

Thatcham Memorial Foundation



ANNUAL REPORT 2019 – 2020

*To include statement of accounts
year ending 31st March 2020*

Registered Charity Number: 300214

Patron

Mr James Puxley CStJ
Her Majesty's Lord-Lieutenant for the Royal County of Berkshire

Officers of the Foundation

Chairman: Mr Nathan Gregory
Vice Chairman: Mrs Sandra Bailey
Honorary Treasurer: Mr Phil Dewsbury

Board of Trustees

Representative Trustees:

Mrs Sandra Bailey	<i>Elected: 30.05.2019</i>
Mr Nick Cornish	<i>Elected: 30.05.2019</i>
Mrs Jan Cover	<i>Appointed: 06.02.2020</i>
Mr Phil Dewsbury	<i>Elected: 30.05.2019</i>
Mr Mike Farmer	<i>Elected: 30.05.2019</i>
Mr Nathan Gregory	<i>Elected: 30.05.2019</i>

Nominated Trustees:

Mrs Alli Pritchard	2 nd Thatcham Scouts
Mr Jim Wood	Thatcham Bowling Club
Sqd Ldr John Sharpe	Thatcham Royal British Legion
Mr Ray Stowell	Thatcham Tennis Club
Cllr Mike Cole	Thatcham Town Council
Cllr Owen Jeffery	West Berkshire Council [<i>Appointed: 17.03.2020</i>]

Registered Office

Thatcham Memorial Hall
Brownsfield
Bath Road
Thatcham
Berkshire
RG18 3AG

Foundation Staff

Operations Manager: Mrs Karen Pitt [*to 30.04.2020*]
Caretaker: Mr Gary Lewis

Bankers & Advisers

Bankers: Metro Bank PLF
64 & 65, Northbrook Street,
Newbury
Berkshire
RG14 1AE

Investment Manager: BlackRock Investment Management (UK) Ltd
12, Throgmorton Avenue,
London
EC2N 2DL

Independent Examiner: Heslops Chartered Accountants
1, High Street,
Thatcham
Berkshire
RG19 3JG

Solicitors: Gardner Leader LLP
Winbolt House
Broadway
Thatcham
Berkshire
RG19 3HX

Grounds Maintenance: Scofell Landscapes
Banterwick Farm
Hampstead Norreys
Thatcham
Berkshire
RG18 0SR

Appointed Electrician: Claridge Electricals
3, Enborne Road,
Newbury
Berkshire
RG14 6AG

Appointed Plumber: Richard Green Plumbing & Heating
53, Digby Road,
Newbury
Berkshire
RG14 1TS

Constitution

Thatcham Memorial Foundation is a registered charity no. 300214 being an unincorporated organisation. The Foundation is governed by a scheme sealed by the Charity Commission on 29th December 1981, pursuant to the Charities Act 1960. The Foundation's governing document is written in respect of the Trust Deed dated 15th July 1947; this outlines the public subscription that acquired the land, purposes for which it should be used and the complement of the *Committee of Management*.

Following a motion to pursue the incorporation of the Foundation at the 2018 Annual General Meeting, the Board of Trustees have been exploring the options and have decided to form a Charitable Incorporated Organisation. Current governance arrangements were reviewed as part of the process. Following a *Special General Meeting* held in February 2019 and consultation of our community partners a new *Supplemental Deed* dated 7th March 2019 was submitted to Charities Commission. This changed the complement of the Board, removing representatives of organisations not thought to be of relevance to the Foundation today, and adding those that are. The number of trustees from the community rose from 4 to 6. All terms of office for trustees have been increased from 1 year to 4 years.

On January 9th 2020 a *charitable incorporated organisation [CIO]* was sealed by the Charity Commission. A vesting deed legally transferred all the assets of *Memorial Hall & Playing Fields [300214]* to the new *CIO Thatcham Memorial Foundation [1187212]* on 1st April 2020.

Charitable Aims & Public Benefit

Outlined in section 3 of the constitution "*The object of the charity shall be to provide or assist in the provision of facilities to include a village hall and playing fields for the inhabitants of the Parish of Thatcham and the neighbourhood thereof, for recreation and other leisure-time occupation in the interests of social welfare.*" On a weekly basis the hall, lounge and associated facilities form the base of some 12 regular hirers including charities and community groups through to wellbeing classes; the hall continues to be used for birthday and anniversary parties. The basketball court and goal posts provide the focus of recreational sport on the playing fields, with daily use by members of the public exercising their dogs to varying degrees of success.

