



North Shields Polytechnic Club
Athletics club based in Whitley Bay

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TRUSTEES' ANNUAL REPORT
October 2023

**NORTH SHIELDS POLYTECHNIC CLUB CIO
TRUSTEES' ANNUAL REPORT**

October 2023

**CHARITY NUMBER
1175041**



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Intro

We held our last AGM on 14th September 2022. This year our trustees have arranged the AGM on 2nd October 2023 and to share information with our members digitally via this report and invite any questions via email to trustees@nspoly.org.

The trustees are pleased to present their Annual Report together with the financial statements of the Charity for 12-month period to March 2023 which are also prepared to meet the requirements of a Chair's report and accounts for the Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard's applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).



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Chair's Report

Another year has flown by and 2022/23 has been a great year for North Shields Polytechnic. This is mainly due to the impressive work and dedication of all our volunteers that means that our club will remain in a very strong position for years to come.

All our sports and activities continue to increase in popularity and our fantastic Poly team work hard to include as many people as possible and that is testament to the dedication our team have. We currently have 964 members within the club.

Our volunteers are our biggest asset as a club, without them North Shields Polytechnic would not exist. We are fortunate to have a fantastic base and facility of which we work closely with North Tyneside Council to ensure it is well maintained, fit for purpose and we are prepared for any future 'hurdles' that we may have to jump.

As Trustees we continue to strive to be approachable and demonstrate that we listen to all our members, volunteers or external stakeholders who would like to raise anything with us.

With improvements to communication methods, a new website, newsletters and social media pages, we strive to keep all of our members and volunteers as up to date as possible.

To reiterate, if there is anything we can do, if you have ideas, please do share them with us at trustees@nspoly.org.

I would like to give a heartfelt thank you to all the coaches, assistant coaches and volunteers that have worked so hard. Well done to all of you.

Finally, I would like to thank our members who continue to represent the club in a positive manner. From our Juniors to our Adults, whether this be at training, a domestic, regional, national, or sometimes even international event. Our team certainly embrace this, and we are very proud of what you are achieving.

Thank you for all your support. Up the Poly!!

Steve Colby

Steve Colby

Chair of Trustees

Trustees@nspoly.org



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Trustees

Normally at our AGM we would ask our members to approve the Minutes of the Previous Meeting and the appointment of new trustees.

We are delighted to confirm that the board have agreed the appointment of new trustees during the period 2022/23. They are:

Laura Hope – Safeguarding Lead
Rebecca Tindle – Administration Coordinator
Lisa Wild – Events Coordinator
John Sutcliffe – Assisting All Trustees

We have said goodbye to the following in this period:

Patrick Houghton – Patrick provided legal expertise and undertook the role as Chair when John Sutcliffe stepped down
Nicola Short – although Nicola was with us for a short period of time, Nicola contributed to trustees meetings including the last AGM.

Thank you to all, your volunteering time is greatly appreciated.

Our remaining trustees that will stand to be re-elected to stay in their positions are:

Steve Colby – Chair Person/Clubhouse Manager
Ben Willcox – Treasurer
Graham Lewis-Dale – Membership and Retail
Greg Penn – Track Manager/3rd Parties
Simon Jamison – Events
Lourdes Olmo Bradley – Track & Field & General
Tom Penfold – Coaching

At this AGM the following board members will step down:

Nobody at this moment in time.

We are always looking to enhance our Trustee Board in terms of diversity and expertise. If you feel you can give something back and excel in this challenging role, please contact one of the trustees to discuss further. We would love to hear from you.



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Coaching

NSP is fortunate to have a significant number of hard working and committed coaches and coaching assistants that support and develop the athletes in the club. This annual report provides us an opportunity to reiterate our thanks to them and all our volunteers for their hard work and support over the past year. As a club we want to maintain support so they feel both valued and able to ensure athlete development well into 2024 and beyond.

Support offered by the club for coaches and officials includes:

- funding to attend training courses,
- support for athletes and coaches to attend training camps,
- reimbursement of travel expenses to attend competition.

We are constantly seeking to enhance the support the club is able to offer to coaches and therefore feel free to approach the trustees with any proposals for improving the support of our coaches and volunteers.

