



THREEHOLES VILLAGE HALL & PLAYING FIELD

Charity No. 304483

Main Road, Three Holes, Norfolk, PE14 9JR
www.threeholesvillagehall00.org.uk

Trustee Annual Report - 1 January 2021 - 31 December 2021

Trustee: Susan Lowe, 1 Townsend Road, Upwell, Wisbech, PE14 9HJ (address for correspondence)

Tel: 01945 772824 E-mail: lowecuss@gmail.com

Names of Trustees (as at the end of 2021)

Susan Lowe, Chairman/Elected

Geoffrey Fox-Noble, Treasurer/Elected

Helen Hartley, Secretary/Elected

Anne Higgins, Vice-Chairman/Elected

Ian Higgins, Trustee/Elected

Rowan Fox-Noble, Trustee/Elected

Colin Rose, Trustee/Elected

Mark Hempson, Trustee/Elected

Vik French, Trustee/Appointed

THVH&PF and Covid 19

For the first quarter of 2021 the Three Holes Village Hall & Playing Field facilities were closed or only available for permitted activities due to restrictions imposed by the Government to deal with Covid 19. Also as a consequence, the Annual General Meeting was not held in 2020 and was postponed until July in 2021.

Governance

Three Holes Village Hall & Playing Field (THVH&PF) was formed by the amalgamation in 2009 of two previously independent organisations (Three Holes Village Hall and Three Holes Playing Field).

During the 1939-45 war the villagers of Three Holes organised a committee to raise funds to send gifts to local service personnel connected to the village. After the war this Committee, chaired by Mr Arthur Johnson, decided to carry on fundraising to provide a Village Hall, as there was nowhere for events to take place. With income from the fundraising events and the aid of grants from the Council etc, the Hall was opened in 1952. The land for the Hall was donated to the village by local farmer, Mr Percy Crane.

- Three Holes Village Hall was first registered as a charity in 1963.
- Upwell Parish Council is the custodian trustee of the charity.
- The Charity's Constitution (governing document) was last amended in 2009.

Appointment of Trustees

The Constitution governs the management of the charity and appointment of trustees and states up to 10 elected trustees and 1 trustee representative from each community group listed within the Constitution (currently includes Three Holes Bowls Club, Welle Cinema, Welle Film Productions, Upwell Parish Council/Neighbourhood Plan Steering Group). All trustees whether elected or appointed by organisations entitled to a representative, retire at the end of the Annual General Meeting held annually in April and are either re-elected, re-appointed or replaced. The trustees form the Management Committee of the Village Hall and Playing Field which has the power to co-opt a maximum of 2 additional trustees during the year.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to contractors, volunteers, hirers, and users of the hall the following policy statements have been produced:

- Vulnerable Adults Policy
- Child Protection Policy
- Age Verification Policy
- Equal Opportunities Policy
- Winding-up Policy
- Conflict of Interest Policy
- Trustee Registration and Declaration of Eligibility
- Emergency Action Plan

Hiring Agreements

The function and purpose of the village hall and playing field is primarily to provide a local, safe, appropriate and attractive facility for the use and enjoyment of people in the area of benefit.

Booking forms can be obtained from a committee member or downloaded from the THVH&PF website. The Booking Form sets out the conditions of hire and responsibilities of each party to the agreement. Terms of hire are reviewed annually.

Throughout 2021 hire fees remained as follows - £15 for 1st hour; £10 for 2nd hour (minimum of 2 hours hire); every hour thereafter charged at £10 up to a maximum of £115 per day and specific hire arrangements could be agreed by the committee for regular hirers, community hirers, specific types of event etc. (e.g. children's parties - £30 for 4 hours (includes set-up and take-down time)

Licences

THVH&PF holds an, annually renewable, Premises Licence that permits the performance of plays and live music; the playing of recorded music and the provision of facilities for making music and for dancing. This Licence also covers the provision of alcohol whether it is supplied free-of-charge or sold however the committee reserves the right to request hirers to obtain their own alcohol licence for an event.

