

NEW VICTORY HALL ANNUAL REPORT FOR 2020



CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Reference and Administrative Details	3
Trustees Who Served in 2020	3
Constitution	3
Appointment of Trustees	4
Management Structure	4
Charity Objectives	4
Activities and Public Benefit	5
Financial Summary	6
Financial Policies and Controls	6
Financial Summary for 2020	7
Premises Management	9
Overview of 2020	10
Appendix 1	11
Achievements in 2020	11
Plans for 2021	12

Reference and Administrative Details

Charity Name	New Victory Hall
Charity Registration Number	225178
Charity Address	Street Hill, Neatishead, Norfolk, NR12 8AD
Correspondence address	Chairman, c/o Willow Green, Hall Road, Barton Turf, NR12 8AR.

Trustees who served in 2020

Bazire, Jill	(Neatishead Community Gym representative)
Clayton, Mark	(Co-opted April 2020)
Clayton, Simon	(Neatishead & Barton Society representative)
Dean, Doreen	(Chair) (Bookings Secretary) (WI representative)
Fletcher, Jim	(Barton Turf & Irstead Parish Council Representative)
Godfrey, Michael	(Neatishead Parish Council Representative)
King, Jane	(Gardening Club representative resigned November 2020)
McFadyen, Ian	(Elected Trustee, Treasurer)
McGill, Hugh	(Elected Trustee) (Vice Chair) (Web Master)
Newcombe, Dolly	(Friends and Neighbours representative) (Events co-ordinator)
Pell, Cheryl	(W.I.S.E. representative)
Christopher, Walls	(Elected Trustee) (Chair Premises Committee)

The Trustees are grateful to Monica Riley who, although not a Trustee, has provided very able support throughout 2020 as the Minutes Secretary.

Constitution

The governing document for the New Victory Hall can be found on the website at: <http://www.victoryhall.info/downloads/Constitution3.pdf>. The name of the charity has been formally changed by the Trustees to 'New Victory Hall'.

Appointment of Trustees

The number of Trustees is capped at 15 with up to five being elected annually by the community at the Annual General Meeting. Up to eight Trustees may be appointed by the main user groups and parish councils to act as their representatives and a further two Trustees may be co-opted. The Trustees elect from their number a Chairman and appoint a Treasurer and Minute Secretary. Decisions are taken by majority vote.

The following groups provided Trustees during 2020:

- Barton Turf and Irstead Parish Council
- Friends & Neighbours
- Gardening Club
- Neatishead & Barton Society (Amateur Dramatics)
- Neatishead Community Gym
- Neatishead Parish Council
- WI
- WISE

Management Structure

Events, Village Screen and Premises Management are run by committees which operate to a written remit approved by the Trustees. Other key roles (Chair, Vice Chair, Treasurer, Bookings, IT) are filled by individual Trustees, who operate according to their specific Roles and Responsibility statements. The hall is managed in accordance with a number of policy documents (including Health and Safety, Child Protection, Computer Use, Environmental Policy). All policy documents are available on the website. Roles, Responsibilities and Policies are reviewed and updated annually by Trustees.

Charity Objectives

The New Victory Hall is used for social, recreational, educational and leisure purposes. It is managed by Trustees who are responsible for maintaining and operating the building in a manner that benefits and improves the quality of life for all the local community without distinction of political, religious or other opinions, including use for:

- (a) meetings, lectures and classes, and
- (b) other forms of recreation and leisure-time occupation.

Activities and Public Benefit

The Trustees are satisfied that the New Victory Hall complies with the Charity Commission's guidance on providing 'public benefit' in accordance with our Charity Objectives. In 2020 the hall was used by a wide cross-section of local and outside user-groups and individuals for a range of different activities, including:

- Art Group
- Community Heritage Group
- Elections
- Parish Council meetings
- Farmers' Market
- Friends & Neighbours Club
- Bowls Club
- Bridge Club
- Broad Beat Choir
- Gardening Club
- Knit and Stitch group
- Neatishead Community Gym
- NABS (Drama Group)
- Broadland School of Dance
- Pilates
- Village Screen
- Wherry Band / Wherry Academy Band
- Womens' Institute
- Yoga
- Childrens' Parties
- Weddings and Private functions
- Corporate / NGO hirers
- Church hire

Trustees try to ensure that the hall is available and suitable for use by as wide a cross-section of the community as possible and that hire charges remain affordable for local users. This is achieved partly by trying to maximise the use of the hall and partly by marketing the hall at more 'commercial' rates to outside organisations.

Financial Controls / Policies

Treasurer Roles and Responsibilities

The Treasurer has a defined set of Roles and Responsibilities that is reviewed each year by the Trustees. The Treasurer receives no allowances or increment for performance of the duties.

Cheque signatories

All cheques and mandates require two signatories for payments. The signatories are chosen by the Trustees and include the Chairman, Treasurer, Premises Co-ordinator and Events Co-ordinator.

On –line Banking

Trustees have authorised two of the authorised cheque signatories to make regular and preauthorised payments using on line banking.

Depreciation Policy

The Charity takes account in its budget of the need to cover the future cost of equipment replacement and building repairs.

