

Minutes of Trustee meeting held on Monday 26/1/26

At the Garden House

Present: Stuart Jeffcoate; Sharon Whitehead; Lili Moffat;
Suzy Meller (by WhatsApp); JC – Chair.

1. Kitchen and menus while JC away

Sharon agreed the menus. JC will augment and send to Sharon and Suzy to amend as they see fit. Suzy will make sure the Calendar is up to date with helper availability.

SW
JC
SM

Lili will take the cash from lunch club each week and pay Arun for the groceries on Fridays or Saturdays. (JC will inform him). Any remaining cash can be kept, and JC will pay into account when she gets back.

JC/LM

2. AGM/Social date

We must have a formal meeting prior to accounts sign-off and then submission to the Charities Commission. The Return for 2024/25 has to be submitted by 31st July 2026. We have officially had our AGM/Trustees meeting on 9th October 2025, and Jayne Kennedy has agreed to sign off the accounts. Once Lili has the signed accounts, JC will submit.

LM
JC

However, traditionally, we have always held a Social Evening and AGM for all the Volunteers to attend. Initially it was hoped this could be at the end of March, but Suzy (and Steph) will be away then, so now looking at early April. *7th or 8th would be a possible date but as it's just after Easter, suspect this won't work. JC will then be away 13-18th April.*

We really do need to announce it – good PR for volunteers, and it's important that all the Trustees can attend.

ALL

So please give me other dates available for e.g. mid-March.

3. Champney

JC has agreed to help Benta with kitchen renovation at Champney Hall, Horton is part of the Charity and Champney could be better used for our events sometimes if the kitchen was usable. Once the estimates for work have been obtained, agreed that WHVC will contribute some of the kitchen equipment e.g. cooker. *(Although in hindsight, the major equipment is probably easier to get through grants, and we might be better providing the saucepans etc).*

JC

4. Finance

We have received a donation from the estate of David Moss – over £30,000, which was unexpected and a real boon for us. For the time being, we don't need to apply for grants and probably shouldn't as we

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need to have allocated this sort of funding to other things if we apply for more. Agreed that we can keep the meal costs as they are for now (although it might be easier if we round it up to £8 at some point).

JC

Meanwhile, also agreed that we should look for replacement large upright freezer and tall narrow warming cupboard if one exists.

- a) Unity trust bank was originally chosen because it was the easiest route for us to gain an account. However, it's not ideal.
- b) We really need some form of card – probably credit card as our constitution and most grant applications state that we must have 2 signatories to take money out of the account; ergo debit card probably not appropriate. This would make expenses a great deal easier as now JC buys most things and charges back to the charity via expense claim form.
- c) We already had £20,000 surplus at the moment, albeit we agreed again that we need to ring fence a minimum of £10,000 as 6 month running cost reserve. The deposit account rate is negligible, so we need to seek alternative deposit opportunities.

SJ

Stuart has agreed to :

- a) Look at other bank accounts which might be suitable for us
- b) Which do have some form of credit card/charge card option
- c) And possibly an option like the Marcus Account (Goldman Sacks) to gain a higher deposit rate.

5. Datchet

JC

JC was approached by Eton Guest House to ask whether we would consider taking up to 10 extras for lunch club on Thursdays. Confirmed but only with notice.

JC had also been asked by David Buckley whether we would consider amalgamating Datchet into WHVC. They had originally set up a group during Covid, but it evaporated after lock-down. They have money (c. £30K) which they would contribute and also already have a phone line. Agreed that we can investigate this further as a possibility if we have sufficient additional volunteers and a working Trustee from Datchet. JC to meet again with David Buckley to discuss.

SJ

6. Volunteers

SM

New volunteer for lunch club can probably work on Thursdays, mainly. Stuart will try to find more drivers for

- a) Wednesday & Friday deliveries and
- b) Ad hoc driving to hospital etc.

WhatsApp group volunteers discussed. Agreed to remove permanently

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inactive people in the Group as they don't need the updates on who has joined/left etc.

LM

**SM
SJ**

7. AOB

Insurance - Lili will estimate the replacement costs for the main kitchen equipment etc. for insurance purposes. Obviously, our rate will then go up.

Clients: Discussions regarding possible Mobile Lunch Club requirements and Stuart's over-arching commitment to his neighbour which needs probably to be addressed via a care home - even temporarily.

**LM
JC**

Building Maintenance - Sharon reported that the Village Hall Management Committee are aware of the on-going roof leak in the kitchen. Hopefully that means they will get it professionally fixed. Also, the Fire Door which is still due to be fitted between the kitchen and main hall. Apparently, they are aware and are looking for some-one to install it. Point made that in the event of a fire, we might not be insured??

LM

Website - Lili confirmed that Katia is working on this and Lili is providing encouragement (!) but needs logos for the most recent donors. Likely this will only be Pargiter (Berkshire Community Foundation) and Yapp Trust as all the other donors were from the kitchen renovation applications or earlier.

ALL

There will be an annual cost for the website. Confirmed that we do need access to email from the website and asap as currently, the Website is still hosted by Simon, and he sees all emails which come to the web site. This is not acceptable from a security viewpoint. We also need to supply pictures and biopic (?) of all trustees.

