



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2020		31	December	2020

Section A Reference and administration details

Charity name **North East Theatre Organ Association**

Other names charity is known by

Registered charity number (if any) **1169463**

Charity's principal address **c/o The Chairman, Mr. J. L. Heslop**
26, The Green, Elwick,
Hartlepool
Postcode TS27 3EF

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	John Leister Heslop	Chairman		
2	David Wright	Honorary Secretary		
3	Joseph William Marsh	Honorary Treasurer	(Re-elected as Trustee at AGM 27/07/2020)	
4	David Kirkbride	Ticket Sales Officer		
5	Suzanne Kirkbride	General Sales Officer		
6	James Robinson		27/07/2020 to 31/12/2020	
7	Ian William Bowman		01/01/2020 to 27/07/2020	
8	Rosilyn Ann Raine	Joint Friends' Secretary		
9	Barry Raine	Joint Friends' Secretary		
10	Michael McLaren		27/07/2020 to 31/12/2020	
11				
12				
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14				
15				
16				
17				

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

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 (eg. trust deed, constitution)	CIO Foundation Model Constitution dated 31 st August 2016
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by Members of the CIO to serve for a 3 year period

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.

All Trustees give their time voluntarily and receive no remuneration or other benefits in return for duties carried out on behalf of the charity.

The Trustees have considered major risks associated with the day-to-day operations carried out by the NETOA and have produced a number of Risk Assessments and Policies to assist with addressing these and other statutory requirements. Insurance is carried to cover the charity against losses associated with the premises of the New Victoria Centre, Howden le Wear and the Wurlitzer Theatre Organ and other contents; also Public and Employers Liability Insurance. Although there are no paid employees of the charity, the 'Employees Liability' section of the insurance covers volunteers working on behalf of the charity and visiting professional musicians employed on a one-off contract basis.

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

To promote, improve, develop and maintain public education in theatre pipe organ music, its history and heritage. This is to be achieved by the preservation of a theatre pipe organ (or organs) and using this / these organ(s) to educate the public through open days, performances and other means; training and education of those who wish to learn the skills of playing and maintaining such organs, etc. Also to further such other purposes as are exclusively charitable under the laws of England and Wales, as determined by the Trustees.

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 Trustees of the NETOA CIO have kept in mind the Charity Commission's guidance on public benefit at trustee meetings and when planning activities, etc. and when carrying out their duties.

The spread of the Covid 19 pandemic around the World and the United Kingdom during 2020 has had a major effect on the way all charities, etc., have been able to operate and this has resulted in the cancellation of our usual programme of visits by outside organisations (such as U3As, Womens Institutes, Rotary & Probus Clubs, works organisations, etc.) who usually visit the New Victoria Centre to learn about the history and development of the theatre organ.

Likewise, our training and practice sessions for Friends of the NETOA have been curtailed, but when allowed, these have been continued on a limited basis within suitable 'Covid-safe guidelines'.

Additional information relating to the history and development of the theatre organ, the NETOA and details about our own organ installation in particular are now made available to the general public via the NETOA website in furtherance of the objectives relating to education in theatre organ matters.

Further detailed information about the activities and their success is provided in the 'Achievements and Performance' section of the report.

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 contribution made by volunteers to the charity's operation has, as always, continued to be of the greatest importance as the North East Theatre Organ Association continues into its second half-century of activity.

Having been originally founded in 1968, the Association had operated as a non-charitable not-for-profit organisation until becoming a CIO on 4th October 2016 and during that earlier period, the great generosity of many donors and the practical help of almost 200 volunteers made possible a project that led to the great honour of the NETOA being presented with the 'Queen's Award for Voluntary Service' (sometimes called the "MBE for Volunteer Groups") in 2016. We believe that we are the first organisation operating in this particular sector to have been given this award.



Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Following on from the tonal regulation work carried out by Balfour-Rowley Organ Builders on the pipework of the NETOA Wurlitzer organ in 2019, the firm was brought back in February 2020 to carry out a second phase of work on the organ. Another two weeks was spent cleaning, adjusting and regulating the tone of pipework in the Main organ chamber, including the Viol d'Orchestra, Viol Celeste, Krumet, Violin, Violin Celeste, Diaphonic Diapason and Clarinet ranks plus some further fine regulation on ranks worked on the previous year, all resulting in a further major improvement in overall sound quality.

