

**Cholsey Pavilion Trust**  
**Registered Charity No. 1203497**  
**Trustees' Annual Report**  
**8 June 2023 – March 31 2024**

**Chair :** Mr John Wheeler  
  
21 Wallingford Road, Cholsey,  
  
Wallingford  
  
Oxfordshire , OX10 9LG

**Names of Trustees**

John Wheeler  
Val Bolt BEM  
Adam Cox  
Jane Patfitt  
Frances Turner  
Jane Tyndall  
Neville Keating  
Jenny Finch  
Sue Jeffs

**Chair & Treasurer**  
**Vice Chair**

**Secretary**

**Governance**

Cholsey Pavilion Trust was first established by a Trust Deed dated 22 October 2012 and registered as a charity in March 2016. However, on the 8<sup>th</sup> June 2023 the Trust successfully converted to a Charitable Incorporated Organisation, primarily to encourage younger trustees to become involved over the next five years. This is our first Annual Report.

The Pavilion opened in May 2013, having been constructed by Cholsey Parish Council and leased to the Trust for a period of 6 years, which expired in 2019. This has now been successfully renewed on the same terms and conditions until 2025.

The lease is a full repairing lease which means that, although only a peppercorn rent is payable, the management committee is responsible for keeping the building in good state of repair.

## **Appointment of Trustees**

The CIO constitution governs the appointment of trustees and the management of the charity. Each trustee serves for 3 years with one third of the trustees retiring each year, there is no limit to the number of times an elected member may stand for re-election. Three trustees were appointed as the first three trustees of the CIO, two can be appointed by the Parish Council and each of the following bodies may appoint one member: Cholsey 1000+, Cholsey United Football Club, Cholsey Community Development Trust, Cholsey Complementary Health Centre, Cholsey Happy Hub and Cholsey Community Library. The trustees form the Management Committee of the Pavilion which has the power to co-opt up to 2 further trustees on an annual basis.

## **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

- Safeguarding Policy
- Data Protection Policy
- Environmental Policy
- Equal Opportunities Policy
- Reserves Policy
- Health and Safety Policy
- CCTV Policy

Copies of these policies are available to Trustees and interested parties.

## **Hiring Agreement**

Use of the Pavilion is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## **Licences**

The Pavilion has a Premises Licence (including alcohol) and is licensed by the Performing Rights Society for live and recorded music.

## **Risk Management**

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

The Pavilion is insured with respect to property damage (buildings insurance) by Victor

Insurance, managed by Macbeth Chartered Insurance Brokers of Theale. It is insured with the same company with respect to contents, public liability, employers' liability, business interruption and legal assistance.

### **Building Issues**

The mains electrical installation and portable electrical appliances are tested by a qualified engineer annually. Fire-fighting appliances are inspected annually under contract with the supplier. A Fire Safety Risk Assessment is updated regularly. The Parish Council's Estates Manager carries out other regular maintenance checks. As the Pavilion is still a new building, a building condition survey by a qualified surveyor has not yet been deemed necessary.

However, over the last year a number of issues have started to surface involving the heating system, electrical systems and water management arrangements. In particular the construction of the new Happy Hub building at the rear of the Pavilion generated serious problems with the air source heat pumps, and radical measures eventually became necessary with only one of the three ASHPs performing to standard. The entire system was replaced last year (2022), with the costs shared between the Parish Council and the Trust. Fortunately the Trust had successfully claimed on its insurance for loss of business throughout the pandemic, and this paid for a substantial proportion of the Trust's share of the system renewal.

The end of the year also saw an increase in the numbers of small maintenance issues involving the fabric of the building such as window seals, internal fittings and similar. These are not necessarily capital items, and as such do not fit easily into grant schemes for capital items. The Trust's forward budgeting will have to allow for greater apportionment of maintenance budgets to meet the probable need.

Another significant issue which needs to be mentioned is the failure of the harvested water system. This had been turned off for some time after control issues, and a full survey revealed that the total cost of bringing the system back up to speed would be in excess of £2500, and that annual maintenance costs would run to nearly £1000 a year to keep the system secure and to prevent legionella and other bacterial buildup. Since the Pavilion's water rates have shrunk to under £1000 a year with the sorting out of all the leaks, the commitment to recycled water has had to be shelved for the immediate future because the costs far outweigh the savings. The Pavilion cannot afford this level of commitment while its funding is under such pressure.

## **Objectives of the Charity**

The objects of the CIO are to promote for the benefit of the inhabitants of the parish of Cholsey and the surrounding area 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 condition of life of the said inhabitants.

## **Principal Activities in Pursuit of Objectives**

The provision of a community building through Cholsey Pavilion has been achieved by:

- Maintaining the building for our tenants (Cholsey Community Library, Cholsey Parish Council, Youth Room, Children's Centre ('Happy Hub') and Cholsey Complementary Health Centre), enabling them to provide their services to the community
- Hiring the hall to commercial users to derive an income, and to allow the community to access their services locally, including cookery classes, yoga, Pilates, fitness classes, slimming groups, bell ringing, village choirs and many others
- Hiring the hall to community groups for fundraising and other activities, including quiz nights, promises auctions, race nights and many others
- Hiring the hall to private individuals for celebrations, life events and get-togethers
- Hiring a dedicated space to The Happy Hub, allowing them to provide vital services to young parents and children in the community
- Providing a polling station venue for South Oxfordshire District Council
- Supporting the successful development of Cholsey Community Tea Shop
- Housing the Food Bank run by Cholsey Volunteers, and latterly in 2023 housing the extremely popular Community Larder

All trustees have read the relevant guidance on providing public benefit, in accordance with their statutory responsibilities, and ensured this is considered in the operation of the Trust.

