

# Hawstead Community Council

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## Trustees Report 2023-24

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Hawstead Community Council's accounts for the year 2023/24 were audited and confirmed on 15 April by JW. This report therefore contains audited data relating to the year's finances.

During this accounting period we changed bank accounts to avoid the £5 monthly charge being levied by HSBC. Now we have a community account with NatWest, which has no monthly charge. During the period of changeover, all the direct debits were amended, and simultaneously a generic email address was created for the treasurer so that on handover of the role there should be nothing for the new incumbent to sort out except accessing the generic email address.

As a result, the accounting period 2023/24 was a little more complicated than usual, with two accounts (HSBC and NatWest) having to be resolved and ultimately combined and summarised.

The year's balance opened at £46,192.94 and ended at £45,174.44, with an additional £202.60 being held as cash for village events. Income for the year was £34,698, with expenditure of £35,716. Overall, we made a **loss of £1,018 in this financial year.**

Our main expenditure items were as follows:

- Music licence £798
- Insurance £1,697
- Waste collection £1,023
- New curtains/blinds £3,380
- Dishwasher repairs £1,423 (NB New dishwasher would have been £2,700+VAT)
- Plumbing due to a water leak £1,318
- Building alarm repair £798

The total cost of maintenance for the year was £11,738.

In addition, we had an oil theft which also caused damage to an external security light and padlocks on the tank. The total cost of repairs and replacement oil was £531.

As a result of a water leak in the main hall over the winter of 2022/23, we spent the spring of 2023 identifying the problems, resolving the plumbing issues and scheduling repairs for December 2023. The total cost of the repair and replacement of the village hall floor was in the order of £26,000 and was covered by our insurance policy. As a consequence, our annual insurance premium has increased from £788 in the year 2022/23 to £1,697 in 2023/24.

We are reviewing the expenditure on waste. Unfortunately the local authority does not have the flexibility to enable us to have seasonal collections, which means that we are paying the collection of bins that aren't being used from around October to April.

It should be noted that at present there is no charge made for the time of the bookings clerk... it is currently being undertaken voluntarily. We thank in particular ALF for her invaluable support in this role. In addition, the caretaking role surrounding event management is currently being covered by volunteers primarily because our accounts are not sufficiently healthy to warrant paying for the role. Again, we must thank those members of the Community Council who are giving their time to minimise the costs associated with hosting private events at the hall.

Looking ahead at the next 12 months, we have seen a big decrease in the number of wedding weekend bookings, down to just five so far for the financial period 2024/25. This has impacted on the current financial year since we would usually take an ~£900 deposit per wedding in the year prior to the wedding. In May 2023 we did report that we expected interest in weddings to wane post COVID, and that has turned out to have been correct. Weddings are a great way of maximising income and minimising impact on the village and the village hall. With fewer weddings booked for the next 12 months, we are going to have to look to accept more private parties at weekends or risk another financial loss for the year. This has knock-on consequences for volunteer time, hall availability generally and potential disturbance of village hall neighbours.

In terms of likely expenditures over the next 12-24 months, we are particularly mindful of the following:

- The upholstered chairs are likely to require replacement (~£6,000).
- The play area needs significant work to clear and replace the bark as a minimum. Additional drainage works may also be required, as well as surrounding fencing, and we would like to try to add a few extra play items.

Apart from that, within the past 2 years, the hall has had a new floor in the main hall, corridor and kitchen, new sofas in the meeting room, new curtains and blinds, a new entrance carpet, a new storage cupboard, a new security system, a new remote-access heating control, a new sound limiter and a new building alarm. The patio has also been repointed fully, the front door glass replaced and several blown glazed windows replaced.

While our accounts are healthy at present, we need to remember that just over £31,000 of our current account total of £45,000 is a consequence of COVID grants from the government. Without that support, our account would total just £14,000. The Community Council has been warned about the potential financial loss likely over the next 12 months given the current situation with bookings. Clearly a village hall that makes a financial loss year on year will become increasingly unsustainable.

