

THE HINTLESHAM AND CHATTISHAM COMMUNITY COUNCIL

England & Wales · Charity number 274948

Details

Status Registered

Legal form Other

Registered 1978-01-26

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

Contact

Address HC Community Hall
Timperleys
Hintlesham
Ipswich
IP8 3PS

Phone 07773373452

Email laurendebanks@btinternet.com

Activities

Objects: TO PROVIDE ADEQUATE RECREATIONAL FACILITIES, PLAYING FIELDS, PLAYGROUNDS, COMMUNITY CENTRES AND OTHER AMENITIES OF A SIMILAR CHARACTER FOR THE BENEFIT OF THE COMMUNITY RESIDING IN HINTLESHAM, CHATTISHAM AND THE NEIGHBOURHOOD. FOR FURTHER DETAILS SEE CLAUSE 2 OF CONSTITUTION.

Activities: Provides a facility for educational and recreational activities for the local community.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups

Geography

- **Area of benefit:** HINTLESHAM AND CHATTISHAM
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£56,083	£47,119	-	-
2023-12-31	£44,567	£48,307	-	-
2022-12-31	£42,387	£47,074	-	-
2021-12-31	£38,831	£44,580	-	-
2020-12-31	£29,224	£21,211	-	-

Trustees

Name	Role	Appointed
Deborah Archer		2017-05-16
James Edward Hammond		2022-04-24
John Charles Cook		2025-04-24
John Whyman		2024-04-22
Kevin Francis Knuckey		2023-10-01
Lauren Alexandra De Banks		2023-05-01
Matthew John McLaughlin		2025-04-24
Richard Clive DeBanks		2025-04-24
Stephen Bernard Lee		2023-01-01

THE HINTLESHAM AND CHATTISHAM COMMUNITY COUNCIL

England & Wales - Charity number 274948

Accounts

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024**

CHARITY No. 274948

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
FOR THE YEAR ENDED 31ST DECEMBER 2024

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**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT**

FOR THR YEAR ENDED 31ST DECEMBER 2024

Attached is the Trustees report and financial statements for the Hintlesham & Chatisham Community Council for the year ended 31st December 2024.

REFERENCE/ADMINISTRATIVE DETAILS

Charity Name Hintlesham & Chatisham Community Council (HCCC)

Charity Number 274948

Address Hintlesham & Chattisham Community Council

Timperleys

Hintlesham

Suffolk

IP8 3PS

Trustees

Robert Smith

Chair

Eileen Damant

Vice-Chair

Lauren DeBanks

Secretary

Stephen Lee

Treasurer

Jim Hammond

Deborah Archer

Haydon Wilding

Cristiana Langton

Kevin Knuckey

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

TRUSTEES REPORT (continued)

FOR THE YEAR ENDED 31ST DECEMBER 2024

STRUCTURE, GOVERNANCE & MANAGEMENT

HCCC was created on the 13th July 1967, its constitution was last updated on the 14th December 2020.

The Executive Committee (four officers and five other members), who are all Trustees of the Charity, are responsible for carrying out the everyday business of HCCC.

All members are volunteers and retire annually at the AGM where new residents on the electoral rolls of Hintlesham and Chattisham have the opportunity to put themselves forward to join the Executive Committee. The Committee is elected by all those present at the AGM.

The Executive Committee has, in line with the constitution, appointed sub-committees to manage key areas of the Council's business. They are;

Hall Management Committee

Hall Environment & Woodlands Committee

Events Committee

Playing Fields Committee

Monthly Draw

The Executive Committee also work closely alongside the HCCC Social Club and the MUGA.

OBJECTIVES AND ACTIVITIES

The objectives of HCCC are;

To provide recreational facilities, playing fields, playgrounds, a community centre with other similar amenities for the social, health, and educational benefit of those residing in and around the communities of Hintlesham & Chattisham and

To raise by subscription or otherwise, funds for the furtherance of the objects of the Council.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)**

FOR THR YEAR ENDED 31ST DECEMBER 2024

ACHIEVEMENTS AND PERFORMANCE

Following on from the works that were carried out in 2023, the Trustees undertook to carry out a major refurbishment to the kitchen, the works started late 2024 where the kitchen was stripped back to bare walls and completed early 2025 with new units, some new appliances and new wall finishes.

The Trustees have started the process of planning a new extension to the hall, which will mainly increase the size of the bar and bar store as well as the bar area. Having received some very valuable pro-bono architectural and surveying advice we are now (early 2025), in the process of looking for grants to assist in the finance of the development. This will be an on-going project

The Events Committee continue to do sterling work with 27+ events in 2024, with an increasing number of villagers making use of the Community Hall and its facilities.

FINANCIAL REVIEW

Summary

The financial Statements have been prepared on a receipts and payments basis.

The total income for the year to the 31st December 2024 was £56,083.00 The total expenditure for the same period was £47,119.00 resulting in a profit of £8,964.00 for the year.

Income from Hall & Hut hire in the year was £15,113.00. This was very similar to the previous year.

The HCCC receives contributions to cost from both the MUGA Committee and the Social Club Committee.

For the year to the 31st December 2024 £2,174.00 was received from the MUGA Committee which was their contribution for 2023. Their contribution for 2024 was not received until April 2024 and will be included in the 2025 accounts

For the year to the 31st December 2024 £3,159.00 was received from the Social Club Committee which was their contribution for 2023. Their contribution for 2024 was not received until March 2025 and will be included in the 2025 accounts.

In 2024 we also received £15,000.00 from the Social Club Committee which was a surplus profit accumulated in 2023

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)

FOR THE YEAR ENDED 31ST DECEMBER 2024

Restricted Funds

The 'Monthly Draw' lottery is treated as a Restricted Fund whilst the surplus remains in the lottery bank account. It becomes available to the HCCC as unrestricted funds once the prize money has been distributed and expenses paid. In 2024 no monies were transferred, the transfer has been done on 2025.

Restricted Funds continued

The £5,110.00 held in a separate bank deposit account is also included in restricted funds as this is money specifically retained in order to return the area where the MUGA is located back to its former state within the playing field should it become necessary.

