



**ANNUAL REPORT
AND ACCOUNTS
FOR THE YEAR
1ST JULY 2013 TO 30TH JUNE 2014**

September 2014
www.nsvl.org.uk

Contents

| | |
|--------------------------------------|-------|
| Reference and administrative details | 3 |
| Structure, governance and management | 4 |
| Objectives and activities | 5 |
| Trustees Reports | |
| Chairmans Report | 6 |
| Vice Chairmans Report | 6 |
| Secretarys Report | 6-7 |
| Membership Secretarys Report | 7 |
| Treasurers Report | 7-8 |
| Training Centre Coordinators Report | 8 |
| Lifeguard Captains Report | 8 |
| Club Welfare Officers Report | 8-9 |
| Public Relations Officers Report | 9-10 |
| Fundraising Officers Report | 10 |
| Equipment Officers Report | 10-11 |
| Social Secretarys Report | 11-12 |
| Club Development | 12-14 |
| Plans for future periods | 15-16 |

Reference and administrative details

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| Registered Name | North Sea Volunteer Lifeguards |
| Charity Number | 1114331 |
| Company Number | 5162996 |
| Trustees at 30th June 2014 | Barbara Broadbelt Karen Farr Victoria Farrer Paula Richardson Donna Robson James Rodgerson Julie Rogers Sarah Spence Louis Wallace Joseph Welsh |
| Trustees for part of 2013/14 | Roland Redfern-Lown (Until 3 rd November 2013) |
| Non-Trustee Committee Members at 30th June 2014 | Sasha Babuji (Lifeguard Captain) Mairi Campbell (Parent Representative) Conel Freeman-Harrison (Youth Representative) Nick Golder (Competition Secretary) Phil Haslett (Data Base Manager) Elliot Rogers (Vice Lifeguard Captain) Anna Wittland (Youth Representative) |
| Non-Trustee Committee Members For part of 2012 / 13 | Fiona Freeman (Parent Representative until 3 rd November 2013) David Hammill (Vice Lifeguard Captain until July 2013) |
| Registered Office | 19 Brunswick Road Shiremoor Newcastle upon Tyne Tyne & Wear NE27 0TP |
| Bankers | CAF Bank Ltd 25 King Hills Avenue Kings Hill West Malling Kent ME19 4JQ Virgin Money 303 Whitley Road Whitley Bay Tyne and Wear NE26 2HU |

Governing instrument

The charity, which is a charitable company limited by guarantee, is governed by a Memorandum & Articles of Association incorporated on 25th June 2004 and amended by special resolution dated 5th March 2006.

Recruitment of trustees

Recruitment of trustees is governed by the Memorandum & Articles of Association. In short, trustees are elected by the adult members of the charity at the Annual General Meeting, with each trustee serving a three year term.

Recruitment of other committee members

A Lifeguard Captain is elected by the members of the charity who hold a National Beach Lifeguard Qualification and/or a National Pool Lifeguard Qualification. The election is held at the Annual General Meeting, with the Lifeguard Captain serving a one year term. The Lifeguard Captain may appoint a Vice Captain to assist them in their duties.

The trustees appoint a Competition Secretary to oversee the sport lifesaving aspect of the club, and a Data Base Manager who works alongside the Secretary and Membership Secretary to ensure the clubs membership data base is maintained and kept up to date.

The trustees appoint two Youth Representatives (one male and one female), and a Parent Representative to liaise with junior members and their parents. They also report their activities to the trustees.

Organisation

The trustees formulate the policy of the charity in addition to being responsible for the day-to-day running of the charity (with the help of many other members). The policies and procedures for the day-to-day running of the charity are laid down in several documents:

- NSVL Rule Book
- Organising and running a course
- Pool codes of practice
- Beach codes of practice
- Competition codes of practice

Risk Management

The trustees have assessed the major risks to which the charity is exposed (particularly health and safety risks in relation to the day-to-day activities of the charity) and are satisfied that sufficient control measures are in place to minimise these risks.

Objectives and activities

Charitable objects

The charity has three objectives:

- To promote the development of lifeguard and lifesaving training and expertise.
- To promote technical education in lifesaving, and water safety to the local community.
- To promote self rescue, rescue and resuscitation skills within the community.