It is becoming clear, however, that developing the Pavilion more as a community resource rather than simply a self-funding hire and lease operation, while laudable as an aim, means that some hire capability is lost. It may become necessary in the near future to prepare funding and grant applications to address and support this change of emphasis.

## **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this. As noted above, however, the time has now come to seek funding from statutory and charitable bodies to enable the Pavilion to function as a community resource.

## **Volunteers' Efforts**

The Trustees have sought to create a self-sustaining operation within the Pavilion, not reliant on the services of volunteers for the day to day running of the building. As such we have employed cleaners, handypersons, electrical contractors and other services from the beginning. Voluntary effort, and the support of Cholsey Parish Council, has been focused on the management of the building.

However, a request by the Parish Council for the Trust to employ staff for whom it previously paid for under a contract for services with the Council led to a review of the provision. As such the Trust has increased the hours available to its (now) employees, and this has revolutionized the management and administration of the building. This in turn has freed up volunteer time from trustees and others to develop the Pavilion.

## **2023-2024 Achievements**

The Trustees work hard to make the building attractive to potential users and judge their success by the range of users, building usage, sustainability of our finances and by the anecdotal feedback regularly received from visitors. Feedback remains exceptionally positive, although the wide range of alternative venues now available in the village has had some impact on the bookings for private events and parties.

This year (2023-4) has seen a number of significant challenges. The Lockdown and Tier restrictions, rather counter-intuitively, not only helped the Pavilion to survive but saw the reserve increase with income from Covid support packages. The Pavilion was further boosted by a successful insurance claim for forced closure, one of the very few in the area. However, nearly £28,000 of this 'windfall' income was absorbed by the Pavilion's share of the cost of replacing the Air Source Heat Pump system, and a succession of problems which arose through the age of the new building.

However, the completion of the Happy Hub has seen a much better facility for young children and their parents, offered yet another hire facility for smaller groups, and contributed to a substantial increase in community involvement in the building. The

creation of Cholsey Volunteers Trust and its subsequent use of the Pavilion for its Food Bank and more recently the phenomenally successful Community Larder has gone a long way towards making this a true community building. Although not within the time span of this report, this year's development of a Welcome Space to make use of a permanently heated building is one step further to making this a space which the community 'owns.'

The challenge for the future is to maintain the momentum by attracting the next generation of trustees to carry on the progress initiated by a group who are reaching 'trustee retirement' age. The Trustees have now converted the original Trust into a Charitable Incorporated Organisation. The limitation of personal liability which this brings will help to address the concerns several younger potential trustees expressed about financial exposure during the harsher economic climate likely for several years. The transition has not been without challenges, however, not least in the change of bank account status which this has brought to light and which continues to be a thorn in the Trust's side after over 18 months of negotiation.

## **Reserves Policy**

The charity had £ 31,111 as unrestricted reserves at the end of this accounting period. This cash is available for unforeseen expenditure in relation to building maintenance, urgent furniture or equipment replacement, or as we have seen all too clearly in recent years, a complete loss of income. The Trustees' policy to build and maintain unrestricted reserves of £50,000 was successfully met, but unforeseen capital expenditure, an increase in staff costs and rising energy costs have made it impossible to maintain the reserve at this level. As the Pavilion makes the transition from being a self-funding venue to a community space, the trustees will further explore sources of core funding from statutory and local government bodies, as well as charitable foundations.

## **Future Plans**

The Trustees maintained a "wish-list" of enhancements to the building which could be implemented as funds became available, and thanks to the support of the Parish Council was able to

- Change the lighting in the foyer to allow over-riding of the PIR system
- Replace the CCTV systems which were obsolete and not fit for purpose
- Replace the thermostat control system for the ASHP system.

- Replace the lights in the library

Some of the items from previous years, such as

- Improved access to the rear doors of the building (paving)
- Improved sound baffling for some of the communal areas
- Improved insulation over the kitchen

remain as future objectives

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

Signed on behalf of the charity's trustees

Signature



Full name      **Mr John Wheeler**  
 Date            **27<sup>th</sup> January 2025**

Position                      **Chair**

**Independent Examiner's Report**  
**to the Trustees and members of Cholsey Pavilion Trust**  
**for the part-year 8<sup>th</sup> June 2023 to 31st March 2024**

The charity's trustees consider that the audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- Proper accounting records are kept; and
- Accounts are prepared which agree with the accounting records; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Name

JOHN MOORE ACMA

Address

5 TUDOR CRESCENT  
SWINDON WILTS SN3 4JS

Date:

28<sup>th</sup> NOVEMBER 2024



**Cholsey Pavilion Trust**  
**Registered Charity No.1203497**  
**Receipts and Payments Account 6 June 2023 – 31 March 2024**

	<b>This Year (2023-24) £</b>
<b>INCOME</b>	
Operation	7571
Hire of Hall	18683
Hire of Kitchen	1965
Hire of Foyer	0
Tenants	14158
<b>Total Income</b>	<b>42377</b>
<b>Expenditure</b>	
Operations	32907
Staff	8147
Capital Expenditure	604
Other	0
<b>Total Expenditure</b>	<b>41658</b>
Surplus (Deficit)	718.59
Reserve at end of last year	30392.60
<b>Reserve at end of this year</b>	<b>31111.19</b>