



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 April 2021 to 31 March 2022

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. This year saw a gradual recovery from the pandemic, with low numbers at the start of the year, rising to near normal numbers at the end. By the end of the year we were again seeing about 300 people per week attending regular events in the hall, and around 2,500 attended ad-hoc events during the year, with a total annual footfall of around 10-15,000.</p> <p><b>Promotion of events:</b> The pandemic meant that the annual Flower Show and Fete did not take place in July, but the annual fireworks display returned very successfully in November, and the Christmas tree light-up took place in conjunction with a Christmas Tree Festival in the Church. In September, an Open Evening was held in order to promote the hall and its facilities to villagers and village organisations. Following a grant award, a fund was set up to help organisations to deliver activities furthering the aims of the Community Council, and this was used to sponsor two 'Paint &amp; Plonk' evenings.</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	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.
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### **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, and the recovery from the pandemic has enabled these to return to normal by the end of the year.</p> <p>The improved facilities at the Centre from the previous year (the new audio-visual system and improved bar facilities) have made it possible to improve the delivery of these. The Open Evening in September was very well attended, and included an audio-visual presentation promoting the hall and its facilities as well as the variety of activities going on in the village.</p>
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### **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. Loss of bookings income during the pandemic was made up for with the COVID related government grants, and during the year as a whole bookings income was about 80% of normal, and is projected to return to normal levels in the next year. Income from other sources such as Little Lottie and waste recycling have been maintained.
Statement explaining the policy for holding reserves stating why they are held	We hold a minimum of £30,000 in reserve at any time, which represents the anticipated running costs for one year. Further reserves are 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 continue to be investigated, and will receive a higher priority now that the future looks more certain.
Amount of reserves held	£60,000 – including £30,000 for future projects as noted above.
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 in the event of major works becoming necessary, especially if unexpected; 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		
2	Janette Emerson	Secretary		
3	Rachel Davies	Community Council Treasurer		
4	Janice Sylvia Frost	Village Hall Treasurer		
5	David Walton		To 07/12/2021	
6	Euan David Robert Brierley			
7	Colin Knight		From 24/05/2021	
8	Barry Hastings		From 24/05/2021	
9	John Porter		From 24/05/2021	
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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
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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## Other optional information

N/A
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## 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)		
Position (eg Secretary, Chair, etc)		
Date		

# Horringer-cum-Ickworth Community Council

Charity Number 304904

## Receipts and Payments Accounts

For the Period from 1 April 2021 to 31 March 2022

### Receipts and Payments

Receipts	Unrestricted Funds		Restricted Funds			Total Funds	2020/21
	General Fund		AV System	Activities & Events	Hirers A/C		
Hall Bookings							
Hire Fees	£	14,501					£ 5,489
Set-up & Cleaning Charges for Hirers	£	452					
Bar Fees	£	70					
Bar Sales	£	1,957	£	16,981		£ 16,981	£ 238
Grants (Unrestricted):							
COVID-19 Support Gramts	£	10,667					
Parish Council	£	7,500					
Locality Grant for Open Evening	£	362	£	18,529		£ 18,529	£ 22,908
Grants (Restricted)							
Main Grants for Activities				£	700	£ 700	
AV System							£ 6,150
Donations (HOBS)	£	165				£ 165	
Donations (Restricted) for AV (other)							£ 1,000
Gift Aid on Donations for AV			£	250		£ 250	
Horringer Diary Adverts	£	654				£ 654	£ 1,684
Waste Recycling	£	1,676				£ 1,676	£ 1,720
Little Lottie Subscriptions	£	2,947				£ 2,947	£ 2,964
Bonfire Night Takings	£	3,628				£ 3,628	
Insurance (contribution from Social Club)	£	396				£ 396	£ 370
Water Rates (contribution from Social Club)	£	600				£ 600	£ 276
Other Income							
Sub Total	£	45,575	£	250	£ 700	£ -	£ 46,525
							£ 58,861

### Asset and Investment Sales

Security Deposits collected				£ 3,020	£ 3,020	
<b>Sub Total</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 3,020</b>	<b>£ 3,020</b>	<b>£ -</b>

<b>Total Payments</b>	<b>£ 45,575</b>	<b>£ 250</b>	<b>£ 700</b>	<b>£ 3,020</b>	<b>£ 49,545</b>	<b>£ 42,800</b>
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**Horringer-cum-Ickworth Community Council**  
**Charity Number 304904**

**Receipts and Payments Accounts for the Period from 1 April 2021 to 31 March 2022**

Receipts and Payments (cont)