Aims and intended impact

- To pursue these objectives, the aims of the trustees are to:
- Provide a pool session to enable a wide variety of lifesaving, lifeguard and competition training to take place.
- Provide a beach base to enable a wide variety of life support, first aid, theory and open water training to take place.
- Purchase and maintain equipment to allow these activities to take place.
- Ensure the future sustainability of the charity by developing teachers, trainers, assessors and lifeguards.
- Develop and publicise lifesaving resources and teaching aids.
- Generate and retain sufficient funds to achieve the aims outlined above in a sustainable manner.

Trustees Reports

Chairman

For the period 1st July 2013 to 30th June 2014, the position of Chairman was carried out by Joe Welsh.

As Chairman, Joe is responsible for chairing all meetings of the committee and leading the club to ensure NSVL moves forward and progresses.

The Chairman is also the principle representative of the club and works to build and maintain relationships with external organisations.

In addition to his main role of Chairman, Joe has played an active role in the ongoing training programme for existing beach and pool lifeguards.

Joe has played a leading part in discussions with North Tyneside Council regarding the future relocation of the NSVL headquarters.

End.

Vice Chairman

For the period 1st July 2013 to 2nd November 2013 the position of Vice Chairman was vacant.

For the period 3rd November 2013 to 30th June 2014 the position of Vice Chairman was carried out by Louis Wallace.

As Vice Chairman, Louis is responsible for deputising for the Chairman at meetings, functions and other occasions as and when required.

In addition to his main role as Vice Chairman, Louis has played an active role in the delivery of the 'Survive & Save' programme, as well as assisting with the competition branch of the club.

End.

Secretary

For the period 1st July 2013 to 30th June 2014, the role of Secretary was carried out by Donna Robson.

As Secretary, Donna is responsible for administrating meetings of the committee and the Annual General Meeting, which includes:

- Organising dates, times and venues.
- Compiling and distributing agendas and associated documents.
- Recording and distributing minutes.
- Receiving and distributing general NSVL correspondence.
- Producing an Annual Report of the clubs activities based on the contributions by committee members.
- Keeping club records lodged with Companies House.

In addition to her main role of Secretary, Donna has played an active role in the ongoing training programme of the clubs existing beach lifeguards, and delivered an NBLQ course in July 2013, resulting in five more members becoming qualified beach lifeguards. She also organised two 'Safeguarding & Protecting Children' courses which were delivered in February 2014, helping to maintain best practice amongst NSVL teachers and lifeguards.

In August 2013, Donna also took responsibility for organising visits to local RNLI stations-Cullercoats and Tynemouth, and to Tynemouth Volunteer Life Brigade-visits which were popular with some of our junior members, senior members and parents alike.

In addition to this she has worked alongside the Chairman in discussions with North Tyneside Council regarding the future relocation of the NSVL headquarters.

Donna has joint responsibility with Paula Richardson for the clubs social media sites-Facebook and Twitter, ensuring up to date information regarding the clubs activities is available to the members.

End.

Membership Secretary

For the period 1st July 2013 to 30th June 2014, the role of Membership Secretary was carried out by Vicky Farrer.

The Membership Secretary is responsible for ensuring several administrative tasks are completed. These include:

- Ensuring the membership database is kept up to date.
- Receiving applications for membership and adding new members to the database.
- Producing and sending membership cards.
- Producing membership renewal forms.
- Receiving waiting list forms and adding details to the waiting list.
- Inviting prospective class members for swim tests as and when required.

Vicky has worked alongside the Database Manager (Phil Haslett), and Julie Rogers to ensure these tasks have been carried out.

Current Membership Statistics:

- Adult Members: 25
- Junior Members: 95
- Waiting List: 51 including:
 - 'Survive & Save' groups and above: 18
 - Rookie Gold: 4
 - Rookie Bronze: 6
 - Under Age: 11

In addition to her main role of Membership Secretary, Vicky has been part of the 'front desk' team' at pool training sessions and Summer beach sessions, being the first point of contact for members and parents.

End.

