

**Whitley Bay Big Local**

**Trustees' Report and Unaudited Accounts  
for the year ended 31st March 2021**

**Company No. CE010450**

**Charity No. 1171848**

## **Whitley Bay Big Local**

### **Contents**

1. Legal and Administrative Information
2. Trustees' Report
3. Independent Examiner's Report
4. Statement of Financial Activities
5. Balance Sheet
6. Notes to the Accounts

**Whitley Bay Big Local****Legal and Administrative Information****Trustees:**

Peter Berry - Resigned September 2020  
Carmen Borger  
Jessica Burns  
Daniel Crowe  
Helen Frankenberg  
Dimitrios Farmakis  
Suzanne Halliwell  
Lucy Harland - Resigned September 2020  
Marie-Louise O'Hanrahan  
Laura Rush - Resigned September 2020  
Brett Miller - Appointed September 2020  
Anne Hetherington - Appointed August 2020  
Rob York - Appointed November 2020

**Contact Address:**

158 Whitley Road  
Whitley Bay  
Tyne and Wear  
NE26 2LY

**Independent Examiner:**

P. S. Hutchinson BSc FCA  
Harrison Hutchinson Ltd  
246 Park View  
Whitley Bay  
NE26 3QX

## Whitley Bay Big Local

### Trustees' Report

for the year ended 31st March 2021

#### Structure, governance and management

The charity is constituted as a Charitable Incorporated Organisation registered with the Charity Commission under Registered Charity No.1171848.

The trustees are responsible for the management and administration of the charity. The trustees give their time freely and receive no remuneration or other financial benefits.

#### Objectives and activities

The objects of the charity are:

"To promote for the benefit of the inhabitants of the community of Whitley Bay and, in particular, those inhabitants in need of relief from financial hardship due to their social and/or economic circumstances by associating together the said inhabitants, and the statutory authorities, voluntary and other organisations in a common effort to improve facilities and service provision in the interest of social welfare, community cohesion and improving conditions and life chances for local residents."

The activities of the charity are:

Whitley Bay Big Local is a Big Lottery funded, community-led initiative to enable all who live or work in the Big Local area to get together to improve the community and make the town a place to be proud of.

Whitley Bay Big Local (WBBL) is one of 150 community-led groups throughout England and Wales who have been granted £1 million to be spent over 10 years. The grant is overseen by a national body called Local Trust and used to support people living in a targeted geographical community to identify issues of concern, propose solutions and resource those ideas.

The overall national programme 'outcomes' that we are working towards are:

- Communities will be better able to identify local needs and take action in response to them
- People will have increased skills and confidence, so that they continue to identify and respond to needs in the future
- The community will make a difference to the needs it prioritises
- People will feel that their area is an even better place to live.

The WBBL area has been granted Big Local Lottery funding because it is a "pocket of deprivation within an affluent area". Areas like ours missed out on funding in the past and the WBBL Partnership Board are committed to making the best possible use of this funding to benefit our whole community.

In March 2017, after 4 years operating as an un-constituted community group, Whitley Bay Big Local registered as a Charitable Incorporated Organisation (CIO), registered with the Charity Commission in England and Wales, registration No: 1171848.

Consultation with our community highlighted key strengths such as our beautiful coastline, fantastic schools and our friendly, inclusive and creative community. However, there are a number of persistent and underlying local issues that motivate Whitley Bay Big Local Trustees to work with local people and other partners to help to make Whitley Bay a better place to live, work and visit.

Our work focused on two key 'themes' in 2020/21:

- Environment - helping to improve how Whitley Bay looks for residents and visitors
- People - supporting members of our community that need it and improving people's day-to-day lives



## **Whitley Bay Big Local**

### **Trustees' Report (cont'd)**

#### **for the year ended 31st March 2021**

- Arts/creativity - Supporting the arts in Whitley Bay, with a particular focus on the annual carnival
- Property - Identifying and equipping a suitable hub for local residents to take part in community life.

#### **Achievements and performance for the year ended 31st March 2021**

The year ended 31st March 2021 began in similar circumstances to how it ended; that is, in enforced lockdown due to the COVID crisis. Whilst restrictions made normal community activities almost impossible, it pushed people and communities towards finding new ways to stay in touch, to have their say, to find new ways to volunteer and to make a difference.

