

# HARKSTEAD VILLAGE HALL (CIO)

England & Wales · Charity number 1157106

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2014-05-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Harkstead Village Hall  
Church Lane  
Harkstead  
Ipswich  
IP9 1DG

**Phone** 07786800867

**Email** [harksteadvillagehall@gmail.com](mailto:harksteadvillagehall@gmail.com)

**Website** <https://www.harkstead.onesuffolk.net/organisations/village-hall-committee>

## Activities

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**Objects:** THE OBJECT OF THE CIO IS THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR USE BY THE INHABITANTS OF THE AREA OF BENEFIT (PARISH OF HARKSTEAD) WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR:(A) MEETINGS, LECTURES AND CLASSES AND(B) OTHER FORMS OF RECREATION AND LEISURE-TIME ACTIVITIES,WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE INHABITANTS.

**Activities:** Provision and Maintenance of Village Hall for use by the inhabitants of the area of benefit.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport, Recreation, Other Charitable Purposes
- **Who:** Other Defined Groups

## Geography

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- Suffolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£9,187	£18,179	-	-
2024-03-31	£10,557	£6,858	-	-
2023-03-31	£10,928	£6,972	-	-
2022-03-31	£4,853	£5,972	-	-
2021-03-31	£22,926	£4,715	-	-

## Trustees

Name	Role	Appointed
Anthony Raymond Cotton		2024-09-10
Antonia Jane Agnew		2021-04-21
Cathy Crouch		2016-05-09
Mary Joy Stodart		2025-04-01
Michael John Fry		2019-06-17

**HARKSTEAD VILLAGE HALL (CIO)**

England & Wales - Charity number 1157106

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# Accounts

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## Annual report of Harkstead Village Hall CIO - 2025

Over the past year, the number of Village Hall trustees has slightly increased to 7, with the recruitment of two new trustees – Tony Cotton and Joy Stodart.

We did lose Sally Wilden, however, due to health issues, but thank her for all her loyal support and help over many years, particularly in her role as our point of contact with the theatre companies that continue to come to Harkstead.

At present we do not have a Chairperson but, as permitted by our constitution, we always have someone who offers to chair the meeting.

Our finances are still expertly managed by our Treasurer, Mike Fry, while I (despite my best efforts) am still Secretary. Sarah Donnison manages the website and the Village Hall bookings with great efficiency. A whole host of other tasks are also undertaken by all the trustees in order to keep the Hall and its grounds in a well-maintained state.

We have just appointed a new cleaner (Mark) to replace Kim, who is now too busy with her other jobs; he has already got off to a flying start, and given the entire Hall a really thorough clean.

Our Finances are in good shape, (though Mike Fry will give you much fuller details) despite some major expenditure over the last year, in particular the replacement of the three aging Velux roof-lights and the installation of a new, more efficient and reliable heating system.

The total redecoration of the Hall is also about to commence, and the purchase of a new storage shed is imminent.

Bookings continue to be steady, both from regular hirers of the Hall, and for one-off events.

The now well-established Pop-up-Pub run jointly by representatives from the Parish Council, Harkstead Church Heritage and the Village Hall have, so far, been a very great success.

We feel that this really shows what an important asset our Village Hall is for everyone in the village, particularly in one so short of alternatives, and now that the pub is shut, possibly for good.

This makes the Hall's continued improvements a necessity, not a luxury, if we are to successfully compete for bookings.

The Monthly Market has, sadly, ceased to operate, at least on a regular basis. Without any food stalls (other than Kim's delicious cakes) it was no longer a draw for our previously loyal customers who came from all over the peninsula.

Over the past year, we have continued to suffer from some low-level, but none-the-less highly irritating, unauthorised activities both within the Hall, and in the grounds, ~~some of which probably amounts to criminal damage~~. As a response to this, Tony Cotton researched, and then installed, a CCTV camera system to monitor the situation. We are at present assessing its effectiveness, and whether a second camera may be necessary.

Finally, I can report that the Village Hall's Constitution was successfully updated in October last year, in accordance with the Charity Commissions latest model version. We feel that it is now easier to read, and has removed a few previous inconsistencies; in substance it remains largely the same as earlier versions.

Also, and importantly, Joy Stodart, with the help of Mark Sanderson from Community Action Suffolk, has redone our occupancy calculations for the Hall. The booking form will shortly be amended in accordance with any (minor) changes that now apply so that all hirers will be aware of these.



Charity Name Harkstead Village Hall (CIO)	No (if any) 1157106
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## Receipts and payments accounts