Reserves

The Trustees have agreed that the Charity should maintain a level of reserves of at least £3,000 in its operational (current) account that covers at least one month's average operating costs and would deal with fluctuations in income such as the loss of a regular user-group. Sums above this level are available to further the Charity objectives during 2021 and onwards.

Deposits

The Charity's reserves and funds awaiting disbursement are held on an instant access business deposit account at Barclays Bank and long term reserves are on deposit at COIF Charity Funds.

Cash handling

All payments are made by cheque, on-line banking or direct debit. Cash is received from donations, hire income and fund raising and is banked immediately. The Charity does not operate a petty cash system.

Accounts Examiner

The Annual Accounts are examined by an independent and qualified person in accordance with the Charities Act 2011 and the Charities Regulations 2008. A report is prepared which is attached to the accounts.

Financial Summary for 2020.

The accounts show a positive financial position with only a small deficit at the end of year despite the challenges of the Covid 19 Pandemic. Hire income and fundraising were, of course, reduced as the hall was closed for much of the year but various forms of grant support from the government together with relief in rate payment and being able to use the job retention scheme for our staff have meant the hall is unscathed financially and is in a sound position to move forward. Those staff on the job retention scheme had their full salary throughout as Trustees paid 20% to make up the 80% paid by the government. The caretaker resigned in March raising some employment issues about which the Trustees had to take legal advice. There are no plans to recruit in the immediate future.

The Trustees were able to continue with their programme of maintenance works and in May, the main hall floor was sanded and resealed and the floor in store 5 was replaced with LVT at a cost of £6991.

Every opportunity was taken to trim back operational costs whilst the hall was closed but many of the costs are on-going such as insurance, fees and licences so the Covid support grants were particularly welcome to help ride out the shortfall in income that otherwise would have been significant. The Trustees continue to pursue best value for money options for all expenditure especially the lead costs of energy and insurance.

Hire revenues, the main income source, did well in the period January to March and several groups returned in period late summer to November which was of value to the hall as it provided some income as well as giving some respite from lockdown for those who felt able to come along to follow their activities. Good results from fundraising events were obtained in the first quarter of the year and again at the joint Christmas and Farmers' Market so the efforts of the organisers and those who came along to participate and support were much appreciated.

A review of hire rates was carried out during the year but no changes were made to the rates or terms of hire for 2021. Trustees also gave a third discount on hire fees to groups after the first lockdown to help groups who were dealing with lower numbers and the onus of following covid prevention measures. Trustees will review hire rates for 2022 in the summer of 2021.

The 200 Club ran throughout the year adding £1648 to hall funds and no doubt the prize winners had a brief bright moment when their prizes were received.

Many thanks to our Treasurer for managing the hall's finances and keeping us so well informed.

Detailed information relating to the 2020 accounts is available separately in the Annual Financial Return but the main numbers are:-

SUMMARY	2020	2019
Income	31,873	36,444
Expenditure	32,357	38,483
Operating surplus	(484)	(2,039)

	2020	2019
Hire Income	8,717	23,980
Fund Raising	2,923	3,672
Regular events (F. Mkt and V.S.)	1,599	3,420
Community Breakfast	1,856	1,119
Gift Aid Recovery	-	167
Feed In Tariff Payment	591	588
Donations	168	506
Bank Interest	110	208
200 Club	2,448	2,392
Miscellaneous sales	15	51
Grants from P Councils	600	340
Grants (COVID support)	12,845	-
Total Income	31,873	36,444
EXPENDITURE	2020	2019
Cleaning and waste disp.	5,206	5,692
Electricity, phone & internet	4,905	5,232
Insurance	2,753	2,503
Licences	800	1,257
Printing, Stationery, Signs	401	294
Minor Repairs & Maintenance	1,914	903
Servicing	683	467
Grounds maintenance	418	670
MAD Plan items	7,582	11,849
Council & Water rates	338	1,296
Accountancy fees	708	471
Legal fees	420	-
Payroll fees	269	214
Bank Charges	47	32
200 Club Prizes	800	705
Regular Event expenses (cinema and F. Market)	1,027	1,588
Fund Raising Expenses	1,472	1,660
Community Breakfast	1,871	1,039
Donations	80	-
Miscellaneous sundries.	155	113
Caretaker costs	508	2,496
Total Expenses	32,357	38,483

Premises Management

Despite the pandemic, the Premises Team has been active throughout the year to ensure the hall was kept well maintained, clean and well organised.

Although the rectifications to the failing render were completed in 2018, there is still some mould and flaking to the rear elevation which has been lime washed as a temporary measure pending a coat of K-rend being scheduled to be applied in 2021/22. Essential repairs and maintenance have been on-going and included a sand and seal to the main hall floor and a replacement of the floor in store 5 at a total cost of £6,991. The outcome of these works has been very pleasing giving a fresh new look especially to the main hall and it is hoped to get several years more use before a complete floor replacement will need to be contemplated.