This year the charity took the leap into becoming an employer, welcoming its first official employee, David Carnaffan in October. David replaced Jamie Spence, who had spent several years successfully steering the Big Local project. Trustees would like to thank Jamie for his time, commitment and energies in helping to get the charity to this stage in its development. David is a highly experienced charity manager, who will draw on his skills and experience to support the charity to take its next steps towards becoming a sustainable entity.

Trustees invested in Microsoft Teams technology to allow theme group meetings to continue despite the ban on meeting in public spaces. This has been a great investment, providing online spaces for meetings and a platform to easily share information. All theme group meetings are now delivered on Teams and as lockdown eases we will look to offer 'blended meetings' offering flexibility to people who want to attend physical meetings and those that are unable to meet publicly.

This year was the 7th year of the Big Local grant and the 2nd year of the current three-year plan. The plan was put together in late 2019, in response to community consultation and research aimed to respond to identified needs and the type of things local people wanted to see happen to improve the town. The COVID crisis, inevitably meant that plans deviated somewhat, but the delivery method of the charity remained the same; activating local people to make Whitley Bay a better place to live, work and visit. Whitley Bay Big Local aims to achieve this vision through the delivery of activity grouped around the environment, supporting people, arts/creativity and activities at the community hub.

#### **Environment:**

The group continued to focus on major projects that had been identified through community consultation, namely, the installation of public amenities including water bottle refill stations, outdoor gym equipment, beachside showers and beach huts. Despite the pandemic, the group steered these projects through ongoing discussion with Council officials and other organisations to help facilitate these major projects. In the year a separate entity was established with the full support and backing of the Environment theme group to take forward the ambitious plan

The environment theme group oversees the work of the Tidy Town project. This project encourages local people to identify places and spaces within the Big Local area that need attention. The project was ably delivered by John Gray, a local freelancer until his relocation in November 2020 and trustees wish to acknowledge and thank John for his efforts to make Whitley Bay a better place to live, work and visit. Trustees have taken the decision to recruit a Tidy Town worker to the payroll and the new person was posted in April 2021.

## **Whitley Bay Big Local**

### **Trustees' Report (cont'd)**

**for the year ended 31st March 2021**

#### **Supporting People:**

Whitley Bay Big Local needed to adapt and be flexible to meet the needs of people in the local area following the lockdown. Two major stress points were identified by the theme group; loneliness and lack of access to shops or food services. With support and funding from National Lottery Community Fund, sessions moved online and people were given digital support to access sessions and stay in touch with other people. As restrictions eased, the building tentatively re-opened with measures in place to limit the spread of infection and was able to remain open through the second lockdown for support groups. As a result, people were able to access the support they needed and for many, it was the only opportunity they had all week to have a real conversation with an actual person. With funding from Whitley Bay Round Table and Ballinger Trust, WBBL, in partnership with Second Bite Community Interest Company, prepared and distributed meals to older, isolated and vulnerable people for whom the virus meant that their usual access to nutritious meals had been restricted or removed entirely. Feedback from partners told us that in some cases, this basic provision had literally kept people alive throughout the lockdown. Our efforts to support people during COVID was widely recognised, receiving a commendation from the Lord-Lieutenant of North Tyneside.

#### **Arts and Creativity:**

This year was the second of three year funding of the Creative Civic Change (CCC) programme. CCC works in partnership with Salto Arts to engage local people that might not otherwise participate in artistic activities, developing arts leaders, learning and sharing skills. The Whitley Bay carnival, an annual event with hundreds of participants and thousands of spectators is the central focus for CCC activities. For the first time in 6 years, the official carnival didn't go ahead, due to COVID restrictions. In its place were a series of online activities, Wheelie Whitley and the lockdown carnival, which was a scaled down parade through Whitley Bay without any public gatherings or prior publicity allowed. This year we also learned that we had been successful with a multi-year grant from Spirit of 2012, to deliver inter-generational arts activities, culminating in public displays or commissions. The project, which is still in its early stages will run until 2023.