For the period from	Period start date 01-Apr-24	To	Period end date 31-Mar-25
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hire of Hall and Equipment	7,428	-	-	7,428	6,405
Farmers' Market + Farmers' Market Raffle	-	-	-	-	990
Auction	-	-	-	-	-
Events	618	-	-	618	-
Income from Solar Pannels	171	-	-	171	2,476
Refreshments	34	-	-	34	324
COIF Charities Deposit Fund	387	-	-	387	362
Donations & Gifts	550	-	-	550	-
Government Grant In	250	-	-	250	-
<b>Sub total (Gross income for AR)</b>	<b>9,437</b>	<b>-</b>	<b>-</b>	<b>9,437</b>	<b>10,557</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>9,437</b>	<b>-</b>	<b>-</b>	<b>9,437</b>	<b>10,557</b>
<b>A3 Payments</b>					
Light and Heating	3,058	-	-	3,058	3,533
Repairs and Maintenance (inc. cleaning & gardening)	12,208	-	-	12,208	1,072
Cleaning	964	-	-	964	422
Insurance	881	-	-	881	856
Water and Sewage	528	-	-	528	598
Rates	46	-	-	46	44
Licences	91	-	-	91	100
Events	-	-	-	-	-
Broadband	382	-	-	382	128
Sundry Expenses	21	-	-	21	10
Government Grant out	250	-	-	250	-
Donations & Gifts	-	-	-	-	-
Capital Expenditure	-	-	-	-	97
<b>Sub total</b>	<b>18,429</b>	<b>-</b>	<b>-</b>	<b>18,429</b>	<b>6,858</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Tables	-	-	-	-	-
COIF Charities Ethical Investment Fund	-	-	-	-	-
Solar Pannels	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>18,429</b>	<b>-</b>	<b>-</b>	<b>18,429</b>	<b>6,858</b>
<b>Net of receipts/(payments)</b>	<b>- 8,992</b>	<b>-</b>	<b>-</b>	<b>- 8,992</b>	<b>3,699</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>19,757</b>	<b>-</b>	<b>-</b>	<b>19,757</b>	<b>16,058</b>
<b>Cash funds this year end</b>	<b>10,764.76</b>	<b>-</b>	<b>-</b>	<b>10,765</b>	<b>19,757</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash	226	-	-
	Barclays Current Account	2,346	-	-
	COIF	8,193	-	-
	<b>Total cash funds</b>	<b>10,764.76</b>	<b>-</b>	<b>-</b>
	<small>(agree balances with receipts and payments account(s))</small>	OK	OK	OK

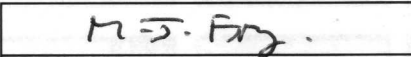
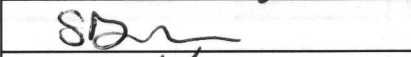

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	COIF Charities Ethical Investment Fund	Unrestricted	24,000	52,687
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
Hon. Treasurer		MICHAEL FRY	25/5/25
Chairman		SARAH DONNISON	01/07/25
Independent Examiner		JEREMY BUITENHUIS	20/5/2025

**HARKSTEAD VILLAGE HALL (CIO)**

England & Wales - Charity number 1157106

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# Accounts

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## Chairmans Report 2023/24

### Usage:

The Trustees are pleased that the hall is hired for many activities each week. Hires for a typical week are Yoga, Japanese Fencing, Carpet Bowls, Mature Circuits, and Dance lessons.

Social Sew and So's continues on a monthly basis. As does the Harkstead Market. As of February 2024, the Hall Trustees no longer run the Market. It is now a private hire, so to speak. We are very grateful to Kim for taking this on and we wish her success in this venture.

Many Birthdays celebrations were held here during 2023/24. With many emails indicating that it saved them having to tidy the house to accommodate a party - and then cleaning/ tidying afterwards too! Common Ground utilised the hall and Eastern Angles were in last week (5 April).

With the pub still closed - Harkstead Church Heritage has taken on Quiz nights etc here. Which has helped them raise funds too. A monthly book club has continued.

### Repairs:

Various repairs have taken place over the course of the year. It is fair to say, that due to perseverance, these have happened. Getting trades people to turn up to quote - is difficult. Common themes are that it's too far out of the way, or the job is too small for it to be worth their while. And, if they do quote, they don't seem to quote for the work WE want them to do, only what THEY want to do - frustrating and difficult in equal measures. The Grapevine recently carried the latest updates regarding the Velux leak: Following a (second) visit on Friday 16 February, from a Velux-registered installer (having erected a scaffolding tower and brought a replacement window to site) we have been advised:

*"[I was] unable to replace the Velux window as the solar panels are fitted too close, meaning that the tiles cannot be removed"* but we are pleased to report that adjustments were made to the flashing, which we hope will stop or minimise the current leak.

However, it remains that the Velux skylight needs replacing and so this is our intention but it is going to be a larger job than first envisaged. We (the Village Hall Trustees) will now review options.

Any internal remedial works/redecoration will follow completion of the skylight works.

Quotes have been sought with numerous declining to quote due to the solar panel concerns, ie there are not many tradesman prepared to remove the panels and refit them due to the liability of them not working when placed back up. Given the solar panels currently provide 28% of the income - The Trustees are concerned too if they don't work when they are refitted.

### Finances:

Without stealing the thunder of our Treasurer, the hall costs approx £7k to run per year. Income from hire is approx £6k. Thankfully the solar panels bring in approx £2k. As you can see, there is about £1k per year 'surplus'.

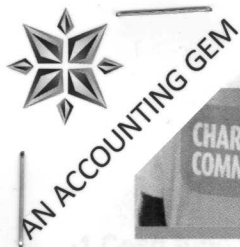
I'd describe the funds as stable/treading water - however, with the volume of repairs and enhancements we are preparing for, the funds will be drained very quickly. The Trustees are considering the future and other revenue streams.

