



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> Jan 2020**

**To 31<sup>st</sup> Dec 2020**

**Charity name: Action for Pangbourne Toilets Community Trust**

**Charity registration number: 1171411**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision of public toilets at Station Road, Pangbourne, Berkshire for the public benefit.
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.	Para 1.17 and 1.19	<p>The day to day provision, cleaning and maintenance of Station Road public toilets, for the public benefit.</p> <p>Fund raising and securing grants to cover running costs, capital works and the necessary buildings and other insurance; leasing the building from the local authority.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm the Trustees have regard to the guidance issued by the Charity Commission on public benefit; each Trustee has confirmed in writing they have read and understood the guidance.

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Trust does not make grants.
Policy on social investment including program related investment	Para 1.38	The Trust does not make investments.
Contribution made by volunteers	Para 1.38	The Trust has approximately 80 supporters who donate funds or volunteer to assist with our fundraising activities. This includes helping to run fundraising stalls at local events; distributing information leaflets; applying for grants; helping to organise and to assist at fund raising events; and contributing ideas for our fund raising plans at supporters meetings.

		<p>Volunteers carry out weekly inspections of the facilities to record any potential issues, as required by our Insurance Policy.</p> <p>The ongoing facilities management of the toilet block is managed by a designated Trustee, with assistance from a core team of volunteer supporters who carry out minor maintenance works.</p> <p>Volunteers also maintain shrubbery beds around the building.</p>
Other		None.

## Achievements and Performance

	SORP reference	
<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>	Para 1.20	<p>The Ladies and Gents facilities are available from 7am to 7pm, every day with a single unisex toilet available outside these hours thus providing facilities 24 hours a day. The disabled toilet is open 24 hours a day, 7 days a week and is accessible via RADAR key. These facilities are provided free of charge and have been available every day throughout the year, apart from the when the Disabled toilet was closed for modernisation (see below).</p> <p>The facilities are checked each week by a rota of volunteers. This is a requirement of our Building and Public Liability insurance to ensure that issues which may give rise to a claim are identified and dealt with in a timely manner. Minor maintenance has been carried out by Trust volunteers. This has included, fixing sticking doors, faulty cisterns, failed lights and maintaining shrubbery beds adjacent to the facility. Such work not only ensures that the facilities are maintained to an acceptable standard, but also reduces costs for the Trust.</p> <p>The usage counters show that over 20,000 people have used them during the year. This varies from around 30 per day during the first 'lockdown' to over 70 per day in the Summer. Our voluntary donation boxes are receiving around £15 per week (£750 per year). Both these show that the facilities are really appreciated by the local community.</p> <p>The Trust set itself a target to raise a minimum of £11,500 by the end of September 2020 to ensure it had sufficient funds to cover the running costs for the following year before committing to a further</p>



		<p>12 month Cleaning contract. This was achieved.</p> <p>Additionally, in 2019 the Trust received grants from Pangbourne and Whitchurch Sustainability Group (PAWS) and the <i>Drinking Fountain Association (DFA)</i> for the provision of a public drinking fountain. This was installed in March 2020.</p> <p>It was the Trust's intention to build up a surplus of funds each year (over and above the £11,500 running costs) to fund a refurbishment/modernisation of the facilities which, whilst being perfectly serviceable, are over 30 years old.</p> <p>In December 2020 the first phase of the Modernisation was completed. This was the upgrading and enlarging of the Disabled toilet (at the expense of one of the four cubicles in the Ladies toilet) to ensure it met current standards. The project was awarded to a local contractor following a competitive tendering exercise. The cost was £15,830. The project was completed in 5 weeks, and the toilet was reopened on 19<sup>th</sup> December 2020 by a local wheelchair user in a small Covid Compliant ceremony. Funding for this project was provided by the Co-op local community Support scheme (£5,300) and the balance via various fund raising activities and individual donations paid through the Good Exchange and matched funded by the Greenham Trust.</p>
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#### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The toilets remained open throughout 2020 even during the periods of lockdown when many other public toilets were closed and alternative facilities (such as cafes and pubs) were no longer available. This was much appreciated by trades-people who had no alternative facilities. Our contract cleaning company continued to clean the toilets every day (using Covid compliant practices) and our weekly inspections were carried out by a rota of Trustees and Supporters using Covid safe procedures. Hand sanitisers were installed in each of the toilet elements and guidance notices put up advising members of the public of how to remain Covid safe.
Performance of fundraising activities against objectives set	Para 1.41	Objectives to raise the running costs one year in advance and build up a modernisation fund, all met.
Investment performance against objectives	Para 1.41	Not applicable – no investments.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	A cash balance of £43,740 was held at year-end, of which £11,500 is forecasted annual operating cost requirement.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	All money over and above that required for ongoing running costs is being built up to pay for refurbishment of the facilities.
Amount of reserves held	Para 1.22	Reserves held total £31,673 comprising the cash balance of £43,740 less £12,067 restricted funds donated for the specific purpose of upgrading the Disabled toilet. This upgrade was completed in December 2020 at a cost of £15,830 payment being made in January 2021.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainties.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<ul style="list-style-type: none"> <li>• Grants from local Parish Councils</li> <li>• Grants/Funding from Local Businesses</li> <li>• Grants from charitable grant awarding trusts</li> <li>• Various fundraising activities</li> <li>• Local Council run lottery</li> <li>• Donations from Supporters</li> </ul>
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Trust does not make any investments.
A description of the principal risks facing the charity	Para 1.46	Failure of the Trust to raise sufficient funds to pay for running the toilets. The Trust will not enter into any contractual obligation unless it has sufficient funds at the time to meet its obligations.
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charity Commission (template) Constitution.
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO).
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New Trustees have to be formally approved by existing Trustees and to have demonstrated commitment to the Trust's objectives and possess skills to help meet the objectives.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New Trustees have to read the Charity Commission's Guidance on Trustee's Responsibilities and confirm in writing that they have done so. They also have to sign a GDPR consent form for the Trust to hold their personal details.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trust is managed entirely by the Trustees. No staff are employed and nobody receives any remuneration for their services other than expenses and contracts let to companies.
Relationship with any related parties	Para 1.51	No relationships with other parties.
Other		

