



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2024 to 31 March 2025

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. An average of about 300 people per week attended 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: A Quiz Evening was held again in November. The annual Bonfire and Fireworks Display returned in 2024 after a break in 2023 with a new team of volunteers. The Film Club continues on a monthly basis, with a small but keen clientele. The Pop-up Coffee Shop, previously run by the WI, has been taken over by the Community Council with a new management team, and continues to support local organisations in accordance with the Council's objectives.</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	<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	We aim to support local organisations with the proceeds of the monthly Pop-up Coffee Shop, and those organisations are encouraged to help with the running of the particular event thaht is supporting them. We have also made occasional small grants to village organisations who are organising events that help to fulfil our charitable purposes, usually in the form of help with charges for hall hire or associated costs.
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, and are vital to our success.
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. This year we have installed a new fire alarm system, renewed the stage cupboard doors and installed new electric blinds to replace the old curtains. We are in a strong position to continue to develop the facilities, and are actively looking towards a new heating system in the next year or so.
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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 been similar to last year, despite losing some regular hirers, partly due to an increase in hire charges applied from January 2024. These increases were triggered by increased costs, particularly for electricity, and have been structured in such a way as to impose only a minimal increase for regular organisations, but a more significant increase for one-off private hirers, thereby maintaining our fulfilment of our charitable purposes as effectively as possible. In-house provision of bar facilities for hirers of the hall has continued to provide some ancillary trading income to boost booking income. A new two-year fixed-price energy contract was negotiated from August 2023, which shows a considerable increase in costs, but we are in a strong position to accommodate this, and hope that we will be able to secure a decrease in August 2025. 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 £35,000 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 stage refurbishment, renewal of the heating system and upgrading the fire protection system, which we expect to be completed next year.
Amount of reserves held	£60,000 – 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	Euan David Robert Brierley	Vice-Chair		
2	Janette Emerson	Secretary		
3	Rachel Davies	Community Council Treasurer		
4	Janice Sylvia Frost	Village Hall Treasurer		
5	Fiona Berry			
6	Simon Allen			
7	Colin Knight			Horringer-cum-Ickworth Parish Council
8	Barry Hastings			Horringer Village Club
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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
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none		
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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)		
Position (eg Secretary, Chair, etc)		
Date		

Horringer-cum-Ickworth Community Council
Charity Number 304904

Receipts and Payments Accounts
For the Period from 1 April 2024 to 31 March 2025

Receipts and Payments

Unrestricted Funds			Restricted Funds		Total Funds	Previous Years
General Fund			Activities & Events	Hirers A/C	2023/24	
Receipts						
Hall Bookings						
Hire Fees	£	19,280.75				£ 19,548.05
Set-up & Cleaning Charges for Hirers	£	1,438.00				£ 1,400.00
Maintenance Charge to Hirers	£	100.00				
Bar Fees	£	112.00				£ 167.00
Bar Sales	£	3,736.50	£	24,667.25	£ 24,667.25	£ 5,966.50
Grants						£ 500.00
EDF Wayleave Payment	£	85.40	£	85.40	£ 85.40	
Waste Recycling						
Bottle Bank	£	1,100.64				£ 1,103.43
Clothing Bank	£	183.11	£	1,283.75	£ 1,283.75	£ 6.13
Little Lottie Subscriptions	£	2,876.00	£	2,876.00	£ 2,876.00	£ 2,955.00
Events						
Quiz Evening (30 Nov 2024)						
Ticket Sales	£	1,008.00				£ 948.00
Raffle	£	189.00	£	1,197.00	£ 1,197.00	£ 182.00
Bonfire Night (8 Nov 2024)						
Entrance	£	3,275.00				
Refreshment Sales	£	1,508.00	£	4,783.00	£ 4,783.00	
Pop-up Coffee Shop						
Refreshment Sales	£	795.73	£	795.73	£ 795.73	
Film Club						
Ticket Sales	£	270.00	£	270.00	£ 270.00	£ 450.00
Other Events						£ 145.00
Social Club						
Insurance contribution (23/24)	£	410.02				
Insurance contribution (24/25)	£	508.86				
Water Rates contribution (23/24)	£	717.70				
Water Rates contribution (24/25)	£	578.95	£	2,215.53	£ 2,215.53	
Maintenance contribution						
Other Income						
Sub Total	£ 38,173.66		£ -		£ 38,173.66	£ 33,371.11
Asset and Investment Sales						
Security Deposits collected			£ 4,573.00		£ 4,573.00	£ 3,490.00
Sub Total			£ 4,573.00		£ 4,573.00	£ 3,490.00
Total Receipts						
	£ 38,173.66		£ 4,573.00		£ 42,746.66	£ 36,861.11

Horringer-cum-Ickworth Community Council
Charity Number 304904

Receipts and Payments Accounts for the Period from 1 April 2024 to 31 March 2025

Receipts and Payments (cont)