All other funds held are unrestricted and are available to further the aims and objectives of the HCCC.

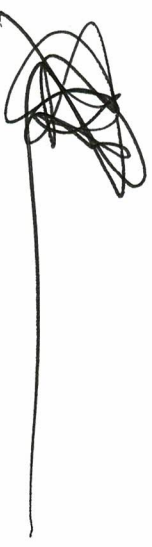
Monetary Assets

As at the 31st December 2024 the Charity's cash and bank balance stood at £61,652.00

Approved by the Trustees on the 24th April 2025



Robert Smith
Chairman



Stephen Lee
Treasurer

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2024**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2024, which are set out on pages 6 and 7.

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination and I confirm that no material matters have come to my attention, which gives me cause to believe that in any material respect;

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which my attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name of Examiner *GARY BECK*
Address... *4 MANOR FARM GROVE, DUNE ST. HINTLESHAM PG 3QP*
Date..... *6/5/25*
Signature..... *[Handwritten Signature]*

Hintlesham & Chattisham Community Council

Receipts and Payments Account

Year ending 31st December 2024

	Restricted		Unrestricted		Total	
	Funds	Funds	2024	2023	2024	2023
Receipts						
Contribution from the MUGA		£2,173.83	£2,173.83	£540.00		
Contribution to hall costs - Social club		£18,158.85	£18,158.85	£2,910.00		
Discounts/Refunds Given		£0.00	£0.00	£133.16		
Donations		£188.66	£188.66	£0.00		
Government Grants		£0.00	£0.00	£0.00		
Hall Hire		£15,112.50	£15,112.50	£15,065.90		
Hut Hire		£0.00	£0.00	£124.00		
Income from Events		£13,516.77	£13,516.77	£17,974.42		
Income from Monthly Draw	£3,336.00		£3,336.00	£3,533.00		
MUGA contribution to be held on deposit	£1,000.00		£1,000.00	£1,000.00		
Other Income		£0.00	£0.00	£1,290.00		
Playing Field Income		£644.00	£644.00	£572.00		
Recycling fees		£1,089.06	£1,089.06	£960.18		
Bank Interest	£72.05	£791.21	£863.26	£464.98		
Total Receipts	£4,408.05	£51,674.88	£56,082.93	£44,567.64		
Payments						
Advertising/Promotional			£0.00	£102.00		
Babergh Rubbish Disposal		£288.62	£288.62	£274.81		
Bar refurbishment		£0.00	£0.00	£0.00		
Council tax		£80.69	£80.69	£76.21		
Entertainment		£380.00	£380.00	£200.00		
Environment (Hall) Repairs & Maintenance		£171.21	£171.21	£331.40		
Equipment & assets purchased		£849.91	£849.91	£1,390.51		
Events committee - capital		£0.00	£0.00	£0.00		
Events committee expenditure		£13,439.07	£13,439.07	£15,695.40		
Hall Broadband & Zoom costs		£441.28	£441.28	£415.13		
Hall Caretaker & Cleaner Costs		£5,147.32	£5,147.32	£5,061.22		
Hall Electricity		£6,209.92	£6,209.92	£4,703.09		
Hall Heating (LPG Gas)		£1,726.81	£1,726.81	£1,926.25		
Hall Hygiene & Cleaning Materials		£486.01	£486.01	£469.09		
Hall Repairs & Maintenance		£2,586.96	£2,586.96	£7,829.34		
Hall Water Rates		£684.00	£684.00	£621.00		
Information commissioner- data protection		£35.00	£35.00	£0.00		
Insurance		£2,033.57	£2,033.57	£1,906.80		
Kitchen Referb		£5,822.36	£5,822.36	£0.00		
Legal and professional fees		£0.00	£0.00	£35.00		
Monthly draw expenses	£20.00		£20.00	£20.00		

Monthly draw prizes	£1,510.00		£1,510.00	£1,740.00
MUGA & Hut Electricity		£1,489.94	£1,489.94	£1,202.09
Music licence		£342.97	£342.97	£203.45
Office/General Administrative Expenses		£0.00	£0.00	£18.98
Playing Field maintenance		£3,067.60	£3,067.60	£1,930.00
Playing Field Water Rates		£54.00	£54.00	£54.00
Premises License fee		£180.00	£180.00	£180.00
Purchases		£0.00	£0.00	£5.00
Stationery & printing		£4.56	£4.56	£11.09
Sundry expenses		£56.74	£56.74	£200.00
Travel		£10.00	£10.00	£0.00
Woodland maintenance		£0.00	£0.00	£1,705.20
Total Payments	£1,530.00	£45,588.54	£47,118.54	£48,307.06
Net Receipts / (Payments)	£2,878.05	£6,086.34	£8,964.39	-£3,739.42
Transfer to Unrestricted Funds			£0.00	£0.00
Total Funds Brought Forward	£5,582.00	£47,105.91	£52,687.91	£57,880.00
Total Funds Carried forward	£8,460.05	£53,192.25	£61,652.30	£54,140.58

Hintlesham & Chattisham Community Council Statement of Assets & Liabilities

Year ending 31st December 2024

	Restricted Funds	Unrestricted Funds	Total 2024	Total 2023
CASH FUNDS				
General Current Account		£2,519.54	£2,519.54	£4,972.99
Business Instant Access deposit Account		£47,743.72	£47,743.72	£39,452.51
H&CCC Lottery Current Account	£3,349.75		£3,349.75	£1,543.75
Events Committee Float		£2,356.72	£2,356.72	£3,731.59
Cash Float		£571.43	£571.43	£400.55
Business Instant Access deposit Account- MUGA	£5,110.39		£5,110.39	£4,038.34
TOTAL	£8,460.14	£53,191.41	£61,651.55	£54,139.73


Assets Held by Hintlesham & Chattisham Community Council

Hintlesham & Chattisham Community Hall and 0.65 acre plot
General equipment, furniture, fixtures and fittings at the Community Hall
The Woodland at Church Belt, 5.97 acres held as amenity land
Sports Hut on the Hintlesham Playing Field, including fixtures and fittings
Multi Use Games Area (MUGA), on the Hintlesham Playing Field
Childrens play equipment on the Hintlesham Playing Field
Chattisham Playing Field, 0.675 acre plot of amenity land
Childrens play equipment on the Chattisham Playing Field

Leased Assets

Hintlesham Playing Field, 3.46 acre plot leased from the Parish Council

Approved by the Trustees on the 24th April 2025



Robert Smith

Chairman



Stephen Lee

Treasurer

THE HINTLESHAM AND CHATTISHAM COMMUNITY COUNCIL

England & Wales - Charity number 274948

Accounts

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

CHARITY No. 274948

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
FOR THE YEAR ENDED 31ST DECEMBER 2023

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**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2023**

Attached is the Trustees report and financial statements for the Hintlesham & Chatisham Community Council for the year ended 31st December 2023.

