

# TIBENHAM COMMUNITY HALL

England & Wales - Charity number 1064012

## Details

---

**Status** Registered

**Legal form** Other

**Registered** 1997-08-19

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Pristow Green Lane  
Tibenham  
Norfolk  
NR16 1PX

**Phone** 07825771551

**Email** [info@tibenhamhall.org](mailto:info@tibenhamhall.org)

**Website** [www.tibenhamhall.org](http://www.tibenhamhall.org)

## Activities

---

**Objects:** A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF TIBENHAM IN THE COUNTY OF NORFOLK WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES, AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

**Activities:** We administer the Community Hall ( both the building and adjoining play area) for sporting, artistic and other recreational pursuits - for the benefit of the people of Tibenham and surrounding area. As well as hiring out the Hall to local groups and organisations, we also run an active social programme of our own - including Coffees Mornings, & regular daytime activities and a Well-being group.

## Classification

---

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups, The General Public/mankind

## Geography

---

- **Area of benefit:** TIBENHAM
- Norfolk

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£37,322	£35,948	-	-
2023-12-31	£36,216	£48,972	-	-
2022-12-31	£37,792	£36,374	-	-
2021-12-31	£28,962	£12,758	-	-
2020-12-31	£6,836	£11,144	-	-

## Trustees

---

Name	Role	Appointed
Alan Harris		2022-04-12
Claire Kathleen Rennie		2024-11-25
Heather Foster		2022-11-22
Louise Thurgar		2025-06-17
MARK RIBBANDS		2026-04-28
Tracy Lilley		2021-10-12

**TIBENHAM COMMUNITY HALL**

England & Wales - Charity number 1064012

---

# Accounts

---



**Tibenham Community Hall**  
**Charity Number 1064012**  
**Receipts and Payments Accounts**  
**Year ended 31 December 2024**

**Website: <https://hall.tibenham.org.uk/>**

**Registered Charity No. 1064012**

Tibenham Community Hall, Pristow Green Lane, Tibenham NR16 1PX

# TIBENHAM COMMUNITY HALL

## TRUSTEES' REPORT 2024

Charity No. 1064012

Pristow Green Lane, Tibenham, NR16 1PX

**This report sets out the Objectives of the Trustees in managing Tibenham Community Hall and describes how we have delivered and met these objectives in 2024.**

### **Structure and Trustees**

Tibenham Community Hall is a registered charity and is constituted under a deed adopted on 22 July 1997.

The Hall is managed by a Board of Trustees. Normally four Trustees are appointed, who also form part of the Hall Management Committee (HMC). As of 31 December 2024, Tracy Lilley, Alan Harris, Lorna Pyke and Trudy Thomas were registered as Trustees with the Charity Commission. Additional members of the Committee were Julie Harris and Heather Foster.

The Committee normally meets on a six-weekly cycle, although actual meeting timings vary according to the needs of upcoming events. Some decisions may be made between meetings via email communications if required but any decisions will be noted and recorded in the minutes of the next meeting. It is part of our management style that the Committee is a democratic group where everyone's views are respected and considered.

No trustee receives remuneration or has been paid any expenses during the year.

### **Objectives**

- To manage Tibenham Community Hall for the use of all inhabitants of Tibenham and the surrounding area without distinction.
- To provide a welcoming environment for people to gather for Socialising, Learning and Well-being.
- To provide a wide range of opportunities for leisure and Well-being for all, through both our own resources and bought in services.
- To provide a venue for Events, Parties, Weddings, Teaching and Conferences and a range of sporting activities.
- To provide a Hub of information relating to Health and Well-being for the use of everyone in the Village and the surrounding area.
- To increase the footfall and demographic of people using and visiting the Hall.
- To maintain the new playground at the Hall to provide a facility for children and adults.
- To widen the age range of people using the Hall, using the Arts as a medium for expanding the range of activities on offer.
- To offer services which allow those who are feeling lonely and isolated to have a safe space to meet and socialise with others from Tibenham and the surrounding villages.
- To offer support and advice on the use of computers, laptops or mobile phones for engaging with digital platforms.
- Provide support and the opportunity to learn and operate lighting and audio systems.

In setting objectives and planning for activities, the Management Committee have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

To achieve these Objectives, the Management Committee uses several paths.

### **Regular activities provided by the Hall:**

Note: we believe that all events and activities contribute to the well-being of all users of the Hall.

- Sports – Weekly sessions are provided by the Hall for Badminton, Short Mat Bowls, Table Tennis (being introduced in 2025) and a Light Exercise Class to help improve fitness, strength and mobility.
- Leisure – Quiz nights, Bingo, Craft Club and other events throughout the year.

- Live Music - engagement of bands and singers to provide musical entertainment from a broad range of genres as part of our Bi-annual Musical shows.
- Saturday Café - a monthly café, which is one of our larger regular events, brings in good numbers of people and provides a wide range of snacks and light lunches, including vegetarian/vegan meal options.
- Open-Door Coffee Morning - This runs weekly as part of our identified well-being activities. It includes a well-established and growing 'Digital Buddies' group which aims to assist people with accessing digital services, as many have limited knowledge or experience of how these services operate.
- Social Nights - Offering a safe and welcoming social space for both family and friends to meet on a regular basis.
- Annual Events - Events to promote social gathering, including a Produce Show and Harvest Supper, Family Fun Day, Craft Fayres.
- 100 Club – Monthly Lottery prize draw.

### ***Other regular events run by private groups/hirers at the Hall:***

- Camera Club, Stained Glass Class, Line Dancing, Yoga Class and Private Badminton. LEAF, a group aimed at adults with learning difficulties and their carers, providing them with a safe social meeting space with entertainment.
- Tibenham WI is well established in the Hall and sometimes assists with Hall events, as well as running its own programme of meetings and events.

It is still the case that community support is vital for many of our residents and those from the surrounding communities. There are very few facilities in our village - no shop, post office, doctors' surgery and no bus route. The public house, The Greyhound, has recently re-opened and is a welcome addition to the facilities on offer within the village, the hall is keen to work with them in the future to provide a host of activities, events and social spaces for everyone to enjoy.

### **Partners**

There continues to be a good working relationship with the Parish Council, who own the land on which the Hall is built. The Parish Council also provides financial support to the Committee for maintaining the grounds and this year supported us with two grants to help towards the cost of maintaining the grounds and supporting the emergency electrical works needed. A representative from the Hall Management Committee is currently Chair of the Parish Council and presents a report from the Hall at each meeting on behalf of the whole Committee.

A twice-yearly leaflet "Tibenham Tidings", jointly written by the Hall Committee and the Parish Council, is circulated free of charge to all residents of Tibenham to inform them of what is going on in the village. The cost of producing this leaflet is shared jointly between the Parish Council and the Hall.

A member of the current Committee also edits the Parish Newsletter covering Tibenham and two adjacent villages.

### **Maintenance**

The Maintenance Officer provides an updated report on maintenance to every Committee meeting, ensuring a well-kept and safe environment. This role has been carried out by the Chairman in the absence of a Maintenance Officer, with an independent person carrying out maintenance inspections. A spreadsheet-based maintenance system helps keep everything up to date. All services are maintained in line with the relevant legislation and all regular servicing is carried out as required. There is a programme of Capital Maintenance to keep the Hall in good condition.

The Hall currently contracts a cleaner who maintains the cleanliness of the Hall to a high standard.

The Committee are actively seeking to find a volunteer to take over the full Maintenance Officer role.

### **Finance**

The Hall's financial position is in good order. We have invested £10K this year to improve/enhance the infrastructure at the hall which has been fully funded by successful fundraising events, therefore the overall bank balances remain at the same level as that reported at the start of the year.

We have a savings account to which funds are transferred on a regular basis to optimize interest earned on the funds we hold.

The aim is to hold enough within the reserves to cover one year's worth of expenditure and additional funds of £15,000 for any capital expenditure that may be required in the future. The current unrestricted cash funds of £37,472 is in line with this policy.

