

Welborne
VILLAGE HALL



Welborne Village Hall
Annual Report
and Summary Accounts
for the year ended 31 December 2020

www.welborne.org.uk

Reference and Administration Details

Charity Name	Welborne Village Hall
Charity Registration Number	1086084
Address	Welborne Village Hall c/o Mrs. Sabrina Woods Frog's Hall Barn Welborne Norfolk NR20 3LF
Trustees	Andrew Maule (Chairman) Sally Bishop Ian Ferguson Sue Lishman (to 18 August 2020) Helen Toser (for election at AGM, 12 April 2021) Lesley Webb Dave Woods Sabrina Woods
Treasurer	Mike Webb
Bankers	HSBC and Shawbrook Bank

Structure, Governance and Management

The Old School Room, Welborne was established as a charity on 9 August 1999. The governing document has subsequently been amended several times, with the agreement of the Charity Commission.

The objectives of the charity are 'the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions for the advancement of education, the provision of recreation and leisure-time activities and for the religious and other charitable work of the Church of England with the object of improving the conditions of life for the inhabitants'.

There are now seven trustee positions holders of which are elected at the AGM of Welborne Village Hall by residents of Welborne:

- At least five will be residents of Welborne;
- Two may come from outside the geographical boundaries of Welborne;
- Trustees stand for an initial term of 4 years and may only be re-elected once;
- Trustees will retire by rotation.
- The Trustees meet quarterly.

The main activities of the charity are:

- The maintenance and development of the village hall itself;
- Planning and delivering a programme of events;
- Maximising use of the hall through lettings.

The Trustees have one Sub Committee, the Events Committee, which operates to its own Terms of Reference and meets monthly.

Achievement and Performance

Well, what a strange and difficult year 2020 has been. The Village Hall suspended all new bookings and cancelled pre-bookings in March 2020 in line with Government regulations to counter the effects of the Covid-19 pandemic on the community. Although restrictions were eased in mid-2020, the Trustees decided that the risks associated with opening the hall for a potentially diverse range of activities, with limited oversight from the Charity, was too big a risk to the community, and the Hall has remained closed to date. With restrictions being lifted as we move into 2021 we are anticipating a return to 'normal' activities in mid-2021, although we expect that 'normal' will never be quite the same.

Behind the scenes the Trustees have continued to meet (virtually) and to exercise a duty of care to the purpose and intent of the Charity and to the care and improvement of the physical structure of the Hall and its grounds.

In 2019, the Trustees comprised Sally Bishop, Sabrina Woods, David Woods, Lesley Webb, Ian Ferguson (Welborne residents) and Andy Maule (Chair, re-elected Mar 2019), Sue Lishman (non-Welborne residents). In 2020, Sue Lishman resigned creating a vacancy. Helen Toser (Welborne Resident) has been proposed as a new trustee, for election at AGM 2021. Also in 2021, unfortunately, Dave Wood's 8 year term will have been completed creating a further Trustee vacancy. I would like to express special thanks to Dave for his invaluable contributions over the years and sincerely hope that he will continue to be engaged in the Trust's activities.

As is customary with this report, as Chairman I would like to express my gratitude to all of the Trustees and others who give their time freely to this project.

In 2020, activities of the Events Committee were suspended, but we hope they return in their role as an ad hoc Committee with their creative approach to suggesting and assisting in the running of social and fund-raising activities based around the Village Hall.

As previously, the Trustees wish to extend thanks to the subgroups of volunteers who make the Hall a success: to Mike Webb for handling our accounts, to Peter Woods for his help with our Health and Safety audits, to Ian Ferguson for overseeing our insurance requirements, to Geoff Osborne for his help with the audiovisual equipment, to Nigel Shed for his time and expertise in maintaining and improving our website (www.welborne.org) that serves both the Hall and the community, to Margaret Boulton for overseeing the day-to-day running of the Hall bookings system, and others in the community providing *ad hoc* practical assistance.

Despite the trials of the pandemic in 2020, the Trusts finances are, at the time of writing, in good shape. Our average annual running costs are about £3,500. These have remained through 2020 and we have had no fund raising income. However, because of previous decisions to maintain an emergency buffer and because of invaluable support received from South Norfolk District Council to compensate for Covid-related losses, our current finances remain in healthy condition and our ambitions are for a strong range activities in 2021/22 to encourage re-engagement with the Village Hall after closure and, optimistically, to celebrate a return to 'normality' for the community.

Although the Hall has not been open through 2020, several activities have been ongoing. On the positive side, we purchased a heart defibrillator to be installed on the wall of the Hall (subject to planning permission) in the coming months, our plans to re-landscape the garden area started in February/March 2020, were suspended, but should be completed in spring 2021, and we have worked with the utility companies in preparation for the installation of internet connections.

On the negative side, although we protected the Hall with background heating and regular cleaning, the severe winter rains have done some damage to the interior decor and will need to be attended to in the next few months.

This has been a difficult year for all but we hope that as social and health conditions improve the Hall will again provide a community resource helps rebuilds our sense of well-being. For 2021, our conditions for using the Hall, including our Safeguarding Policy, remain unchanged.

