



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2022 to 31 March 2023

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>Provision of Community Centre (Village Hall): Village clubs and societies are able to use the Centre for a wide range of activities including baby & 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 was the first full normal year post-pandemic, and in fact showed a slight increase on pre-pandemic numbers. On average we have seen 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>Promotion of events: The previously annual Flower Show and Fete did not take place again, but celebrations for the Queen's Platinum Jubilee were organised in June, including beacon lighting, a successful fete in conjunction with the Church's strawberry tea, and a successful Quiz Evening. The Quiz Evening was repeated later in the year, and the annual fireworks display took place in November, and the Christmas tree light-up took place as usual. A new venture started at the end of the year (February & March), with the starting of a monthly Film Club evening.</p> <p>Other activities: 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.	The Community Centre provides a place where community life can flourish, contributing to well-being and health and addressing loneliness and providing educational activities. The improved facilities at the Centre of recent years (the new audio-visual system and improved bar facilities) have made it possible to improve the delivery of these. The AV facilities in particular have enabled the start of the new monthly Film Club, which has been well-received as an opportunity for villagers to socialise and watch a film together on the big screen.
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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. Bookings income has now recovered to pre-pandemic levels, and indeed has shown a slight increase. Grant funding to support community projects and local well-being has enabled us to provide support to local groups such as the carpet bowls club and yoga classes. In-house provision of bar facilities for hirers of the hall has also enabled some ancillary trading income to boost booking income. We have been fortunate in having a fixed-price energy contract in place until July 2023, and prices will increase after this, but we are confident that a small increase in charges from 2024 will enable us to remain in a strong position. 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.
Amount of reserves held	£65,000 – including £35,000 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 and for private functions, including some ancillary trading (bar sales). 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	To 28/11/2022	
2	Janette Emerson	Secretary		
3	Rachel Davies	Community Council Treasurer		
4	Janice Sylvia Frost	Village Hall Treasurer		
5	Euan David Robert Brierley	Vice-Chair from 14/11/2022		
6	Colin Knight			
7	Barry Hastings			
8	John Porter		Until 25/7/2022	
9				
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)	E Brierley	J Emerson
Full name(s)	Euan D R Brierley	Janette Emerson
Position (eg Secretary, Chair, etc)	Vice Chair	Secretary
Date	22 May 2023	

Horringer-cum-Ickworth Community Council
Charity Number 304904

Receipts and Payments Accounts

For the Period from 1 April 2022 to 31 March 2023

Receipts and Payments

	Unrestricted Funds		Restricted Funds		Total Funds	
	General Fund	Activities & Events Fund	Platinum Jubilee Celebrations Fund	Hirers A/C		2021/22
Receipts						
Hall Bookings						
Hire Fees	£ 19,157					£ 14,501
Set-up & Cleaning Charges for Hirers	£ 1,285					£ 452
Bar Arrangement Fees	£ 105					£ 70
Bar Sales	£ 7,933	£ 28,479			£ 28,479	£ 1,957
Grants:						
Platinum Jubilee Grant (restricted)			£ 1,980			
Parish Council						£ 7,500
Parish Council (restricted)						
COVID-19 Support Grants						£ 10,667
Other Grants						£ 362
Other Grants (restricted)	£ -		£ 1,980		£ 1,980	£ 700
Donations						£ 165
Donations (restricted)						£ 250
Horringer Diary Adverts	£ 1,663	£ 1,663			£ 1,663	£ 654
Waste Recycling						
Bottle Bank	£ 1,262					£ 1,676
Clothing Bank	£ 119	£ 1,381			£ 1,381	
Little Lottie Subscriptions	£ 2,942	£ 2,942			£ 2,942	£ 2,947
Events						
Jazz Evening (10 Apr 2022)						
Ticket Sales	£ 40	£ 40			£ -	
Platinum Jubilee (5 Jun 2022)						
Quiz Evening Ticket Sales			£ 750	£ 750	£ 750	
Bonfire Night (5 Nov 2022)						
Gate	£ 1,565					£ 2,648
Refreshment Sales	£ 742	£ 2,307			£ -	£ 980
Quiz Evening (19 Nov 2022)						
Ticket Sales	£ 580					
Raffle	£ 110	£ 690			£ -	
Film Club (13 Feb & 13 Mar 2023)						
Ticket Sales	£ 145	£ 145			£ -	
Garage Sale Bookings (15 Apr 2023)	£ 50	£ 50			£ 3,232	
Social Club						
Insurance contribution (1/4)	£ 451					£ 396
Water Rates contribution (1/2)	£ 1,327					£ 600
Pump Maintenance contribution (1/2)	£ 190	£ 1,968			£ 1,968	
Other Income						
Sub Total	£ 39,666	£ -	£ 2,730	£ -	£ 42,396	£ 46,525

