# Harkstead Village Hall CIO – Annual report 2025/26

The 2025/26 year has seen the Hall hosting a range of classes, meetings and events for the local community ranging from Carpet Bowls and Japanese Fencing to showing historical films and theatre productions as well as providing a social space for people to simply get together over a coffee. We are pleased that the hall is being used well and are always looking for new ideas to expand its use.

During the year, the number of trustees has reduced from 7 to 5, following the resignation of Sarah Donnison and John Abbott. We were sorry to lose them.

The five remaining trustees are: Antonia Agnew, Tony Cotton, Cathy Crouch, Mike Fry and Joy Stodart. A few more trustees are badly needed, to share the load, and bring fresh skills and ideas to the Trustees` committee.

At present, the committee lacks a permanent Chair and Secretary, so these roles are undertaken on a revolving basis by all the five trustees. We are very fortunate, however, to still have Mike Fry as treasurer; he puts in many hours each month, not only keeping the Hall`s finances in good order, but he can also be relied upon to undertake a wide range of other tasks, from gardening to minor repairs of all varieties. Mike has also now taken on the website management from Sarah Donnison.

Sarah Donnison, although no longer a trustee, still very kindly manages the Hall bookings diary for us most efficiently

We are also fortunate to have an excellent cleaner, Mark Thompson, who started the job in early May 2025. He always ensures that the Hall is clean and well-cared for and brings a customer viewpoint too, being a regular hall hirer for his Mature Circuits class.

Hall bookings have continued to be fewer than we would ideally like, and overall income from these bookings remains less than only just meets the annual running costs of the Hall. . We are obviously very keen to encourage more users and, to that end, are pleased that The Hark website is being established. This may help to let more people know that the hall is available.

We have reviewed our hire charges for the first time in three years to reflect the fact that we rarely receive bookings at the higher non-locals rate. Now we have one main rate with discounted rates for regular bookers. Most people booking will see an increase of around 5% with a few larger rises but also some reductions. We hope the new charging structure will be easier to use and that the small increases will seem reasonable.

Over the course of the last few months, we have reviewed and updated the Village Hall`s fire risk assessment. The updated risk assessment is displayed in the Hall`s foyer, and each hirer is provided with a Fire Protocol, giving instructions about what to do in case of a fire. There are now tests of the alarms at around 11.00 each Wednesday.

Last Spring, the main hall, the committee room, the foyer and the toilets were redecorated at a cost of £2,250. Later in the year, the storeroom was reorganised to make room for a new fridge and storage cupboard acquired by the Pop-up-Pub. In December, a salt bin was purchased. Now, as you can see, we have finished off with a renovation of the parquet floor.

We also intend to replace the old shed behind the hall. If there is anyone who can help with installation, we would be pleased to hear from them.

In September, The Wild Rabbit asked if their staff and customers could use the Village Hall car park. As a gesture of good will, this was granted, subject to a later review by Trustees. The car park is now heavily used by the pub and this has started to have an impact on some of our hirers. We are keen to discuss how we manage demand for spaces to benefit everyone concerned as we move into the summer and have invited Abby and Andy (owners of The Wild Rabbit) to meet us to discuss this.

Finally, I can report that following representations from a group of parishioners for better communications, a summary of each meeting and any village hall news is now put promptly onto the Village Hall section of the Parish Council website and passed to Jules for inclusion in The Hark.. We hope that this will provide the information that the group were seeking.

# Harkstead Village Hall Financial Report - APM 30th March 2026

## Headlines:

Total Income £9,451 (less late receipt of 2024/25 solar panel income = £8,037)

Total Expenditure £13,106 (less floor & redecoration) = £7,472)

Adjusted (Annualised) operational income and routine expenditure 2025/26:

## INCOME: £8,037 EXPENDITURE £7,472

i.e. the hall income only just met routine expenditure. A further approx. £500 of income will be lost next year due to CGTC relocation of panto rehearsals. We need to regain about £2,000 of income and/or reduce expenditure for long-term sustainability.

## Key Income Sources:

Hall Hire £5,143 (last year £7,428, 23/24, £6,405, 22/23 £6,651, 21/22 £3,175)

Solar panels £1,885 (payments for generation in the 2025/26 tax-year) Note: We are still recovering the inflation-adjusted capital outlay for the panels.

| | |
|---|---|
| Events: | £755 (Eastern Angles £152, Pop-up pub £522 and Sew & So's £81) |
| Interest | £255 |

## Expenditures:

| | | |
|---|---|---|
| Electricity | £2,521 | (new 3-year electricity contract signed, commencing 1 May 2026) |
| Maintenance | £1,274 excluding exceptional items of £2,250 (repainting) and £3,384 (floor renovation). **An actual total of £6,908**. | |
| Cleaner's hours | £1,487 | |
| Water | £699 | |
| Insurance 25/26 | £634 | (tendering led to significant cost reduction) |
| Broadband | £351 | (new contract 10% cheaper) |

*(also Sundry £175, CAPEX £161 and Rates £138)*

## Reserves:

CCLA Deposit Account @ 30 March 2026 £4,526 (last year £8,193)

CCLA Investment Account Book value £29,000 (current valuation £49,564, last year £52,687)

(Note: With a rebuild & contents valuation of circa £700K, reserves book value = 4%, reserves market valuation = 7%).

