



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2019 Period start date To 31st December 2019 Period end date

Charity name: Action for Pangbourne Toilets (APT) Community Trust

Charity registration number: 1171411

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The provision of public toilets at Station Road, Pangbourne, Berkshire for the public benefit. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>The day to day provision, cleaning and maintenance of Station Road public toilets., for the public benefit.</p> <p>Fund raising and securing grants to cover running costs, capital works and the necessary buildings and other insurance; leasing the building from the local authority.</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | We confirm the trustees have regard to the guidance issued by the Charity Commission on public benefit; each trustee has confirmed in writing they have read and understood the guidance. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | The Trust does not make grants. |
| Policy on social investment including program related investment | Para 1.38 | The Trust does not make investments. |
| Contribution made by volunteers | Para 1.38 | The Trust has approximately 80 supporters who donate funds or volunteer in our fundraising activities. This includes helping to run fundraising stalls at local events; distributing information leaflets; applying for grants; helping to organise and to assist at fund raising events; and contributing ideas |

| | | |
|-------|--|---|
| | | <p>for our fund raising plans at supporters meetings.</p> <p>Volunteers carry out weekly inspections of the facilities to report and record any potential issues, as required by our Insurance Policy.</p> <p>The ongoing facilities management of the toilet block is managed by a designated Trustee, with assistance from a core team of volunteer supporters who carry out minor maintenance works.</p> <p>Volunteers also maintain shrubbery beds around the building.</p> |
| Other | | None |

Achievements and Performance

| | SORP reference | |
|--|----------------|---|
| <p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p> | Para 1.20 | <p>The Ladies and Gents facility is available from 7am to 7pm, every day with a single unisex cubicle available outside these hours thus providing toilet facilities 24 hours a day. The disabled cubicle is open 24 hours a day, 7 days a week and is accessible via RADAR key. These facilities are provided free of charge and have been available every day throughout the year.</p> <p>The Trust set itself a target to raise a minimum of £11,500 by the end of September 2019 to ensure it had sufficient funds to cover the running costs for the following year before committing to a further 12 month Cleaning contract. This was achieved.</p> <p>The facilities are checked each week by a rota of volunteers. This is a requirement of our Building and Public Liability insurance to ensure that issues which may give rise to a claim are identified and dealt with in a timely manner. Minor maintenance has been carried out by Trust volunteers. This has included, fixing sticking doors, faulty cisterns, failed lights and maintaining shrubbery beds adjacent to the facility. Such work not only ensures that the facilities are maintained to an acceptable standard, but also reduces costs for the Trust.</p> <p>The usage counters show that over 20,000 people have used them during the year.</p> |

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| | | <p>This varies from around 40 per day in the Winter to over 80 per day in the Summer. Our voluntary donation boxes are receiving around £20 per week (£1,000 per year). Both these show that the facilities are really appreciated by the local community.</p> <p>It was the Trust's intention to build up a surplus of funds each year (over and above the £11,500 running costs) to fund a refurbishment of the facilities which, whilst being perfectly serviceable, are over 30 years old and in need of modernisation. These funds are now sufficient to plan the refurbishment of the Disabled toilet (to bring it in line with current standards) and, depending on cost, possibly the Ladies facility as well. This is expected to take place in 2020.</p> <p>The Trust also received grants from Pangbourne and Whitchurch Sustainability Group (PAWS) and the Drinking Fountain Association for the provision of a public drinking fountain. This was purchased at the end of the year and installed in March 2020.</p> |
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Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|-------------------------|
| Achievements against objectives set | Para 1.41 | Nothing further to add. |
| Performance of fundraising activities against objectives set | Para 1.41 | Nothing further to add. |
| Investment performance against objectives | Para 1.41 | N/A |
| Other | | |

