

CHARNEY HALL & FIELD TRUST

(CHARITY NO. 294765)

ANNUAL REPORT OF TRUSTEES JULY 2021/JUNE 2022.

ABOUT THE TRUST

The Trust was constituted as a Village Hall Committee by the Charity Commission in 1988 and extended to include Charney Field in 2002.

The Village Hall and Charney Field are held in Trust by the Trustees as a village hall and recreation ground for the community. The Trustees have legal responsibility for the management and financial control of the charity. The Parish Council is the Custodian Trustee (and holds the title of the two properties on behalf of the charity).

The Governing Document for the Trust covers the objectives of the charity, its constitution and the election of trustees and officers. For more information please read the Explanatory Guidelines although both these documents are currently subject to review with further clarification being available from Trustees.

The Trust meets about six times a year and always welcomes offers of expertise, help and support from those who wish to assist on a less formal basis.

MANAGEMENT COMMITTEE 2021/22

Trustees

Neil Dobson	Table tennis Club	Chair
Christine Trotman	Village College	Treasurer
Annabel Brown	Elected member	Agenda & Minute Secretary
Lucy Gildersleeves	St Peter Church	
Mary Castle	Parish Council	
Evelyn Campbell	Parish Council	
David Sibbert	History Group.	
David Jones	Elected member	

Committee members (non-voting)

John Wright	Hall Bookings
Bruce Royan	Field Safety Officer

Auditor

Nick Adamson

REPORT OF THE CHAIR

I would like to open my report with thanks to Trustees and our many volunteers. The 2021- 2022 year has been a test for all. Post Covid we stepped up to the challenge.

I am pleased to say CHAFT has a full suite of policies, with all legal and insurance requirements being met. You will see from our financial report that the CHAFT accounts look healthy.

Meetings for the Management Committee continued on a virtual basis with 'normal' face to face meetings resuming earlier this year. Whilst the Village Hall is now open use of the hall is lower than pre- lock down levels.

David Jones produced a health and safety report, identifying a number of issues; these have been rectified. Christine Trotman's diligence has meant we have received grants so we should finalise plans for upgrading the Village Hall making the building more attractive.

Charney Field continues to be well used.

Thanks go to Tim Fitzgerald O'Connor who continues to cut the grass on Charney Field. The field is used a lot by dog walkers the majority of whom ensure there are no unwanted packages left. Once again thanks to Bruce Royan for ensuring the field satisfies our field safety standards.

Last year re barking of the play area occurred, thanks go to Peter Busby for his quantifying skills and David Sibbert for his organisation skills. On the day more than of 20 resident volunteers helped to spread the bark.

Following the felling of the dangerous trees in November 2020 the replanting occurred in the autumn of 2021. Planning for the replanting was led by Lucy Gildersleeves supported by more than 30 volunteers. On the day it was ideal weather for the whips, it was raining! I am pleased to say the whips are coming along nicely, some are already at the top of their protective plastic sleeve. We still need to establish a full maintenance plan for the Woodland but in the interim Steph and John Wright cleared the grass.

Further to the Woodland Maintenance plan it would be good to establish a Group to generate ideas for increasing the enjoyment of the field by residents.

It seems like the Memorandum of Understanding between CHAFT and Charney Parish Council has been mentioned for many years. I am pleased to say we are nearing the end of discussions. I expect the Land Registry Documents should reflect the ownership of the Village Hall, Charney Field, the Bridle path and Charney Wick ditch in the coming months. Once complete the Memorandum of Understanding will be a very short document.

Despite our accounts looking healthy it is important we continue to fund raise. We have had success with the 100 Club driven by Evelyn Campbell and Sally Hawkins, thanks Evelyn and Sally. A joint fete was held with the Church, again very successful raising £1087 CHAFT. Thank you, Lucy Gildersleeves, for organising this in 6 weeks.

Finally, I would like to repeat my thanks to all Trustees and those who have supported CHAFT over the past year. Long may it continue, 2022-23 looks like another year for progress.

Neil Dobson 13.7.22

VILLAGE HALL - REPORT FROM LEAD TRUSTEE.

