



Trustees' Annual Report for the period

Period start date Period end date
From Day Month Year **To** Day Month Year
 01 01 2021 31 12 2021

Section A Reference and administration details

Charity name Tasburgh Village Hall and Playing Field

Other names charity is known by

Registered charity number (if any) 304085

Charity's principal address Tasburgh Village Hall

Grove Lane

Tasburgh, Norwich

Postcode

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	01/01/2021-30/04/2021	
3	Brian Hill	Vice Chair		
4	Iain MacLennan			
5	Karen Hazell			
6	Shaun Palmer			
7	Graham Pates			
8	Matthew Read		01/01/2021-31/10/2021	
9	Gareth Hill			
10	Lloyd Giacomelli			
11	Donna Maud		01/01/2021-31/01/2021	
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

Trust Deed dated July 20th 1950, plus subsequent amendments.
(Copies of which are held by the Charity Commission)

How the charity is constituted

Trust for the benefit of the Village of Tasburgh

Trustee selection methods

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 specialist roles – e.g. Treasurer. After the retirement of the previous Treasurer the Charity is now employing a Treasurer but this role does not include trustee status and does not include voting rights.

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 and Safeguarding, Vulnerable Adults, Equality, Diversity & Discrimination, GDPR, Fire Safety, Cleaning, Legionella etc.

DRB/CRB checks are mandatory for all employees and User group leaders.

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 and Fire Safety.

The trustees act as mentors for similar organisations that wish to benefit from our experience – for example how to set up a Social Club, a Carer's group or a football 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 Tasburgh Village Hall is a 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 classes, 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
- Educational Tutoring for Individual Children.

In addition, the Hall is also used as a venue for wedding receptions, parties, local events and for the meetings of organisations such as the Parish Council, Tasburgh Allotment Society etc.

Externally, the Playing field is no longer home to Tasburgh United Football club but the fields are maintained for the benefit of the local community and especially local children.

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 additional funds for the Hall, such as an annual Village Fete, a Flower and Produce Show, Quiz nights etc. These activities were predominately not realistically viable throughout the majority of 2021 due to Covid restrictions and concern for the well being of the residents of Tasburgh. The Tasburgh Village Hall did successfully manage to run an extremely successful joint Quiz night with the local Scout group towards the latter end of the year and the hope is going forward these activities will 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 are offered without any remuneration.

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

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

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 starting in 2019 to ensure the Tasburgh Village Hall met or exceeded all known standards.

These works were added to in both 2020 and 2021 with the completion of a new entrance door and entrance to the Hall and improvements to the cellar.

The final costs for these improvements in 2021 were met by a donation totalling £7674 from the Sport and Social Club.

The Social Club also donated £1664 towards the cost of new Garden furniture acquired by the Tasburgh Village Hall to improve their outside facilities.

2021 was another incredibly challenging year for the Charity as Covid restrictions meant that the hall was closed for part of the year and then faced restricted usage for another significant portion of it.

Fortunately, the Hall has seen an uplift in both casual and Group events and bookings towards the latter part of 2021 but a couple of its' regular Groups have not survived the epidemic. It was also disappointing that a number of booked events were also cancelled in November/December due to the rise in Omicron cases but the hope is that confidence will return after the number of cases declines again .

Despite the fundraising and Covid challenges the Tasburgh Village Hall still:

- Finished the Entrance and Cellar work with a Social Club donation £7674
- Bought new Garden furniture, totalling £6657 with donations from the Social Club and South Norfolk Council.
- Arranged major refurbishment work to the secondary Hall toilets scheduled for January 2022 c £12500
- Funded a full service of the Ride on Mower £345
- Upgraded the Tasburgh Village Hall Website £945
- Arranged for a new Green recycling bin and collection £510
- Painted the Hall Ceilings and Walls £700
- Repaired the Skate Ramp £114

The impact of the reduced rental and fundraising income was significantly supported by a number of grants from South Norfolk Council and by the government furlough scheme, totalling c £22500. These funds allowed us to remain financially viable after the rental loss of income and to be in a position to welcome back users to an improved Village Hall once restrictions were lifted.

The commitment to improving the facilities to the residents of Tasburgh is still demonstrated by the investment above in spite of the Village Hall having to adapt to the Covid challenges it has faced.