Financial Review

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|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | A cash balance of £35,869 was held at year-end, of which £11,500 is forecasted annual operating cost requirement. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | All money over and above that required for ongoing running costs is being built up to pay for refurbishment of the facilities. |
| Amount of reserves held | Para 1.22 | £29,921 is the reserves held. This is our £35,968 balance minus the £5,948 restricted funds donated for specific purposes, viz: £5,305 towards Upgrading the Disabled toilet and £643 towards provision of a Public Drinking Fountain). |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | N/A |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | No uncertainties. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | <ul style="list-style-type: none"> • Grants from local Parish Councils • Grants/Funding from Local Businesses • Grants from charitable grant awarding trusts • Various fundraising activities • Local Council run lottery • Donations from Supporters |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | The Trust does not make any investments. |
| A description of the principal risks facing the charity | Para 1.46 | <p>Failure of the Trust to raise sufficient funds to pay for running the toilets.</p> <p>The Trust will not enter into any contractual obligation unless it has sufficient funds at the time to meet its obligations.</p> |
| Other | | |

Structure, Governance and Management

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| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Charity Commission (template) Constitution. |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Charitable Incorporated Organisation (CIO). |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | New Trustees have to be formally approved by existing Trustees and to have demonstrated commitment to the Trust's objectives and possess skills to help meet the objectives. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | New Trustees have to read the Charity Commission's Guidance on Trustee's Responsibilities and confirm in writing that they have done so. They also have to sign a GDPR consent form for the Trust to hold their personal details. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The Trust is managed entirely by the Trustees. No staff are employed and nobody receives any remuneration for their services other than expenses and contracts let to companies. |
| Relationship with any related parties | Para 1.51 | No relationships with other parties. |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Action for Pangbourne Toilets Community Trust |
| Other name the charity uses | APT Community Trust and APT |
| Registered charity number | 1171411 |
| Charity's principal address | 23, St James Close, Pangbourne, Reading, Berkshire. RG8 7AP |
| | |

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 | Brian Hoskins | Chair | | |
| 2 | Mike Fellows | Secretary | | |
| 3 | Colin Thoma | Treasurer | | |
| 4 | Ron Bergin | | Resigned 04/04/19 | |
| 5 | Alyson Ebbrell | | | |
| 6 | Lyn Higgs | | | |
| 7 | Jackie Malcolm | | | |
| 8 | Rosie Nurick | | | |
| 9 | Felicity Pethica | | | |
| 10 | David Probert | | | |
| 11 | Antoinette Solera | | Resigned 31/01/19 | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
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Funds held as custodian trustees on behalf of others

| | |
|---|-------|
| Description of the assets held in this capacity | None. |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | None. |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/A |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

None.

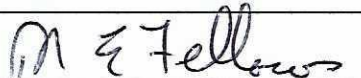
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

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| Signature(s) |  | |
| Full name(s) | Michael Fellows | |
| Position (eg Secretary, Chair, etc) | Secretary | |

Date

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| 31/8/20 |
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| | | <p>for our fund raising plans at supporters meetings.</p> <p>Volunteers carry out weekly inspections of the facilities to report and record any potential issues, as required by our Insurance Policy.</p> <p>The ongoing facilities management of the toilet block is managed by a designated Trustee, with assistance from a core team of volunteer supporters who carry out minor maintenance works.</p> <p>Volunteers also maintain shrubbery beds around the building.</p> |
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| Other | | |

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| Other name the charity uses | APT Community Trust and APT |
| Registered charity number | 1171411 |
| Charity's principal address | 23, St James Close, Pangbourne, Reading, Berkshire. RG8 7AP |
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| 6 | Lyn Higgs | | | |
| 7 | Jackie Malcolm | | | |
| 8 | Rosie Nurick | | | |
| 9 | Felicity Pethica | | | |
| 10 | David Probert | | | |
| 11 | Antoinette Solera | | Resigned 31/01/19 | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
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Funds held as custodian trustees on behalf of others

| | |
|---|-------|
| Description of the assets held in this capacity | None. |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | None. |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/A |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

None.

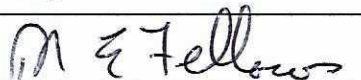
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|--|
| Signature(s) |  | |
| Full name(s) | Michael Fellows | |
| Position (eg Secretary, Chair, etc) | Secretary | |

Date

| |
|---------|
| 31/8/20 |
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Independent examiner's report to the trustees of APT Community Trust

I report to the trustees on my examination of the accounts of the APT Community Trust for the year ended 31 December 2019.

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.

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.

Signed:



Name: David Neal Bond

Relevant professional qualification: Chartered Management Accountant

Address: 21 Briars Close, Pangbourne RG8 7LH

Date: 1 September 2020