

# **CHARLBURY COMMUNITY WORKSHOP**

## **ANNUAL REPORT FOR THE YEAR TO 31 DECEMBER 2024**

### **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:

David Court, Chair  
William Robinson, Secretary  
Simon Walker, Treasurer  
Grace Cahill (retired 11 April 2024)  
Colin Critch  
Tony Merry  
Lucy Overs  
Chris Potts  
Matthew Scott  
Kevin Slevin (from 2 September 2024).

### **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 present nine trustees include eight who were original members of the working group formed in June 2022 and were responsible for the planning, construction and initial set up of the structure that forms the existing workshop. They were appointed by the Charity Commission on 30 March 2023 and were re-appointed at the first AGM on 21<sup>st</sup> September 2023.

At the AGM held on 11 April 2024 three trustees, William Robinson, Grace Cahill and David Court, retired in accordance with the constitution and William Robinson and David Court were re-elected. Grace Cahill did not offer herself for re-election and Kevin Slevin was appointed a trustee on 2 September 2024.

The trustees are a mix of working professionals and retired professionals with the skills and experience required to manage and run the CCW. During the initial stages until May 2024 the trustees met once a month. From July 2024 the trustees have held formal meetings every two months, with numerous informal contacts in between.

In accordance with the Constitution, at the 2025 AGM three of the trustees will retire but may put themselves forward for re-appointment.

Under the Constitution the CCW can have up to twelve 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 soft crafts.

The workshop is opened on prearranged mornings and afternoons, with supervision by coordinators experienced in the safe use of the equipment. All members/volunteers are given a safety induction before carrying out any operations within the workshop.

The CCW will run courses on practical topics of general interest and provide a repair facility (subject to the capabilities of the workshop members involved) whereby items can be brought to the workshop and repaired/restored either by members or in collaboration with the owners.

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

#### **4. Achievements and performance**

The workshop became fully operational in April 2024 when it was granted an electrical certificate, and all parts of the construction had been confirmed as being in accordance with Building Regulations.

The workshop building is split into two distinct sections, one catering for soft crafts and the other for woodworking and associated activities.

The workshop is fully fitted with hot and cold running water and facilities for providing hot beverages for the members.

At the back of the building is another area upon which the members have built a timber store where all timber that has been donated to the CCW can be safely stored under cover.

In the spring of 2025, with the help of a grant from the Charlbury Beer Festival, we intend to surface the whole outside area with stone to provide a safe, level and clean area suitable for works outside during the summer months. This work will be carried out by members.

The current opening times are:

Tuesday 09.00 – 12.00 (woodwork)

Wednesday 09.00 – 12.00 (soft crafts)

Thursday 14.00 – 16.00 (woodwork)

The CCW currently has 45 members and continues to reach out to the local area to encourage more people to participate.

In 2024 the workshop held several successful Saturday morning events. At two events we provided a sharpening service for people to get tools and other items sharpened. The soft crafts section ran three events where they taught groups crochet, macramé and rag-wreath making, all of which were fully subscribed.

Further events will be run throughout 2025, with the first sharpening event scheduled for 29 March.

The woodwork section has been kept extremely busy with numerous projects involving repair and renovation of furniture, in particular some garden seats, repair and rebuilding of a 100 year old rocking horse, and mending smaller items ranging from saucepan lids to umbrellas. Members have also collaborated with the local wildlife society in the manufacture of hedgehog and bird boxes.

In September 2024 we ran a stall at Charlbury Street Fair selling items manufactured by members and later in the year we took part in a number of Christmas fairs selling seasonal objects made by members.

On each of our days of opening we have an average of five to eight members in each section and the numbers are slowly growing.

Over and above the activities in the workshop, the core trustees and members have continued to improve the facilities with the introduction of improved storage and the updating of equipment. We are most grateful to local residents who continue to be very generous with their offer of tools, storage, timber and accessories, all of which are put to good use.

Finally, having received a large amount of equipment, tools and accessories during the early part of 2024, we sorted out the items that we did not need (including duplicate items) and provided a package of tools and equipment to Tools With a Mission (TWAM). TWAM is a charity that takes unwanted tools, cleans and repairs them and then passes them on to third-world countries which are in need of such equipment.

In a separate exercise later in the year, we carried out another review of our equipment and contributed a smaller package to St Mary's Church in Charlbury for forwarding, together with other tools they had collected, to TWAM.

## 5. Finance

With the basic infrastructure complete, the CCW now funds ongoing operations with income from a mixture of:

- annual membership fees, (£25 per year),
- session fees (£1 per session),
- special events, such as sharpening where we charge for each item sharpened, and making courses where we charge a course fee,
- sale of items such as bird boxes and Christmas decorations,
- donations from people who have had an item repaired by members.

In addition, we seek grants wherever possible to assist in the purchase of new equipment, to cover ongoing infrastructure needs, and to assist in the cost of annual insurance and the annual rent that we pay to the Thomas Gifford Trust as the owner of the land and the building itself.

Through its activities, CCW was able to report a small financial surplus for 2024, while securing in advance sufficient support from donors to cover its major running costs for 2025.

Signed on behalf of the trustees:

David Court, Chair

Signature: 

Date: 3/4/2025

William Robinson, Secretary

Signature: 

Date: 3.4.2025

## Charlbury Community Workshop

Accounts for the period 1<sup>st</sup> January to 31<sup>st</sup> December 2024

	2024	2023
<b>INCOME</b>		
Grants	2,575.00	4,450.00
Donations	1,826.42	1,919.82
Funds generation	910.50	480.74
Membership subscriptions	1,087.50	900.00
<b>Total</b>	<b>6,399.92</b>	<b>7,750.56</b>
<b>EXPENDITURE</b>		
Rent	1,200.00	0.00
Insurance	641.29	608.79
Equipment and materials for fit-out	863.66	3,241.07
Maintenance and utilities	60.00	692.40
Workshop consumables	226.39	0.00
Materials for third-party projects	352.34	0.00
Catering consumables	43.50	0.00
Room hire	25.00	0.00
UKMSA membership subscription	0.00	0.00
Refund of excessive donation	90.00	0.00
Share of Street Fair takings	35.00	0.00
Bank and card-handling charges	10.26	0.00
Capital items	177.62	0.00
<b>Total</b>	<b>3,725.06</b>	<b>4,542.26</b>
<b>TOTAL SURPLUS/DEFICIT FOR THE YEAR</b>	<b>2,674.86</b>	<b>3,208.30</b>
Plus retained income from previous years	3,208.30	0.00
<b>TOTAL WORKING RESERVES</b>	<b>5,883.16</b>	<b>3,208.30</b>

# Charlbury Community Workshop

Accounts for the period 1<sup>st</sup> January to 31<sup>st</sup> December 2024

## REPRESENTED BY:

### ASSETS:

Co-op Bank	5,864.16	3,208.30
Petty cash	19.00	0.00
Outstanding monies owing to CCW	0.00	0.00

### LESS LIABILITIES:

Due to creditors	0.00	0.00
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5,883.16                      3,208.30

Signed by two trustees on behalf of all trustees:

Name: SIMON WALKER Signature:  Date: 3rd April 2025

Name: DAVID COURT Signature:  Date: 3/4/2025

Charlbury Community Workshop CIO. Registered Charity No.: 1202551