

TEESMOUTH FIELD CENTRE
REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2021

REGISTERED CHARITY: 1161087

TEESMOUTH FIELD CENTRE

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TEESMOUTH FIELD CENTRE
REPORT OF THE BOARD OF TRUSTEES
YEAR ENDED 31ST MARCH 2021

The Trustees of Teesmouth Field Centre present its annual report and the accounts for the year to 31st March 2021.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity name:	Teesmouth Field Centre
Charity registration number:	1161087
Principal Office:	Hartlepool Power Station Visitor Centre Tees Road Hartlepool TS25 2BZ
Board of Trustees	David George Lister Pauline Ann Oxley Jennifer Clare Watt Julie Clare Mason
Independent Examiner	Mr T R Gale Azets New Garth House Upper Garth Gardens Guisborough TS14 6HA
Bankers	Barclays Bank plc High Street Stockton-on-Tees TS18 1HA

TEESMOUTH FIELD CENTRE
REPORT OF THE BOARD OF TRUSTEES
YEAR ENDED 31ST MARCH 2021

Structure, Governance and Management

Governing Document

Teesmouth Field Centre is a Charitable Incorporated Organisation governed by its constitution.

Recruitment and appointment of the Board of Trustees

The trustees are appointed to serve for three years. Initially trustees were appointed for a different period of time so all do not retire at the same time. The board of trustees may co-opt new trustees whose appointment must be ratified by existing trustees.

Trustee induction and training

New trustees are briefed on their legal obligations under charity law. They are provided with a copy of the constitution and the most recent accounts, as well as up to date management information.

Risk management

The trustees monitor progress against budget and objectives and review their strategic objectives at their regular meetings. They also review the risks faced by the charity and implement strategies to mitigate those risks.

Organisational structure

The trustees are responsible for administering the charity and for its strategic direction.

Related parties

The charity does not have any related parties other than trustees and their immediate families.

**TEESMOUTH FIELD CENTRE
REPORT OF THE BOARD OF TRUSTEES
YEAR ENDED 31ST MARCH 2021**

Objectives, activities, achievement and performance

The main objective of Teesmouth Field Centre is to provide outdoor learning experiences at sites around the River Tees estuary for a range of visitors. In the past twelve months, due to the Covid-19 pandemic, the normal programme of activities has not taken place as a result of school closures, the 'rule of six' for outdoor gatherings, and restrictions on the use of the Field Centre accommodation within the EDF Energy Hartlepool Power Station Visitor Centre.

In the months of April to July 2020, 43 confirmed and provisional bookings had to be cancelled. This was mainly school and college groups, plus open events like the Annual Orchid Walk at Seaton Carew Golf Course to look at the exceptional flora in the rough grassland. The Field Centre was closed and two staff were furloughed. The newly appointed Assistant Warden agreed to delay the start of her role until September 2020 as she had home-school duties. In July a Covid-19 Risk Assessment was carried out by EDF Energy for the entire Visitor Centre building. This resulted in a limit of 10 individuals in the TFC room, which normally holds 30 to 40 children or 25 adults. Office space was restricted to two and staff were required to undergo a site thermographic temperature check each day prior to work. The outlook for September 2020 and onwards was not promising.

With the start of the new academic year TFC advertised opportunities for outreach workshops in schools. There were two outreach visits in October and one in November. Two home-school groups of parents with children booked half day visits to observe wildlife habitats at Greatham Creek and the North Gare. A TFC Covid-19 Risk Assessment was prepared for the outreach programme and the staff agreed to follow the particular school Risk Assessment for visitors. Some schools would not allow visitors onto the school premises at all. With the start of 2021 and further restrictions, planned outreach visits in January and February were cancelled, one took place in March. The total number of children and adults involved in the year from April 2020 to March 2021 was 197, in contrast to the previous year with over 4000.

The achievement that should have been celebrated in October 2020 was the 50th Anniversary of the official opening of Teesmouth Field Centre in 1970. It was initially set up as entirely voluntary, then became a not-for-profit organisation run by a Management Committee, with initially one paid member of staff. For 43 years Lynne Bum worked as Warden/Manager and she retired in October 2020. The plan was to have a big event to mark both achievements but restrictions meant this did not happen. Instead a group of six Trustees and staff sat 2 metres apart and exchanged memories of the past.

