

# **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

		Restricted Funds 2022 £	Unrestricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<b>Receipts</b>	Notes				
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

<b>Payments</b>	Notes				
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
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Cash funds brought forward 51,157 34,953

<b>Cash funds carried forward</b>				52,575	51,157
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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 £
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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
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Liabilities	IE fee (including VAT)	-	535	535
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Signed by one  
trustees on behalf  
of all the trustees



Name **T. LINLEY (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