

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL  
TRUSTEES REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024**

**CHARITY No. 274948**

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024**

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**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL  
TRUSTEES REPORT**

**FOR THR YEAR ENDED 31<sup>ST</sup> DECEMBER 2024**

Attached is the Trustees report and financial statements for the Hintlesham & Chatisham Community Council for the year ended 31<sup>st</sup> December 2024.

**REFERENCE/ADMINISTRATIVE DETAILS**

**Charity Name** Hintlesham & Chatisham Community Council (HCCC)

**Charity Number** 274948

**Address** Hintlesham & Chattisham Community Council

Timperleys

Hintlesham

Suffolk

IP8 3PS

**Trustees**

Robert Smith

Chair

Eileen Damant

Vice-Chair

Lauren DeBanks

Secretary

Stephen Lee

Treasurer

Jim Hammond

Deborah Archer

Haydon Wilding

Cristiana Langton

Kevin Knuckey

# HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL

## TRUSTEES REPORT (continued)

### FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024

#### **STRUCTURE, GOVERNANCE & MANAGEMENT**

HCCC was created on the 13<sup>th</sup> July 1967, its constitution was last updated on the 14<sup>th</sup> December 2020.

The Executive Committee (four officers and five other members), who are all Trustees of the Charity, are responsible for carrying out the everyday business of HCCC.

All members are volunteers and retire annually at the AGM where new residents on the electoral rolls of Hintlesham and Chattisham have the opportunity to put themselves forward to join the Executive Committee. The Committee is elected by all those present at the AGM.

The Executive Committee has, in line with the constitution, appointed sub-committees to manage key areas of the Council's business. They are;

Hall Management Committee

Hall Environment & Woodlands Committee

Events Committee

Playing Fields Committee

Monthly Draw

The Executive Committee also work closely alongside the HCCC Social Club and the MUGA.

#### **OBJECTIVES AND ACTIVITIES**

The objectives of HCCC are;

To provide recreational facilities, playing fields, playgrounds, a community centre with other similar amenities for the social, health, and educational benefit of those residing in and around the communities of Hintlesham & Chattisham and

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.

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL  
TRUSTEES REPORT (continued)**

**FOR THR YEAR ENDED 31<sup>ST</sup> DECEMBER 2024**

**ACHIEVEMENTS AND PERFORMANCE**

Following on from the works that were carried out in 2023, the Trustees undertook to carry out a major refurbishment to the kitchen, the works started late 2024 where the kitchen was stripped back to bare walls and completed early 2025 with new units, some new appliances and new wall finishes.

The Trustees have started the process of planning a new extension to the hall, which will mainly increase the size of the bar and bar store as well as the bar area. Having received some very valuable pro-bono architectural and surveying advice we are now (early 2025), in the process of looking for grants to assist in the finance of the development. This will be an on-going project

The Events Committee continue to do sterling work with 27+ events in 2024, with an increasing number of villagers making use of the Community Hall and its facilities.

**FINANCIAL REVIEW**

**Summary**

The financial Statements have been prepared on a receipts and payments basis.

The total income for the year to the 31<sup>st</sup> December 2024 was £56,083.00 The total expenditure for the same period was £47,119.00 resulting in a profit of £8,964.00 for the year.

Income from Hall & Hut hire in the year was £15,113.00. This was very similar to the previous year.

The HCCC receives contributions to cost from both the MUGA Committee and the Social Club Committee.

For the year to the 31<sup>st</sup> December 2024 £2,174.00 was received from the MUGA Committee which was their contribution for 2023. Their contribution for 2024 was not received until April 2024 and will be included in the 2025 accounts

For the year to the 31<sup>st</sup> December 2024 £3,159.00 was received from the Social Club Committee which was their contribution for 2023. Their contribution for 2024 was not received until March 2025 and will be included in the 2025 accounts.

