

THE THOMAS GIFFORD TRUST

England & Wales · Charity number 1155669

Details

Status Registered

Legal form CIO

Registered 2014-02-06

Register [View on the Charity Commission register](#)

Contact

Address Charlbury Community Centre
Spendlove Centre
Enstone Road
Charlbury
Oxfordshire
OX7 3PQ

Phone 01608 811 878

Email info@charlburycommunitycentre.org.uk

Website www.charlburycommunitycentre.org.uk/about-us/the-thomas-gifford-trust/

Activities

Objects: TO PROVIDE AND MAINTAIN A RECREATION GROUND (THE PLAYING CLOSE) FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF CHARLBURY AND THE SURROUNDING AREA AND TO PROMOTE SUCH OTHER CHARITABLE PURPOSES FOR THE BENEFIT OF THE SAID INHABITANTS AS THE TRUSTEES SHALL THINK FIT.

Activities: The Trust owns and operates the Charlbury Community Centre, which includes a large sports hall, a cafe and a multi-purpose space, and provides facilities for a public library operated by Oxfordshire County Council. The Trust also maintains The Playing Close for the benefit of the residents of Charlbury.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Recreation
- **Who:** The General Public/mankind

Geography

- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£257,119	£229,453	-	-
2024-03-31	£244,879	£184,017	-	-
2023-03-31	£212,163	£179,427	-	-
2022-03-31	£201,171	£143,243	-	-
2021-03-31	£168,350	£118,069	-	-

Trustees

Name	Role	Appointed
CHRISTOPHER DAVID CHARLES POTTS	Chair	2014-01-15
Arne Kuehl		2023-03-29
Ashley Beighton		2021-11-11
Catherine Darya Ball		2023-01-11
James Thomas Holah		2025-03-12
John Paul Cregan		2025-11-12
Kim Harrison		2025-07-09
Matthew Roy Alexander Scott		2021-05-21
Richard Michael Doyle		2025-11-12
Steven Brannan Fairhurst Jones		2020-01-09
Stuart Robin Scott Duff		2020-10-14

THE THOMAS GIFFORD TRUST

England & Wales - Charity number 1155669

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report

Charity name: The Thomas Gifford Trust

Charity registration number: 1155669

For the period from 1 April 2024 to 31 March 2025

Contents

1. Objectives and activities
2. Achievements and performance
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4. Structure, governance and management
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This report has been prepared following guidance in the [Charities Statement of Recommended Practice \(SORP, FRS-102 second edition\)](#). SORP references in this report refer to the relevant paragraph of that guidance.

1. Objectives and Activities

SORP requirement	Commentary
<p>Summary of the purposes of the charity as set out in its governing document</p> <p><i>SORP para 1.17</i></p>	<p>To provide and maintain a recreation ground (The Playing Close) for the benefit of the inhabitants of the parish of Charlbury and the surrounding area.</p> <p>To promote such other charitable purposes for the benefit of the inhabitants of Charlbury and the surrounding area as the Trustees shall think fit.</p>
<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p> <p><i>SORP para 1.17 and 1.19</i></p>	<p>During the year the Thomas Gifford Trust (TGT) managed the Charlbury Community Centre in its seventh full year of operation on a not-for-profit basis. TGT also managed The Playing Close, a public green space at the heart of Charlbury.</p> <p>The Community Centre incorporates sports, leisure and community facilities, a café and a branch of Oxfordshire County Council's library. As such it provides a much-needed facility for the town and surrounding communities.</p> <p>The Playing Close is a historic green space in the town centre, valued by residents and visitors for its amenity. It also serves as a venue for a range of community events.</p> <p>The charity's main source of income is from the operation of the Community Centre, and the costs of staff and maintenance are much reduced thanks to the work undertaken by volunteers.</p> <p>The Centre also provides contract employment for a small number of local residents, helping to strengthen the town's community and economy.</p> <p>In addition to contracted staff who manage and run the Centre, the Trustees record their gratitude to all the volunteers who support the Centre with their time and other resources to ensure that it runs successfully.</p>
<p>Statement confirming that trustees have regard to guidance issued by the Charity Commission on public benefit</p> <p><i>SORP para 1.18</i></p>	<p>The Trustees are mindful of the Charities Act 2011 'public benefit requirement' in all of their activities.</p>

Additional information (optional)

SORP requirement	Commentary
<p>Policy on grant making</p> <p><i>SORP para 1.38</i></p>	<p>TGT is reliant on income from Community Centre activities, grants and donations in order to help cover running costs and long-term maintenance requirements. Consequently, TGT is not in a position to offer grants to other organisations.</p>
<p>Contribution made by volunteers</p> <p><i>SORP para 1.38</i></p>	<p>TGT is always heavily reliant on a substantial pool of volunteers from the town and surrounding area.</p> <p>A Trustee-led group of volunteers (the Building Committee) freely provides time and expertise for routine and non-routine maintenance tasks in the building, the surrounding grounds and on the Playing Close.</p> <p>The Trustees unreservedly thank all of those people who provided their skills, expertise and time to the Community Centre and TGT's other responsibilities during 2024-25.</p>

2. Achievements and Performance

SORP requirement	Commentary
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p> <p><i>SORP para 1.20</i></p>	<p>In its regular activities, the charity has fulfilled its commitments to the community through the successful management of both the Community Centre and The Playing Close. Both facilities are available for all to use, in many cases free of charge.</p> <p>Some highlights of the Trust's key areas of business throughout the year follow.</p> <p>FINANCIAL SUSTAINABILITY</p> <p>In addition to information provided in the financial accounts accompanying this report, the following points illustrate sound financial management undertaken during 2024-25. As in previous years a Trustee with a professional background in financial management is appointed as the finance lead, who supports other Trustees' engagement with financial matters.</p> <p>TGT's 2024-25 accounts show that a total of £20150 (<i>last year £19,952</i>) was attracted in donations and grants.</p>

SORP requirement	Commentary
	<p>Sources are detailed in the Annual Accounts and summarised in Section 3 below.</p> <p>Throughout the year Trustees agreed to keep setting aside money in a sinking fund (savings account) for long-term maintenance of the Community Centre.</p> <p>Trustees considered TGT's annual wage review in May 2024, which resulted in increases of around 5%. This was in line with the rising costs of maintaining the Trust's assets.</p> <p>Throughout the year Trustees, informed by the work of the Building Committee, monitored the costs of energy use in the Community Centre. In May 2024 Trustees heard how it had been possible to save money by reducing energy use, and in doing so also progressing towards the Trust's carbon reduction ambitions.</p> <p>Throughout the year Trustees worked to ensure the Trust's financial assets perform well. In May 2024 a review of interest rates on savings accounts was undertaken, to determine whether or not the Trust's savings could be better invested. Consideration was also given to options for maximising income from the Playing Close, including a review of charges levied from users such as the Farmers' Market, Street Fair stalls and the annual funfair.</p> <p>Trustees supported additional fund-raising and promotional activities during the year; for example, running a stall at Street Fair and managing a Pimm's tent at the Charlbury Beer Festival.</p> <p>Trustees reviewed their handling of VAT to ensure appropriate treatment of tax in the Trust's operations and accounts. Towards the end of the year it was agreed to seek external expertise on the question of VAT.</p> <p>Trustees considered a proposal to establish a Friends group to help generate customer loyalty, attract funding and volunteers and create a greater sense of ownership of the Community Centre in and beyond Charlbury. This remained an ongoing discussion at the end of the reporting year.</p>

SORP requirement	Commentary
	<p>SECURITY, SAFETY AND AMENITY</p> <p>Security and safety of TGT’s customers and assets remained a high priority all year. Health & safety was a standing agenda item for all Trustees’ meetings – although Trustees were reassured to receive no health and safety incidents or safeguarding cases to discuss.</p> <p>A Trustee was nominated as the lead for each of health & safety and safeguarding. Policies, risk assessments and record-keeping processes were kept under review all year to ensure that risks were managed and that evidence was retained of having done so.</p> <p>Trustees and Community Centre staff uphold high standards of safety in managing and using equipment and assets. In July 2024 this duty of care was extended to a contractor who runs activities in the Community Centre, to fund the purchase of new equipment in light of a safety risk having been identified.</p> <p>Fire warden training was provided for all relevant personnel in September 2024. As well as this fully-subscribed training course the Trust’s fire safety policies and procedures were reviewed during the year. In July 2024 a successful annual fire evacuation drill was carried out, with 45 people evacuated from a number of different clubs and activities.</p> <p>Arrangements for safeguarding continued to be strengthened during the year. As well as nominating a lead Trustee, in January 2024 the Oxford Diocesan Safeguarding Lead agreed to take on the role of TGT’s Safeguarding Lead, and helped to review the Trust’s safeguarding needs. During the reporting year, the resulting new Safeguarding Policy, one-page Safeguarding Statement and Safeguarding Procedure were implemented. Staff and volunteers were supported in undergoing DBS checks and taking relevant training as required. Recognising that the Trust’s Youth Club presents particular safeguarding risks for children Trustees ensured that relevant staff were appropriately trained and guided in how they work with attendees.</p> <p>The Trust maintained a good relationship throughout the year with Thames Valley Police, via the local PCSO, on matters of vulnerable people or anti-social behaviour in and around the Community Centre.</p>

SORP requirement	Commentary
	<p>In July 2024 Trustees supported a proposal to install a defibrillator next to the Community Centre, to benefit both those using the Centre and those in neighbouring spaces such as the Nine Acres Recreation Ground, the tennis courts and the Football and Sports Club. Trustees heard how funding was obtained from a number of local sources, to which the Trust contributed, to support the defibrillator's installation.</p> <p>The Building Committee undertook a range of maintenance work to keep the premises and surrounding area as safe as possible, from gutter clearance to re-gravelling parking spots. A Trustee also undertook weeding and other care on the Playing Close.</p> <p>RANGE OF ACTIVITIES OFFERED</p> <p>The Community Centre continued to be the focus of a wide range of activities offered by the Trust or by those wanting to run sessions and activities there.</p> <p>Well-established sessions for circuits and Pilates continued in popularity, as did walking football, pickleball, cricket and both 5-a-side and walking football. Cricket sessions attracted large numbers during the year, including for Oxfordshire Pathway (an accessible and structured talent development programme for children aged 8 to 18). Youth basketball, netball, line dancing, men's Pilates classes and Alexander Technique classes were among the other activities on offer.</p> <p>The Community Centre's gym, with a range of gym equipment, continued to attract new users and support the case for building a permanent gym.</p> <p>Away from sports, the Community Centre continued to host activities such as the regular Coffee Morning, parent and baby/toddler groups and the occasional quiz, meditation and gong bath sessions. A regular booking for the History of Art Group widened the Centre's offer, as did occasional activities such as children's runarounds in the sports hall.</p> <p>The Youth Club, successfully restarted in September 2023 with approximately 20 young people attending, went from strength to strength. By March 2025 it was reported that over 100 children had been engaged by Youth Club in one way or another, out of an estimated catchment of around 400 young people.</p>

SORP requirement	Commentary
	<p>Much of this success was due to a new youth worker role, The Youth Ambassador, recruited “to develop and deliver an engaging and inclusive youth programme, particularly for young people aged between 13 and 18 years old”. The new appointee brought focus and energy to present an attractive offer of activities. The Youth Ambassador Steering Group (chaired by a Trustee) had designed the job description and sourced funding (including match-funding from The Glasgow Foundation, and use of the “Westhive” app to enable crowd-funding and match-funding by West Oxfordshire District Council), and maintained oversight of the role throughout the year.</p> <p>By year end the Youth Club had enjoyed a range of new, regular or one-off activities including a philosophy club, art club and youth badminton club, and fundraisers for Hallowe’en and Guy Fawkes. Looking ahead, plans to establish a climate action club, drone football club and cooking club were being considered.</p> <p>The Trust’s online presence was reviewed during the year. A ‘youth page’ was published detailing the Trust’s activities aimed at young people. The Trust’s main website was updated and refreshed ahead of a potential comprehensive review and overhaul in the near future.</p> <p>A significant new area of activity was established during the reporting year. In January 2025 Trustees considered a proposal for the Open Door Project, which aimed to make the Community Centre more accessible to families who might otherwise have difficulties in affording and accessing the Centre’s facilities and activities. Services would be offered at half price, with some initial sessions offered for free. The project would launch with a Sunday session of Family Circuits free of charge.</p> <p>The project would draw on identification by Cornerstone (Charlbury’s church-sponsored food bank and community hub) of individuals or families who might qualify: this existing means-testing assessment approach would provide assurance. The Trust would promote the initiative to audiences including the primary school, surgery and online. It was subsequently agreed that YouMove – an Oxfordshire-wide organisation funded by Oxfordshire County Council and co-ordinated by Active Oxfordshire in partnership with district councils – would take on leadership of the project. In all,</p>

SORP requirement	Commentary
	<p>over a dozen families were identified as qualifying for Open Door's preferential access provision.</p> <p>Finally, ongoing work to develop proposals for a new, permanent gym at the Community Centre was a significant feature of meetings and additional work throughout the year. Current provision remains that gym equipment is set up in either the Thomas Gifford Room or the Sports Hall, and while adequate for low levels of demand this misses the opportunity to satisfy higher demand and generate additional income for TGT's facilities and activities.</p> <p>The 'new gym' project continued to move forwards with professional rigour, drawing on Trustees' expertise and external advisors. The initial planning application having been approved in principle in July 2023, much of the activity during the reporting year concerned detailed designs, technical or operational obstacles and building control, as well as preparing for the tendering process including attracting contractors to bid.</p> <p>Throughout, Trustees were engaged with the project through detailed papers and discussions in meetings. Contractors and staff responsible for enabling current gym activities were also engaged on design and operational matters.</p> <p>By September 2024 Trustees' attention had widened to include fund-raising for the gym's construction. The need for significant grant funding was identified; other options for fund-raising were proposed and discussed. Initial discussions were also held with a local professional fundraiser: Trustees agreed this to be the ideal arrangement, subject to being clear on what amount would be targeted.</p> <p>SUPPORT FOR NEIGHBOURS</p> <p>Throughout the year TGT sought to be a good neighbour, both to those nearby on the Nine Acres site in the town centre and to any of the town's clubs and charities seeking assistance.</p> <p>In September 2024 the Community Centre hosted a fund-raising concert staged by Charlbury Refugee Action Group, which was attended by over 130 people.</p> <p>The Trust's newest neighbour, the Charlbury Community Workshop, continued to strengthen its local presence and</p>