Asset and Investment Sales

Security Deposits collected				£ 4,470	£ 4,470	£ 3,020
Sub Total				£ 4,470	£ 4,470	£ 3,020

Total Receipts	£ 39,666	£ -	£ 2,730	£ 4,470	£ 46,866	£ 49,545
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Receipts and Payments Accounts for the Period from 1 April 2022 to 31 March 2023

Receipts and Payments (cont)

Receipts and Payments (cont)	Unrestricted Funds		Restricted Funds			Total Funds	Previous Years
	General Fund		Activities & Events Fund	Platinum Jubilee Celebrations Fund	Hirers A/C		2021/22
Payments							
Hall Running Costs							
Insurance	£ 1,804						£ 1,668
Water Rates	£ 3,183						£ 1,200
Electricity	£ 4,289						£ 3,935
Refuse Collection	£ 504						£ 371
Phone/Broadband	£ 340						£ 395
Sanitary Services	£ 708						£ 626
Premises Licence	£ 427						£ 70
Bookings Secretary Costs	£ 1,258						£ 1,307
Bookings Asst/Cleaner Costs	£ 3,378						£ 1,842
Cleaning Materials	£ 822	£ 16,713				£ 16,713	£ 519
Hall Bookings Costs							
Set-up and Cleaning for Hirers	£ 1,117	£ 1,117				£ 1,117	£ 740
Bar Running Costs							
Bar Stock	£ 2,806						£ 1,453
Bar Equipment	£ 827						£ 272
Bar Staff	£ 972	£ 4,605				£ 4,605	£ 204
Hall Maintenance							
Electrical (inc Fire Alarm Inspection)	£ 412						
Sewage Tank Repair and Drainage	£ 380						
Dishwasher Service	£ 279						
Fire Safety Inspection & Maintenance	£ 192						
Window Cleaning	£ 50						
General Maintenance	£ 65						£ 2,892
Grounds Maintenance	£ 556	£ 1,935				£ 1,935	£ 379
Diary Printing etc	£ 1,440	£ 1,440				£ 1,440	£ 732
Little Lottie:							
Prizes	£ 1,535						£ 1,415
Licence	£ 20	£ 1,555				£ 1,555	£ 20
Events							
Platinum Jubilee Celebrations							£ 615
Beacon Lighting (3 Jun 2022)							
Gas for Beacon				£ 110			
Drinks				£ 192	£ 301		
Quiz Evening (4 Jun 2022)							
Fish and Chip Suppers				£ 530			
Prizes and Stationery				£ 62			
Eventbrite Fees				£ 19	£ 611		
Fete (5 Jun 2022)							
Band				£ 250			
Event Licence				£ 21			
Prizes				£ 144			
Ambulance Service Donation				£ 40			
Insurance				£ 197			
Electrical Services				£ 300	£ 952		
Tree Planting (25 Mar 2023)					£ 262		
Other							
Publicity Flyers/Leaflets				£ 281			
Donation for Church Flowers				£ 250			
Bouncy Castle for Hedgehogs				£ 100	£ 631	£ 2,758	
Jazz Evening Tickets (10 Apr 2022)	£ 50						
Bonfire Night (5 Nov 2022)							
Fireworks	£ 2,175						
Charcoal and Batteries	£ 72						
Catering - Food	£ 296						
Catering - Mulled Wine	£ 100						
Catering - Soft Drinks	£ 36						
Event Licence	£ 21						
NT Bonfire Licence	£ 150						
Ambulance Service Donation	£ 40	£ 2,890					£ 2,331

