



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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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 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
<i>Type of governing document</i> <i>SORP para 1.25</i>	Constitution
<i>How the charity is constituted</i> <i>SORP para 1.25</i>	Charitable Incorporated Organisation
<i>Trustee selection methods including details of any constitutional provisions</i> <i>SORP para 1.25</i>	<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> <i>SORP para 1.51</i>	New Trustees are given the opportunity to attend Trustees' meetings as an observer before they are appointed.
<i>The charity's organisational structure</i> <i>SORP para 1.51</i>	<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		

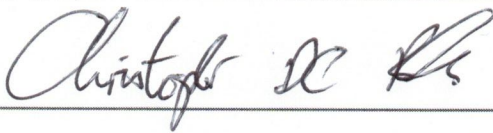
Exemptions from disclosure with reason for non-disclosure of key personnel details

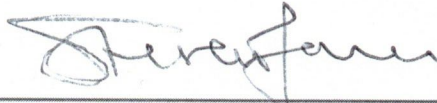
n/a

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:

Date:

181223

Name:

Anthony Morgan

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

FCA

Address:

Kimber Cottage, Woodstock Rd

Charlbury

OX73ET