

# 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.**

### 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 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.

### 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, 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 to all residents of Tibenham to inform them of what is going on in the village.

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 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 auditors.

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 we recognise 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 it's 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 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 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 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 recently 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 to go 'live' in early 2025.

## **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 a new table tennis club is due to 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.

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 give their 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***