Reality check:

Harkstead is not a growing community. It has disproportionately fewer residents in the working age range and a higher percentage of older people. The majority of those in work do not work nearby. Social and economic changes have resulted in the Village Hall being the 'hub' of activity, to it being 'there'. A recent survey (November 2023) undertaken by the Parish Council and residents were invited to feedback their priorities for the parish over the coming years. Residents were offered 13 local topics and were invited to list their top 5. They were also invited to add their own suggestions. From around 123 households, there were 26 responses (21.14% return). One return to the Parish Council - the Hall was mentioned. The Parish Council advises that the return suggested 'A hope that more people would get involved.' As returns were anonymous, further insight cannot be gleaned. The Trustees agree with and appreciate the 'hope', however, village life post the COVID pandemic, is not as it was and it is noted that there is no real effort made by any age group to turn back the clock and make the Hall the 'hub', just an expectation that someone will do it for them.

I thank my fellow Trustees for their support this year.

Sarah Donnison  
Chairman (2023-24)



Charity Name Harkstead Village Hall (CIO)	No (if any) 1157106
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## Receipts and payments accounts

For the period from	Period start date 01-Apr-23	To	Period end date 31-Mar-24
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hire of Hall and Equipment	6,405	-	-	6,405	6,651
Farmers' Market + Farmers' Market Raffle	990	-	-	990	855
Auction	-	-	-	-	-
Events	-	-	-	-	549
Income from Solar Pannels	2,476	-	-	2,476	2,400
Refreshments	324	-	-	324	294
COIF Charities Deposit Fund	362	-	-	362	130
Donations & Gifts	-	-	-	-	50
Government Grant	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,557</b>	<b>-</b>	<b>-</b>	<b>10,557</b>	<b>10,928</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,557</b>	<b>-</b>	<b>-</b>	<b>10,557</b>	<b>10,928</b>
<b>A3 Payments</b>					
Light and Heating	3,533	-	-	3,533	2,233
Repairs and Maintenance (inc. cleaning & gardening)	1,072	-	-	1,072	2,339
Wages	422	-	-	422	683
Insurance	856	-	-	856	813
Water and Sewage	598	-	-	598	533
Rates	44	-	-	44	82
Licences	100	-	-	100	271
Events	-	-	-	-	-
Broadband	128	-	-	128	-
Sundry Expenses	10	-	-	10	18
Donations & Gifts	-	-	-	-	-
Capital Expenditure	97	-	-	97	-
<b>Sub total</b>	<b>6,858</b>	<b>-</b>	<b>-</b>	<b>6,858</b>	<b>6,972</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Tables	-	-	-	-	-
COIF Charities Ethical Investment Fund	-	-	-	-	-
Solar Pannels	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,858</b>	<b>-</b>	<b>-</b>	<b>6,858</b>	<b>6,972</b>
<b>Net of receipts/(payments)</b>	<b>3,698</b>	<b>-</b>	<b>-</b>	<b>3,698</b>	<b>3,956</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>16,058</b>	<b>-</b>	<b>-</b>	<b>16,058</b>	<b>12,102</b>
<b>Cash funds this year end</b>	<b>19,756.53</b>	<b>-</b>	<b>-</b>	<b>19,757</b>	<b>16,058</b>

# Statement of assets and liabilities at the end of the period

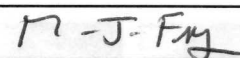

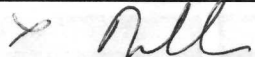
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash	436	-	-
	Barclays Current Account	11,515	-	-
	COIF	7,806	-	-
	<b>Total cash funds</b>	<b>19,756.56</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	COIF Charities Ethical Investment Fund	Unrestricted	24,000	53,475
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
Hon. Treasurer		MICHAEL FRY	3/10/24
Chairman		S DONNISON	28/9/2024
Independent Examiner		JEREMY BUTCHER	23/9/2024

**HARKSTEAD VILLAGE HALL (CIO)**

England & Wales - Charity number 1157106

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# Accounts

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## **TRUSTEES' ANNUAL REPORT 2022/23**

### **REFERENCE and ADMINISTRATION DETAILS**

Charity Name: HARKSTEAD VILLAGE HALL (CIO)

Charity Number: 1157106

Address: Church Lane, Harkstead, Ipswich, Suffolk. IP 9 1DG

Names of Trustees:

Appointed Trustees:

Cathy Crouch  
Sarah Donnison (Chairperson)  
Michael Fry

Nominated Trustees:

William Wrinch (representing Harkstead Parish Council)  
John Abbott (representing Millennium Green Trustees)  
Sally Wilden (representing Harkstead Parochial Church  
Council and Harkstead Church Heritage)

Co-opted Trustees:

Kim Britton  
Antonia Agnew

Other Appointments:

Hon. Secretary	Cathy Crouch
Hon. Bookings Secretary	Sarah Donnison
Hon. Treasurer	Michael Fry

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Type of Governing Document:

Approved Constitution by Charity Commission 19<sup>th</sup> May 2014 amended and approved 17 February 2021. Charitable Incorporated Organisation, based upon Charity Commission Foundation Model Constitution.

### Charity Trustee Selection Process:

**Appointed Trustees:** A minimum of two and a maximum of four are appointed or re-appointed at each Annual General Meeting.