In 2024 we also received £15,000.00 from the Social Club Committee which was a surplus profit accumulated in 2023

HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL  
TRUSTEES REPORT (continued)

FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024

Restricted Funds

The 'Monthly Draw' lottery is treated as a Restricted Fund whilst the surplus remains in the lottery bank account. It becomes available to the HCCC as unrestricted funds once the prize money has been distributed and expenses paid. In 2024 no monies were transferred, the transfer has been done on 2025.

Restricted Funds continued

The £5,110.00 held in a separate bank deposit account is also included in restricted funds as this is money specifically retained in order to return the area where the MUGA is located back to its former state within the playing field should it become necessary.

All other funds held are unrestricted and are available to further the aims and objectives of the HCCC.

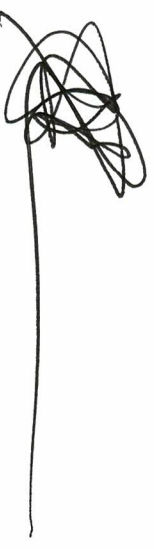
Monetary Assets

As at the 31<sup>st</sup> December 2024 the Charity's cash and bank balance stood at £61,652.00

Approved by the Trustees on the 24<sup>th</sup> April 2025



**Robert Smith**  
Chairman



**Stephen Lee**  
Treasurer

**HINTLESHAM & CHATTISHAM COMMUNITY COUNCIL  
INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> December 2024, which are set out on pages 6 and 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 and I confirm that no material matters have come to my attention, 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 my attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name of Examiner ..... *GARY BECK* .....  
Address... *4 MANOR FARM GROVE, DUNE ST. HINTLESHAM PG 3QP* .....  
Date..... *6/5/25* .....  
Signature..... *[Handwritten Signature]* .....

# Hintlesham & Chattisham Community Council

## Receipts and Payments Account

Year ending 31st December 2024

	Restricted		Unrestricted		Total	
	Funds	Funds	2024	2023	2024	2023
<b>Receipts</b>						
Contribution from the MUGA		£2,173.83	£2,173.83	£540.00		
Contribution to hall costs - Social club		£18,158.85	£18,158.85	£2,910.00		
Discounts/Refunds Given			£0.00	£133.16		
Donations		£188.66	£188.66	£0.00		
Government Grants			£0.00	£0.00		
Hall Hire		£15,112.50	£15,112.50	£15,065.90		
Hut Hire			£0.00	£124.00		
Income from Events		£13,516.77	£13,516.77	£17,974.42		
Income from Monthly Draw	£3,336.00		£3,336.00	£3,533.00		
MUGA contribution to be held on deposit	£1,000.00		£1,000.00	£1,000.00		
Other Income			£0.00	£1,290.00		
Playing Field Income		£644.00	£644.00	£572.00		
Recycling fees		£1,089.06	£1,089.06	£960.18		
Bank Interest	£72.05	£791.21	£863.26	£464.98		
<b>Total Receipts</b>	<b>£4,408.05</b>	<b>£51,674.88</b>	<b>£56,082.93</b>	<b>£44,567.64</b>		
<b>Payments</b>						
Advertising/Promotional			£0.00	£102.00		
Babergh Rubbish Disposal		£288.62	£288.62	£274.81		
Bar refurbishment			£0.00	£0.00		
Council tax		£80.69	£80.69	£76.21		
Entertainment		£380.00	£380.00	£200.00		
Environment (Hall) Repairs & Maintenance		£171.21	£171.21	£331.40		
Equipment & assets purchased		£849.91	£849.91	£1,390.51		
Events committee - capital			£0.00	£0.00		
Events committee expenditure		£13,439.07	£13,439.07	£15,695.40		
Hall Broadband & Zoom costs		£441.28	£441.28	£415.13		
Hall Caretaker & Cleaner Costs		£5,147.32	£5,147.32	£5,061.22		
Hall Electricity		£6,209.92	£6,209.92	£4,703.09		
Hall Heating (LPG Gas)		£1,726.81	£1,726.81	£1,926.25		
Hall Hygiene & Cleaning Materials		£486.01	£486.01	£469.09		
Hall Repairs & Maintenance		£2,586.96	£2,586.96	£7,829.34		
Hall Water Rates		£684.00	£684.00	£621.00		
Information commissioner- data protection		£35.00	£35.00	£0.00		
Insurance		£2,033.57	£2,033.57	£1,906.80		
Kitchen Referb		£5,822.36	£5,822.36	£0.00		
Legal and professional fees			£0.00	£35.00		
Monthly draw expenses	£20.00		£20.00	£20.00		

