



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Tasburgh Village Hall
Grove Lane
Tasburgh, Norwich
Postcode <input type="text" value="NR15 1LR"/>

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	Dave Moore	Chair		
2	Elizabeth Crane	Treasurer		
3	Brian Hill	Vice Chair		
4	Iain MacLennan			
5	Karen Hazell			
6	Shaun Palmer			
7	Graham Pates			
8	Matthew Read			
9	Susanna Sadd		01/01/2020-28/02/2020	
10	Donna Maud			
11	Gareth Hill		01/12/2020-31/12/2020	
12				
13				
14				
15				
16				
17				
18				
19				
20				

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
Bank	Barclays	St Stephens Branch, Norwich

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

Type of governing document <small>(eg. trust deed, constitution)</small>	Trust Deed dated July 20 th 1950, plus subsequent amendments. (Copies of which are held by the Charity Commission)
How the charity is constituted <small>(eg. trust, association, company)</small>	Trust for the benefit of the Village of Tasburgh
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees are appointed or reappointed annually at the Annual General Meeting held in July

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.

The Board of Trustees is limited by deed to a maximum of 16 people. Of these, 8 can be representatives of a User Group, plus 5 ordinary members of the public. Ordinary public trustees must reside within the parish boundary. In addition, 3 supernumerary trustees can be appointed to fulfil specific specialist roles – e.g. Treasurer. Trusteeship is open to any responsible adult added 18 and over and there is no upper age limit.

The trustees operate within a code of Standing orders that are regularly reviewed and updated as necessary.

The trustees adhere to a number of Policy Documents including Child Protection & Safeguarding, Vulnerable Adults, Equality, Diversity & Discrimination, GDPR, Fire Safety, Cleaning, Legionella etc.

DBS/CRB checks are mandatory for all employees and User groups.

The trustees undertake RoSPA and Risk Assessments annually or as required for the buildings, grounds, Fire Safety, Electrical Safety, equipment etc. All recommendations are acted upon within the specified timelines.

The trustees actively engage with outside bodies such as ACRE, the Charity Commission or specialists in areas such as Health & Safety.

The trustees act as mentors for similar organisations that wish to benefit from our experience – for example how to set up a football club, a Carer's group or a Social Club.

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

To be the focal point of Social, Educational and Recreational activity within the village of Tasburgh.

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 Village Hall is the venue catering for the following internal activities:

- Playgroup 5 days a week during termtime for children of preschool age
- Scouts and Explorers groups
- Keep Fit, principally for senior citizens
- Martial Arts classes
- Pilates, Yoga and exercise fitness groups
- Sports and Social Club, open 2 nights and 2 afternoons a week
- Carers Group, supporting the elderly and vulnerable
- Choir and Band rehearsals and performances
- The Tasburgh Society, researching the history of the village
- Educational Tutoring for Individual Children

In addition, the Hall is also used as a venue for wedding receptions, parties and for meetings of organisations such as the Parish Council.

Externally, the Playing Field is home to Tasburgh United Football club. There are also tennis courts and a free to use skate-board park and children's play area with a variety of play equipment.

All the above meet the objectives of the charity, catering for all ages regardless of personal background, faith, history, circumstances or gender.

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.

The trustees historically have invested in opportunities to raise funds for the Hall, such as an annual Fete, A Flower and Produce Show, Quiz nights etc. These activities were not viable in 2020 due to the Covid restrictions and concern for the well being of the residents of Tasburgh. The trustees will be returning to these activities once they become viable again.

The trustees have a fundraising committee to actively pursue grant opportunities.

All time for such activities are given freely by the trustees and additional volunteers, and with no remuneration.

Tasburgh Sports and Social Club rents the Small hall from the charity but also provides generous financial support to capital projects

The Charity has invested heavily in an ongoing policy of updating and improving the fabric of the building to enhance the safety, welfare and experience of users. Wherever possible, all improvement costs are met from existing resources or via local donations, as the charity does not benefit from a benefactory.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The charity embarked on a major programme of refurbishment and upgrades during 2019 to ensure the Village Hall met or exceeded all know standards.

These works were added to in 2020 with donation of a new entrance door for the Village Hall by the Social Club - £4824

2020 was an unprecedented year for the Charity as Covid restrictions meant the hall was closed for a large part of the year and then had only restricted usage in place for the balance of the year.

This was reflected within our reduced rental and fund-raising income but despite these challenges the Tasburgh Village Hall still –

- Installed a new Entrance Door with Social Club Donation £4824
- Rewired points for Patio Area security lights and provided an Isolator £659
- Repaired damage to our local carpark £240
- Repaired and upgraded Hall Mower £588
- Tackled the Hedges, overgrown trees and Field to ensure it was safe for local user groups and residents £1070

The Charity was supported during 2020 with both grants from South Norfolk Council and by the government furlough scheme, totalling c £12000. These funds have allowed us to remain financially viable after the rental loss of income and in a position to welcome back users to an improved Village hall once Covid lockdown is released.