2021/22 has once again been challenging with Government restrictions applying to the hall for much of the year. Even though restrictions on businesses were lifted in July 2021 most hall users were reluctant to return for classes and events. CHAFT advised that the wearing of masks, observing social distancing and hand sanitisation should continue where appropriate to protect the vulnerable. From September there was a gradual return of some classes with participants eager to return to some sort of normality. The knock-on effect on the income of CHAFT from hall hire has been significant however we have been able to apply for Government grants to help with these shortfalls. Currently there are no restrictions in place and the number of classes and event hires is almost back to pre-pandemic levels.

The Health and Safety assessment identified several urgent actions. These included removing any trip hazards and making the hall wheelchair friendly. The pathway at the rear of the hall has been levelled and a ramp has been installed at the emergency exit door. A handrail has been added to the existing rail and other small jobs completed. Ongoing CHAFT are looking at improvements to the heating, lighting, insulation, acoustics, ventilation and the installation of broadband. As a closed business during the pandemic CHAFT was able to apply for Government Grants and was encouraged to do so by Community First Oxfordshire, their advice being that in the coming years it is unlikely there will be any further financial assistance with capital projects. CHAFT now intends to use some of this money for the improvements in the hope of making the hall a modern welcoming place but also one that is cost effective.

Even though the hall was not in use for much of the year the regular tasks still needed to be done. CHAFT are extremely grateful to all the volunteers that help with cleaning, maintenance, alarm testing and bookings. Particular thanks to Lynn Brookes, John Wright, Brian Trotman & Ian Taylor.

Christine Trotman & Dave Jones June 2022

CHARNEY FIELD - REPORT FROM THE LEAD TRUSTEES.

The grassland area, including the children's play area.

Regular safety checks are carried out by Bruce Royan, our safety officer.

The annual independent risk assessment and safety inspection was undertaken in February and reported to the Management Committee in April. The report has been posted on the village website.

All our safety measures are wrapped up in a field safety policy which is reviewed on an annual basis.

During the year the bark in the children's play area was replaced and the fencing repaired. The goalposts have been renovated and a range of other maintenance tasks undertaken to ensure the field is maintained to a high standard.

Grateful thanks go to all volunteers and in particular to Mr Fitzgerald O'Connor who cuts the grassland area on a regular basis free of charge.

The decision by the Management Committee to develop and implement a longer-term policy and budget plan is of particular importance if standards are to be maintained, essential equipment replaced and the opportunity given for villagers to influence future direction, including the provision of additional facilities. Early discussion is anticipated on measures to improve the environment of the whole field.

The woodland area.

The replanting of the woodland area, following the felling a large number of potentially dangerous trees in 2020, has been completed on time and in accordance with the felling licence granted by the Forestry Commission.

Thanks go to all those involved in the detailed planning, site preparation and implementation of the project and of course to the volunteers who helped plant over 300 whips
Consideration is now being given to the development of an appropriate maintenance plan for the whole of the woodland area including the copse which has itself benefited from a number of important environmental improvements.

The Bridle path and Charney Wick Ditch.

Outstanding and sensitive matters relating to the ownership and management of the Bridle Path and Charney Wick Ditch are still under discussion with the Parish Council. Once these have been resolved, relevant policies and procedures will be updated and amended as necessary to help ensure the charity complies with all relevant legal requirements and guidance.

David Sibbert and Lucy Gildersleeves.

Treasurers Report on the Annual Accounts to 31st March 2022.

Income – from ordinary activities 2021/22 £4952 compared with 2020/21 £2644.

1. **Hall Hire** – many groups have now returned to use the hall after the lockdown closures however hall hire in total was still lower than could be expected in a normal year.
2. **100 Club** – £1197 Receipts less the prize monies paid out during the year an increase on the previous year.
3. **Bank Interest** received is mainly from the deposit at United Trust Bank.
4. **Donation** received totalled £281 including £251 from the plant stall proceeds.
5. **Government Grants** received because of business closure due to the pandemic £10,667.
6. **Parish Council** 2021/22 contribution of £1000 towards the tree felling work in 2019/20 was received.