**The trustees are satisfied that the accounts are being well managed and balanced. We are aware of the financial pressures on the village hall and the need to balance income and expenditure. We are mindful of the costs of maintaining the village hall to the high standards required by villagers and the need to focus our efforts on offering a space for the use of villagers and for village events.**

**Significant efforts are made by the Community Council to encourage more villagers to become involved in village activities, and we strongly encourage the formation of new clubs which can use the hall currently at no cost. We also offer a number of free events to villagers, including the annual Seniors Christmas Lunch and a New Year Drinks Party, as well as Easter, Halloween and Christmas parties for the village children.**

SW  
HCC Trustee  
Hawstead Community Council  
6.9.24



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
2	April 2023-2024																
3	<b>Date</b>	<b>Details</b>	<b>Ref</b>	<b>Transfer from HSBC</b>	<b>Wedding rental</b>	<b>Other Hall r</b>	<b>Yoga/fitnes</b>	<b>Counselling</b>	<b>Plant sale</b>	<b>Fete</b>	<b>Grants</b>	<b>Interest</b>	<b>Fundraising</b>	<b>Donations</b>	<b>Misc</b>	<b>month total</b>	<b>Total</b>
54	<b>October</b>																
55	2.10.23	Cross - hall hire				£392.00											
56	2.10.23	Brown - ShantyFolk tickets											£10.00				
57	2.10.23	Selley - hall hire				£56.00											
58	4.10.23	Sam Reid					£60.00										
59	11.10.23	Norfolk Rivers Trust hall hire				£445.00											
60	16.10.23	Baker - Hall hire				£295.00											
61	24.10.23	Cash from ShantyFolk/float											£435.00				
62	30.10.23	Michelle Bell Fitness					£170.00										
63	30.10.23	Transfer from HSBC		£200.00													
64	30.10.23	Transfer from HSBC		£4,400.00													
65	30.10.23	King - hall hire				£536.00											
66																£6,999.00	£62,269.65
67	<b>November</b>																
68	1.11.23	Leah Orr Counselling						£300.00									
69	2.11.23	Wyke - wedding			£1,127.50												
70	6.11.23	Amber - yoga					£200.00										
71	14.11.23	Flack - wedding			£1,135.00												
72																£2,762.50	£65,032.15
73	<b>December</b>																
74	1.12.23	Leah Orr Counselling						£50.00									
75	7.12.23	HSBC transfer - closing account		£10.19													
76	12.12.23	S Reid yoga					£135.00										
77	13.12.23	Saffron yoga					£274.00										
78	14.12.23	Amber yoga					£207.00										
79	14.12.23	MND hire 2024				£660.00											
80																£1,336.19	£66,368.34
81																	
82	<b>January</b>																
83	2.1.24	Leah Orr Counselling						£250.00									
84	2.1.24	Michelle Bell Fitness					£160.00										
85	8.1.24	J K Mayes (refund of twice paid invoice)													£365.26		
86	9.1.24	Coulson 7.9.24				£224.00											
87	31.1.24	Thomas - Easter church 28.3.24				£95.00											
88																£1,094.26	£67,462.60
89																	
90	<b>Febuary</b>																
91	1.2.24	Leah Orr Counselling						£200.00									
92	23.2.24	Jane Bibb Meditation					£138.00										
93	26.2.24	River Lark booking				£245.00											
94	29.2.24	Thomas P hall hire church				£95.00											
95																£678.00	£68,140.60
96	<b>March</b>																
97	1.3.24	Leah Orr						£200.00									
98	6.3.24	Walker K Yoga Filming				£69.00											
99	8.3.24	Hopson singer/pianist Filming				£57.50											
100	15.3.24	Sicon hall hire business 14.7				£168.00											
101	21.3.24	Molly Yates 3.5.25			£1,950.00												
102	25.3.24	Marti Frost			£400.00												
103	25.3.24	Woolnough wedding July 2025			£2,355.00												
104																£5,199.50	£73,340.10

