

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

		Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Receipts	Notes				
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	1	-	4,065	4,065	2,659
Other activities:					
Fundraising Events	2	-	4,602	4,602	851
100 Club		-	3,029	3,029	3,147
Other income:					
CJRS received		-	-	-	455
Interest				-	23
Total receipts		-	28,962	28,962	32,442

Payments	Notes				
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	3		8,308	8,308	7,491
Total payments		-	12,758	12,758	31,065

Surplus in the year		-	16,204	16,204	1,377
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Cash funds brought forward 34,953 33,576

Cash funds carried forward				51,157	34,953
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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 £
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Cash funds	Current account	-	2,274
	100 account	-	33,222
	Savings account	-	15,526
	cash	-	135
	Total cash funds	-	51,157

Asset retained	Property	369,696	
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Liabilities	IE fee (including VAT)		510
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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.

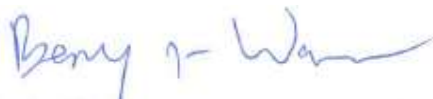
Independent examiner's statement

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