

# Trustees' Annual Report for the period

|      |                   |    |      |    |                 |    |      |
|------|-------------------|----|------|----|-----------------|----|------|
| From | Period start date |    |      | To | Period end date |    |      |
|      | 26                | 04 | 2024 |    | 31              | 12 | 2024 |

## Section A Reference and administration details

Charity name Woodborough Institute Trust

Other names charity is known by

Registered charity number (if any) 1207579

Charity's principal address 50 Roe Hill

Woodborough

Notts

Postcode NG14 6DS

### 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  | Berrisford P E |                 |                                   |                                                               |
| 2  | Connell J R    |                 |                                   |                                                               |
| 3  | Newsome J D    |                 |                                   |                                                               |
| 4  | Taylor L A     |                 |                                   |                                                               |
| 5  | Warner L       |                 |                                   |                                                               |
| 6  | Whincup A R    |                 |                                   |                                                               |
| 7  |                |                 |                                   |                                                               |
| 8  |                |                 |                                   |                                                               |
| 9  |                |                 |                                   |                                                               |
| 10 |                |                 |                                   |                                                               |
| 11 |                |                 |                                   |                                                               |
| 12 |                |                 |                                   |                                                               |
| 13 |                |                 |                                   |                                                               |
| 14 |                |                 |                                   |                                                               |
| 15 |                |                 |                                   |                                                               |
| 16 |                |                 |                                   |                                                               |
| 17 |                |                 |                                   |                                                               |
| 18 |                |                 |                                   |                                                               |
| 19 |                |                 |                                   |                                                               |
| 20 |                |                 |                                   |                                                               |

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

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| n/a  |                                   |
|      |                                   |
|      |                                   |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name              | Address                            |
|-----------------|-------------------|------------------------------------|
| Legal           | Actons Solicitors | 4-8 Regent St, Nottingham, NG1 5BQ |
|                 |                   |                                    |
|                 |                   |                                    |
|                 |                   |                                    |

### 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<br>(eg. trust deed, constitution)        | Constitution                  |
| How the charity is constituted<br>(eg. trust, association, company) | Trust                         |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected by incumbent 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

To further or benefit the residents of Woodborough Parish and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

**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)**

In furtherance of these objects but not otherwise, the trustees shall have power:  
To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

The trustees have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**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.

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

The charity has provided a chargeable facility (Woodborough Institute) in which local groups may conduct their meetings.

The charity has used the income thus received to further maintain and improve the facility so as to increase its appeal and to counter the effects of wear and tear.

## Section E

## Financial review

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

The charity's policy is to maintain a minimum of £10k cash reserves in an interest-earning bank savings account.

### Details of any funds materially in deficit

### 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.

Principal funding source is rental of the Woodborough Institute building, supplemented by grant funding from various bodies when available.

Expenditure has all been towards maintaining and improving the fabric of the building and the facilities provided therein.

## 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)

Anthony Richard Whincup

Position (eg Secretary, Chair, etc)

Chair

Date

26/02/2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

|                                             |                        |
|---------------------------------------------|------------------------|
| Charity Name<br>Woodborough Institute Trust | No (if any)<br>1207579 |
|---------------------------------------------|------------------------|

## Receipts and payments accounts

CC16a

|                        |                                |    |                               |
|------------------------|--------------------------------|----|-------------------------------|
| For the period<br>from | Period start date<br>4/26/2024 | To | Period end date<br>12/31/2024 |
|------------------------|--------------------------------|----|-------------------------------|

### Section A Receipts and payments

|                                                           | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-----------------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                        |                                        |                                      |                                     |                                 |                               |
| Lettings                                                  | 2,250                                  | -                                    | -                                   | 2,250                           | -                             |
| Donations                                                 | 386                                    | -                                    | -                                   | 386                             | -                             |
| Fundraising                                               | 521                                    | -                                    | -                                   | 521                             | -                             |
| Bank Interest                                             | 240                                    | -                                    | -                                   | 240                             | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b> (Gross income for AR)                    | 3,397                                  | -                                    | -                                   | 3,397                           | -                             |
| <b>A2 Asset and investment sales,<br/>(see table).</b>    |                                        |                                      |                                     |                                 |                               |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                          | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Total receipts</b>                                     | 3,397                                  | -                                    | -                                   | 3,397                           | -                             |
| <b>A3 Payments</b>                                        |                                        |                                      |                                     |                                 |                               |
| Miscellaneous                                             | 447                                    | -                                    | -                                   | 447                             | -                             |
| Maintenance                                               | 3,727                                  | -                                    | -                                   | 3,727                           | -                             |
| Cleaning                                                  | 630                                    | -                                    | -                                   | 630                             | -                             |
| Bank Service Charge                                       | 44                                     | -                                    | -                                   | 44                              | -                             |
| Utilities                                                 | 1,028                                  | -                                    | -                                   | 1,028                           | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                          | 5,876                                  | -                                    | -                                   | 5,876                           | -                             |
| <b>A4 Asset and investment<br/>purchases, (see table)</b> |                                        |                                      |                                     |                                 |                               |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                          | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Total payments</b>                                     | 5,876                                  | -                                    | -                                   | 5,876                           | -                             |
| <b>Net of receipts/(payments)</b>                         | - 2,479                                | -                                    | -                                   | - 2,479                         | -                             |
| <b>A5 Transfers between funds</b>                         | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A6 Cash funds last year end</b>                        | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Cash funds this year end</b>                           | - 2,479                                | -                                    | -                                   | - 2,479                         | -                             |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                                  | Details                                                | Unrestricted funds<br>to nearest £                                                  | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                        | Bank Savings Acct                                      | 14,263                                                                              | -                                | -                               |
|                                                             | Bank Current Acct                                      | 2,105                                                                               | -                                | -                               |
|                                                             |                                                        | -                                                                                   | -                                | -                               |
|                                                             | <b>Total cash funds</b>                                | <b>16,368</b>                                                                       | <b>-</b>                         | <b>-</b>                        |
|                                                             | (agree balances with receipts and payments account(s)) | Agreement Error                                                                     | OK                               | OK                              |
| <b>B2 Other monetary assets</b>                             | Details                                                | Unrestricted funds<br>to nearest £                                                  | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|                                                             |                                                        | -                                                                                   | -                                | -                               |
|                                                             |                                                        | -                                                                                   | -                                | -                               |
|                                                             |                                                        | -                                                                                   | -                                | -                               |
|                                                             |                                                        | -                                                                                   | -                                | -                               |
|                                                             |                                                        | -                                                                                   | -                                | -                               |
|                                                             |                                                        | -                                                                                   | -                                | -                               |
| <b>B3 Investment assets</b>                                 | Details                                                | Fund to which asset belongs                                                         | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>         | Details                                                | Fund to which asset belongs                                                         | Cost (optional)                  | Current value (optional)        |
|                                                             | Woodborough Institute building                         |                                                                                     | -                                | 250,000                         |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
|                                                             |                                                        |                                                                                     | -                                | -                               |
| <b>B5 Liabilities</b>                                       | Details                                                | Fund to which liability relates                                                     | Amount due (optional)            | When due (optional)             |
|                                                             |                                                        |                                                                                     | -                                |                                 |
|                                                             |                                                        |                                                                                     | -                                |                                 |
|                                                             |                                                        |                                                                                     | -                                |                                 |
|                                                             |                                                        |                                                                                     | -                                |                                 |
|                                                             |                                                        |                                                                                     | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees |                                                        | Signature                                                                           | Print Name                       | Date of approval                |
|                                                             |                                                        |  | A R WHINCUP                      | 2/21/2025                       |