In addition, given the rapidly growing nature of the club, the high demand for new members, we are always looking for new coaches to maintain support of athletes across the junior and senior age groups. If you are interested don't hesitate to get in touch via the email trustees@nspoly.org.

Member Achievements

The past year has seen a number of high-profile achievements from athletes across all sections of the club. This includes athletes achieving international honours and winning medals at national, regional and county competitions.

Some (but certainly not exhaustive list!) achievements include:

- 18 medals, including 8 golds at the British Masters Championships.
- 7 junior athletes qualified for the English schools Track and Field Championships.
- 13 junior athletes selected to represent the North-East regional team at the British Triathlon championships with 2 becoming National Champions.
- 2 medallists at the National U17/U15 Track and Field Championships.
- Bronze medal in the U15 Northern 5 km Road Championships.
- Senior Ladies won the Signal's relays and Good Friday Relays.

This does not include the huge number of personal achievements, including first time completions, PBs and highest finishes in races across all sections of the club. Barely a week goes by without a huge array of achievements many of which are captured on our social media pages. At North Shields Poly we want to create a strong and inclusive running community. So, it's not just about being winning and medals, but working together as a team, achieving and celebrating when any athlete achieves one of their milestones.

Stories of many achievements are on our social media pages and we are always keen to hear about more – so don't hesitate to get in touch. All these achievements and more will be celebrated at the annual Prize and Presentation Night on *Friday 3rd November*.

Tom Penfold



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Financial Report

The March 2023 Year End Accounts are currently being finalised and will be uploaded to Charity Commission website within the next few weeks. We would encourage all of our members to have a look at the financial information, available via the Charity Commission website: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5099089> and if you have any questions or comments please don't hesitate to contact us.

Year End March 2023

These accounts report a net deficit for the year of £44,595 following receipts of £106,320 and expenses of £150,915.

Income was generated from a number of sources, with subscriptions, race entries, hire of facilities, and clothing sales being the primary routes. Income was reduced in the prior year as a result of a decision taken by the Trustees to reduce subscription fees by 25% to assist members during the pandemic and due to the cancellation of two of the club's major events – the Clive Cookson 10k and Xmas Pudding Run. The subscription reduction was reversed in the current year, and all the club's major events took place.

The Trustees took the decision during the prior year to invest in a major refurbishment of the clubhouse and gym, for the benefit of all members. During the year costs of £60,848 (prior year £19,760) were incurred on this refurbishment. The Club also purchased new equipment costing £6,383 during the year, including track and field equipment and a new defibrillator with cabinet. Other costs include the maintenance of the clubhouse and associated supplies, licencing fees, race costs and utilities.

The club finished the year with overall cash reserves of £26,412. The club remains able to generate funds, after factoring out major capital expenditure. Following completion of the clubhouse and gym the club is now looking to rebuild cash reserves.

	March 2023	March 2022
Receipts	£106,320	£70,195
Payments	£150,915	£100,007
Net Surplus/(deficit)	(£44,595)	(£29,409)
Reserves	£26,412	£71,007

Ben Willcox
Treasurer



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Clubhouse Review

Following improvements to the clubhouse that were undertaken in early 2022 further upgrades were required to the electrical distribution board, external lighting and ventilation within the gym area.

New CCTV was installed as part of the refurbishment, this has worked well in terms of the lack of false alarm call out's that the club's keyholders were receiving.

A defibrillator was donated to North Shields Polytechnic, and we installed this to the external of the building. The defibrillator has been registered on 'The Circuit' network and should the worst happen, and a member of the public requires the use of this equipment, it can be accessed by calling 999.

Repairs under our responsibility have been undertaken promptly which included an issue with the front entrance door to the clubhouse.

A new Trophy cabinet has been installed to show off awards that North Shields Polytechnic has received. This was installed by a member of the club, which we are grateful for.

Ongoing compliance checks have also been undertaken this year including:

- Annual gas boilers servicing
- 5 year Electric test
- Annual fire extinguisher servicing

Our Target for the next year is:

A kitchen has been donated by JTC as part of their social value promise to North Tyneside Council. We await details of the delivery and hope to have this installed which would provide benefit to members, volunteers and 3rd party bookings.