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
2	April 2023-2024																
3	<b>Date</b>	<b>Details</b>	<b>Ref</b>	<b>Transfer from HSBC</b>	<b>Wedding rental</b>	<b>Other Hall r</b>	<b>Yoga/fitness</b>	<b>Counselling</b>	<b>Plant sale</b>	<b>Fete</b>	<b>Grants</b>	<b>Interest</b>	<b>Fundraising</b>	<b>Donations</b>	<b>Misc</b>	<b>month total</b>	<b>Total</b>
105	April																
106	2.4.24	Jane Bibb Mindfulness					£126.50										
107	2.4.24	Leah Orr Counselling						£200.00									
108	9.4.24	M Bell Fitness					£180.00										
109	11.4.24	Saffron Yoga					£254.00										
110																	£760.50
111																	
112	<b>Total</b>			£52,610.19	£8,777.50	£6,065.50	£2,220.50	£1,200.00	£581.75	£1,629.90	£0.00	£0.00	£445.00	£35.00	£535.26	£74,100.60	£74,100.60





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
3	Date	Details	Ref	Refunds	Bond returns	Waste collection	Rates	Insurance	Fete	Other events	Maintenance	Utilities	Bookings Clerk	Cleaning	Caretaker	Supplies	Internet/Phone	Charges	Music Licence	Email	Monthly Total	Running total	
94	9.10.23	JG Cleaning	NW69											£334.80									
95	9.10.23	Vodafone	NW70														£26.47						
96	10.10.23	Nisbets	NW71													£100.12							
97	10.10.23	Nisbets	NW72													£32.10							
98	13.10.23	Nisbets	NW73													£233.96							
99	16.10.23	SW - kettles - Tesco	NW74													£30.00							
100	16.10.23	Virtue Property (new front door mat)	NW75								£468.00												
101	16.10.23	West Suffolk Council	NW76			£102.28																	
102	20.10.23	V Clark -Shantyfolk fee	NW77							£90.00													
103	30.10.23	Anglian Water	NW78									£145.04											
104																						£2,891.37	£13,832.28
105	November																						
106	1.11.23	West Suffolk Council	NW79				£8.00																
107	1.11.23	Saxon Fire (extingushers)	NW80								£316.98												
108	2.11.23	Ionos	NW81																		£18.00		
109	6.11.23	Bond refund - Cross	NW82		£200.00																		
110	6.11.23	SW expenses - tape for labelling	NW83													£14.99							
111	6.11.23	Tam Alexander expenses refund ShantyF	NW84							£253.74													
112	8.11.23	Vodafone	NW85														£26.47						
113	13.11.23	SW expenses - citric acid - dishwasher	NW86													£22.38							
114	13.11.23	Kevin Seggie - electrical	NW87								£70.00												
115	13.11.23	PHS Group - sanitary	NW88								£138.13												
116	13.11.23	Bond refund - Collins	NW89		£300.00																		
117	13.11.23	British Gas	NW90									£58.65											
118	14.11.23	West Suffolk Council	NW91			£102.28																	
119	24.11.23	JG Cleaning	NW92											£334.80									
120																						£1,864.42	£15,696.70
121	December																						
122	1.12.23	West Suffolk Council	NW93				£8.00																
123	4.12.23	Ionos	NW94																		£18.00		
124	7.12.23	Vodafone	NW95														£26.47						
125	8.12.23	Anglian Security alarm repair	NW96								£798.00												
126	8.12.23	J G Cleaning	NW97											£340.80									
127	8.12.23	Bob Brough refund for PHS Engineering	NW98								£318.00												
128	8.12.23	SW refund Food/drink advent service	NW99							£86.45													
129	8.12.23	J G Cleaning	NW100											£21.60									
130	11.12.23	Bond refund - Baker	NW101		£124.40																		
131	11.12.23	Bond refund - King	NW102		£200.00																		
