

Tunstall Community Hall report 2023/2024

Trustees:

Steve Smith - Acting Chairman

Carol Bloomfield - Acting Treasurer / Booking Administrator / Secretary

Karol Silovsky - TPC Representative

Mandy Suskins – Trustee - Safety and maintenance checks / cleaning

Following resignations of five out of the nine Trustees at the AGM in May 2023, we have been running with limited numbers, now having just four Trustees.

Whilst this was certainly not ideal at the time, it actually gave us the opportunity to properly look at the way things were run, the systems in place and for us to streamline practices and bring them up to date.

Community Hall:

The first change was to implement an online calendar that clearly showed all regular club and private hire use at the Hall, giving visibility to not only members of the public but also to all Trustees.

We also gave all Trustees access to the Community Hall email so that everyone could monitor and check activity.

We then looked at the way regular clubs were managed and invoiced.

All Clubs using the hall are now invoiced monthly in advance and pay by bank transfer, instead of being invoiced in arrears of use and being allowed to pay by cash or cheque.

Private individual Hirers all book via email and complete a booking form on email and are asked to pay by bank transfer at time of completing, as opposed to being sent paper booking forms by post, being invoiced for a deposit first and then again invoiced for the balance.

MUGA:

We have updated the way people use and pay for the facility.

Individual Tunstall residents do not pay to use the MUGA but need to book online via the website to use it.

The process has been updated to ensure that all users now book online in advance of use and are then sent the entry code on their confirmation email, which is an automatic reply.

Non Tunstall residents and regular clubs now book and pay for use by bank transfer at time of booking, this means we no longer have to spend time invoicing users after use and banking cash payments.

Updating these processes means we have saved a huge amount of admin time and by removing all cash payments, we have ensured complete transparency and ease of accounting.

Activities:

Bookings for both the Hall and the MUGA remain consistent with regular clubs including, Acorn Dog Club, Deben Archery, Tai Chi and The Bowls club using the hall along with private hire users and both Netball and Football Clubs using the MUGA each week.

TCH are holding a fund raising Quiz Night on the 8th June.

Maintenance work carried out:

The small meeting room has been completely cleared, redecorated and carpeted, with a new meeting table and chairs purchased. Window blinds are also on order to finish the room.

The reception and rear corridors have been repainted along with the toilet areas.

Carpet tiles have been purchased and will be fitted later in the year to the rear corridor area.

Paintwork and plaster repairs have been completed around the window reveals in the main hall.

The gas heaters have been serviced and essential repairs carried out.

Pat Testing completed on appliances as well as fire extinguisher maintenance.

The high level roof guttering has been repaired.

Minor repairs to the MUGA surface are due to take place in June.

Trees and shrubs cut back and tied up.

TPC have arranged for the fence at the rear of the children's playground to be replaced and we now await the construction of the shelter.

TPC are continuing with minor repairs and fund raising for replacement play equipment.

The Trustees have expressed a desire to be more involved with decisions in this respect, particularly as the playground falls within their lease responsibilities.

Administration:

The Trustees hold regular meetings and liaise with TPC via their representative.

Finances:

Finances remain at an acceptable level and in the last accounting period, there was sufficient surplus funds for us to reinvest and pay for the various repairs and Improvements, listed above.

The forward budget is reviewed on a regular basis but we do not plan on any major works this year.

We have also changed the way our accounts are logged and have brought them in line with the layouts used at the Parish Council. The accounts are made up at six months and again at our Year end.

Marketing of the hall and it's facilities continues as well as requesting for volunteers to assist in running the Hall, which seems to be our biggest challenge.