Unrestricted Funds				Restricted Funds		Total Funds	Previous Years	
General Fund				Activities & Events	Hirers A/C		2023/24	
Payments								
Hall Running Costs								
Insurance	£	4,263.40				£	1,640.11	
Water Rates	£	1,157.91				£	1,521.01	
Electricity	£	9,001.55				£	6,147.40	
Refuse Collection	£	572.94				£	537.16	
Phone/Broadband	£	336.60				£	369.97	
Sanitary Services	£	795.24				£	742.72	
Premises Licence	£	70.00				£	70.00	
TV Licence	£	169.50						
Rates (West Suffolk Council)	£	552.74						
less rebate for charging in error	£	(462.74)	£	90.00				
Bookings Secretary Costs		£	3,032.40			£	2,019.60	
Bookings Asst/Cleaner Costs		£	3,420.00			£	4,220.00	
Cleaning Materials		£	749.83	£	23,659.37	£	558.88	
Hall Bookings Costs								
Set-up and Cleaning for Hirers		£	1,323.00	£	1,323.00	£	1,615.00	
Bar Running Costs								
Bar Stock	£	561.16				£	2,504.01	
Bar Equipment	£	290.99				£	763.35	
Bar Staff	£	755.00	£	1,607.15	£	1,607.15	£	954.00
Hall Maintenance								
Roof Inspection	£	144.00						
Decorating	£	2,038.47						
Dishwasher Service	£	272.08						
New Clock	£	67.29						
Fire Extinguisher Service	£	101.64				£	339.70	
Electrical Maintenance	£	669.56						
Other Sundry Maintenance	£	145.13				£	3,080.85	
Grounds Maintenance	£	252.00	£	3,690.17	£	3,690.17	£	394.00
Diary								
Printing	£	2,369.16					£	653.57
Layout	£	1,280.00	£	3,649.16	£	3,649.16		
Little Lottie:								
Prizes	£	1,485.00				£	1,495.00	
Licence	£	20.00	£	1,505.00	£	1,505.00	£	20.00

Events						
CPR Training (23 Apr / 7 May 2024)						
Donation to MyWish	£	100.00	£	100.00		
D-Day Commemoration (6 Jun 2024)						
Gas for Beacon	£	54.99				
Signs	£	18.00	£	72.99		
Bonfire Night (8 Nov 2024)						£ 33.65
Fireworks	£	2,247.00				
Refreshments	£	503.41				
Charcoal and Sundries	£	162.00				
Signs	£	58.80				
Flyers	£	23.91				
Event Licence	£	21.00				
National Trust Licence	£	150.00				
Paramedics	£	70.00	£	3,236.12		
Quiz Evening (30 Nov 2024)						
Food	£	729.30				
Prizes	£	48.57				
Raffle Prizes	£	61.12				
Gift Card	£	30.00				
Flyers	£	23.91	£	892.90		£ 741.82
Christmas Tree Light-Up (6 Dec 2024)						
New Lights	£	75.27	£	75.27		
Pop-up Coffee Shop						
Ingredients	£	79.16	£	79.16		
Film Club						
Media	£	46.41				£ 39.43
Licensing	£	522.00	£	568.41		£ 1,148.40
Other Events				£ 5,024.85	£ 5,024.85	£ 410.98
Welcome Booklet Printing						
Donations						
St Nicholas Hospice			£	260.00		
Ickworth Chufrch Conservation Trust			£	293.60	£ 553.60	
Gifts for Retiring Trustees						
Payment Card Fees			£	91.84	£ 91.84	£ 84.44
Sundry Expenses						
Sub Total			£	41,104.14	£ -	£ 41,104.14
						£ 32,105.05

Asset and Investment Purchases

Fire Alarm Installation	£	5,800.00		£	5,800.00	
Stage Door Replacement	£	4,962.89		£	4,962.89	
New Blinds	£	3,044.99		£	3,044.99	
New Keybox	£	139.99		£	139.99	
Sundry						£ 70.00
Security Deposits refunded				£ 4,923.00	£ 4,923.00	£ 3,290.00
Sub Total		£ 13,947.87	£ -	£ 4,923.00	£ 18,870.87	£ 3,360.00

Total Payments	£	55,052.01	£	4,923.00	£ 59,975.01	£ 35,465.05
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Net of receipts/(payments)	£	(16,878.35)	£	(350.00)	£ (17,228.35)	£ 1,396.06
Transfers between funds	£	-	£	-	£ -	£ -
Cash funds last year end	£	82,858.43	£ 642.82	£ 500.00	£ 84,001.25	£ 82,605.19
Cash funds this year end	£	65,980.08		£ 150.00	£ 66,772.90	£ 84,001.25

Receipts and Payments Accounts for the Period from 1 April 2024 to 31 March 2025

Statement of Assets and Liabilities at the End of the Period

	Unrestricted Funds	Restricted Funds		Total Funds	Previous Years
	General Fund	Activities & Events	Hirers A/C		2023/24
Cash Funds					
Community Council Bank Account	£ 29,190.64	£ 642.82		£ 29,833.46	£ 35,583.19
Management Committee Bank Account	£ 27,211.58		£ 150.00	£ 27,361.58	£ 40,965.21
Bar Sum-Up Payments Account	£ 6,780.86			£ 6,780.86	£ 4,737.97
Little Lottie Bank Account	£ 2,697.00		£ -	£ 2,697.00	£ 2,685.00
Cash in Hand (PUCS Float)	£ 100.00			£ 100.00	£ 29.88
Total Cash Funds	£ 65,980.08		£ 150.00	£ 66,772.90	£ 83,971.37

Other Monetary Assets

Gift Aid Due on AV System Donation				
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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.
Fire Alarm System installed in 2024 for £5800
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 £500 at cost at 31/3/2025

Liabilities

None				
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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 2025 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:

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

Address: