

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,

Tibbenham 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
	Total cash funds	3,458	5,218	31,144	39,820	52,575

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

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	Income from Activities/Events	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	Income from Fundraising	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	Expenditure				
	Fundraising Activities	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	Expenditure				
	Publicity	2023	2023	2022	2022
	Advertising	120		410	
	Printing	242		612	
	Stationery	58	420	85	1,107

6 Expenditure

Maintenance	2023	2023	2022	2022
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

	2023	2023
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

	2023	2023	2022	2022
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

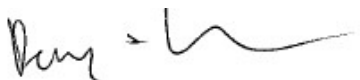
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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