



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2022		31	December	2022

## 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**  
**25, 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	(Re-elected as Trustee at AGM 04/07/2022)	
3	Joseph William Marsh	Honorary Treasurer		
4	David Kirkbride	Ticket Sales Officer		
5	Suzanne Kirkbride	General Sales Officer	(Re-elected as Trustee at AGM 04/07/2022)	
6	James Robinson			
7	Rosilyn Ann Raine	Joint Friends' Secretary		
8	Barry Raine	Joint Friends' Secretary		
9	Michael McLaren			
10				
11				
12				
13				
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 <sup>st</sup> 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 effects of the Covid 19 on the operation of the charity reduced during the course of 2022 and by the end of the year we were able to operate a near-normal programme of events although 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 were still limited in number.

Likewise, our training and practice sessions for Friends of the NETOA had been curtailed for part of the year, 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 and we were able to participate in the Heritage Open Days programme in September - see below).

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 4<sup>th</sup> 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

The high winds of Storm 'Arwen' in January 2022 caused significant damage to the slate roof of the New Victoria Centre at Howden le Wear (operated and maintained by the NETOA) and urgent temporary repairs were immediately arranged to make the building weatherproof. A detailed survey was undertaken and it was found that whilst the roof timbers were in excellent condition, many of the remaining undamaged slates were badly weathered and the fixings seriously corroded after over a century of service on the roof. The conclusion was that even if the damaged areas were properly repaired the rest of the roof would be open to damage by future high winds and we would be facing an ongoing battle with odd loose slates and consequent water ingress as there was no under-felting to protect against this. Further, the structure of the roof was such that it was almost impossible to have any insulation fitted into about 60% of the roof area, which was a major concern in the current situation of rapidly rising fuel costs.

The trustees decided to investigate the options for addressing the problems identified above and to seek quotations for carrying out the necessary work. It was eventually agreed to replace the old Victorian slates on the whole of the main roof with new slates and at the same time under-felt the slates whilst increasing the spacing between the slates and the timber ceiling below to allow for the installation of Kingspan insulation with a suitable air gap above to meet current Building Regulations. After quotations were received, the trustees agreed to award the contract to Wilkinson Roofing Ltd., who provided the most competitive quote, and we were fortunate that the building trustees had reserve funds available to cater for just such an eventuality as this.

Work was commenced in July and completed in late August 2022, leaving the building in a much improved condition. The insulation of the internal loft space is to be carried out by our own volunteer team in the New Year shut-down period 2023. As the re-roofing work required approvals under Building Regulations, the necessary inspections were carried out and certificates issued and submitted to the local authority.

Following on from the tonal regulation work carried out by Balfour-Rowley Organ Builders on the pipework of the NETOA Wurlitzer organ in February 2020, Robert Balfour-Rowley (who has now amalgamated his business with Martin Goetze & Dominic Gwynn Ltd.) visited the New Victoria Centre in February 2022 to carry out further work on the organ. Three days were spent on this work, which included re-locating and re-arranging the wind trunking to the Viol d'Orchestre tremulant (which had not been working satisfactorily, but is now much improved) setting and adjusting key contacts on the organ console and carrying out fine regulation work to pipework, other tremulants, etc.

After running only one live concert and one 'streamed' concert in 2020 due to the Covid 19 pandemic we then ran several further online

'streamed' concerts in early 2021 before running three concerts with a limited audience at the end of that year. For 2022 we were, at last, able to run a more extensive programme of events, although we initially continued to limit maximum audience numbers to make our audience more confident to return to 'live' events by having increased seat spacing and not using the balcony until later in the year as confidence grew, we still carried out regular cleaning of all surfaces. By Christmas audience numbers had improved with a 'sold out' concert of 130 (reduced from our usual maximum of 160).

We were fully open again for the National Heritage Open Days Weekend in September and nearly 150 visitors came to see the Wurlitzer with organ chamber tours conducted 'in person' once again after two years when close contact with groups of people was not advised, however, whilst the official government advice was to 'go ahead with the event', we decided that it would not be appropriate to have the Gavioli fairground organ playing 'jolly' music outside in the car park during the period of mourning for Her Late Majesty Queen Elizabeth II.