Trustee terms - Our constitution states that Trustees need to serve for a term of 3 years but can be re-elected to stay on thereafter. So far, the original Trustees have already served since the Charity foundation in 2021, and we all agreed to stay on. Stuart then joined last year. We should probably change the constitution to allow unlimited extensions of Trustee terms (providing still compos mentis and willing). If we extend the charity to include Datchet, it will be an ideal time to overhaul the constitution.

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	AD
1	Wraysbury & Horton Voluntary Care										Year-End 30th September 2025													
2																								
3	Year-End summary																							
4	Income										Expenses													
5	Month	Mnthly Totals	Total	Meals on Wheels	Lunch Club	Coffee Morning	Charities Box/Fund Raising	Donations Grants	Funds for the new kitchen	Other/Ch ampney Hall	Month	Mnthly Totals	Total	Food Costs	Catering Supplies	Hall Hire	Admin	Bank Charges	Insur'e	Other/ Shop'g	Fixed Assets	Champney Hall	New Kitchen Costs	
6	Oct-24	Monthly Totals	6,235.01	1,474.00	701.00	190.01	-	3,120.00	710.00	40.00	Oct-24	Monthly Totals	11,332.33	1,516.11	191.50	750.00	481.32	5.40	-	-	-	-	8,388.00	-
7	Nov-24	Monthly Totals	8,205.73	1,600.00	1,100.71	243.00	105.54	4,592.48	564.00	-	Nov-24	Monthly Totals	20,134.89	2,158.63	159.90	825.00	-	6.00	-	85.00	-	-	16,900.36	-
8	Dec-24	Monthly Totals	4,412.05	1,960.00	599.00	144.05	1,308.00	401.00	-	-	Dec-24	Monthly Totals	2,739.70	1,490.86	342.84	900.00	-	6.00	-	-	-	-	-	-
9	Jan-25	Monthly Totals	1,575.50	748.50	571.50	133.00	-	122.50	-	-	Jan-25	Monthly Totals	4,154.47	2,687.77	235.90	850.00	-	6.00	-	-	374.80	-	-	-
10	Feb-25	Monthly Totals	2,936.28	1,511.00	779.00	242.00	191.78	212.50	-	-	Feb-25	Monthly Totals	2,269.36	1,145.18	218.18	900.00	-	6.00	-	-	-	-	-	-
11	Mar-25	Monthly Totals	6,318.73	1,569.00	973.50	289.55	74.18	3,412.50	-	-	Mar-25	Monthly Totals	2,753.54	1,772.49	75.00	900.00	-	6.00	-	-	-	-	-	-
12	Apr-25	Monthly Totals	2,387.50	1,107.00	770.00	253.00	135.00	122.50	-	-	Apr-25	Monthly Totals	3,837.17	1,635.54	287.54	900.00	-	6.00	-	-	1,008.09	-	-	-
13	May-25	Monthly Totals	4,833.54	1,838.00	877.50	233.00	1,661.60	223.44	-	-	May-25	Monthly Totals	4,372.48	1,997.14	385.51	1,625.00	260.40	6.00	-	-	98.43	-	-	-
14	Jun-25	Monthly Totals	3,589.52	1,573.50	848.00	227.00	828.52	112.50	-	-	Jun-25	Monthly Totals	4,494.08	2,909.00	315.21	950.00	23.99	6.00	-	289.88	-	-	-	-
15	Jul-25	Monthly Totals	2,891.00	1,196.50	1,218.50	313.50	-	162.50	-	-	Jul-25	Monthly Totals	6,156.84	4,014.73	616.13	900.00	5.99	12.00	447.59	160.40	-	-	-	-
16	Aug-25	Monthly Totals	5,855.41	2,340.00	427.50	177.50	32.55	2,562.50	-	315.36	Aug-25	Monthly Totals	1,117.86	161.86	-	950.00	-	6.00	-	-	-	-	-	-
17	Sep-25	Monthly Totals	11,819.60	1,727.00	1,155.00	176.00	1,527.10	7,234.50	-	-	Sep-25	Monthly Totals	2,565.55	1,569.55	-	890.00	-	6.00	-	100.00	-	-	-	-
18		Monthly Totals	61,059.87	18,644.50	10,021.21	2,621.61	5,864.27	22,278.92	1,274.00	355.36		Monthly Totals	65,928.27	23,058.86	2,827.71	11,340.00	771.70	77.40	447.59	635.28	1,481.32	-	25,288.36	-
19																								
20																								
21	Opening Bank Balance			£ 19,493.64																				
22	Bank Receipts			£ 61,059.87																				
23	Bank Expenditure				£ 65,928.27																			
24	TFR from Saver			£ 12,776.61																				
25	TFR to Saver				£ 23,000.00																			
26	Closing balance per Statement				£ 4,401.85																			
27																								
28	Instant Access Account																							
29	Opening Bank Balance			£ 11,248.06																				
30	Interest credit			£ 333.07																				
31	Transfer from c/a			£ 23,000.00																				
32	Transfer to c/a				£ 12,776.61																			
33	Closing balance per Statement				£ 21,804.52																			
34																								
35			61,392.94		26,206.37																			



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

Wraysbury and Horton Voluntary Care

On accounts for the year ended

30th September 2025

Charity no (if any)

1197937

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30 /09/2025**.

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:

19th February 2026

Date:

Jayne Kennedy

Name:

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

Member of the Chartered Institute of Management Accountants

Address:

5 Welley Road

Wraysbury

Staines upon Thames. TW19 5DL.

Section B

Disclosure

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.

Nothing to disclose.