	Unrestricted Funds		Restricted Funds			Total Funds	2020/21
	General Fund		AV System	Activities & Events	Hirers A/C		
<b>Payments</b>							
Hall Running Costs							
Insurance	£ 1,668						£ 1,482
Water Rates	£ 1,200						£ 552
Electricity	£ 3,935						£ 1,754
Refuse Collection	£ 371						£ 378
Phone/Broadband	£ 395						£ 230
Sanitary Services	£ 626						£ 619
Premises Licence	£ 70						£ 70
Bookings Secretary Costs	£ 1,307						£ 1,385
Bookings Asst/Cleaner Costs	£ 1,842						£ 806
Cleaning Materials	£ 519	£ 11,933				£ 11,933	£ 416
Hall Bookings Costs							
Set-up and Cleaning for Hirers		£ 740				£ 740	
Bar Running Costs							
Bar Stock	£ 1,453						£ 336
Bar Equipment	£ 272						
Bar Staff	£ 204	£ 1,929				£ 1,929	£ 44
Hall Maintenance							
Electrical Work (inc Heater Maintenance)	£ 2,138						
Drains	£ 130						
Fire Safety Maintenance	£ 270						
Plumbing	£ 115						
Defibrillator Refurbishment	£ 238						
Grounds Maintenance	£ 379	£ 3,270				£ 3,270	£ 7,059
Diary Printing etc		£ 732				£ 732	£ 1,059
Little Lottie:							
Prizes	£ 1,415						
Licence	£ 20	£ 1,435				£ 1,435	£ 1,595
Events							
Open Evening (10 Sep 2021)							
Refreshments & Drinks	£ 159						
Advertising Flyers	£ 26						
Advertising Signage	£ 177	£ 362					
Paint & Plonk Evenings (15 Oct & 17 Nov 2021)							
Rebate for Hall Hire				£ 54			
Rebate for Villagers Attendance				£ 20	£ 74	£ 74	
Bonfire & Fireworks Display (5 Nov 2021)							
Fireworks	£ 1,756						
Event Licence	£ 21						
Barbecue Food	£ 365						
Drinks	£ 149						
Donation to Paramedics	£ 40	£ 2,331					
Christmas Tree (3 Dec 2021)		£ 96					£ 145
Platinum Jubilee (5 Jun 2022)							
Bunting	£ 70						
Inflatable Hire	£ 545	£ 615				£ 3,404	
Welcome Booklet Printing		£ 55				£ 55	
Donations							
Community Action Suffolk							
St Leonard's Church for Path/Electrics	£ 450						£ 520
St Leonard's Church for Xmas Tree Festival	£ 25	£ 475				£ 475	
Gifts for Retiring Trustees							£ 70
Payment Card Fees		£ 14				£ 14	
Sundry Expenses							
<b>Sub Total</b>	<b>£ 23,988</b>	<b>£ -</b>	<b>£ 74</b>	<b>£ -</b>	<b>£ 24,062</b>	<b>£ 18,520</b>	

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

**Receipts and Payments Accounts for the Period from 1 April 2021 to 31 March 2022**

Receipts and Payments (cont)

	Unrestricted Funds	Restricted Funds			Total Funds	2020/21
	General Fund	AV System	Activities & Events	Hirers A/C		
<b>Asset and Investment Purchases</b>						
Bar Equipment - Fridges & Tills						£ 584
Gazebos	£ 360				£ 360	
New AV System		£ 7,079			£ 7,079	£ 6,748
Heaters						£ 229
Other						£ 297
Roof Replacement						
Dishwasher						
Security Deposits refunded				£ 2,900	£ 2,900	
<b>Sub Total</b>	<b>£ 360</b>	<b>£ 7,079</b>	<b>£ -</b>	<b>£ 2,900</b>	<b>£ 10,339</b>	<b>£ 7,857</b>

<b>Total Payments</b>	<b>£ 24,348</b>	<b>£ 7,079</b>	<b>£ 74</b>	<b>£ 2,900</b>	<b>£ 34,400</b>	<b>£ 26,377</b>
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<b>Net of receipts/(payments)</b>	<b>£ 21,228</b>	<b>£ (6,829)</b>	<b>£ 626</b>	<b>£ 120</b>	<b>£ 15,145</b>	<b>£ 16,422</b>
<b>Transfers between funds (General to AV)</b>	<b>£ (6,085)</b>	<b>£ 6,085</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>Cash funds last year end</b>	<b>£ 59,437</b>	<b>£ 743</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 60,181</b>	<b>£ 43,758</b>
<b>Cash funds this year end</b>	<b>£ 74,579</b>	<b>£ -</b>	<b>£ 626</b>	<b>£ 120</b>	<b>£ 75,325</b>	<b>£ 60,181</b>

**Statement of Assets and Liabilities at the End of the Period**

	Unrestricted Funds	Restricted Funds			Total Funds	2020/21
	General Fund	AV System	Activities & Events	Hirers A/C		
<b>Cash Funds</b>						
Community Council Bank Account	£ 32,517	£ -	£ 626	£ -	£ 33,143	£ 30,034
Management Committee Bank Account	£ 39,313	£ -	£ -	£ 120	£ 39,433	£ 27,557
Bar Sum-Up Payments Account	£ 80	£ -	£ -	£ -	£ 80	£ -
Little Lottie Bank Account	£ 2,670	£ -	£ -	£ -	£ 2,670	£ 2,590
<b>Total Cash Funds</b>	<b>£ 74,579</b>	<b>£ -</b>	<b>£ 626</b>	<b>£ 120</b>	<b>£ 75,325</b>	<b>£ 60,181</b>

**Other Monetary Assets**

Gift Aid Due on AV System Donation					£ -	£ 250
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**Investment Assets**

None						
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**Assets Retained for the Charity's Own Use**

<p>Horringer Community Centre. Titles to freehold and leasehold land are vested in the Horringer-cum-Ickworth Parish Council as Custodian Trustees.</p> <p>Electric Heating System, including 8 Night Storage Heaters and 5 Convection Heaters</p> <p>Kitchen Equipment, including Oven and Hob, Food Warmer, Dishwasher, Water Boiler, Fridge, Freezer</p> <p>Audio Visual System with PA and Video Projection (installed in 2021 at a cost of £13,826.26)</p> <p>Sundry Chairs, Tables, Trestle Tables</p> <p>Two Gazebos bought in 2021 for £359.98</p> <p>Bar Equipment, including Fridges and Tills</p> <p>Bar Stock valued at £977.86 at cost at 31/3/2022</p>						
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**Liabilities**

Balance Due for Cost of AV System					£ -	£ 6,959
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**Signed on Behalf of all the Trustees**

Signature	Print Name	Date of Approval

# 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 2022 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 31/03/2022

## 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:**

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

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**Address:**

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