We would like to improve the shelving of the club shop, so that it's more appealing before ensuring we have the right items available for sale, which would include club vests, hats and cross-country spikes. (other items could be recommended).

Our ambition for 2024/25 is to look at greener ways of running in the clubhouse, we have made an initial enquiry to North Tyneside Council to introduce Solar Panels with battery back-up. We are looking for any grant funding that might be available for this. Spending someone else's money rather than ours!

Gym Review

The gym continues to be extremely popular, and we continue to monitor the safe usage of this.

Minor investment has been required to replace damaged items and welcome suggestions from coaches for additional/improved equipment.

It is a facility that we can all be proud of.

Steve Colby, Clubhouse Manager



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Track Report

Although there is not much to report for the track, it is worth reminding our members that the Poly have responsibilities as part of our licence agreement for maintaining the track including; grass cutting and keeping the track tidy and in good condition. All members are reminded to help in this task by removing any waste and litter around the site or clubhouse, and by using all equipment with care and consideration.

Apart from the Poly's exclusive use of the track (on Tuesday and Thursday evenings, and Sunday mornings), members of the public, as well as Poly athletes continue to book a session on the track, using the North Tyneside Council booking system (Clubspark) outside of those times. During 2023 NTC have introduced charges for public bookings.

In addition to Poly and public use, a number of third-party clubs also have access to the Track and Field facilities. These are mainly local running clubs who book non-exclusive sessions on our non-club nights. These bookings are made via us.. the Poly. The income generated from these third-party bookings also help towards the costs mentioned above to keep the track and facilitates in good condition.

Sharing the track with other clubs, athletes and members of the public also meets the objectives of both the Council and the Poly to provide a community facility that is accessible to all.

There are some ongoing maintenance issues which are worth a mention;

- repair to the Poly gate is an NTC responsibility- pending?
- the high jump mat should be replaced for the next T&F season (jointly funded by NTC and Poly).
- as we approach winter, the floodlights are a concern as always. Discussions with NTC are ongoing but the long-term aim is to replace the existing floodlights which are old and failing. This will be a major capital expenditure and complex process to get approved.

Our privileged access and use of the track is one our clubs' greatest assets. We continue to work closely with NTC to maximise the benefits to our members and the local community.

Greg Penn, Track Manager





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North Shields Poly Events

It's been a great year for Events at the Poly with a full calendar taking place. Events run right across the year from the Trail Run in January through to the Pudding Run in December. They include Road Races, a Trail Run, Junior and Senior Grand Prix's, a Fun Run and an Aquathlon.

We have a number of people working behind the scenes for each one to ensure they are well organised and run smoothly and an amazing team of marshals and helpers to assist on the day.

North Tyneside 12K Trail Run – 8th Jan 2023

In January we hosted the North Tyneside Trail 12K, this was the third time we've done this event since the rebranding of the old Run for Bob.

Entries became available on 1st Nov and all 400 places were sold out within two weeks, this was an increase of 50 places on 2022. Since the rebranding of the event in 2020 race entries have increased by 29% overall. Entries for the 2024 event will soon be opening and again there will be a slight increase in numbers to meet demand for the event. Feedback for the 2023 event was once again very positive.

Cookson 10K – 17th May 2022

Entries opened on 15th March and the race was fully sold out within 10 days. This year we restricted entries to 500 due to ongoing building works on Rake Lane which had narrowed the course in places.

Some last-minute issues due to the new housing estate, made everything a little frantic and stressful but once again the race was a huge success. This year the race was won by Jimmy Anderson and Charlotte Penfold both of North Shields Poly and the men's team and ladies team prizes also both made their way home to North Shields.

Plans have already begun for next year and a slightly amended course has been secured through discussions with North Tyneside Council and Story Homes.

Both the Cookson and Trail Run were organised by myself (Simon Jamison), Helen Gardiner, Rebecca Tindle and Sarah Clarke and I'm pleased to say that John Bretell has also agreed to remain as part of the team which is a huge bonus.

Senior Grand Prix – August 2022 to April 2023

The event is organised and managed by Vaughan Hemy, Ivan Thorn, Huw Parry and a team of marshals and helpers that turn out in all weather, it was once again a huge success involving 30 teams and 240 runners.

Thankfully this year we managed to have an established course with no changes to it throughout the duration of the event.

