sculpture 'The Fisherman' which is located on Fiddler's Green, North Shield's Fish Quay.

As part of the project members of NSFHP commissioned Remembering the Past Resourcing The Future to collect a set of oral history interviews with people with memories of the herring girls. Collecting these stories increases local knowledge about the work the Herring Girls did and celebrates their character and resilience. 5 of the 7 interviews have been completed, with the rest scheduled for 2024.

### **Pearey House**

The final stage of this two-year project was to work alongside the staff at Pearey House to produce a commemoration book for the organisation's 150<sup>th</sup> anniversary, featuring transcripts of the interviews we collected in 2022. This inclusion of the voices of service users with their lived experience was critical to how the organisation wanted to commemorate their history. The book was launched at Pearey House's annual summer garden party and distributed to all project participants.

### **Women in Shipbuilding First World War**

The Women in Shipbuilding project is a pop-up exhibition touring venues along the Tyne featuring photographs of North East women at work in the shipyards taken during the First World War. These images, sourced from Imperial War Museums' collection, will act as a focal point for people to contribute their own family stories, photographs and memorabilia relating to this neglected area of the region's history.

As part of the project Historic England commissioned Remembering the Past, Resourcing The Future to record a set of oral history interviews with people who have family memories of women working in the shipyards, as well as contemporary accounts of women currently working, or aspiring to work in the STEM sector. Remembering The Past, Resourcing The Future invigilated the exhibition when it opened in the Forum Shopping Centre, Wallsend, meeting audiences from the local community, gathering interview leads and information and delivering a school workshop.

*'Thank you for today. The children had a great morning and enjoyed exploring the photographs and learning more about the history of shipbuilding in the area and particularly the role of women in this industry.'* Teacher from Richardson Dees Primary School

### **Public Engagement:**

#### **Talks Programme:**

This year our volunteers delivered 10 talks on a variety of subjects to local groups and societies, reaching over 250 people. However, following Kath's retirement and the stepping back of one of the key talks volunteers, it has been decided to put a hold on booking on any speaking commitments for 2024 and review this area of work as part of our business planning early next year.

#### **Local History Day**

We attended Local History Day at North Shields Library in May with an exhibition of local exhibition of local photographs. These brought out a stream of new memories and great engagement between people attending the event. We were also able to further develop our links with other local heritage organisations.

### **Awards:**

#### **Community Archives & Heritage Group (CAHG) Award**

In July, Remembering The Past, Resourcing The Future received the 'Community Engagement' award in CAHG's national Community Archives Awards for our work to record little known histories and voices not often included in the historic record. Receiving the award in London was an opportunity to network with other similar organisations, sharing ideas and best practice.

### **Looking forward to 2024**

We anticipate that 2024 will be a year of transition for the charity, where our focus will be on developing our internal structures, processes and strategies through our Heritage Fund resilience project. In light of external factors such as the current funding environment, it has become clear that we need to develop a new business plan which will help us to diversify our income streams. Another priority of the project is to improve our monitoring and evaluation processes so that we are better able to demonstrate the impact and reach of our work.

We are confident that through the work we plan to carry out in the next year we will not only build our organisational resilience but extend our capacity to reach more people.

The Trustees would like to thank all our partners, stakeholders, freelancers, staff, funders, volunteers and audiences who have supported the charity over the past year.

### **Financial Review**

#### **Financial information**

At the end of the financial year, the charity's total reserves stood at £34,897. This comprised of 18,212.20 of restricted funding and £16,684.8 of unrestricted funds.

#### **In 2023 RPRF raised funds from the following charitable sources:**

National Lottery Heritage Fund £27,119

Rothley Trust £320

R W Mann Trust £1,000

#### **In 2023 RPRF raised funds as a result of fees for service from:**

Fees for Talks (Various local clubs/societies) £255

Heritage Action Zone phase 3 (Historic England via North Tyneside Council) £2,800

#### **In 2023 RPRF raised funds from the following sources:**

Donations and Sales of Books £154.

Bank Interest £218.

#### **The charity's policy on reserves**

We are aware as trustees of the need to have sufficient free reserves (unrestricted funds not invested in fixed assets or otherwise designated) to enable the organisation to respond to any unexpected reductions in funding or additional unexpected expenditure. It is the intention of the Trustees to grow and maintain the charity's reserves to the equivalent of six months' operational expenditure. This is calculated at approximately £16,000.



## Structure, governance and management

**Constitution adopted:** 16" December 2013

**How the charity is constituted:** Charitable Incorporated Organisation

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

**Trustee Meetings:** The Trustees met on four occasions to receive quarterly reports on activities and financial updates and review policy.

**Additional Governance Information:** 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. The charity 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.

### **The contribution of volunteers:**

RPRF is an organisation which only exists because of the work done by its committed team of volunteers. We are grateful for the many hours they have spent collecting and disseminating memories, developing new local history resources and managing the day to day running of the organisation. Without this valuable contribution of time, energy and expertise the organisation would not exist.

### **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 Lottery 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

## **Risk Management**


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 2022 our policies and procedures in relation to General Data Protection Regulation were reviewed. This was in addition to the completion of a review of all other policies and procedures relevant to our activities.

A particular risk that has had to be managed this year has been the retirement and succession planning for Kath Smith, trustee and previously Manager of RPRF. Looking ahead to 2024, key risks to mitigate for include losing volunteer interest whilst we are working on our internal project and continuing to run day to day operations whilst also delivering the NLHF project.