SORP requirement	Commentary
	<p>offer in a building rented from TGT. Workshop activities such as tool sharpening had raised funds, and members' activity had resulted in the Primary School being provided with a new performance deck. Workshop members had also built and provided a new noticeboard alongside the Community Centre, which Trustees had requested.</p> <p>The Trust's relations with local businesses continued to develop during the year. The Trust's Pimm's Tent at the Beer Festival received generous support from the proprietors of The Bell, while the annual Community Barbecue (to commemorate the 7th anniversary of the Community Centre's opening) was generously supported by the proprietors of The Bull.</p> <p>SUPPORT FOR THE WIDER COMMUNITY</p> <p>Charlbury is a market town, with its market charter first granted in 1256. The Trust is delighted to host Charlbury Market in the Community Centre car park each Saturday, continuing this historic provision and offering a group of stallholders the opportunity to sell fruit, vegetables, bread and other products to local residents on a weekly basis.</p> <p>The Community Centre car park hosts a number of traders on a weekly basis, meaning that there is high-quality takeaway food available seven evenings a week. A lead Trustee liaises directly with the owners to ensure good relations and sustainable operations. Trustees made continual efforts to ensure that designated parking bays remained available for traders to use despite private car owners repeatedly parking in those bays. Information notices, signs and ultimately large wooden planters have been deployed to help protect this valuable commercial and catering asset.</p> <p>The Community Centre remains an integral part of Charlbury society's landscape, with its outdoor seating, toilets and café supporting multiple birthday parties, family gatherings and sporting events on the neighbouring Nine Acres play area and sports fields.</p> <p>The installation of a defibrillator adjacent to the Community Centre, for the benefit of the whole community, has been covered elsewhere in this report.</p>

SORP requirement	Commentary
	<p>The Community Centre continues to host Oxfordshire County Council’s library, run by a combination of Council staff and local volunteers. TGT’s Building Committee and Community Centre staff also played supportive roles in the running of the library.</p> <p>Trustees continue to manage the Community Centre’s parking spaces, in co-operation with the District Council as regards parking at the neighbouring Spendlove Centre. Town Council and County Council proposals for local parking system changes were also discussed in-year, and Trustees’ views contributed as necessary. The Trust continues to monitor parking around the Playing Close.</p> <p>PREMISES</p> <p>As well as routine maintenance of a well-presented Community Centre and Playing Close, Trustees – and in particular the Building Committee with its group of local volunteers – worked to ensure the sustainability of the Community Centre.</p> <p>During the year the Building Committee’s proposals to resolve issues were approved by Trustees in the following areas: replacement water boiler, servicing of CCTV, fire alarms and automatic doors, gutter clearance and repairs, biannual servicing of sewage and water pumps, sports hall lighting repairs, and a wide range of other maintenance and improvement works.</p> <p>In July 2024 the Town Council put forward plans to clean the historic water fountain which stands on the Playing Close. While TGT owns the land, the no longer functional fountain’s upkeep is a Town Council obligation. The specialised work to clean the fountain’s stonework was completed just outside the reporting year with Town Council funding.</p> <p>Trustees approved a schedule of tree maintenance works on the Playing Close to ensure amenity, safety and tree health.</p> <p>In March 2024 a new Trustee had been appointed with responsibility for establishing the Trust’s Net Zero journey. This would include improved provision for rooftop solar power and associated battery storage with a view to removing the gas supply and decarbonising the Community Centre, as well as other elements such as the potential for electric vehicle charging points to be installed in the car park.</p>

SORP requirement	Commentary
	Trustee responsibility for the solar project changed hands in January 2025, making a stronger connection with Town Council's existing efforts to increase solar power use across the town. To date the Trust has not benefited from income for the electricity generated by existing solar panels. A renewed solar array, making fuller use of the roof space, was proposed, alongside proposals to enable excess power to be stored in batteries or sold to the Grid. It was anticipated that the work would bring the Community Centre close to carbon neutrality. This proposal remained in discussion at the end of the reporting year.

3. Financial review

SORP requirement	Commentary
<p><i>Review of the charity's financial position at the end of the period</i></p> <p><i>SORP para 1.21</i></p>	<p>2024-25 was a healthy year in financial terms. Operating income of £257,119 in 2024-25 compares favourably with the £244,879 generated in 2023-24 (and £212,163 in 2022-23). The rise in income was primarily due to sports hall hire during 2024-25.</p> <p>A significant line of income in 2024-25 (£20,150) was grants and donations (last year: £19,952). Sources of grants received included Westhive, Cottsway Housing, OCVA Connected Communities, Oxfordshire County Council and Charlbury Beer Festival.</p> <p>Total expenditure of £229,453 in 2024-25 was more than the £184,017 incurred during the previous financial year (2022-23: £179,462), reflecting increased maintenance costs and also an increase in wages.</p>
<p><i>The charity must explain any policy it has for holding reserves and state the amounts of those reserves and why they are held</i></p> <p><i>SORP para 1.22</i></p>	<p>For some years it has been TGT policy to build a fund that will help to provide for the long-term maintenance requirements of the Community Centre. This is achieved by setting aside surplus cashflow specifically for this purpose. At the end of March 2025 the fund contained £61,447 (March 2024: £60,760).</p>

SORP requirement	Commentary
<i>Reserves held</i> SORP para 1.22	At the end of March 2025 TGT held cash reserves totalling £271,734 (compared with £244,630 in March 2024)
<i>Details of fund or subsidiary undertaking materially in deficit</i> SORP para 1.24	No part of the Trust's operations are in deficit.
<i>Explanation of any uncertainties about the charity continuing as a going concern</i> SORP para 1.23	There are no uncertainties about the charity's ability to continue as a going concern.

Additional information (optional)

SORP requirement	Commentary
<i>The charity's principal sources of funds (including any fundraising)</i> SORP para 1.47	The charity's main source of funds during the year was income from the operation of the Community Centre. The Trustees would also like to express their thanks for the generosity shown by individuals and organisations from whom grants were received during the year.
<i>A description of the principal risks facing the charity</i> SORP para 1.46	The Trustees are confident that the charity will be able to manage the risks it faces. The operation of the Trust remains cash flow positive and the Trust holds a healthy cash reserve.

4. Structure, governance and management

SORP requirement	Commentary
<i>Type of governing document</i> SORP para 1.25	Constitution
<i>How the charity is constituted</i> SORP para 1.25	Charitable Incorporated Organisation
<i>Trustee selection methods including</i>	The 12 trustees are nominated/appointed as follows:

SORP requirement	Commentary
<i>details of any constitutional provisions</i> SORP para 1.25	<ul style="list-style-type: none"> • three by Charlbury Town Council • three by the councillors representing Charlbury at West Oxfordshire District Council (2 councillors) and Oxfordshire County Council (1) • six by agreement of the trustees

Additional information (optional)

SORP requirement	Commentary
<i>Policies and procedures adopted for the induction and training of trustees</i> SORP para 1.51	<p>New Trustees are given the opportunity to attend Trustees' meetings as an observer before they are appointed.</p>
<i>The charity's organisational structure</i> SORP para 1.51	<p>Trustees who undertake the roles of Chair, Vice-Chair and Secretary are noted in section 6 below. During the year the Vice-Chair stepped in to Chair a meeting of Trustees and to produce the minutes of another meeting of Trustees.</p> <p>All Trustees undertake duties in line with the charity's needs and their own capacity, interests or skills.</p> <p>Day to day management of the Community Centre is undertaken by the Executive Director, who is not a Trustee but who attends all Trustee meetings.</p>

5. Reference and Administrative details

SORP requirement	Commentary
<i>Charity name</i>	The Thomas Gifford Trust
<i>Registered charity number</i>	1155669
<i>Charity's principal address</i>	The Thomas Gifford Trust Charlbury Community Centre Enstone Road Charlbury Oxfordshire OX7 3PQ
<i>Name of any chief executive officer or senior management personnel to whom the trustees delegate day-to-day management of the charity</i> <i>SORP para 1.52</i>	n/a
<i>Names and addresses of any other relevant organisations or persons providing banking services or professional advice to the charity, including its solicitors, auditor and investment advisers.</i> <i>SORP para 1.52</i>	n/a

6. Names of Trustees who managed the charity in 2024-25

Trustee name	Office (if any)	Dates acted if not for a whole year	Name of body entitled to appoint this trustee
Christopher Potts	Chairman		OCC/WODC councillors
Stuart Duff	Vice-Chair		The Trustees
Catherine Ball			The Trustees
Ashley Beighton			The Trustees
Anna Boardwell		From 25 Jun 2024	Charlbury Town Council
Steven Fairhurst Jones	Secretary		OCC/WODC councillors
Kim Harrison			The Trustees
Jim Holah		From 12 Mar 2025	The Trustees
Arne Kuehl			Charlbury Town Council
Arthur Sinclair		From 8 Jan 2025	Charlbury Town Council
Matthew Scott			OCC/WODC councillors
Ed Wigzell			The Trustees
<i>Erica Benka</i>		<i>To 24 Oct 2024</i>	<i>Charlbury Town Council</i>
<i>William Robinson</i>		<i>To 19 Oct 2024</i>	<i>The Trustees</i>
<i>Eileen Kenrick</i>		<i>To 8 May 2024</i>	<i>Charlbury Town Council</i>

Corporate trustees at the date the report was approved

Director name	Dates acted if not for whole year
n/a	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
n/a	

Names and addresses of advisors

Type of advisor	Name	Address
n/a		

Names and addresses of Chief Executive and senior staff

Position	Name	Address
n/a		

Exemptions from disclosure with reason for non-disclosure of key personnel details

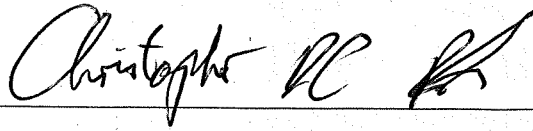
n/a

7. Declarations

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees

Signature



Full name

Christopher D.C. POTTS

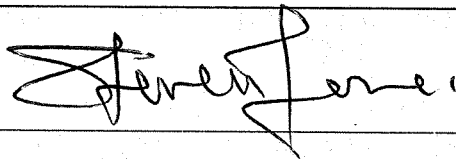
Position

Chair

Date

29 January 2026

Signature



Full name

STEVEN FAIRHURST JONES

Position

SECRETARY

Date

29 January 2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

Thomas Gifford Trust

No (if any)

Receipts and payments accounts

CC16a

For the period from	01/04/2024	To	31/03/2025
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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					
Donations Grants	20,150	-	-	20,150	19,952
Fund generation	88,431	-	-	88,431	94,457
Interest on deposits	3,335	-	-	3,335	2,353
Members subscriptions	16,713	-	-	16,713	14,600
Hire of hall and equipment	128,490	-	-	128,490	113,517
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	257,119	-	-	257,119	244,879
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	257,119	-	-	257,119	244,879
A3 Payments					
Cost of charitable activity	973	-	-	973	304
Bought in goods for fund generation	29,193	-	-	29,193	20,600
Wages	102,350	-	-	102,350	88,378
Rent / hire of rooms	2,088	-	-	2,088	1,570
Insurance	5,744	-	-	5,744	5,204
Facilities maintenance, utilities, cleaning	76,847	-	-	76,847	55,326
IT telephone post stationery	10,334	-	-	10,334	10,728
Bank charges	1,925	-	-	1,925	1,906
	-	-	-	-	-
Sub total	229,453	-	-	229,453	184,017
A4 Asset and investment purchases, (see table)					
Capex for Gym	-	-	-	-	12,458
	-	-	-	-	-
Sub total	-	-	-	-	12,458
Total payments	229,453	-	-	229,453	196,475
Net of receipts/(payments)	27,666	-	-	27,666	48,404
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	27,666	-	-	27,666	48,404

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Santander Current Account	88,376	-	-
	Santander Savings Account	61,447	-	-
	Nationwide Savings Account	121,911	-	-
	Cash float	-		
	Total cash funds	271,734	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Cash Floats	70	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Arne Kuehl	28/01/2026
2		28/01/2026

THE THOMAS GIFFORD TRUST

England & Wales - Charity number 1155669

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report

Charity name: The Thomas Gifford Trust

Charity registration number: 1155669

For the period from 1 April 2023 to 31 March 2024

Contents

1. Objectives and activities
2. Achievements and performance
3. Financial review
4. Structure, governance and management
5. Reference and administrative details
6. Names of the charity trustees
7. Declarations

This report has been prepared following guidance in the [Charities Statement of Recommended Practice \(SORP, FRS-102 second edition\)](#). SORP references in this report refer to the relevant paragraph of that guidance.

