



# Trustees' Annual Report for the period

| From | Period start date |       |      | To | Period end date |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
|      | 1                 | April | 2024 |    | 31              | March | 2025 |

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

### 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  | Simon Saunders   | Chair and Membership Secretary |                                   | The membership selects and appoints Trustees at the Annual General Meeting |
| 2  | Michael Thornton | Treasurer                      |                                   | As Above   |
| 3  | Graham Coe       |                                |                                   | As Above   |
| 4  | Hubert Dias      |                                |                                   | As Above   |
| 5  | Trevor Eason     | Allotment Manager              |                                   | As Above   |
| 6  | David Richards   | Workshop Manager               |                                   | As Above   |
| 7  |                  |                                |                                   |  |
| 8  |                  |                                |                                   |  |
| 9  |                  |                                |                                   |  |
| 10 |                  |                                |                                   |  |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| None |                                   |
|      |                                   |
|      |                                   |

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

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

The Shed has a constitution document (based on the Charity Commissions standard (association model) for CIOs). As an association model our members vote on major key decisions.

How the charity is constituted  
(eg. trust, association, company)

CIO registered in October 2018

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed by the membership at the Annual General Meeting

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- Policies dealing with training, health and safety, safeguarding, hot working, and data protection are in place.
- The trustees have appointed a Shed Manager who oversees the daily shed leads responsible for the safety of members using the workshop. In addition, a member has been appointed to address Health & Safety matters with a reporting line to the Trustees.
- A Risk Register is in place and is reviewed at each Trustee meeting.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

Chippenham Shed is a community space for adults to meet, converse and be creative.

It aims to promote social inclusion for the public benefit by preventing people within Chippenham, and the surrounding area, from becoming socially excluded.

Membership is from Chippenham and surrounding area.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Shed offers its members a variety of activities including:

- a weekly social gathering with tea, coffee, and biscuits or cake
- Social events take place year-round, with at least one each month. Previous activities include archery, skittles, BBQs, curry and beer nights, and an annual formal Christmas meal. Upcoming events are listed on the Shed website.
- The Shed manages a communal allotment, enabling members to cultivate fruit and vegetables. Surplus produce is distributed to both members and the broader community.
- A well-equipped workshop allows members to make or repair items and participate in community projects that benefit Chippenham.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Several members contributed their time and financial resources to support the construction of an extension to the Shed workshop.

**Summary of the main achievements of the charity during the year**

- Communication (and discussion) have been significantly improved both at the membership level and within the Board of Trustees. The result of this is a much happier and engaged membership.
- Following the Shed's name change last year, there has been an increase in the number of female members.
- As membership increased, the workshop was expanded. This expansion occurred through contributions of time, effort, and, in some cases, financial donations from members.
- Support from local organisations made it possible to acquire the final major pieces of equipment, completing the outfitting of the workshop.
- Members have undertaken personal projects, but we are also completed a range of projects to help support our local community.
- Our communal allotment allows members who like gardening to show their skills, and we hope for a plentiful harvest this year.
- Members and their partners continue to enjoy an active social events programme
- Our membership numbers are steadily increasing which bodes well for the future.

More details about Chippenham Shed are available on our website:  
[Chippenhamshed.co.uk](http://Chippenhamshed.co.uk)

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

A Shed Business Savings account is maintained to provide a cushion for any unexpected or unplanned expenditure

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal sources of income are:

- Membership Subscription
- External donations
- Grants from local and national organisations.

