



## Trustees' Annual Report for the period

Period start date			Period end date		
From	19 <sup>th</sup>	Oct	2021	To	31 <sup>st</sup> Dec 2022

### Section A Reference and administration details

Charity name **Charlbury Corner House and Memorial Hall Trust**

Other names charity is known by

Registered charity number (if any) **1196206**

Charity's principal address **The Corner House**

**Market Street**

**Charlbury**

**Postcode** **OX7 3PN**

#### 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	Roy Scott	Chairman		Initial trustee
2	Paddy Gallagher	Treasurer to 28/11/22		OCC and WODC councillors
3	Brian Ford	Treasurer from 28/11/22	From 28 <sup>th</sup> Nov 2022	PCC
4	Simon Walker	Secretary		Initial trustee
5	John Partington			Initial trustee
6	Marjorie Glasgow		To 21 <sup>st</sup> Nov 2021	Initial trustee
7	Richard Fairhurst		To 5 <sup>th</sup> Nov 2022	Initial trustee
8	Paul Jackson		To 5 <sup>th</sup> Nov 2022	Initial trustee
9	Linda Monckton		To 4 <sup>th</sup> Jan 2022	Initial trustee
10	Jeffrey West		To 4 <sup>th</sup> Dec 2022	Initial trustee
11	Timothy Crisp		From 9 <sup>th</sup> Dec 2021	Charlbury Town Council

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

Name	Dates acted if not for whole year
Charlbury Town Council	

### 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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## Section B Structure, governance and management

### Description of the charity's trusts

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

Foundation-type constitution dated 11<sup>th</sup> October 2021.

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

Charitable incorporated organisation.

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

Appointed by local organisations and the trustees.

### 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.

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## Section C Objectives and activities

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

The provision and maintenance of The Corner House and the War Memorial Hall for the use of the inhabitants of Charlbury and the surrounding area without distinction of political, religious or other opinions.

**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 charity was registered on 19<sup>th</sup> October 2021 with the aim of taking over responsibility for the management of The Corner House and War Memorial Hall in Charlbury from its predecessor, the Charlbury Corner House & War Memorial charity (Reg. No. 304282). From that date until 19<sup>th</sup> July 2022, when the trustees of the previous charity vested its assets to the CIO, the CIO functioned solely as a shell organisation, without assets, revenue or expenditure. The trustees made use of that period to review plans for the future of the buildings that had been drawn up over a number of years, and to develop strategies for ensuring that they will continue to be available to the local community going forward.

As of 20<sup>th</sup> July 2022, the charity assumed responsibility for the buildings, which were gifted to the town of Charlbury in the late 1940s and are used as venues for local user groups to carry out their activities. This responsibility encompasses providing facilities for meetings, lectures, classes, informal social gatherings and other forms of recreation and education, with the object of improving the conditions of life for the residents of Charlbury and its neighbouring communities.

In providing these facilities, the trustees are mindful of the Charities Act 2011 'public benefit requirement' in all of their activities.

**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.

The charity is reliant on income from hire charges for its facilities, together with grants and donations from local government and other sources, and the contributions donated specifically by the organisers of Charlbury's annual Street Fair. In consequence, it is not in a position to offer grants to other organisations.

The charity wishes to acknowledge with full gratitude the input that it receives from local volunteers, both individuals and the organisers of Street Fair. It would not be able to function without them.



## Section D

## Achievements and performance

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

As noted above, the charity's trustees used the time between its registration on 19<sup>th</sup> October 2021 and the vesting of the assets held by the previous charity on 19<sup>th</sup> July 2022 to review and formulate strategies for the future operation of the buildings for which it would assume responsibility. In this respect, trustees of the previous charity had devoted considerable time and effort over a number of years in drawing up plans for the renovation of The Corner House in particular, which is a Grade II-listed building in a prominent position in the town centre. Special consideration has had to be given to ensuring a balance between maintaining the building's heritage value, enhancing its usability as a community venue, and reducing its environmental footprint in terms of improvements to its energy-use efficiency. When it took place, the transfer of assets from the previous charity included beneficial ownership of The Corner House and the Memorial Hall to the CIO, with Charlbury Town Council continuing in its role as legal owner and custodian trustee of the properties.