**Nominated Trustees:** There may be a minimum of two and a maximum of six Nominated Trustees. The maximum number of Nominated Trustees has been reduced from eight to six during this year). Each of the following organizations may appoint one Nominated Trustee:

- Harkstead Parish Council
- Harkstead Parochial Church Council
- Harkstead Bowls Club
- Harkstead Church Heritage
- Harkstead Millennium Green Trust
- Art Group (currently disbanded)

**Co-opted Trustees:** Four Co-opted Trustees are permitted. The maximum number of Co-opted Trustees has been increased from two to four this year. The two existing Co-opted Trustees have continued in post for the year. No further Co-opted Trustees have yet been appointed.

### Additional Governance Issues:

An Honorary Treasurer, Mike Fry, Secretary, Cathy Crouch and Booking Secretary Sarah Donnison were appointed /reappointed for the year 2022/23.

Harkstead Village Hall is a member of Community Action Suffolk which provides helpful guides, advice, services and information about running Village Halls.

All trustees give their time to the management of the hall voluntarily and receive no remuneration or other benefits. One Co-opted Trustee, Kim Britton, is employed as the cleaner.

### Objects of the Charity as set out in the Constitution:

*“The Provision and maintenance of a village hall for the use by the inhabitants of the area of benefit (Parish of Harkstead) without distinction of political, religious or other opinions, including use for:*

- a) *Meetings, lectures and classes and*

- b) *Other forms of recreation and leisure time activities, with the object of improving the conditions of the life of the inhabitants.”*

Main Activities undertaken for public benefit:

- a) Encouraging the use of the hall by hiring the hall to local various organisations and private events.  
b) Organising Auctions, Farmers Markets and other functions to raise money to maintain and improve the hall.

Our general hire charges philosophy is that we plan for the hire fees to cover the running of the hall, whilst our other fund raising events go towards improvements and our reserves for contingencies.

A financial report from the Treasurer follows:

### **Harkstead Village Hall Financial Year-end Report – 31<sup>st</sup> March 2023**

Summary:

Activity-related income to the hall was much increased over the previous year due to increased promotion of the hall for one-off events such as birthday parties.

Electricity consumption continued to be the greatest cost. However, usage has been reduced over pre-pandemic norms by heating only as and when necessary.

Maintenance expenses were low due to no significant expenditures and trustees' volunteering for grounds maintenance:

Significant routine expenditures this year were:-

- £813 Hall Insurance
- £683 Hall cleaner's wages.

In summary, the village hall's financial health has increased, with income exceeding expenditure by £2,895 (42%). This is an annualised figure which is adjusted to account for ca. £1,000 of a delayed FITS (solar panel income) payment which covered generation in the previous year.

Annual Income & Expenditure Breakdown:

We have three main sources of income:-

- Hire of the hall
- Events staged by the village hall
- Solar panel feed-in-tariff

During the 2022/23 financial year the income from hall hires increased greatly from last year (£3175) to £6,651, which is also much greater than the pre-pandemic income which averaged around £2,500. Hire charges were increased by 10%. The bulk of the increased income has been due to much better utilisation of the hall by hirers.

Net Annual Income:-

<b>Income</b>	<b>Typical of last 3 pre-pandemic years</b>	<b>2022-23*</b>
Hall hire	£2,500	£6,651
Events (Monthly Markets & misc. events)	£1,100	£1,404
Solar Panels	£1,500	£1,400 <small>(est. annualised figure)</small>
Refreshments Sales	£420	£294
Other: (interest, donations)	£75	£119
<b>TOTAL</b>	<b>£6,595</b>	<b>£9,868</b>

Annual Expenditure Breakdown:

*\*These are annualised figures that not necessarily match exactly to the published accounts. intention is show costs associated the period whether or not they were actually incurred in the period.*

<b>Expense</b>	<b>Typical of last 3 years</b>	<b>2022-23*</b>
Light & Heating	£1,700	£2,233
Repairs & Maintenance	£1,600	£2,339
Wages (Cleaner)	£600	£683
Insurance	£770	£813
Water & Sewage	£340	£533
Donations & Gifts	£250	£0
Rates	£170	£82
Licences	£130	£271
Capital Expenditure	£0	£0
Other	£250	£18
<b>TOTAL</b>	<b>£5,810</b>	<b>£5,928</b>

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Financial position at 31<sup>st</sup> March:

Current Account: £7,816

Cash: £798

Reserves:

We hold approximately £55,000 in reserve. This is unchanged over the previous year. This reserve is split with approximately £7,000 on deposit and £48,000 (unit bid price) invested in an ethical unit trust fund. The trustees consider these funds to be in line with the age and condition of the hall and adequate to meet unexpected costs.

