



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 April 2020 to 31 March 2021

Charity name: Horringer-cum-Ickworth Community Council

Charity registration number: 304904

## Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	<p>a) The provision, maintenance and management of a village hall for use by the inhabitants of the area of benefit, without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and other forms of recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants.</p> <p>b) To promote for the benefit of the inhabitants of the area of benefit the provision of facilities for recreation or other leisure time occupation or educational activity of individuals with the object of improving the condition of life for the said inhabitants.</p> <p>c) Such other charitable purposes for the benefit of the inhabitants of the area of benefit as the Community council sees fit.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<p><b>Provision of Community Centre (Village Hall):</b> Village clubs and societies are able to use the Centre for a wide range of activities including baby &amp; toddler group, gardening club, WI, singers, dance classes, yoga classes, carpet bowls, good neighbours scheme, markets. Additionally, ad-hoc private bookings generate additional income. In a normal year, we expect to see about 300-350 people per week attending regular events in the hall, and around 3,000-3,500 attending ad-hoc events, with a total annual footfall of around 20,000. This year this has been drastically reduced because of the pandemic restrictions, with a total footfall of about 3,000. During the pandemic, we have ensured that we have maintained COVID-secure status, and have thus been able to support essential services such as support groups and food retail markets.</p> <p><b>Promotion of events:</b> The pandemic has meant that most events have been cancelled, including the usual annual fireworks display. However, the Christmas tree light-up did take place on a smaller scale.</p> <p><b>Other activities:</b> The charity operates a 'Little Lottie' scheme, in which a large number of villagers are stake-holders, and approximately half the income of which is paid out as monthly prizes.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	<p>We have referred to the commission's guidance on public benefit when reviewing our aims and objectives and in planning future activities, both as a management committee and as the full community council which is attended by representatives of village organisations. The trustees consider that the charity's activities reflect our aims and objectives.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Policy on grant making	N/A
Policy on social investment including program related investment	N/A
Contribution made by volunteers	Volunteers run the community centre and organise and carry out community activities which enrich village life and create a good strong community.
Other	

**Achievements and Performance**

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	<p>The Community Centre provides a place where community life can flourish, contributing to well-being and health and addressing loneliness and providing educational activities, although this has been limited this year due to the pandemic restrictions. Most normal events were cancelled, including the bonfire and fireworks and the annual village fete and flower show.</p> <p>Facilities at the Centre have been improved during the year, most importantly the installation of a new audio-visual system, including a new projector and sound system. Approximately half the cost of this has been met by grant funding and donations, resulting in a net cost of about £6,000. The bar facilities have been improved by the purchase of fridges and other equipment, enabling bar services to be provided in-house, and some new heaters have been installed.</p>
---	---

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	
Performance of fundraising activities against objectives set	
Investment performance against objectives	
Other	

## Financial Review

Review of the charity's financial position at the end of the period	The charity is in a strong financial position. Although income from bookings was less than a third of what would normally be expected, the COVID related government grants have made up the shortfall, and income from other sources such as Little Lottie and waster recycling have been maintained.
Statement explaining the policy for holding reserves stating why they are held	We hold a minimum of £20,000 in reserve at any time, which represents the anticipated running costs for one year. Further reserves may be held in anticipation of future significant expenditure that may be required to maintain the Community Centre – currently this includes renewal of the heating system and upgrading the fire protection system, which will be investigated further during the next financial year.
Amount of reserves held	£60,000
Reasons for holding zero reserves	N/A
Details of fund materially in deficit	N/A
Explanation of any uncertainties about the charity continuing as a going concern	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Income from hiring the hall for community activities. Fundraising from events and other activities.
Investment policy and objectives including any social investment policy adopted	N/A
A description of the principal risks facing the charity	Maintenance costs exceed income; People not prepared to stand as trustees making it difficult to maintain a full quota on the team; Fire in the Community Centre; Vandalism to the Centre; Injury at an event run by the Community Council; Injury suffered by hirers using the Community Centre; Failure of systems at the Centre affecting hirers (eg blocked toilets) Safeguarding issues.
Other	

