



Trustees' Annual Report for the period

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|-------------|-----|-------------------|------|--|-----------------|-----|----------|------|
| | | Period start date | | | Period end date | | | |
| From | Day | Month | Year | | To | Day | Month | Year |
| | 1 | January | 2021 | | | 31 | December | 2021 |

Section A Reference and administration details

Charity name

Friends of Chase Park

Other names charity is known by

Registered charity number (if any)

1189189

Charity's principal address

Friends of Chase Park

Pavilion Cafe, Millfield Road

Whickham, Newcastle upon Tyne

Postcode

NE16 4QA

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|--------------|-----------------|-----------------------------------|---|
| 1 | Kevin Batey | | | |
| 2 | Peter Craig | | | |
| 3 | Amelia Ord | | | |
| 4 | Jimi Tubman | | | |
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
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Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
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Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

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| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | CIO |
| Trustee selection methods (eg. appointed by, elected by) | Trustees are recruited from the local community based on business experience and skills. |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Charities Commission Guidance for trustees.

The Charity operates a two-tier system; The Operations group reports to the Board of Trustees including financial and operational issues, allowing oversight of operation and financial commitments.

Gateshead MBC

Due to reducing Local Authorities budgets and cut back in spending. The Local Authority withdrawing support for the park as major grounds maintenance is carried out by the council environmental team.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Friends of Chase Park wish to create improvements to the fabric of Chase Park, Whickham. Friends of Chase Park aim to develop and increase more opportunities for formal and informal participation within the park, for the people of Whickham and the surrounding community.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The major change this year was to introduce a very popular volunteer run cafe which will ensure our financial sustainability. We have continued with community-based events to develop community spirit and increase user numbers in the park.

Work was also carried out by a group of volunteers to ensure the park was tidy and planting of flower beds up to date. This included the buying of bedding plants and tools for the volunteers.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Due to the large number of volunteers recruited we have successfully operated a Wombling Group (Daily Litter Picking), a volunteer toilet opening and closing group, a volunteer Gardening Group who carry out weekly maintenance within the park, volunteer led community events and a volunteer run cafe.

The events that were organised in 2021 were still somewhat restricted by the pandemic, but still included a photographic competition, a Fun Dog Show and Cinema in the Park.

The cafe opened on November 1st after getting the go ahead very late in October from Gateshead Council. In November our takings were £639.72 and although December was a quieter month and we were open fewer days, we still took £440.62.

Section E

Financial review

Brief statement of the charity's policy on reserves

The financial position of the Friends of Chase Park ending the 31st of December 2021 is good - we still managed to keep our heads above water financially.

The position will significantly improve now with the regular generation of funds from our volunteer led cafe.

Going forward, the FoCP aim to build a reserve of non ring fenced funds equivalent to 2 years expenditure excluding cafe purchases for resale.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