The Treasurer ensures that the Management Committee runs a sound and compliant finance system, while seeking value for money on expenditure. Reports are made to the Committee at every meeting to provide a transparent system that keeps everyone up to date. The Treasurer and/or Chair ensure that items that are bought in - Insurance, Electricity, Oil, Gas etc - are price-checked at renewal to ensure value for money.

2025 will see the introduction of a new accounting software package, hopefully making the Treasurer's role much easier and the annual inspection more straightforward for our examiners.

The Capital Programme spreadsheet is revised annually to reflect works completed and reprioritising future works. This is read in conjunction with the Financial Strategy.

The Committee makes an Annual Report on Finance and an Annual Return on the Charity to the Charity Commission. The accounts are independently checked by an external source when necessary.

## **Grants/Donations Received**

The Parish Council contributed £600 last year towards the cost of grass cutting and a further £932.00 to support emergency electrical works required earlier in the year.

We also received a number of small private donations and grants from the local Council.

## **Challenges**

The Hall is lucky that it has a highly motivated Committee at present, but it still relies heavily on a regular team of volunteers to allow us to operate all the services and activities we currently offer. Our main concern is the age of some of its members and recognises the need to attract younger people to be able to continue the work that we are currently doing. The Committee is always actively seeking additional help. Attracting new and younger people who are willing to be involved in the running of the Hall is our priority, to safeguard the Hall for future generations. We MUST look to the future, many of the current Committee have been involved for many years and are keen to pass on their knowledge and experience to a new generation who can bring enthusiasm and energy to ensure the future of the Hall, without this new injection of talent, the Hall will sadly not survive in its current form.

The current economic climate has put pressure on maintaining the Hall with the cost of electricity, oil, gas, food and all general supplies continuing to be unpredictable. We continue to monitor these costs and try to achieve 'best value for money' where possible. Despite this we have been able to maintain our current hire rates for 2024 but costs are constantly monitored, and we cannot exclude having to introduce price rises in the future.

The Open-Door Coffee Morning, held every Thursday, has grown in popularity throughout the year and continues to provide a welcoming space for those who need support and social contact. However, well-being remains a challenge as the format of NHS and other voluntary sector services constantly changes. Many people have concerns over the growing need to access services via electronic means, rather than face-to-face, and the digital skills of many of our users are often very limited. The Digital Buddies group continues to thrive and with the help of local volunteers, is able to assist people with, for example, online banking, NHS appointments or online shopping via their smart phones, laptops and tablets.

The group makes good use of a range of computers and equipment purchased from its Well-Being reserves.

A reliable broadband connection is still being provided via our Starlink satellite service, but this free service is due to end in June 2026. We continue to explore alternative options to bring a superfast fibre broadband service to the whole village in the future.

## **Capital Expenditure**

We believe the Hall is on a very sound financial footing, with continued successful fundraising events throughout the year we have been able to undertake some major improvement works to further enhance the facilities that we are able to offer.

Early 2024 saw the completion of the storage cupboards at the rear of the Hall which has proved very successful. Everyone agrees that this has improved the time and effort needed when setting up or clearing down the hall. No more heavy lifting of chairs from the stage. It has also provided storage for toys and games, supplies and incidental equipment, freeing up much needed space elsewhere in the hall. As part of this development, we have installed a new wall finish to one side of the Hall which has greatly improved the aesthetics and acoustics of this space. We hope to be able to complete the opposite wall in a similar manner over the coming months.

We have installed new plinth heaters in the Kitchen area providing additional heating to what was previously a very cold space during the winter months.

We had to undertake major repairs to the sewage treatment plant this year costing in excess of £1600.00.

We have continued to invest in the audio and lighting equipment, including new microphones & stands, spotlights and a mobile lighting control desk. This new equipment is available to hire by any of our users (for an additional fee) giving us an additional income stream. This was showcased in early 2024 and again in 2025 when the Diss Young Farmers hired the facilities for their annual fundraising event.

We have recently instructed the installation of a new security alarm system to provide additional security to the building which we hope will go 'live' soon.

## **General Statement**

Footfall in 2024 has continued to be high. A high proportion of people we see come from many of our surrounding villages, we would like to encourage more people from Tibenham itself to come and visit us to see what we have on offer.

The Committee has been working hard to provide an enhanced programme of events throughout the year, introducing new musical events which have been extremely well attended and enjoyed by all. These have proved so popular that we are going to provide two performances for each event during our 2025 calendar. We have increased numbers attending our regular Bingo nights and the Quiz nights continue to be popular. We have been working closely with the newly re-opened pub, The Greyhound, to ensure our events are 'dovetailed' therefore increasing the 'options' on offer within the village.

The Autumn Produce Show and Harvest Supper were again very well supported with an increase in entries for the show and another superb supper provided by our team of volunteers.

The Family Fun Day was once again well attended and enjoyed by all the Community.

Our regular sporting activities of Badminton, Short Mat Bowls and Light Exercise continue to thrive with numbers increasing and the table tennis club is due to re-start in early 2025. The Craft Club continues to meet four times a month.

The opening of our licensed bar on a twice monthly basis continues to be popular, giving the space and opportunity for families and friends to meet up. We offer an alternative safe place for everyone to get together, we have board games, toys and table tennis for both children and adults. In the Summer months we also make use of the outside space.

Our playground offers additional space for children to play it is open all year round, weather permitting, and offers free access for all. This is inspected for safety on an annual basis by an independent contractor.

We continue to offer our Saturday Café serving light lunches once a month. We freshly prepare and cook, where possible, all meals on the premises, and try to offer a varied menu to include a vegetarian option. The Hall has a 5-star Rating for Hygiene from the local Council.

## **Summary**

In summary, 2024 has been a very successful year at the Hall and we have welcomed many new visitors of all ages and backgrounds.

It should be remembered that the Committee and its team of helpers are ALL volunteers. They give up a huge amount of their spare time to maintain the Hall, ensuring that it is safe and welcoming for everyone and also provide support to the many activities and events we currently enjoy, for this we are extremely grateful.

The Hall has a very bright future with continued support from the residents of Tibenham and its surrounding communities.

**Tracy Lilley**

**Chairman,**

**Tibenham Community Hall Management Committee**

**29 April 2025**

## Tibenham Community Hall Receipts and Payments for Year ended 31 Dec 2024

Receipts		Notes	Unrestricted	Restricted	Total	Total
			Funds 2024	Funds 2024	Funds 2024	Funds 2023
Income from:						
Grants/Donations	<b>1</b>	95	1,592	1,687	4,594	
Charitable Activities:						
Hall Hire	<b>2</b>	13,629	-	13,629	11,793	
Other activities:						
Fundraising Events	<b>3</b>	18,635	-	18,635	16,552	
100 Club	<b>8</b>	3,141	-	3,141	3,020	
Interest			230	-	230	138
Other TV Licence Refund			-	-	-	119
<b>Total receipts</b>					<b>37,322</b>	<b>36,216</b>
<b>Payments</b>						
Fundraising	<b>4</b>	9,681	-	9,681	11,462	
Publicity	<b>5</b>	385	60	445	420	
Maintenance	<b>6</b>	14,028	1,268	15,296	14,087	
Capital Expenditure	<b>7</b>	10,526	-	10,526	23,003	
<b>Total payments</b>					<b>35,948</b>	<b>48,972</b>
<b>Surplus/ (deficit) in the year</b>					<b>1,374</b>	<b>- 12,756</b>
<b>Cash funds brought forward</b>					<b>39,820</b>	<b>52,575</b>
<b>Cash funds carried forward</b>					<b>41,194</b>	<b>39,820</b>

### Notes

1	Income from Grants/Donations	2024	2024	2023	2023
	Tibenham Parish Council	1,592		1,350	
	Misc Donations	75		157	
	Donation - Footpath	-		1,587	
	Day Centre	-		-	
	SNDC - Winter Warmer	20	1,687	1,500	4,594