REFERENCE/ADMINISTRATIVE DETAILS

Charity Name Hintlesham & Chatisham Community Council (HCCC)
Charity Number 274948

Address Hintlesham & Chatisham Community Council
Timperleys
Hintlesham
Suffolk
IP8 3PS

Trustees		
Robert Smith	Chair	
Eileen Damant	Vice-Chair	
Lauren DeBanks	Secretary	
Stephen Lee	Treasurer	
Jim Hammond		
Deborah Archer		
Haydon Wilding		
Cristiana Langton		
Kevin Knuckey		

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)**

FOR THE YEAR ENDED 31ST DECEMBER 2023

STRUCTURE, GOVERNANCE & MANAGEMENT

HCCC was created on the 13th July 1967, its constitution was last updated on the 14th December 2020.

The Executive Committee (four officers and five other members), who are all Trustees of the Charity, are responsible for carrying out the everyday business of HCCC.

All members are volunteers and retire annually at the AGM where new residents on the electoral rolls of Hintlesham and Chattisham have the opportunity to put themselves forward to join the Executive Committee. The Committee is elected by all those present at the AGM.

The Executive Committee has, in line with the constitution, appointed sub-committees to manage key areas of the Council's business. They are;

Hall Management Committee

Hall Environment & Woodlands Committee

Events Committee

Playing Fields Committee

Monthly Draw

The Executive Committee also work closely alongside the HCCC Social Club and the MUGA.

OBJECTIVES AND ACTIVITIES

The objectives of HCCC are;

To provide recreational facilities, playing fields, playgrounds, a community centre with other similar amenities for the social, health, and educational benefit of those residing in and around the communities of Hintlesham & Chattisham and

To raise by subscription or otherwise, funds for the furtherance of the objects of the Council.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023

ACHIEVEMENTS AND PERFORMANCE

Following on from the refurbishment of the bar area in 2022, with the continued help of volunteers the main hall was refurbished in 2023. The main lighting was changed and upgraded to energy efficient LED lighting, mood/effect lighting was also added. The main hall was also redecorated, and the floor was sanded and recoated. Lighting in the toilets, hallway and kitchen was also changed to energy efficient LED lighting.

The Events Committee continue to do sterling work with 25+ events in 2023, with an increasing number of villagers making use of the Community Hall and its facilities.

FINANCIAL REVIEW

Summary

The financial Statements have been prepared on a receipts and payments basis.

The total income for the year to the 31st December 2023 was £44,568. The total expenditure for the same period was £48,307 resulting in a deficit of £3,739 for the year.

Income from Hall & Hut hire in the year was £15,190. This was very similar to the previous year.

The HCCC receives contributions to cost from both the MUGA Committee and the Social Club Committee.

For the year to the 31st December 2023 £540 was received from the MUGA Committee which was their contribution for 2022. Their contribution for 2023 was not received until February 2024 and will be included in the 2024 accounts

For the year to the 31st December 2023 £2,910 was received from the Social Club Committee which was their contribution for 2022. Their contribution for 2023 was not received until February 2024 and will be included in the 2024 accounts

Restricted Funds

The 'Monthly Draw' lottery is treated as a Restricted Fund whilst the surplus remains in the lottery bank account. It becomes available to the HCCC as unrestricted funds once the prize money has been distributed and expenses paid. In the year 31st December 2023 £1,800 was transferred from the lottery bank account to the main HCCC bank account.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

Restricted Funds continued

The £4,038 held in a separate bank deposit account is also included in restricted funds as this is money specifically retained in order to return the area where the MUGA is located back to its former state within the playing field should it become necessary. As of the 31st December 2023 the MUGA committee have a further £1,000 to pay to the HCCC.

All other funds held are unrestricted and are available to further the aims and objectives of the HCCC.

Monetary Assets

As at the 31st December 2023 the Charity's cash and bank balance stood at £54,140

Approved by the Trustees on the 22nd April 2024

Robert Smith
Chairman



Stephen Lee
Treasurer



**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2023**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2023, which are set out on pages 6 and 7.

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination and I confirm that no material matters have come to my attention, which gives me cause to believe that in any material respect;

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which my attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name of Examiner *GARY BECK*

Address: *4 MANOR FARM GROVE, DUKE ST., HINTLESHAM 1830P*

Date: *23/6/24*

Signature: *[Handwritten Signature]*

Hintlesham & Chattisham Community Council Receipts and Payments Account Year ending 31st December 2023

