



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2022 Period start date  
To 31<sup>st</sup> December 2022 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 75 supporters who donate funds or volunteer to assist with our fundraising and other activities. This includes helping to plan and fundraise at local events; distributing information leaflets; applying for grants, contributing ideas for our fund raising plans and updating social media

		<p>Additionally, 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		<p>We work with other charities/community groups to enhance our facilities. This includes groups supporting stoma users and groups providing free female sanitary products</p>

## 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>	<p>Para 1.20</p>	<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 when the Ladies toilet was closed for modernisation (see below). This is one of the only free 24 hour public conveniences in Pangbourne and surrounding areas that provides year round facilities. Our users cross all demographics. The facilities are particularly valued by workmen/women who do not have access to other facilities during their working hours.</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 are identified and dealt with in a timely manner. Minor maintenance has been carried out by Trust volunteers. This has included, fixing sticking doors, replacing failed lights, replacing faulty usage counters, replacing damaged donation boxes 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 the facilities have been used over 26,000 during the year.</p>



		<p>Our voluntary donation boxes are receiving around £12 per week (£620 per year). Both these show that the facilities are really valued by the local community.</p> <p>The Trust set itself a target to raise a minimum of £12,500 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 running costs) to fund a refurbishment/modernisation of the facilities.</p> <p>A full upgrade of the Disabled toilet was completed in 2020 and the full modernisation of the Ladies was completed in 2022.</p> <p>The latter project encountered many challenges due to shortage of supplies and rising costs. This required close monitoring and many hours work from the Trustees Buildings Team to ensure the project was delivered in full.</p> <p>We have received very positive feedback from our users following the refurbishments of both the Ladies and Disabled toilets.</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	Ladies refurbishment/modernisation project was delivered in full
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 £18,899 was held at year-end, of which £12,500 is forecasted annual operating cost requirement for 2023. This figure is likely to rise significantly in future years due to underlying inflation and the increase in cleaning costs and materials.
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 = £6,399 comprising the cash balance of £18,899 less £12,500 annual running costs
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. One Trustee has retired and has successfully been replaced by a new Trustee. If we lose further 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"> <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> <li>• Donations from users</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	<p>Failure of the Trust to raise sufficient funds to run the toilets. The Trust will not enter any contractual obligation unless it has sufficient funds at the time.</p> <p>The grants from the local Parish Councils and matched funding from the Greenham Trust are not guaranteed and are applied for each year. These two elements provide the bulk of the running costs required each year.</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 must 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 must read the Charity Commission's Guidance on Trustee's Responsibilities and confirm in writing that they have done so. They also 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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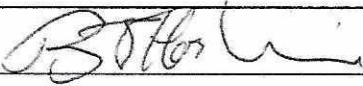
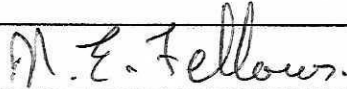
## Other optional information

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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 2/4/23





**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

No (if any)

## Receipts and payments accounts

**CC16a**

For the period from	Period start date	To	Period end date
	01/01/2022		31/12/2022

### 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>					
Private Donations	1,487	305	-	1,792	3,681
Grants	5,020	2,000	-	7,020	8,648
Further fundraising	2,560	-	-	2,560	1,761
Match funding	4,103	805	-	4,908	5,302
Gift Aid	389	75	-	464	2,965
Other income	18	-	-	18	9
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>13,576</b>	<b>3,185</b>	<b>-</b>	<b>16,761</b>	<b>22,366</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>13,576</b>	<b>3,185</b>	<b>-</b>	<b>16,761</b>	<b>22,366</b>
<b>A3 Payments</b>					
Cleaning	7,484	-	-	7,484	7,549
Repairs and maintenance	153	-	-	153	945
Professional fees	-	-	-	-	-
Utilities	1,655	-	-	1,655	873
Insurance	862	-	-	862	856
Premises upgrades	14,461	-	-	14,461	27,872
Other costs	403	-	-	403	857
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>25,018</b>	<b>-</b>	<b>-</b>	<b>25,018</b>	<b>38,951</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>25,018</b>	<b>-</b>	<b>-</b>	<b>25,018</b>	<b>38,951</b>
<b>Net of receipts/(payments)</b>	<b>- 11,443</b>	<b>3,185</b>	<b>-</b>	<b>- 8,258</b>	<b>- 16,584</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>27,156</b>	<b>-</b>	<b>-</b>	<b>27,156</b>	<b>43,741</b>
<b>Cash funds this year end</b>	<b>15,714</b>	<b>3,185</b>	<b>-</b>	<b>18,899</b>	<b>27,156</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>				
		15,714	3,185	-
		-	-	-

	-	-	-
<b>Total cash funds</b>	<b>15,714</b>	<b>3,185</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

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

## 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

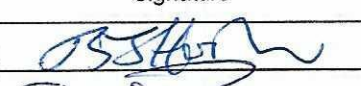

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

## 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	Print Name	Date of approval
	B.J. Hoskins	22/1/23
	C. Thoma	22.1.23