Section E

Financial review

Brief statement of the charity's policy on reserves

Cash in the bank at 31/12/2021 was £32345 including £2118 in a restricted savings account.

The main financial risk to the charity remains the loss of regular bookings to the hall but the local grants and government furlough scheme have enabled the Charity to survive a Covid affected couple of years.

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.

The trustees were due to have finished a 3 year programme designed to better safeguard their income streams and build the reserves for future reinvestment in 2020.

However, due to the impact of Covid it was decided instead to continue to freeze hall hire costs in both 2020 and 2021.

The Tasburgh Village hall has also agreed there will be no rise in group user rates until June 2022 at the earliest to further support the recovery of our local groups.

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.
- Revising the hiring structure for all User Groups.
The rates are now open and transparent with all groups now paying the same hourly rate.
- Overhaul of the casual hiring structure to reduce its complexity
- All rates will undergo an annual review to ensure the Hall remains competitive to both Regular User Groups and Casual bookers.
- The Hall continues to offer a discounted booking rate to local Tasburgh residents.
- Aim to have an annual profit/surplus of c £5000 to build the reserves for future reinvestment projects.
- 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.

Section F

Other optional information

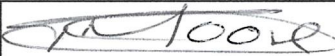
Future Plans :

- The Charity intends to remain and enhance its role at the centre of village life.
- The Trustees, via the Booking Secretary, will actively continue to seek to engage with potential new User Groups to provide further financial security.
The Hall will look to replace the User groups that did not reopen after the removal of Covid lockdown restrictions.
- The Trustees have agreed an extensive refurbishment of the Tasburgh Village Hall secondary toilet facilities in Jan 2022 to bring them up to date with the main facilities.
- The Charity website has been relaunched to enhance the attractiveness of the Village Hall and make it more user friendly for all to operate but especially provide greater visibility regarding Hall availability.

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	22 nd March 2022	



Receipts and payments accounts

CC16a

For the period from	01/01/2021	To	31/12/2021
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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	34,354	-	-	34,354	17,989
Fundraising	3,470	-	-	3,470	1,001
Interest	-	-	-	-	5
Hire of Hall and Equipment	16,208	-	-	16,208	10,400
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	54,032	-	-	54,032	29,395
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	54,032	-	-	54,032	29,395
A3 Payments					
Fundraising Costs	1,427	-	-	1,427	760
Wages/Salaries	8,907	-	-	8,907	7,057
Rent/Hire of Rooms	-	-	-	-	-
Repairs and Maintenance	7,341	-	-	7,341	13,737
Lighting and Heating	2,766	-	-	2,766	2,138
Rates, Water and Sewerage	1,411	-	-	1,411	1,125
Insurance	1,427	-	-	1,427	1,253
Telephone and Internet	555	-	-	555	504
Postage, Stationery, Computer supplies	-	-	-	-	47
Bank Interest or Charges	-	-	-	-	-
Licenses and Professional Fees	815	-	-	815	1,935
Booking Cancellation Refunds	185	-	-	185	-
	-	-	-	-	-
Sub total	24,834	-	-	24,834	28,556
A4 Asset and investment purchases, (see table)					
Outside Garden Furniture	6,657	-	-	6,657	-
Fixtures and Fittings	7,674	-	-	7,674	-
Sub total	14,331	-	-	14,331	-
Total payments	39,165	-	-	39,165	28,556
Net of receipts/(payments)	14,867	-	-	14,867	839
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,360	2,118	-	17,478	16,639
Cash funds this year end	30,227	2,118	-	32,345	17,478

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		30,227	2,118	-
		-	-	-
		-	-	-
	Total cash funds	30,227	2,118	
	(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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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	22/3/22



Section A Independent Examiner's Report

Report to the trustees/ members of

TARBURGH VILLAGE HALL MANAGEMENT COMMITTEE

On accounts for the year ended

31ST DECEMBER 2021

Charity no (if any)

304085

Set out on pages

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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's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

[Signature]

Date:

30 MARCH 2022

Name:

IAN ANDERSON

Relevant professional qualification(s) or body

[Empty box for relevant professional qualification(s) or body]

(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.