	Restricted Funds		Unrestricted Funds		Total 2023		Total 2022	
Receipts								
Contribution from the MUGA		£940.00			£940.00			
Contribution to hall costs - Social club		£2,910.00			£2,910.00			£3,097.00
Disabled parking grants		£0.00			£0.00			£3,626.00
Discounts/Refunds Given		£133.16			£133.16			
Donations					£0.00			£66.31
Government Grants					£0.00			£2,667.00
Hall Hire			£15,066.90		£15,066.90			£15,248.00
Hut Hire			£124.00		£124.00			£294.00
Income from Events			£17,974.42		£17,974.42			£13,039.00
Income from Monthly Draw	£3,533.00				£3,533.00			£3,766.00
MUGA contribution to be held on deposit	£1,000.00				£1,000.00			
Other Income			£1,290.00		£1,290.00			£80.00
Playing Field Income			£572.00		£572.00			£302.12
Recycling fees			£960.18		£960.18			£202.41
Bank Interest			£464.98		£464.98			
Total Receipts	£4,533.00		£40,034.64		£44,567.64			£42,387.84
Payments								
Advertising/Promotional		£102.00			£102.00			£262.47
Babergh Rubbish Disposal		£274.81			£274.81			£4,805.84
Bar refurbishment					£0.00			£143.36
Council tax		£76.21			£76.21			£672.75
Entertainment		£200.00			£200.00			
Environment (Hall) Disabled parking bays					£0.00			£4,065.00
Environment (Hall) Repairs & Maintenance		£331.40			£331.40			£283.69
Equipment & assets purchased		£1,390.51			£1,390.51			
Events committee - capital					£0.00			£1,072.93
Events committee expenditure		£15,695.40			£15,695.40			£12,316.33
Hall Broadband & Zoom costs		£415.13			£415.13			£520.51
Hall Caretaker & Cleaner Costs		£5,061.22			£5,061.22			£4,729.26
Hall Electricity		£4,703.09			£4,703.09			£5,399.03
Hall Heating (LPG Gas)		£1,926.25			£1,926.25			£1,701.35
Hall Hygiene & Cleaning Materials		£469.09			£469.09			£441.98
Hall Repairs & Maintenance		£7,829.34			£7,829.34			£3,404.63
Hall Water Rates		£621.00			£621.00			£232.00
Information commissioner- data protection					£0.00			£35.00
Insurance		£1,906.80			£1,906.80			£2,004.31
Legal and professional fees		£35.00			£35.00			£594.00
Monthly draw expenses		£20.00			£20.00			£20.00
Monthly draw prizes	£1,740.00				£1,740.00			£1,790.00
MUGA & Hut Electricity		£1,202.09			£1,202.09			£614.91
Music licence		£203.45			£203.45			£252.10
Office/General Administrative Expenses		£18.98			£18.98			£1,480.62
Playing Field maintenance		£1,930.00			£1,930.00			£54.00
Playing Field Water Rates		£54.00			£54.00			£180.00
Premises License fee		£180.00			£180.00			£180.00
Purchases		£5.00			£5.00			
Stationery & printing		£11.09			£11.09			£8.94
Sundry expenses		£200.00			£200.00			£50.00
Woodland maintenance		£1,705.20			£1,705.20			
Total Payments	£1,740.00		£46,667.06		£48,307.06			£47,076.01
Net Receipts / (Payments)	£2,793.00		-£6,632.42		-£3,739.42			-£4,687.17
Transfer to Unrestricted Funds	-£1,800.00		£1,800.00		£0.00			£0.00
Total Funds Brought Forward	£4,679.00		£83,301.00		£87,980.00			£82,667.00
Total Funds Carried Forward	£5,582.00		£48,568.58		£54,140.58			£57,880.00

Hintlesham & Chattisham Community Council Statement of Assets & Liabilities

Year ending 31st December 2023

	Year ending 31st December 2023		Total 2023	Total 2022
	Restricted Funds	Unrestricted Funds		
CASH FUNDS				
General Current Account		£4,972.99	£4,972.99	£6,935.00
Business Instant Access deposit Account		£39,452.51	£39,452.51	£44,018.00
H&CC Lottery Current Account	£1,543.75	£0.00	£1,543.75	£1,571.00
Events Committee Float		£3,731.59	£3,731.59	£1,453.00
Cash In Hand		£400.55	£400.55	£995.00
Business Instant Access deposit Account-MUGA	£4,038.34	£0.00	£4,038.34	£3,008.00
TOTAL	£5,682.09	£48,657.64	£54,139.73	£57,980.00

Assets Held by Hintlesham & Chattisham Community Council

Hintlesham & Chattisham Community Hall and 0.65 acre plot
 General equipment, furniture, fixtures and fittings at the Community Hall
 The Woodland at Church Belt, 5.97 acres held as amenity land
 Sports Hut on the Hintlesham Playing Field, including fixtures and fittings
 Multi Use Games Area (MUGA), on the Hintlesham Playing Field
 Childrens play equipment on the Hintlesham Playing Field
 Chattisham Playing Field, 0.675 acre plot of amenity land
 Childrens play equipment on the Chattisham Playing Field

Leased Assets

Hintlesham Playing Field, 3.46 acre plot leased from the Parish Council
 Approved by the Trustees on the 22nd April 2024

Robert Smith

Chairman



Stephen Lee

Treasurer



THE HINTLESHAM AND CHATTISHAM COMMUNITY COUNCIL

England & Wales - Charity number 274948

Accounts

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

CHARITY NUMBER 274948

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

YEAR ENDED 31 DECEMBER 2022

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**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022**

The Trustees have the pleasure of presenting their report and the financial statements of the charity for the year ended 31 December 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name Hintlesham & Chattisham Community Council

Charity Number 274948

Address HC Community Hall
Timperleys
Hintlesham
Suffolk
IP8 3PS

Trustees Tym Moore - Chair
Eileen Damant - Vice Chair
Linda Jones - Secretary
Elizabeth Stones - Treasurer
Michaela Debenham
Jim Hammond - (Appointed 11 May 2022)
Caroline McElroy - (Resigned 11 May 2022)
Deborah Archer
Cristiana Velloso Langton
Haydon Wilding

Independent Examiner

Ryan Lee FCA
73 Canterbury Road
Leyton
London
E10 6EE

STRUCTURE, GOVERNANCE & MANAGEMENT

The Hintlesham & Chattisham Community Council was created by constitution on the 13 July 1967. The latest amendments to the constitution were adopted at an EGM on the 14 December 2020. These changes were considered necessary to bring the accounting and trustee appointment procedures up to date.

The business of the council is carried out by the Executive Committee, who are all Trustees of the Charity. The Committee consists of the four Officers of the Council, together with five other members.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2022**

All members are volunteers and retire annually at the AGM where new representatives have the opportunity to put themselves forward to join the Committee. The Committee is elected by all those present at the AGM which is open to all persons on the electoral rolls of the villages of Hintlesham & Chattisham.