2	<b>Income from Activities/Events</b>	2024	2024	2023	2023
	Hire of Hall	5,902		5,444	
	Community Badminton	927		344	
	Light Exercise	1,725		1,150	
	"Open Door" Coffee	3,435		3,607	
	Luncheon Club	-		-	
	Table Tennis	-		-	
	Short Mat Bowls	1,127		920	
	Craft and Chat	513	13,629	328	11,793

3	<b>Income from Fundraising</b>	2024	2024	2023	2023
	Café	2,875		2,387	
	Stalls & Book sales	1,187		738	
	Raffle	1,001		845	
	Social Nights	-		4,984	
	Bar at Events	4,778		3,594	
	Bar Socials	4,281		-	
	Musical Shows	-		1,833	
	Lectures/Talks	-		580	
	Live Music	-		470	
	Shows	2,740		-	
	Harvest Supper/Prod	634		376	
	Bingo	744		165	
	Quiz	395	18,635	580	16,552

4	<b>Expenditure</b>				
	<b>Fundraising Activities</b>	2024	2024	2023	2023
	Bar Supplies	3,963		4,676	
	Food&Drink	2,072		1,769	
	Licenses	840		858	
	Professional Fees	816		1,185	
	Raffle Prizes	368		381	
	100 Club Prizes	1,260		1,260	
	Hire	200		671	
	Misc Supplies	162	9,681	662	11,462

5	<b>Expenditure</b>				
	<b>Publicity</b>	2024	2024	2023	2023
	Advertising	120		120	
	Printing	102		242	
	Stationery	223	445	58	420

**6 Expenditure**

Maintenance	2024	2024	2023	2023
Electricity	2,943		1,785	
Fuel / Gas	1,321		1,499	
Insurance	1,218		985	
Cleaning	2,855		2,757	
Gardens	1,277		2,990	
PHS	-		570	
Water	234		203	
Pest Control	-		511	
Broadband	280		544	
Gen Maintenance	5,168	15,296	2,243	14,087

**7 Capital Expenditure**

	2024	2024
Storage Area	5,697	
Stage equip	1,676	
Security Alarm	700	
Incidental Equip	537	
Plinth heaters	1,666	
Fire Exit door	250	10,526

**8 100 Club**

	2024	2024	2023	2023
100 Club Income	3,141		3,020	
100 Club Prizes	1,260	1,881	1,260	1,760

# Tibenham Community Hall

## Statement of assets and liabilities at 31 December 2024

		Restricted Funds 2024	Unrestricted Funds 2024	Total Funds 2024	Total Funds 2023
Cash Funds	100 Club	-	9,730	9,730	12,894
	Current	264	7,202	7,466	18,144
	Well Being	3,458	136	3,594	3,552
	Savings	-	19,077	19,077	5,230
	Cash in hand	-	1,327	1,327	-
	<b>Total cash funds</b>	<b>3,722</b>	<b>37,472</b>	<b>41,194</b>	<b>39,820</b>

Asset retained	Property	369,696	-	369,696	369,696
	Other fixed assets	3,722	37,472	41,194	36,000

Liabilities	IE Fee (including VAT)	-	585	585	560
-------------	------------------------	---	-----	-----	-----

Signed by one trustee on behalf of all trustees

Name: T. WILLEY  
(CHAIR) 

Date 26.8.25.

## Independent Examiner's Report to the Trustees of Tibenham Community Hall

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2024.

### Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or for this report.



Signed:

Joanne Fox BA FCA

**BW Audit Ltd**

Chartered Accountants

Norwich

Date: 26 August 2025

**TIBENHAM COMMUNITY HALL**

England & Wales - Charity number 1064012

---

# Accounts

---

**Tibenham Community Hall**

**Charity Number 1064012**

**Receipts and Payments Accounts**

**Year ended 31 December 2023**

# TIBENHAM COMMUNITY HALL

## TRUSTEES' REPORT 2023

Charity No. 1064012

Pristow Green Lane, Tibenham, NR16 1PX

**This report sets out the Objectives of the Trustees in managing Tibenham Community Hall and describes how we have gone about delivering and meeting these objectives in 2023.**

### Trustees

The Hall is managed by a Board of Trustees. Normally four Trustees are appointed, who also form part of the Hall Management Committee (HMC). As at 31 December 2023, Tracy Lilley, Alan Harris, Lorna Pyke and Julie Lipman were registered as Trustees with the Charity Commission. Additional members of the Committee were Trudy Thomas, Julie Harris and Heather Foster.

The Committee normally meets on a six-weekly cycle, although actual meeting timings vary according to the needs of upcoming events. It is part of our management style that the Committee is a democratic group where everyone's views are respected and taken into account.

No trustee receives remuneration and no trustee expenses were paid.

### Objectives

- To manage Tibenham Community Hall for the use of all inhabitants of Tibenham and the surrounding area without distinction.
- To provide a welcoming environment for people to gather for Socialising, Learning and Well-being.
- To provide a wide range of opportunities for leisure and Well-being for all, through both our own resources and bought in services.
- To provide a venue for Events, Parties, Weddings, Teaching and Conferences and a range of sporting activities.
- To provide a Hub of information relating to Health and Well-being for the use of everyone in the Village and the surrounding area.
- To increase the footfall and demographic of people using and visiting the Hall.
- To maintain the new playground at the Hall to provide a facility for children and adults.
- To widen the age range of people using the Hall, using the Arts as a medium for expanding the range of activities on offer.
- To offer services which allow those who are feeling lonely and isolated to have a safe space to meet and socialise with others from Tibenham and the surrounding villages.
- To offer support and advice on the use of computers, laptops or mobile phones for engaging with digital platforms.
- Provide support and the opportunity to learn and operate lighting and audio systems.

To achieve these Objectives, the Management Committee uses several paths.

### **Regular activities provided by the Hall:**

Note: we believe that all events and activities contribute to the well-being of all users of the Hall.

- Sports – Weekly sessions are provided by the Hall for Badminton, Short Mat Bowls and a Light Exercise Class to help improve fitness, strength and mobility.
- Leisure – Quiz nights, Bingo, Craft Club and other events throughout the year.
- Live Music - engagement of bands and singers to provide musical entertainment from a broad range of genres. Annual Musical shows.
- Saturday Café - a monthly café, which is one of our larger regular events, brings in good numbers of people and provides a wide range of snacks and light lunches, including vegetarian/vegan meal options.
- Open-Door Coffee Morning - This runs weekly as part of our identified well-being activities. It includes a well-established and growing 'Digital Buddies' group which aims to assist people with accessing digital services, as many have limited knowledge or experience of how these services operate.
- Weekly Social Nights - Offering a safe and welcoming social space for both family and friends to meet on a regular basis (introduced in response to the closure of the village's Public House in 2022).
- Annual Events - Events to promote social gathering, including a Produce Show and Harvest Supper, Family Fun Day, Craft Fayres.

### ***Other regular events run by private groups/hirers at the Hall:***

- Camera Club, Stained Glass Class, Line Dancing, Yoga Class, Choir Group and Private Badminton.
- Tibenham WI is well established in the Hall and sometimes assists with Hall events, as well as running its own programme of meetings and events.

It is still the case that community support is vital for many of our residents and those from the surrounding communities. There are very few facilities in our village - no shop, post office, doctors surgery, no bus route and at present no pub - just the Community Hall and the Church (and the latter currently only holds services once a month).

### **Partners**

There continues to be a good working relationship with the Parish Council, who own the land on which the Hall is built. The Parish Council also provides financial support to the Committee for maintaining the grounds and this year supported us with a grant of £500 towards the cost of the new footpath and lighting project. A representative from the Hall Management Committee regularly attends Parish Council meetings. The parish Council also provides a grant each year of £300 to assist with the grounds maintenance costs.

A twice-yearly leaflet "Tibenham Tidings", jointly written by the Hall Trustees and the Parish Council, is circulated to all residents of Tibenham to inform them of what is going on in the village. A member of the Committee also edits the Parish Newsletter covering Tibenham and two adjacent villages. The HMC regularly contributes to the Parish Newsletter to inform people of what is happening at the Hall.