Two special events had been held connected with Her Majesty in 2022 in conjunction with the village History Society: in May two days of celebration of Her Majesty's Platinum Jubilee (an Exhibition and a celebratory concert with recollections of events in Howden le Wear during the 70 year reign from residents) and in October an evening recalling the Jubilee events in the village and remembering Her Majesty. In November the village Remembrance Sunday commemoration event was held at the New Victoria Centre once again and was very well supported.

As noted in last years Annual Report, the ownership of the New Victoria Centre at Howden-le-Wear and the adjoining land was then held in the names of individual Trustees on behalf of the North East Theatre Organ Association. This arrangement dates back to pre-charity (CIO) times when, as a non-incorporated organisation, the NETOA could not legally own property directly in its own right. Most of the original Trustees of the properties (it is owned in 3 separate sections) are no longer alive and the remaining Trustees (Mr. J.L. Heslop and Mr. J.W. Marsh) had held a meeting to discuss the best way to secure the future of both the properties and the NETOA. Having taken advice from the Charity Commission and our solicitors, they had concluded that the title to the properties should be transferred into the name of the North East Theatre Organ Association CIO (which is now able to own property under its current constitution). The CIO Trustees had formally agreed to accept the transfer of ownership and Hewitts solicitors (who hold the deeds) were instructed to draw up the necessary legal documentation for the transfer.

It took Hewitts quite a long time to track down all necessary legal documents relating to deceased trustees, etc. and in October 2022 the deeds completing the transfer of the properties were signed by the two Trustees of the existing properties and by two Trustees of the NETOA CIO on behalf of the CIO. This means that the ownership has now been officially transferred to the North East Theatre Organ Association CIO and the documents are currently with the Land Registry (who, it seems, have a significant backlog of work) for processing.

Following the transfer of ownership of property a nominal valuation for this plus other assets, fixtures and fittings, etc., has now been included in the form of a Balance Sheet in the Annual Accounts as recommended by the Charity Commission. The accounts are prepared on a 'Receipts and

## Section D

## Achievements and performance

Payments' basis: please see notes in the actual accounts for more information.

### **Trustee Matters:**

Two Trustees were due to retire by rota and were duly re-elected at the 2022 AGM (see above).

## 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).

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

04.06.2023



# **NORTH EAST THEATRE ORGAN ASSOCIATION**

**Registered Charity Number 1169463**

**BALANCE SHEET AND  
RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED  
31st DECEMBER 2022**



**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 6 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 2022.

**MRS I HATTON**  
*Independent Examiner*  
12th April 2023  
Newcastle upon Tyne

# NORTH EAST THEATRE ORGAN ASSOCIATION

## BALANCE SHEET AT 31st DECEMBER 2022

	Note	2022	2021
		£	£
<b>FIXED ASSETS</b>	1		
Land & Buildings		150,000	-
Wurlitzer Theatre Pipe Organ		50,000	-
Fixtures & Fittings		20,000	-
		<u>220,000</u>	-
<b>CURRENT ASSETS</b>			
Bank & Building Society deposits -- unrestricted	61,511		60,277
Bank & Building Society deposits -- restricted	53,459		20,561
		<u>114,970</u>	<u>80,838</u>
		334,970	80,838
		<u>£ 334,970</u>	<u>£ 80,838</u>
<b>REPRESENTED BY :</b>			
Accumulated Funds brought forward		80,838	47,565
Total net surplus on all Funds for the year		34,132	33,273
Fixed Assets transferred to the Association		220,000	-
Accumulated Funds carried forward		<u>£ 334,970</u>	<u>£ 80,838</u>