Mike Fry, Treasurer, 19<sup>th</sup> June 2023



Charity Name Harkstead Village Hall (CIO)	No (if any) 1157106
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<b>CC16a</b>
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## Receipts and payments accounts

For the period from	Period start date 01-Apr-22	To	Period end date 31-Mar-23
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hire of Hall and Equipment	6,651	-	-	6,651	3,175
Farmers' Market (nett) + Farmers' Market Raffle	855	-	-	855	1,043
Auction	-	-	-	-	-
Events	549	-	-	549	100
Income from Solar Pannels	2,400	-	-	2,400	437
Refreshments	294	-	-	294	93
COIF Charities Deposit Fund	130	-	-	130	3
Donations & Gifts	50	-	-	50	1
Government Grant	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,928</b>	<b>-</b>	<b>-</b>	<b>10,928</b>	<b>4,853</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,928</b>	<b>-</b>	<b>-</b>	<b>10,928</b>	<b>4,853</b>
<b>A3 Payments</b>					
Prepayments	-	-	-	-	-
Light and Heating	2,233	-	-	2,233	1,333
Repairs and Maintenance (inc. cleaning & gardening)	2,339	-	-	2,339	2,276
Wages	683	-	-	683	539
Insurance	813	-	-	813	1,544
Water and Sewage	533	-	-	533	325
Rates	82	-	-	82	42
Licences	271	-	-	271	71
Events	-	-	-	-	-
Community Action Suffolk	-	-	-	-	-
Sundry Expenses	18	-	-	18	58
Donations & Gifts	-	-	-	-	-
Capital Expenditure	-	-	-	-	540
<b>Sub total</b>	<b>6,972</b>	<b>-</b>	<b>-</b>	<b>6,972</b>	<b>6,726</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Tables	-	-	-	-	-
COIF Charities Ethical Investment Fund	-	-	-	-	5,000
Solar Pannels	-	-	-	-	-
Prepayments	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
<b>Total payments</b>	<b>6,972</b>	<b>-</b>	<b>-</b>	<b>6,972</b>	<b>11,726</b>
<b>Net of receipts/(payments)</b>	<b>3,956</b>	<b>-</b>	<b>-</b>	<b>3,956</b>	<b>6,873</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>12,102</b>	<b>-</b>	<b>-</b>	<b>12,102</b>	<b>18,975</b>
<b>Cash funds this year end</b>	<b>16,058.15</b>	<b>-</b>	<b>-</b>	<b>16,058</b>	<b>12,102</b>

## B Statement of assets and liabilities at the end of the period

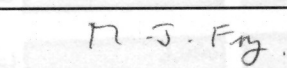
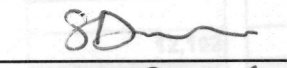
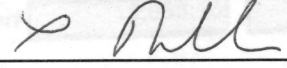
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash	798	-	-
	Barclays Current Account	7,816	-	-
	COIF	7,444	-	-
	<b>Total cash funds</b>	<b>16,058.07</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	COIF Charities Ethical Investment Fund	Unrestricted	29,000	47,209
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

	Signature	Print Name	Date of approval
Hon. Treasurer		Michael Fry	07/06/2023
Chairman		Sarah Donnison	10/6/23
Independent Examiner		Jeremy Buitenhuis FMAAT, CIMA Cert B.A	7/6/23

**HARKSTEAD VILLAGE HALL (CIO)**

England & Wales - Charity number 1157106

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# Accounts

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**Harkstead Village Hall Financial Year-end Report - 31<sup>st</sup> March  
2022  
(Reg. Charity 1157106)**

Summary:

Activity-related income to the hall was curtailed this year due to the continuing impact of Covid-19. The biannual auctions were not run but the Farmers' Markets recommenced in May and continued monthly thereafter. No further Government Covid-19 grants were received.

Electricity consumption continued to be the greatest cost. Usage returned almost to the "pre-pandemic" level. Cost has followed pro rata due to a fixed-price electricity contract covering this period.

Maintenance expenses were approximately double last year's, due to three significant expenditures:

- £918                      Plumbing repairs
- £565                      Plants for the front-of-hall planting scheme & irrigation hose
- £540                      Replacement water boiler (urn) for kitchen

Significant routine expenditures this year were:-

- £744                      Hall Insurance
- £539                      Hall cleaner's wages.

In summary, the village hall's financial health has reduced, with expenditure exceeding income by £1,873 (39%). However, we have not had any Feed-in tariff (FIT) payments since May 2021 and I estimate that approximately £1,000 is owed, which would reduce the cash-flow shortfall to £873 (18% of income). The missing FIT payments has been followed up with SSE and the outstanding payment is expected soon.

Annual Income & Expenditure Breakdown:

We have three main sources of income:-

- Hire of the hall
- Events staged by the village hall
- Solar panel feed-in-tariff

During the 2021/22 financial year the income from hall hires increased greatly from last year (£857) to £3,175, which is more

than the pre-pandemic income which averaged around £2,500. However, this was offset by not running the spring and autumn auctions, which previously earned around £1,000.