Treasurer

For the period 1st July 2013 to 30th June 2014, the role of Treasurer was carried out by Karen Farr.

As Treasurer, Karen is responsible for:

- Overseeing all monies in relation to club business.
- Preparing an annual club budget.
- Preparing financial position reports for committee meetings.
- Preparing accounts at the end of each financial year.

In addition to her main role of Treasurer, Karen has had responsibility for keeping club records up to date with Companies House, and has been part of the 'front desk' team at pool training sessions and Summer beach sessions, being the first point of contact for members and parents.

Financial Overview

NSVL continues to have a healthy balance in the bank in spite of continuing poor interest rates. The Treasurer is pleased to report that NSVL continues to offer excellent value to our members with another freeze in membership fees and monthly subscriptions.

The club has continued to maintain the beach base with expenditure increased from last year and a major repair required for the shutter.

The Boxing Day Swim raised over £1220.00 and continues to be well supported by members, families, volunteers and sponsors.

The club ventured in to competitions with some success and the financial costs of entry to competitions and travel to the Billingham competition were met by the club.

Pool income increased this year as did pool hire cost. NSVL regularly makes use of the dance studio for dry training sessions which has increased the cost of the pool hire over the year.

Social expenditure was increased significantly from previous years probably due to costs of the event being covered by entrance tickets, selling food and fundraising games / raffles during the presentation evening.

There has been an increase in spending on equipment but this was for essential maintenance repairs to ensure the manikins were fit for use.

NSVL continues to be financially stable with a healthy reserve to ensure the club can continue to run and replace lost or damaged equipment.

End.

Training Centre Coordinator

For the period 1st July 2013 to 30th June 2014, the role of Training Centre Coordinator was carried out by Barbara Broadbelt.

As Training Centre Coordinator, Barbara was responsible for:

- Being fully conversant with the award structure of the Royal Life Saving Society UK to advise others within the club.
- Having oversight of all awards.
- Organising beach lifeguard renewals.
- Overseeing NSVLs accreditation as an Approved Training Centre.
- Being the overall co-ordinator of all teachers and trainers within the club.
- Coordinating community partnership work.

Unfortunately due to the recent resignation of the Training Centre Coordinator, a full report on the qualifications and awards completed during the period 1st July 2013-30th June 2014 is not available. However, we are able to report that NSVL passed an annual External Verification in 2013, achieving 100% Thanks are expressed to Barbara for the work she carried out leading up to the visit. It is important to recognise the input of all Trainers, Teachers, Assistant Instructors, Lifeguards and the administration team-without them, this achievement would not have been possible. As a club, NSVL cannot continue to flourish without the dedication of those who give their time and experience.

End.

Lifeguard Captain

For the period 1st July 2013 to 2nd November 2013, the position of Lifeguard Captain was vacant.

For the period 3rd November 2013 to 30th June 2014, the role of Lifeguard Captain was carried out by Sasha Babuji. With the approval of the committee, Sasha appointed Elliot Rogers as Vice Lifeguard Captain.

As Lifeguard Captain, Sasha is responsible for:

- Ensuring there is sufficient lifeguard cover that meets the requirements of the pool codes of practice at both pool sessions each week.
- Allocation of training and teaching space for the second pool session, including the organisation of a rota.

- Encouraging the participation in ongoing training and activities for lifeguard members, by establishing the training required by the lifeguards.
- Organising trainers for monthly pool lifeguard and beach lifeguard training sessions during the winter months.
- Being the overall coordinator for lifeguard members.

End.

Club Welfare Officer

For the period 1st July 2013 to 30th June 2014, the role of Club Welfare Officer was carried out by Julie Rogers.

As Club Welfare Officer, Julie is responsible for:

- Ensuring that members are in possession of a current criminal records check in compliance with RLSS UK policy.
- Ensuring that the club is aware of and complies with RLSS UK child protection policy.
- Communicating the child protection policy at a club level, using RLSS UK support materials.
- Following the child protection policies and procedures, receive, record and report any concerns quickly and through the appropriate channels.
- Liaising with the appropriate branch Child Protection Officer.
- Being aware of the local statutory child protection network, including the local child protection committee.
- Being aware of the relevant contact numbers and addresses of the statutory agencies in their locality.
- Providing a written report to the Committee on a quarterly basis, or more regularly where necessary.

