

Trustees' Annual Report

For period 1 May 2023 to 30 April 2024

Charity Name:	Littleworth Reading Room & Playing Field CIO
Charity Registration Number:	Charity number: 1193083
Registered Address:	Reading Room, Littleworth, Faringdon, SN7 8 ED

Objects and Activities

The objects of the charity are to establish and run a village hall (the "Reading Room") and playing field to promote for the benefit of the inhabitants of the Parish of Littleworth, near Faringdon, SN7 8ED (interpreted to date as the rural parishes of Littleworth, Wadley and Thrupp) without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

The Reading Room was built as a First World War memorial by Oriel College in the 1920s. It is a two-storey building containing: (i) a hall and 1970s kitchen and toilet extension; and (ii) on the ground floor a separate entrance and utility room for the flat and on the first floor a small one-bedroom flat with living room, bedroom, bathroom and small kitchen. There is a small garden surrounding the building.

The land and building were conveyed to the care of trustees in 1923, with the specific wish of the donors (Oriel College, Oxford) *'that the Reading Room should be for the use of the whole parish and as such should promote the welfare and the happiness of all the inhabitants without distinction of class or creed'*.

The playing field was given to the village in September 1951 by local solicitor Harry Rose and his wife Millicent. A pole barn was erected in 1999, and part of the land was planted with trees creating a community woodland known as Weaver's Walk in 1999-2000.

The primary source of the income for the flat comes from renting the flat. The charity also receives occasional donations from members of the parish and from users of the reading room.

To support the purpose of the Charity, the Trustees focus on: (i) managing, maintaining and investing in the Reading Room and flat; playing field, playground equipment, pole barn and Weavers Walk so that can be used and enjoyed by members of the parish and local community; (ii) facilitating and promoting use of the facilities; and (iii) various fundraising activities to raise funds for the management, maintenance and improvement of the Charity's assets.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit when exercising their powers and duties to which the guidance applies.

Structure, Governance and Management

The Charity is a small Charitable Incorporated Organisation (CIO) registered in accordance with the Charities Act. The charity is governed by its Constitution dated 20 December 2020, which sets out its charitable objects and the framework for its operation. As a CIO, it benefits from a simplified legal structure that supports its purpose and ensures accountability to its beneficiaries.

The charity is overseen by a Board of Trustees consisting currently of six dedicated local volunteers from within the parish. The constitution requires a minimum of 3 and a maximum of 5 appointed trustees. The CIO may also have nominated trustees on behalf of a listed user body, of which there is currently one, nominated by Gainfield PCC. There is also one ex-officio trustee, the incumbent Vicar of the Parish of Littleworth.

The Trustees do not receive any remuneration, payments or benefits from the charity. The trustees collectively bring a diverse range of skills, experiences, and perspectives, which are essential for the effective governance of the Charity. Trustees are appointed in line with the procedures outlined in the Constitution, and new trustees are recruited through open advertisement and community networks to ensure the board has the expertise needed to support the Charity's activities. Trustees are appointed for a 3-year term but may resign at any time.

The Board of Trustees meets frequently to set the strategic direction, review progress against objectives, and ensure compliance with regulatory and legal obligations. Day-to-day operations are managed by the trustees themselves, as the charity does not employ staff. All trustees actively contribute to the operational aspects of the charity, ensuring the effective delivery of its services and projects.

The Board of Trustees is committed to maintaining transparency and accountability in its operations. The charity's annual report and accounts are prepared in accordance with the Charities SORP (FRS 102) and submitted to the Charity Commission as required and open meetings held with the community.

This Charity does not have any trading subsidiaries.

Lala Phillips began the year as Chair, moving across to take on the role of Treasurer when new trustees were appointed and roles reviewed. Mike Wilson was appointed Chair in Lala Phillips' place.

Trustees

Mike Wilson (Chair) (appointed January 2024)
Lala Elizabeth Phillips (Chair/Treasurer) (appointed March 2023)
Alice Sarah Margey (Secretary) (appointed March 2023, nominated by Gainfield PCC)
Leah Caroline Baigel (appointed March 2023)
Simon Thomson (appointed January 2024)
Revd Talisker MacLeod (ex officio)

Adam David Viner (resigned January 2024)
Robert John McInnes (resigned January 2024)
Jeremy Russell Flawn (resigned January 2024)

Activities, Achievements and Performance Undertaken to conduct its Charitable Purposes for the Public Benefit

Reading Room

Wifi was installed and a variety of community events and activities were held in the Reading Room and its garden during the year. These events were open to everyone in the community and included a programme of monthly coffee mornings and whist evenings, pop-up pub, a supper and auction, and a summer cream teas afternoon.

In connection with the Trustees commitment to transparency and accountability, an open meeting with the community was held in the Reading Room in January 2024 to outline the Charity's finances, objects, challenges and to discuss potential projects, considerations and budgeting for the short and medium term.

A second open meeting was held in March in the Reading Room for school age children, their parents and grandparents to discuss what the children enjoy in the current playground set-up and to understand how the community is using the facilities and gather suggestions for improvement.