### **Maintenance**

The Facilities Management Officer normally provides an updated report on maintenance to every Committee meeting, ensuring a well-kept and safe environment. This role has been carried out by the Chairman in the absence of a Maintenance Officer, with an independent person carrying out maintenance inspections. A spreadsheet-based maintenance system helps keep everything up-to-date. All services are maintained in line with the relevant legislation and all regular servicing is carried out as required. There is a programme of Capital Maintenance to keep the Hall in good condition.

The Hall currently contracts a cleaner who maintains the cleanliness of the Hall to a very high standard.

The Committee are actively seeking to find a volunteer to take over the full Maintenance Officer role.

### **Finance**

The Treasurer ensures that the Management Committee runs a sound and compliant finance system, while seeking value for money on expenditure. Reports are made to the Committee at every meeting to provide a transparent system that keeps everyone up-to-date. The Treasurer and/or Chair ensure that items that are bought in - Insurance, Electricity, Oil, Gas etc - are price-checked at renewal to ensure value for money.

The Capital Programme spreadsheet is revised annually to reflect works completed and reprioritising future works. This is read in conjunction with the Financial Strategy.

The Committee makes an Annual Report on Finance and an Annual Return on the Charity to the Charity Commission. The accounts are independently checked by an external source when necessary.

At the year end the charity had cash funds of £39,820 along with fixed assets. The charity's policy is to hold reserves sufficient to enable the charity to operate for a period without income, should it be necessary. The year end position enables this.

### **Grants/Donations Received**

The Hall received a grant of £200 from Norfolk County Council (via Tibenham Parish Council) to support its Coronation celebrations.

The Parish Council also contributes £300 annually towards the cost of grass cutting.

As part of the Governments Warm Space scheme, we received a grant of £1500.00 which enabled us to extend our Well-Being sessions through the Winter and provide a light lunch of soup and rolls to our visitors. We also received a private donation to cover the cost of the external lighting to the Car Park and several smaller private donations throughout the year.

## **Challenges**

The Hall is lucky that it has a very motivated Committee at present, but it still relies heavily on a regular team of volunteers to allow us to operate all the services and activities we currently offer. Our main concern is the age of its members and recognises the need to attract younger members to continue the work that we are currently doing. The Committee is always actively seeking for additional help and could possibly do more if we had more active supporters. Attracting new and younger people who are willing to be involved in the running of the Hall is our priority, to safeguard the Hall for future generations.

Economic challenges in 2023 proved difficult - the current economic climate has put pressure on maintaining the Hall with the cost of electricity, oil, gas, food and all general supplies continuing to be unpredictable. We continue to monitor these costs and try to achieve 'best value for money' where possible. Unfortunately, it has been necessary to increase costs for hire of the Hall and charges for some events during 2023, to ensure that these costs are being covered sufficiently.

The Open-Door Coffee Morning, held every Thursday, has grown in popularity throughout the year and continues to provide a welcoming space for those who need support and social contact. However, well-being remains a challenge as the format of NHS and other voluntary sector services constantly changes. Many people have concerns over the growing need to access services via electronic means, rather than face-to-face, and the digital skills of many of our users are often very limited. The Digital Buddies group continues to thrive and with the help of local volunteers, has set up regular sessions, as part of its Drop in Coffee mornings, to assist people with, for example, online banking, NHS appointments or online shopping via their smart phones, laptops and tablets.

The group have recently purchased a range of computers and equipment from it's Well-Being reserves to assist with this programme.

Access to a reliable broadband service has been a challenge for many years. We have recently had installed a Starlink Satellite broadband facility, provided free of charge by Norfolk County Council for 2 years, which has allowed us to offer free internet connection to all users of the Hall. The need for hyperfast full fibre broadband is becoming more and more critical and we continue to campaign to enable this to become a reality for the whole village in the future.

## **Capital Expenditure**

We believe the Hall is on a very sound financial footing and with the benefit of recent Government grants and recent very successful fundraising events we have been able to undertake some major improvement works to further enhance the facilities that we are able to offer.

In September we installed a much-needed footpath and external lighting to make access to the Hall easier for some of our less mobile visitors using trolleys/wheelchairs and also for parents with buggies. Crossing the gravel/grass area at the Hall and also having to negotiate the Highway (no footpaths or lighting) had become a real problem. With the help of local business, volunteers and contractors the new path and lighting was installed, this was partially funded by a private donation.

The need for more storage space, highlighted in last years report, had become ever more pressing in 2023. Although planning permission has been granted for a new extension, it has proved very difficult to obtain the necessary funding to build it in a realistic time frame. A temporary solution was sought with the installation of screens protecting chairs at the rear of the Hall but unfortunately this proved to be far from ideal. An alternative option had to be sought. It was therefore agreed to build a range of storage cupboards at the rear of the Hall to allow for the storage of chairs, tables and some sporting equipment. This has been warmly welcomed by many of our regulars, negating the need for heavy lifting of furniture on a regular basis. As part of this construction, we have also been able to incorporate a new audio/lighting area thus freeing up further space in other areas of the Hall. Although we have slightly reduced the floor space it still allows all our activities and events to take place comfortably.

We have continued to invest in the audio and lighting equipment which supports many of the events we are able to offer, this has also provided us with the facility to be able to offer training in the operation of the equipment to local teenagers. Not only is this supporting their current education but is allowing them to get involved with and actively take part in many of our community events. This will hopefully encourage them to continue to be involved in the future. The new equipment is also available to hire by any of our users giving us an additional income stream.

## **General Statement**

Footfall in 2023 has continued to be high. On average each week over 160 people attend our different groups and activities, with many more attending our one-off events throughout the year. We are a small village with an approximate population of 480 so these attendance figures are very encouraging.

The Committee has been working hard to provide an enhanced programme of events throughout the year, introducing new musical events and lectures which have been extremely well attended and enjoyed by all. We have increased numbers attending our regular Bingo nights and the Quiz nights continue to be popular. The Autumn Produce Show and Harvest Supper were again very well supported.

Summer 2023 saw a fantastic celebration day for King Charles' III Coronation. We were able to live stream the event on our large screen and our volunteers provided a free light lunch for all those attending. A chance for those who may have otherwise been on their own to meet up with friends to watch this momentous occasion together.

The Family Fun Day was once again well attended and enjoyed by all the Community. On the same day we celebrated our 20 years anniversary with photos, memorabilia and a cake!.

Our regular sporting activities of Badminton, Short Mat Bowls and Light Exercise continue to thrive with numbers increasing. We have been able to invest in new equipment for the Light Exercise Class and also purchase a new mat for the Short Mat Bowls group. The Craft Club continues to meet four times a month.

The opening of our licensed bar on a twice monthly basis continues to be popular, giving the space and opportunity for families and friends to meet up following the closure of the village pub. We offer a safe place for everyone to get together and we have board games, toys and table tennis for both children and adults. In the Summer months we also make use of the outside space.

Our playground offers additional space for children to play it is open all year round, weather permitting, and offers free access for all.

We continue to offer our Saturday Café serving light lunches once a month and have recently welcomed 2 new regular volunteers to help in the Kitchen. We freshly prepare and cook, where possible, all meals on the premises, and try to offer a varied menu to include a vegetarian option. The Hall has a 5-star Rating for Hygiene from the local Council.

## **Summary**

In summary, 2023 has been a very successful year at the Hall and we have welcomed many new visitors of all ages and backgrounds. In carrying out our activities we have taken into account the Charity Commission guidance on public benefit.

We have had a few challenging hurdles to overcome this year but believe that the enthusiasm and dedication of both the Committee and its volunteers has allowed us to provide a strong platform for us to further develop and grow in the future. We would like to thank everyone for their continued support.