Public Benefit of our Activities

A summary of the aims of the Welborne Village Hall Charity is the maintenance and improvement of the Hall "for the advancement of education, (and) the provision of recreation (towards)..... improving the conditions of life for the inhabitants". In practice here, the term 'inhabitants' refers to members of the Welborne village and surrounding communities.

The fees for booking of the Hall have remained unchanged and offer exceptional value to users. The Hall is arguably the most inexpensive facility for groups of <50 in the area. In a small rural community the Charity provides cohesive space and social activities as a unique and valuable community resource.

Dr Andy Maule
Chairman

Financial Review of 2020

The Covid pandemic halted all events in the village hall after the New Year Quiz and a couple of films. So, income from events was very low for 2020.

The only other significant income was the first 'Local Restrictions Support Grant' from South Norfolk Council. This Central Government grant scheme, distributed by South Norfolk Council, is based on the number of days of national or local restrictions which are in place as a result of COVID-19. Further grants have been made to us in 2021.

Payments are also much lower than normal. My estimate is that the basic cost of running the village hall is around £3,500 a year and routine payments (such as insurance, electricity) have had to continue during the pandemic. In spite of pandemic restrictions, the Trustees have been able to continue their programme of building and garden improvement works. The most significant of these were:

- £1200 for a new paved area behind the hall with bicycle racks
- £1740 for a tree survey and tree surgery

The Trustees bought a number of items during the year:

- £230 table tennis table
- £144 bike rack
- £1578 defibrillator

The Trustees agreed, for 2020 only, that accounting records would not be submitted to Hornbeam Accountancy for preparation of final accounts and annual independent review. This is entirely because of the very limited number of transactions due to the Covid pandemic and to save the accountant's likely costs (over £500).

Instead, the summary accounts included below are produced directly from accounts data held on DO\$H software by the Treasurer of Welborne Village Hall.

Mike Webb
Treasurer

Financial Summary of Events in 2020

Event	Income	Expenditure	Surplus/loss
Christmas Fair 2019	48.00	0.00	48.00
New Year quiz and supper - door	329.00	175.29	322.21
New Year quiz and supper - bar	168.50		
Downton Abbey - entrance	130.00	172.55	15.95
Downton Abbey - bar	58.50		
Good Liar - entrance	135.00	151.55	36.45
Good Liar - bar	53.00		
Total Events 2020	£ 922.00	£ 499.39	£ 422.61

Events Committee

There is no Events Committee report for 2020 because there have been no events since the last AGM in 2020.

Welborne Village Hall

Summary Accounts from 1 January 2020 to 31 December 2020

Balance at 3 January 2020		18,093.60
Current	1,623.23	
Deposit	0.52	
Shawbrook 60 day	6,112.31	
Shawbrook 12 month	10,257.54	
Cash	100.00	
Receipts		
FUND RAISING EVENTS INCOME		
2019 Christmas Fair	48.00	
2020 NY quiz and supper - door	329.00	
2020 NY quiz and supper - bar	168.50	
2020 Downton Abbey - entrance	130.00	
2020 Downton Abbey - bar	58.50	
2020 Good Liar - entrance	135.00	
2020 Good Liar - bar	53.00	
	922.00	
GRANTS		
SNC Non domestic rates 100 % relief	860.78	
Grant from SNC for Covid local restricts	1 334.00	
	2,194.78	
RENTALS AND HIRING		
Hire of village hall	393.00	
	393.00	
MISCELLANEOUS INCOME		
Giving Machine	17.08	
	17.08	
INTEREST RECEIVED		
Interest on Shawbrook 60 day	48.67	
Interest on Shawbrook NEW 12 month	144.00	
	192.67	
	3,719.53	
	21,813.13	
Payments		
FUND RAISING EVENTS COSTS		
2020 NY quiz and Supper	175.29	
2020 Downton Abbey	172.55	
2020 Good Liar	151.55	
	499.39	
MANAGEMENT & ADMINISTRATION OF CHARITY		
Electricity	249.70	
Building improvement works	1,200.00	
Grass cutting, trees, garden	1,929.97	
Cleaner	330.00	
Printing stationery and office supplies	40.66	
Postage	4.10	
Insurance	895.93	
Welborne Village website costs	62.11	
Subscriptions	50.00	
Accountants charges	528.00	
Non domestic rates	860.78	
Sundry expenses	0.00	
2019 cheques cleared in 2020	88.26	
	6,239.51	
ASSETS PURCHASED		
2019 Table Tennis Table	229.97	
2020 Bike Stand	143.95	
2020 Defibrillator	1,578.00	
	1,951.92	
	8,690.82	

Welborne Village Hall

Summary Accounts from 1 January 2020 to 31 December 2020

Balance at 31 December 2020

Current	1,103.27	
Deposit	0.52	
Shawbrook 60 day	1,660.98	
Shawbrook 12 month	10,257.54	
Cash	100.00	
		<hr/>
		13,122.31

Notes to the accounts

The Trustees agreed, for 2020 only, that accounting records would not be submitted to Hornbeam Accountancy for preparation of final accounts and annual independent review. This is entirely because of the very limited number of transactions due to the Covid pandemic and to save the accountant's likely costs (over £500).

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