Public benefit

The urban areas of Hartlepool, Stockton-on-Tees, Middlesbrough, Redcar & Cleveland have limited green spaces within easy access. The Teesmouth National Nature Reserve on the north bank of the River Tees estuary, is the green space used by Teesmouth Field Centre for many of its activities. In the past twelve months it will have been used by the dog walkers, but not by organised educational and recreational groups. Perhaps the habitats will have benefitted from fewer visitors, 'though there are always some who spoil the site by lighting fires that burn out of control in the sand dunes and leave litter in abundance'. TFC staff take every opportunity to remind visitors of all ages to respect the area for everyone to enjoy.

Governance

The same four Trustees David Lister, Julie Mason, Ann Oxley (Chair) and Jennifer Watt, continue to be responsible for the governance of Teesmouth Field Centre, and ensure that the Charity Commission guidance is followed in all relevant matters. They met, using Zoom, four times during the year to discuss financial matters, funding bids, staffing, policies, visitor numbers and all the issues related to the Covid-19 pandemic. Ann Oxley was reappointed as a Trustee for 2020 -2023. The larger TFC Advisory group

provides information to the Trustees and allows comment on the work of the Centre. Normally this group would meet twice a year, but this has not happened in the past twelve months.

Funding

The Trustees gratefully acknowledge funding received during the period April 2020 to March 2021 from EDF Energy Nuclear Generation Ltd which is used to partly support staff salaries. In May 2020 funding was received from the Postcode Local Trust but this project has not been started. In addition, the project funding from The Nineveh Charitable Trust received earlier in 2020 has not been used. Permission was requested to delay the projects until 2021, but restrictions mean that a further delay may be necessary. Some of the outreach workshops are including activities that may be considered to be within the scope of the projects.

The Coronavirus Job Retention Scheme has been used, initially for full furlough and then flexible furlough for two members of staff. The process was efficient and enabled the Field Centre to retain its employees on full pay.

The coming year

Uncertainty is the only word to describe the year starting 1st April 2021. Many schools currently have restrictions on visitors and out-of-school visits. Coach travel for large groups remains a problem too. At present the EDF Energy Hartlepool Power Station Visitor Centre is closed to all visitors, so the Field Centre is not able to take bookings for visits. A request has been made for the restriction on the use of Field Centre accommodation to be lifted as soon as possible. The two staff are allowed access so the current Warden/manager has been able to spend time in training the newly appointed Assistant Warden, who is now helping with outreach sessions. Working together, a new website has been created and the TFC brochure has been revised. The wish of the Trustees and staff is to restore the full programme of activities when allowed and encourage visitors of all ages to enjoy the fresh sea air, exercise and be involved in learning about the local natural and industrial heritage.

Reserves policy

At the 31st March 2021 the charity held designated funds of £7,000 to cover potential redundancy costs. There were restricted reserves of £7,440 associated with the two funded projects that have not yet started. There were uncommitted (free reserves) of £37,659. Free reserves are those unrestricted reserves which are not designated or tied up in fixed assets.

TEESMOUTH FIELD CENTRE
REPORT OF THE BOARD OF TRUSTEES
YEAR ENDED 31ST MARCH 2021

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 – effective 1 January 2015)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the regulations made under the Charities Acts. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the trustees:

Mrs P A Oxley
Trustee
Date: 19th July 2021

P. A. Oxley

TEESMOUTH FIELD CENTRE
INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31ST MARCH 2021

Independent Examiner's Report to the Trustees of Teesmouth Field Centre

I report on the accounts of the charity for the year ended 31st March 2021 which are set out on pages 8 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr T R Gale ACCA
Azets
Date: 19th July 2021



New Garth House
Upper Garth Gardens
Guisborough
TS14 6HA

TEESMOUTH FIELD CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOME					
Donations	2	-	-	-	255
Income from activities	2	28,230	3,600	31,830	36,397
Other income		-	-	-	-
Bank interest		33	-	33	101
TOTAL INCOMING RESOURCES		<u>28,263</u>	<u>3,600</u>	<u>31,863</u>	<u>36,753</u>
EXPENDITURE					
<i>Expenditure on charitable activities</i>					
Costs of main activity		27,955	-	27,955	29,012
Other Costs		1,284	-	1,284	876
TOTAL EXPENDITURE	3	<u>29,239</u>	<u>-</u>	<u>29,239</u>	<u>29,888</u>
Net deficit/income		(976)	3,600	2,624	6,865
Transfers between funds	6	-	-	-	-
Net movement in funds		(976)	3,600	2,624	6,865
Balances brought forward		45,635	3,840	49,475	42,610
Balances carried forward		<u>44,659</u>	<u>7,440</u>	<u>52,099</u>	<u>49,475</u>

The charity has no recognised gains or losses other than the results for the year set out above.
All of the activities of the charity are classed as continuing.