The Executive Committee has, in line with the Constitution, appointed sub-committees to manage key areas of the Council's business, these sub committees are as follows

Hall Management Committee
Woodlands Committee
Playing Fields Committee
Hall Environment Committee
Events Committee

OBJECTIVES AND ACTIVITIES

The objectives of the Community Council are to provide recreational facilities, playing fields, playgrounds, a community centre and other similar amenities for the social, health and educational benefit of those residing in and around the communities of Hintlesham and Chattisham.

Also, to raise, by subscription or otherwise, funds for the furtherance of the objects of the Council.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

ACHIEVEMENTS AND PERFORMANCE

With the lifting of Covid restrictions early in the year, normal service was slowly but surely resumed and the Community Council was able to look to the future with more confidence than in the last few years.

The plans to refurbish the Community hall bar area, which had been put on hold when the pandemic began in 2020, were finally implemented in May 2022. With the help of volunteers from the community, the bar area was redecorated, re-carpeted and refurbished in time for the Jubilee celebrations. The Jubilee weekend was one of many events organised by the Events committee throughout the year. These events have played a pivotal role in attracting an increasing number of villagers to make use of the Community hall and its facilities.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2022**

ACHIEVEMENTS AND PERFORMANCE (continued)

The need for disabled parking was also identified as a priority this year and with the help of a local authority grant the work was successfully completed in the summer of 2022.

FINANCIAL REVIEW

Reserves Policy

The Executive Committee had hoped to confirm its 'Reserves policy' in this report, however as there are to be substantial changes to the Executive committee in the coming year, it was considered preferable that this be considered and agreed by the new members of that committee.

FINANCIAL SUMMARY

The financial statements have been prepared on a receipts and payments basis.

Total income in the year to 31 December 2022 was £42,387. Total expenditure was £47,074 and the resulting deficit for the year £4,687.

Income from hall & hut hire in the year was £15,542. This is up from £8,063 last year but not quite back to pre pandemic levels (2019 £19,180). The final covid grant of £2,667 was received in February 2022 (2021 covid grants of £17,374 were received).

The Community Council receives contributions to costs from the MUGA club and the Social Club. The MUGA club has the management contract to run the sports area on the Hintlesham Playing Field and the Social Club manages the bar within the community hall. This year's contribution from the Social Club of £3,097 included £1,669 invoiced as at 31 December 2021 but received in January 2022 and £1,428 invoiced and received in the year to 31 December 2022.

The contribution towards insurance by the MUGA of £540 was invoiced in December 2022 but not received until January 2023 so is not included in the 'Receipts' for this year.

Restricted Funds

The 'Monthly Draw' lottery (formerly 200 club) is treated as a 'Restricted fund' whilst the surplus remains in the lottery bank account. It only becomes available for unrestricted use by the Community Council once prize money has been distributed, expenses paid and the balance transferred to the main charity bank account. In the year to 31 December 2022 £3,850 was transferred from the lottery bank account to the main bank account.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2022**

FINANCIAL SUMMARY (continued)

Restricted Funds (continued)

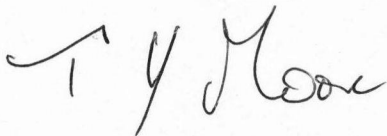
The £3,008 held in a separate deposit account is also included in 'Restricted funds' as this is money specifically retained in order to return the MUGA to its former state as part of the playing field, should that ever become necessary. The MUGA club will continue to contribute £1,000 annually until £5,000 is held for this purpose. The 2022 contribution of £1,000 was received in January 2023 so has not been included in 'Receipts' for this year.

All other funds held are unrestricted and available to further the aims and objectives of the Community Council.

Monetary Assets

As at the 31 December 2022 the charity's cash & bank balances totalled £57,880

Approved by the Trustees on 24 April 2023 and signed on their behalf by:



Tym Moore
Chairman

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2022 which are set out on pages 6 & 7.

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ryan Lee FCA
73 Canterbury Road
Leyton
London
E10 6EE

Date

18/9/2023

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT Year Ended 31 December 2022

RECEIPTS

	RESTRICTED FUNDS £	UNRESTRICTED FUNDS £	TOTAL 2022 FUNDS £	2021 £
Hall and hut hire	0	15542	15542	8063
Playing Field income	0	80	80	1051
Events	0	13039	13039	2441
Monthly draw income	3766	0	3766	4089
Sale of wood	0	0	0	60
Recycling income	0	302	302	679
Contribution to hall costs - Social club	0	3097	3097	0
Contribution to insurance - MUGA club	0	0	0	1839
Contribution to be held on deposit - MUGA	0	0	0	2000
Grants from Babergh re COVID 19	0	2667	2667	17374
Grant for Disabled parking bay	0	3626	3626	0
Donations	0	66	66	1064
Bank interest	5	197	202	171
Total income	3771	38616	42387	38831

PAYMENTS

Monthly Draw (200 club) prizes & expenses	1790	0	1790	1640
Monthly Draw expenses	20	0	20	85
Events expenses	0	12316	12316	1961
Volunteers evening	0	673	673	0
Rates & Water rates	0	429	429	337
Babergh Rubbish Disposal	0	262	262	287
Insurance	0	2004	2004	1981
IT - Broadband, website and zoom	0	520	520	365
Gas and electricity	0	7655	7655	2471
Caretaking, hygiene and cleaning costs	0	5171	5171	3582
Postage, Stationery & other sundry costs	0	59	59	20
Licences	0	432	432	433
Legal & Professional fees	0	594	594	0
Equipment purchased	0	1073	1073	304
Repairs and maintenance - Hall	0	3405	3405	772
Repairs and maintenance - Hall Environment	0	284	284	943
Information Commisioner - Data protection fee	0	35	35	35
Projects - Contribution to playground improvement	0	0	0	15493
Projects - New fencing on Hintlesham playing field	0	0	0	1826
Projects - Disabled parking bays	0	4065	4065	0
Projects - Safety work in trees	0	0	0	9275
Projects - Bar refurbishment	0	4806	4806	0
Playing Fields maintenance	0	1481	1481	2770
Total payments	1810	45264	47074	44580
Net receipts / (payments)	1961	-6648	-4687	-5749
Transfer to unrestricted funds	-3850	3850	0	0
Total funds brought forward	6468	56099	62567	68316
Total funds carried forward	4579	53301	57880	62567

