

CHARLBURY COMMUNITY WORKSHOP

TRUSTEES ANNUAL REPORT FOR THE YEAR TO 31 DECEMBER 2023

1. The charity and its trustees

Charlbury Community Workshop (CCW, Registered Charity No 1202551) is housed in a new building at:

The Spendlove Centre, Enstone Road, Charlbury OX7 3PQ.

Its trustees are:

Chris Potts, Chair

William Robinson, Secretary

Grace Cahill, Treasurer

Dave Court

Colin Critch

Tony Merry

Lucy Overs

Matthew Scott

Simon Walker.

2. Structure and management

The CCW has been set up as a Charitable Incorporated Organisation. It is an Association CIO and so it has members (like a club) who elect the trustees. The Constitution was approved by the Charity Commission and the CIO was registered on 30 March 2023.

The 9 initial trustees are all members of the working group formed in June 2022 which got the project up and running. They are a mix of working professionals and people who are retired. They were initially appointed as trustees by the Charity Commission and were re-elected at the first AGM on 21 September 2023. At the AGM on 11 April 2024 one-third of them will retire as trustees and some will put themselves forward for re-election by the members. Under its Constitution the CCW can have up to 12 trustees.

3. Activities and objectives

The CCW has been set up to provide an affordable facility for repairing, making and training in a variety of practical crafts, in particular woodworking and needlecraft. It is open to everyone and intended to serve the local community.

The workshop is opened on prearranged mornings and afternoons, with supervision by coordinators experienced in the safe use of the equipment. All members/volunteers have to complete a safety induction training for the area that they are going to work in (dusty area or/and clean area) before they can use the facilities.

The CCW will also run courses on practical topics of general interest such as bicycle maintenance.

In managing the workshop, the trustees are mindful of the Charities Act 2011 'public benefit requirement' in all of their activities.

4. Achievements and performance

The CCW is housed in a purpose-built workshop, a sturdy steel structure on a concrete base, next to the Community Centre. Much of the construction work and the fitting out has been carried out by members of the working group and other volunteers.

The workshop is 9m by 5m, divided into two separate work spaces, one for fabric/materials, with sewing machines and an overlocker, and the other for woodworking and other crafts, with benches and various power tools (drills and lathes) and hand tools (chisels, saws, files, hammers). The equipment and the tools have largely been donated by members of the community.

Once the fit out of the building had been completed and the necessary checks carried out, the CCW began running regular sessions from October 2023.

The CCW has started offering a repair service for a small fee.

The current opening times are:

Tuesdays	9.00 am - 12.30 pm (both craft and woodwork rooms)
Wednesdays	10.00 am - midday (craft)
Thursdays	2.00 pm - 4.00 pm (woodwork)

The CCW already has 43 members and is looking at ways of reaching out to more local people.

In 2024 the Workshop has assisted the Charlbury Primary School by repairing the door to an outside building and is arranging to build a stage in the playground.

5. Finances

The Thomas Gifford Trust, which owns and manages the Charlbury Community Centre, made the land available and contributed substantial initial funding for the construction of the building on that land. The Workshop is owned by The Thomas Gifford Trust. Funding for the building and the fitting out was received from The Glasgow Foundation, Sustainable Charlbury, Blenheim Palace, Oxfordshire County Council's Connected Communities Fund, Charlbury Town Council, Charlbury Beer Festival, and private donations. Most of the work to fit out the Workshop was done by trustees and members.

Funding for ongoing operations come from a mixture of annual membership fees (£25 a year), session fees (£1 a session), special fund-raising events and the sale of items made at the workshop (such as bird boxes and hedgehog houses). There are no staff costs as everyone volunteers their time. The CCW has arranged its own insurance covering the operation of the workshop and the building and contents. The CCW pays a monthly rent of £100 to the Thomas Gifford Trust.

On behalf of the trustees:

Chris Potts, Chairman



Charlbury Community Workshop Accounts 2023

WORKING ACCOUNT

Year to 31 December 2023

INCOME

Donations	6,369.82
Fund generation	480.74
Member subscriptions	900.00
Interest	0.00
Other	0.00
	<u>7,750.56</u>

LESS EXPENDITURE

Bought in goods for fund generation	0.00
Equipment and materials for fit-out	3,241.07
Insurance	608.79
Maintenance and utilities	692.40
Workshop consumables	0.00
Bank charges	0.00
Other Expenses	0.00
	<u>4,542.26</u>

NET SURPLUS/DEFICIT FOR THE YEAR

3,208.30

Plus Retained Income from Previous Years	0.00
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TOTAL WORKING RESERVES

3,208.30

REPRESENTED BY:

ASSETS

CoOp Bank	3,208.30
Outstanding monies owed to CCW	0.00
	<u>3,208.30</u>

LESS LIABILITIES

Due to creditors	0.00
	<u>0.00</u>

3,208.30

NOTES

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G Cahill (Treasurer)

Date