**J L HESLOP**

*Chairman*

**J W MARSH FCA MCMI**

*Honorary Treasurer*

12th April 2023

# NORTH EAST THEATRE ORGAN ASSOCIATION

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2022

### UNRESTRICTED FUNDS

	Note	2022		2021	
		£	£	£	£
<i>Receipts from ordinary activities</i>					
Concert income	2		6,030		2,388
Friends' subscriptions			476		646
Donations	3		5,807		3,652
Sales office takings			378		335
Friends' & other events			1,013		-
Raffles			677		-
Gift Aid			744		-
Bank and Building Society interest			464		3
Covid-19 enforced shutdown support grants			-		16,335
			<u>15,589</u>		<u>23,359</u>
<i>Payments on ordinary activities</i>					
Concert expenses	4	4,787		2,929	
Building expenses	5	6,375		6,740	
Organ tuning and maintenance		575		430	
Printing, postage, telephone and advertising		2,023		1,802	
Website charges		345		650	
Covid-19 protection equipment		-		5	
			<u>14,105</u>		<u>12,556</u>
<i>Surplus on ordinary activities</i>			1,484		10,803
Balance brought forward			60,277		29,277
Income from other activities	6		-		27,134
Payments for other activities	7		( 250 )		( 6,937 )
Balance carried forward			<u>£ 61,511</u>		<u>£ 60,277</u>



# NORTH EAST THEATRE ORGAN ASSOCIATION

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2022

### RESTRICTED FUNDS

	BUILDING FUND	ORGAN FUND	2022 £	2021 £
<i>Receipts</i>				
Balance brought forward	10,002	10,559	20,561	18,288
Transfer from Unrestricted Funds	-	-	0	3,500
Sponsor a pipe appeal	-	50	50	277
Transfer from Trust	16,499	16,500	32,999	-
General donation	1,000	-	1,000	-
	<u>27,501</u>	<u>27,109</u>	<u>54,610</u>	<u>22,065</u>
<i>Payments</i>				
Tonal work	-	(1,151)	(1,151)	-
New colour printer	-	-	-	(537)
New computer	-	-	-	(967)
Balance carried forward	<u>£ 27,501</u>	<u>£ 25,958</u>	<u>£ 53,459</u>	<u>£ 20,561</u>

# NORTH EAST THEATRE ORGAN ASSOCIATION

## NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER 2022

### 1 Fixed Assets

All Fixed Assets were transferred to the Association from a body that held these assets on trust. The values attributed to these assets represents the estimated value that the Association would expect to receive at the Balance Sheet date if these assets were sold on the open market. It is our policy to review these values at each year end and revise the figures as necessary. This policy removes the need for an annual depreciation charge.

The Land & Buildings comprise the New Victoria Centre plus attached Car Park.

The Wurlitzer Theatre Pipe Organ is the original instrument from the New Victoria Theatre, Bradford complete with all additions and upgrades.

The Fixtures & Fittings comprise the Brenkert F7 Master Brenograph with attachments, the sound and lighting equipment, the seating and the kitchen equipment.

	2022 £	2021 £
2 Concert income		
Ticket sales	5,486	2,122
Refreshments and programmes	544	266
	<u>£ 6,030</u>	<u>£ 2,388</u>
3 Donations		
Use of New Victoria Centre	1,650	-
Organ private practice	1,560	1,582
General donations	2,597	2,070
	<u>£ 5,807</u>	<u>£ 3,652</u>
4 Concert expenses		
Organists' fees and expenses	2,790	2,590
Printing	824	-
Refreshments	673	160
Performing Right and Licence fees	86	179
Programme distribution	414	-
	<u>£ 4,787</u>	<u>£ 2,929</u>



# NORTH EAST THEATRE ORGAN ASSOCIATION

## NOTES ON THE ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER 2022

	2022 £	2021 £
5 Building expenses		
Electricity and gas	2,558	2,409
Insurance	1,492	1,230
Water rates	157	122
Repairs and maintenance	2,168	2,979
	<u>£ 6,375</u>	<u>£ 6,740</u>
6 Income from other activities		
Bequest - J Lee Dec'd	-	27,134
	<u>£ 0</u>	<u>£ 27,134</u>
7 Payments for other activities		
Transfer to Building Fund	-	3,500
Donations to unrelated causes	250	-
CCTV equipment	-	2,661
Replacement of refrigerator & freezer	-	776
	<u>£ 250</u>	<u>£ 6,937</u>