**Tracy Lilley**

**Chairman,**

**Tibenham Community Hall Management Committee**

**23 April 2024**

# Tibenham Community Hall

## Statement of assets and liabilities at 31 December 2023

		Restricted Funds 2023	Designated Funds 2023	Unrestricted Funds 2023	Total Funds 2023	Total Funds 2022
Cash Funds	100 Club	-	-	12,894	12,894	11,134
	Current	-	-	18,144	18,144	20,361
	Storage	-	5,218	-	5,218	-
	Well Being	3,458	-	94	3,552	5,538
	Savings	-	-	12	12	15,542
	<b>Total cash funds</b>	<b>3,458</b>	<b>5,218</b>	<b>31,144</b>	<b>39,820</b>	<b>52,575</b>

Asset retained	Property	369,696	-	-	369,696	369,696
	Other fixed assets	3,667	5,621	26,712	36,000	12,997

Liabilities	IE Fee (including VAT)	-	-	560	560	535
-------------	------------------------	---	---	-----	-----	-----

Signed by one trustee on behalf of all trustees

Name: T Lilley



Date

26/9/24

# Tibenham Community Hall

## Statement of Financial Activities for Year ended 31 Dec 2023

Receipts		Notes	Unrestricted	Restricted	Total	Total
			Funds	Funds	Funds	Funds
			2023	2023	2023	2022
Income from:						
Grants/Donations	<b>1</b>		3,007	1,587	4,594	8,455
Charitable Activities:						
Hall Hire	<b>2</b>		11,793		11,793	8,375
Other activities:						
Fundraising Events	<b>3</b>		16,552		16,552	18,382
100 Club	<b>8</b>		3,020		3,020	2,565
Interest			138		138	15
Other			119		119	
<b>Total receipts</b>					<b>36,216</b>	<b>37,792</b>
<b>Payments</b>						
Fundraising	<b>4</b>		11,462		11,462	13,565
Publicity	<b>5</b>		420		420	1,107
Maintenance	<b>6</b>		14,087		14,087	8,705
Capital Expenditure	<b>7</b>		19,336	3,667	23,003	12,997
<b>Total payments</b>					<b>48,972</b>	<b>36,374</b>
<b>Surplus/ (deficit) in the year</b>					<b>- 12,756</b>	<b>1,418</b>
<b>Cash funds brought forward</b>					<b>52,575</b>	<b>51,157</b>
<b>Cash funds carried forward</b>					<b>39,820</b>	<b>52,575</b>

### Notes

1	Income from Grants/Donations	2023	2023	2022	2022
	Tibenham Parish Council	1,350		200	
	Misc Donations	157		50	
	Donation - Footpath	1,587			
	Day Centre	-		5,538	
	SNDC - Winter Warmer	1,500	4,594	2,667	8,455

2	<b>Income from Activities/Events</b>	2023	2023	2022	2022
	Hire of Hall	5,444		3,443	
	Community Badminton	344		562	
	Light Exercise	1,150		945	
	"Open Door" Coffee	3,607		2,427	
	Luncheon Club	-		266	
	Table Tennis	-		13	
	Short Mat Bowls	920		456	
	Craft and Chat	328	11,793	263	8,375

3	<b>Income from Fundraising</b>	2023	2023	2022	2022
	Café	2,387		3,791	
	Stalls & Book sales	738		229	
	Raffle	845		1,066	
	Social Nights	4,984			
	Bar at Events	3,594		6,594	
	Event Tickets	-		6,603	
	Musical Shows	1,833			
	Lectures/Talks	580			
	Live Music	470			
	Lunch club	-		99	
	Harvest Supper/Prod	376			
	Bingo	165			
	Quiz	580	16,552		18,382

4	<b>Expenditure</b>				
	<b>Fundraising Activities</b>	2023	2023	2022	2022
	Bar Supplies	4,676		337	
	Food&Drink	1,769		7,121	
	Licenses	858		1,208	
	Professional Fees	1,185		1,526	
	Raffle Prizes	381		224	
	100 Club Prizes	1,260		1,260	
	Performers	-		1,150	
	Travel expenses	-		489	
	Hire	671		-	
	Misc Supplies	662	11,462	250	13,565

5	<b>Expenditure</b>				
	<b>Publicity</b>	2023	2023	2022	2022
	Advertising	120		410	
	Printing	242		612	
	Stationery	58	420	85	1,107

**6 Expenditure**

<b>Maintenance</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>	<b>2022</b>
Electricity	1,785		468	
Fuel / Gas	1,499		1,462	
Insurance	985		924	
Cleaning	2,757		2,259	
Gardens	2,990		695	
PHS	570			
Water	203			
Pest Control	511			
Broadband	544			
Gen Maintenance	2,243	14,087	2,897	8,705

**7 Capital Expenditure**

	<b>2023</b>	<b>2023</b>
Audio/Lighting	9,209	
Computers	2,080	
Footpath	4,609	
Storage	5,621	
	-	
Bowls Mat	1,004	
Misc Expenses	166	
Blackout blinds/film	314	23,003

**8 100 Club**

	<b>2023</b>	<b>2023</b>	<b>2022</b>	<b>2022</b>
100 Club Income	3,020		2,565	
100 Club Prizes	1,260	1,760	1,260	1,305

## Independent Examiner's Report to the Trustees of Tibenham Community Hall

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023.

### Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

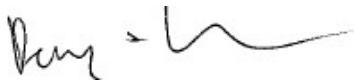
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or for this report.

Signed:



Joanne Fox BA FCA

**BW Audit Ltd**  
Chartered Accountants  
Norwich

Date: 30 September 2024

**TIBENHAM COMMUNITY HALL**

England & Wales - Charity number 1064012

---

# Accounts

---

# TIBENHAM COMMUNITY HALL

## TRUSTEES' REPORT 2022

Charity No. 1064012

Pristow Green Lane, Tibenham, NR16 1PX

This report sets out the Objectives of the Trustees in managing Tibenham Community Hall and describes how we have gone about delivering and meeting these objectives in 2022.

### Trustees

The Hall is a registered charity and is constituted under a Trust Deed and is managed by a Board of Trustees. Normally four Trustees are appointed, who also form part of the Hall Management Committee (HMC). As at 31 December 2022, and the date of approval of the financial statements, Tracy Lilley, Alan Harris, Lorna Pyke and Julie Lipman were registered as Trustees with the Charity Commission. Additional members of the Committee were Trudy Thomas, Julie Harris, Peter Wright, Elizabeth Wright and Heather Foster.

The Committee normally meets on a six-weekly cycle, although actual meeting timings vary according to the needs of upcoming events. It is part of our management style that the Committee is a democratic group where everyone's views are respected and taken into account.

### Objectives

- To manage Tibenham Community Hall for the use of all inhabitants of Tibenham and the surrounding area without distinction.
- To provide a welcoming environment for people to gather for Socialising, Learning and Well-being.
- To provide a wide range of opportunities for leisure and Well-being for all, through both our own resources and bought in services.
- To provide a venue for Events, Parties, Weddings, Teaching and Conferences.
- To provide a Hub of information relating to Health and Well-being for the use of everyone in the Village and the surrounding area.
- To increase the footfall of people using and visiting the Hall.
- To maintain the new playground at the Hall to provide a facility for children and adults.
- To widen the age range of people using the Hall, using the Arts as a medium for expanding the range of activities on offer.
- To offer services which allow those who are feeling lonely and isolated to have a safe space to meet and socialise with others from Tibenham and the surrounding villages.

To achieve these Objectives, the Management Committee uses several paths.

### **Regular activities provided by the Hall:**

Note: we believe that all events and activities contribute to the well-being of all users of the Hall.

- Sports – Weekly sessions are provided by the Hall for Badminton, Short Mat Bowls and a Light Exercise Class to help improve fitness, strength and mobility.
- Leisure – Quiz nights, Bingo, Craft Club and other events throughout the year.
- Musical events - including an annual 'Musicals' show and a special Christmas "Showtime" which have become regular events on the calendar.
- Live Music - Regular engagement of bands and singers to provide musical entertainment from a broad range of genres.
- Saturday Café - a monthly café, which is one of our larger regular events, brings in good numbers of people and provides a wide range of snacks and light lunches, including vegetarian/vegan meal options.
- Open-Door Coffee Morning - This runs weekly as part of our identified well-being activities. It includes a new 'Digital Buddies' group which aims to assist people with accessing digital services, as many have limited knowledge of how these services operate.