Expenditure – due to ordinary activities 2021/22 £7078 compared with 2020/21 £2836

1. **Electricity** – an increase from £145 in previous year to £768. Higher energy prices are the main cause of the increase which could have been higher had the hall not been closed for some of the year. The overhead electric heaters are the main users of electricity and we are encouraging hall hirers to only use them when necessary. The committee is actively looking at ways to reduce this cost by installing more energy efficient heating.
2. **Water** – slight decrease in water usage because we had a water “holiday” for when the hall could not be used. The current level is about right now.
3. **Insurance** – small increase which is to be expected.
4. **Hall maintenance** – A program of works to address safety concerns is in progress. Work was carried out to reduce trip hazards on the outside of the building. Further work will be carried out on both the exterior and interior of the hall in the coming year.
5. **Field Expenses** – £1564 was spent on replacing the bark under the play equipment to a greater depth than it had been. To reduce the amount of bark required the area was reduced by infilling with topsoil which cost £250.
6. **Covid-19 Expenses** – a CO2 monitor has been installed in the hall.

Balance Sheet

1. **Bank Balances** – the committee will be putting additional funds on deposit with United Trust Bank in a new 200-day notice account and topping up the 100-day notice account. It is anticipated that some capital expenditure on the hall will take place in the coming year and so some immediately available funds will be left with HSBC.
2. **Prepayment** – is insurance paid in advance.
3. **Debtors** – hall hire and fete monies now received
4. **Creditors** – 100 club receipts received in 2021/22 but which relate to 2022/23, water and waste collection bills which have been settled.

Reserves

Excess of income over expenditure in 2021/22 was £9,540. The Trustees agreed at their meeting of 6th April 2022 to transfer £6250 to Field Refurbishment fund and to leave the remainder in General reserves.

General Reserve – Reserves' policy is to retain sufficient funds to cover one year's normal ongoing expenditure. 2022/23 expenditure estimated to be £7000.

Village Hall Fabric Fund – to be used for major projects and updates to the hall outside the normal services and maintenance. Several major projects for the hall have been identified and costings are in the process of being sort. The committee is looking at commissioning a report to look at heating, lighting, acoustics and flooring.

Field Refurbishment Fund – to be used for major projects on Charney Field including the replacement of the play equipment in due course. The grass cutting which has been provided for free in the past may become payable. The Woodland project to replant the area cleared by the felling of the Aspens will require ongoing maintenance funds. Ownership and responsibility for all areas of the field including Bridle path and a section of Charney Wick Ditch has now been established as being CHAFT's. The committee will look at splitting this fund to support the various areas.

2022/23

At the start of the year the hall was still subject to closure because of the pandemic. With restrictions eased groups started to return to the hall although most did not return until September 2021 and some have not returned. However at least three new groups are now hiring the hall which is encouraging. Given the size of the hall it is unlikely that income from hall hire will ever cover the running costs and so fund raising and grants remain a vital source of income.

The committee is committed to improving the hall to make it a warm and welcoming space that hopefully will attract more hirers. A program of capital projects which have been in the pipeline for some years can now go ahead because of the grants received from the Government during the pandemic. Community First has advised CHAFT that any capital grants are unlikely to be available in the future to help with these improvements and it is why CHAFT was encouraged to apply for the grants.

Ownership of the Field and Hall has now been established as being CHAFT's. Action is being taken to amend the Land Registry documentation of both properties. CHAFT has agreed to bear the cost the legal fees required to make the correction.

With established ownership of the Charney Field comes additional responsibilities and consideration needs to be given as to how associated costs will be funded. In the past these have largely been the remit of the Charney Bassett Parish Council. It is hoped that a section of CWD for which CHAFT is responsible will be cleared later in the year but first we need to consult with the Environment Agency and neighbouring riparian owners. Should we need to commission a Biodiversity report it will cost in the region of £1000.

Whilst it appears from CHAFT's balance sheet that the charity's finances are healthy the Trustees are committed to using those funds to improve and maintain the charity's assets for the long term. The charity's reserve policy is to build a reserve of £25000 by 2036 for the replacement of the play equipment. This is going to be difficult given the new calls on resources and ever-increasing ongoing costs. CHAFT's five-year plan will see the Village Hall Fabric Fund and Field Refurbishment Fund reduced considerably after which they will need building up again.

Trustees wish to thank the organisers of the 100 club for their wonderful efforts in continuing to raise funds for the charity. We are conscious that this is not an easy task. Trustees are very grateful to everyone who has bought tickets and to those who have paid by bank transfer as this does mean Sally not having to knock on so many doors. This continued support is very much appreciated as it is the charity's only guaranteed income. CHAFT is also very grateful to the plant stall for their continued donations from proceeds. A huge thank you to the many volunteers who make the annual fete a success and everyone who supports it helping to raise funds for both the charity and St. Peter's church.