Junior Grand Prix

Once again we have had a very successful Junior Grand Prix in 2022/23, 167 runners competed in the event.

With on average 70–90 juniors taking part in each event between October and March and a maximum turnout of 106. This event is ran and managed by our team of junior coaches and assistants which include Mel Carr, Rachel Loughlin, Charlotte Penfold, Jane Fahey, Ryan Eden, Paul Dodds, Rachel Inman and Helen Johnson and an additional team of parents and helpers marshalling.



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Mouth of Tyne Aquathlon

On Sunday August 20th NSP hosted the Mouth of Tyne Aquathlon. Initiated in 2019 this was the 4th running of the event and this year it doubled up as the English National Aquathlon Age Group Championship.

The event sold out to 150 competitors and could easily have sold many more. The race consists of a 1k swim off the beach at Tynemouth Haven followed by a 5k run. On a perfect morning for racing the national champions in each 5 year age group were crowned and presented with medals.

Ten Poly athletes made the podium with 3 becoming National Champion in their age groups. These were Jacob Brown, Michael Salisbury and Heather Gould. The club also took 2 silvers and 5 bronze covering age groups from U20 to F65. The organising team this year were the man who's original idea the race was, Andrew Philips, and Neil Dick.

The real stars though are, as always, the marshals and helpers. Each and everyone of the 30+ that helped out on the morning were Poly members.

Pudding Run

2022 Saw the return of the Pudding Run after a delay due to Covid and bad weather. This year we saw over 1300 runners attend which was a record turnout. Profits for this race are traditionally split between North Shields and our charitable partner which has for a number of years been Woodlawn School.

The day was a huge success with local MP Alan Campbell starting the runners off. The course had a few changes to make it a standardised 5km and the event went off perfectly.

This year the Race Director was Graham Lewis-Dale assisted by Helen Gardiner and again a huge team of helpers and marshals to assist on the day.

Finally.

Events are a big part of the Poly and a big part of generating revenue for the club, they bring different parts of the club together and we often have road runners helping out at track meets and the aquathlon and parents of juniors stepping in to Marshall and make tea, coffee and cakes. If you'd like to be involved, please let me know as we are always looking for people to join us and give some fresh ideas.

Simon Jamison, Events.



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Membership and Club Shop

Membership

This membership year has seen some good growth and as a result, NSP will continue to develop in all areas. Despite a price increase to reflect the investment and increased overheads in NSP, we saw a 6% rise in membership, from 864 to 914. This predominantly came from a 19% (66) increase in seniors. Our junior levels stay the same with a usual high turnover, but due to waiting lists and capacity, we can't manage any significant increases. We saw a 9% (26) reduction in Linked members, this is partly due to the addition of other family members being added historically where there was no additional cost under the old family membership and now that it's linked membership there would be a cost. We have seen a 27% (6) increase in second claim.

Trustees agreed to increase prices and change the "family membership" to "linked membership", with a view to removing this due to the significant discounts some members receive. Our membership revenue increased by 48% from £34,528 - £51,023 (+£16,495) compared to the previous year, because of this and therefore our transaction fees increased by 62% from £1,269 - £2,060. Alternative platforms are being reviewed for the next membership cycle in an aim to reduce costs even further.

A thank you to Susan Mole our Membership Secretary, who continues to work exceptionally hard for NSP and its members. She is a huge asset to the club.

Revenue	2021-2022	2022-2023	Diff	% Diff
Gross amount	£34,528.00	£51,023.00	£16,495.00	48%
Gross transaction fee	£1,438.58	£2,313.03	£874.45	61%
Net amount	£33,089.42	£48,709.97	£15,620.55	47%
VAT in transaction fee	£169.28	£252.64	£83.36	49%
Net transaction fee	£1,269.30	£2,060.39	£791.09	62%

Members	2021-2022	2022-2023	Diff	% Diff
Under 11	62	61	-1	-2%
11-20 Years	155	160	5	3%
Senior	344	410	66	19%
Linked Members	281	255	-26	-9%
Second Claim	22	28	6	27%
Total	864	914	50	6%

Graham Lewis-Dale



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Club Shop

This membership year we saw over £11k (-9%), 657 (-16%) units sold, 531 (-20%) orders and 3500 (-29%) visits. Despite the slight decline we had an increase of 13% in average order value. We also saw around £2,500 sales in the club shop which is -10% on the previous year. These declines are largely due the clubhouse not being finished during the start of this period. A huge thanks to Anne Topping and Susan Mole for being there to assist members every week.