Net Annual Income:-

<b>Income</b>	<b>Typical of last 3 pre-pandemic years</b>	<b>2021-22*</b>
Hall hire	£2,500	£3,175
Events (Farmers' Markets & Auctions)	£2,100	£1,143 (FM & EA "Red Sky")
Solar Panels	£1,500	£437 (est. £1,000 owing)
Refreshments Sales	£420	£93
Other: (interest, donations)	£75	£4
<b>TOTAL</b>	<b>£6,595</b>	<b>£4,852</b>

Annual Expenditure Breakdown:

*\*These*

<b>Expense</b>	<b>Typical of last 3 years</b>	<b>2020-21*</b>
Light & Heating	£1,700	£1,333
Repairs & Maintenance	£1,600	£2,276
Wages (Cleaner)	£600	£539
Insurance	£770	£744
Water & Sewage	£340	£325
Donations & Gifts	£250	£0
Rates	£170	£42
Licences	£130	£71
Capital Expenditure	£0	£540
Other	£250	£58
<b>TOTAL</b>	<b>£5,810</b>	<b>£5,928</b>

*are*

*annualised figures that do not necessarily match exactly to the published accounts. The intention is to show costs associated with the period whether or not they were actually incurred in the period.*

Financial position at 31<sup>st</sup> March:

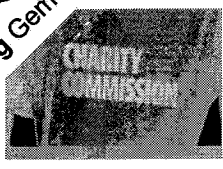
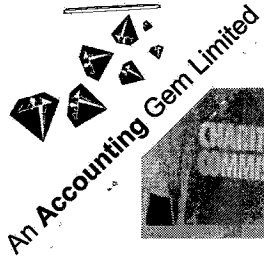
Current Account: £4,272

Cash: £516

Reserves:

We hold approximately £55,000 in reserve. This is around 20% up on the previous year-end due to the addition of £5,000 of our COVID-19 grants into our Investment Fund and due to good investment returns. This reserve is split with approximately £7,000 on deposit and £48,000 invested in an ethical unit trust fund. The trustees consider these funds to be in line with the age and condition of the hall and adequate to meet unexpected costs.

Mike Fry, Treasurer, 21<sup>st</sup> May 2022



Charity Name Harkstead Village Hall (CIO)	No (if any) 1157106
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CC16a

## Receipts and payments accounts

For the period from	Period start date 01-Apr-21	To	Period end date 31-Mar-22
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hire of Hall and Equipment	3,175	-	-	3,175	857
Farmers' Market + Farmers' Market Raffle	1,043	-	-	1,043	342
Auction	-	-	-	-	
Events	100	-	-	100	
Income from Solar Pannels	437	-	-	437	1,704
Refreshments	93	-	-	93	17
COIF Charities Deposit Fund	3	-	-	3	9
Donations & Gifts	1	-	-	1	90
Government Grant	-	-	-	-	19,907
<b>Sub total (Gross income for AR)</b>	<b>4,853</b>	<b>-</b>	<b>-</b>	<b>4,853</b>	<b>22,926</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>4,853</b>	<b>-</b>	<b>-</b>	<b>4,853</b>	<b>22,926</b>
<b>A3 Payments</b>					
Light and Heating	1,333	-	-	1,333	1,490
Repairs and Maintenance (inc. cleaning & gardening)	2,276	-	-	2,276	1,025
Wages	539	-	-	539	258
Insurance	790	-	-	790	
Water and Sewage	325	-	-	325	460
Rates	42	-	-	42	
Licences	71	-	-	71	23
Events	-	-	-	-	
Community Action Suffolk	-	-	-	-	
Sundry Expenses	58	-	-	58	50
Donations & Gifts	-	-	-	-	35
Capital Expenditure	540	-	-	540	1,374
<b>Sub total</b>	<b>5,972</b>	<b>-</b>	<b>-</b>	<b>5,972</b>	<b>4,715</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Tables	-	-	-	-	-
COIF Charities Ethical Investment Fund	5,000	-	-	5,000	10,000
Solar Pannels	-	-	-	-	-
Pre-payment	754	-	-	754	-
<b>Sub total</b>	<b>5,754</b>	<b>-</b>	<b>-</b>	<b>5,754.00</b>	<b>10,000</b>
<b>Total payments</b>	<b>11,726</b>	<b>-</b>	<b>-</b>	<b>11,726</b>	<b>14,715</b>
<b>Net of receipts/(payments)</b>	<b>- 6,873</b>	<b>-</b>	<b>-</b>	<b>- 6,873</b>	<b>8,211</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>18,975</b>	<b>-</b>	<b>-</b>	<b>18,975</b>	<b>10,764</b>
<b>Cash funds this year end</b>	<b>12,101.98</b>	<b>-</b>	<b>-</b>	<b>12,102</b>	<b>18,975</b>

# B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash	516	-	-
	Barclays Current Account	4,272	-	-
	COIF	7,315	-	-
	<b>Total cash funds</b>	<b>12,101.90</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

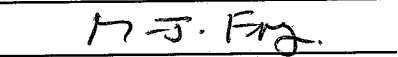


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	COIF Charities Ethical Investment Fund	Unrestricted	29,000	48,153
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
Hon. Treasurer		MICHAEL FRY	14/6/22
Chairman		SARAH DONNISON	23/6/22
Independent Examiner		JEREMY BUITENHUIS	14/6/22

**HARKSTEAD VILLAGE HALL (CIO)**

England & Wales - Charity number 1157106

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# Accounts

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## **TRUSTEES' ANNUAL REPORT 2020/21**

### **REFERENCE and ADMINISTRATION DETAILS**

Charity Name: HARKSTEAD VILLAGE HALL (CIO)

Charity Number: 1157106

Address: Church Lane, Harkstead, Ipswich, Suffolk. IP 9 1DG

Names of Trustees:

Appointed Trustees:

Cathy Crouch  
Tony Hayhurst  
Sarah Donnison

Nominated Trustees:

John Abbott	Millennium Green Trustees.
David Looser	Harkstead Church Heritage.
John Zalucki	Harkstead Carpet Bowls Club.
Sally Wilden	Harkstead Parochial Church Council.
William Wrinch	Harkstead Parish Council.