Current Statistics

At present, NSVL has 98 junior members (i.e. under 18 years old) attending NSVL, identified as:-

- 44 Rookies (School years 4-7)
- 38 'Survive & Save' (School years 8-11)
- 16 Training / Teaching / Lifeguarding (aged 16-18 years)

All members aged 16+ years volunteering on poolside must comply with the NSVL club policy and complete a check with the Disclosure and Barring Service (DBS-formerly CRB). Julie facilitates DBS applications and manages the poolside list, liaising with the Child Protection Officer (CPO) at the Royal Life Saving Society to ensure the club is working within appropriate and current guidelines.

A total of 24 DBS applications were processed between 1st July 2013 and 30th June 2014 on behalf of NSVL as follows: -

- 13 members were re-checked.
- 11 members were checked as new applicants.

Currently NSVL has a total of 53 members with valid DBS clearance. Of the 53, 40 are actively volunteering within the club.

In February 2014, a child protection course was organised and delivered by a representative of Sports Coach UK to NSVL members in positions of responsibility. The course was delivered separately to those aged 18+ allowing those aged 16 and 17 to benefit from a course tailored specifically to their age group. Both courses were well received.

In addition to her main role as Club Welfare Officer, Julie has provided support to the other trustees by carrying out various other tasks including:

- Addressing the clubs waiting list and inviting new members to the club.
- Being part of the 'front desk team' at pool sessions.
- Assisting with the administration of the Summer beach sessions, working with Malcolm Dunn and Elliot Rogers.
- Ensuring printing for club purposes is completed as required.

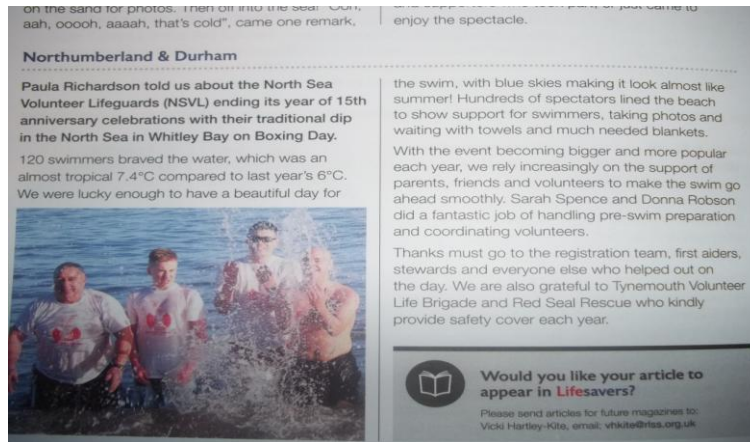
- In the absence of a Vice Chair, chairing committee meetings when the Chairman is unable to attend.

End.

Public Relations Officer

For the period 1st July 2013 to 30th June 2014, the role of Public Relations Officer was carried out by Paula Richardson.

As Public Relations Officer, Paulas main role has been to enhance the public reputation and knowledge of NSVL. Paula has achieved this by identifying newsworthy club activities and developing press releases and articles for local, regional, and national audiences. Examples of such articles were those publicising NSVL’s competition success, and the Boxing Day Swim, which was published in local newspapers and ‘Lifesavers’ magazine.



The 2013 Boxing Day Swim appeared in ‘Lifesavers’ Magazine.

Paula has kept the club website up to date with news, events and ‘good news items’, as well as having joint responsibility with Donna Robson for the NSVL social media sites-Facebook and Twitter. Paula has made particularly good use of these sites in order to advertise courses and communicate with other clubs and RLSS, raising the profile of NSVL. It has also proved to be a useful tool in promoting water safety messages.

In addition to her main role of Public Relations Officer, Paula has played a vital part in the overall co-ordination of the junior lifesaving programme and has worked alongside Nick Golder to develop the competition branch of the club. In addition to this, Paula has played an active part in the delivery of the ongoing training programme to NSVLs pool lifeguards.