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|---|------------|---|------------|
| Friends of Chase Park (FOCP) 1st Jan to 31st Dec 2021 | | | |
| | | | |
| Income/Expenses | | | |
| | 2020 | | 2021 |
| Income | | | |
| Gateshead Council Grant | £4,990.00 | | |
| | | Café - Takings | £1,491.73 |
| | | Chase Park Calendar - Sales | £79.08 |
| | | Pay Pal - Public Donation | £1,033.90 |
| | | Gateshead Council - Local Community Fund Grant | £2,156.86 |
| | | Public Donation - Cheque Deposit | £250.00 |
| | | Co-op - Community Fund Grant | £1,526.08 |
| | | Target Property NE | £150.00 |
| | | Winlaton Vulcans - Payment to replace damaged gazebo/tent | £463.00 |
| | | Arnold Clark - Charitable Donation | £1,000.00 |
| | | Dog Show - Exhibitors Stall Fees | £285.00 |
| | | W Caris Catering event food vender payment | £120.00 |
| | | Dog Show - Participates Registration Fees | £516.50 |
| | | Refund - Toilet Rolls | £34.99 |
| | | Eventbrite - Pop Up Cinema Ticket Sales | £911.96 |
| | | Co- op - Community Fund Grant | £3,750.63 |
| | | Gateshead Council - Grant for Public Toilet Block Maintenance | £8,500.00 |
| | £4,990.00 | | £22,269.73 |
| | | | |
| Expenditure | | | |
| Julie Scott | £36.59 | Café - Coffee maker | £194.27 |
| K Murray | £69.76 | Café - Food hygiene training | £24.00 |
| Alan Scott | £143.88 | Café - Keys | £16.00 |
| 123Reg | £86.12 | Café - Cool Box | £149.99 |
| | | Café - Shelving | £20.98 |
| | | Café - Cleaning Supplies | £66.85 |
| | | Café - Water Cooler | £66.60 |
| | | Zurich - Cafe insurance | £195.87 |
| | | Café - Aprons | £150.24 |
| | | Café - PPE/Cups | £277.26 |
| | | H3G - PHONE mobile contract | £155.79 |
| | | Gateshead Council - Scale drawing fee | £16.20 |
| | | Gateshead Council - Planning fee | £462.00 |
| | | Café - First Aid Kit | £38.53 |
| | | Tent Replacement | £595.76 |
| | | Walkie Talkies | £172.99 |
| | | Gardener Group - Plants | £29.76 |
| | | Paper Strips | £38.00 |
| | | Defib Battery | £149.48 |
| | | Hi-Vis Jackets | £181.49 |
| | | FOCP - Plants/Shrubs | £200.00 |
| | | Freezer (café) | £598.80 |
| | | Plug Tower searcher | £29.97 |
| | | Laminator/Pockets | £32.99 |
| | | Event Insurance - Zurich | £242.68 |
| | | Sound system for the dog show from A V Works Ltd | £264.00 |
| | | Peter Ross Solicitors - Fee for Land Registry | £76.00 |
| | | Cinema in the Park | £1,980.00 |
| | | K Batey: ice cream petty cash | £6.25 |
| | | Julie Scott Cash Dog Show | £30.00 |
| | | Trophy: Dog Show | £110.88 |
| | | Replacement gazebo for Swalwell Community Centre | £329.99 |
| | | K&L Bailey | £62.34 |
| | | Dog Show | £81.59 |
| | | Cash Prize - dog shop | £170.00 |
| | | Team Valley Group - Printing | £720.00 |
| | | Amanda Stevenson judge fee dog show. | £30.00 |
| | | Refreshments volunteers dog show | £194.52 |
| | | Wreath Remembrance Day | £20.00 |
| | | Film Bank Media Licence | £416.89 |
| | | Café Julie Soc | £1,549.39 |
| | | FOCP - Phone Repair | £40.00 |
| | | Wilf Husband | £50.00 |
| | | Bay Horse - FOCP meeting room hire | £20.00 |
| | | PHS Group - Washroom Services | £187.20 |
| | | British Legion Donation | £38.00 |
| | | CICS Ltd - Cleaning Services | £28.94 |
| | | Tesco - event supplies | £98.92 |
| | | Bookers | £162.29 |
| | | Amazon cafes whites good | £323.92 |
| | | Pity Me Nursery - Plants | £90.00 |
| | | Pouches stationary | £109.00 |
| | | Café Cups | £21.14 |
| | | Cake Boxes | £56.90 |
| | | Café Straws | £31.50 |
| | | Cleaning Solutions toilets cleaning block | £410.55 |
| | | The Range Café supplies | £33.36 |
| | | Garden Lights for events | £28.62 |
| | | Costco - Café supplies | £67.20 |
| | | eBay - Café supplies | £28.95 |
| | | Amazon - Café supplies | £40.22 |
| | £336.35 | | £12,015.06 |
| Bank Reconciliation as at 31st December 2021 | | | |
| | | | |
| Open Balance | £14,082.00 | | |
| Bankings | £22,269.63 | | |
| | £36,351.63 | | |
| Bank Payments | £12,015.06 | | |
| Closing Balance | £24,336.57 | | |
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| Income over Expenditure | £10,254.67 | | |
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| Statement for the year ending 31st Dec 2021 | | | |
| and reflect a true and fair position of the FOCP accounts | | | |