



Twyford & Ruscombe Community Association
Loddon Hall
Loddon Hall Road
Twyford, Reading
Berkshire RG10 9JA
Telephone: 0118 9345268
Email: loddonhall@btconnect.com

Report of the Trustees for the Year Ending 31st March 2024

The trustees of the Twyford and Ruscombe Community Association (The Penn Foundation) present their Annual Report and Audited Accounts for the year ending 31st March 2024 and confirm that they comply with the requirements of the Charities Act 2011, the Constitution and the Charities SORP (FRS 102).

Purpose of the Charity

To promote for the benefit of the inhabitants of the Parishes of Twyford and Ruscombe (hereinafter called 'the area of benefit) without distraction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants.

Summary of Main Activities

The Association continues to provide the community with the facilities to purpose Leisure Time activity. We have been able to maintain the membership numbers with an increase in numbers this year.

The Association has continued to support social and bar functions in the Hall, bringing in a healthy surplus to our funds.

The Association intends to apply for grants for improvements to the Hall Facilities from external sources to help in this endeavour. One of our main focusses will be the Roof.

Statement with Regards to Public Benefit

The trustees consider that the Association fully complies with the Charity Commission's requirements to demonstrate the provision of benefit to the public. That this requirement and the Charities' objectives as stated above are met is amply demonstrated.

Policy on Grant Making

From time to time the Association may give concessionary membership for members in need or as an incentive to participate in the activities. Constituent body status is given to local voluntary organisations with a discount.

Policy on Social Investment

Although the Association has no fixed agenda with the Youth, it takes every opportunity to engage with the Youth like Scouts, Children's music lessons, Children's taekwondo, football etc. to foster generational links. The Association positively encourages younger community members to participate in the Association.



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Contribution made by Volunteers

Contributions made by Volunteers come in many different forms. The main categories are Administration, General Maintenance, Bar Support. The Association benefits from only having one member of staff and all other activities being carried out by volunteers.

Chairmans report as presented at the AGM - 22nd January 2024

Bill Cooper (Chair) welcomed everyone to the meeting and delivered a report covering all activities over the past year. (This report covers time period from January 2023 to January 2024).

Generally 2023 was a good year for Loddon Hall, revenue increased by approx. 84% compared with 2022. Our energy costs over the same period remained the same, but looking forward to 2024 our energy costs are expected to triple compared to 2023.

November 2022 we employed a local resident to clean the hall for 15 hours per week, unfortunately in April 2023 the cleaner tendered their resignation. Since then we have employed an external cleaning company contracted for two mornings per week, Sharon Ryder our Caretaker maintains the halls cleanliness between major cleans.

At the beginning of last year the halls toilets were regularly blocking up, putting the main toilets out of order. An investigation found that the main sewage pipe was damaged, raw sewage extended to more than 60 feet from the damaged pipe. The damage was likely caused by large vehicles parking on the grass verge on top of the waste pipes.

Contractors were instructed to repair the damaged pipe, thankfully the cost was covered by our insurance policy.

A much needed electrical upgrade was actioned late summer, the upgrade was completed in December. The upgrade included new LED main hall lights, sockets and a main fuse panel. New radiator valves have been installed in all the radiators, but more investigation needs to be done to reduce the cost of heating Loddon Hall.

Additional security cameras were installed externally, in the main hall and the kitchen.

External cameras were to cover blind spots around the building, in the kitchen they were installed to capture any miss use and in some cases unauthorised or even agreed use.

We have put together a proposal to renew electrical goods in the kitchen with the help of a grant from Twyford Parish Council, plus we are in the process of acquiring quotes to update the toilets in the old social club.



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In July 2023 our Caretaker Sharon Ryder was enrolled into a pension scheme. Sharon has been employed by the association since 2019 and we are in the process of backdating her pension contributions to her February 2019 start date.

Joe Hanbury was co opted to assist the Secretary to recover outstanding monies owed to the association by an energy company, after a lot of hard work and determination Joe managed to recover thousands of pounds for the association. Unfortunately, Joe decided to step back from the council and I'd like to thank Joe for all his efforts last year.

Helen Winder was voted onto the council at Novembers council meeting to assist John Jarvis as Secretary, Helen is a Twyford resident and also on Twyford's Parish Council. Helen has been a valuable addition to the team.

The constitution is nearly sixty years old and in some areas, in need of updating.

At November's council meeting proposals were made to change the constitution to either a CIC (Charity Interest Company) or a CIO (Charitable Incorporated Organisation).

The CIC was overwhelmingly rejected by the council as the CIC would be running the hall as a profit making business. The CIO however was voted and accepted by the council as it was similar to the existing constitution, but with limited liability for the trustees.

The CIO had a couple of amendments which caused concern for some members of the council. The concerns were extending the area of benefit from Twyford & Ruscombe to Twyford & Ruscombe and surrounding villages, this would allow individuals from surrounding villages full member voting rights at subsequent AGM's.