1. Objectives and Activities

SORP requirement	Commentary
<p>Summary of the purposes of the charity as set out in its governing document</p> <p><i>SORP para 1.17</i></p>	<p>To provide and maintain a recreation ground (The Playing Close) for the benefit of the inhabitants of the parish of Charlbury and the surrounding area.</p> <p>To promote such other charitable purposes for the benefit of the inhabitants of Charlbury and the surrounding area as the Trustees shall think fit.</p>
<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p> <p><i>SORP para 1.17 and 1.19</i></p>	<p>During the year the Thomas Gifford Trust (TGT) managed the Charlbury Community Centre in its sixth full year of operation on a not-for-profit basis. TGT also managed The Playing Close, a public green space at the heart of Charlbury.</p> <p>The Community Centre incorporates sports, leisure and community facilities, a café and a branch of Oxfordshire County Council's library. As such it provides a much-needed facility for the town and surrounding communities.</p> <p>The Playing Close is a historic green space in the town centre, valued by residents and visitors for its amenity. It also serves as a venue for a range of community events.</p> <p>The charity's income from grants resulted from energetic fund-raising by Trustees and especially the Community Centre's Executive Director, securing access to money from local councils, central government and other sources.</p> <p>TGT does not have any employees: the Centre provides contract employment for a small number of local residents, helping to strengthen the town's community and economy.</p> <p>In addition to contracted staff who manage and run the Centre, the Trustees record their gratitude to all the volunteers who support the Centre with their time and other resources to ensure that it runs successfully.</p>
<p>Statement confirming that trustees have regard to guidance issued by the Charity Commission on public benefit</p> <p><i>SORP para 1.18</i></p>	<p>The Trustees are mindful of the Charities Act 2011 'public benefit requirement' in all of their activities.</p>

Additional information (optional)

SORP requirement	Commentary
<p>Policy on grant making</p> <p><i>SORP para 1.38</i></p>	<p>TGT is reliant on donations and income from grants and Community Centre activities in order to help cover running costs and long-term maintenance requirements. Consequently, TGT is not in a position to offer grants to other organisations.</p>
<p>Contribution made by volunteers</p> <p><i>SORP para 1.38</i></p>	<p>TGT is always heavily reliant on a substantial pool of volunteers from the town and surrounding area.</p> <p>A Trustee-led management group of volunteers freely provides time and expertise to undertake routine and non-routine maintenance tasks in the building, the surrounding grounds and on the Playing Close.</p> <p>The Trustees unreservedly thank all of those people who provided their skills, expertise and time to the Community Centre and TGT's other responsibilities during 2023-24.</p>

2. Achievements and Performance

SORP requirement	Commentary
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p> <p><i>SORP para 1.20</i></p>	<p>In its regular activities, the charity has fulfilled its commitments to the community through the successful management of both the Community Centre and The Playing Close. Both facilities are available for all to use, in many cases free of charge.</p> <p>Some highlights of the Trust's key areas of business throughout the year follow.</p> <p>FINANCIAL SUSTAINABILITY</p> <p>In addition to information provided in the financial accounts accompanying this report, the following points illustrate the sound financial management undertaken during 2023-24.</p> <p>TGT's 2023-24 accounts show that a total of £19,952 was attracted in donations and grants. Sources are detailed in the Annual Accounts and summarized in Section 3 below.</p>

SORP requirement	Commentary
	<p>TGT secured full business rates relief from the District Council for 2023-24, allowing more of the Trust's funds to be used for community benefit and maintenance of the premises.</p> <p>Throughout the year Trustees agreed to keep setting aside money in a sinking fund (savings account) for long-term maintenance of the Community Centre and Playing Close.</p> <p>The Chair, Executive Director and the Trustee with lead responsibility for finance helped to embed financial planning in management of the Community Centre. For example, a move to monthly payments for most sports activities helped to even out TGT's budget forecast fluctuations over the year, and in July 2024 Trustees considered the potential for variable hire charges, stewarding and attendance limits as part of efforts to ensure financial sustainability.</p> <p>Finance processes were kept under review to ensure robustness. A new process for regular payments was agreed in November 2024 which strengthened control and assurance by requiring two people to have oversight of expenditure. A change of book-keeper during the year, including acquisition of new software, was expected to bring improvement and resilience to this aspect of the Trust's financial management.</p> <p>In May 2023 Trustees reviewed the rates of pay of those local residents who manage or provide services in the Community Centre. Wage increases were made within the agreed budget envelope, ensuring both appropriate reward and affordability.</p> <p>The contracting of a Trustee to manage the Community Centre's café led to a considerable increase in income from that source over the year.</p> <p>The Trust's Building Management Committee members continued to implement the findings of their 2022 review of Community Centre energy use. This was primarily driven by the need to manage the rising cost of energy bills, though lowering TGT's carbon footprint was also a factor. By year end the Community Centre was being run more energy-efficiently and with costs kept to a minimum.</p> <p>Trustees supported additional fund-raising and promotional activities during the year; for example, running a stall at</p>

SORP requirement	Commentary
	<p>Street Fair and managing a Pimms Tent at Charlbury Beer Festival. In September 2023 Trustees began considering a Friends of Charlbury Community Centre initiative with potential to attract funding, volunteers and a sense of ownership of the Community Centre in and beyond Charlbury. This remained an ongoing discussion at the end of the reporting year.</p> <p>SECURITY, SAFETY AND AMENITY</p> <p>Security and safety of TGT’s customers and assets remained a high priority all year. Health & safety was added as a standing agenda item for Trustees’ meetings from July 2023. A review of Community Centre policies and risk assessments relating to health and safety concluded that the following policies remained relevant: Lone Worker Policy, Visitor Policy, Safeguarding Policies and policies relating to activities run by TGT such as circuits sessions.</p> <p>Community Centre desk practices around safety risks and incidents were reviewed in July 2023. Safety record-keeping was emphasised as particularly important both as a way of both ensuring that risks are managed and evidencing that we have tried to uphold our responsibilities. Trustees also agreed to promote a process by which sports hall users can report accidents and near misses at times when CCC is unstaffed.</p> <p>A first aid course for Community Centre staff was held in September 2023. Trustees also considered first aid requirements at times when trained first aiders are off site and resolved to encourage club participants to designate a first aider. Trustees discussed first aid kit provision in the Community Centre, and issues of adequate supply, cost and liability for first aid equipment were given close thought and attention.</p> <p>An insurance claim for a fall in the car park in 2022-23 provided an opportunity to learn lessons and improve practices around the Community Centre, as well as prompting remedial works outside the Community Centre. The requirement to report the accident had led directly to a review and updating of TGT’s Management of Health and Safety Policy.</p> <p>The Building Management Committee undertook a range of maintenance work to keep the premises and surrounding</p>

SORP requirement	Commentary
	<p>area as safe as possible, from gutter clearance to re-gravelling parking spots. A Trustee also undertook weeding and other care on the Playing Close.</p> <p>In January 2024 the Diocesan Safeguarding Lead agreed to take on the role of TGT’s Safeguarding Lead, meeting a number of Trustees in March 2024 to review the Trust’s safeguarding needs. As a result a new draft Safeguarding Policy, one-page Safeguarding Statement and Safeguarding Procedure were created which Trustees subsequently approved. Additionally, safeguarding training had been identified which would be promoted to all Trustees and staff.</p> <p>During the year Trustees liaised with local police to manage incidents of anti-social behaviour around the Community Centre which had put staff and other Centre users at risk.</p> <p>RANGE OF ACTIVITIES OFFERED</p> <p>The Community Centre continued to be the focus of a wide range of activities offered by the Trust or by those wanting to run sessions and activities there. Well-established sessions for circuits and pilates continued in popularity, as did walking football, pickleball, cricket and 5-a-side football. Cricket sessions attracted larger numbers during the year, including for Oxfordshire Pathway (an accessible and structured talent development programme for girls and boys aged 8 to 18). Youth basketball, netball and occasional volleyball were among the other sports on offer.</p> <p>Away from sports, the Community Centre continued to offer space for activities such as the regular Coffee Morning, parent and baby/toddler groups and the occasional quiz and meditation and gong bath sessions. A new regular booking for the History of Art Group also widened the Centre’s offer, as did occasional activities such as children’s runabouts in the sports hall.</p> <p>The TGT Youth Club successfully restarted in November 2023 with approximately 20 young people attending. A new youth worker role was recruited “to develop and deliver an engaging and inclusive youth programme, particularly for young people aged between 13 and 18 years old” which TGT would fund with additional contributions anticipated from other local organisations. In January 2024 Trustees considered a proposal for a Youth Ambassador, operating under a steering group including the Town Council, St</p>

SORP requirement	Commentary
	<p>Mary's Church and other local bodies to develop Charlbury's youth offer. As the reporting year drew to a close, preparations were being made to recruit to that role.</p> <p>A significant element of Trustees' activity in 2022-23 – the project to develop a new gym at the Community Centre – continued apace in 2023-24. Current provision remains that gym equipment is set up in either the Thomas Gifford Room or the Sports Hall. While adequate for low levels of demand this misses the opportunity to satisfy local demand and generate additional income for TGT's ongoing provision of community use facilities.</p> <p>The 'new gym' project was taken forwards with professional rigour, informed by test digs, detailed surveys and public consultation resulting in the submission of a planning application for the gym which was approved in principle on 24 July 2023. Detailed drawings for the new gym strove to complement the existing building and neighbouring site, while indicative interior layouts included the equipment suggested by public consultation, set out with the input of the Community Centre's own principal fitness coach.</p> <p>Trustees were given multiple opportunities to engage with the detailed gym proposals during the year, duly discussing issues including the entrance and access at unstaffed times, connections with the neighbouring Football & Sports Club and a range of matters concerning the building's design, fabric and construction. The gym project remains a significant undertaking for the Trustees and optimism is high that the work will come to fruition in the near future.</p> <p>SUPPORT FOR NEIGHBOURS</p> <p>Throughout the year TGT sought to be a good neighbour, both to those nearby on the Nine Acres site in the town centre and to any of the town's clubs and charities seeking assistance.</p> <p>Trustees engaged supportively with the creation of a new neighbour: Charlbury Community Workshop was developed with TGT assistance during 2022-23 and ultimately opened in May 2023 in a new building constructed on TGT land alongside the Community Centre.</p> <p>The Workshop (inspired by the "Men's Shed" mental health and community skills movement) included a Trustees'</p>

SORP requirement	Commentary
	<p>representative on the working group, both for practicalities such as the building and its operation and for the process of establishing the Workshop as a Charitable Incorporated Organisation.</p> <p>Various organisations including TGT supported the Community Workshop build. TGT leased the base building to the Workshop, for which others then provided the capital to fit it out in lieu of a loan which TGT had offered for this purpose. TGT also provided access to power, water supply and insurance.</p> <p>Following Trustees' discussions it was agreed that a new community noticeboard near the traders' spaces (in the Community Centre car park) would be constructed by the Community Workshop.</p> <p>SUPPORT FOR THE WIDER COMMUNITY</p> <p>Charlbury is a market town, with its market charter first granted in 1256. During the year Trustees agreed that a renewed Charlbury Market could be held in the Community Centre car park, offering a group of stallholders the opportunity to sell fruit, vegetables, bread and other products to local residents on a weekly basis. Trustees also subsequently agreed that the Charlbury Farmers' Market – already well-established on the Trust's Playing Close in the centre of town – could be held in the Community Centre car park if wet weather made the usual Playing Close unsuitable.</p> <p>The Community Centre car park also hosts a number of traders – vans selling takeaway food – on a weekly basis. A lead Trustee liaises directly with the owners to ensure good relations and sustainable operations. Trustees made continual efforts to ensure that designated parking bays remained available for traders to use despite private car owners repeatedly parking in those bays. Information notices, signs and ultimately large wooden planters have been deployed to help protect this valuable commercial and catering asset.</p> <p>In May 2023 some Trustees, staff and volunteers assisted in the Big Help Out, an event run by the Lord Lieutenant to connect local people with voluntary organisations.</p>

SORP requirement	Commentary
	<p>The Community Centre continues to host Oxfordshire County Council’s library, run by a combination of Council staff and local volunteers. TGT’s Building Management Committee and Community Centre staff also played supportive roles in running the library.</p> <p>PREMISES</p> <p>As well as routine maintenance of a well-presented Community Centre and Playing Close, Trustees – and in particular the Building Management Committee with its group of local volunteers – worked to ensure the sustainability of those two property assets.</p> <p>The Building Committee’s efforts to understand and reduce the Community Centre’s energy use were very successful. Following a review and adoption of revised building management methods (largely turning off air handling units and using natural air circulation) consumption of electricity and gas was reduced by 18% and 32% respectively in April 2023 compared with the same period in 2022. The resulting cost savings were in the order of £900 per month.</p> <p>In addition to routine maintenance and ongoing implementation of the Trust’s 5-year Maintenance Plan, Building Committee gravelled the five remaining unpaved car parking spaces and serviced the car park lights to reduce the risk of tripping in that area.</p> <p>Contractors continued to be engaged to provide care for the large trees on the Playing Close. Repair to the Playing Close access railing was also undertaken by a local blacksmith.</p> <p>In March 2024 a new Trustee was appointed with responsibility for establishing the Trust’s Net Zero journey. Issues to be considered would include improved provision for rooftop solar power and associated battery storage with a view to removing the gas supply and decarbonising the Community Centre, and other elements such as the potential for electric vehicle charging points to be installed in the car park.</p>