TEESMOUTH FIELD CENTRE

BALANCE SHEET

AS AT 31ST MARCH 2021

	NOTE	2021	2020
		£	£
CURRENT ASSETS			
Accrued income	7	1,099	688
Cash at bank and in hand		51,694	49,601
		<u>52,793</u>	<u>50,289</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	8	(694)	(814)
		<u></u>	<u></u>
NET ASSETS		<u>52,099</u>	<u>49,475</u>
CAPITAL AND RESERVES			
Funds			
-General		37,659	38,635
-Restricted Funds		7,440	3,840
-Designated		7,000	7,000
		<u>52,099</u>	<u>49,475</u>

For the year ending 31st March 2021 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

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

These financial statements have been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

Approved by the Trustees on 19th July 2021 and signed on their behalf by

Mr D G Lister
Trustee

D. G. Lister

**TEESMOUTH FIELD CENTRE
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

1. ACCOUNTING POLICIES

- a) The financial statements have been prepared under the historical cost convention and in accordance with FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland, the Charities Act 2011 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102.
- b) Donations and legacies are received by way of donations and gifts and are included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered and is allocated to the particular activity to which it relates.
- e) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity and are available as general funds or designated funds;
 - General funds represent unrestricted funds available for general work of the charity at the discretion of the trustees.
 - Designated funds represent unrestricted funds which have been designated by the charity for a specific purpose. The designated funds in these accounts are set aside for any future potential redundancy costs.
- f) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, with a fair allocation of management and support costs.

TEESMOUTH FIELD CENTRE
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

2. INCOME	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<i>Donations</i>				
Other donations	-	-	-	255
	-	-	-	255
	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<i>Income from activities</i>				
EDF Energy	14,762	-	14,762	14,394
River Tees Rediscovered Landscape Partnership	-	-	-	3,600
Venator Materials UK Ltd	-	-	-	800
The Cleveland Scientific Institution	-	-	-	3,000
The Ironmongers Company	-	-	-	4,200
Nineveh Trust	-	-	-	3,840
Sundry Entry Fees to Centre	368	-	368	5,876
Home schooling	60	-	60	-
Outreach workshops	100	-	100	-
Furlough Grant	12,940	-	12,940	687
Postcode Local Trust	-	3,600	3,600	-
	28,230	3,600	31,830	36,397

TEESMOUTH FIELD CENTRE
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021

3. EXPENDITURE

	Provision of charitable services	Other costs	2021 Total	2020 Total
Costs directly allocated to activities				
	£	£	£	£
Gross Wages	25,663	-	25,663	26,560
Pension contributions	280	-	280	198
Travel & sundry expenses	-	-	-	42
Subscriptions	265	-	265	43
Repairs	28	-	28	-
First aid	325	-	325	-
Uniform	148	-	148	-
Insurance	1,107	-	1,107	1,069
Printing and stationery	87	-	87	208
Camera and computer expenses	-	-	-	631
Prizemoney and awards	-	-	-	100
Accountancy	-	1,284	1,284	876
DBS Checks	52	-	52	161
	<u>27,955</u>	<u>1,284</u>	<u>29,239</u>	<u>29,888</u>

4. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

This is stated after charging:	2021	2020
	£	£
Trustees' emoluments and expenses	Nil	Nil
Independent Examiner's Fee	606	588
Other Accounting Services (including Auto Enrolment)	678	288
	<u> </u>	<u> </u>

5. STAFF COSTS & NUMBERS

	2021	2020
	£	£
Wages and Salaries	<u>25,663</u>	<u>26,560</u>

There were no employees whose emoluments as defined for taxation purposes amounted to over £60,000. The average number of employees during the year was 2.

**TEESMOUTH FIELD CENTRE
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021**

6. TRANSFERS BETWEEN FUNDS

These relate to transfers which account for management and other charges from unrestricted to restricted funds.

7. DEBTORS:

	2021 £	2020 £
Accrued income	<u>1,099</u>	<u>688</u>

8. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Accruals	576	576
Social security costs	52	199
Other creditors	66	39
	<u>694</u>	<u>814</u>

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Net Current Assets	44,659	7,440	52,099
	<u>44,659</u>	<u>7,440</u>	<u>52,099</u>

10. MOVEMENT IN FUNDS

	At 1 st April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 st March 2021 £
Unrestricted Funds					
General	38,635	28,263	(29,239)	-	37,659
Designated	7,000	-	-	-	7,000
Restricted Funds	3,840	3,600	-	-	7,440
Total Funds	<u>49,475</u>	<u>31,863</u>	<u>(29,239)</u>	<u>-</u>	<u>52,099</u>