#### **Property:**

The building continued to be the identifiable presence and hub of Whitley Bay Big Local in the town centre. Now established in its location, the main priorities are to ensure the hub continues to be valued and used by local people and to effect a plan to purchase the building. Much momentum had been gained in previous years, working in partnership with local people and organisations to develop the building into a thriving hub. Then COVID. The building closed. Groups disbanded and momentum was lost. Sustainable income stopped coming in. Things looked bleak. Thankfully, grants were available and accessible to replace lost income. Significant grants were received from North Tyneside Council and Local Trust to replace lost income and maintain freelance staff. Thanks to the resilience of the team, in particular the Community Inclusion Officer, contact with all building users was maintained and building activities are set to bounce back quickly, following the end of COVID restrictions.



## Whitley Bay Big Local

### Trustees' Report

for the year ended 31st March 2021

#### **Future Plans -2020/21 and beyond**

Next year we enter the third year of the current Big Local Plan, which will be the last year that we enjoy the same level of support from the Big Local programme that has incubated the charity through its first years of development. We must use this year to consolidate the charity's position to create our legacy of a sustainable community hub for local people to meet and contribute to an improved place to live, work and visit. With the value of the Big Local grant diminishing from 2022 onwards we must focus on three areas to achieve ongoing sustainability, COVID recovery, purchasing our community building and diversifying income streams.

#### **COVID Recovery:**

As soon as it is safe to do so, we will welcome groups and external users back into the community hub. We are following all Government guidelines for community buildings and so far our permissible support groups have been safely managed without a single case of COVID among participants. As guidance eases and the building re-opens we aim to create new activities and support groups that allow people to re-engage in society and have their say on our plans to make Whitley Bay a better place to live, work and visit.

#### **Purchasing our Community Building:**

Whitley Bay Big Local has been located at 158 Whitley Road since 2019. Previously it has been located in 2 temporary locations, but community feedback has informed trustees that local people value a fixed hub to become a permanent centre. Trustees attempted to purchase the building in 2019, but were defeated by time and the requirements of mortgage lenders. A current lease agreement will end on June 4 2022 and Trustees intend to secure the finance needed to buy the building in advance of the lease expiry date. The expected direction of travel is to secure a grant/loan blend to ensure the purchase goes ahead, without leveraging the future with excessive loan repayments.

#### **Diversifying Income Streams:**

The charity has been incredibly fortunate that its first few years of development have been supported and incubated by funding from Local Trust via the Big Local programme. The grant of £1million, to be spent over 10 years is now entering its eighth year and the vast majority has been allocated and spent. Going forward, this income cannot be relied upon to meet the support costs of the charity, so income diversification is absolutely essential. Income diversification will be exactly that, diverse, with focus on maximising income from building hire, trusts and foundations, enterprise and community fundraising efforts.

Whilst driving towards sustainability we will continue to enthusiastically deliver the requirements of the Big Local Programme, to put local people in the lead of local activities. We will work closely with all partners in the achievement of outcomes for other external funding programmes and continue to operate the values and develop the culture of Whitley Bay Big Local.

**Whitley Bay Big Local**  
**Trustees' Report**  
**for the year ended 31st March 2021**

**Financial review**

2020/21 saw an increase in financial rigour. We developed a finance sub-committee to manage cashflow and oversee the regular transactions of the charity. An immediate priority was to improve financial management procedures, a process that was enthusiastically adopted by trustee and finance committee member Anne Hetherington. Anne worked with a qualified book-keeper to set up Sage accounting systems and develop a standardised approach to management accounting. The process has certainly improved visibility and improved visibility of financial position.

The year saw income of £284,092 and expenditure of £181,506 realising a surplus of £102,586. Total funds carried forward were £183,089, of which £50,000 is designated and £40,439 can be considered unrestricted free reserves. Free reserves are equivalent to 2.7 months total expenditure, which is within the trustees ideal ratio.

The trustees agreed to 'designate' £50,000 of the free reserves towards the purchase/refurbishment of the building. This reduces the amount of income available to £40,439, which is to be sustained and maintained to account for any unanticipated losses in income.

A sizeable chunk of income (£121,777) was received from Local Trust towards the Big Local programme. An additional £75,933 was received in this first full year of the Creative Civic Change programme. Other grants totaling £77,862 were received for a variety of purposes and £8,520 was generated through sustainable income generation. Sustainable income was seriously affected by COVID. We were grateful to receive a grant from North Tyneside Council on behalf of National Government to off-set business losses caused by COVID.

Trustees are satisfied with the current financial position and believe Whitley Bay Big Local is in a good position to achieve sustainability.

