



# Trustees' Annual Report for the period

Period start date  
From Day 01 Month 05 Year 2017 To Day 30 Month 04 Year 2018

## Section A Reference and administration details

Charity name CHOBHAM POOR ALLOTMENT CHARITY

Other names charity is known by

Registered charity number (if any) 200154

Charity's principal address 46 CHERTSEY ROAD

WINDLESHAM

SURREY

Postcode

GU20 6EP

### 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	V Tedder			Chobham Parish Council
2	W Patterson	Vice Chairperson		Board
3	A Astall			West End Parish Council
4	E Bentall			Chobham Parish Council
5	D Elliott	Chairman		Board
6	J Stratford			Board
7	S Bush			West End Parish Council
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

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Investment Advisors		
Bankers		
Independent Examiner	A Rodrigues FCA	H.G Field & Co, Chertsey

Name of chief executive or names of senior staff members (Optional information)

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Schemes dated 6 <sup>th</sup> September 1978 and 15 <sup>th</sup> March 1990
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by Representative Bodies

### 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.

--

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

Provision of assistance to individuals in need.  
The provision and support of facilities for the benefit of the inhabitants, for social welfare, sport and recreation, including:

1. The provision and management of almshouses.
2. The provision and management of allotment land.

Furthering such other charitable purposes within the area of benefit as the trustees may, in their discretion, decide. The 'area of benefit' is limited to the Ancient Parish of Chobham, which includes the existing civil parishes of Chobham and West End.

**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)**

Granting of charitable payments in order to provide assistance to individuals and organisations within the defined area of benefit. The Trustees have had full regard to the guidance issued by the Charities Commission on public benefit, when granting their approval of these charitable payments.

Maintenance and letting of landholdings within the defined area of benefit in pursuance of the charity's objectives.

#### **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**

Incoming funds of the Charity is derived mainly from Dividends on Capital Investments, Interest, Rents and Licence fees, together with the repayment of loans made in previous years. Total receipts for the year were £54,502, including £1,250 in loan repayments.

Details are given below of the assistance given to individuals and organisations during the year:

Organisation Grants	£5,000
Annual Distribution	£7,100
Other Benefits	£443
Individual Grants	£452

As in previous years the Trustees issued vouchers to qualifying parishioners who participated in this year's Annual Distribution and a total of 1,420 vouchers were redeemed by tradesmen, at a cost of £7,100.

The Trustees awarded grants to the following organisations:- West End Old Folks Social Club, West End Bowls Club, St Johns Family Practice, MacMillan Cancer Support, Woking Hospice, and Marie Curie.

All the Charity's lands are in green belt areas. Routine annual maintenance is carried out on the land to keep the sites in general good order.

Allotment rents are nominal, with maintenance costs exceeding the rental income. The Trustees hold refundable deposits from new allotment tenants and these are returned when the tenants vacate their plot, providing they leave it in good order.

The Charity will continue to meet the demand for allotments from parishioners, but the Trustees are mindful of the downward trend in demand which has been noted over the last few years.

The Trustees, where appropriate, have and will continue to consider alternative uses for the Charity lands so as to ensure they are utilised for the long term benefit of the Charity. This approach has expanded the spectrum of the land usage, and reduces the risk of Charity's land becoming unused and dormant. Current alternative uses of land space include grazing (sheep and horses), dog training and recreational space.

An accumulated fund of approximately £25,000 has been pledged by the Trustees to commence an arboricultural and land improvement program during the next financial year.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

None

Details of any funds materially in deficit

None

### 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.

## 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)

DAVID ELLIOTT

Position (eg Secretary, Chair, etc)

CHAIRMAN

Date

26-9-18







CHARITY COMMISSION  
FOR ENGLAND AND WALES

CHOBHAM POOR ALLOTMENT CHARITY

## Receipts and payments accounts

CC16a

For the period  
from

01.05.2017

To

30.04.2018

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Investment income	40,494	-	-	40,494	39,887
Allotment rents	2,805	-	-	2,805	2,729
Licence fees	9,032	-	-	9,032	6,096
Reimbursement from Smiths Charity	921	-	-	921	948
Donation	-	-	-	-	50
Loan repayments	1,250	-	-	1,250	2,500
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>54,502</b>	<b>-</b>	<b>-</b>	<b>54,502</b>	<b>52,210</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>54,502</b>	<b>-</b>	<b>-</b>	<b>54,502</b>	<b>52,210</b>
<b>A3 Payments</b>					
Annual Distribution	7,100	-	-	7,100	7,975
Assistance to organisations	5,000	-	-	5,000	3,710
Assistance to individuals	895	-	-	895	1,763
Property maintenance expenses	14,129	-	-	14,129	9,435
Water charges	451	-	-	451	549
Clerks salary	9,146	-	-	9,146	8,903
Other administrative expenses	1,275	-	-	1,275	867
Legal and professional charges	744	-	-	744	816
Allotment deposits repaid (net)	100	-	-	100	350
<b>Sub total</b>	<b>38,840</b>	<b>-</b>	<b>-</b>	<b>38,840</b>	<b>34,368</b>
<b>A4 Asset and investment purchases. (see table)</b>					
Computer equipment	700	-	-	700	-
	-	-	-	-	-
<b>Sub total</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>700</b>	<b>-</b>
<b>Total payments</b>	<b>39,540</b>	<b>-</b>	<b>-</b>	<b>39,540</b>	<b>34,368</b>
<b>Net of receipts/(payments)</b>	<b>14,962</b>	<b>-</b>	<b>-</b>	<b>14,962</b>	<b>17,842</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	32,090	-	-	32,090	14,248
<b>Cash funds this year end</b>	<b>47,052</b>	<b>-</b>	<b>-</b>	<b>47,052</b>	<b>32,090</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Business Current and Saver Accounts	46,990	-	-
	Cash	62	-	-
		-	-	-
	<b>Total cash funds</b>	<b>47,052</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Balance owed by Smiths Charity	150	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Land	Permanent Endowment	15,000	
	Charinco Common Investment Fund	Permanent Endowment	151,988	231,405
	Charities Investment Fund	Permanent Endowment	237,910	909,925
			-	-
			-	-

	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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Allotment deposits held	Unrestricted	2,400	
	Accrued charges	Unrestricted	744	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	DAVID ELLIOTT	26/9/18





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
CHOBHAM POOR ALLOTMENT CHARITY

**On accounts for the year  
ended**

30<sup>TH</sup> APRIL 2018

**Charity no  
(if any)**

200154

**Set out on pages**

1 and 2

*(remember to include the page numbers of additional sheets)*

**Respective  
responsibilities of  
trustees and examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

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

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

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

4.10.2018

**Name:**

ADRIAN RODRIGUES (FOR H.G FIELD & CO)

**Relevant professional  
qualification(s) or body  
(if any):**

FCA

**Address:**

LUDWELL HOUSE, 2 GUILDFORD STREET

CHERTSEY

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**