132	11.12.23	SW refund - dustpan	NW103													£9.25							
133	11.12.23	British Gas	NW104									£80.02											
134	14.12.23	PHS Engineers	NW105								£916.91												
135	14.12.23	West Suffolk Council	NW106			£102.28																	
136	18.12.23	British Gas - isolation switch	NW107								£304.52												
137	18.12.23	Bond refund - Norfolk Rivers	NW108		£200.00																		
138	18.12.23	CM refund - seniors expenses	NW109							£113.21													
139	19.12.23	Soho Commercial - floor mops	NW110													£154.08							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
3	Date	Details	Ref	Refunds	Bond returns	Waste collection	Rates	Insurance	Fete	Other events	Maintenance	Utilities	Bookings Clerk	Cleaning	Caretaker	Supplies	Internet/Phone	Charges	Music Licence	Email	Monthly Total	Running total
140	20.12.23	Ionos	NW111																		£13.24	
141	27.12.23	SW refund - mops	NW112													£263.06						
142	27.12.23	Kevin Seggie - electr repairs	NW113								£140.00											
143	27.12.23	SW refund - Karndeans floor cleaner	NW114													£25.00						
144	27.12.23	Elite Cakes - seniors lunch	NW115							£989.00												
145	27.12.23	J K Mayes Plumbing	NW116								£365.26											
146																					£5,617.55	£21,314.25
147																						
148	January																					
149	3.1.24	J K Mayes Plumbing	NW117								£365.26											
150	3.1.24	J K Mayes Plumbing	NW118								£953.56											
151	8.1.24	JS - Aldi - carpet cleaner	NW119													£4.98						
152	8.1.24	Vodafone	NW120														£26.47					
153	10.1.24	British Gas	NW121									£91.09										
154	15.1.24	West Suffolk Council	NW122			£102.32																
155	19.1.24	Ionos	NW123																		£18.60	
156	29.1.24	Anglian Water	NW124									£90.78										
157	31.1.24	PHS Engineers - dishwasher	NW125								£187.80											
158	31.1.24	Alib VH supplies	NW126													£28.35						
159	31.1.24	SW Xmas refund	NW127													£244.93						
160																					£2,114.14	£23,428.39
161																						
162	February																					
163	7.2.24	Keyways Locksmith	NW128								£39.90											
164	7.2.24	Vodafone	NW129														£26.47					
165	12.2.24	SW supplies refund	NW130													£142.77						
166	12.2.24	Framtrade oil	NW131									£531.25										
167	12.2.24	Oven clean Hutchings	NW132								£100.00											
168	12.2.24	Altek Sound system repair	NW133								£254.40											
169	12.2.24	British Gas	NW134									£64.50										
170	19.2.24	Ionos	NW135																		£18.60	
171	22.2.24	Cleanest Windows	NW136								£65.00											
172	22.2.24	Framtrade oil	NW137									£361.38										
173																					£1,604.27	£25,032.66
174																						
175	March																					
176	8.3.24	The Window & Door Company	NW138								£176.88											
177	8.3.24	Kevin Seggie electrical	NW139								£170.00											
178	8.3.24	Joe Sheehan refund - NY drinks	NW140							£121.70												
179	8.3.24	SW refund - replace kitchen bin	NW141								£30.00											
180	8.3.24	Vodafone	NW142														£26.47					
181	12.3.24	British Gas	NW143									£68.60										
182	19.3.24	Bob Brough - cleaning	NW144											£420.00								
183	20.3.24	PPL PRS	NW145																£798.32			
184	21.3.24	Ionos	NW146																		£18.60	
185																					£1,830.57	£26,863.23