## Reference and Administrative details

Charity name	Action for Pangbourne Toilets Community Trust
Other name the charity uses	APT Community Trust and APT
Registered charity number	1171411
Charity's principal address	23, St James Close, Pangbourne, Reading, Berkshire. RG8 7AP

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Brian Hoskins	Chair		
2	Mike Fellows	Secretary		
3	Colin Thoma	Treasurer		
4	Alyson Ebbrell			
5	Lyn Higgs			
6	Jackie Malcolm			
7	Rosie Nurick			
8	Felicity Pethica			
9	David Probert			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A.

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

None.

### Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>M E Fellows</i>	
Full name(s)	Michael Fellows	
Position (eg Secretary, Chair, etc)	Secretary	

Date *3/5/21*





**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

No (if any)

## Receipts and payments accounts

**CC16a**

For the period  
from

Period start date  
01/01/2020

To

Period end date  
31/12/2020

### 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 £
<b>A1 Receipts</b>					
Private Donations	2,474	3,235	-	5,709	2,545
Grants	3,770	250	-	4,020	15,698
Further fundraising	1,672	-	-	1,672	4,631
Match funding	2,455	3,485	-	5,939	4,307
Gift Aid	336	355	-	691	329
Other income	103	-	-	103	14
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,810</b>	<b>7,325</b>	<b>-</b>	<b>18,135</b>	<b>27,524</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>10,810</b>	<b>7,325</b>	<b>-</b>	<b>18,135</b>	<b>27,524</b>
<b>A3 Payments</b>					
Cleaning	7,322	-	-	7,322	7,324
Repairs and maintenance	86	-	-	86	538
Professional fees	-	-	-	-	-
Utilities	868	-	-	868	987
Insurance	869	-	-	869	856
Premises upgrades	358	-	-	358	1,130
Other costs	761	-	-	761	192
	-	-	-	-	-
<b>Sub total</b>	<b>10,263</b>	<b>-</b>	<b>-</b>	<b>10,263</b>	<b>11,027</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>10,263</b>	<b>-</b>	<b>-</b>	<b>10,263</b>	<b>11,027</b>
<b>Net of receipts/(payments)</b>	<b>547</b>	<b>7,325</b>	<b>-</b>	<b>7,871</b>	<b>16,497</b>
<b>A5 Transfers between funds</b>	<b>563</b>	<b>- 563</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>30,564</b>	<b>5,305</b>	<b>-</b>	<b>35,869</b>	<b>19,372</b>
<b>Cash funds this year end</b>	<b>31,673</b>	<b>12,067</b>	<b>-</b>	<b>43,740</b>	<b>35,869</b>

### 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 £
<b>B1 Cash funds</b>				
		31,673	12,067	-
		-	-	-

	-	-	-
<b>Total cash funds</b>	<b>31,673</b>	<b>12,067</b>	<b>-</b>

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

OK  
Unrestricted  
funds  
to nearest £

OK  
Restricted  
funds  
to nearest £

OK  
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
M E Fellows	M. E. FELLOWS (Secretary)	21/2/21