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2022

CASH FUNDS

	RESTRICTED FUNDS £	UNRESTRICTED FUNDS £	TOTAL 2022 FUNDS £	2021
General current account	0	6935	6935	5070
Business instant access deposit account	0	44018	44018	49821
H&CCC lottery current account	1571	0	1571	3465
Events committee float		1453	1453	730
Cash in hand	0	895	895	478
Business instant access deposit account -MUGA	3008	0	3008	3003
	<hr/> 4579	<hr/> 53301	<hr/> 57880	<hr/> 62567

ASSETS HELD BY HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

Hintlesham & Chattisham Community Hall and .65 acre plot

General equipment, furniture and fixtures & fittings at the Community Hall

Woodland at Church Belt, 5.97 acres held as amenity land

Sports hut on Hintlesham Playing Field and hut fixtures & fittings

MUGA sports area on the Hintlesham Playing Field

Play equipment on the Hintlesham Playing Field

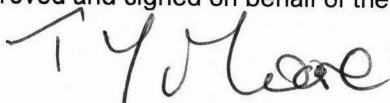
Chattisham Playing Field, being 0.675 acres of amenity land held in trust for the HCCC by the Parish Council.

Play Equipment on the Chattisham Playing Field

LEASED ASSETS

Hintlesham Playing Field, being 3.46 acres leased from the Parish Council on a 10 year lease.

Approved and signed on behalf of the Trustees on the 24 April 2023



Tym Moore
Chairman

THE HINTLESHAM AND CHATTISHAM COMMUNITY COUNCIL

England & Wales - Charity number 274948

Accounts

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

CHARITY NUMBER 274948

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

YEAR ENDED 31 DECEMBER 2021

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**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

The Trustees have the pleasure of presenting their report and the financial statements of the charity for the year ended 31 December 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name Hintlesham & Chattisham Community Council

Charity Number 274948

Address HC Community Hall
Timperleys
Hintlesham
Suffolk
IP8 3PS

Trustees Tym Moore - Chair
Eileen Damant - Vice Chair
Linda Jones - Secretary
Elizabeth Stones - Treasurer
Michaela Debenham
Caroline McElroy
Deborah Archer
Cristiana Velloso Langton
Hayden Wilding

Independent Examiner

Mark Walters
The Old Rectory
The Street
Chattisham

STRUCTURE, GOVERNANCE & MANAGEMENT

The Hintlesham & Chattisham Community Council was created by constitution on the 13 July 1967. The latest amendments to the constitution were adopted at an EGM on the 14 December 2020. These changes were considered necessary to bring the accounting and trustee appointment procedures up to date.

The business of the council is carried out by the Executive Committee, who are all Trustees of the Charity. The Committee consists of the four Officers of the Council, together with five other members.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021**

All members are volunteers and retire annually at the AGM where new representatives have the opportunity to put themselves forward to join the Committee. The Committee is elected by all those present at the AGM which is open to all persons on the electoral rolls of the villages of Hintlesham & Chattisham.

The Executive Committee has, in line with the Constitution, appointed sub-committees to manage key areas of the Council's business, these sub committees are as follows

Hall Management Committee
Woodlands Committee
Playing Fields Committee
Hall Environment Committee
Events Committee

OBJECTIVES AND ACTIVITIES

The objectives of the Community Council are to provide recreational facilities, playing fields, playgrounds, a community centre and other similar amenities for the social, health and educational benefit of those residing in and around the communities of Hintlesham and Chattisham.

Also to raise, by subscription or otherwise, funds for the furtherance of the objects of the Council.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

ACHIEVEMENTS AND PERFORMANCE

This year has again been dominated by the Covid Pandemic which caused disruption throughout the year, both to the usual income streams and to the ability of the Executive to plan with confidence for the future.

Last year the decision had been made to protect the HCCC finances as much as possible by only committing to spending on maintenance and health & safety requirements. Fortunately the Community Council continued to receive Covid grants in 2021 from Babergh District Council and this has allowed the Community Council to proceed with projects previously planned. These projects included major remedial work in the Church belt woodland, part funding of the resurfacing of the Playground on the Hintlesham Playing Field and repairs to the boundary fencing between Hintlesham Playing Field and the adjoining Rectory.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021**

The Community Council was also able to meet the unexpected cost of repairs to the play equipment revealed when the resurfacing work commenced.

The income from the hire of the hall remained seriously affected by the pandemic and it may take some time to return to 2019 levels despite the continued hard work of all those involved. The Executive Committee once again extends its thanks to all those who helped to keep the hall open whenever possible and operating within Government guidelines.

FINANCIAL REVIEW

Reserves Policy

The Executive Committee had hoped to confirm its 'Reserves policy' in this report. However although a draft policy had been agreed with the lifting of the restrictions it has been decided that the policy now needs further consideration. The revised policy will be in place within the next few months.

FINANCIAL SUMMARY

The financial statements have been prepared on a receipts and payments basis.

Total income in the year to 31 December 2021 was £38,831. Total expenditure was £44,580 and the resulting deficit for the year £5,749.

Income from hall hire in the year was £8,063. This was considerably less than before the pandemic. In the year to 31 December 2019 hall hire income was £19,180. The Community Council did however receive £17,374 in grants from Babergh District Council, £6,477 of this related to the November & December 2020 but the money was actually received in the year to 31 December 2021.

The Community Council receives contributions to costs from the MUGA club and the Social Club. The MUGA club has the management contract to run the sports area on the Hintlesham Playing Field and the Social Club manages the bar within the community hall. The contribution from the Social Club was invoiced as at 31 December 2021 and received in January 2022 so is not included in the 'Receipts' for this year.

Restricted Funds

The 'Monthly Draw' lottery (formerly 200 club) is treated as a 'Restricted fund' whilst the surplus remains in the lottery bank account. It only becomes available for unrestricted use by the Community Council once prize money has been distributed and expenses paid and the balance transferred to the main charity bank account.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2021**

The £3,003 held in a separate deposit account is also included in 'Restricted funds' as this is money specifically retained in order to return the MUGA to its former state as part of the playing field should that ever become necessary. The MUGA club will continue to contribute £1,000 annually until £5,000 is held for this purpose.

