



**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**

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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 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
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>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><b>FINANCIAL SUSTAINABILITY</b></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><b>SECURITY, SAFETY AND AMENITY</b></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 data-bbox="315 112 719 141"><b>RANGE OF ACTIVITIES OFFERED</b></p> <p data-bbox="315 160 1145 437">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 data-bbox="315 472 1150 608">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 data-bbox="315 643 1147 850">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 data-bbox="315 885 1150 993">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 data-bbox="315 1028 1091 1095">The Centre also provided a ‘drop and quarantine’ point for jigsaws and books for community sharing.</p> <p data-bbox="315 1130 1083 1238">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 data-bbox="315 1273 1152 1578">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 data-bbox="315 1645 676 1674"><b>SUPPORT FOR NEIGHBOURS</b></p> <p data-bbox="315 1693 1150 1725">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><b>SUPPORT FOR THE WIDER COMMUNITY</b></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><b>PREMISES</b></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
<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"> <li>• three by Charlbury Town Council</li> <li>• three by the councillors representing Charlbury at West Oxfordshire District Council (2 councillors) and Oxfordshire County Council (1)</li> </ul> <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>
<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.</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
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## 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

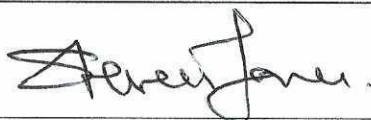
Position

Chair

Date

24 January 2022

Signature



Full name

STEVEN FAIRHURST JONES

Position

SECRETARY

Date

25 JANUARY 2022



## Receipts and payments accounts

CC16a

For the period  
from

01-Apr-20

To

31-Mar-21

### 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 £
<b>A1 Receipts</b>					
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	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>168,350</b>	<b>-</b>	<b>-</b>	<b>168,350</b>	<b>219,550</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>168,350</b>	<b>-</b>	<b>-</b>	<b>168,350</b>	<b>219,550</b>
<b>A3 Payments</b>					
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	-
	-	-	-	-	-
<b>Sub total</b>	<b>118,069</b>	<b>-</b>	<b>-</b>	<b>118,069</b>	<b>233,476</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>118,069</b>	<b>-</b>	<b>-</b>	<b>118,069</b>	<b>233,476</b>
<b>Net of receipts/(payments)</b>	<b>50,281</b>	<b>-</b>	<b>-</b>	<b>50,281</b>	<b>- 13,926</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>84,796</b>	<b>-</b>	<b>-</b>	<b>84,796</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>135,077</b>	<b>-</b>	<b>-</b>	<b>135,077</b>	<b>84,796</b>

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



**B1 Cash funds**

Santander current account	35,189	-	-
Santander savings account	52,114	-	-
Nationwide Reserve Account	47,688		
Cash Float	70		
COIF Account	16	-	-
<b>Total cash funds</b>	<b>135,077</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))	OK	OK	OK

**B2 Other monetary assets**

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

**B3 Investment assets**

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

**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*

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)

x

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").

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:

22.09.2021

Name:

ANTHONY GERALD MORGAN

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

FCA

Address:

KIMBER COTTAGE

WOODSTOCK RD, CHARLBURY

OX7 3ET