The commitment to improving the facilities to the residents of Tasburgh is still demonstrated by the investment above as the Charity has sort to adapt to the Covid challenges is has faced.

Brief statement of the charity's policy on reserves

Cash in bank at 31/12/2020 was £17478 including £2117 in a restricted account.

The main financial risk to the charity remains the loss of regular bookings of the hall but the local grants and government furlough scheme have enable the Charity to be ready for the reopening of society after lockdown.

Details of any funds materially in deficit

Not applicable.

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.

The trustees were in Year 3 of a 3 year programme designed to better safeguard the income streams and build the reserves for future reinvestment.

Due to the impact of Covid it was decided to freeze the hire costs in 2020-21 instead of introducing the expected increases especially as very limited hall usage was available.

Financial Measures taken so far :

- Revising the income stream with the aim that, in the future, a minimum of 80% of expenditure costs are covered by the core User Groups v no previous plan.
This will ensure the ongoing financial viability of the Hall.
- Completely revising the hiring structure for all User Groups.
The rates are now open and transparent with all groups now paying the same hourly rate. All User Groups have endorsed and approved the plan as it gives them and us known financial cost and security.
- Completely overhauling the casual hiring structure and reducing its complexity.
- All Rates will undergo annual review to ensure the Hall remains competitive to both Regular User groups and Casual bookers.
- The Hall still offers a discounted booking rate to local residents of the village compared to non-residents.
- Planning to have an annual profit/surplus of at least £5000 to build the reserves for future re-investment at the hall.
It was hoped that this would be delivered in 2020 but this has realistically been delayed by c 18 months with the impact of Covid.
- The Charity has set up a dedicated sub-Committee to seek out and hopefully continue to source grant funding from a variety of sources across the public domain.


Future Plans :

- The Charity intends to remain and enhance its role at the centre of village life.
- The Trustees, via the Booking Secretary, will actively seek to engage with potential new User Groups to provide further financial security once Covid restrictions are removed.
- When funds permit, the trustees will refurbish the secondary toilet facilities to bring them up to date with the main facilities.
- The Charity website and booking system will undergo a complete upgrade to enhance the attractiveness of the Village Hall and make it a more user friendly system for all to operate.

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)	David George Moore	
Position (eg Secretary, Chair, etc)	Chair	
Date	8 th September 2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Tasburgh Village Hall and Field

CC16a

Receipts and payments accounts

CC16a

For the period from	01/01/2020	To	31/12/2020
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and Grants	17,989	-	-	17,989	4,088
Fundraising	1,001	-	-	1,001	2,683
Interest	-	5	-	5	1
Hire of Hall and equipment	10,400	-	-	10,400	18,725
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	29,390	5	-	29,395	25,497
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,390	5	-	29,395	25,497
A3 Payments					
Fundraising Costs	760	-	-	760	1,989
Wages/Salaries	7,057	-	-	7,057	3,602
Rent/Hire of Rooms	-	-	-	-	-
Repairs and Maintenance	13,737	-	-	13,737	25,476
Light and Heating	2,138	-	-	2,138	3,536
Rates, Water and Sewerage	1,125	-	-	1,125	1,791
Insurance	1,253	-	-	1,253	1,241
Telephone and Internet	504	-	-	504	570
Postage, Stationery, Computer supplies	47	-	-	47	97
Bank Interest or Charges	-	-	-	-	-
Licences and Professional Fees	1,935	-	-	1,935	878
Sub total	28,556	-	-	28,556	39,180
A4 Asset and investment purchases, (see table)					
Mower	-	-	-	-	100
Fixtures and Fittings	-	-	-	-	-
Sub total	-	-	-	-	100
Total payments	28,556	-	-	28,556	39,280
Net of receipts/(payments)	834	5	-	839	- 13,783
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,527	2,112	-	16,639	16,639
Cash funds this year end	15,361	2,117	-	17,478	2,856

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Accounts	15,215	-	-
	Cash	146	-	-
	Bank Accounts	-	2,117	-
	Total cash funds	15,361	2,117	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

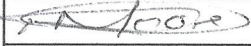
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
	Land And Buildings	Restricted	-	-
	Fixtures and Fittings	Unrestricted	-	-
	Computers	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	D.G. Moore	8/9/21



Section A

Independent Examiner's Report

Report to the trustees/ members of

TASBURGH VILLAGE HALL MANAGEMENT COMMITTEE

On accounts for the year ended

31ST DECEMBER 2020

Charity no (if any)

304085

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

26 August 2021

Name:

IAN ANDERSON

Relevant professional qualification(s) or body (if any):

Address:

59, CHURCH ROAD,
TASBURGH, NORWICH,
NR15 1ND

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