## **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,**


  
Treasurer  
DAVID HODGSON

  
Trustee  
RON KILLABY

**On behalf of the Trustees**

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

**INDEPENDENT EXAMINER'S REPORT**

<b>Report to the trustees of</b>	<b>Remembering the Past, Resourcing the Future CIO</b>		
<b>On accounts for the year ended</b>	<b>31 December 2023</b>	<b>Charity no</b>	<b>1155014</b>
<b>Respective responsibilities of trustees and examiner</b>	<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"><li>• examine the accounts (under section 145 of the 2011 Act),</li><li>• follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and</li><li>• state whether particular matters have come to my attention.</li></ul>		
<b>Basis of independent examiner's statement</b>	<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>		
<b>Independent examiner's statement</b>	<p>In the course of my examination, no matter has come to my attention:</p> <ol style="list-style-type: none"><li>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"><li>• proper accounting records are kept (in accordance with section 41 of the Act); and</li><li>• accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or</li></ul></li><li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li></ol>		
<b>Signed:</b>			<b>Date: 30 October, 2024</b>
<b>Name:</b>	Mark Thompson MAAT		
<b>Address:</b>	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**  
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**Statement of Financial Activities**  
**for the Year to 31st December 2023**

<b><u>RECEIPTS</u></b>	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>	<b><u>Year to</u></b>
	<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>31-Dec-22</u></b>
Grants	-			
National Hertiage Fund		27119	27,119	
Community Foundation			-	30,000
Rothley Trust		320	320	
RW Mann Trust		1000	1,000	
Fees for Service	3,055		3,055	7,300
Donations & Sale of Books	155		155	604
Bank Interest	219		219	
<b>Total Receipts</b>	<b>£ 3,429</b>	<b>£ 28,439</b>	<b>£ 31,868</b>	<b>£ 37,904</b>
<b><u>PAYMENTS</u></b>				
Salaries		16,702	16,702	2,484
Training/Professional Costs	186	2,275	2,461	800
Staff & Volunteer Travel Costs	268		268	566
Other Volunteer Expenses	839		839	636
Insurance	455		455	580
Internet & Telephones	484	121	605	646
Room Hire	4,659	1,188	5,847	5,422
Equipment			-	541
IT Costs	502	464	966	218
Resource Materials	334	16	350	810
Marketing	786		786	323
Subscriptions	228	57	285	443
Postage and Stationery	70		70	23
Lease Renewal			-	250
Accountancy Costs	220		220	220
Bank Charges	64		64	67
<b>Total Expenses</b>	<b>£ 9,095</b>	<b>£ 20,823</b>	<b>£ 29,918</b>	<b>£ 14,029</b>
<b>(Deficit)/Surplus for the Year</b>	- 5,666	7,616	1,950	23,875
<b>Transfer between funds</b>	8,636	- 8,636		
<b>Funds Brought Forward</b>	<b>14,034</b>	<b>18,913</b>	<b>32,947</b>	<b>8,662</b>
<b>Funds Carried Forward</b>	<b>£ 17,004</b>	<b>£ 17,893</b>	<b>£ 34,897</b>	<b>£ 32,537</b>



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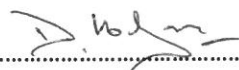
**BALANCE SHEET**  
**as at 31 December 2023**

	<u>31-Dec-23</u>	<u>31-Dec-22</u>
	<u>£</u>	<u>£</u>
<b>Current Assets</b>		
Cash at Bank	34,922	32,941
Debtors	2,800	
Prepayments		455
<b>Total Assets</b>	<u>£ 37,722</u>	<u>£ 33,396</u>
<b>Current Liabilities</b>		
Creditors and Accruals	2,825	449
<b>Total Expenses</b>	<u>£ 2,825</u>	<u>£ 449</u>
<b>Net Current Assets</b>	34,897	32,947
<b>Net Assets at 31 December 2012</b>	<u>£ 34,897</u>	<u>£ 32,947</u>
 <b>Represented by:-</b>		
 Restricted Funds	17,893	18,913
Unrestricted Funds	17,004	14,034
<b>Funds Carried Forward</b>	<u>£ 34,897</u>	<u>£ 32,947</u>

Signed:-

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RON HILLABY - Trustee

..... 

DAVID HODGSON -Trustee/Treasurer

Date - October 2024

**Remembering the Past, Resourcing the Future CIO**  
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**Notes to the Accounts**  
**Year to 31st December 2023**

**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 :

National Heritage Lottery	27,119
Rothley Trust	320
R W Mann Trust	1,000
	<u>£ 28,439</u>

**3). Fee for Service Work**

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

Heritage Action Zone	£ 2,800
Fees for Talks (Various local clubs/societies)	£ 255
	<u>£ 3,055</u>

**4). Analysis of Funds**

Restricted Funds analyse as follows:-

	<u>Balance</u> <u>01-Jan-23</u>	<u>income</u>	<u>Expended</u>	<u>Transfer to</u> <u>Unrestricted</u>	<u>Balance</u> <u>31-Dec-23</u>
National Heritage Lottery		27,119	8,907		18,212
Rothley Trust	-	320	320		-
Community Foundation	1,102			1,102	-
R W Mann Trust	295	1,000	894	401	-
Community Foundation (Kellet Fund) - New	17,516		10,702	6,814	-
	<u>£ 18,913</u>	<u>£ 28,439</u>	<u>£ 20,823</u>	<u>£ 8,317</u>	<u>£ 18,212</u>