- Weekly Social Nights - Offering a safe and welcoming social space for both family and friends to meet on a regular basis (introduced in response to the closure of the village's Public House in 2022).
- Annual Events - Events to promote social gathering, including a Produce Show and Harvest Supper, Family Fun Day, Christmas Fayre and Craft sale.

### ***Other regular events run by private groups/hirers at the Hall:***

- Camera Club, Stained Glass Class, Line Dancing, Yoga Class, Choir Group and Private Badminton.
- Tibenham WI is well established in the Hall and sometimes assists with Hall events, as well as running its own programme of meetings and events.

The Committee operates working sub-groups which deal with the regular Arts events, and a small group deals with fundraising and grant applications.

It has become increasingly clear that, more than ever, community support is vital for many of our residents and those from the surrounding communities. There are few facilities in our village - no shop, no bus route and at present no pub - just the Community Hall and the Church (and the latter currently only holds services once a month).

## **Partners**

There continues to be a good working relationship with the Parish Council, who own the land on which the Hall is built. The Parish Council also provides financial support to the Committee for maintaining the grounds. A representative from the Hall Management Committee regularly attends Parish Council meetings.

A twice-yearly leaflet "Tibenham Tidings", jointly written by the Hall Trust and the Parish Council to inform residents of what is going on in the village, is delivered to every home in the village. A member of the Committee also edits the Parish Magazine covering Tibenham and two adjacent villages. The HMC regularly contributes to the Parish Newsletter to inform people of what is happening at the Hall.

## **Maintenance**

The Facilities Management Officer normally provides an updated report on maintenance to every Committee meeting, ensuring a well-kept and safe environment. This role has been carried out by the Chairman in the absence of a Maintenance Officer, with an independent person carrying out maintenance inspections. A spreadsheet-based maintenance system helps keep everything up-to-date. All services are maintained in line with the relevant legislation and all regular servicing is kept up-to-date.

There is a programme of Capital Maintenance to keep the Hall in good condition. The heating in the main hall was updated in 2022, which has proved more efficient than the previous system. A new water softener was installed in the kitchen.

New portable screens were purchased to enable the screening of chairs at the rear of the main hall, to alleviate the need to lift chairs on and off the stage - this had become a real health and safety issue for many of our users. These screens also offer the facility to display notices and publicity material and can be used to produce smaller, more intimate spaces within the large main hall floor space when needed for events.

A new cleaner was contracted in 2022 and maintains the cleanliness of the Hall to a very high standard.

The Committee are actively seeking to find a volunteer to take over the full Maintenance Officer role.

## **Finance**

The Treasurer ensures that the Management Committee runs a sound and compliant finance system, while seeking value for money on expenditure. Regular reports are made to the

Committee at every meeting to provide a transparent system that keeps everyone up-to-date. The Treasurer ensures that items that are bought in - Insurance, Electricity, Oil, Gas etc - are price-checked at renewal to ensure value for money.

The Capital Programme spreadsheet is revised annually to reflect works completed and reprioritising future works. This is read in conjunction with the Financial Strategy.

The Committee makes an Annual Report on Finance and an Annual Return on the Charity to the Charity Commission.

## **Grants Received**

The Hall received a grant of £200 from the Parish Council to support its Platinum Jubilee celebrations. We also received further Covid Business Grants from South Norfolk District Council. These grants have enabled the Committee to continue to invest in the Hall's infrastructure, to improve the facilities it has to offer.

The Hall was lucky enough to receive a donation of approximately £5,000 from Long Stratton Day Care, when this group sadly had to close. A stipulation was made that the donation should be used in providing activities and events that would improve the well-being of the Hall's users. The HMC keeps a record of how this money is spent, to ensure we are complying with this condition. None has been spent in the year.

## **Challenges**

The Hall is lucky that it has a very strong, vibrant Committee at present, but it still relies heavily on a regular team of volunteers to allow us to operate all the services and activities we currently offer. The Committee is always actively seeking for additional help and could possibly do more if we had more active supporters. Attracting new and younger people who are willing to be involved in the running of the Hall is our priority, in order to safeguard the Hall for future generations.

Economic challenges in 2022 have proved difficult - the current economic climate has put pressure on maintaining the Hall with the cost of electricity, oil, gas, food and all general supplies continuing to rise. We continue to monitor these costs and try to achieve 'best value for money' where possible. However, it may be necessary to increase costs for hire of the Hall and charges for some events during 2023, to ensure that these costs are being covered sufficiently.

Storage in the Hall has been a major issue for many years and the positioning of tables, chairs and sports equipment within the main Hall and the Meeting Room can be a logistical problem, trying to ensure safety for all users of the Hall.

Planning Permission for a new storage extension has recently been approved and the Committee are currently looking at a variety of ways to fund its construction over the next few months.

The Open-Door Coffee Morning, held every Thursday, has grown in popularity throughout the year and continues to provide a welcoming space for those who need support and social contact. However, well-being remains a challenge as the format of NHS and other voluntary sector services constantly changes. Many people have concerns over the growing need to access services via electronic means, rather than face-to-face, and the digital skills of many of our users are often very limited. The Hall has relaunched its Digital Buddies group which, with the help of local volunteers, is hoping to set up 'pop up' sessions to assist people with, for example, online banking, NHS appointments or online shopping via their smart phones, laptops and tablets.

The Hall has identified a need for improved access to the Hall for some of its less-mobile visitors and parents with small children, who currently have to cross a gravel/grass area. The Hall has drawn up proposals for the construction of a new footpath with lighting and are currently fundraising to make this possible. This would minimise the distance users have to walk on the Highway, where there is no designated footpath.

Access to a reliable broadband service has been a challenge for many years and the installation of hyperfast broadband is still awaited. We have recently installed a SIM-based broadband facility at the Hall which has allowed us to offer a limited internet connection for users of the Hall. It has also

enabled the Hall to take payments via a card machine for many of our events, which has proved very popular in this increasingly digital world. The need for hyperfast full fibre broadband is becoming more critical and we hope that this will be available in 2023.

## **General Statement**

Footfall in 2022 has greatly increased on the previous year now that most regular activities have returned to the Hall and are operating normally after the partial shut-down last year. All our regular hirers are now operating again, and we have an additional Yoga Class and Choir Group now both running on a weekly basis.

The Committee have been working hard to provide an enhanced programme of events throughout the year, introducing new musical events which have been extremely well attended and enjoyed by all. We have increased numbers attending our regular Bingo nights and the Quiz nights continue to be popular. The Autumn Produce Show and Harvest Supper were again very well supported.

Summer 2022 saw a fantastic celebration day for the Queen's Platinum Jubilee, with outside music on the grass during the day and dancing in the evening. The Family Fun Day was once again well attended and enjoyed by all the Community. Another new event was a Murder Mystery Evening, which proved extremely popular and brought in many new people from the surrounding areas.

Our regular sporting activities of Badminton, Short Mat Bowls and Light Exercise continue to thrive. We have been able to invest in new equipment for the Light Exercise Class in 2022. The Craft Club continues to meet three times a month, with good numbers attending each session.

The opening of our licensed bar on a weekly basis has proved very popular, giving the space and opportunity for families and friends to meet up following the closure of the village pub. We offer a safe place for everyone to get together and we have board games, toys and table tennis for both children and adults.

The recently refurbished playground also offers additional space for children to play, especially in better weather.

Two members of the Committee have recently passed their Level 2 Hygiene Training and all volunteers working in the Kitchen have had appropriate induction hygiene training. We have been fortunate enough to have a new volunteer join the Committee who has several years' experience in offering vegan/vegetarian food, which has enabled us to broaden the menu at many of our events. The Hall has once again received a 5-star Rating for Hygiene from the local Council.