3. Financial review

SORP requirement	Commentary
<p><i>Review of the charity's financial position at the end of the period</i> SORP para 1.21</p>	<p>2023-24 was a healthy year in financial terms.</p> <p>Operating income of £ 244,879 in 2023-24 compares favourably with the £212,163.31 generated in 2022-23. The rise in income is primarily due to higher café sales, achieved through volume and without significant price adjustments, along with increased revenue from sports hall rentals.</p> <p>A significant line of income in 2023-24 (£19,952) was grants and donations. Sources of grants received included West Oxfordshire District Council, Charlbury Town Council, JA Pye Charitable Settlement, Charlbury Beer Festival and Sustainable Charlbury.</p> <p>Total expenditure of £184,017 in 2023-24 was more than the £179,461.60 incurred during the previous financial year, reflecting increased energy costs, but also an increase in wages.</p>
<p><i>The charity must explain any policy it has for holding reserves and state the amounts of those reserves and why they are held</i> SORP para 1.22</p>	<p>For some years it has been TGT policy to build a fund that will help to provide for the long-term maintenance requirements of the Community Centre. This is achieved by setting aside surplus cashflow specifically for this purpose. At the end of March 2024 the fund contained £60,760.</p>
<p><i>Reserves held</i> SORP para 1.22</p>	<p>At the end of March 2024 TGT held cash reserves totalling £244,630 (compared with £196,226 in March 2023)</p>
<p><i>Details of fund or subsidiary undertaking materially in deficit</i> SORP para 1.24</p>	<p>No debts have been incurred during the year.</p>
<p><i>Explanation of any uncertainties about the charity continuing as a going concern</i> SORP para 1.23</p>	<p>There are no uncertainties about the charity's ability to continue as a going concern.</p>

Additional information (optional)

SORP requirement	Commentary
<i>The charity's principal sources of funds (including any fundraising)</i> SORP para 1.47	<p>The charity's main source of funds during the year was income from the operation of the Community Centre.</p> <p>The Trustees would also like to express their thanks for the generosity shown by individuals and organisations from whom grants were received during the year.</p>
<i>A description of the principal risks facing the charity</i> SORP para 1.46	<p>The Trustees are confident that the charity will be able to manage the risks it faces.</p>

4. Structure, governance and management

SORP requirement	Commentary
<i>Type of governing document</i> SORP para 1.25	Constitution
<i>How the charity is constituted</i> SORP para 1.25	Charitable Incorporated Organisation
<i>Trustee selection methods including details of any constitutional provisions</i> SORP para 1.25	<p>Of the 12 trustees, 6 are nominated as follows:</p> <ul style="list-style-type: none">• three by Charlbury Town Council• three by the councillors representing Charlbury at West Oxfordshire District Council (2 councillors) and Oxfordshire County Council (1) <p>Six trustees are appointed by agreement of the trustees</p>

Additional information (optional)

SORP requirement	Commentary
<i>Policies and procedures adopted for the induction and training of trustees</i> SORP para 1.51	<p>New Trustees are given the opportunity to attend Trustees' meetings as an observer before they are appointed.</p>

SORP requirement	Commentary
<p><i>The charity's organisational structure</i></p> <p><i>SORP para 1.51</i></p>	<p>Trustees who undertake the roles of Chair, Vice-Chair and Secretary are noted in section 6 below.</p> <p>All Trustees undertake duties in line with the charity's needs and their own capacity, interests or skills.</p> <p>Day to day management of the Community Centre is undertaken by the Executive Director, who is not a Trustee but who attends all Trustee meetings.</p>

5. Reference and Administrative details

SORP requirement	Commentary
<i>Charity name</i>	The Thomas Gifford Trust
<i>Registered charity number</i>	1155669
<i>Charity's principal address</i>	The Thomas Gifford Trust Charlbury Community Centre Enstone Road Charlbury Oxfordshire OX7 3PQ
<i>Name of any chief executive officer or senior management personnel to whom the trustees delegate day-to-day management of the charity</i> <i>SORP para 1.52</i>	n/a
<i>Names and addresses of any other relevant organisations or persons providing banking services or professional advice to the charity, including its solicitors, auditor and investment advisers.</i> <i>SORP para 1.52</i>	n/a

6. Names of Trustees who managed the charity in 2023-24

Trustee name	Office (if any)	Dates acted if not for a whole year	Name of body entitled to appoint this trustee
Christopher Potts	Chairman		OCC/WODC councillors
Matthew Scott			OCC/WODC councillors
Steven Fairhurst Jones	Secretary		OCC/WODC councillors
Eileen Kenrick			Charlbury Town Council
Tanya Stevenson		To 8 Nov 2023	Charlbury Town Council
Arne Kuehl			Charlbury Town Council
Erica Benka		From 2 Feb 2024	Charlbury Town Council
Stuart Duff	Vice-Chair		The Trustees
Kim Harrison		From 10 May 2023	The Trustees
Edward Wigzell			The Trustees
Ashley Beighton			The Trustees
William Robinson			The Trustees
Catherine Ball			The Trustees

Corporate trustees at the date the report was approved

Director name	Dates acted if not for whole year
n/a	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
n/a	

Names and addresses of advisors

Type of advisor	Name	Address
n/a		

Names and addresses of Chief Executive and senior staff

Position	Name	Address
n/a		


Exemptions from disclosure with reason for non-disclosure of key personnel details

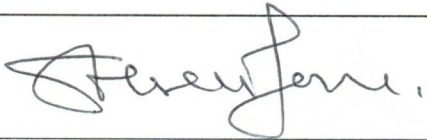
n/a

7. Declarations

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees

Signature	
Full name	STUART BUFF
Position	VICE-CHAIR
Date	29/01/2025

Signature	
Full name	STEVEN FAIRHURST JONES
Position	SECRETARY
Date	29 1 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Thomas Gifford Trust

No (if any)

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To

31/03/2024

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					
Donations Grants	19,952	-	-	19,952	14,739
Fund generation	94,457	-	-	94,457	74,410
Interest on deposits	2,353	-	-	2,353	535
Members subscriptions	14,600	-	-	14,600	3,332
Hire of hall and equipment	113,517	-	-	113,517	119,148
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	244,879	-	-	244,879	212,163
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	244,879	-	-	244,879	212,163
A3 Payments					
Cost of charitable activity	304	-	-	304	1,296
Bought in goods for fund generation	20,600	-	-	20,600	18,340
Wages	88,378	-	-	88,378	81,644
Rent / hire of rooms	1,570	-	-	1,570	1,570
Insurance	5,204	-	-	5,204	4,229
Facilities maintenance, utilities, cleaning	55,326	-	-	55,326	60,973
IT telephone post stationery	10,728	-	-	10,728	9,474
Bank charges	1,906	-	-	1,906	1,901
	-	-	-	-	-
Sub total	184,017	-	-	184,017	179,427
A4 Asset and investment purchases, (see table)					
Capex for Gym	12,458	-	-	12,458	-
	-	-	-	-	-
Sub total	12,458	-	-	12,458	-
Total payments	196,475	-	-	196,475	179,427
Net of receipts/(payments)	48,404	-	-	48,404	32,737
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	48,404	-	-	48,404	32,737

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Santander Current Account	74,537	-	-
	Santander Savings Account	60,760	-	-
	Nationwide Savings Account	109,334	-	-
	Cash float	-		
	Total cash funds	244,630	-	-
(agree balances with receipts and payments account(s))		Agreement Error	OK	OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Gym planning drawings - Ridge and Partners	1812	-	-
	TGT Community Workshop	10076	-	-
	Office equipment	570	-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature 	Print Name ARNE KUEHL STUART BUFF	Date of approval 25/01/25 29/01/25 29/01/2025
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THE THOMAS GIFFORD TRUST

England & Wales - Charity number 1155669

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report

Charity name: The Thomas Gifford Trust

Charity registration number: 1155669

For the period from 1 April 2022 to 31 March 2023

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1. Objectives and Activities

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<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p> <p><i>SORP para 1.17 and 1.19</i></p>	<p>During the year the Thomas Gifford Trust (TGT) managed the Charlbury Community Centre in its fifth full year of operation on a not-for-profit basis. TGT also managed The Playing Close, a public green space at the heart of Charlbury.</p> <p><u>The Community Centre</u></p> <p>The Community Centre incorporates sports, leisure and community facilities, a café and a branch of Oxfordshire County Council's library. As such it provides a much-needed facility for the town and surrounding communities.</p> <p><u>The Playing Close</u></p> <p>The Playing Close is a historic and tree-lined green space in the town centre, valued by residents and visitors for its amenity. It also serves as a venue for a range of events from farmers' markets to outdoor education.</p> <p>During the year TGT's income from Community Centre operations was healthy, but likewise the operational costs of running the Community Centre – particularly energy costs – rose, making for a challenging year.</p> <p>The charity's income from grants resulted from energetic fund-raising by trustees and especially the Community Centre's Executive Director, which enabled access to money from local councils, central government and other sources.</p> <p>TGT does not have any employees: the Centre provides contract employment for a small number of local residents, helping to strengthen the town's community and economy.</p> <p>In addition to contracted staff who manage and run the Centre, the Trustees record their gratitude to all the volunteers who support the Centre with their time and other resources to ensure that it runs successfully.</p>

SORP requirement	Commentary
Statement confirming that trustees have regard to guidance issued by the Charity Commission on public benefit <i>SORP para 1.18</i>	The Trustees are mindful of the Charities Act 2011 'public benefit requirement' in all of their activities.

Additional information (optional)

SORP requirement	Commentary
Policy on grant making <i>SORP para 1.38</i>	TGT is reliant on donations and income from grants and Community Centre activities in order to help cover running costs and long-term maintenance requirements. Consequently, TGT is not in a position to offer grants to other organisations.
Contribution made by volunteers <i>SORP para 1.38</i>	<p>TGT is always heavily reliant on a substantial pool of volunteers from the town and surrounding area.</p> <p>A Trustee-led management group of volunteers freely provides time and expertise to undertake routine and non-routine maintenance tasks in the building, the surrounding grounds and on the Playing Close.</p> <p>The Trustees unreservedly express thanks to all of those people who provided their skills, expertise and time to the Community Centre and TGT's other responsibilities during 2022-23.</p>

2. Achievements and Performance

SORP requirement	Commentary
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to	<p>In its regular activities, the charity has fulfilled its commitments to the community through the successful management of both the Community Centre and The Playing Close. Both facilities are available for all to use, in many cases free of charge.</p> <p>Some highlights of the Trust's key areas of business throughout the year follow.</p> <p>FINANCIAL SUSTAINABILITY</p>

SORP requirement	Commentary
<p>society as a whole.</p> <p><i>SORP para 1.20</i></p>	<p>In addition to information provided in the financial accounts accompanying this report, the following points illustrate the sound financial management undertaken during 2022-23.</p> <p>TGT's 2022-23 accounts show that a total of £14,739.02 was attracted in donations and grants. Sources are detailed in the Annual Accounts and summarized in Section 3 below.</p> <p>TGT secured full business rates relief from the District Council for the year, allowing more of the Trust's funds to be used for community benefit and maintenance of the premises.</p> <p>Throughout the year Trustees agreed to keep setting aside money in a sinking fund (savings account) for long-term maintenance of the Community Centre and Playing Close.</p> <p>In May 2022 the Community Centre hall hire fees were increased slightly – the first time in the 5 years since opening. This reflected rising running costs; however, the modest scale of the increase also showed TGT's priority for the continued affordability of Community Centre facilities for local residents.</p> <p>In the latter half of 2022 Building Management Committee members undertook an extensive review of energy use in the Community Centre. This was primarily driven by the need to manage the rising cost of energy bills, though lowering TGT's carbon footprint was also a factor. By year end the Community Centre was being run far more energy-efficiently and with costs managed down to a minimum. Trustees had also commissioned advice on potential projects such as rooftop solar and battery storage, and before year end had resolved to look into funding for an increased rooftop solar array.</p> <p>Financial processes were kept under review to ensure robustness. January's meeting saw discussion of the Budget Forecast for 2023. This enabled Trustees to consider TGT's projected income and expenditure in the context of uncertainty around rising costs, fund-raising and income from activities at the Community Centre and Playing Close. Throughout the year Trustees took a risk-based approach, closely monitoring income from grants and other sources to support prudent management of the Trust's finances and business.</p> <p>SECURITY, SAFETY AND AMENITY</p> <p>Security and safety of TGT's customers and assets remained a high priority all year. The Community Centre's 5-year electrical certificate was renewed in May 2022 and work to</p>

SORP requirement	Commentary
	<p>improve intruder alarms and security doors was undertaken.</p> <p>In September 2022 Trustees produced and adopted a new Safeguarding and Anti-Bullying Policy covering all those involved in running or using the Community Centre. Health and safety policies and procedures were kept under review throughout the reporting period.</p> <p>During the year the Building Management Committee – comprising a number of Trustees and volunteers from the local community – undertook a range of maintenance work to keep the premises and surrounding area as safe as possible, from gutter clearance to re-gravelling parking spots. A Trustee also undertook weeding and other care on the Playing Close.</p> <p>The Building Management Committee also produced a long-term maintenance plan to help determine TGT’s sinking fund and show where expenditure is likely to be needed in the future. This approach helps to ensure both sound facilities management and financial prudence.</p> <p>RANGE OF ACTIVITIES OFFERED</p> <p>With COVID-19 now being managed in the community, the volume of activities on offer in the Community Centre rose. New sessions for circuits and pilates were added. Growth of the youth basketball session and a successful youth club were among highlights of the year’s provision. Walking football, pickleball, cricket and football remained among the more popular sporting activities available, with netball and volleyball among the other sessions on offer.</p> <p>Away from sports, the Community Centre continued to offer space for activities such as the regular Coffee Morning, parent and baby/toddler groups and the occasional quiz and meditation and gong bath sessions.</p> <p>During the reporting year Trustees continued to energetically develop a significant proposal for a new gym at the Community Centre. Currently, gym equipment is set up in either the Thomas Gifford Room or the Sports Hall to support customer bookings. While adequate for low levels of demand, community engagement and other intelligence strongly suggests a proper permanent gym would be a welcome asset for Charlbury and also provide additional income for TGT’s ongoing provision of facilities for community use.</p>