## Structure, Governance and Management

Description of charity's trusts:	
Type of governing document (trust deed, royal charter)	Set up by order: scheme dated 13/03/2006 and amended on 06/07/2011 and 23/06/2014
How is the charity constituted? (e.g. unincorporated association, CIO)	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	At the AGM five honorary officers are elected as trustees (chair, vice-chair, secretary, community council treasurer, village hall treasurer); two further trustees are nominated as representatives by the Horringer-cum-Ickworth Parish Council and the Horringer Social Club; between two and four further trustees are elected at the AGM; the trustees may co-opt up to three further trustees. Community Council members eligible to stand for election as trustees include one member appointed by each affiliated organisation and further members elected at the AGM.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	New trustees are provided with documents detailing the charity's history, structure and management, and also the constitution, terms and conditions of hall hire and the latest annual report and accounts. They are also asked to read the guidance for trustees as advised by the Charity Commission.
The charity's organisational structure and any wider network with which the charity works	
Relationship with any related parties	Titles to freehold and leasehold land are vested in the Horringer-cum-Ickworth Parish Council as Custodian Trustees.
Other	

### Reference and Administrative details

Charity name	Horringer- cum- Ickworth Community Council
Other name the charity uses	
Registered charity number	304904
Charity's principal address	Horringer Community Centre The Street Horringer Bury St Edmunds IP29 5RU

# Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Gordon Hughes	Chair from 01/09/20		
2	Janette Emerson	Secretary		
3	Rachel Davies	Community Council Treasurer		
4	Janice Sylvia Frost	Village Hall Treasurer	From 01/09/2020	
5	David Walton			
6	Euan David Robert Brierley		From 01/09/2020	
7	Robin Davies	Village Hall Treasurer	To 01/09/2020	
8	Colleen Greenwood	Chair	To 01/09/2020	
9	Peta Cook		To 01/09/2020	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		
none		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
none		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	none
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
-----------------	------	---------

none		
------	--	--

#### Name of chief executive or names of senior staff members (Optional information)

none
------

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

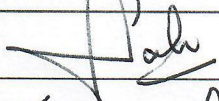
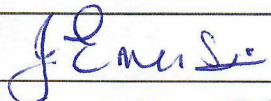
## Other optional information

N/A

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	John Punter	JAN EMERSON
Position (eg Secretary, Chair, etc)	ACTING CHAIRMAN	SECRETARY
Date	24/1/22.	

**Horringer-cum-Ickworth Community Council**  
**Charity Number 304904**

**Receipts and Payments Accounts**  
**For the Period from 1 April 2020 to 31 March 2021**

**Receipts and Payments**

	Unrestricted Funds		Restricted Fund (AV System)	Total Funds	Last Year
<b>Receipts</b>					
Hall Bookings	£	5,489		£ 5,489	£ 18,124
Grants (unrestricted):					
Parish Council	£	3,000			
COVID-19 Support Grants	£	19,908		£ 22,908	
Grants for AV System:					
Parish Council			£ 2,000		
West Suffolk Locality Fund			£ 750		
Local Connections Fund			£ 2,400		
Suffolk Community Fund			£ 1,000		
Other Grants			£ -	£ 6,150	£ 30,108
Donations for AV System			£ 1,000	£ 1,000	£ 341
Donations (HOBS)					£ 215
Bar Sales	£	238		£ 238	
Horringer Diary Adverts	£	1,684		£ 1,684	£ 2,026
Waste Recycling	£	1,720		£ 1,720	£ 1,533
Little Lottie Subscriptions	£	2,964		£ 2,964	£ 2,912
Bonfire Night					£ 2,582
Insurance (contribution from Social Club)	£	370		£ 370	£ 366
Water Rates (contribution from Social Club)	£	276		£ 276	£ 557
Other Income					£ 97
<b>Sub Total</b>	£	<b>35,650</b>	£ <b>7,150</b>	£ <b>42,800</b>	£ <b>58,861</b>

N.I.R.