The Reading Room was also made available to support events held by the Holy Ascension Church in Littleworth as the church does not have its own toilet or kitchen.

Equipment (e.g. tables, urns, glasses and mugs) have been utilised by member of the community for events such as birthday parties and weddings and donations made to the charity.

This year saw the use of the Reading Room expanded as members of the Parish held meetings and utilised it as a course venue. This provided useful feedback on how the facilities could be improved to facilitate this type of usage. The introduction of wifi in the Reading Room was critical in enabling this use of the facility.

Flat

A change in tenant and damage to the flat provided an opportunity for investment, maintenance and repairs to the flat. The flat was transformed through treatment of mold, redecoration, replacement of deteriorated and defected fixtures and fittings,

replacement of broken hob and extractor, replacement of defective white goods, new kitchen and bathroom flooring, safety treads to stairs, general works to the bathroom and new heating controls. Replaced and new items were selected taking into account energy performance and environmental considerations. These improvements allowed the rent (and therefore the income of the Charity) to be increased from £775 to £850 pcm and should minimise maintenance costs in the short-medium term.

The Trustees felt that investment in the flat was important as the rent from the flat covers the utility costs, insurance, inspection, certification, repair and maintenance costs of the Reading Room, the flat, the playground, play equipment, Weavers Walk, trustee liability insurance and public liability insurance for community events. Without this income, the Charity's capacity to achieve its goals and offer public benefits would be significantly affected.

Playing Field

After its annual inspection, the wooden playframe had to be closed in September 2023. A large diseased lime tree overhanging the footpath and presenting a danger was pollarded. A pro bono survey of the pole barn was carried out by a local surveyor, finding it sound with minor maintenance suggested.

The annual Church 'Family Fun Day and Dog Show' took place on the playing field in June, the village bonfire was held in November, and in the autumn and spring volunteers underplanted the Weavers Walk trees with daffodils, primroses, snowdrops and bluebells, the plants funded by a Lottery grant to the Parish Meeting to celebrate the Coronation.

In March, a public meeting was held specifically to listen to the children to see what equipment and facilities they would like in the playing field. Fifteen children attended with their parents and grandparents. Some ideas were over-ambitious, but it was very useful to inform planning for the future, particularly given the temporary closure of the wooden play frame. The Trustees were able to quickly implement some of their suggestions and requests e.g. more frequent mowing of playing field to facilitate football games, provision of smaller football nets and rugby posts for younger children and a date for a community maintenance day scheduled for the repair, sanding and redecoration of equipment.

Capital Improvements

At the January 2024 meeting several projects, all of which would require capital investment and fundraising, were discussed. These included (i) replacing an existing window with a set of double doors and investigating whether disabled access could be created; (ii) works relating to energy performance and climate change considerations relating to both the hall and the flat – especially in light of proposed changes to landlord responsibilities and EP ratings expected in the short-medium term; (iii) installing thermal and acoustic insulation in the main room of Reading Room as many members of the community struggle to hear in the room due to poor acoustics. The Trustees agreed to take steps to investigate further the costs and consideration for such works and to explore fundraising options.

The flat was accepted in principle by Oxfordshire County Council for a Home Upgrade Grant, to raise its EPC from E to C. The terms are that OCC pays two thirds of the cost, and the Charity, as landlord, would have to fund one third of the costs. However, after conducting a survey June 2023, OCC's initial chosen contractors (Dyson Energy Services) failed to materialise to undertake any work. New contractors were appointed by OCC and a new survey was undertaken in April 2024.

The Reading Room itself has no internal wall insulation, and an application was made to the Vale of White Horse District Council's Climate Action Fund which was rewarded with a grant of £5,000. Dyson Energy Services had also quoted to carry out this work (£13,000) but failed to materialise. A new quote was sought which was higher (£23,000).

The Trustees experienced difficulties and delays in finding architects, builders, contract administrators and principal designers to assist the necessary drawings, schedule of works and documentation needed to progress these projects, as a result no works were commenced during the financial year.

During this time, £16000 of grants were applied for and received from the Oxford County Council Councillors Priority Fund, Doris Field Charitable Trust, Garfield Westeon Foundation, National Lottery Community Fund Award Scheme and Pye Settlement Charity towards the accessible door project. The local Village Events group had also donated £1676 raised at community events held in the Reading Room and Playing Field towards the accessible access door project and £2688.88 towards the playground equipment.

Financial Review and Reserves Policy

Cash funds held at the bank as of 30th April 2023 were £27,532.87.

The Charity had expenditure of £9,613.15 and income of £10,986 for this financial year. The income was comprised of rent, deposit retention from damage caused by exiting tenant and unrestricted donations.

An additional £ 23,188.88 of restricted donations and grants were received towards the capital projects outlined above.

The Charity does not hold any funds as custodian trustees on behalf of others.

Reserves Policy

The charity keeps a reserve of £10,000. This represents around one year's running costs, which might be considered high, but when bearing in mind the construction of the Reading Room building (rubble stone with a stone slate roof, in a Conservation Area), it is felt prudent to keep this amount towards urgent unexpected repairs.