End.

Fundraising Officer

For the period 1st July 2013 to 30th June 2014, the role of Fundraising Officer was carried out by Sarah Spence.

As Fundraising Offer, Sarah’s main role was to research and apply for funding to benefit the club, and to coordinate the organisation of fundraising events.

Unfortunately, due to the recent resignation of the Fundraising Officer, a full report on the fundraising activities for this period is not available.

End.

Equipment Officer

For the period 1st July 2013 to 2nd November 2013, the role of Equipment Officer was carried out by Roland Redfern-

Lown.

For the period 3rd November 2013 to 30th June 2014, the role of Equipment Officer was carried out by James Rodgeron.

As Equipment Officer, James is responsible for:

- Checking club equipment and facilities on a monthly basis.
- Overseeing the purchase and maintenance of the clubs range of equipment.
- Overseeing the use and hire of the beach base and equipment.
- General maintenance and improvement of the beach base.

Unfortunately a full report detailing the clubs purchases and repairs was not available at the time of producing the Annual Report.

End.

Social Secretary

For the period 1st July 2013 to 2nd November 2013, the role of Social Secretary was carried out by Louis Wallace.

For the period 3rd November 2013 to 30th June 2014, the position of Social Secretary was vacant.

In the absence of a Social Secretary, Donna Robson has taken responsibility for organising the clubs social events.

This year saw a decline in the amount of club social events which took place, however, the following events still proved to be popular amongst the membership:

July 2013

To mark the final beach session of the season, and the 15th anniversary of the club, NSVL held a Summer barbecue which was enjoyed by all.

November 2013

Following the 2013 Annual General Meeting, club members gathered for a barbecue on the promenade whilst enjoying a great view of the North Tyneside Council fireworks display on Whitley Bay Links. The event was enjoyed by adult and junior members alike and was a great opportunity to socialise following the appointment of the clubs new trustees.

Later on in November, several members attended a production of 'Father Ted' at Whitley Bay Play House, which proved to be a great evening.

December 2013

The December social was a Christmas dinner and disco at the 'Magic Lantern' in North Shields. As ever, this proved to be a popular event and was well attended by both adult and junior members. It was also great to see many of our younger Instructors and Assistant Instructors there on the night.



NSVL Christmas Dinner, Magic Lantern, December 2013.

January 2014

The January curry night has become an annual occasion and this year was no different, with another good turn out at 'Shikara' in Whitley Bay.

May 2014

The annual presentation evening and disco took place in May this year and was held at North Shields Rugby Club. The event consisted of presentation of awards, disco and buffet, as well as various games for the junior members (and the grown ups!), and a fundraising raffle. The event was a huge success and it was great to see so many families enjoying the evening as well as the adult members.

June 2014

The final social event for this period was a trip to see a production of 'Our House' by the Linskill Community Theatre Group in North Shields. Although this was only attended by a handful of members, everyone present enjoyed the show.

We hope to maintain the social side of NSVL in 2014/15 by continuing to organise a wide variety of events throughout the year. We'd like to encourage newer members of the club to get involved as it is a great way to get to know your lifeguarding and teaching colleagues. We also hope to see more of our junior members and families at the socials and would encourage our younger members to propose new and fresh ideas for social events to our Youth Representatives who will work with the committee to ensure all members of the club are considered in the organisation of events, irrespective of age.

End.

CLUB DEVELOPMENT

The year July 2013-June 2014 saw no major changes regarding the structure of the committee; however, the 2013 AGM saw Roly Redfern-Lown retire as Equipment Officer, and Fiona Freeman retire as Parent Representative. The committee would like to thank Roly and Fiona for the time they volunteered with the committee and at the same time, welcome some new faces to the committee: James Rodgerson who was elected as Equipment Officer at the 2013 AGM, and Mairi Campbell & Rachel Mahoney who have since been co-opted as Parent Representatives. The position of Social Secretary has been vacant since the 2013 AGM when Louis Wallace retired from the role and became Vice Chairman. Although

Social events have still taken place; they have been fewer in quantity, partly due to this position being vacant. The social aspect of the club has always been an important part of NSVL, and we are very keen to appoint a member or parent to this role.