Co-opted Trustees:

Kim Britton  
Michael Fry

Other Appointments:

Hon. Secretary	Cathy Crouch
Hon. Bookings Secretary	Diane Lay
Hon. Treasurer	Michael Fry

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Type of Governing Document:

Approved Constitution by Charity Commission 19<sup>th</sup> May 2014 amended and approved 17 February 2021. Charitable Incorporated Organisation, based upon Charity Commission Foundation Model Constitution.

### Charity Trustee Selection Process:

**Appointed Trustees:** A minimum of two and a maximum of four are appointed or re-appointed at each Annual General Meeting.

**Nominated Trustees:** There may be a minimum of two and a maximum of six Nominated Trustees. The maximum number of Nominated Trustees has been reduced from eight to six during this year). Each of the following organizations may appoint one Nominated Trustee:

- Harkstead Parish Council
- Harkstead Parochial Church Council
- Harkstead Bowls Club
- Harkstead Church Heritage
- Harkstead Millennium Green Trust
- Art Group (currently disbanded)

**Co-opted Trustees:** Four Co-opted Trustees are permitted. The maximum number of Co-opted Trustees has been increased from two to four this year. The two existing Co-opted Trustees have continued in post for the year. No further Co-opted Trustees have yet been appointed.

### Additional Governance Issues:

An Honorary Treasurer, Mike Fry, Secretary, Cathy Crouch and Booking Secretary Diane Lay were appointed /reappointed for the year 2020/21.

Harkstead Village Hall is a member of Community Action Suffolk which provides helpful guides, advice, services and information about running Village Halls.

All trustees give their time to the management of the hall voluntarily and receive no remuneration or other benefits. One Co-opted Trustee, Kim Britton, is employed as the cleaner.

### Objects of the Charity as set out in the Constitution:

*“The Provision and maintenance of a village hall for the use by the inhabitants of the area of benefit (Parish of Harkstead) without distinction of political, religious or other opinions, including use for:*

- a) *Meetings, lectures and classes and*

- b) *Other forms of recreation and leisure time activities, with the object of improving the conditions of the life of the inhabitants.”*

Main Activities undertaken for public benefit:

- a) Encouraging the use of the hall by hiring the hall to local various organisations and private events.
- b) Organising Auctions, Farmers Markets and other functions to raise money to maintain and improve the hall.

Our general hire charges philosophy is that we plan for the hire fees to cover the running of the hall, whilst our other fund raising events go towards improvements and our reserves for contingencies.

Main Activities of the charity during the past year:

The Covid-19 pandemic stopped nearly all activity during the 2020-21 year. The trustees used this time to undertake some works to improve the appearance of the grounds surrounding the village hall and installed a carpark barrier to enable control of parking.

We continue to be very grateful to the Millennium Green Trustees for allowing parking on the field for the more popular events.

A financial report from the Treasurer follows:

### **Harkstead Village Hall Financial Year-end Report – 31<sup>st</sup> March 2021**

Summary:

The usual sources of activity-related income to the hall - hall hire, the Farmers' Market and the biannual auctions - were greatly curtailed this year due to the Government's Covid-19 "lockdowns". However, Harkstead Village Hall is in an improved financial position over a year ago due to the Government's Covid-19 "Business Support" grants, which included village halls and sports clubs etc. Grant payments totalling £19,907 were received. The village hall further benefited from an exemption from rates charges in recognition of the financial impact of the Covid-19 lockdown.

£10,000 of the "Business Support" grant money has been used to buy additional units in the Village Hall's COIF Ethical Investment fund. This fund plays a key role in the Hall's long-term financial security.

Electricity consumption continued to be the greatest single cost, though this was 20% lower this year at £1,490 due to reduced heating during the Covid "lockdowns". Maintenance cost was down on last year because no major works were performed. Other significant routine expenditures this year were insurance (£800), a five-yearly electrical safety inspection and associated minor repairs (£400) and the hall cleaner's wages (£258).

Extraordinary expenses of note were the purchase of new hedging plants (£199) and a capital expenditure of £1,374 for the purchase of a carpark entrance barrier. (The Trustees performed the barrier installation, which avoided additional costs.)

In conclusion, the village hall's financial health has significantly improved over the last year due to Covid-19 grants. The hall now faces the challenge of restarting activities and events once the Covid-19 restrictions are lifted. The trustees have considered using some of the Covid-19 grant monies to subsidise activities at the hall to assist the re-establishment of previously held activities and events and to encourage new activities and events.

#### Annual Income Breakdown:

There are normally three key sources of income. The first is from hire of the hall to users. The second is from events staged by the village hall and the third is the solar panel feed-in-tariff (the solar panels were installed 2015-16). Refreshments sales during events make a smaller but significant contribution with small amount of interest and donations making up the balance. During the 2020/21 financial year the above sources of income were severely diminished but were more than made up by Government grants.