At the November council meeting it was agreed to instruct a solicitor to advise on changing the constitution. Feedback from the solicitor so far has been that the proposed changes are far more complicated than expected, there are still many outstanding queries and unanswered questions. In my opinion we were not ready to offer the CIO and the proposed changes to the membership, therefore the CIO and constitutional change proposals have been removed as a discussion item for this AGM and will be discussed at a date.

Principle Sources of Funding

The principle sources of funding are Hall hiring fess and Bar services plus ad hoc income from donations, fundraising and membership fees.



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Type of Governing Document and Constitution

Charitable Constitution with voting Members.

Administrative Details

Charity Name: Twyford and Ruscombe Community Association (The Penn Foundation)

Charity Number: 300217

Charity Principle Address: Loddon Hall, 2 Loddon Hall Road, Twyford, Berkshire RG10 9BG

Names of Charity Trustees

- 1) William Cooper (Chairman)
- 2) William Rolan Evans (Treasurer)
- 3) Helen Louise Winder (Secretary)

Solicitors

Blandy and Blandy LLP

Auditor

Gisela Sharpe FCCA, 16 Lincoln Gardens, Twyford, Berkshire RG10 9HU

Insurance

Zurich Insurance Company Ltd

TWYFORD AND RUSCOMBE COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 300217

RECEIPTS & PAYMENTS ACCOUNTS
for the year ended 1 April 2023 to 19 February 2024

01/04/2023
to
19/01/2024 2023

	Unrestricted funds £	Restricted Funds £	Endowment Funds £	Total Funds £	Last year £
A1 Receipts					
Affiliate fees & subscriptions	135			135	243
Room Hire	54253			54253	69029
Grants					
Skate park electricity	0			0	1084
Bar sales	21565			21565	4667
Other receipts	25219			25219	16659
Sub total	101172			101172	91682
A2 Assets & Investment sales, etc					
Total receipts	101172			101172	91682
A3 Payments					
Employee costs	11796			11796	22728
Premises costs	16148			16148	14391
Repairs	12420			12420	8096
General admin expenses	5292			5292	6837
Fundraising				0	0
Legal & professional costs	0			0	3569
Other finance charges	226			226	499
Bar costs	11874			11874	3195
Other costs	19301			19301	15727
Sub total	77057			77057	75042
A4 Assets & Investment purchases					
Total payments	77057			77057	75042
(Net of payments/net of receipts)	24115			24115	16640
A5 Transfers between funds					
A6 Cash funds last year end	57394			57394	40754
Cash funds this year end	81509			81509	57394

TWYFORD & RUSCOMBE COMMUNITY ASSOCIATION
Registered Charity Number 300217

Accounts and Independent Examiner's Report

31 March 2024

**TWYFORD & RUSCOMBE COMMUNITY
ASSOCIATION**
Registered Charity Number 300217

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TWYFORD & RUSCOMBE COMMUNITY ASSOCIATION

Registered charity number: 300217

Independent examiner's report on the unaudited accounts of Twyford & Ruscombe Community Association: Registered Charity Number 300217

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not necessary for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:-

- 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 and;
- to state whether particular matters have come to my attention

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 the accounts, and seeking explanation from you as trustees concerning any such matters. the procedures undertaken do not provide all the evidence that would be required in an audit, and I consequently do not express and audit opinion on the view given by the accounts.

Basis of independent examiner's report

I have completed the examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act
- the accounts did not accord with the accounting records; or
- the accounts did 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.

.....

Gisela Sharpe FCCA

Date

**TWYFORD AND RUSCOMBE COMMUNITY
ASSOCIATION
REGISTERED CHARITY NUMBER 300217
RECEIPTS & PAYMENTS ACCOUNTS for the year ended 31 March
2024**

	Unrestricted funds £	Restricted Funds £	Endowment Funds £	2024 Total Funds £	2023 Last year £
A1 Receipts					
Affiliate fees & subscriptions	171			171	243
Room Hire	70827			70827	69029
Grants	0			0	0
Bar sales	26313			26313	4667
Other receipts	30228			30228	17743
Sub total	127539			127539	91682
A2 Assets & Investment sales, etc					
Total receipts	127,539			127,539	91,682
A3 Payments					
Employee costs	15,869			15,869	22,728
Premises costs	25,762			25,762	14,391
Repairs & Maintenance	15,910			15,910	8,096
Repairs & Renewals	1,162			1,162	0
General admin expenses	6,334			6,334	6,837
Fundraising	0			0	0
Legal & professional costs	250			250	3,569
Other finance charges	277			277	499
Bar costs	15,295			15,295	3,195
Other costs	23,849			23,849	15,727
Sub total	104,708			104,708	75,042
A4 Assets & Investment purchases					
Total payments	104,708			104,708	75,042
(Net of payments/net of receipts)	22,831			22,831	16,640
A5 Transfers between funds					
A6 Cash funds last year end	57,394			57,394	40,754
Cash funds this year end	80,225			80,225	57,394

TWYFORD AND RUSCOMBE COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 300217