We have continued to invest in new lighting and audio equipment at the Hall, which has enabled us to provide a wider range of arts-based activities such as musical shows and other live entertainment. We have also been able to provide audio support for many of our regular events, with the use of the microphone and speakers facilitating announcements and allowing music to be played. We will continue to fundraise and apply for grants which will hopefully enable us to purchase the additional equipment that we may require.

## **Summary**

In summary, 2022 has been a very successful year at the Hall and we have welcomed many new visitors of all ages and backgrounds. We intend to try to build on this support going forward and very much believe the Hall is on a firm footing to remain the hub of the village and our surrounding communities for many years to come.



**Tracy Lilley**

**Chairman, Tibenham Community Hall Management Committee**

**17 October 2023**

Receipts and payments account for the year ended 31 Dec 2022

	Notes	Restricted Funds 2022 £	Unrestricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<b>Receipts</b>					
Grants received:					
Tibenham Parish		-	200	200	300
Carer's Voice (2020)		-	-	-	308
Day Centre		5,538	-	5,538	-
South Norfolk DC		-	2,667	2,667	16,658
Donations received		-	50	50	-
Charitable Activities:					
Hire of Hall	1	-	8,375	8,375	4,065
Other activities:					
Fundraising Events	2	-	18,382	18,382	4,602
100 Club		-	2,565	2,565	3,029
Other income:					
Interest received		-	15	15	-
Interest					
<b>Total receipts</b>		5,538	32,254	37,792	28,962

	Notes	Restricted Funds 2022 £	Unrestricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<b>Payments</b>					
Printing			612	612	178
Advertising			410	410	81
Stationery			85	85	78
100 Club			1,260	1,260	345
Raffle Prizes			224	224	57
Food & drink			7,121	7,121	1,430
Play Equipment			-	-	399
Supplies			337	337	1,225
Licenses			1,208	1,208	200
Performers			1,150	1,150	-
Professional			1,526	1,526	230
Misc.			250	250	227
Travel Exp			489	489	-
Overheads	3		8,705	8,705	8,308
Capital			12,997	12,997	-
<b>Total payments</b>		-	36,374	36,374	12,758

<b>Surplus in the year</b>		5,538	- 4,120	1,418	16,204
----------------------------	--	-------	---------	-------	--------

Cash funds brought forward 51,157 34,953

<b>Cash funds carried forward</b>				52,575	51,157
-----------------------------------	--	--	--	--------	--------

Notes

1 Income from charitable activities

	2022	2022	2021	2021
Hire of Hall	3,443		1,070	
Badm'ton	562		374	
Lt Ex	945		867	
WellBeing			1,195	
*Open Door* coffee	2,427			
Craft & chat	263			
Short Mat	456		187	
Luncheon club	266			
Table Tennis	13	£8,375	372	4,065

2 Income from fundraising

	2022	2022	2021	2021
Café	3,791		1,501	
Stalls	229		143	
Bar	6,594		796	
Raffle	1,066		832	
Lunch Club	99		519	
Event Tickets	6,603	18,382	811	4,602

3 Expenditure on overheads

	2022	2022	2021	2021
Electricity	468		1,205	
Fuel / Gas	1,462		321	
Insurance	924		894	
Payroll	-		1,148	
Cleaning	2,259		136	
Gardens	695		1,046	
Maintenance	2,897	8,705	3,558	£8,308

Statement of assets and liabilities at the end of the period

Restricted Funds 2022 £	Unrestricted Funds 2022 £	Total Funds 2022 £
----------------------------------	------------------------------------	-----------------------------

Cash funds	Current account	5,538	20,361	25,899
	100 account	-	11,134	11,134
	Savings account	-	15,542	15,542
	cash	-	-	-
<b>Total cash funds</b>		<b>5,538</b>	<b>47,037</b>	<b>52,575</b>

Asset retained	Property	369,696	12,997	382,693
----------------	----------	---------	--------	---------

Liabilities	IE fee (including VAT)	-	535	535
-------------	------------------------	---	-----	-----

Signed by one  
trustees on behalf  
of all the trustees



Name T. LILLEY (CHAIR)

Date 17.10.23

## Independent Examiner's Report to the Trustees of Tibenham Community Hall

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2022.

### Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or for this report.



Signed:

Joanne Fox BA FCA

**BW Audit Ltd**  
Chartered Accountants  
Norwich

Date: 17 October 2023

**TIBENHAM COMMUNITY HALL**

England & Wales - Charity number 1064012

---

# Accounts

---

# TIBENHAM COMMUNITY HALL

## TRUSTEES REPORT 2021

Charity No. 1064012

Pristow Green Lane, Tibenham, NR16 1PX

This report sets out the Objectives of the Trustees in managing this Hall, and how we have gone about delivering these objectives in 2021, and reports on how we have met these objectives.

**Trustees:** The Hall is a registered charity and is constituted under a Trust Deed and is managed by a board of Trustees, normally 4 Trustees are appointed who form part of the Hall Management Committee (HMC). In the current year D Timson, A Harris, L Pyke, J Woodcock, J Harris, L Williams, T Thomas, J Lipman, T Lilley and M Lilley all acted as Trustees. The Committee meets normally on a 6-weekly cycle, although actual meeting timings vary according to the needs of upcoming events. It is part of our management style that the committee is a democratic group and everyone's views are respected and taken into account.

### **Objectives:**

1. To manage Tibenham Community Hall for the use of all inhabitants of Tibenham and around without distinction.
2. To provide a welcoming environment for people to gather for Socialising, Learning and Well Being
3. To provide a wide range of opportunities for leisure and Well-Being for all, through both our own resources and bought in services
4. To provide a venue for Events, Parties, Weddings, Teaching and Conferences
5. To provide a Hub of information relating to Health and Well-being for the use of everyone in the Village and around.
6. To increase the footfall of people in the Hall
7. To expand the new playground at the hall to provide a facility for Children and Adults
8. To widen the age range of people using the Hall using the Arts as a medium for expanding the range and age of activities

To achieve the Objectives the Management has a number of paths to achieve the objectives

Regular Activities provided by the Hall: Note we believe that all events and activities contribute to the well-being of everyone.

- Sports – Weekly sessions provided by the Hall for Badminton, short mat bowls, Table Tennis and a light exercise class to help improve fitness, strength and mobility,
- Leisure – Quiz nights, Bingo, Craft Club, and other events throughout the year

- Musical events with a special Christmas “Showtime” which should become a regular event on the calendar.
- A monthly Lunch Club for older people
- A monthly Saturday Café which is one of our larger regular events bring in good numbers of people
- A weekly “Drop in Café” as part of our identified Well Being activities.
- Annual events for social gathering, Produce Show and Harvest Supper, Family fun day, Christmas Fayre and Craft sale, a Christmas musical Celebration

Other regular events not supplied by the Hall:

- Camera Club, Stained glass group, Line Dancing, and private badminton
- Tibenham WI is well established in the Hall, and sometimes assists with events, as well as running its own programme of meetings and events.
- A new booking from a Group supporting Disabled people has booked a monthly event for 2022.

A new “Arts Sub Committee” which reports into the Management Committee has been set up to develop the Arts as a means of providing a more varied programme of events using music and performance. This culminated in “Showtime” a Christmas musical spectacular which has brought in new faces.

What has emerged from the Pandemic is more support for the Hall which is now more able to contribute to Community resilience. There are few facilities in the village, no shop, no bus route, just the Community Hall, The Church, the Public House potentially soon to close. There is a sense of isolation that needs to be addressed, a further challenge for the future.

Partners: There continues to be a good working relationship with the Parish Council who own the land on which the hall is built. The Parish Council also provides financial support to the Committee to maintain the grounds and agreed for the Hall Committee to install the new playground on the site.

A twice-yearly leaflet “Tibenham Tidings” is jointly written by the Hall Trust and the Parish Council to inform residents of what is going on in the village and is delivered to every home in the village. A member of the Committee also edits the Parish Magazine covering Tibenham and two adjacent villages.