SORP requirement	Commentary
	<p>A small sub-group of Trustees, including a new Trustee with a construction background, explored possible sites and delivery models, on which all Trustees were fully engaged throughout the year. The project was taken forwards with professional rigour, from test digs to detailed surveys and from public consultation to development of design principles.</p> <p>In working towards a planning application for the project, local firm Ridge & Partners were engaged to take a multidisciplinary approach providing architectural, structural, mechanical, electrical, plumbing and cost management services. This led to a significant presentation to Trustees in September 2022 and frequent checkpoints throughout the year for Trustees to challenge details and agree ongoing support for the work. Issues such as contractors' access, ecological impact and neighbourliness remained constant points of discussion, as did the overall cost and value for money of the project.</p> <p>Initial exterior designs for a new gym strove to complement the existing building and neighbouring site, while indicative interior layouts included the equipment suggested by public consultation, set out with the input of the Community Centre's own principal fitness coach.</p> <p>Towards the end of the reporting period Trustees had resolved to proceed towards a planning application for the new gym, with stakeholder engagement beforehand and a tendering process to find companies suitable to complete the detailed design work and undertake construction work after 2023.</p> <p>SUPPORT FOR NEIGHBOURS</p> <p>Throughout the year TGT sought to be a good neighbour, both to those nearby on the Nine Acres site in the town centre and to any of the town's clubs and charities seeking assistance.</p> <p>Trustees engaged supportively with a proposal for a new Charlbury Community Workshop (inspired by the "Men's Shed" mental health and community skills movement) which would ultimately be built on the vacant land at the gable end of the Community Centre. Trustees were represented on the working group, both for practicalities such as the building and its operation and for the process of establishing the Workshop as a Charitable Incorporated Organisation.</p> <p>Various organisations including TGT supported the capital build, while TGT agreed to lease the building to the</p>

SORP requirement	Commentary
	<p>Community Workshop at a peppercorn rent. TGT supported a public consultation meeting in November 2022, and made arrangements to ensure the Workshop would have power, water supply and insurance. By the end of the reporting period TGT and the community looked forward to a steel-framed kit building being erected in time to open on 20 May 2023 and provide a valuable community asset on TGT land.</p> <p>SUPPORT FOR THE WIDER COMMUNITY</p> <p>TGT’s support for other community events continued with the Charlbury Beer Festival and other activities.</p> <p>On 17 May Trustees and the Community Centre’s Executive Director supported a Royal Visit to Charlbury. Sophie, Countess of Wessex, visited Charlbury Community Centre where she watched pickleball and line dancing classes and spent time in the Library with Coffee Morning attendees and children from Charlbury Pre-School. The visit concluded with the countess undertaking a tree planting ceremony on the Playing Close. The visit attracted large crowds of residents from Charlbury and the surrounding area and highlighted some of the work and facilities TGT provides for the town.</p> <p>Continuing the royal theme, on 5 June Trustees and volunteers held a picnic for the Queen’s Silver Jubilee, with a barbecue at the Community Centre as well as cakes and other refreshments. As well as marking the national occasion this well-attended event helped to raise funds for the Trust.</p> <p>TGT continued to host a number of vendors on purpose-built spaces on the Community Centre site. This included vans selling hot food, a local artisan baker, a fruit and veg box supplier and Sustainable Charlbury’s refill service for household cleaning products. Beginning in September 2022 a number of vendors combined to hold a regular Charlbury market on the site, fulfilling the town’s long-standing market charter. This both supported vendors and the local community, and maintained an income source for TGT.</p> <p>Regular Farmers’ markets continued to be held on the Playing Close, and the funfair returned to the Playing Close as part of Charlbury Street Fair in September.</p> <p>In September 2022 Trustees agreed that the Community Centre could be designated a “Warm Space” to welcome those struggling with the costs of heating their homes. In</p>

SORP requirement	Commentary
	<p>January 2023 the Community Centre was also identified as the Town Council's Emergency Plan as Charlbury's primary reception centre in the event of an emergency.</p> <p>The Community Centre continues to host Oxfordshire County Council's library, run by a combination of Council staff and local volunteers. TGT's Building Management Committee and Community Centre staff also played supportive roles in running the library.</p> <p>PREMISES</p> <p>As well as routine maintenance of a well-presented Community Centre and Playing Close, Trustees – and in particular the Building Management Committee with its group of local volunteers – worked to ensure the sustainability of those two property assets. Building maintenance and enhancements are noted above; other works undertaken during the reporting period included improvement of the courtyard area, overhaul of the Building Management System and sundry mechanical and electrical renovations.</p>

3. Financial review

SORP requirement	Commentary
<p><i>Review of the charity's financial position at the end of the period</i></p> <p><i>SORP para 1.21</i></p>	<p>The year was the first full year since COVID-19 restrictions were lifted (the first quarter of 2021-22 had seen activities, and therefore income, curtailed by practices to contain the spread of COVID). As such it was a healthy year in financial terms.</p> <p>Operating income of £212,163.31 in 2022-23 compares favourably with the £201,171 generated in 2021-22.</p> <p>A significant line of income in 2022-23 (£14,739.02) was grants and donations. Sources of grants received included West Oxfordshire District Council, Charlbury Town Council, Community First Oxfordshire, Sport England's Community and Leisure Recovery Fund and Quest Moving Communities Support Package, JA Pye Charitable Settlement, the Mid-counties Co-op Community Funding Foundation and Charlbury Beer Festival.</p>

SORP requirement	Commentary
	Total expenditure of £179,461.60 in 2022-23 was more than the £143,243 incurred during the previous financial year, reflecting increased running costs and particularly the increased cost of energy.
<i>The charity must explain any policy it has for holding reserves and state the amounts of those reserves and why they are held</i> SORP para 1.22	During the review period, the TGT continued with its policy of building a fund that will provide for the long-term maintenance requirements of the Community Centre. This is achieved by setting aside surplus cashflow with the aim of achieving an annual target of at least £12,000 paid into a reserve fund. At the end of March 2023 the fund contained £60,315.
<i>Reserves held</i> SORP para 1.22	At the end of March 2023 TGT held cash reserves totalling £196,226 (compared with £193,005 in March 2022)
<i>Details of fund or subsidiary undertaking materially in deficit</i> SORP para 1.24	No debts have been incurred during the year.
<i>Explanation of any uncertainties about the charity continuing as a going concern</i> SORP para 1.23	There are no uncertainties about the charity's ability to continue as a going concern.

Additional information (optional)

SORP requirement	Commentary
<i>The charity's principal sources of funds (including any fundraising)</i> SORP para 1.47	The charity's main source of funds during the year was income from the operation of the Community Centre. The Trustees would also like to express their thanks for the generosity shown by individuals and organisations from whom grants were received during the year.
<i>A description of the principal risks facing the charity</i> SORP para 1.46	The Trustees are confident that the charity will be able to manage the risks it faces.

4. Structure, governance and management

SORP requirement	Commentary
<p><i>Type of governing document</i></p> <p>SORP para 1.25</p>	Constitution
<p><i>How the charity is constituted</i></p> <p>SORP para 1.25</p>	Charitable Incorporated Organisation
<p><i>Trustee selection methods including details of any constitutional provisions</i></p> <p>SORP para 1.25</p>	<p>Of the 12 trustees, 6 are nominated as follows:</p> <ul style="list-style-type: none"> • three by Charlbury Town Council • three by the councillors representing Charlbury at West Oxfordshire District Council (2 councillors) and Oxfordshire County Council (1) <p>Six trustees are appointed by agreement of the trustees</p>

Additional information (optional)

SORP requirement	Commentary
<p><i>Policies and procedures adopted for the induction and training of trustees</i></p> <p>SORP para 1.51</p>	New Trustees are given the opportunity to attend Trustees' meetings as an observer before they are appointed.
<p><i>The charity's organisational structure</i></p> <p>SORP para 1.51</p>	<p>Trustees who undertake the roles of Chair, Vice-Chair and Secretary are noted in section 6 below.</p> <p>All Trustees undertake duties in line with the charity's needs and their own capacity, interests or skills.</p> <p>Day to day management of the Community Centre is undertaken by the Executive Director, who is not a Trustee but who attends all Trustee meetings.</p>

5. Reference and Administrative details

SORP requirement	Commentary
<i>Charity name</i>	The Thomas Gifford Trust
<i>Registered charity number</i>	1155669
<i>Charity's principal address</i>	The Thomas Gifford Trust Charlbury Community Centre Enstone Road Charlbury Oxfordshire OX7 3PQ
<i>Name of any chief executive officer or senior management personnel to whom the trustees delegate day-to-day management of the charity</i> <small>SORP para 1.52</small>	n/a
<i>Names and addresses of any other relevant organisations or persons providing banking services or professional advice to the charity, including its solicitors, auditor and investment advisers.</i> <small>SORP para 1.52</small>	n/a

6. Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for a whole year	Name of body entitled to appoint this trustee
Christopher Potts	Chairman		OCC/WODC councillors
Eileen Kenrick			Charlbury Town Council
Matthew Scott			OCC/WODC councillors
Richard Lewis		To 8 March 2023	The Trustees
Tanya Stevenson			Charlbury Town Council
Susan Terry		To 11 May 2022	The Trustees
Steven Fairhurst Jones	Secretary		OCC/WODC councillors
Edward Wigzell			The Trustees
Stuart Duff	Vice-Chair		The Trustees
Gary Harrison			Charlbury Town Council
Ashley Beighton			The Trustees
William Robinson			The Trustees
Catherine Ball		From Jan 2023	The Trustees

Corporate trustees at the date the report was approved

Director name	Dates acted if not for whole year
n/a	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
n/a	

Names and addresses of advisors

Type of advisor	Name	Address
n/a		

Names and addresses of Chief Executive and senior staff

Position	Name	Address
n/a		

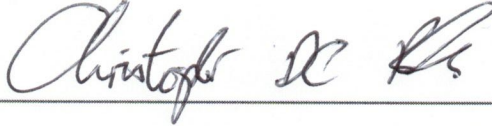
Exemptions from disclosure with reason for non-disclosure of key personnel details

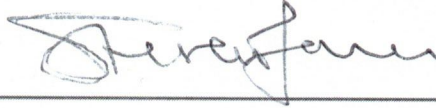
n/a

7. Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature	
Full name	Christopher D.C. Potts
Position	Chair
Date	21 January 2024

Signature	
Full name	STEVEN FAIRHURST JONES
Position	SECRETARY
Date	22 JANUARY 2024

Year End TGT 22/23

Category	Amount (in £)
Donations Grants	14,739.02
Fund generation	74,409.92
Interest on deposits	534.86
Members subscriptions	3,332.00
Hire of hall and equipment	119,147.51
Total Income	212,163.31
Cost of charitable activity	1,296.16
Bought in goods for fund generation	18,340.25
Wages	81,643.72
Rent / hire of rooms	1,570.00
Insurance	4,228.62
Facilities maintenance, utilities, cleaning	60,972.88
IT telephone post stationery	9,474.21
Bank charges	1,900.76
Total Expenses	179,426.60
Net income	32,736.71

Bank Reconciliation

Banks and Cash	3,210.49
Petty Cash in transit	9.95
2022 Bank + cash reported to CC	193,006.00
Total amount	196,226.44

Bank accounts on 31 March 2023 per Balance sheet	196,226.44
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Checksum

0.00



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Thomas Gifford Trust

**On accounts for the year
ended**

31.03.23

**Charity no
(if any)**

1155669

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023

**Responsibilities and
basis of report**

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.

**Independent
examiner's statement**

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.*

Signed:

afmorgan

Date:

181223

Name:

Anthony Morgan

**Relevant professional
qualification(s) or body
(if any):**

FCA

Address:

Kimber Cottage, Woodstock Rd

Charlbury

OX73ET

THE THOMAS GIFFORD TRUST

England & Wales - Charity number 1155669

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report

Charity name: The Thomas Gifford Trust

Charity registration number: 1155669

For the period from 1 April 2021 to 31 March 2022

Contents

1. Objectives and activities
2. Achievements and performance
3. Financial review
4. Structure, governance and management
5. Reference and administrative details
6. Names of the charity trustees
7. Declarations

This report has been prepared following guidance in the [Charities Statement of Recommended Practice \(SORP, FRS-102 second edition\)](#). SORP references in this report refer to the relevant paragraph of that guidance.