Our regular live concert series featuring the Wurlitzer organ got under way in March with limited audience numbers and extra hygiene precautions (self-imposed at that time) just as the Covid 19 situation was developing. This proved to be the only public concert held in the New Victoria Centre in 2020, as we had to close our doors shortly afterwards due to the declaration of a pandemic and all events for the rest of the year were cancelled.

We were due to take part in the National Heritage Open Days Weekend (for the fifth time) in September, however having 150 (or so) visitors in the New Victoria Centre whilst maintaining safe conditions would have been tricky to say the least, so we put on a 'virtual' open week online instead, with several videos demonstrating various aspects of the organ and we had an excellent response (+ very many more visitors than we would have expected in person on a typical open day!).

We continued to put a great deal of effort into publicity for the NETOA including maintaining and improving our website and our entries on Facebook and Twitter and we feel that this is continuing to have positive results.

Further upgrading work was carried out to the internal closed circuit TV system at the New Victoria Centre, including the acquisition of a new laptop computer and the provision of a broadband connection allowing internet access. This latter allowed us to finish the year by streaming a live Christmas concert by organist Howard Beaumont on Sunday 20th December, which, in the absence of a live audience, was very well received and had well over 1,000 views.

The inability to run our normal programme of event has had a serious effect on income during 2020 whilst we have had to bear the ongoing running costs for our building, etc., etc. The NETOA is, however, in the relatively fortunate position of qualifying for one of the government's Covid business grants, which has stabilised our financial position during this period when we were unable to operate normally. As we enter the new year, the availability of vaccines offers hope of improvement and we hope for a gradual return to normality as the year progresses. In preparation for reopening, various improvements, including the

Section D

Achievements and performance

installation of extra safety notices, sanitiser dispensers, updating of ventilation equipment and other facilities have been made at the New Victoria Centre during the shut-down period.

Trustee Matters:

We are sorry to report that Mr. Ian Bowman has decided to not to seek re-election as a Trustee with effect from the date of the AGM. He hopes, however, to continue to help out with some Friends practice sessions, etc., whenever possible. The Chairman and remaining trustees wished to express their sincere thanks to Ian for his contribution and that of his family members to the organisation over many years and hoped that he would continue to be involved whenever possible. Mr. James Robinson and Mr. Michael McLaren have agreed to join the board of Trustees with effect from the 2020 AGM.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity's aim is to have a working reserve of approximately two years turnover available in the main bank account for day-to-day operational purposes (which has now generally been achieved). Additional (restricted) reserve funds are maintained for: a) 'Organ Maintenance, Repairs & Renovations' and b) 'Building Maintenance & Repair'.

Details of any funds materially in deficit

N/A

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 CIO's principal source of funding is from running of concerts and other events featuring the Wurlitzer theatre pipe organ at the New Victoria Centre, Howden le Wear, for which admission is charged.

Other funds are raised from an Annual Fair and events organised by the Friends of the NETOA; donations from visiting organisations; participation in the annual National Heritage Open Days weekend and general donations (including from those using the organ for private practice). Due to Covid 19, we have been unable to hold most of these events in 2020.

Expenditure in the year has supported key objectives by continuing to maintain the New Victoria Centre (the principal operating base for the NETOA) and its Wurlitzer theatre pipe organ in good overall condition and working order, thereby providing the basis for meeting the educational and heritage objectives.

Section F



Other optional information

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)	John L. Heslop	Joseph W. Marsh
Position (eg Secretary, Chair, etc)	Chairman	Honorary Treasurer
Date	20.6.2021	



NORTH EAST THEATRE ORGAN ASSOCIATION

Registered Charity Number 1169463

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2020

REPORT OF THE INDEPENDENT EXAMINER TO THE MEMBERS OF THE

NORTH EAST THEATRE ORGAN ASSOCIATION

I have examined the financial statements on pages 2 to 5 with reference to bank statements and vouchers for receipts and payments.