The profile of 'Lifesaving Sport' in the Royal Life Saving Society was raised significantly throughout 2012 and 2013. NSVL was traditionally a non-competitive club, but in 2013 we promised to give our members the opportunity to 'branch out' in to this area and try new skills, through both the introduction of a sport element in regular pool training sessions, as well as through the creation of a competitive team of both junior and adult members to represent the club in external competitions.

The committee is pleased to report that both of these aims were achieved, with an increase in sport related activities incorporated in to the training programme, and an impressive amount of medals won in external lifesaving competitions. The success of the project is largely attributed to the efforts of the new Competition Secretary, Nick Golder. Nick took ownership of this project in 2013 and encouraged members to take part in lifesaving sport training. Several of these members then went on to represent NSVL in external competitions. Thanks must be expressed to Nick for his hard work in this area which has not only developed the skills of our members, but has also raised the profile of the club. Thanks are also expressed to Paula Richardson who assisted with pool competitions, and Donna Robson who assisted with the beach element.

Unfortunately, due to work and study commitments, Nick has since stepped down as Competition Secretary, so the committee is keen to appoint someone to the role who shares Nicks enthusiasm for lifesaving sport, to ensure this success is carried forward and maintained throughout 2014 and 15.

Two events have become an important feature of the NSVL calendar-the Boxing Day Swim and the Annual Awards Evening. In addition to this, in June 2014 NSVL played an active part in Drowning Prevention Week-the national campaign headed by the Royal Life Saving Society UK.

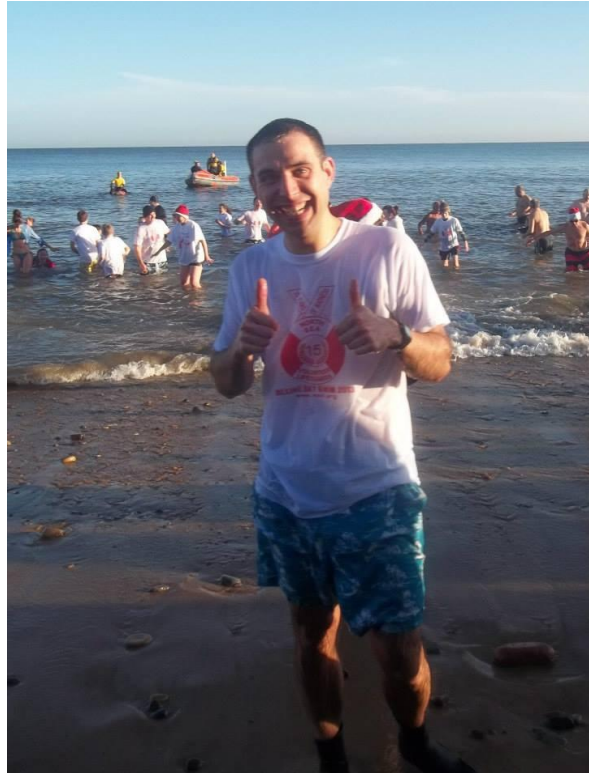
Boxing Day Swim

The 2013 Boxing Day Swim was another successful event. The club continued with its policy not to actively publicise the swim, and over 130 swimmers took part, demonstrating that the swim continues to be popular and has become a regular fixture in many peoples Boxing Day. Hundreds of spectators also turned out to show their support for the event. A special 'Boxing Day Membership' was introduced for those who were non-members but wished to take part in the swim.

Several NSVL beach lifeguards gave up the chance to participate in the event in order to ensure there was appropriate safety cover. In addition to this, Tynemouth Volunteer Life Brigade kindly provided first aid support, and Red Seal Rescue provided additional safety cover on the water. There were also many other volunteers who gave up their time to ensure the smooth running of the event, from handing out t shirts to making hot drinks.

The 2013 swim received a large amount of publicity, with articles featured in the Evening Chronicle, the News Guardian, and Lifesavers magazine.

Total funds raised from the event raised £1220.00



Annual Awards Evening

The Annual Awards Evening and disco took place at North Shields Rugby Club. The evening was a great success, which saw many adult and junior members, friends and families turn out to recognise and celebrate the success and achievements of NSVL and its members over the past year.