1. Objectives and Activities

SORP requirement	Commentary
<p>Summary of the purposes of the charity as set out in its governing document</p> <p><i>SORP para 1.17</i></p>	<p>To provide and maintain a recreation ground (The Playing Close) for the benefit of the inhabitants of the parish of Charlbury and the surrounding area.</p> <p>To promote such other charitable purposes for the benefit of the inhabitants of Charlbury and the surrounding area as the Trustees shall think fit.</p>
<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p> <p><i>SORP para 1.17 and 1.19</i></p>	<p>During the year the Thomas Gifford Trust (TGT) managed the Charlbury Community Centre in its fourth full year of operation on a not-for-profit basis. TGT also managed The Playing Close, a public green space at the heart of Charlbury.</p> <p>This year TGT undertook these responsibilities as the community, and nation, emerged from the COVID-19 pandemic. Responding to the Government's easing of lockdown restrictions from May to July 2021 TGT implemented a carefully managed re-opening of its public classes, activities and operations. In this context TGT continued to support the local community in recovering from the pandemic and ensure protection of TGT's assets through pragmatic management.</p> <p>Through its ongoing activities TGT provided an essential safeguarding and wellbeing support service as the Charlbury community emerged from COVID-19. This was particularly targeted at the elderly or those clinically extremely vulnerable, to help ensure connectedness and help to address any needs or concerns.</p> <p>The Trustees' Annual Report for 2020-21 included an extensive account of TGT's contribution to Charlbury's community response to COVID-19. An additional commemorative book was also produced to illustrate some of TGT's contributions.</p> <p><u>The Community Centre</u></p> <p>The Community Centre incorporates sports, leisure and community facilities, Charlbury's library (operated by Oxfordshire County Council) and a café. As such it provides a much-needed facility for the town and surrounding communities.</p> <p><u>The Playing Close</u></p> <p>The Playing Close is a historic and tree-lined green space in</p>

SORP requirement	Commentary
	<p>the town centre, valued by residents and visitors for its amenity. It also serves as a venue for a range of events from farmers' markets to outdoor education,</p> <p>During the year TGT's income from Community Centre operations began to increase as limited 'socially distanced' activities reopened to the paying public. Consequently, the cost of running the Community Centre also gradually rose. The charity's income from grants increased thanks to trustees' energetic fund-raising which enabled access to money from local councils, central government and other sources.</p> <p>TGT does not have any employees: the Centre provides contract employment for a small number of local residents, helping to strengthen the town's community and economy.</p> <p>In addition to contracted staff who manage and run the Centre, the Trustees record their gratitude to all the volunteers who support the Centre with their time and other resources to ensure that it runs successfully.</p>
<p>Statement confirming that trustees have regard to guidance issued by the Charity Commission on public benefit</p> <p><i>SORP para 1.18</i></p>	<p>The Trustees are mindful of the Charities Act 2011 'public benefit requirement' in all of their activities.</p>

Additional information (optional)

SORP requirement	Commentary
<p>Policy on grant making</p> <p><i>SORP para 1.38</i></p>	<p>TGT is reliant on donations and income from grants and Community Centre activities in order to cover running costs and long-term maintenance requirements. Consequently, TGT is not in a position to offer grants to other organisations.</p>
<p>Contribution made by volunteers</p> <p><i>SORP para 1.38</i></p>	<p>TGT is always heavily reliant on a substantial pool of volunteers from the town and surrounding area.</p> <p>A Trustee-led management group of volunteers freely provides time and expertise to undertake routine and non-routine maintenance tasks in the building, the surrounding grounds and on the Playing Close.</p>

SORP requirement	Commentary
	<p>In December 2021 Trustees hosted a Christmas party in the Thomas Gifford Room and courtyard for those who work and volunteer at the Community Centre. Trustees also agreed to host a barbecue to thank all volunteers who had supported the community during the COVID-19 pandemic.</p> <p>The Trustees unreservedly express thanks to all of those people who provided their skills, expertise and time to the Community Centre and TGT's other responsibilities during 2021-22.</p>

2. Achievements and Performance

SORP requirement	Commentary
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p> <p><i>SORP para 1.20</i></p>	<p>In its regular activities, the charity has fulfilled its commitments to the community through the successful management of both the Community Centre and The Playing Close. Both facilities are available for all to use, in many cases free of charge.</p> <p>Some highlights of the Trust's key areas of business throughout the year follow.</p> <p>FINANCIAL SUSTAINABILITY</p> <p>In addition to information provided in the financial accounts accompanying this report, the following points illustrate the sound financial management undertaken during 2021-22.</p> <p>TGT's 2021-22 accounts show that a total of £46,318 was attracted in donations and grants. Sources of grants are detailed in the Annual Accounts and summarized in Section 3 below.</p> <p>TGT secured full business rates relief from the District Council for the year, allowing more of the Trust's funds to be used for community benefit and maintenance of the premises.</p> <p>Financial processes were kept under review to ensure robustness. In September 2021 Trustees reviewed TGT's financial approval methods, and revised Spending Approval arrangements were agreed at a subsequent meeting. In November 2021 the draft Annual Accounts were considered. Trustees learned the benefits of TGT adopting 'Receipts and</p>

SORP requirement	Commentary
	<p>Payments Accounting' principles, which is both simpler to apply and understand and is in line with Charities Commission advice.</p> <p>Trustees maintained a risk-based approach to financial forecasting and planning. Worst-case projections of long-term closure and loss of income enabled Trustees to closely monitor income from grants and other sources to support prudent management of the Trust's finances and business.</p> <p>November's discussion of the Income and Expenditure Budget for 2022 enabled Trustees to consider TGT's forecast income and expenditure in the context of uncertainty around COVID recovery, fund-raising and income from activities at the Community Centre and Playing Close.</p> <p>Throughout the year Trustees agreed to keep setting aside money in a sinking fund (savings account) for long-term maintenance of the Community Centre and Playing Close.</p> <p>SECURITY, SAFETY AND AMENITY</p> <p>Security and safety of TGT's customers and assets remained a high priority all year.</p> <p>A sub-group of Trustees kept abreast of, and implemented, the latest Government advice on COVID-19. The sub-group carried out risk assessments before decisions were taken about resumption of services, ensuring that all Community Centre users did so safely.</p> <p>A Health & Safety Report was prepared and considered by Trustees in July 2021.</p> <p>During the year the Building Management Committee – comprising a number of Trustees and volunteers from the local community – finalised clearance of the vacant yard at the end of the building. This both increased amenity and gave rise to opportunities for use of the site.</p> <p>Recommendations from the most recent Community Centre Fire Risk Assessment were reviewed. Action was taken to replace external door locks on external doors and create a new fire exit to improve fire evacuation safety, and to install rubber flooring to improve plant room safety.</p> <p>In terms of information and business security, a revised</p>

SORP requirement	Commentary
	<p>document retention policy was approved during the year, and steps were taken to establish cloud storage for TGT's electronic records.</p> <p>RANGE OF ACTIVITIES OFFERED</p> <p>The Community Centre began to cautiously reopen its services as COVID restrictions eased in Spring 2021.</p> <p>It was agreed that Trustees would take a cautious approach and that their first duty should be to protect Community Centre staff and customers. Activities reopened only after risk assessment and always in line with advice on COVID risk management.</p> <p>Trustees agreed that COVID mask-wearing should remain a requirement for everyone in the café and general circulation spaces. This was clearly stated on Community Centre entrances and reiterated online. Protective screens and sanitization arrangements remained in place, and the number of café tables was kept low to manage COVID risks safely.</p> <p>Trustees decided that sports deemed to be "organised" (such as walking football sessions which were formally affiliated to Charlbury Town FC) could proceed, subject to the submission of a satisfactory risk assessment. Such sports could resume in line with guidance laid out by the sport's governing body. However, sports deemed to be "non-organised" (i.e. without a formal club or coach present) were initially not able to restart, in line with the Government's COVID Roadmap. Resumption of low-key indoor activities such as the Scrabble club were also delayed on the same basis.</p> <p>The Community Centre's popular Sunday Circuits, which had continued as online video sessions throughout the lockdown, resumed in the hall from August 2021. The gym also reopened on an-appointment only basis. Other early resumptions included a "Bump to Two" session for parents and toddlers and Cotswold Supastrikers (football for younger children).</p> <p>In November Trustees were invited to attend a COVID recovery support day organised by Quest, managed by Right Directions on behalf of Sport England, for which TGT had received a financial grant.</p> <p>The latter part of the reporting year saw a gradual return to full activities which had been in place before the COVID</p>

SORP requirement	Commentary
	<p>lockdown.</p> <p>During the reporting year Trustees began actively developing a significant proposal for a new gym at Charlbury Community Centre. Currently, gym equipment is set up in the Thomas Gifford Room to support customer bookings. While adequate for low levels of demand, community engagement and other intelligence strongly suggests a proper permanent gym would be a welcome asset for Charlbury and also provide additional income for TGT's ongoing provision of facilities for community use.</p> <p>Initial steps to develop a proposal with the neighbouring Charlbury Medical Centre, focusing on the health and wellbeing ambitions of the two organisations, proved inconclusive. Subsequent attention focused on the development of a standalone gym connected to the Community Centre and enabled by TGT and TGT fundraising. A small sub-group of Trustees, including a new Trustee with a construction background, explored possible sites and delivery models, on which all Trustees were fully engaged throughout the second half of the year.</p> <p>At the time of writing the project continued to be developed by TGT and remains a very active project going into 2022-23.</p> <p>SUPPORT FOR NEIGHBOURS</p> <p>Throughout the year TGT sought to be a good neighbour, both to those nearby on the Nine Acres site in the town centre and to any of the town's clubs and charities seeking assistance.</p> <p>TGT's Chair worked with representatives of Charlbury's Corner House Committee to support that organisation's consideration of becoming a Community Interest Organisation.</p> <p>There were also initial discussions, unresolved at the end of the reporting year, about the possibility of Corner House Committee and TGT sharing a single booking system for activities and rooms.</p> <p>In March 2022 Trustees were supportive of a proposal by Charlbury Cricket Club and the Nine Acres Management Committee to store grass cutting equipment on the Community Centre site. As the reporting year ended plans were in hand to locate a suitably adapted shipping container on the vacant end of the Community Centre site for this</p>

SORP requirement	Commentary
	<p>purpose, initially for a year and free of charge.</p> <p>Trustees continued to support a scheme established with Chipping Norton School to provide mentoring support to young people with life choices and other matters. Although take-up was not as high as anticipated the scheme helped to build positive relationships between TGT and communities further afield than Charlbury.</p> <p>SUPPORT FOR THE WIDER COMMUNITY</p> <p>TGT's support for other community events continued with the resumption of Charlbury Beer Festival and other activities.</p> <p>TGT continued to host a number of vendors on purpose-built spaces on the Community Centre site. This included vans selling hot food, a local artisan baker, a fruit and veg box supplier and Sustainable Charlbury's refill service for household cleaning products. This both supported vendors and the local community, and maintained an income source for TGT.</p> <p>Regular Farmers' markets continued to be held on the Playing Close, and the funfair returned to the Playing Close as part of Charlbury Street Fair in September.</p> <p>During the year the Building Management Committee undertook maintenance of acoustic panels in the ceiling above Oxfordshire County Council's library service. As the host of the county's library in Charlbury TGT Trustees also liaised with the County Council on reopening the service after COVID restrictions had eased.</p> <p>PREMISES</p> <p>As well as routine maintenance of a well-presented Community Centre and Playing Close, Trustees – and in particular the Building Management Committee with its group of local volunteers – worked to ensure the sustainability of those two property assets.</p> <p>Priorities and achievements during the year included improving contractual arrangements for maintaining the air handling units, servicing the gas boiler, gutter clearance and improvements to Building Management Software. Efforts to improve the Community Centre's energy use arrangements also proceeded, including rationalising utility supplier contracts</p>

SORP requirement	Commentary
	<p>and trialling heating efficiency procedures.</p> <p>The courtyard area at the Community Centre also benefited from the installation of sails to act as shelters from sun and rain.</p> <p>Trustees met with Charge My Street with regard to a potential battery storage installation at the Community Centre to support electric vehicle chargers. If installed, the chargers would provide a community asset supportive of the climate and transport ambitions of both Charlbury Town Council and Oxfordshire County Council. The project remained in consideration at the end of the reporting year.</p> <p>Contractors carried out tree surgery work on the Playing Close in August 2021. As well as improving the canopy and aspect of trees, and enhancing Playing Close amenity, the work resulted in an accurate list of trees being provided to Charlbury Primary School as an outdoor education aid.</p> <p>Trustees enabled a Playing Close bollard – part of the historic perimeter fence – to be removed to improve access for those in wheelchairs or with pushchairs. Trustees additionally carried out weed-killing work to maintain the area around the Victorian fountain.</p> <p>Throughout the year Trustees supported engagement with residents regarding parking on the two private roads around the Playing Close. Parking had led indirectly to highway surface damage, for which TGT is responsible. TGT’s Building Management Committee oversaw efforts by a group of volunteers in August 2021 to repair potholes and improve the road surface. This also provided an opportunity to support good relationships between TGT and the local community.</p>

3. Financial review

SORP requirement	Commentary
<i>Review of the charity’s financial position at the end of the period</i>	The period under review included several months in which the Community Centre – TGT’s main source of income – was not able to offer its full range of activities and services, due to COVID-19 restrictions not having been fully lifted. Successful

SORP requirement	Commentary
<p><i>SORP para 1.21</i></p>	<p>fund-raising, principally in the form of grant applications including several received in March 2021, ensured that TGT maintained a sufficient level of income throughout this constrained period.</p> <p>Operating income of £201,171 in 2021-22 compares favourably with £168,350 generated in 2020-21 but is still below the £219,550 generated during 2019-20. This reflects the negative impact of COVID on TGT's activities in 2020-21, and the gradual return towards normal business after COVID in 2021-22, including operating under COVID restrictions for the first quarter of 2021-22.</p> <p>A significant line of income in 2021-22 (£46,318) was grants and donations. Sources of grants received included West Oxfordshire District Council, Charlbury Town Council, Community First, Sport England's Community and Leisure Recovery Fund and Quest Moving Communities Support Package, JA Pye Charitable Settlement and the Co-op Foundation.</p> <p>Total expenditure of £143,243 in 2021-22 was more than the £118,069 incurred during the previous financial year, again reflecting the costs associated with recovery from COVID-19 and progress towards business as usual.</p>
<p><i>The charity must explain any policy it has for holding reserves and state the amounts of those reserves and why they are held</i></p> <p><i>SORP para 1.22</i></p>	<p>During the review period, the TGT continued with its policy of building a fund that will provide for the long-term maintenance requirements of the Community Centre. This is achieved by setting aside surplus cashflow with the aim of achieving an annual target of at least £12,000 paid into a reserve fund. At the end of March 2022 the fund contained £63,106.</p>
<p><i>Reserves held</i></p> <p><i>SORP para 1.22</i></p>	<p>At the end of March 2022 TGT held cash reserves totalling £193,005 (compared with £135,077 in March 2021)</p>
<p><i>Details of fund or subsidiary undertaking materially in deficit</i></p> <p><i>SORP para 1.24</i></p>	<p>No debts have been incurred during the year.</p>
<p><i>Explanation of any uncertainties about the charity</i></p>	<p>There are no uncertainties about the charity's ability to continue as a going concern.</p>