Licenses for showing films are obtained on a film-by-film basis through Filmbank or via Creative Arts East (or similar organisations).

The charity holds an indefinite, small society lottery registration for our 160 club.

A combined Performing Right Society (PRS) and Public Performance (PPL) licence that permits the performance of live and recorded music is renewed on an annual basis.

Risk Management and compliance with regulatory obligations

As a Trustee Management Committee we recognise our responsibilities and legal obligations to protect the building and outdoor facilities, their users and contractors through adequate and appropriate insurance, risk assessment and maintenance.

The village hall and playing field is insured by Zurich Insurance in respect of buildings cover (£590,892.13); contents (£26907.21); public liability (£10m); employer's liability (£10m); hirer's liability (£2m); libel & slander (£250K); trustee indemnity (£100k).

Portable electrical appliances are professionally tested each year as are the mains electrical installations (including fire alarm system and security system). Fire-fighting appliances are inspected and certified annually. The children's play equipment/playing field is checked annually by a qualified inspector and regular checks are carried out by a trustee Committee member with RoSPA-accredited certification.

Aims and objectives.

The constitution of THVH&PF states that “The object of the charity is, in the interests of social welfare, to improve the conditions of life for the inhabitants of *the area of benefit without distinction of political, religious or other opinions by the provision and maintenance of

- a village hall for use by the inhabitants, including use for meetings, lectures and classes, and other forms of recreation and leisure-time occupation, and
- a playing field for use by the inhabitants.

**the area of benefit = the Village of Three Holes in the Parish of Upwell in the County of Norfolk and the surrounding area.*

Principal activities in pursuit of our objectives

Outside of Covid lockdown periods, the hall is used on a regular basis by a number of user groups that cover a wide cross section of the population and community organisations. These included: Three Holes Bowls Club, Welle Cinema, THVH&PF Committee, Upwell Parish Council, The Friday Auction, The Saturday Bingo, Little Sunshines Toddler Group. The hall was also used for several other activities including private parties, fund raising events, dance practice and one-off meetings.

Funding and reserves

THVH&PF's total funds available at the beginning of 2021 were £12717.17 and at the end of 2021 were £26563.37.

Income from hall hire during 2021 remained low due to Covid and was £5080.01 but this was an increase on 2020 (£3417.50). Thankfully, Covid Grants received during 2021 totalled £17374 and these ensured THVH&PF remained viable. One other grant was received during 2021 for £500 from BCKLWN towards repainting the hall.

Running costs continued to be the key expenses during 2021, including insurance, electricity, cleaning and playing field maintenance.

The Committee aims to maintain a minimum reserve of three months' running costs. In 2021 running costs averaged approx. £995 per month and therefore remained within the funds available at any time during the year.

Volunteer contribution

As in previous years, THVH&PF did not employ any individuals and, although volunteer activities were not as numerous as usual, the charity depended upon the efforts of its volunteer trustees/committee members and other voluntary helpers for the administration, bookings/hiring, maintenance, marketing, event co-ordination and fundraising. Third party suppliers were hired for specialised work and for around 4 hours per week cleaning (when the hall was open for business).

Achievements and Challenges in 2021

Covid 19 was again a key challenge throughout 2021 as, although lockdown periods were shorter, ongoing Covid restrictions meant hirers felt prohibited from running their usual activities during the first half of the year. As mentioned above, our successful application for Covid grants was the salvation of the charity. Without them the hall and playing field would, quite possibly, had to have closed.

Susan Lowe continued to attend as a member of the steering group for the Upwell Parish Neighbourhood Plan (UPNP) and this was formerly adopted for the parish at a referendum in July 2021. Anne Higgins was elected as an Upwell Parish Councillor in July 2021 but resigned, on a matter of principal, in August 2021 as did Susan Lowe who had been co-opted to UPC in February 2021.