Selection of Trustees

The Board of Trustees is comprised of 12 members. 6 *nominated Trustees* appointed by organisations contributing to the Foundation and the site. 6 *Community Trustees* are appointed by the Board of Trustees from candidates drawn for the local community. A poll of attendees at the AGM indicated the trustees appointed by the Board. In addition to the 12 Voting Trustees, 2 members may be co-opted. A vacancy for a community trustees became available following the 2019 AGM and was filled by February 2020. The West Berkshire Council nominated trustee was officially appointed in March 2020.

Governance Arrangements

The Board of Trustees meets 4 time throughout the year. A set of smaller sub committees and working parties is now established through ratified standing orders, together with a schedule of delegated powers. The Foundation now has the following; Operations Committee, Finance Committee, and War Memorial Committee. The Operations & Development Sub-Committee meets every six weeks and primarily addresses matters relating to the day-to-day running of the charity. The group also oversees the delivery of capital expenditure projects, and includes the office bearers along with lead trustees for human resources, Health & Safety and Fundraising. The committee membership is agreed by resolution of the Board of Trustees. The Finance Committee focuses on monitoring the accounts, recommendations of hire charges, and ensuring the investment policy is adhered to. The War Memorial Committee works on specific projects furthering the Foundations original purpose to remember the sacrifice of the fallen.

Report on the Foundation's Activities

Strategic priorities for the Foundation across the 2019 – 2020 year were agreed by the Board following the 2019 Annual General Meeting;

1. To complete the reclassification of the charity as a *Charitable Incorporated Organisation* as soon as practicable.
2. To engage a car park management company or lease giving the Foundation the flexibility its needs to serve the community.
3. To confirm and consult on the final design proposal for the redevelopment of Thatcham War Memoria and its garden of remembrance.

Following the new CIO being approved by the Charities Commission in early 2020 the vesting deed was prepared by our legal advisers transferring all assets on April 1st. The deed provided the legal instrument and what follows is the physical

transfer of each contract and account – at the date of writing there remains some items still to be completed.

Generation of income from the main car park is vital to the operations of the Foundation, but since introducing charging in 2013 the Charity is aware it doesn't fit all the needs of site users. A 6-month extension to the previous leasehold agreement allowed a rigorous assessment process during summer 2019; after consulting with 8 parking companies *Enterprise Parking Solution Ltd* was selected by the Trustees on a 3-year management contract. Coming into effect on November 20th 2019 the arrangement gives the Board greater flexibility across the contract to tailor the parking conditions to suit the needs of the site e.g. introducing a 30 – minutes free window for picking up scouts and guides of an evening as well as the ability to cease charging on specific days like Armistice Day. The ANPR system allows greater enforcement of the existing fee structure rather than having to increase the fees. A key part of the development was putting a new access road to the hall, field and clubs – this was the major ticket item in the capital expenditure.

Phase two of the War Memorial Renovation is the redevelopment of the War Memorial Gardens. A garden design company was engaged in January 2020 to lead the project for the Foundation with a briefing day for the community to share their ideas planned for Friday 24th April 2020 – this was cancelled due to the COVID-19 pandemic.

The COVID-19 Pandemic hit the Foundation towards the end of the financial year with the site closing along with other hospitality and leisure venues. Unfortunately, as we began to understand the impact of the pandemic our Clerk of almost 10 years Karen Pitt left the charity on April 30th.

The accounts once again show a healthy income, however the loss of 4 hirers during the year means a noticeable drop in income year on year. No in year profit is recorded due to the large capital expenditure item of the new access road. We continue to keep a tight hold on finances as we see pandemic restrictions develop.

My personal thanks to the Board and our staff. In particular, to Phil Dewsbury who is stepping down after a number of years as a Trustee, serving as our Treasurer for the last three.

N. M. Gregory Esq.
Chairman
28th May 2020

THATCHAM MEMORIAL HALL AND PLAYING FIELDS

RECONCILIATION OF ACCOUNTS, TREASURER'S REPORT, AND STATEMENT FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020

REGISTERED CHARITY NUMBER 300214

**Philip Dewsbury
Honorary Treasurer
May 2020**

**THATCHAM MEMORIAL HALL AND PLAYING FIELDS
ACCOUNTS FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020
REGISTERED CHARITY NUMBER 300214**

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**THATCHAM MEMORIAL HALL AND PLAYING FIELDS
ACCOUNTS FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020
REGISTERED CHARITY NUMBER 300214**

TREASURER'S REPORT FOR THE YEAR ENDING 31 MARCH 2020

Constitution

The Thatcham Memorial Hall and Playing Fields is governed by a Constitution registered on 29th December 1981, which provides for a Committee of Management, who shall be the Trustees of the Charity within the meaning of Section 46 of the Charities Act 1960. The object for which the Memorial Hall and Playing Fields is established is to provide accommodation and facilities for hire by external organizations for the purpose of leisure, charity and professional activities for the residents of Thatcham and surrounding area plus supplemental deed dated 7th March 2019.