SORP requirement	Commentary
<p><i>continuing as a going concern</i></p> <p>SORP para 1.23</p>	

Additional information (optional)

SORP requirement	Commentary
<p><i>The charity's principal sources of funds (including any fundraising)</i></p> <p>SORP para 1.47</p>	<p>The charity's principal sources of funds during the year under review came from grants from a variety of donors as noted above. The Trustees would like to express their thanks for the generosity shown by these individuals and organisations.</p> <p>Income from users of the Community Centre rose from a low level at the start of the reporting period to levels increasingly in line with normal business towards the end.</p>
<p><i>A description of the principal risks facing the charity</i></p> <p>SORP para 1.46</p>	<p>The Trustees are confident that the charity will be able to manage the risks it faces.</p> <p>The risk which the COVID-19 pandemic posed to the Centre at the start of the reporting year was closely monitored as it evolved, with keen attention paid to financial forecasting and COVID-related risk assessments in particular.</p>

4. Structure, governance and management

SORP requirement	Commentary
<p><i>Type of governing document</i></p> <p><i>SORP para 1.25</i></p>	Constitution
<p><i>How the charity is constituted</i></p> <p><i>SORP para 1.25</i></p>	Charitable Incorporated Organisation
<p><i>Trustee selection methods including details of any constitutional provisions</i></p> <p><i>SORP para 1.25</i></p>	<p>Of the 12 trustees, 6 are nominated as follows:</p> <ul style="list-style-type: none"> • three by Charlbury Town Council • three by the councillors representing Charlbury at West Oxfordshire District Council (2 councillors) and Oxfordshire County Council (1) <p>Six trustees are appointed by agreement of the trustees</p>

Additional information (optional)

SORP requirement	Commentary
<p><i>Policies and procedures adopted for the induction and training of trustees</i></p> <p><i>SORP para 1.51</i></p>	New Trustees are given the opportunity to attend Trustees' meetings as an observer before they are appointed.
<p><i>The charity's organisational structure</i></p> <p><i>SORP para 1.51</i></p>	<p>Trustees who undertake the roles of Chair, Vice-Chair and Secretary are noted in section 6 below.</p> <p>All Trustees undertake duties in line with the charity's needs and their own capacity, interests or skills.</p> <p>Day to day management of the Community Centre is undertaken by the Centre Manager, who is not a Trustee but who attends all Trustee meetings.</p>

5. Reference and Administrative details

SORP requirement	Commentary
<i>Charity name</i>	The Thomas Gifford Trust
<i>Registered charity number</i>	1155669
<i>Charity's principal address</i>	The Thomas Gifford Trust Charlbury Community Centre Enstone Road Charlbury Oxfordshire OX7 3PQ
<i>Name of any chief executive officer or senior management personnel to whom the trustees delegate day-to-day management of the charity</i> <small>SORP para 1.52</small>	n/a
<i>Names and addresses of any other relevant organisations or persons providing banking services or professional advice to the charity, including its solicitors, auditor and investment advisers.</i> <small>SORP para 1.52</small>	n/a

6. Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for a whole year	Name of body entitled to appoint this trustee
Christopher Potts	Chairman		OCC/WODC councillors
Eileen Kenrick*			Charlbury Town Council
Matthew Scott		May 2021 onwards	OCC/WODC councillors
Richard Lewis			The Trustees
Sir Stephen Bubb		To 14 Nov 2021	OCC/WODC councillors
Tanya Stevenson			Charlbury Town Council
Susan Terry			The Trustees
Steven Fairhurst Jones	Secretary		OCC/WODC councillors
Guy Waller		To 24 Oct 2021	The Trustees
Edward Wigzell			The Trustees
Stuart Duff	Vice-Chair		The Trustees
Gary Harrison		Jun 2021 onwards	Charlbury Town Council
Ashley Beighton		Nov 2021 onwards	The Trustees
William Robinson		Feb 2022 onwards	The Trustees

* Eileen Kenrick began the reporting year appointed by the other Trustees. In January 2022 Eileen was nominated as a Trustee by Charlbury Town Council.

Corporate trustees at the date the report was approved

Director name	Dates acted if not for whole year
n/a	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
n/a	

Names and addresses of advisors

Type of advisor	Name	Address
n/a		

Names and addresses of Chief Executive and senior staff

Position	Name	Address
n/a		

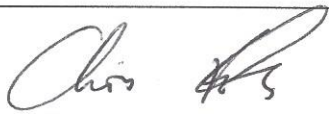
Exemptions from disclosure with reason for non-disclosure of key personnel details


n/a

7. Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature	
Full name	Christopher Potts
Position	Chair
Date	27 January 2023

Signature	
Full name	STEVEN FAIRHURST JONES
Position	SECRETARY
Date	27 JAN 2023



Receipts and payments accounts

For the period from	Period start date 01-Apr-21	To	Period end date 31-Mar-22
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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					
Donations Grants	46,318	-	-	46,318	97,032
Fund generation	52,916	-	-	52,916	26,499
Interest on deposits	33	-	-	33	168
Members subscriptions	13,638	-	-	13,638	13,300
Hire of hall and equipment	88,266	-	-	88,266	31,351
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	201,171	-	-	201,171	168,350
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	201,171	-	-	201,171	168,350
A3 Payments					
Cost of charitable activity	415	-	-	415	229
Bought in goods for fund generation	14,335	-	-	14,335	5,884
Wages	70,847	-	-	70,847	71,268
Rent / hire of rooms	1,500	-	-	1,500	2,125
Insurance	4,027	-	-	4,027	4,447
Facilities maintenance, utilities, cleaning	39,378	-	-	39,378	24,024
IT telephone post stationery	11,165	-	-	11,165	8,474
Bank charges	1,576	-	-	1,576	1,618
	-	-	-	-	-
Sub total	143,243	-	-	143,243	118,069
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	143,243	-	-	143,243	118,069
Net of receipts/(payments)	57,928	-	-	57,928	50,281
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	135,077	-	-	135,077	84,796
Cash funds this year end	193,005	-	-	193,005	135,077

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

B1 Cash funds

Santander Current Account	69,789	-	-
Santander Savings Account	60,120	-	-
Nationwide Savings Account	63,016	-	-
Cash float	80	-	-
	193,005	-	-
(agree balances with receipts and payments account(s))	OK	OK	OK

Unrestricted funds to nearest £ **Restricted funds to nearest £** **Endowment funds to nearest £**

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)
		-	-
		-	-
		-	-
		-	-
		-	-

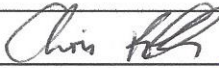
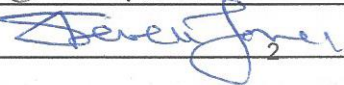
B4 Assets retained for the charity's own use

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
	CHRIS POTTS	20/7/22
	STEVEN FAIRHURST JONES	23/10/2023



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Thomas Gifford Trust

**On accounts for the year
ended**

31.03.22

**Charity no
(if any)**

1155669

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

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.

**Independent
examiner's statement**

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.*

Signed:

Anthony Morgan

Date:

130722

Name:

Anthony Morgan

**Relevant professional
qualification(s) or body
(if any):**

FCA

Address:

Kimber Cottage, Woodstock Rd

Charlbury

OX73ET

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None

THE THOMAS GIFFORD TRUST

England & Wales - Charity number 1155669

Accounts



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report

Charity name: The Thomas Gifford Trust

Charity registration number: 1155669

For the period from 1 April 2020 to 31 March 2021

Contents

1. Objectives and activities
2. Achievements and performance
3. Financial review
4. Structure, governance and management
5. Reference and administrative details
6. Names of the charity trustees
7. Declarations

This report has been prepared following guidance in the [Charities Statement of Recommended Practice \(SORP, FRS-102 second edition\)](#). SORP references in this report refer to the relevant paragraph of that guidance.

1. Objectives and Activities

SORP requirement	Commentary
<p>Summary of the purposes of the charity as set out in its governing document</p> <p><i>SORP para 1.17</i></p>	<p>To provide and maintain a recreation ground (The Playing Close) for the benefit of the inhabitants of the parish of Charlbury and the surrounding area.</p> <p>To promote such other charitable purposes for the benefit of the inhabitants of Charlbury and the surrounding area as the Trustees shall think fit.</p>
<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p> <p><i>SORP para 1.17 and 1.19</i></p>	<p>During the year in question The Thomas Gifford Trust (TGT) managed the Charlbury Community Centre in its third full year of operation on a not-for-profit basis. TGT also managed The Playing Close, a public green space at the heart of Charlbury.</p> <p>This year TGT undertook these responsibilities in the context of the COVID-19 pandemic. TGT's response to the pandemic was twofold: (i) support to the local community in coping with the pandemic and (ii) protection of TGT's assets and activities through vigorous fund-raising and pragmatic management.</p> <p>As one of several focal points for Charlbury's community organisations, TGT played a vital leadership role, along with the Town Council and church among others, in establishing and co-ordinating services needed during the pandemic.</p> <p><u>The Community Centre</u></p> <p>The Community Centre incorporates sports, leisure and community facilities, Charlbury's library (operated by Oxfordshire County Council) and a café. As such it provides a much-needed facility for the town and surrounding communities.</p> <p><u>The Playing Close</u></p> <p>The Playing Close is a historic and tree-lined green space in the town centre, valued by residents and visitors for its amenity. It also serves as a venue for a range of events from farmers' markets to outdoor education,</p> <p>While many of TGT's normal activities were either disrupted or paused during the COVID-19 pandemic the charity maintained its position as a focal point for community benefit throughout. The charity's trustees, volunteers and contracted workers provided support to the community ranging from on-demand shopping services for those isolating to the provision of online fitness classes.</p>

SORP requirement	Commentary
	<p>Through these activities TGT also provided an essential safeguarding and wellbeing support service, keeping in contact with people – particularly the elderly or those clinically extremely vulnerable – to ensure connectedness and identify any needs or concerns. As such the charity played an important part in the community’s handling of the pandemic.</p> <p>During the year TGT's income from Community Centre operations decreased, as did the cost of running the Centre given that it was closed for much of the year. The charity’s income from grants increased thanks to trustees’ energetic fund-raising which enabled access to money from local councils, central government and other sources.</p> <p>TGT does not have any employees: the Centre provides contract employment for a small number of local residents, helping to strengthen the town’s community and economy.</p> <p>In addition to contracted staff who manage and run the Centre, the Trustees record their gratitude to all the volunteers who support the Centre with their time and other resources to ensure that it runs successfully.</p>
<p>Statement confirming that trustees have regard to guidance issued by the Charity Commission on public benefit</p> <p><i>SORP para 1.18</i></p>	<p>The trustees are mindful of the Charities Act 2011 'public benefit requirement' in all of their activities.</p>

Additional information (optional)

SORP requirement	Commentary
<p>Policy on grant making</p> <p><i>SORP para 1.38</i></p>	<p>TGT is reliant on donations and income from grants and Community Centre activities in order to cover running costs and long-term maintenance requirements. Consequently, TGT is not in a position to offer grants to other organisations.</p>
<p>Contribution made by volunteers</p> <p><i>SORP para 1.38</i></p>	<p>TGT is always heavily reliant on a substantial pool of volunteers from the town and surrounding area. During the pandemic the role of volunteers changed with the needs of the community.</p> <p>A trustee-led management group of volunteers freely provides</p>

SORP requirement	Commentary
	<p>time and expertise to undertake routine and non-routine maintenance tasks in the building, the surrounding grounds and on the Playing Close.</p> <p>At the end of the previous reporting year (March 2020) TGT's proactive response to the early stages of the COVID-19 pandemic relied on a rapidly mobilised group of volunteers, with the Community Centre acting as a hub for contact support and logistics. By April 2020 TGT was co-ordinating 201 volunteers supporting at least 103 households in Charlbury.</p> <p>Once contacted by members of the public, volunteers – those usually connected to TGT or those newly motivated to help – undertook shopping and social care services on behalf of those in the community less able to do so themselves.</p> <p>Additionally, TGT distributed frozen meals donated by Cook to 5 vulnerable families in Charlbury referred to TGT by Chipping Norton School. This 'hub' role, and volunteer co-ordination in particular, continued as the pandemic progressed.</p> <p>Under TGT's co-ordination the "Veg Patch" project saw youth volunteers creating raised garden beds for local residents wishing to grow their own food, whether for consumption or as a wellbeing activity.</p> <p>The Trustees unreservedly express thanks to all of those people who provided their skills, expertise and time to the Community Centre and to the TGT's other responsibilities during 2020-21 including the COVID-19 response, and who continue to do so.</p>

2. Achievements and Performance

SORP requirement	Commentary
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any</p>	<p>In its regular activities, the charity has fulfilled its commitments to the community through the successful management of both the Community Centre and The Playing Close. Both facilities are available for all to use, in many cases free of charge.</p> <p>Some highlights of the Trust's key areas of business throughout the year follow.</p>