**Whitley Bay Big Local****Trustees' report (cont'd)****for the year ended 31st March 2021****Reserves policy**

The trustees aim to maintain unrestricted 'free' reserves at a level of between 3-6 months total expenditure to account for unanticipated losses of income. At 31st March 2021 free reserves (excluding designated funds) were £40,439, equivalent to 2.7 months total expenditure. The trustees intend to continue to focus on generating unrestricted income in order to raise free reserves to a level of at least three months total expenditure.

**Investment policy**

The charity has no long-term investments. The cash reserves are held by New Prospects Association - WBBL's 'Locally Trusted Organisation' along with a new CIO bank account. New Prospects holds and manages a bank account on behalf of WBBL as contracted by Local Trust.

**Statement of trustees' responsibilities**

The charity trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each 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 of the charity for that period. In preparing the 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;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 business.

The trustees are responsible for keeping proper accounting records which 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

The trustees for the purposes of charity law who served during the year and up to the date of this report are set out on page 1. The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

Approved by the trustees on 20th November 2021 and signed on their behalf by



Suzanne Halliwell  
Trustee



**Whitley Bay Big Local**

**Independent Examiner's Report to the Trustees of  
Whitley Bay Big Local  
for the year ended 31st March 2021**

I report on the accounts of the charity for the year ended 31st March 2021 which are set out on pages 4 to 6.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees, as a body, for my work or for this report.

**Respective responsibilities of the trustees and examiner**

The charity's trustees 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. It is my responsibility to:

- examine the accounts (under section 145 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with 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 the course of 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 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act; have 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.

**P. S. Hutchinson BSc FCA**  
**Chartered Accountant**  
 246 Park View  
 Whitley Bay  
 Tyne & Wear  
 NE26 3QX

## Whitley Bay Big Local

## Statement of financial activities

for the year ended 31st March 2021

	Notes	<u>Restricted</u> £	<u>Unrestricted</u> £	Totals 2021 £	Totals 2020 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	247,040	29,269	276,309	174,126
Activities for generating funds	3	-	-	-	77,248
Investment income		-	-	-	-
<b>Other incoming resources</b>	4	-	7,783	7,783	-
<b>Total incoming resources</b>		<u>247,040</u>	<u>37,052</u>	<u>284,092</u>	<u>251,374</u>
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Grants and awards		-	-	-	-
Community activities	5	30,393	-	30,393	38,247
<b>Charitable activities</b>					
Donations	6	3,028	-	3,028	3,298
Events	7	85,378	-	85,378	97,928
<b>Governance costs</b>	8	62,557	152	62,709	51,042
<b>Total resources expended</b>		<u>181,356</u>	<u>152</u>	<u>181,508</u>	<u>190,516</u>
<b>Net incoming/(outgoing) resources</b>		<u>65,684</u>	<u>36,900</u>	<u>102,584</u>	<u>60,858</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>26,966</u>	<u>53,539</u>	<u>80,505</u>	<u>19,647</u>
<b>Total funds carried forward</b>		<u>92,650</u>	<u>90,439</u>	<u>183,089</u>	<u>80,505</u>

The notes on pages 6a to 6e form an integral part of these financial statements



## Whitley Bay Big Local

## Balance sheet

As at 31st March 2021

	Notes	2021	2020
		£	£
<b>Current assets</b>			
Debtors	9	135,633	63,998
Cash at bank and in hand		49,079	16,927
		<u>184,712</u>	<u>80,925</u>
<b>Creditors: amounts falling due within one year</b>	10	<u>(1,623)</u>	<u>(420)</u>
<b>Net current assets</b>		<u>183,089</u>	<u>80,505</u>
<b>Net assets</b>		<u>£ 183,089</u>	<u>£ 80,505</u>
<b>Funds</b>			
Restricted	11	92,650	26,966
Designated	12	50,000	-
Unrestricted		40,439	53,539
		<u>£ 183,089</u>	<u>£ 80,505</u>

Approved by the trustees on  
and signed on their behalf by Suzanne Halliwell

X ..... Trustee

The notes on pages 6a to 6e form an integral part of these financial statements

**Whitley Bay Big Local****Notes to the financial statements****for the year ended 31st March 2021****1. Accounting policies****Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 2011.