## Section F

## Other optional information

## Section G

## Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**



**Full name(s)**

Frances Mary Blackmore

**Position (eg Secretary, Chair, etc)**

Chair

**Date**

17/11/2025



## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2024

To

Period end date  
31/03/2025

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Donations   | 5,405                                  | -                                    | -                                   | 5,405                           | 4,590                         |
| Grants  | -                                      | -                                    | -                                   | -                               | 479                           |
| Membership Subscriptions                              | 2,171                                  | -                                    | -                                   | 2,171                           | 688                           |
| Attendance  | -                                      | -                                    | -                                   | -                               | 1,700                         |
| Ramon   | 240                                    | -                                    | -                                   | 240                             | 240                           |
| Interest on Savings Account                           | 56                                     | -                                    | -                                   | 56                              | 72                            |
| Sales   | 84                                     | -                                    | -                                   | 84                              | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>7,956</b>                           | <b>-</b>                             | <b>-</b>                            | <b>7,956</b>                    | <b>7,769</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>7,956</b>                           | <b>-</b>                             | <b>-</b>                            | <b>7,956</b>                    | <b>7,769</b>                  |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Refreshments  | -                                      | -                                    | -                                   | -                               | -                             |
| Lease   | 700                                    | -                                    | -                                   | 700                             | 700                           |
| Water Rates   | 234                                    | -                                    | -                                   | 234                             | 235                           |
| Electricity   | 489                                    | -                                    | -                                   | 489                             | 250                           |
| Cups  | -                                      | -                                    | -                                   | -                               | 180                           |
| Security  | 72                                     | -                                    | -                                   | 72                              | 172                           |
| Office Supplies                                       | 29                                     | -                                    | -                                   | 29                              | 1,003                         |
| Office Costs  | 52                                     | -                                    | -                                   | 52                              | 551                           |
| Insurance   | 157                                    | -                                    | -                                   | 157                             | 157                           |
| UK Men'sShed Association                              | 30                                     | -                                    | -                                   | 30                              | 30                            |
| Shed Repair and Maintenance                           | 2,933                                  | -                                    | -                                   | 2,933                           | 2,422                         |
| Storage   | -                                      | -                                    | -                                   | -                               | 80                            |
| Allotment Lease                                       | 47                                     | -                                    | -                                   | 47                              | -                             |
| Allotment   | 470                                    | -                                    | -                                   | 470                             | 230                           |
| Dogs Trust  | -                                      | -                                    | -                                   | -                               | 30                            |
| Website   | 187                                    | -                                    | -                                   | 187                             | 284                           |
| First Aid Training                                    | 123                                    | -                                    | -                                   | 123                             | 370                           |
| Electric Wiring installation                          | -                                      | -                                    | -                                   | -                               | 2,150                         |
| Legal and Professional Fees                           | -                                      | -                                    | -                                   | -                               | 30                            |
| Events  | 4,434                                  | -                                    | -                                   | 4,434                           | 1,200                         |
| Gratuity  | 60                                     | -                                    | -                                   | 60                              | -                             |
| <b>Sub total</b>                                      | <b>10,016</b>                          | <b>-</b>                             | <b>-</b>                            | <b>10,016</b>                   | <b>10,074</b>                 |
| <b>A4 Asset and investment purchases. (see table)</b> |  |                                      |                                     |                                 |                               |
| Table Saw   | -                                      | -                                    | -                                   | -                               | 1800                          |
| Band Saw  | -                                      | -                                    | -                                   | -                               | 1800                          |
| Dust Extractor  | -                                      | -                                    | -                                   | -                               | 1143                          |
| Track Saw   | -                                      | -                                    | -                                   | -                               | 454                           |
| Wheel Barrow  | -                                      | -                                    | -                                   | -                               | 65                            |
| Strimmer  | -                                      | -                                    | -                                   | -                               | 142                           |
| Inflamable Storage Box                                | -                                      | -                                    | -                                   | -                               | 147                           |
| Henry Vacuum  | -                                      | -                                    | -                                   | -                               | 141                           |
| Kettles   | -                                      | -                                    | -                                   | -                               | 160                           |
| Planner Thicknesser                                   | -                                      | -                                    | -                                   | -                               | 920                           |
| Security Camera                                       | -                                      | -                                    | -                                   | -                               | 204                           |
| Rotavator   | -                                      | -                                    | -                                   | -                               | 280                           |
| Sander  | -                                      | -                                    | -                                   | -                               | 445                           |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>7,701</b>                  |
| <b>Total payments</b>                                 | <b>10,016</b>                          | <b>-</b>                             | <b>-</b>                            | <b>10,016</b>                   | <b>17,775</b>                 |

|                                   |         |   |   |         |          |
|-----------------------------------|---------|---|---|---------|----------|
| <i>Net of receipts/(payments)</i> | - 2,060 | - | - | - 2,060 | - 10,006 |
| A5 Transfers between funds        | -       | - | - | -       | -        |
| A6 Cash funds last year end       | -       | - | - | -       | -        |
| <i>Cash funds this year end</i>   | - 2,060 | - | - | - 2,060 | - 10,006 |



## 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>  | Current Account  | 1,531                           | -                             | -                            |
|   | Business Reserve                                       | 3,228                           | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   | <b>Total cash funds</b>                                | <b>4,759</b>                    | <b>-</b>                      | <b>-</b>                     |
|   | (agree balances with receipts and payments account(s)) | Agreement Error                 | OK                            | OK                           |
|   |  | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| <b>B2 Other monetary assets</b>                             | Details  |                                 |                               |                              |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
|   |  | -                               | -                             | -                            |
| <b>B3 Investment assets</b>                                 | Details  | Fund to which asset belongs     | Cost (optional)               | Current value (optional)     |
|   |  |                                 | -                             | -                            |
|   |  |                                 | -                             | -                            |
|   |  |                                 | -                             | -                            |
|   |  |                                 | -                             | -                            |
| <b>B4 Assets retained for the charity's own use</b>         | Details  | Fund to which asset belongs     | Cost (optional)               | Current value (optional)     |
|   |  |                                 | -                             | -                            |
|   |  |                                 | -                             | -                            |
|   |  |                                 | -                             | -                            |
|   |  |                                 | -                             | -                            |
|   |  |                                 | -                             | -                            |
|   |  |                                 | -                             | -                            |
|   |  |                                 | -                             | -                            |
| <b>B5 Liabilities</b>                                       | 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              |                              |
|   |  |                                 |                               |                              |