



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

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	Income from Activities/Events	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	Income from Fundraising	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	Expenditure				
	Fundraising Activities	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	Expenditure				
	Publicity	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	-
	Total cash funds	3,722	37,472	41,194	39,820

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
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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