**Horringer-cum-Ickworth Community Council**  
**Charity Number 304904**

**Receipts and Payments Accounts for the Period from 1 April 2020 to 31 March 2021**

**Receipts and Payments (cont)**

Payments	Unrestricted Funds		Restricted Fund (AV System)	Total Funds	Last Year
Hall Running Costs:					
Insurance	£	1,482		£ 1,482	£ 1,464
Water Rates	£	552		£ 552	£ 1,114
Electricity	£	1,754		£ 1,754	£ 3,852
Refuse Collection	£	378		£ 378	£ 464
Phone/Broadband	£	230		£ 230	£ 497
Sanitary Services	£	619		£ 619	£ 607
Premises Licence	£	70		£ 70	£ 70
Bar Running Costs	£	44		£ 44	
Cleaning Materials	£	416		£ 416	£ 420
Maintenance:					
General Maintenance	£	498			
Electrical Work (inc Heater Installation)	£	4,404			
Roof Repairs	£	785			
Window Repairs	£	60			
Replacement Locks	£	181			
Fire Safety Maintenance	£	189			
COVID Secure Costs	£	130			£ 1,585
Plumbing	£	54			£ 52
Grounds Maintenance	£	758	£ 7,059	£ 7,059	£ 573
Bookings Secretary/Asst Costs		£ 1,200		£ 1,200	£ 1,346
Bookings Administration Costs		£ 185		£ 185	
Cleaner Costs		£ 806		£ 806	£ 4,055
Diary Printing etc		£ 1,059		£ 1,059	£ 1,320
Little Lottie:					
Prizes	£	1,575			
Licence	£	20	£ 1,595	£ 1,595	£ 1,445
Christmas Tree		£ 145		£ 145	
Bonfire Night Costs					£ 1,887
Donations:					
Community Action Suffolk	£	20			
St Leonard's Church for Path/Electrics	£	500	£ 520	£ 520	£ 20
Gifts for Retiring Trustees		£ 70		£ 70	
Sundry Expenses					£ 207
Sub Total	£	18,184	£ -	£ 18,184	£ 20,978

**Asset and Investment Purchases**

Bar Equipment - Fridges & Tills	£	584		£ 584	
Bar Stock	£	336		£ 336	
New AV System			£ 6,748	£ 6,748	
Heaters	£	229		£ 229	
Chairs	£	297		£ 297	
Roof Replacement					£ 30,522
Dishwasher					£ 2,208
<b>Sub Total</b>		£ 1,446	£ 6,748	£ 8,193	£ 32,730

<b>Total Payments</b>		£ 19,630	£ 6,748	£ 26,377	£ 53,708
-----------------------	--	----------	---------	----------	----------

<b>Net of receipts/(payments)</b>		£ 16,020	£ 402	£ 16,422	£ 5,153
<b>Transfers between funds</b>		£ -	£ -	£ -	£ -
<b>Cash funds last year end</b>		£ 43,417	£ 341	£ 43,758	£ 38,605
<b>Cash funds this year end</b>		£ 59,437	£ 743	£ 60,181	£ 43,758

NTH

Receipts and Payments Accounts for the Period from 1 April 2020 to 31 March 2021

Statement of Assets and Liabilities at the End of the Period

	Unrestricted Funds	Restricted Fund (AV System)	Total Funds	Last Year
<b>Cash Funds</b>				
Community Council Bank Account	£ 31,690	£ (1,657)	£ 30,034	£ 27,886
Management Committee Bank Account	£ 25,157	£ 2,400	£ 27,557	£ 13,194
Little Lottie Bank Account	£ 2,590	£ -	£ 2,590	£ 2,678
<b>Total Cash Funds</b>	<b>£ 59,437</b>	<b>£ 743</b>	<b>£ 60,181</b>	<b>£ 43,758</b>

**Other Monetary Assets**

Gift Aid Due on AV System Donation		£ 250	£ 250	£ -
------------------------------------	--	-------	-------	-----

**Investment Assets**

None				
------	--	--	--	--

**Assets Retained for the Charity's Own Use**

Horringer Community Centre. Titles to freehold and leasehold land are vested in the Horringer-cum-Ickworth Parish Council as Custodian Trustees.				
--	--	--	--	--

**Liabilities**

Balance Due for Cost of AV System		£ 6,959	£ 6,959	£ -
-----------------------------------	--	---------	---------	-----

**Signed on Behalf of all the Trustees**

Signature	Print Name	Date of Approval
<i>R. Davies</i>	RACHEL DAVIES	16.1.22
<i>J. Frost</i>	JANILE FROST	16.1.22

NJK

# Independent Examiner's Report on the Accounts

Report to the trustees/ members of Horringer-cum-Ickworth Community Council (charity no 304904)  
on accounts for the year ended 31 March 2021 set out on pages 1 to 3

I report to the trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31/03/2021

## Responsibilities and basis of report

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.

## Independent examiner's statement

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.

Signed:

Name:

Date:

N. J. Hanford.	NORMAN J HANFORD	16/11/22
----------------	------------------	----------

Relevant professional qualification(s) or body (if any):

Retd. C. Eng
--------------

Address:

3, HOLLY CLOSE, HORRINGER, BURY ST EDMUNDS
--