**Maintenance:** The facilities Management Officers normally provide an updated report on maintenance to every Committee meeting, ensuring a well-kept and safe environment. This role has been carried out by the Chairman to cover the vacancy in the absence of a Maintenance officer, with an independent person the Vice Chairman carrying out maintenance inspections. There is a spreadsheet-based maintenance system to keep everything up to date and ensure we are keeping up with legislation. All services are maintained in line with the relevant legislation and all regular servicing is kept up to date. There is a programme of Capital Maintenance to keep the Hall in good condition. In 2020 there had been research to look at updating the Hall heating system, which will result in an upgrade in 2022.

The Committee employed a new Cleaner in 2021, but she left in mid 2021, and the cleaning has been done by volunteers to keep everywhere clean. A new cleaner has now been employed.

A new maintenance officer has been appointed after joining the Committee late in 2021 and is gradually taking over the role.

**Finance:** The Treasurer ensures that the Management Committee runs a sound and compliant finance system, while seeking value for money on expenditure. Financial Rules on expenditure were updated in 2018 and 2019 to reflect on value for money. Regular reports are made to the Committee at every meeting to provide a transparent system that keeps everyone up to date. The Treasurer ensures that items that are bought in, Insurance, Electricity, Oil, Gas etc, are price checked when renewal as required to ensure value for money.

The introduction of new and regular activities in 2019 have contributed to financial security and allowed continuation of the Capital maintenance programme started in 2013.

The Capital programme spreadsheet is revised annually to reflect works completed and reprioritising future works. This is read in conjunction with the Financial Strategy.

The Committee make an Annual report on Finance and an Annual Return on the Charity to the Charity Commission. During the current pandemic the Hall has been supported by Government Business Grants replacing the income lost during the closure, enabling more investment in Capital items. The Hall has been retaining reserves to enable an ongoing series of capital projects / improvements that it needs to undertake.

**Grants Received:** The Hall received a grant of £300 from Carers Matter Norfolk towards events and support for Carers, and Business Grants from the Government issued through South Norfolk District Council.

**Challenges:** Like many organisations in the Voluntary Sector the Committee still has vacancies for members. The Committee relies heavily on friends of the hall to support the running of events. We could do more at the hall if we had more active supporters. We have worked to increase numbers of people using the hall but footfall has been minimal during the first half of 2021 due to the Covid Pandemic.

The publicity role has been addressed by appointing three members of the Committee to lead on Publicity and generate new publicity outlets. They have been working with volunteers to put events on Social Media in 2021 and regular publicity is ongoing including Facebook, Next Door a more local based web site, and Tibenham Connected a village Facebook page, and a Tibenham Hall page on Facebook.

This has required us to look how we reorganise the workload and bring in more volunteers to take on some of the work.

Following the AGM held in August 2021 four new Committee Members stepped forward and commenced working with us in Autumn 2021, helping spread the load.

The Well Being “Drop in Café” normally held on Thursdays opened again in August providing a safe socially distanced social space for those who wanted to come. This continues to provide a welcoming space for those who need support and social

contact. But well being remains a challenge as the format of NHS and other voluntary sector services constantly changes.

**General Statement:** Footfall in 2021 has been below normal years because of the closure forced by the Pandemic, but with the Autumn programme of events able to restart, things have improved significantly as has income from events.

The Craft Club continued with meetings when it could and has a good regular group of people.

The Light Exercise class to improve fitness and mobility was started in 2018 with a grant from South Norfolk District Council, and is continuing to thrive with 12-15 people attending regularly after we were able to reopen safely.

To provide inclusivity the Committee has endeavoured to keep prices as low as possible in order not to price people out of using the Hall. As we are living in a rural environment this is seen as a priority. In 2021 we reconsidered some small price increases to keep pace with rising prices but maintaining our ethos to be accessible.

The whole village including the Community Hall was looking forward to having Superfast Broadband in 2022. The project has slipped due to the pandemic and is further delayed. Other options for this are opening up.

We have to consider 2021 a survival year in maintenance terms, footfall and financial stability, and there is always more that can be done. There is a desire to do more, developing the stage for performing Arts has started, but the need for additional storage and internal heating improvements has recommenced. The Hall has built on its reputation for being a welcoming and friendly environment evidenced by the many people from surrounding villages who attend events and regular sessions.

We need to maintain hope for the future with many of our existing customers returning this year with the new normal circumstances and supporting the Autumn programme of events in good numbers and we are confident that we can adapt to be able to welcome others to join us at the hall.

David Timson (Chairman) Tibenham Community Hall Management Committee

25/03/2022

Receipts and payments account for the year ended 31 Dec 2021

	Notes	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>Receipts</b>					
Grants received:					
Tibenham Parish		-	300	300	-
Carer's Voice (2020)		-	308	308	-
Norfolk CC		-	-	-	200
South Norfolk DC			16,658	16,658	20,107
Donations received		-	-	-	5,000
Charitable Activities:					
Hire of Hall	<b>1</b>	-	4,065	4,065	2,659
Other activities:					
Fundraising Events	<b>2</b>	-	4,602	4,602	851
100 Club		-	3,029	3,029	3,147
Other income:					
CJRS received		-	-	-	455
Interest					23
<b>Total receipts</b>		-	28,962	28,962	32,442

	Notes	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>Payments</b>					
Printing			178	178	297
Advertising			81	81	105
Stationery			78	78	114
100 Club			345	345	774
Raffle Prizes			57	57	18
Food			1,430	1,430	326
Play Equipment			399	399	20,000
Supplies			1,225	1,225	184
Licenses			200	200	200
Speakers etc			-	-	235
Professional			230	230	1,308
Misc.			227	227	-
Travel Exp			-	-	13
Overheads	<b>3</b>		8,308	8,308	7,491
<b>Total payments</b>		-	12,758	12,758	31,065

<b>Surplus in the year</b>		-	16,204	16,204	1,377
----------------------------	--	---	--------	--------	-------

Cash funds brought forward 34,953 33,576

<b>Cash funds carried forward</b>				51,157	34,953
-----------------------------------	--	--	--	--------	--------

Notes

1 Income from charitable activities

	2021	2021	2020	2020
Hire of Hall	1,070		1,374	
Badm'ton	374		292	
Lt Ex	867		200	
WellBeing	1,195		605	
Short Mat	187		188	
Table Tennis	372	£4,065	-	£2,659

2 Income from fundraising

	2021	2021	2020	2020
Café	1,501		420	
Stalls	143		12	
Bar	796		-	
Raffle	832		244	
Lunch Club	519		175	
Event Tickets	811	£4,602	-	851

3 Expenditure on overheads

	2021	2021	2020	2020
Electricity	1205.00		1327.00	
Fuel / Gas	321.00		479.00	
Insurance	894.00		884.00	
Payroll	1148.00		1518.00	
Cleaning	136.00		558.00	
Gardens	1046.00		960.00	
Maintenance	3558.00	£8,308	1765.00	£7,491

Statement of assets and liabilities at the end of the period

Restricted Funds 2021 £	Unrestricted Funds 2021 £
----------------------------------	------------------------------------

Cash funds	Current account	-	2,274
	100 account	-	33,222
	Savings account	-	15,526
	cash	-	135
<b>Total cash funds</b>		-	<b>51,157</b>

Asset retained	Property	369,696	
----------------	----------	---------	--

Liabilities	IE fee (including VAT)		510
-------------	------------------------	--	-----

Signed by one  
trustees on behalf  
of all the trustees



Name T. LILLEY

Date 2.3.23.

## Independent Examiner's Report to the Trustees of Tibenham Community Hall

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021.

### Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

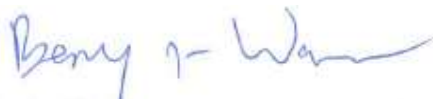
### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or for this report.



Signed:

Joanne Fox BA FCA

**Berry & Warren Ltd**  
Chartered Accountants  
Norwich

Date: 2 March 2023