

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

CHARITY NUMBER 274948

DRAFT

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:

Tym Moore
Chairman

DRAFT

**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 (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Mark Walters
The Old Rectory
The Street
Chattisham
IP8 3PY

Date

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/> 11538	<hr/> 56778	<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 22 April 2021

Tym Moore
Chairman