Very many thanks to Nick Adamson, who has audited the Trust's accounts.

C Trotman

2nd May 2022

CHARNEY HALL AND FIELD TRUST (CHAFT). Registered Charity No 294765

Statement of Financial Activities

	Year ended 31 March 2022	Year ended 31 March 2021		Year ended 31 March 2022	Year ended 31 March 2021
	£	£		£	£
Incoming Resources			Resources Expended		
Village Hall Hire	1,992.50	94.10	Electricity	767.87	145.33
100 Club 2021/22	1,197.00	997.00	Water	94.21	107.38
May Day Teas	0.00	0.00	Hall, Field & PL Insurance	658.00	636.08
Bank Interest Received	93.78	152.54	CF & OPFA Affiliations	82.00	82.00
Equipment Hire Donations	50.00	0.00	Lottery Licence	20.00	20.00
Gift Aid Receipt from HMRC	0.00	0.00	PPL License	132.00	0.00
General Fund raising	0.00	11.00	Hall maintenance	1,738.84	438.30
Charney Feast	1,087.00	0.00	Equipment Safety Inspection	102.00	102.00
Miscellaneous Donations	281.50	1,000.00	Field exps incl. Grass Cutting	2,345.35	676.27
Retail & Hospitality Grant	10,667.00	19,907.00	Legal Advice	450.00	0.00
CLET Grant - Bark	250.00	0.00	Covid-19 expenditure	196.80	628.47
Charney Bassett Parish Council	1,000.00	2,000.00	Gazebos	465.27	0.00
Charney Bassett Parish Council	0.00	390.00	Tree Work - Phase 2	0.00	10,824.03
			Tree Work - Emergency	0.00	780.00
			Bank charges	26.20	0.00
Total Incoming Resources	16,618.78	24,551.64	Total Resources Expended	7,078.54	14,439.86
Net Incoming/Outgoing Resources				9,540.24	10,111.78
Total Funds brought forward				36,158.50	26,046.72
Total funds carried forward				45,698.74	36,158.50

BALANCE SHEET

	31 March 2022	31 March 2021		31 March 2022	31 March 2021
Cash at Bank			Unrestricted Funds		
HSCB current a/c	21,648.66	13,636.39	General Reserve	6,948.74	3,658.50
HSBC deposit a/c	13,001.30	13,000.00	Designated Funds	38,750.00	32,500.00
United Trust a/c	10,495.05	10,402.57			
	45,145.01	37,038.96			
Debtors and prepayments	1,686.09	401.54			
	46,831.10	37,440.50			
Creditors	1,132.36	1,282.00			
Net Assets	45,698.74	36,158.50		45,698.74	36,158.50

	General Reserve	Village Hall Fabric Fund	Field Refurbishment Fund	Total
Balance Brought Forward 1st April 2021	3658.50	24000.00	8500.00	36158.50
Net Incoming/Outgoing Resources				
2021/22 Allocation	3290.24		6250.00	9540.24
Balance carried forward 31st March 2022	6948.74	24000.00	14750.00	45698.74

Principle Activities

The principle activity of the charity is to improve the conditions of the life of the inhabitants of Charney Bassett and the surrounding area by the provision and maintenance of a village hall and recreation ground.

Trustees

The Trustees are Mr N Dobson (Chair), Mrs C Trotman (Treasurer), Mrs A Brown (Secretary), Mrs M Castle, Ms E Campbell, Mrs L Gildersleeves, Mr D Jones and Mr D Sibbert.

Reserves policy

The Trustees consider it appropriate to maintain general unrestricted funds to a level of up to one year's ongoing operating costs. Based on the forecast for 2022/23 this would amount to approximately £7000.

Designated Funds

The Trustees consider it appropriate to maintain designated specific funds for the following

Charney Village Hall Fabric Fund	£24,000.00
Charney Field Refurbishment Fund	£14,750.00

AUDITOR'S REPORT

I have audited the above Statement of Financial Activities and Balance Sheet which I find to be in accordance with the accounting records produced to me. In my opinion the accounts give a fair view of the financial position of Charney Hall and Field Trust's affairs for the year ended 31st March 2022.

Signed
Nick Adamson

Dated.....
May-22