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
3	Date	Details	Ref	Refunds	Bond returns	Waste collection	Rates	Insurance	Fete	Other events	Maintenance	Utilities	Bookings Clerk	Cleaning	Caretaker	Supplies	Internet/Phone	Charges	Music Licence	Email	Monthly Total	Running total
186																						
187	April																					
188	2.1.24	HCC Card - asda Louisa	NW147							£10.30												
189	2.1.24	West Suffolk rates	NW148				£5.81															
190	8.4.24	LM refund - Easter	NW149							£67.75												
191	8.4.24	Homebase storage shelf	NW150								£32.00											
192	8.4.24	Vodafone	NW151														£26.47					
193	9.4.24	AB refund - cleaning supplies	NW152													£6.10						
194	9.4.24	SW refund - Easter	NW153							£53.21												
195	9.4.24	VH insurance Hiscox	NW154					£1,597.29														
196	9.4.24	Keyways - new keys cut	NW155								£21.00											
197	10.4.24	BB cleaning	NW156											£180.00								
198	10.4.24	British Gas	NW157									£63.00										
199																					£2,062.93	£28,926.16
200																						
201																						
202		<b>TOTALS</b>		<b>£0.00</b>	<b>£3,738.10</b>	<b>£511.44</b>	<b>£47.81</b>	<b>£1,697.29</b>	<b>£973.37</b>	<b>£1,806.36</b>	<b>£10,793.30</b>	<b>£2,396.09</b>	<b>£0.00</b>	<b>£3,279.00</b>	<b>£800.00</b>	<b>£1,722.75</b>	<b>£185.29</b>	<b>£0.00</b>	<b>£798.32</b>	<b>£177.04</b>	<b>£28,926.16</b>	



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Hawstead Community Council Income and Expenditure Account - HSBC Income																				
2	April 2023-2024																				
3	Date	Details	Ref	Account transfer	Wedding rental	Other hall r	Yoga/fitness	Counselling	Plant sale	Fete	Grants	Interest	Fundraising	Donations	Misc	month total	Total				
4	April																				
5	16.4.23	J Palmer 19.8.23				£168.00															
6	18.4.23	Halsey Wedding			£937.50																
7	24.4.23	Goss party				£488.00															
8	24.4.23	Athaneum Astronomy group				£108.00															
9	2.5.23	Leah Orr						£200.00													
10	3.5.23	Peck wedding			£750.00																
11	7.5.23	Bank transfer		£20,080.00																	
12	9.5.23	C Sheppard wedding			£950.00																
13																£23,681.50	£23,681.50	(£20,080 was HSBC intra-account transfer)			
14	May																				
15	17.5.23	King wedding			£950.00																
16	24.5.23	Sam Reid - yoga				£140.00															
17	28.5.23	Goss - party - extra hours				£48.00															
18	1.6.23	Leah Orr						£200.00													
19	1.6.23	Mendez wedding			£580.00																
20	4.6.23	Murphy wedding			£1,042.50																
21	5.6.23	WSC elections booking				£400.00															
22	7.6.23	Restaurant project - order refund													£54.66						Refund on incorrect order sent
23	13.6.23	Murphy wedding			£1,042.50																
24																£4,457.66	£28,139.16				
25	June																				
26	15.6.23	Leonard wedding			£1,060.00																
27	19.6.23	Intra-account transfer		£40.35																	
28	19.6.23	Intra-account transfer		£6,100.00																	
29	20.6.23	Lay wedding			£950.00																
30	26.6.23	Long Melford History Soc				£22.50															
31	28.6.23	Intra-account transfer		£32.90																	
32	29.6.23	Sam Reid - yoga				£45.00															
33	29.6.23	Ward - wedding			£955.00																
34	3.7.23	Leah Orr						£200.00													
35	11.7.23	Golden Amber - yoga				£249.00															
36																£9,654.75	£37,793.91	(Intra-account transfers)			
37	July																				
38	16.7.23	J Palmer - party				£368.00															
39	17.7.23	Rosson - party				£344.00															
40	31.7.23	Sam Reid - yoga				£60.00															
41	1.8.23	Leah Orr						£200.00													
42																£972.00	£38,765.91				
43	August																				
44	1.9.23	Leah Orr						£100.00													
45																£100.00					
46																	£38,865.91				
47	September																				
48	2.10.23	Leah Orr						£250.00													
49	10.10.23	Geraldine West - ShantyFolk tickets										£10.00									
50	10.10.23	Michelle Bell Fitness				£200.00															
51																£460.00					
52	October																				
53	22.10.23	Murphy wedding			£70.00																
54	29.10.23	Account transfer		£4.23																	
55	30.10.23	Account transfer		£0.01																	
56																£74.24					
57																	£39,400.15				
58																					
59	Total				£26,257.49	£9,287.50	£1,946.50	£694.00	£1,150.00	£0.00	£0.00	£0.00	£0.00	£10.00	£0.00	£54.66	£39,400.15				