**Fund accounting**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

**Incoming resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable.

Investment income is included when received.

**Resources expended**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

**Costs of generating funds**

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising.

**Governance costs**

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.

**Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

## Whitley Bay Big Local

## Notes to the financial statements

for the year ended 31st March 2021

## 2. Voluntary income

	2021	2020
	£	£
Donations	737	11,801
NTC Grant	29,732	(2,098)
Reach access fund	-	8,000
Local Trust CCC	75,933	71,068
Big Local Grant	121,777	85,355
Grants	48,130	-
	<u>276,309</u>	<u>174,126</u>

## 3. Activities for generating funds

	2021	2020
	£	£
Fundraising events	-	9,000
Community shop activities	-	2,000
Benefit advice	-	-
Food project	-	1,500
Support vulnerable residents	-	-
Barnardo's	-	-
Base - shop	-	12,100
Delivery - roles	-	52,648
	<u>-</u>	<u>77,248</u>

## 4. Other incoming resources

	2021	2020
	£	£
Room hire	5,933	-
Other income	1,850	-
	<u>7,783</u>	<u>-</u>

## 5. Community activities

	2021	2020
	£	£
Shop expenses	-	2,627
Shop workers	-	495
Rent	22,033	32,729
Insurance	1,173	409
Light and heat	6,069	1,016
Advertising and marketing	200	133
Telephone	918	838
	<u>30,393</u>	<u>38,247</u>

## Whitley Bay Big Local

## Notes to the financial statements

for the year ended 31st March 2021

## 6. Donations

	2021	2020
	£	£
Sundry	3,028	3,298
	<u>3,028</u>	<u>3,298</u>

## 7. Events

	2021	2020
	£	£
Projects	68,668	56,013
Workshops	-	3,061
Workers	16,710	38,854
	<u>85,378</u>	<u>97,928</u>

## 8. Governance

	2021	2020
	£	£
Computer costs	-	46
Caretaker	2,060	5,580
Repairs	10,399	8,593
Rates	713	-
Accountancy	420	420
Bookkeeping	1,080	-
Room hire	-	100
Admin fee	-	6,756
Bank charges	108	-
Travelling expenses	31	68
Professional fees	7,924	11,457
Office costs	2,743	9,585
Consultancy	-	8,000
Salaries	35,749	-
Sundries	1,482	437
	<u>62,709</u>	<u>51,042</u>

# Whitley Bay Big Local

## Notes to the financial statements

for the year ended 31st March 2021

### 9. Debtors

	2021 £	2020 £
Funds held by third party	107,549	61,915
Prepayments	27,930	2,083
Equals	154	-
	<u>135,633</u>	<u>63,998</u>

### 10. Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	420	420
Creditors	875	-
PAYE and NI	157	-
Pensions	171	-
	<u>1,623</u>	<u>420</u>

### 11. Restricted funds

	Balance b.fwd	Incoming resources	Resources expended	Balance c.fwd
Local Trust CCC	7,402	75,933	(71,552)	11,783
YAP Spirit of 2012	-	19,460	(1,875)	17,585
Big Local	19,564	121,777	(82,374)	58,967
TNL Community Fund	-	9,950	(9,950)	-
Karbon Homes	-	1,000	(1,000)	-
Comic Relief Groundwork	-	4,000	(4,000)	-
Ballinger	-	500	(500)	-
NTC Capacity Grant	-	1,000	(1,000)	-
Community Foundation	-	3,000	(3,000)	-
Rank Foundation Pebbles	-	2,800	-	2,800
Voda	-	4,000	(4,000)	-
Dr Bike	-	2,920	(1,405)	1,515
NTC Fridge Grant	-	200	(200)	-
British Science Week	-	500	(500)	-
	<u>26,966</u>	<u>247,040</u>	<u>(181,356)</u>	<u>92,650</u>

# Whitley Bay Big Local

## Notes to the financial statements

for the year ended 31st March 2021

### 12. Designated funds

	Balance b.fwd	Incoming resources	Resources expended	Balance c.fwd
Purchase and refurbishment	-	50,000	-	50,000
	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>50,000</u>

The Charity will sometimes raise funds to meet particular objectives but the donor chooses not to restrict the Charity in how the funds are to be used. These funds are legally unrestricted but the Trustees choose to designate the purpose for which the funds are to be used.