



# Trustees' Annual Report for the period

Period start date		Period end date					
<b>From</b>	9	10	2017	<b>To</b>	31	03	2018

## Section A Reference and administration details

**Charity name** NORTH SHIELDS POLYTECHNIC CLUB

**Other names charity is known by** NORTH SHIELDS POLY AC (Working Name)

**Registered charity number (if any)** 1175041

**Charity's principal address** Churchill Playing Fields, Hartley Avenue, Whitley Bay

**Postcode** NE26 3NS

### 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	Amanda Hall	Treasurer		
2	Clare Swift			
3	Christopher Mole			
4	Patrick Houghton			
5	John Sutcliffe			
6	Thomas Brannon			
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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

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bankers	Lloyds Bank plc	257 Whitley Road, Whitley Bay, NE26 2SY

## Name of chief executive or names of senior staff members (Optional information)

N/A

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by either by agreement of the existing board of trustees, or by the members of the CIO in accordance with its constitution.

### 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.

Section A of this report lists the charity trustees who currently manage the charity. The trustees who served during the period to which this report relates are:

Peter Atkinson (Chair) – resigned 31.12.2018  
 Paul Murphy – resigned 15.10.2018  
 Clare Swift  
 Patrick Houghton

As part of the induction process, all trustees are provided with a copy of the CIO's constitution and the Charity Commission guidance CC3 – 'the essential trustee'. Copies of the CIO's latest annual report and financial statements will also be made available to all trustees.

## Section C Objectives and activities

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

The charity's objects are to promote community participation in healthy recreation for the public benefit by the provision of facilities for athletics in North Tyneside and the surrounding area, and by encouraging participation in athletics.

**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)**

North Shields Polytechnic Club was established and registered on 9 October 2017, in order to transfer responsibility for the operation of North Shields Polytechnic AC from an unincorporated association governed by a committee, to a new CIO governed by a board of trustees.

The CIO was formed in advance of it taking over any responsibilities from North Shields Polytechnic AC, with a view to ensuring that arrangements for the transfer of assets, property, information and other know how were properly considered and evaluated by the CIO's trustees.

The CIO went 'live' on 1 July 2018, which is outside of the period to which this trustees' annual report relates. As such, this section of the report focuses on the Club's preparations for this handover date, which have included:

- The creation of a new governance structure for the Club, with the formation of a number of new specialist sub-committees, each with delegated responsibility for carrying out activities within their own area of expertise, such as athletics and coaching, finance and fundraising, communications, and events management.
- A drive to significantly increase the number of members volunteering at the Club, and accordingly increase our capacity to grow, and to further promote participation in athletics amongst the residents of North Tyneside and beyond.
- Giving detailed consideration to ways in which we may be able to better serve the existing membership, and to improve the way in which we make use of the facilities available to the Club. This has included negotiating on the grant of a new lease of Clubhouse premises to the CIO.

In exercising their powers and duties, and in pursuing and carrying out the club's objects and activities, the Trustees have complied with the duty at s17(5) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

**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.

**Summary of the main achievements of the charity during the year**

North Shields Polytechnic Club did not become operational until 1 July 2018, which is outside the period to which this report relates.

In addition to the activities set out at section C of this report, in preparation for going 'live' the charity worked closely with several of the members of the committee responsible for the governance of North Shields Polytechnic AC. From 9 October 2017 to 31 March 2018 these two comparable organisations effectively existed side by side, and as such, we have set out some of the key achievements and performances North Shields Polytechnic AC from the year 2017/18 below.

- The Club successfully organised and held two local road races – the Clive Cookson 10k and the Xmas Pudding Run. The events generate a significant proportion of the Club's annual income, and the Xmas Pudding Run in particular helped the Club to raise its profile in the region, and promoted engagement with the community and other local organisations and businesses.
- The Club was able to recruit and retain a popular new junior coach, which enabled a foundation athletics group to continue to run, and to offer an additional session of coaching to junior members.
- The Club launched an e-mail and social media appeal for new potential volunteers and coaches, and enabled a number of its regular volunteers to achieve coaching qualifications, and go on to lead and support their own training groups.
- The Club's triathlon section continued to expand both its number of members and coaches.

The Club's athletes regularly competed in Cross Country, Track and Field, Road Running, Fell Running and Multi Sport (Triathlon) events at a local, regional and national level. Some of the Club's fantastically successful Masters athletes also represented their country at European and World Level.

**Brief statement of the charity's policy on reserves****General Reserves**

The Club's general reserves are at the discretion of the Trustees and represent funds available for future use on capital projects or to fund the ongoing activities of the Club as needed. It is the club's policy to allocate approximately 20% of the operating surplus in a year to the general reserves. Should the general reserves exceed £10,000, any excess will be allocated to the forward funding reserve.

**Forward Funding Reserve**

The forward funding reserve is a reserve set aside to meet any major or capital expenditure of the Club which may be incurred in future periods. Such expenditure is of a non-recurrent nature and is not intended to be used to cover the ongoing activities of the Club.

**Restricted Funds**

Restricted funds are funds received which are to be used for a specific purpose, usually a condition of the donor.

**Details of any funds materially in deficit**

N/A

**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.

For the period covered by this report, the CIO submitted nil accounts. Responsibility for the operation of the unincorporated club was transferred to the new CIO on 1<sup>st</sup> July 2018 at which point all assets and liabilities were also transferred. For the period covering 9<sup>th</sup> October 2017 through to 30<sup>th</sup> June 2018, the financial accounts were the responsibility of the unincorporated club.

Prior to incorporation, the organisation was operating with a small surplus of income. The principal income for the club was membership fees with other sources being income from club sponsored events and rental income from other clubhouse users.

Expenditure of the unincorporated organisation was controlled and primarily incurred on licences and fees, maintenance and repairs and entry fees to non-club sponsored events. Large expenditure items were budgeted for at the start of each financial year and managed accordingly.

The club held a general reserve which was deemed adequate for the needs of the organisation. The club had not deposited further funds into this reserve or sourced any external funding for a number of years.

The accounting period of the CIO will follow that of the unincorporated organisation and will represent a 12-month period from 1<sup>st</sup> April through to 31<sup>st</sup> March of the following year.

**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

<b>Signature(s)</b>	A Hall	
<b>Full name(s)</b>	AMANDA HALL	
<b>Position (eg Secretary, Chair, etc)</b>	TREASURER	
<b>Date</b>	21/01/2019	