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

Signed on behalf of the trustees.

Signature: 
Full Name: MICHAEL ROBIN WILSON
Position: CHAIRMAN
Date: 28/1/25

Signature: 
Full Name: LEAH CAROLINE BAIGELL
Position: TRUSTEE.
Date: 28.01.2025.


LALA PHILLIPS
TRUSTEE + TREASURER 2023-24
28.01.2025.

LITTLEWORTH READING ROOM & PLAYING FIELD CIO

REGISTERED CHARITY NO. 1193083

**RECEIPTS AND PAYMENTS ACCOUNT FOR FINANCIAL
YEAR ENDING 30 APRIL 2024**

LITTLEWORTH READING ROOM & PLAYING FIELD CIO

CHARITY INFORMATION

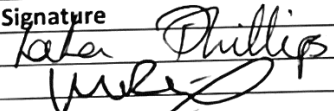
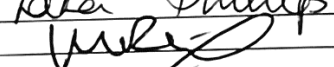
NAME:	LITTLEWORTH READING ROOM & PLAYING FIELD CIO
CHARITY NUMBER:	1193083
TRUSTEES AS AT 30 APRIL 2024	Leah Baigel Alice Margey Lala Phillips Simon Thomson Michael Wilson Talisker Tracey-McLeod (ex officio)
ADDRESS FOR CORRESPONDENCE:	Littleworth Reading Room Littleworth Faringdon SN78ED United Kingdom Email: ciotrustee@gmail.com

Section A Receipts and payments	
A1 Receipts	Period 01.05.2023 - 30.04.2024
Reading Room Flat Rental Income	£9,825.00
Deduction from Tenant Deposit for Damage	£321.80
Tenant Payments for Oil	£405.00
Donations for Reading Room Use	£335.00
Unrestricted Donations	£100.98
Restricted Donations and Grants ¹	£23,188.88
Gift Aid	£0
Interest on Funds held in Bank Account	£0
Sub total	£34,176.66
A2 Asset & investment sales	£0
Total Receipts	£34,176.66
A3 Payments	
Utility - Water	-£258.29
Utility - Electricity	-£148.00
Utility - Oil	-£823.73
Utility – VOWH	-£57.26
Insurance	-£1,076.61
Council Waste Disposal Charges	-£84.01
Wifi	-£596.00
Maintenance of Playing Fields	-£1240.00
Inspection and Maintenance of Playground Equipment	-£302.40
Flat – Electrician	-£110.00
Flat - Testing & Certification	-£438.00
Flat – Decoration and Maintenance	-£1822.06
Flat – replacement of broken and deteriorated fixtures and fittings	-£691.99
Maintenance of Reading Room	-£40.80
Professional Fees – Structural Engineer	-£450.00
Sum-up Equipment for community event card payment facility	-94.80
Sub total	£8,233.95

¹ Donations and grants of £16,000 have been awarded for accessible access to the Reading Room from Oxford County Council Councillors Priority Fund, Doris Field Charitable Trust, Garfield Westeon Foundation, National Lottery Community Fund Award Scheme and Pye Charitable Settlement. A donation of £5000 was awarded by the Vale of White Horse Climate Action Fund to be used for insulation and energy efficiency related measures in the Reading Room. Donations of £2688.88 from the local Village Events Group were given to be used for the repair and maintenance of playground equipment and towards the accessible access. £500 was awarded by The Midcounties Coop to support and facilitate the running of our community benefit events.

A4 Asset & investment purchases	
White Goods and Hobs for Reading Room Flat	-£1,379.20
Total Payments	£9,613.15
Net of receipts/payments	£24,563.51
A5 Transfers between Funds	£0
A6 Cash funds last year end	
Account Balance as at 01.05.2023	£27,531.87
Cash funds at Bank as at 30.04.2024	£52,095.38
Section B Statement of assets and liabilities for period ending 30.04.2024	
B1 Cash funds	
Funds held in Bank Account	£52,095.38
Cash held as Float	£100.00
Total cash funds	£52,195.38
B2 Other monetary assets	£0
B3 Investment assets	£0
B4 Assets retained for the charity's own use	£0
B5 Liabilities	£0
NET TOTAL FOR THE YEAR	£52,195.38

Signed by two trustees on behalf of all the Trustees:

Signature	Print Name	Date of Approval
	LALA PHILLIPS	28.01.2025
	MICHAEL WILSON	28.1.2025



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Littleworth Reading Room and Playing Field CIO

On accounts for the year
ended

2004

Charity no
(if any) 1193083

Set out on pages

1

(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 **30/04/2024**

Responsibilities and
basis of report

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

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Tim Fouracre

Date: 17 Jan 2025

Name:

Tim Fouracre

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

Fellow Chartered Accountant (FCA), Institute of Chartered Accountants in England and Wales (ICAEW)

Address:

Tim Fouracre C/O Adams Winter Ltd, 20-22 Wenlock Road, London, N1 7GU

Only complete if the examiner needs to highlight 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.