All other funds held are unrestricted and available to further the aims and objectives of the Community Council.

Monetary Assets

As at the 31 December 2021 the charity's cash & bank balances totalled £62,567

Approved by the Trustees on 11 May 2022 and signed on their behalf by:



Tym Moore
Chairman

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021 which are set out on pages 6 & 7.

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Walters
The Old Rectory
The Street
Chattisham
IP8 3PY

Date 11 May 2022

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT

Year Ended 31 December 2021

RECEIPTS

	RESTRICTED FUNDS £	UNRESTRICTED FUNDS £	TOTAL 2021 FUNDS £	2020 £
Hall and hut hire	0	8063	8063	7354
Playing Field income	0	1051	1051	0
Events	0	2441	2441	428
200 club membership	4089	0	4089	3825
Sale of wood	0	60	60	350
Recycling income	0	679	679	550
Contribution to hall costs - Social club	0	0	0	2226
Contribution to insurance - MUGA club	0	1839	1839	528
Contribution to be held on deposit - MUGA	2000	0	2000	0
Grants from Babergh re COVID 19	0	17374	17374	11334
Donations	0	1064	1064	2260
Bank interest	1	170	171	369
Total income	6090	32741	38831	29224

PAYMENTS

Monthly Draw (200 club) prizes & expenses	1640	0	1640	1640
Monthly Draw expenses	85	0	85	0
Events expenses	0	1961	1961	0
Rates & Water rates	0	337	337	540
Babergh Rubbish Disposal	0	287	287	0
Insurance	0	1981	1981	1954
IT - Broadband, website and zoom	0	365	365	709
Gas and electricity	0	2471	2471	3773
Caretaking, hygiene and cleaning costs	0	3582	3582	3482
Postage, Stationery & other sundry costs	0	20	20	46
Licences	0	433	433	467
Equipment purchased	0	304	304	0
Repairs and maintenance - Hall	0	772	772	1770
Repairs and maintenance - Hall Environment	0	943	943	0
Information Commisioner - Data protection fee	0	35	35	0
Projects - Contribution to playground improvement	0	15493	15493	0
Projects - New fencing on Hintlesham playing field	0	1826	1826	0
Projects - Installation of CCTV	0	0	0	1980
Projects - Safety work in trees	0	9275	9275	2300
Projects - Contribution to MUGA drop kerb costs	0	0	0	1000
Playing Fields maintenance	0	2770	2770	1550
Total payments	1725	42855	44580	21211
Net receipts / (payments)	4365	-10114	-5749	8013
Transfer to unrestricted funds	-9435	9435	0	0
Total funds brought forward	11538	56778	68316	60303
Total funds carried forward	6468	56099	62567	68316

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2021

CASH FUNDS

	RESTRICTED FUNDS £	UNRESTRICTED FUNDS £	TOTAL 2021 FUNDS £	2020
General current account	0	5070	5070	3179
Business instant access deposit account	0	49821	49821	52851
H&CCC lottery current account	3465	0	3465	10536
Events committee float		730	730	0
Cash in hand	0	478	478	748
Business instant access deposit account -MUGA	3003	0	3003	1002
	<hr/> 6468	<hr/> 56099	<hr/> 62567	<hr/> 68316

ASSETS HELD BY HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

Hintlesham & Chattisham Community Hall and .65 acre plot

General equipment, furniture and fixtures & fittings at the Community Hall

Woodland at Church Belt, 5.97 acres held as amenity land

Sports hut on Hintlesham Playing Field and hut fixtures & fittings

MUGA sports area on the Hintlesham Playing Field

Play equipment on the Hintlesham Playing Field

Chattisham Playing Field, being 0.675 acres of amenity land held in trust for the HCCC by the Parish Council.

Play Equipment on the Chattisham Playing Field

LEASED ASSETS

Hintlesham Playing Field, being 3.46 acres leased from the Parish Council on a 10 year lease.

Approved and signed on behalf of the Trustees on the 11 May 2022



Tym Moore
Chairman

THE HINTLESHAM AND CHATTISHAM COMMUNITY COUNCIL

England & Wales - Charity number 274948

Accounts

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

CHARITY NUMBER 274948

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

YEAR ENDED 31 DECEMBER 2020

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**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

The Trustees have the pleasure of presenting their report and the financial statements of the charity for the year ended 31 December 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name Hintlesham & Chattisham Community Council

Charity Number 274948

Address HC Community Hall
Timperleys
Hintlesham
Ipswich
IP8 3PS

Trustees Tym Moore - Chair
Eileen Damant - Vice Chair
Linda Jones - Secretary
Elizabeth Stones - Treasurer (Appointed 10 March 2020)
Sonya Hinton - Treasurer (Resigned 10 March 2020)
Michaela Debenham
Caroline McElroy
Deborah Archer
Cristiana Velloso Langton
Hayden Wilding (Appointed 1 November 2020)

Independent Examiner

Mark Walters
The Old Rectory
The Street
Chattisham
IP8 3PY

STRUCTURE, GOVERNANCE & MANAGEMENT

The Hintlesham & Chattisham Community Council was created by constitution on the 13 July 1967. The latest amendments to the constitution were adopted at an EGM on the 14 December 2020. These changes were considered necessary to bring the accounting and trustee appointment procedures up to date.

The business of the council is carried out by the Executive Committee, who are all Trustees of the Charity. The Committee consists of the four officers of the Council, together with five other Members.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020**

All members are volunteers and retire annually at the AGM where new representatives have the opportunity to put themselves forward to join the Committee. The Committee is elected by all those present at the AGM which is open to all persons on the electoral rolls of the villages of Hintlesham & Chattisham.

The Executive Committee has, in line with the Constitution, appointed sub-committees to manage key areas of the Council's business, these sub committees are as follows

Hall Management Committee
Woodlands Committee
Playing Fields Committee
Hall Environment Committee
Events Committee

OBJECTIVES AND ACTIVITIES

The objectives of the Community Council are to provide recreational facilities, playing fields, playgrounds, a community centre, and other similar amenities for the social, health and educational benefit of those residing in and around the communities of Hintlesham and Chattisham.