Hawstead Community Council Income and Expenditure Account - Year to 13/04/23

£ 32,204.42

Income YTD

Hall rental £  
 Plant Sale £  
 Fete £  
 Grants £  
 Interest £  
 Fundraising £  
 Donations £  
 Miscellaneous £

Expenditure YTD

Refunds £  
 Bond returns £  
 Waste Collection £  
 Rates. £  
 Insurance £  
 Fete £  
 Other events £  
 Maintenance £  
 Utilities £  
 Bookings Clark £  
 Cleaning £  
 Caretaker £  
 Supplies £  
 Internet Phone £  
 Bank Charges £  
 Music Licence £  
 Email- Web host £

£ 12,004.41 £ 28,926.16

**Current account balance from 2022** £ 44,716.24  
 Total income to 13.04.23 £ 34,152.54  
**Total Expenditure 13.04.23** £ 32,675.84  
**Cash not in bank** £ 346.30  
 Current account total 13.04.22 £ 46,539.24

Total balances	Funds held April 2022	Funds Held April 2023
Charitable acc- 71305972	£ 44,631.14	£ 20,000.35
BMM AC-71305980	£ 85.05	£ 6,112.43
BMM Acc-251525573	£ 0.05	£ 20,080.16
Cash	£ -	£ 346.30
	£ 44,716.24	£ 46,539.24

Hawstead Community Council Income and Expenditure Account - Year to 13/04/24

Combined accounts

	Transfer in	Transfer out	Income YTD	Expenditure YTD
£	-			
	<b>Natwest account</b> £	52,610.19		
	<b>HSBC account</b>		£	52,610.19
			Weddings	£ 18,065.00
			Yoga/fitness/meditation	£ 2,914.50
			Other hires	£ 10,362.00
			Plant Sale	£ 581.75
			Fete	£ 1,629.90
			Grants	£0
			Interest	£ 64.90
			Fundraising	£ 455.00
			Donations	£ 35.00
			Miscellaneous	£ 589.92
			Refunds	£ 812.50
			Bond returns	£ 4,338.10
			Waste Collection	£ 1,022.84
			Rates.	£ 68.81
			Insurance	£ 1,697.29
			Fete	£ 973.37
			Other events	£ 3,303.46
			Maintenance	£ 11,737.62
			Utilities	£ 2,544.03
			Bookings Clerk	£ -
			Cleaning	£ 4,681.80
			Caretaker	£ 1,200.00
			Supplies	£ 1,998.25
			Internet Phone	£ 317.64
			Bank Charges	£ 45.40
			Music Licence	£ 798.32
			Email- Web host	£ 177.04
			<b>£ 34,697.97</b>	<b>£ 35,716.47</b>
<b>Current account balance from 2023</b>	£	46,192.94		
Total income 13.04.24	£	34,697.97		
<b>Total Expenditure 13.04.24</b>	£	35,716.47		
Current account total 13.04.24	<b>£</b>	<b>45,174.44</b>		
<b>Cash held 12.4.24</b>	£	202.60		

## **Examiner's report for Hawstead Community Council accounts 2023-24**

I have independently examined Hawstead Community Council's financial information for their year ending April 2024.

All the relevant information was presented to and then carefully examined by me and I'm able to give an unqualified opinion.

My relevant financial experience is a 40+year management career within financial institutions (now retired).

JW

Hawstead

Bury St Edmunds