Quiz Evening (19 Nov 2022)							
Fish and Chip Suppers	£	479					
Prizes and Stationery	£	68					
Publicity Flyers	£	71					
Eventbrite Fees	£	7	£	625			
Christmas Tree Light-Up (2 Dec 2022)			£	-			£ 96
Film Club							
Media	£	135					
Licensing	£	539	£	674			
Other Events			£	-	£	4,239	£ 436
Welcome Booklet Printing							£ 55
Grants for Community Activities:							
Grant to Carpet Bowls Club			£	90			
Grant to Calm with Caroline Yoga			£	149			
Grant to Zoe Noble Yoga			£	61	£	299	
Donations:							
Community Action Suffolk							
St Leonard's Church							£ 475
Gifts for Retiring Trustees							
Payment Card Fees		£	62	£	62	£	62
Sundry Expenses							£ 14
Sub Total			£	31,665	£	299	£ 2,758
					£	-	£ 34,722
							£ 24,062

Horringer-cum-Ickworth Community Council
Charity Number 304904

Receipts and Payments Accounts for the Period from 1 April 2022 to 31 March 2023

Receipts and Payments (cont)

Asset and Investment Purchases

Gazebos	£ 225				£ 225	£ 360
Signs (Fireworks)	£ 77				£ 77	
Signs (Horringer Singers)	£ 255				£ 255	
Cutlery	£ 17				£ 17	
Bar Equipment - Fridges & Tills						
New AV System						£ 7,079
Heaters						
Chairs						
Roof Replacement						
Dishwasher						
Security Deposits refunded				£ 4,290	£ 4,290	£ 2,900
Sub Total	£ 574	£ -	£ -	£ 4,290	£ 4,864	£ 10,339

Total Payments	£ 32,239	£ 299	£ 2,758	£ 4,290	£ 39,586	£ 34,400
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Net of receipts/(payments)	£ 7,427	£ (299)	£ (28)	£ 180	£ 7,280	£ 15,145
Transfers between funds	£ (28)		£ 28	£ -	£ -	£ -
Cash funds last year end	£ 74,579	£ 626	£ -	£ 120	£ 75,325	£ 38,605
Cash funds this year end	£ 81,978	£ 327	£ 0	£ 300	£ 82,605	£ 53,750

Statement of Assets and Liabilities at the End of the Period

	Unrestricted Funds	Restricted Funds			Total Funds	Previous Years
	General Fund	Activities & Events Fund	Platinum Jubilee Celebrations Fund	Hirers A/C		2021/22
Cash Funds						
Community Council Bank Account	£ 33,989	£ 327			£ 34,315	£ 33,143
Management Committee Bank Account	£ 42,197			£ 300	£ 42,497	£ 39,433
Bar Sum-Up Payments Account	£ 3,118				£ 3,118	£ 80
Little Lottie Bank Account	£ 2,675			£ -	£ 2,675	£ 2,670
Total Cash Funds	£ 81,978	£ 327	£ -	£ 300	£ 82,605	£ 75,325

Other Monetary Assets

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

None						
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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.

Electric Heating System, including 8 Night Storage Heaters and 5 Convection Heaters

Kitchen Equipment, including Oven and Hob, Food Warmer, Dishwasher, Water Boiler, Fridge, Freezer

Audio Visual System with PA and Video Projection (installed in 2021 at a cost of £13,826.26)

Sundry Chairs, Tables, Trestle Tables

Four Gazebos bought in 2021 (2) for £359.98 and 2023 (2) for £225

Bar Equipment, including Fridges and Tills

Bar Stock valued at £1034.06 at cost at 31/3/2023

Liabilities

Balance Due for Cost of AV System					£ -	£ -
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Signed on Behalf of all the Trustees

Signature	Print Name	Date of Approval
R Davies	RACHEL DAVIES	22 May 2023
J Frost	JANICE FROST	22 May 2023

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	22 May 2023

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

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Address:

3 Holly Close, Horringer, Bury St Edmunds