Graham Lewis-Dale





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Club Welfare

This year has seen the appointment of Club Welfare Officer, Laura Hope, to support Graham Lewis Dale in ensuring that all members have a safe and positive experience at North Shields Polytechnic. Both officers are primarily responsible for managing and reporting concerns about children or adults at risk as well as lower-level club issues and disputes. Laura is also a Mental Health First Aider which enables her to support and signpost members who are experiencing mental ill health or distress.

We are happy to report there have been no safeguarding or serious incidents in the period 2022/23. There have however been a number of smaller incidents which have provided wider learning to the Trustees and impacted on the strengthening of current policies to ensure all members know what to do and who to speak to if they have a safeguarding or discipline or conduct concern.

Following a lower level issue in late 2022, which was fully investigated, the Code of Conduct was reviewed, updated and re-circulated to all members to ensure everyone is aware of the values and associated behaviours expected of them as representatives of North Shields Polytechnic.

Alongside this the Safeguarding Children and Adults policies and guidelines were reviewed and updated to ensure members are accessing club activities safely, protect them from harm, incidents and accidents and minimise club issues and conflicts. All policies align with England Athletics standards and regulations.

Following an offsite medical emergency, which required the use of the Club defibrillator, the Trustees agreed the need to ensure run leaders and members were fully trained in first aid. A number of first aid and defibrillator training sessions were put on and well attended in February / March 2023 resulting in many newly trained members.

A defibrillator was kindly donated to the club which can be found on the front wall of the club house. Trustees also funded a number of pocket first aid kits to be held by run leaders at offsite training sessions. An accident form was created, which is available on the website, to be completed by run leaders and logged as a record.

In 2023/2024 there will be further reviews of the policies and procedures.

Laura Hope



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Life Membership

Life Membership has been a long tradition of the club and a list of all those members is available on the club website.

This year it is awarded to:

Neil Dick

Neil has made an active and positive contribution to the lives of many North Shields Poly athletes by opening up and encouraging new opportunities.

In the early days of parkrun, before it got trendy, Neil would taxi runners to parkruns around the North East of England. This was open to anyone, space in his car permitting, of any standard who just wanted to go somewhere different and test themselves on new courses against different runners. Many runners came along on these travels and experienced a wide variety of runs. There was no pressure here, just a group of runners encouraging one another and getting out on a Saturday morning.

Neil was already an active triathlete when he came about the idea of setting up a triathlon section of the Poly. He, plus a couple of others were training with Tri Northumberland and looked at the potential of organising bike and swimming sessions for those at the Poly who may be interested. Little did he know, at the time, how popular this would become. The club now has an active senior and junior section with regular attendance at events both far and wide. There are a good number of athletes at the Poly who have competed for Great Britain at Age Group level at European and International events. It is unlikely that, for some, this would have happened without Neil's input and encouragement. The Poly now has its very own multi event. The Mouth of Tyne Aquathlon takes place every August and, of course, Neil was very involved in the setting up and continual running of this event.

As a masters athlete Neil has been very active on the track and the roads representing the club as an individual and being part of relay teams who have been successful at regional events. Once again it is his level of support for others, as well as his own personal efforts, which inspire and encourage Poly members.

If you have any persons that you would like us to consider, please email us at trustees@nspoly.org.



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Partnership Working

Throughout 2022-23, the Poly continued its tradition of working in partnership with the public and voluntary sectors. These have included:

North Tyneside Council

Woodlawn School – Boxing Day Run

Marden Bridge Sports Centre

Monkseaton High School





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In summary:

We remain in an extremely strong position to provide our community with the opportunity to participate in physical activity.

The club is part of the community's huge need for release as are the many athletics and sports clubs throughout the UK.

We are exceptionally lucky to have such great coaches, volunteers and facilities. Please always take time to appreciate the work those people do for us all. We are exceptionally grateful.

The Trustee Team, North Shields Poly 2023