Monthly draw prizes	£1,510.00		£1,510.00	£1,740.00
MUGA & Hut Electricity		£1,489.94	£1,489.94	£1,202.09
Music licence		£342.97	£342.97	£203.45
Office/General Administrative Expenses		£0.00	£0.00	£18.98
Playing Field maintenance		£3,067.60	£3,067.60	£1,930.00
Playing Field Water Rates		£54.00	£54.00	£54.00
Premises License fee		£180.00	£180.00	£180.00
Purchases		£0.00	£0.00	£5.00
Stationery & printing		£4.56	£4.56	£11.09
Sundry expenses		£56.74	£56.74	£200.00
Travel		£10.00	£10.00	£0.00
Woodland maintenance		£0.00	£0.00	£1,705.20
<b>Total Payments</b>	<b>£1,530.00</b>	<b>£45,588.54</b>	<b>£47,118.54</b>	<b>£48,307.06</b>
<b>Nett Receipts / (Payments)</b>	<b>£2,878.05</b>	<b>£6,086.34</b>	<b>£8,964.39</b>	<b>-£3,739.42</b>
<b>Transfer to Unrestricted Funds</b>			<b>£0.00</b>	<b>£0.00</b>
<b>Total Funds Brought Forward</b>	<b>£5,582.00</b>	<b>£47,105.91</b>	<b>£52,687.91</b>	<b>£57,880.00</b>
<b>Total Funds Carried forward</b>	<b>£8,460.05</b>	<b>£53,192.25</b>	<b>£61,652.30</b>	<b>£54,140.58</b>

## Hintlesham & Chattisham Community Council Statement of Assets & Liabilities

Year ending 31st December 2024

	Restricted Funds	Unrestricted Funds	Total 2024	Total 2023
<b>CASH FUNDS</b>				
General Current Account		£2,519.54	£2,519.54	£4,972.99
Business Instant Access deposit Account		£47,743.72	£47,743.72	£39,452.51
H&CCC Lottery Current Account	£3,349.75		£3,349.75	£1,543.75
Events Committee Float		£2,356.72	£2,356.72	£3,731.59
Cash Float		£571.43	£571.43	£400.55
Business Instant Access deposit Account- MUGA	£5,110.39		£5,110.39	£4,038.34
<b>TOTAL</b>	<b>£8,460.14</b>	<b>£53,191.41</b>	<b>£61,651.55</b>	<b>£54,139.73</b>

**Assets Held by Hintlesham & Chattisham Community Council**

Hintlesham & Chattisham Community Hall and 0.65 acre plot  
General equipment, furniture, fixtures and fittings at the Community Hall  
The Woodland at Church Belt, 5.97 acres held as amenity land  
Sports Hut on the Hintlesham Playing Field, including fixtures and fittings  
Multi Use Games Area (MUGA), on the Hintlesham Playing Field  
Childrens play equipment on the Hintlesham Playing Field  
Chattisham Playing Field, 0.675 acre plot of amenity land  
Childrens play equipment on the Chattisham Playing Field

**Leased Assets**

Hintlesham Playing Field, 3.46 acre plot leased from the Parish Council

Approved by the Trustees on the 24<sup>th</sup> April 2025



**Robert Smith**

Chairman



**Stephen Lee**

Treasurer