Management Committee's Responsibilities

We are required under the Charities Act 1993 to prepare financial statements for each financial year which give a true and fair view of the state of the Charity, and of its results for that period. In preparing those financial accounts we are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume the charity will continue.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Charity and enable us to ensure that the financial statements comply with the Charities Act 1993. We are also responsible for safeguarding the assets of the Charity, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Bankers:

Metro Bank PLC
64 & 65 Northbrook Street
Newbury
Berkshire RG14 1AE

Newbury Building Society
105b Northbrook Street,
Newbury
Berkshire RG14 1AA

Independent Examiner: C B Heslop and Company Limited
1 High Street,
Thatcham
Berkshire, RG19 3JG

For a review of the activities of the Charity see the Chairman's report.



Honorary Treasurer
On behalf of the Management Committee

Dated: 30/6/2020

**THATCHAM MEMORIAL HALL AND PLAYING FIELDS
ACCOUNTS FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020
REGISTERED CHARITY NUMBER 300214**

Expenditure and Income (General Fund)

Expenditure

Expenditure	2019 2020		2018 2019	
	Sub-Category	Main Category	Sub-Category	Main Category
Human Resources		£20,498.73		£21,937.87
Clerks Salary	£10,607.31		£10,278.99	
Caretakers Salary	£9,657.42		£9,260.09	
Groundsman Salary	£ -		£2,030.50	
Staff Vouchers ¹	£190.00		£368.29	
Training	£44.00		£ -	
Capital Expenditure²		£17,066.96		£6,577.93
Ground Works		£9,985.28		£6,915.00
Grass Cutting	£1,055.33			
Maintenance	£8,929.95			
Statutory		£6,881.89		£7,400.07
Insurance	£6,557.57		£5,995.11	
HMRC	£324.32		£1,404.96	
Utilities		£5,484.45		£7,195.88
Electricity ³	£ 3,018.09		£1,515.44	
Solar Panels	£ 400.26		£494.79	
Refuse	£ 1,400.82		£1,563.69	
Water ⁴	£ -		£2,971.20	
Business Rates	£ 665.28		£650.76	
Professional Services		£3,887.00		£1,540.00
Auditor	£ 220.00		£220.00	
Solicitors ⁵	£ 2,283.00		£1,320.00	
Valuations ⁶	£ 1,329.00		£ -	
Miscellaneous	£ 55.00		£ -	
Cleaning Supplies		£1,426.46		£ 2,514.56
Maintenance		£1,120.24		£ 1,804.96
Tennis Club	£ -		£400.00	
Communications		£1,116.95		£ 1,326.96
Stationary		£1,106.84		£ 609.86
War Memorial		£802.76		£1,199.40
Main Hall Hire Deposit Refunds		£536.00		£ 972.00
Health & Safety		£297.29		£ 106.32
Red Box Fire Safety	£ 154.87		£106.32	
Equipment	£ 142.42		£ -	
Equipment		£ 215.54		£1,026.30
AGM		£ 211.52		£ -
Fundraising		£ 127.48		£ -
Advertising		£ 85.99		£720.64
Miscellaneous		£ 21.18		£842.20

**THATCHAM MEMORIAL HALL AND PLAYING FIELDS
ACCOUNTS FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020
REGISTERED CHARITY NUMBER 300214**

Actual Expenditure		£70,872.56		£62,689.95
Transfer to Deposit Accounts		£72,082.64		
Total		£142,955.20		£62,689.95

Income

Income	2019_2020		2018_2019	
	Sub-Category	Main Category	Sub-Category	Main Category
Main Hall Hire		£23,085.00		£30,032.11
Hall Hire	£22,561.00			
Lounge Hire	£524.00			
Dividends & Interest		£12,756.24		£19,629.34
Blackrock Investment	£12,678.84		£19,606.25	
Bank Account Interest	£77.40		£23.09	
Car Park Rental		£10,639.73		£8,220.00
Field Hire		£10,055.00		£11,000.00
Car Boot	£9,250.00		£10,160.00	
Circus/Danvers Fair	£800.00		£840.00	
Tennis Court Hire	£5.00		£ -	
Scout Hut		£1,647.60		£1,445.74
Office Rental⁷		£1,500.00		£ -
Bowls Club		£1,234.78		£1,222.17
Fundraising/Donations		£674.18		£1,942.21
War Memorial		£197.18		
Tennis Club		£30.00		£238.50
Local Artists⁸		£15.00		£105.35
Refunds		£5356.21		
Water & Electric ⁹	£5,200.45			
Maintenance	£65.00			
Health & Safety	£59.99			
Stationary	£30.77			
Miscellaneous		£743.94		£917.41
Actual Income		£67,934.86		£74,752.83
Transfer from Deposit Account		£35,000.00		£ 25,006.31
Income		£102,934.86		£99,759.14

