



## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2023 Period start date  
To 31<sup>st</sup> December 2023 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 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 they are closed for modernisation work, when alternative facilities are made available. These are the only free public conveniences in Pangbourne and surrounding villages that provides 24 hour, year round facilities. Our users cross all demographics. The facilities are particularly valued by workmen/women who do not have access to other facilities.</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 25,000 during the year.</p>



		<p>Our voluntary donation boxes are receiving around £12 per week (£625 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>During 2023 efforts were concentrated on raising sufficient funds to modernise the Gents facility which we achieved, enabling the Gents to be modernised in 2024.</p> <p>We have received very positive feedback from our users following all the refurbishments.</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	Money raised in 2023 enabled the Gents toilets to be modernised in 2024.
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 £41,829 was held at year-end, of which £12,500 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 = £29,329 being the majority of the £34,000 needed for modernising the Gents.
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 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 into 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 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 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 John Hoskins	Chair		
2	Michael Edwin Fellows	Secretary		
3	Colin Phillip Thoma	Treasurer		
4	Harriet Sophie Bird		Appointed as Trustee at Meeting on 21 <sup>st</sup> January 2023	
5	Alyson Ebbrell			
6	Lyn Higgs		Did not seek re-election at end of 3 year term on 31 <sup>st</sup> January 2023	
7	Jacqueline Anne Malcolm			
8	Rosemary Dorothy Nurick			
9	Anne Felicity Pethica			
10	Edward David Probert			
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
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#### **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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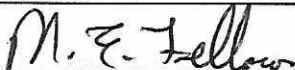
### **Other optional information**

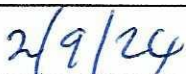
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## Declarations

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 





## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/01/2023		31/12/2023

### 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	4,537	4,867	-	9,404	1,792
Grants	5,770	13,688	-	19,458	7,020
Further fundraising	2,938	-	-	2,938	2,560
Match funding	5,000	4,195	-	9,195	4,908
Gift Aid	648	1,039	-	1,687	464
Other income	266	-	-	266	18
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	19,159	23,789	-	42,949	16,761
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	19,159	23,789	-	42,949	16,761
<b>A3 Payments</b>					
Cleaning	8,786	-	-	8,786	7,484
Repairs and maintenance	151	-	-	151	153
Professional fees	-	-	-	-	-
Utilities	2,326	-	-	2,326	1,655
Insurance	899	-	-	899	862
Premises upgrades	1,441	6,345	-	7,786	14,461
Other costs	71	-	-	71	403
	-	-	-	-	-
<b>Sub total</b>	13,673	6,345	-	20,018	25,018
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	13,673	6,345	-	20,018	25,018
<b>Net of receipts/(payments)</b>	5,486	17,444	-	22,930	8,258
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>	15,714	3,185	-	18,899	27,156
<b>Cash funds this year end</b>	21,200	20,629	-	41,829	18,899

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
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**B1 Cash funds**

	to nearest £	to nearest £	to nearest £
	21,200	20,629	-
	-	-	-
	-	-	-
<b>Total cash funds</b>	<b>21,200</b>	<b>20,629</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			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**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

Chair  
Secretary

*M E Fellows*  
M E Fellows

*B J Hoskins*  
M.E. FELLOWS

*21/1/24*  
21/1/24





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

#### Report to the trustees

Charity Name **ACTION FOR PANGBOURNE  
TOILETS COMMUNITY TRUST**

#### On accounts for the year ended

**31 December 2023**

Charity no  
(if any)

**1171411**

#### Set out on pages

**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 DD/MM/YYYY.

#### Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below \*~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

**5.8.2024**

Name:

**DAVID BOND**

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

**Chartered Institute of Management  
Accountants.**



Address:

21 BRIARS CLOSE

PANGBOURNE

BERKSHIRE RG8 7LH

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.