Also, to raise, by subscription or otherwise, funds for the furtherance of the objects of the Council.

The Trustees confirm that the activities of the charity are undertaken to achieve the charity's aims with regard to the public benefit guidance.

ACHIEVEMENTS AND PERFORMANCE

This year has been dominated by the Covid 19 Pandemic. The onset of the pandemic and the subsequent lockdowns paralysed the Community Council's ability to continue to provide its services to the community. The income from the hire of the hall is usually a major source of funds for the Community Council so there was also understandable concern about the financial impact that the pandemic would have on the charity with the Community Hall being closed.

Early in the year the decision was made to protect the HCCC finances as much as possible by only committing to spending on maintenance and health & safety requirements. Fortunately, the financial impact was not as great as originally feared as the Community Council was eligible for grants from the local council. These grants enabled the Community Council to continue with some of the improvements and work that had been previously planned.

CCTV was installed at the Hall to provide security both inside and out and planned improvements to the area outside the hall were carried out towards the end of the year.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020**

In many ways the greatest achievement this year, was that, when Covid restrictions were temporarily lifted, the hall was actually able to open. This was only thanks to the sterling work done by committee members and volunteers to ensure that the hall could operate safely and within the government guidelines. Policies and procedures were firstly established and secondly communicated to hall users to ensure compliance. The Executive Committee extends its thanks to all those who helped to make this possible.

The financial position at the end of the year was therefore much healthier than could have been predicted. Projects already committed to in the coming year will now be able to proceed unaffected by the difficulties of 2020. These projects include major remedial work in the Church Belt woodland, part funding of the resurfacing of the Playground on the Hintlesham Playing Field and repairs to the boundary fencing between Hintlesham Playing Field and the Rectory.

FINANCIAL REVIEW

Reserves Policy

At the present time, the Community Council does not have a 'Reserve's policy', but this is under review and a policy will be drawn up in the current year.

FINANCIAL SUMMARY

The financial statements have been prepared on a receipts and payments basis.

Total income in the year to 31 December 2020 was £29,224. Total expenditure was £21,211 leaving a surplus of £8013.

Income from hall hire, ordinarily the principal source of funding was only £7,354 compared to £19,180 in the year to 31 December 2019, a considerable decrease. Fortunately, as previously noted, the Community Council was eligible for Covid 19 grants from the local council and received £11,334 in the year. £10,000 in May 20 and £1,334 in December 20.

The Community Council receives contributions to costs incurred from the MUGA club and the Social Club. The MUGA club has the management contract to run the sports area on the Hintlesham Playing Field and the Social Club manages the bar within the community hall.

Restricted Funds

The 200 Club lottery is treated as a 'Restricted fund', with money only being made available to the Community Council after prize money has been distributed and the balance transferred to the main charity bank account.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
TRUSTEES REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020**

The £1002 held in a separate deposit account is also included in 'Restricted funds' as this is money specifically designated to return the MUGA to its former state as part of the playing field should that ever become necessary. The MUGA club is to continue to contribute £1,000 annually to a maximum of £5,000 for this purpose.

All other funds held are unrestricted and available to further the aims and objectives of the Community Council.

Monetary Assets

As at the 31 December 2020 the charity had cash & bank balances totalling £68,316

Approved by the Trustees on 22 April 2021 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Tym Moore', written in a cursive style.

Tym Moore
Chairman

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020 which are set out on pages 6 & 7.

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Walters
The Old Rectory
The Street
Chattisham
IP8 3PY

Date 23 April 2021

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT

Year Ended 31 December 2020

RECEIPTS

	RESTRICTED FUNDS £	UNRESTRICTED FUNDS £	TOTAL FUNDS £
Hall and hut hire	0	7354	7354
Events	0	428	428
200 club membership	3825	0	3825
Sale of wood	0	350	350
Recycling income	0	550	550
Contribution to hall costs - Social club	0	2226	2226
Contribution to insurance - MUGA club	0	528	528
Grants from Babergh re COVID 19	0	11334	11334
Donations	0	2260	2260
Bank interest	1	368	369
Total income	3826	25398	29224

PAYMENTS

200 club prizes	1640	0	1640
Water rates	0	540	540
Insurance	0	1954	1954
IT - Broadband, website and zoom	0	709	709
Gas and electricity	0	3773	3773
Caretaking, hygiene and cleaning costs	0	3482	3482
Postage and stationery	0	46	46
Performing rights licence	0	467	467
Repairs and maintenance	0	1770	1770
Projects - Installation of CCTV	0	1980	1980
Projects - Safety work in trees	0	2300	2300
Projects - Contribution to MUGA drop kerb costs	0	1000	1000
Playing Fields maintenance	0	1550	1550
Total payments	1640	19571	21211
Net receipts / (payments)	2186	5827	8013
Total funds brought forward	9352	50951	60303
Total funds carried forward	11538	56778	68316

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2020

CASH FUNDS

	RESTRICTED FUNDS £	UNRESTRICTED FUNDS £	TOTAL FUNDS £
General current account	0	3179	3179
Business instant access deposit account	0	52851	52851
H&CCC lottery current account	10536	0	10536
Cash in hand	0	748	748
Business instant access deposit account -MUGA	1002	0	1002
	<hr/>	<hr/>	<hr/>
	11538	56778	68316

ASSETS HELD BY HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

Hintlesham & Chattisham Community Hall and .65 acre plot

General equipment, furniture and fixtures & fittings at the Community Hall

Woodland at Church Belt, 5.97 acres held as amenity land

Sports hut on Hintlesham Playing Field and hut fixtures & fittings

MUGA sports area on the Hintlesham Playing Field

Play equipment on the Hintlesham Playing Field

Chattisham Playing Field, being 0.675 acres of amenity land held in trust for the HCCC by the Parish Council.

Play Equipment on the Chattisham Playing Field

LEASED ASSETS

Hintlesham Playing Field, being 3.46 acres leased from the Parish Council on a 10 year lease.

Approved and signed on behalf of the Trustees on the 22 April 2021



Tym Moore
Chairman