#### Net Annual Income:-

<b>Income</b>	<b>Typical of last 3 years</b>	<b>2020-21*</b>
Hall hire	£2,500	£857
Events (Farmers' Markets & Auctions)	£2,100	£342
Solar Panels	£1,500	£1,704
Refreshments Sales	£420	£17
Other (interest, donations)	£75	£99
Covid-19 Grants	0	19,907
<b>TOTAL</b>	<b>£6,595</b>	<b>£22,926</b>

#### Annual Expenditure Breakdown:

<b>Expense</b>	<b>Typical of last 3 years</b>	<b>2020-21*</b>
Light & Heating	£1,700	£1,490
Repairs & Maintenance	£1,600	£1,285
Wages (Cleaner)	£600	£258
Insurance	£770	£800
Water & Sewage	£340	£460
Donations & Gifts	£250	£35
Rates	£170	£0
Licences	£130	£23
Capital Expenditure	£0	£1,374

Other	£250	£50
TOTAL	£5,810	£5,775

*\*These are annualised figures that do not necessarily match exactly to the published accounts. The intention is to show costs associated with the period whether or not they were actually incurred in the period.*

Current Account:

At 31st March 2021 our current account held £11,441.

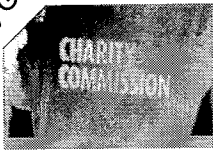
Cash:

At 31st March 2021 we held £222 in cash.

Reserves:

At 31st March 2021 we held approximately £46,000 in reserve, which is considered by the trustees to be adequate given the age and condition of the hall. This is around 53% up on the previous year-end due to the addition of £10,000 of our COVID 19-related Government grants into our COIF Ethical Investment Fund and due to good performance of our investments. The reserve is split into around £7,000 on deposit earning a low rate of interest and around £39,000 in the ethical investment unit trust fund. This is a fund designed for use by small charities.

Mike Fry, Treasurer  
15<sup>th</sup> June 2021



Charity Name Harkstead Village Hall (CIO)		No (if any) 1157106		<b>CC16a</b>
<b>Receipts and payments accounts</b>				
For the period from	Period start date 01-Apr-20	To	Period end date 31-Mar-21	

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hire of Hall and Equipment	857	-	-	857	2,572
Farmers' Market + Farmers' Market Raffle	342	-	-	342	1,318
Auction	-	-	-	-	476
Events	-	-	-	-	500
Income from Solar Pannels	1,704	-	-	1,704	1,545
Refreshments	17	-	-	17	438
COIF Charities Deposit Fund	9	-	-	9	44
Donations	90	-	-	90	64
Government Grant	19,907	-	-	19,907	-
<b>Sub total (Gross income for AR)</b>	<b>22,926</b>	<b>-</b>	<b>-</b>	<b>22,926</b>	<b>6,957</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>22,926</b>	<b>-</b>	<b>-</b>	<b>22,926</b>	<b>6,957</b>
<b>A3 Payments</b>					
Light and Heating	1,490	-	-	1,490	1,872
Repairs and Maintenance (inc. cleaning & gardening)	1,025	-	-	1,025	2,210
Wages	258	-	-	258	571
Insurance	-	-	-	-	777
Water and Sewage	460	-	-	460	366
Rates	-	-	-	-	161
Licences	23	-	-	23	272
Events	-	-	-	-	550
Community Action Suffolk	-	-	-	-	-
Sundry Expenses	50	-	-	50	278
Donations	35	-	-	35	288
Capital Expenditure	1,374	-	-	1,374	-
<b>Sub total</b>	<b>4,715</b>	<b>-</b>	<b>-</b>	<b>4,715</b>	<b>7,346</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Tables	-	-	-	-	-
COIF Charities Ethical Investment Fund	10,000	-	-	10,000	-
Solar Pannels	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000.00</b>	<b>-</b>
<b>Total payments</b>	<b>14,715</b>	<b>-</b>	<b>-</b>	<b>14,715</b>	<b>7,346</b>
<b>Net of receipts/(payments)</b>	<b>8,211</b>	<b>-</b>	<b>-</b>	<b>8,211</b>	<b>389</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>10,764</b>	<b>-</b>	<b>-</b>	<b>10,764</b>	<b>11,153</b>
<b>Cash funds this year end</b>	<b>18,975</b>	<b>-</b>	<b>-</b>	<b>18,975</b>	<b>10,764</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories

**B1 Cash funds**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash	222	-	-
Barclays Current Account	11,441	-	-
COIF	7,311	-	-
<b>Total cash funds</b>	<b>18,975</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))	OK	OK	OK

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
COIF Charities Ethical Investment Fund	Unrestricted	24,000	38,675
		-	-
		-	-
		-	-
		-	-

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**


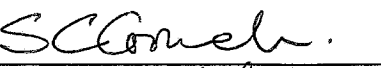

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Hon. Treasurer (& Co-opted Trustee)

Appointed Trustee

Independent Examiner

Signature	Print Name	Date of approval
	Michael J. Fry	17/06/2021
	S.C. CROUCH	24/6/2021
	Jeremy Buitenhuis FMATT, CIMA Cert in B.A	22/06/2021