## Where was income lost over last year?

Largely reduced Hall hire:-

£755 was lost due to the ending of the Monthly market. £600 was lost due to a missed CGTC production in the autumn and a £200 reduction in use by each of Carpet Bowls and Mature Circuits with the remainder due to reduced individual private hires.

## How can we increase income?

- All income originates from users being charged for use of our village hall facilities and it is only fair that all users pay their share – otherwise those that pay subsidise those that don't.

- Ensure charges are attractive to hirers to maximise hall utilisation.

- Charge for use of hall facilities. Until now all use has been of the hall and the hall charge covered use of the carpark by users. Now there is a big change. We have significant commercial use of the car park that is not being charged.

| Charity Name | No (if any) |
|---|---|
| Harkstead Village Hall (CIO) | 1157106 |

# Receipts and payments accounts

**CC16a**

| For the period from | Period start date | To | Period end date |
|---|---|---|---|
| | 01-Apr-25 | | 31-Mar-26 |

## Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|---|---|---|---|
| **A1 Receipts** | | | | | |
| Hire of Hall and Equipment | 5,143 | - | - | 5,143 | 7,428 |
| Farmers' Market + Farmers' Market Raffle | - | - | - | - | - |
| Auction | - | - | - | - | - |
| Events | 755 | - | - | 755 | 618 |
| Income from Solar Pannels | 3,299 | - | - | 3,299 | 171 |
| Refreshments | - 10 | | - | - 10 | 33 |
| COIF Charities Deposit Fund Interest | 333 | - | - | 333 | 387 |
| Donations & Gifts | 9 | - | - | 9 | 550 |
| Government Grant In | - | - | - | - | 250 |
| ***Sub total** (Gross income for AR)* | 9,529 | - | - | 9,529 | 9,437 |
| **A2 Asset and investment sales, (see table).** | | | | | |
| | - | - | - | - | |
| | - | - | - | - | - |
| ***Sub total*** | - | - | - | - | - |
| ***Total receipts*** | 9,529 | - | - | 9,529 | 9,437 |
| **A3 Payments** | | | | | |
| Light and Heating | 2,521 | - | - | 2,521 | 3,058 |
| Repairs and Maintenance (inc. cleaning & gardening) | 6,908 | - | - | 6,908 | 12,208 |
| Cleaner's invoices | 1,487 | - | - | 1,487 | 964 |
| Insurance | 634 | - | - | 634 | 881 |
| Water and Sewage | 699 | - | - | 699 | 528 |
| Rates | 138 | - | - | 138 | 46 |
| Licences | - | - | - | - | 91 |
| Events | - | | | - | - |
| Broadband | 382 | - | - | 382 | 382 |
| Sundry Expenses | 175 | - | - | 175 | 21 |
| Government Grant out | - | | | - | 250 |
| Donations & Gifts | - | - | - | - | - |
| Capital Expenditure | 161 | - | - | 161 | - |
| ***Sub total*** | 13,105 | - | - | 13,105 | 18,429 |
| **A4 Asset and investment purchases. (see table)** | | | | | |
| Tables | - | - | - | - | - |
| COIF Charities Ethical Investment Fund | | | | - | - |
| Solar Pannels | | - | - | - | - |
| | - | - | - | - | - |
| ***Sub total*** | - | - | - | - | - |
| ***Total payments*** | 13,105 | - | - | 13,105 | 18,429 |
| ***Net of receipts/(payments)*** | - 3,577 | - | - | - 3,577 | - 8,992 |
| **A5 Transfers between funds** | - | - | - | - | - |
| **A6 Cash funds last year end** | 10,765 | - | - | 10,765 | 19,757 |
| ***Cash funds this year end*** | 7,188.07 | - | - | 7,188 | 10,765 |

## Section B Statement of assets and liabilities at the end of the period

**B1 Cash funds**

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|---|---|---|---|
| | Cash | 174 | - | - |
| | Barclays Current Account | 2,488 | - | - |
| | COIF | 4,526 | - | - |
| | ***Total cash funds*** | 7,188.07 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |

**B2 Other monetary assets**

| Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|---|---|---|
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |

**B3 Investment assets**

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---|---|---|
| COIF Charities Ethical Investment Fund | Unrestricted | 29,000 | 49,440 |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

**B4 Assets retained for the charity's own use**

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---|---|---|
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

**B5 Liabilities**

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|---|---|---|---|
| | | - | |
| | | - | |
| | | - | |
| | | - | |
| | | - | |

Signed by one or two trustees on behalf of all the trustees

| | Signature | Print Name | Date of approval |
|---|---|---|---|
| Hon. Treasurer | M J Fry | MICHAEL J. FRY | 29/4/26 |
| Chairman | | JOY STODART | 01/05/26 |
| Independent Examiner | | J. BUITENHUIS | 5/5/26 |

Notes to the accounts

1) Treasurer was unable to identify a mismatch of 44p between the cashflow and balance sheet totals. Therefore a reduction of 44p) has been made in cell J16 to pass the cashflow and balance sheet check of cell F67.

2) Section B3 - Investments, The book cost of investment assets was erroniously reported as £24,000 for the tax-years 2023/24 and 2024/25. Now corrected to £29,000. The increase from £24,000 to £29,000 occurred tax year 2021/22.