**THATCHAM MEMORIAL HALL AND PLAYING FIELDS
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Income and Expenditure Summary 2019/2020 Actual

Income		Expenditure	
	£67,934.86		£ 70,872.56
		Excess of Income over Expenditure	£(2,937.70)
Total	£67,934.86		£67,934.86

THATCHAM MEMORIAL HALL AND PLAYING FIELDS
ACCOUNTS FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020
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Current Account Statement Reconciliation

	Total
Opening Balance b/f from 2018/2019	£43,790.06
2018/2019 Income	£67,934.86
Sub-Total Income	£111,724.92
2018/2019 Expenditure	£70,872.56
Sub-Total	£40,852.36
Plus Transfer IN to Current Account	£35,000.00
Plus Transfer OUT from Current Account	£72,082.64
Ledger Closing Balance c/f to 2019/2020	£3,769.72
Plus Un-presented Cheques	£103.14
Total (As Statement #15, 31 st March 2020)	£3,872.86

Saving Accounts Statement Reconciliation 2019/2020

General Reserve 32116809	Total
2019/2020 Opening Balance (as Statement No 4)	£0.00
2019/2020 Interest ¹⁰	£27.88
2019/20 Transfer In	£25,000.00
2019/20 Transfer Out	£15,010.00
2019/2020 Closing Balance	£10,017.88

35 Day Savings 33102224	Total
2019/2020 Opening Balance (as Statement No 1)	£0.00
2019/2020 Interest ¹¹	£51.99
2019/20 Transfer In	£10,000.00
2019/20 Transfer Out	£10,000.00
2019/2020 Closing Balance	£0.00

War Memorial Fund 33102348	Total
2019/2020 Opening Balance (as Statement #1)	£0.00
2019/2020 Interest	£20.62
2019/20 Transfer In	£2092.64
2019/20 Transfer Out ¹¹	£20.62
2019/2020 Closing Balance	£2092.64

**THATCHAM MEMORIAL HALL AND PLAYING FIELDS
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1 Year Savings 1909121246¹²	Total
2019/2020 Opening Balance	£0.00
2019/2020 Interest ¹¹	£4.79
2019/20 Transfer In	£10,000.00
2019/20 Transfer Out	£10,000.00
2019/2020 Closing Balance	£0.00

1 Year Savings 1910619740	Total
2019/2020 Opening Balance	£0.00
2019/2020 Interest	£0.00
2019/20 Transfer In	£10,000.00
2019/20 Transfer Out	£0.00
2019/2020 Closing Balance	£10,000.00

Newbury Business Society Instant Premium 7120031433	Total
2019/2020 Opening Balance	£0.00
2019/2020 Interest	£13.36
2019/20 Transfer In	£15,000.00
2019/20 Transfer Out	£0.00
2019/2020 Closing Balance	£15,013.36

Savings Accounts Summary as of 31/03/2020	Total
General Reserve	£10,017.88
35 Day Savings	£0.00
War Memorial Fund	£2092.64
1 Year Savings (closed account)	£0.00
1 Year Savings	£10,000.00
NBS Reserve Fund	£15,013.36
Total	£37,123.88

THATCHAM MEMORIAL HALL AND PLAYING FIELDS
ACCOUNTS FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020
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Account Reconciliation 2019/2020 - (Ledger)

	Total
Balance b/f from 2018/2019	£43,790.06
2019/2020 Income (Excluding Interest and Dividends, but including transfer from deposit accounts)	£90,150.74
Interest	£105.28
Dividend Income	£12,678.84
Total Income	£146,724.92
2019/2020 Expenditure (Including transfers to deposit accounts)	£142,955.20
Ledger Balance c/f to 2020/2021	£3,769.72
Total Assets c/f 2020/2021	£3,769.72

Assets and Liabilities 2019/2020

Assets		Liabilities	
Current Account	£3,872.86	Funds Available	£6,707.42
Plus u/p Cheques	£103.14	Excess Income over Expenditure	£(2,937.70)
Total	£3,769.72		£3,769.72