Future plans

As with most village halls and community groups, our village hall and playing field is run totally by volunteers with NO paid employees. These days, running the charity is much more regulated than at any time in the past and is facing the huge challenges of recovery from Covid, a doubling of electricity costs, the need for a replacement flat roof for the side extension, becoming carbon neutral and finding enough volunteers, with the right skills and commitment, to make all this happen and keep things running. If the charity is unable to achieve this then it must ask the residents of Three Holes what is to be done with the property and facilities that the village owns.

Responses have already been received to the letter that was hand-delivered to all residents in the village with lots of suggestions of events that could take place and the need for advertising and marketing the facilities. This interest is very, very welcome but nothing can go ahead without more volunteers. A few people have also offered their time as volunteers and ways they can help maintain the facilities and this is encouraging.

Planning for a new housing development next door to the village hall has been going on for several years and this has always been supported by THVH&PF committees as a much needed way to re-vitalise and bring new people and ideas to the village. Upwell Parish Council is aware of the difficulties faced in Three Holes - and other parts of the parish - which include dangers from vehicles speeding through the village on unsuitable rural roads, a disappearance of services (shops, pubs, post office, church etc) and limited pavements and footpaths. The Upwell Parish Neighbourhood Plan, which outlines ways to address some of these issues, was elected by public vote last summer and we are hopeful that its implementation will work to achieve solutions for this

charity and Three Holes residents. As always, the THVH&PF Trustee Committee must fulfil its responsibilities to the charity and the community it serves and adhere to Government and The Charity Commission requirements.

It is hoped that this AGM will kick-start and revitalise the community spirit that worked so hard to set up facilities for the village of Three Holes during and just after World War 2.

Compiled by Susan Lowe, Chairman, Three Holes Village Hall & Playing Field. April 2022

Three Holes Village Hall and Playing Field

Charity No 304483

End of Year Financial Statement for year 2021

Treasurer G Fox-Noble MIET

	Description	2021	2020	2019
Income				
	Carried Over	£10,134.11	£7,091.51	£6,219.67
Unrestricted				
Regular Hire				
	Friday Auction	£1,520.00	£960.00	£3,840.00
	Bingo	£1,360.01	£840.00	£3,370.00
	Short Mat Bowls Club	£670.00	£750.00	£3,020.00
	Private Hire (Dance)	£0.00	£302.50	£1,217.50
	Little Sunshines	£260.00	£0.00	£0.00

Fund raising	160 Club	£1,908.00		£1,704.00
	Tool Fair	£0.00	£0.00	£395.90
	Christmas Bingo	£0.00	£0.00	£848.05
Hall Hire		£1,075.00		
	General	0	£400.00	£962.82
General	Film Screening	£195.00	£165.00	£605.00
	Donations	£158.67	£0.00	£368.48
	Covid 19 Grants	£17,374.00	£11,334.00	
	Transfer from Nationwide	£2,438.24		
Community Services				
	Welle Cinema	£755.04	£691.05	£3,587.61
Restricted				
	Norfolk Armed Forces Covenant	£0.00	£425.00	£0.00
	BCKLWN	£0.00	£100.00	£0.00
	Norfolk County Council	£0.00	£827.00	£0.00
	Norfolk County Council	£500.00	£0.00	£0.00
Total Income		£28,213.96	£23,892.06	£27,165.34
Expenditure	Descripti on			
	Clubs		2020	2019
	Short Mat Bowls Club	£0.00	£0.00	£0.00
	Bingo	£0.00	£0.00	£0.00
	Friday Auction	£0.00	£0.00	£0.00