In my opinion the financial statements give a true and fair view of the receipts and payments of the North East Theatre Organ Association for the year ended 31st December 2020.

MRS I HATTON

Independent Examiner

23rd April 2021

Newcastle upon Tyne

NORTH EAST THEATRE ORGAN ASSOCIATION

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2020

UNRESTRICTED FUNDS

	Note	2020	2019
		£	£
<i>Receipts from ordinary activities</i>			
Concert income	1	1,278	9,728
Friends' subscriptions		676	861
Donations	2	1,699	3,164
Sales office takings		145	646
Friends' and other events		-	2,021
Raffles		-	1,126
Annual fete		-	934
Prize Draw		566	-
Gift Aid		728	-
Bank interest		12	18
Covid-19 enforced shutdown support grants		14,302	-
		<u>19,406</u>	<u>18,498</u>
<i>Payments on ordinary activities</i>			
Concert expenses	3	1,988	5,883
Building expenses	4	4,708	6,294
Sales office purchases		-	70
Organ tuning and maintenance		249	555
Printing, postage, telephone and advertising		1,513	1,779
Website charges		435	270
Other payments		-	42
Covid-19 protection equipment		642	-
		<u>9,535</u>	<u>14,893</u>
<i>Surplus on ordinary activities</i>		9,871	3,605
Balance brought forward		30,456	31,770
Income from other activities	5	-	284
Payments for other activities	6	(11,050)	(5,203)
Balance carried forward		<u>£ 29,277</u>	<u>£ 30,456</u>

J L HESLOP

Chairman

J W MARSH FCA MCM

Honorary Treasurer

23rd April 2021

NORTH EAST THEATRE ORGAN ASSOCIATION

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2020

RESTRICTED FUNDS

	BUILDING FUND	ORGAN FUND	2020 £	2019 £
<i>Receipts</i>				
Balance brought forward	3,006	6,978	6,978	18,370
Transfer from Unrestricted Funds	5,000	5,000	10,000	-
Sponsor a pipe appeal	-	1,720	1,720	30
Grant - The Theatre Organ Club	-	-	-	1,000
Sale of organ parts	-	100	-	-
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	8,006	13,798	18,698	19,400
<i>Payments</i>				
Tonal work	-	(3,516)	(3,516)	(3,965)
Drain repairs	-	-	-	(3,500)
New projection box computer	-	-	-	(627)
Refurbishment of organ parts	-	-	-	(238)
Pipe cleaning and repairs	-	-	-	(1,086)
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Balance carried forward	£ 8,006	£ 10,282	£ 15,182	£ 9,984

J L HESLOP

Chairman

J W MARSH FCA MCMI

Honorary Treasurer

23rd April 2021

NORTH EAST THEATRE ORGAN ASSOCIATION

NOTES ON THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2020

	2020 £	2019 £
1 Concert income		
Ticket sales	1,258	9,305
Refreshments and programmes	20	423
	<u>£ 1,278</u>	<u>£ 9,728</u>
2 Donations		
Use of New Victoria Centre	200	380
Organ practice	485	1,279
General donations	1,014	1,505
	<u>£ 1,699</u>	<u>£ 3,164</u>
3 Concert expenses		
Organists' fees and expenses	708	4,031
Printing	793	953
Refreshments	54	300
Performing Right and Licence fees	187	215
Programme distribution	246	384
	<u>£ 1,988</u>	<u>£ 5,883</u>
4 Building expenses		
Electricity and heating	2,117	2,953
Insurance	1,107	1,071
Water rates	205	223
Repairs and maintenance	1,279	2,047
	<u>£ 4,708</u>	<u>£ 6,294</u>

NORTH EAST THEATRE ORGAN ASSOCIATION

NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER 2020

	2020 £	2019 £
5 Income from other activities		
PRS refund on change of registration	-	284
	<u>£ 0</u>	<u>£ 284</u>
6 Payments for other activities		
Transfer to Organ Fund	5,000	-
Transfer to Building Fund	5,000	-
Donations to unrelated causes	1,050	-
CCTV & microphone equipment	-	5,203
	<u>£ 11,050</u>	<u>£ 5,203</u>