



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2021 Period start date
To 31st December 2021 Period end date

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	
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.	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 Ladies 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, repairing a broken fan, replacing failed lights, replacing faulty usage counters 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 26,000 people have used them during the year. This varies from around 50 per day during the first 'lockdown' to around 90 per day in the Summer. This is an increase over last year reflecting the fact that no alternative facilities were available during lockdown.</p> <p>Our voluntary donation boxes are receiving around £15 per week (£750 per year). Both</p>

		<p>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 2021 to ensure it had sufficient funds to cover the running costs for the following year before committing to a further 12 month Cleaning contract. This was achieved.</p> <p>It was always 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 this modernisation programme was completed; namely, the upgrading and enlarging of the Disabled toilet to ensure it met current standards. In November 2021 the second phase of the project, the modernisation of the Ladies toilet was started and it was hoped to be completed by the end of 2021. Unfortunately, due to extreme difficulties with the supply of the required sanitary ware it was not completed until April 2022.</p> <p>During this time the previously modernised Disabled toilet was made available to Ladies which provided a very acceptable alternative facility.</p> <p>The contract was awarded to the same contractor who had successfully completed the Disabled modernisation the previous year. The cost was £26,635. Funding for this project was provided by the Co-op Local Community Support Scheme (£3,378), a £1,000 donation from Pangbourne Rotary Club and the balance via various fund raising activities and individual donations with £5,000 of matched funding provided 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	<p>The toilets remained open throughout 2021 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</p>
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		rota of Trustees and Supporters using Covid safe procedures. Notices advised 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 £27,156 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 £4,136 comprising the cash balance of £27,156 less £11,500 annual running costs and £11,520 being the balance of the contracted price for the Ladies toilet modernisation work, still to be completed.
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	There is a risk (albeit small at present) that APT may not have sufficient Trustees to carry out the objectives of the Trust. Several attempts have been made to recruit new Trustees but without success. If we lose a number of Trustees and fail to recruit new ones then there becomes a significant risk of not being able to continue.

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"> • Grants from local Parish Councils • Grants/Funding from Local Businesses • Grants from charitable grant awarding trusts • Various fundraising activities • Local Council run lottery • Donations from Supporters
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	<p>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.</p> <p>The grants from the local Parish Councils are not guaranteed, and neither is the matched funding from the Greenham Trust, all of which have to be applied for each year. These two elements provide the bulk of the</p>

		<p>running costs required each year, and this year one of the Parish Council's (who had previously funded us) said they were not awarding any grants this year because of reduced income due to the Pandemic. This did not cause a problem this year and it is believed to be a 'one-off' situation. The risk of the Parish Councils not providing sufficient funds is considered very small, but nevertheless is present because the grants are not guaranteed.</p>
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

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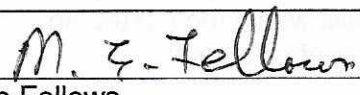
Other optional information

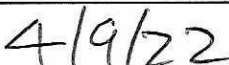
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Brian Hoskins	Mike Fellows
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date 



CHARITY COMMISSION
FOR ENGLAND AND WALES

No (if any)

Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	01/01/2021		31/12/2021

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					
Private Donations	2,971	710	-	3,681	5,709
Grants	4,270	4,378	-	8,648	4,020
Further fundraising	1,761	-	-	1,761	1,672
Match funding	4,703	599	-	5,302	5,939
Gift Aid	2,850	115	-	2,965	691
Other income	9	-	-	9	103
	-	-	-	-	-
Sub total (Gross income for AR)	16,564	5,802	-	22,366	18,135
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	16,564	5,802	-	22,366	18,135
A3 Payments					
Cleaning	7,549	-	-	7,549	7,322
Repairs and maintenance	945	-	-	945	86
Professional fees	-	-	-	-	-
Utilities	873	-	-	873	868
Insurance	856	-	-	856	869
Premises upgrades	27,872	-	-	27,872	358
Other costs	857	-	-	857	761
	-	-	-	-	-
Sub total	38,951	-	-	38,951	10,263
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	38,951	-	-	38,951	10,263
Net of receipts/(payments)	- 22,387	5,802	-	- 16,584	7,871
A5 Transfers between funds	17,869	- 17,869	-	-	-
A6 Cash funds last year end	31,673	12,067	-	43,741	-
Cash funds this year end	27,156	-	-	27,156	7,871

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		27,156	-	-
		-	-	-

	-	-	-
Total cash funds	27,156	-	-

(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

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details

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

B4 Assets retained for the charity's own use

Details

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

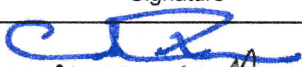
B5 Liabilities

Details

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


M. E. Fellows

Print Name

C. THOMA
M FELLOWS

Date of
approval

18/02/22
18/02/22