Statement of assets and liabilities for the year ended 31 March 2024

	Unrestricted funds	Restricted Funds	Endowment Funds	2024 Total Funds	2023 Last year
	£	£	£	£	£
B1 Cash funds					
Natwest	50336			50336	57224
Virgin Money	28965			28965	0
Sumup Business Account	507			507	0
Cash in hand	417			417	170
Total cash funds	80225			80225	57394
B2 Other monetary assets					
VAT reclaim	0			0	0
Other debtors	0			0	6385
Bar takings not yet banked	376			376	447
Trade debtors	2132			2132	807
	2508			2508	7639
B3 Investments Assets					
	Cost	Curent value		2024	2023
	£	£		£	£
B4 Assets retained for the Charity's own use					
Premises	81156			81156	81156
Bar stock	1579			1579	1382
Furniture, fixtures & fittings	0			0	0
	82735			82735	82538
B5 Liabilities					
Trade creditors	8573			8573	388
Advance payments & deposits	5253			5253	2746
Accruals	250			250	250
HM Revenue & Customs (VAT)	1455			1455	961
Other Liabilities	0			0	0
	15531			15531	4345

The trustees consider a Receipts and Payments accounts to be the appropriate form of report and the accounts to be reviewed

the accounts to be reviewed by an Independent Examiner.

All funds received were free funds. There were no other restricted or endowed funds.

We approve these accounts and confirm that we have made available all relevant records and information.

.....
Date

.....
Date

TWYFORD & RUSCOMBE COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 300217
NOTES TO THE ACCOUNTS
for the year ended 31 March 2024

	2024	2023
	£	£
Receipts	-	-
Affiliate fees and subscriptions	171	243
Room hire	70,827	69,029
Grants	-	-
Bar sales	26,313	4,667
Sub total receipts	<u>97,311</u>	<u>73,939</u>
Other receipts		
Skate park Electricity	330	1,084
Sundry Receipts		
Interest received	3	
Cleaning deposits received	2,000	
Insurance Claim	1,052	
Sundry Income & refunds received	303	
Electricity refund	5,859	
Sub total sundry receipts	<u>9,217</u>	<u>1,703</u>
Output VAT	20,681	14,956
Sub total other receipts	<u>30,228</u>	<u>17,743</u>
Total receipts & other	<u><u>127,539</u></u>	<u><u>91,682</u></u>
Employee payments	-	-
Employee wages & NI	15,869	22,728
Total	<u><u>15,869</u></u>	<u><u>22,728</u></u>
Premises payments	-	-
General rates	438	755
Water rates & services	1,436	1,564
Light & heat	15,624	9,492
Cleaning	8,264	2,580
Total	<u><u>25,762</u></u>	<u><u>14,391</u></u>

TWYFORD & RUSCOMBE COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER 300217
NOTES TO THE ACCOUNTS
for the year ended 31 March 2024

	2024	2023
	£	£
Repairs & Maintenance		
Plumbing	670	
Drains	885	
Electrical	6,447	
Security	2,037	
Grounds Maintenance	597	
Glass	1,447	
Bar Chiller	165	
Decorating	3,203	
Sundry	459	
Total	<u>15,910</u>	<u>8,096</u>
Repairs & Renewals		
Kitchen equipment	<u>1,162</u>	<u>-</u>
Total	<u>1,162</u>	<u>-</u>
General administrative payments		
Printing & Stationery (+postage)	99	119
Telephones	1,095	963
Software & computer expenses (subscriptions)	485	1,088
Insurance	3,945	3,941
Licence fees	710	726
Total	<u>6,334</u>	<u>6,837</u>
Fundraising		
Advertising & PR	-	-
Total	<u>-</u>	<u>-</u>
Legal & Professional payments		
Accountants fees	250	250
Other	-	3,319
Total	<u>250</u>	<u>3,569</u>
Other Finance payments	-	-
Bank charges	<u>277</u>	<u>499</u>
Total	<u>277</u>	<u>499</u>
Other payments		
Input VAT	21,242	13,995
Other sundry payments		
Deposits returned & refunds paid	636	
Cleaning deposits returned	1,570	
Sundry payments	<u>401</u>	
Sub total other sundry payments	<u>2,607</u>	<u>1,732</u>
Total other payments	<u>23,849</u>	<u>15,727</u>

SUMMARY OF BAR ACCOUNT

FOR THE PERIOD ENDING 31st MARCH
2024

		2024		2023	
SALES	£	£	£	£	£
Takings		26,313		4,667	
Bar takings unbanked at 31st March		376		447	
Total sales			26,689		5,114
COSTS					
Bar stock from 31st March 2023		1,382		0	
Costs for year					
Stock	11,155				
Staff	2,838				
Sundry	<u>1,302</u>				
		15,295		3,195	
Bar invoices unpaid at 31st March 2024		90		388	
Total costs			16,767		3,583
Bar Surplus		9,922		1,531	
Bar stock as at 31st March 2024		1,579		1,382	
Bar Profit			<u>11,501</u>		<u>2,913</u>

LIABILITIES

	£
TRADE CREDITORS	
Heat & light Jan-Mar 24	7,918
Bar till & card charges Mar 24	90
PAYE Jan-Mar 24	273
Water Mar 24	118
Waste & grounds maintenance Mar 24	144
Bank Charges Mar 24	<u>30</u>
Total	<u>8,573</u>