There have not been any Health and Safety issues apart from dealing with the impact of Covid 19 which meant a complete review of all operational practices in the hall to ensure they were safe and in line with public health advice. The cleaners and hirers supported us magnificently and just got on and did what had to be done to make the premises 'covid secure'. It has been challenging and will be for some time to come as covid is not disappearing quickly.

A new professional contractor was appointed for grass and hedge cutting and is working very well to keep the grounds in good order. Discussions began to support the proposals to make Neatishead a Wildlife Friendly Village.

The solar panels on the roof continue to work well and generated an income of £591 and 1.077 kWh units were fed into the national grid.

The Trustees continue to use the Maintenance and Development Plan (MaD Plan) as a planning tool which links building needs into the budget planning process on a detailed 5-year basis and in outline for up to 50 years. This gives advance warning of forthcoming maintenance needs and equipment replacements which underpins the Trustees' commitment to keep the premises well maintained into the future.

The Trustees are grateful for the care and assistance that is given by our cleaners and all regular groups who do much to help keep the premises in good order. I am also very grateful to the Trustees in the Premises Team and the Health and Safety Representative who have given so generously of their time and professional expertise throughout the entire year including all the closure times to ensure the hall premises were looked after no matter what difficulties presented.

Overview of 2020

This report would normally go on to include graphs and information on visitor numbers, user group numbers and fundraising but the effect of Covid 19 has meant the hall was only fully open for 11 weeks and partially open for 12 weeks out of 52 weeks in 2020 and use by many of the regular groups was just not possible even when the hall was permitted to be open as many in our community were in covid high risk categories and had to stay safe at home. Similarly, private hire bookings and fundraising events were affected.

In these circumstances, I will just report that the financial figures and the good state of the premises show that the hall is ready for use and will reopen as soon as that is permitted, hopefully in 2021. Regular user groups assure us that they are keen to return and the teams running fundraising events, Farmers' Market and Village Screen who did all they could in 2020 are ready to resume as soon as allowed; even some event planning for 2021 has started. It is planned that the Community Breakfast which raised £1,856 in January 2020 for The Alzheimer's Society, will happen again when it seems safe to run such an event.

The Trustees are cautiously optimistic that the hall will be busy once again as a place that many in our community choose to spend some time in whether that be for social, recreational or fitness activities or what many of us have missed so much during the pandemic, just gathering and meeting people.

Some of the plans for 2020 that were not fulfilled have been transferred to 2021 as shown in Appendix 1.

I hope this report has updated you and reassured you that despite the terrible time of the pandemic, which is still very much on-going as this report is being written, the New Victory Hall is in good order and in a good position for the future. The Trustees met virtually throughout the pandemic period and special thanks are due to the Minute Secretary for coping so patiently and ably with the situation.

Most importantly, sincere thanks to all the hirers, donors, volunteers and staff for their understanding and support in this most challenging year.

Finally, my deepest gratitude to every trustee for always being there and giving their time, support and expertise so generously as without such a team, things might be very different.

Doreen Dean

Chair, New Victory Hall Management Committee

March 2021

Appendix 1

Outcome of Trustees Plans for 2020.

Trustees set these aims for 2020 and consider that satisfactory outcomes have been achieved as indicated and where the pandemic impacted progress, these have been transferred to 2021.

- ✓ To continue to ensure the hall provides a high quality resource at affordable rates for the local community to use for social, educational and leisure time recreation.
- ✓ To maintain and deliver appropriate improvements to the premises and equipment to sustain good standards of environment and facilities for hirers.
- ✓ To make arrangements for the improvement works to the main hall floor and store 5 including liaison with hirers and arrangements for a temporary closure of the premises.
- ✓ To ensure the hall is financially viable.
- ✓ To support the needs of regular user groups fairly and equitably within the scope of NVH resources.
- To recruit new volunteers and trustees to run and manage the hall for this new decade.
- To carry out a feasibility study for increasing car parking at the hall with other community stakeholders.
- To investigate developing further the hall's eco-friendly features e.g. more solar panels and perhaps an EV charging point.
- To rationalise financial procedures between the booking and financial systems to ensure administrative workload is minimised.
- ✓ To investigate and if appropriate introduce a cashless payment system.
- To continue to provide a range of social and fundraising events.

Trustees Plans for 2021.

1. To reopen the hall for use in line with government and public health advice to control any ongoing risks from Covid 19.
2. To support regular user groups to return to use the hall again.
3. To continue to ensure the hall provides a high quality resource at affordable rates for the local community to use for social, educational and leisure time recreation.
4. To maintain and deliver appropriate improvements to the premises and equipment to sustain good standards of environment and facilities for hirers.
5. To ensure the hall is financially viable.
6. To support the needs of regular user groups fairly and equitably within the scope of NVH resources.
7. To recruit new volunteers and trustees to run and manage the hall for the future.
8. To carry out a feasibility study for increasing car parking at the hall with other community stakeholders.
9. To investigate developing further the hall's eco-friendly features e.g. more solar panels and perhaps an EV charging point.
10. To rationalise financial procedures between the booking and financial systems to ensure administrative workload is minimised.
11. To continue to provide a range of social and fundraising events.
12. To investigate the use of an access control system.