During the last six months of 2022, the charity was able to maintain its financial viability, with continuing demand for space-hire in both buildings. In addition to the Cornerstone project (a free community-sharing hub that provides food and services to members of the community who are in financial difficulty), the local Art Society made use of one room in The Corner House for the whole period as an art studio and workshop. Together with the long-term use of an office space by a small international charity, these projects provided regular and stable income. In addition, the expansion of the existing second-hand bookshop in The Corner House brought in significantly more revenue to the charity. A new on-line booking system was introduced to assist in managing space hire, and has proved to be both efficient and popular with users.

Work on renovating and redecorating the Memorial Hall was essentially completed by the end of 2022. A similar exercise for The Corner House, will be a much more complex undertaking in view of the building's heritage status, with planning for this remaining work-in-progress.

During the period under review, a number of the charity's initial voluntary trustees resigned or did not seek re-appointment. While these were mainly for reasons involving other commitments, the sudden death of Rev. Jeff West at the end of 2022 deprived the charity of his lifetime's experience in managing and maintaining heritage buildings, experience that has been sorely missed.

In conclusion, the trustees would like to reiterate their sincere gratitude to everyone within the local community who has helped to ensure the charity's viability through volunteering their time and skills. In particular, special thanks are due to the organisers of Street Fair and to the volunteers who have helped the event to bounce back from the downturn that resulted from the Covid pandemic. The funds that Street Fair raise each year are essential to keeping The Corner House and the Memorial Hall functioning for the benefit of Charlbury and its local community.

## Section E Financial review

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

The charity maintained sufficient reserves to cover its immediate requirements, with surplus funds being held in a secure bank account.

### Details of any funds materially in deficit

N/a

### Further financial review details (Optional information)

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


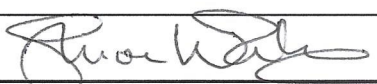
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## 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)	Roy Scott	Simon Walker
Position (eg Secretary, Chair, etc)	Chairman	Secretary
Date	24th October 2023	

**Income and Expenditure Charlbury Corner House & Memorial Hall**  
**Receipts and Payments Account for the period from October 19, 2021 to December 31, 2022**

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<u>Receipts</u>	£'s	£'s
Community Fund Grant	1200.00	
Donations	1602.80	
Fund Raising	2666.00	
Corner House Income	3445.61	
Memorial Hall & Corner House Income	7005.65	
Memorial Hall Income	3440.00	
<b>Total Receipts</b>		<b><u>19360.06</u></b>
<u>Payments</u>		
<b>Corner House</b>		
Business Rates	155.00	
Electric	805.30	
Equipment	38.40	
Gas	40.37	
Maintenance	1442.71	
Telephone	245.29	
WIFI	75.00	
		<b>2802.07</b>
<b>Memorial Hall</b>		
Business Rates	105.00	
Electric	543.93	
Equipment	180.84	
Gas	488.28	
Maintenance	4403.16	
TV Licence	159.00	
		<b>5880.21</b>
<b>General Administration</b>		
Administration (Software subscriptions, Stationery etc)	768.47	
Annual Licences	70.00	
Bank Charges	54.00	
Cleaning	3065.00	
Insurances	4565.41	
Book Keeper (Elena Piras)	5300.00	
Waste	538.20	
Website Maintenance, Hosting & Domain	240.00	
Refunds	311.00	
		<b>14912.08</b>
		<b><u>23594.36</u></b>
<b>Total Payments</b>		
<b>Surplus of payments over receipts for the period</b>		<b><u>-4234.30</u></b>

Moyscott

Brian Ford

10<sup>th</sup> December 2023.