

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 19th 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 – 31st 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:-

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

Annual Expenditure Breakdown:

**These are annualised figures that not necessarily match exactly to the published accounts. intention is show costs associated the period*

Expense	Typical of last 3 years	2022-23*
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
TOTAL	£5,810	£5,928

do

The
to

with

whether or not they were actually incurred in the period.

Financial position at 31st 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, 19th June 2023



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

Receipts and payments accounts

CC16a

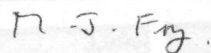
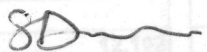
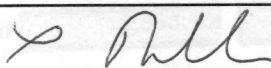
For the period from	Period start date 01-Apr-22	To	Period end date 31-Mar-23
------------------------	--------------------------------	----	------------------------------

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 £
A1 Receipts					
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	-	-	-	-	-
Sub total (Gross income for AR)	10,928	-	-	10,928	4,853
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	10,928	-	-	10,928	4,853
A3 Payments					
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
Sub total	6,972	-	-	6,972	6,726
A4 Asset and investment purchases, (see table)					
Tables	-	-	-	-	-
COIF Charities Ethical Investment Fund	-	-	-	-	5,000
Solar Pannels	-	-	-	-	-
Prepayments	-	-	-	-	-
Sub total	-	-	-	-	5,000
Total payments	6,972	-	-	6,972	11,726
Net of receipts/(payments)	3,956	-	-	3,956	- 6,873
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12,102	-	-	12,102	18,975
Cash funds this year end	16,058.15	-	-	16,058	12,102

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 £
B1 Cash funds	Cash	798	-	-
	Barclays Current Account	7,816	-	-
	COIF	7,444	-	-
	Total cash funds	16,058.07	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	COIF Charities Ethical Investment Fund	Unrestricted	29,000	47,209
			-	-
			-	-
			-	-
			-	-
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)
			-	
			-	
			-	
			-	
			-	

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