Overheads	Private Hire	£0.00	£0.00	£0.00
	Little Sunshines	£0.00	£0.00	£0.00
	160 Club	£454.39	£150.00	£1,150.00
	Christmas club	£0.00	£0.00	£0.00
	Utilities			
	Phone/Broadband	£448.86	£561.56	£723.36
	Electricity supply	£1,031.85	£2,142.24	£4,562.00
	Water	£462.74	£549.74	£182.37
	Maintenan ce			
	Electrical	£227.18	£913.41	£130.37
	Security	£96.00	£216.00	£337.02
	Cleaning Products	£301.98	£149.05	£519.23
	Hall Cleaning	£672.50	£1,235.00	£2,200.00
	Hall Maintenance	£851.03	£660.00	£364.39
	Playing Field general	£2,284.66	£1,452.06	£408.00
	Regular Payments			
	Building/Contents(Insuranc e)	£2,174.21	£1,740.24	£2,143.36
General	PRS	£263.41	£0.00	£351.04
	Yearly Inspections	£122.82	£45.42	£175.00
	Acre Loan	£0.00	£0.00	£2,119.88
	Close Premium Fin	£0.00	£0.00	£0.00
	Memberships	£0.00	£50.00	£112.00
	Small Lottery Licence	£0.00	£40.00	£0.00
	Premises Licence	£140.00	£0.00	£70.00
	Training	£0.00	£0.00	£0.00
	Subscriptions	£144.19	£0.00	£30.00

	New/Replacement Equipment	£315.73	£269.00	£602.48
	General office expenses	£0.00	£161.19	£0.00
	Refreshments	£0.00		£0.00
	Office Equipment Purchase	£0.00	£206.00	£0.00
	Petty Cash (19)	£0.00	£250.00	£340.00
		£5,304.00		
	Other	0	£0.00	£0.00
Community Services				
	Welle Cinema	£628.62	£486.60	£2,590.94
	Welle Film Production	£0.00	£0.00	£620.16
Restricted				
	Norfolk Armed Forces Covenant	£378.43	£0.00	£0.00
	BCKLWN	£0.00	£0.00	£0.00
			£2,480.00	£0.00
	Norfolk County Council	£500.00	0	
	Norfolk County Council	£0.00	£0.00	£0.00
	Total Overheads	£9,955.67	£12,234.70	£14,398.02
	Total Expenditure	£16,802.60	£13,757.95	20,067.83

SUMMARY

	2021	2020	2019
Lloyds Bank Account	£21,480.47	£10,134.11	£7,097.51
Nationwide Account	£0.00	£2,435.97	£2,435.97

Shawbrook Bank			£5,000.00	£0.00	£0.00
Petty Cash			£82.90	£147.09	£37.58
Working Balance			£21,563.37	£10,281.20	£7,135.09
Total Funds Available			£26,563.37	£12,717.17	£9,571.06

Welle Cinema

Door		£370.50	£301.09	£1,609.00
Raffle		£135.00	£96.00	£562.00
Refreshments		£264.42	£293.96	£1,442.61
Income	Total	£755.04	£691.05	£3,587.61
Expenses	Total	£628.62	£486.60	£2,590.94
Profit		£126.42	£204.45	£996.67

Playing Field

(Paid from petty cash)	Play area/hall	Grass Cutting	£490.00	£600.00	£90.00
		Inspection	£120.00	£0.00	£120.00
		Maintenance	£834.50	£0.00	£0.00
	Grass Cutting	Field Total	£790.12 £2,234.6	£852.06 £1,452.0	£288.00 £498.00

----- Forwarded message -----

From: **Allan and Alex Gullon** <allanalex@live.co.uk>

Date: Sun, Oct 30, 2022 at 4:18 PM

Subject: Three Holes Village Hall - Audit

To: Susan Lowe <lowecuss@gmail.com>

Cc: Geoffrey Fox-Noble <king-of-clubs@sky.com>

Dear Sue

I have examined the Accounts for the Three Holes Village Hall for the year ending 31st December 2021 and have found them to be correct and in order.

Mr Allan Gullon

Sylvia House, Thurlands Drove

Upwell

Wisbech

PE14 9AP