**THATCHAM MEMORIAL HALL AND PLAYING FIELDS
ACCOUNTS FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020
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Note: Figures on this page are rounded up or down to the nearest pound

Fixed Assets

Asset	Value
Memorial Hall/Clock Tower**	£765,000
Scout Hut**	£482,140
Bowls Club Building**	£488,260
War Memorial	£106,000
Tennis Courts	£079,000
Land++	£000,001
Total	£1,920,401

**Buildings as at September 2016 valuation by Mursell and Company (Newbury) Limited with Bowls Club/Scout Hut revalued June 2019. Tennis Courts also added in June 2019

++Land, notional value of 'open space', c 7.5 acres as scheduled in the scheme

Investments

	2019/2020	2018/2019
Special Range	£429,821	£492,071
Recoupment	£18,585	£20,832
Total	£448,406	£512,902

Overall Balance Sheet

		2019/2020	2018/2019
Assets	Fixed Assets	£1,920,401	£1,823,000
	Investments	£448,406	£512,902
	Sub-Total	£2,368,807	£2,335,902
Bank and Cash			
	General Reserve	£10,018	-
	35 day Savings	£0	-
	1 Year Savings	£10,000	-
	War Memorial Fund	£2093	-
	NBS General Reserve	£15,013	-
	Current Account	£3,873	£42,843
	Sub-Total	£40,997	£42,843
	Net Assets	£2,409,804	£2,378,745

++Represented By

	2019/2020	2018/2019
Main Fund	£2,391,219	£2,357,913
Recoupment Fund	£18,585	£20,832
Total	£2,409,804	£2,378,745

**THATCHAM MEMORIAL HALL AND PLAYING FIELDS
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Portfolio Investments

The Portfolio Investments are monitored following advice given by BlackRock Investment Management (UK) Limited. During the financial year, Blackrock retired the existing investment and created a new fund. At the changeover, no financial loss occurred and the number of units unchanged. The number of Units and their value as shown in the BlackRock Portfolio Statement as at 31 March 2020 is as follows:

Fund Name	No of Units at 31/03/2020	Value at	
		31/3/2020	31/3/2019
Blackrock Charities UK Equity Fund A Inc	66,143.295	£353,406	£416,306
Blackrock Charities UK Bond Fund A Inc	39,918.191	£76,483	£75,765
Blackrock Charities UK Equity Fund A Acc	946.659	£15,677	£18,043
Blackrock Charities UK Bond Fund A Acc	56.070	£2,908	£2,788
Total Investment Value as at 31/03/20¹³		£448,406	£512,902

Signed: Chairman:.....

Date: 17.7.2020

Vice-Chairman:.....

Date: 17.7.2020

**THATCHAM MEMORIAL HALL AND PLAYING FIELDS
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Notes to the Accounts and Report for the Year Ended 31st March 2019

Accounting Policies

Accounting Convention: The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming Resources: All incoming resources are within the Income and Expenditure summary when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources Expended: Expenditure has been classified under specific headings that aggregate all cost related to that category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of resources.

Additional Notes to the Accounts

1. Includes vouchers for long service retiring trustees
2. New roadway to separate Hall Car Park and Public Car Park, improving safety
3. Year on year increase due to balancing payment, compensating for lower estimated readings in the 2018_2019 tax year.
4. Water meter failure resulted in payments being refunded. Balancing charge invoiced at "fixed charge" rate to be made in 2020_2021 tax year.
5. Additional legal guidance required to change the charity to a CIO
6. Structural survey of the Clock Tower, plus a revaluation of the Scout Hut, Bowls Club and Tennis Court.
7. Office rental by TVP
8. Art Club no longer display artwork at the Hall
9. £5188.98 refunded by Castle Water due to a faulty meter. See note 3
10. Interest retained in savings account
11. Interest transferred to current account
12. Account error by Metro Bank. Account closed and all funds transferred to Account # 1910619740
13. Investment fund reduction due to adverse market conditions (COVID-19)

**THATCHAM MEMORIAL HALL AND PLAYING FIELDS
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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THATCHAM MEMORIAL
FOUNDATION**

I report to the trustees on my examination of the accounts of the Thatcham Memorial Hall (Charity number 300214) for the year ended 31.03.2020.

Responsibilities and basis of report

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 all 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 giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Stephen J Coke



Relevant professional qualification or body: Chartered Accountant ICAEW

C B Heslop And Company Limited, Chartered Accountants, 1 High Street, Thatcham, Berks., RG19 3JG

Date: 17. 07. 2020