SORP requirement	Commentary
<p>wider benefits to society as a whole.</p> <p><i>SORP para 1.20</i></p>	<p>FINANCIAL SUSTAINABILITY</p> <p>In addition to information provided in the financial accounts accompanying this report, the following points illustrate the sound financial management undertaken during 2020-21.</p> <p>TGT's 2020-21 accounts show that a total of £97,032 was attracted in donations and grants. Sources of grants received during 2020-21 included West Oxfordshire District Council (Business Support Grant, Leisure Support Grant), Sport England (Community Leisure Recovery Fund), National Lottery, Charlbury Town Council, Oxfordshire Community Fund and The Glasgow Foundation.</p> <p>TGT secured full business rates relief from the District Council for the year, allowing more of the Trust's funds to be used for community benefit and maintenance of the premises.</p> <p>Trustees maintained a risk-based approach to financial forecasting and planning. Worst-case projections of long-term closure and loss of income enabled Trustees to closely monitor income from grants and other sources to support prudent management of the Trust's finances and business.</p> <p>Throughout the year Trustees agreed to keep setting aside money in a sinking fund (savings account) for long-term maintenance of the Community Centre and Playing Close.</p> <p>SECURITY, SAFETY AND AMENITY</p> <p>Security and safety of TGT's customers and assets remained a high priority all year.</p> <p>A small sub-group of trustees was assigned to keep abreast of, and implement, the latest COVID-19 guidance from the Government. The sub-group carried out risk assessments before decisions were taken about resumption of services. This ensured that those visiting or working at the Community Centre did so safely, and supported trustees' consideration of the gradual reopening of services.</p> <p>The Centre's closure enabled the Building Committee to undertake thorough maintenance and repair work. This included, for example, clearance of the yard alongside the Centre, which had amassed building supplies and other items over time. This also enabled other TGT ambitions to be considered such as the potential location of a permanent gym.</p>

SORP requirement	Commentary
	<p>RANGE OF ACTIVITIES OFFERED</p> <p>The initial lockdown period from April 2020 saw the Centre entirely closed to the public. As lockdown restrictions began to ease from July 2020 Trustees, staff and community groups were innovative in their provision of services at the Centre. This both maintained community benefit, in terms of providing local activities, and attracted income. Each newly reopened service also laid a solid foundation on which to extend the range of activities on offer.</p> <p>The Centre’s popular circuits and line dancing classes moved online during the lockdown, with high-quality video productions offered to participants over Zoom. This kept the Trust’s customers engaged and provided a source of income.</p> <p>TGT established and ran a virtual coffee morning for a group of elderly residents who would usually have met regularly in various venues including the Community Centre café. This took the form of a Friday morning elevenses, with a delivery of cake and coffee supported by volunteers’ phone conversations with the individuals at that time.</p> <p>In good weather Trustees and volunteers also supported a ‘Golden Hour’ in which groups of elderly residents gathered on the Playing Close for refreshments and conversation.</p> <p>The Centre also provided a ‘drop and quarantine’ point for jigsaws and books for community sharing.</p> <p>The Centre’s cafe was gradually reopened, first offering a takeaway service and latterly open for customers to stay, always in line with COVID-19 guidance.</p> <p>As the pandemic developed and guidance evolved, services at the Community Centre moved from models of high social distancing (such as solo gym access) to small groups, permitted team sports and eventually wider community activities. By mid-September online classes were being supplemented by appropriate resumption of sports activities such as pilates, badminton, pickleball and small-group gym and circuits sessions. The Oxfordshire County Council library, housed within the Centre, reopened in October.</p> <p>SUPPORT FOR NEIGHBOURS</p> <p>Throughout the year TGT sought to be a good neighbour, both</p>

SORP requirement	Commentary
	<p>to those nearby on the Nine Acres site in the town centre and to any of the town's clubs and charities seeking assistance.</p> <p>For example, Trustees supported the establishment of the Cornerstone project in the town's Corner House, which among other community services offered the "Give and Take" service (essentially the town's food bank).</p> <p>Trustees approached Charlbury Primary School to help establish a learning support function for students unable to attend normal classes. Tuition and homework support was duly offered via the 'Learning Café' by volunteers, including youth volunteers.</p> <p>A student mentoring scheme was also established by Trustees working with Chipping Norton School. Training was provided for a group of over 40 people to provide mentoring support to young people with life choices and other matters.</p> <p>TGT's Buildings Committee also continued to undertake maintenance of the neighbouring Nine Acres Pavilion, and volunteers helped to decorate the Cornerstone room when that project was established in the Corner House.</p> <p>SUPPORT FOR THE WIDER COMMUNITY</p> <p>TGT's support for other community events (such as the Charlbury Beer Festival) was necessarily constrained by the effects of the COVID-19 lockdown.</p> <p>However, TGT continued to host a number of vendors on purpose-built spaces on the Community Centre site for much of the year. This included vans selling hot food, a local artisan baker, a fruit and veg box supplier and Sustainable Charlbury's refill service for household cleaning products. This both supported vendors and the local community, and maintained an income source for TGT.</p> <p>Farmers' markets resumed on the Playing Close in June 2020, as soon as Government guidance permitted.</p> <p>PREMISES</p> <p>As well as routine maintenance of a well-presented Community Centre and Playing Close, Trustees – and in particular the Building Management Committee with its group of local volunteers – worked to ensure the sustainability of</p>

SORP requirement	Commentary
	<p>those two property assets.</p> <p>Work on the Playing Close included substantial tree maintenance to improve tree health and amenity. Trustees also took substantial time to liaise with Gigaclear, a company bringing broadband infrastructure to Charlbury, to ensure that operations around the Playing Close remained sympathetic to that community space.</p> <p>Building maintenance in the Community Centre itself focused on implementation of a Long-Term Maintenance Plan to help ensure the future sustainability of the Trust's main asset. The Centre's gardens were maintained all year by a local gardener.</p>

3. Financial review

SORP requirement	Commentary
<p><i>Review of the charity's financial position at the end of the period</i></p> <p><i>SORP para 1.21</i></p>	<p>The period under review included several months in which the Community Centre – TGT's main source of income – was unable to open. As noted above, successful fund-raising, principally in the form of grant applications, ensured that TGT maintained a sufficient level of income throughout the reporting period.</p> <p>Operating income of £168,350 in 2020-21 compares with £219,550 generated during 2019-20, with the impact of COVID-19 on normal Community Centre business clear to see.</p> <p>The most significant line of income in 2020-21 (£97,032) was grants and donations. Sources of grants received included West Oxfordshire District Council (Business Support Grant, Leisure Support Grant), Sport England (Community Leisure Recovery Fund), National Lottery, Charlbury Town Council, Oxfordshire Community Fund and The Glasgow Foundation.</p> <p>Total expenditure of £118,069 in 2020-21 was less than the £233,476 incurred during the previous financial year, again reflecting the impact of COVID-19 on business.</p>

SORP requirement	Commentary
<p><i>The charity must explain any policy it has for holding reserves and state the amounts of those reserves and why they are held</i></p> <p>SORP para 1.22</p>	<p>During the review period, the TGT continued with its policy of building a fund that will provide for the long-term maintenance requirements of the Community Centre. This is achieved by setting aside surplus cashflow with the aim of achieving an annual target of at least £12,000 paid into a reserve fund. At the end of March 2021 the fund contained £52,114 (£32,000 in March 2020).</p>
<p><i>Reserves held</i></p> <p>SORP para 1.22</p>	<p>At the end of March 2021, the TGT held cash reserves totalling £135,077 (compared with £84,796 in March 2020)</p>
<p><i>Details of fund or subsidiary undertaking materially in deficit</i></p> <p>SORP para 1.24</p>	<p>No debts have been incurred during the year.</p>
<p><i>Explanation of any uncertainties about the charity continuing as a going concern</i></p> <p>SORP para 1.23</p>	<p>There are no uncertainties about the charity's ability to continue as a going concern.</p>

Additional information (optional)

SORP requirement	Commentary
<p><i>The charity's principal sources of funds (including any fundraising)</i></p> <p>SORP para 1.47</p>	<p>The charity's principal sources of funds during the year under review came from grants from a variety of donors as noted above. The trustees would like to express their thanks for the generosity shown by these individuals and organisations.</p> <p>Income from users of the Community Centre rose from a very low level at the start of the reporting period to levels increasingly in line with normal business towards the end.</p>
<p><i>A description of the principal risks facing the charity</i></p> <p>SORP para 1.46</p>	<p>The Trustees are confident that the charity will be able to manage the risks it faces.</p> <p>The risk which the COVID-19 pandemic posed to the Centre in April 2020 was closely monitored as it evolved, with keen attention paid to financial forecasting and COVID-related risk assessments in particular.</p>

4. Structure, governance and management

SORP requirement	Commentary
<p><i>Type of governing document</i></p> <p><i>SORP para 1.25</i></p>	Constitution
<p><i>How the charity is constituted</i></p> <p><i>SORP para 1.25</i></p>	Charitable Incorporated Organisation
<p><i>Trustee selection methods including details of any constitutional provisions</i></p> <p><i>SORP para 1.25</i></p>	<p>Of the 12 trustees, 6 are nominated as follows:</p> <ul style="list-style-type: none"> • three by Charlbury Town Council • three by the councillors representing Charlbury at West Oxfordshire District Council (2 councillors) and Oxfordshire County Council (1) <p>Six trustees are appointed by agreement of the trustees</p>

Additional information (optional)

SORP requirement	Commentary
<p><i>Policies and procedures adopted for the induction and training of trustees</i></p> <p><i>SORP para 1.51</i></p>	New Trustees are given the opportunity to attend Trustees' meetings as an observer before they are appointed.
<p><i>The charity's organisational structure</i></p> <p><i>SORP para 1.51</i></p>	<p>Trustees who undertake the roles of Chair, Vice-Chair and Secretary are noted in section 6 below.</p> <p>All Trustees undertake duties in line with the charity's needs and their own capacity, interests or skills.</p> <p>Day to day management of the Community Centre is undertaken by the Centre Manager, who is not a Trustee but who attends all Trustee meetings.</p>

5. Reference and Administrative details

SORP requirement	Commentary
<i>Charity name</i>	The Thomas Gifford Trust
<i>Registered charity number</i>	1155669
<i>Charity's principal address</i>	The Thomas Gifford Trust Charlbury Community Centre Enstone Road Charlbury Oxfordshire OX7 3PQ
<i>Name of any chief executive officer or senior management personnel to whom the trustees delegate day-to-day management of the charity</i> <i>SORP para 1.52</i>	n/a
<i>Names and addresses of any other relevant organisations or persons providing banking services or professional advice to the charity, including its solicitors, auditor and investment advisers.</i> <i>SORP para 1.52</i>	

6. Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for a whole year	Name of body entitled to appoint this trustee
Christopher Potts	Chairman		OCC/WODC councillors
Eileen Kenrick			The Trustees
Richard Lewis			The Trustees
Roger Venthen			OCC/WODC councillors
Tanya Stevenson			Charlbury Town Council
Susan Terry			The Trustees
Steven Fairhurst Jones	Secretary		OCC/WODC councillors
Guy Waller			The Trustees
Edward Wigzell			The Trustees
Marjorie Glasgow		To January 2021	Charlbury Town Council
Paul Jenkins		To January 2021	Charlbury Town Council
Stuart Duff	Vice-Chair	From 14/10/2020	The Trustees

Corporate trustees at the date the report was approved

Director name	Dates acted if not for whole year
n/a	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
n/a	

Names and addresses of advisors

Type of advisor	Name	Address
n/a		

Names and addresses of Chief Executive and senior staff

Position	Name	Address
n/a		


Exemptions from disclosure with reason for non-disclosure of key personnel details


n/a

7. Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature	
Full name	Christopher D.C. Potts
Position	Chair
Date	24 January 2022

Signature	
Full name	STEVEN FAIRHURST JONES
Position	SECRETARY
Date	25 JANUARY 2022



Receipts and payments accounts

For the period from	01-Apr-20	To	31-Mar-21
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations Grants	97,032		-	97,032	-
Fund generation	26,499		-	26,499	-
Interest on deposits	168		-	168	-
Members subscriptions	13,300		-	13,300	-
Hire of hall and equipment	31,351	-	-	31,351	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	168,350	-	-	168,350	219,550
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	168,350	-	-	168,350	219,550
A3 Payments					
Cost of charitable activity	229	-	-	229	-
Bought in goods for fund generation	5,884	-	-	5,884	-
Wages	71,268	-	-	71,268	-
Rent / hire of rooms	2,125	-	-	2,125	-
Insurance	4,447	-	-	4,447	-
Facilities maintenance, utilities, cleaning	24,024	-	-	24,024	-
IT telephone post stationery	8,474	-	-	8,474	-
Bank charges	1,618	-	-	1,618	-
	-	-	-	-	-
Sub total	118,069	-	-	118,069	233,476
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	118,069	-	-	118,069	233,476
Net of receipts/(payments)	50,281	-	-	50,281	- 13,926
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	84,796	-	-	84,796	-
Cash funds this year end	135,077	-	-	135,077	84,796

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
CCXX R1 accounts (SS)	1			18,012,025

B1 Cash funds

Santander current account	35,189	-	-
Santander savings account	52,114	-	-
Nationwide Reserve Account	47,688		
Cash Float	70		
COIF Account	16	-	-
Total cash funds	135,077	-	-

(agree balances with receipts and payments account(s))

OK OK OK

Unrestricted funds to nearest £ **Restricted funds to nearest £** **Endowment funds to nearest £**

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)
		-	-
		-	-
		-	-
		-	-
		-	-

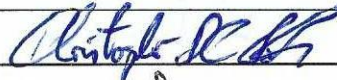

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Charlbury Community Centre	unrestricted	-	-
The Playing Close		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

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
	Christopher D.C. Potts	
	STEVEN FAIRHURST JONES	18/01/2022



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Thomas Gifford Trust

On accounts for the year
ended

31.03.2021

Charity no
(if any)

1155669

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31.03.2021

Responsibilities and
basis of report

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").

Independent
examiner's statement

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.

Signed:

A Morgan

Date:

22.09.2021

Name:

ANTHONY GERALD MORGAN

Relevant professional
qualification(s) or body
(if any):

FCA

Address:

KIMBER COTTAGE

WOODSTOCK RD, CHARLBURY

OX7 3ET