Award Recipients

Rookie Achievement Most Improved:

Joel Griffin

Rookie Bronze Most Improved:

Kian MacOscar

Rookie Silver Most Improved:

Tom Griffin

Rookie Gold Most Improved:

Jenna Anderson

Survive & Save Bronze:

Nat Walder

Survive & Save Silver:

Ellie Harper

Survive & Save Gold:

Joe Hepplewhite

Pool Lifeguard Of The Year:

Alex Richardson

Beach Lifeguard Of The Year:

Chloe Rogers

Teacher Of The Year:

James Rodgerson

NSVL Special Award:

Nick Golder

In addition to the club awards, three club members were recognised in the 2013 RLSS Honours list. Donna Robson, Paula Richardson, and Geoff Wade were all awarded the Certificate of Thanks, with Donna and Geoff also receiving a Certificate of Merit.

Drowning Prevention Week 2014

NSVL were proud supporters of Drowning Prevention Week 2014, which was launched by the Royal Life Saving Society UK in 2012 to promote water safety and reduce incidences of drowning. This year, Drowning Prevention week ran from 21st to 29th June and NSVL hosted visits from two Scout groups, and visited a local Beaver group to provide water safety advice and demonstrate basic lifesaving skills. NSVL also took part in the South Shields Rookie Festival to mark the end of Drowning Prevention Week. The visits and competition were a great success and we hope our involvement in Drowning Prevention Week will increase in future years.



NSVL took part in the South Shields Rookie Festival as part of Drowning Prevention Week 2014.

Plans for future periods

2014 / 15 promises to be another busy year for the club. A lot of work is required to keep the club running at its current level of activity, and the focus will be to maintain and enhance the current activities, as well as ensuring there is a smooth transition to new premises.

*

The greatest level of activity is seen at the weekly pool sessions, with seven junior classes running, as well as pool lifeguard, beach lifeguard and swim training for the adult members. This level of activity is only possible through the commitment and dedication of key volunteers who give up their time on a regular basis to teach, lifeguard or carry out administrative and support roles.

Each two hour pool session requires a minimum of 22 volunteers to run smoothly.

To ensure club members receive the highest standard of training, NSVL endeavours to give its teaching and lifeguard staff access to resources needed for continuous professional development.

*

NSVL continues to offer beach sessions for junior members in the Summer months. These sessions have proved to be great learning experiences for both the junior participants and volunteer instructors alike. NSVL will continue to promote and develop these sessions in the coming year with the introduction of new activities and skills.



Summer Beach Sessions 2014

*

NSVL has a strong relationship with several neighbouring rescue organisations, including Cullercoats RNLI, Red Seal Rescue, Tynemouth Volunteer Life Brigade, and Tynemouth RNLI.

Red Seal and TVLB continue to provide safety cover for the Boxing Day Swim and the Summer beach sessions provide further opportunities to strengthen the relationship between the organisations through organised visits to both RNLI stations and the TVLB watch house and museum for junior and adult members.

We plan to organise similar visits in the coming year and hope to maintain the relationship we have for many years to come.



NSVL visit to Tynemouth RNLI-August 2013.

*

Future of the NSVL Beach Base

NSVL have known for some time that units on the Central Lower Promenade (including the NSVL Beach Base) are to be demolished. Having been forewarned by North Tyneside Council that this would happen potentially before the end of 2015, the club has been looking for a new training site. Due to the particular requirements of the club, this has proved to be a major challenge.

In recent months, NSVL has been informed that work on the promenade is to begin sooner than we anticipated, and we have been given notice to vacate the premises within six months.

At the time of contact with North Tyneside Council, no firm solution had been found. However, the Chair and Secretary recently attended a promising meeting with representatives of North Tyneside Council, with some positive developments. Although no firm plans have been made, we are hopeful NSVL will be relocated to premises which fulfil our requirements.

*

A key theme in this report is the reliance on volunteers. In order to maintain and improve on the current success of NSVL, the committee would encourage more members and parents to become involved in the running of the club.

*