

TILEHURST POOR'S LAND CHARITY
Registered in England and Wales as Charity No. 204048
Working Name: Tilehurst People's Local Charity

TRUSTEES' ANNUAL REPORT
for the year ending 31st December 2022

Board of Trustees

<u>Name</u>	<u>Office</u>	<u>Dates acted</u>	<u>Term ends</u>	<u>Nominating body</u>
Mr. C. Cairns	Chairman	Full year	Nov. 2024	Co-opted
The Revd. Dr E. Ratcliffe, Rector of Tilehurst		Full year	N/A	Ex-officio
Mrs. S. Baker		Full year	Dec. 2025	Co-opted
Mr. G. Winter		Full year	Nov. 2025	Co-opted
Mr. D. Hayden		Full year	May 2024	Theale Parish Council
Mrs. S. D. Vickers		To May (end term)		Reading Borough Council
[Vacant]		May to Dec.	May 2026	Reading Borough Council
Mrs. S. D. Vickers		From Dec.	Dec. 2027	Co-opted
Mr D. Lovegrove		To Mar. (resigned)		Tilehurst Parish Council
[Vacant]		Mar. to Dec.	May 2026	Tilehurst Parish Council

The Trustees are volunteers and none of them, nor their Clerk, receives any remuneration or benefits.

Clerk/Secretary

Ms. S. Keighley.

Governing Document

The Charity is constituted under Charity Commission Scheme No. 204048 dated 4th May 1982. Wheat's Charity, established in 1731 to provide overcoats for the poor, was incorporated under Scheme No. 201973 dated 5th March 1985 (it had a rent charge, on some land at Silchester, which was redeemed by a single payment in 2001.)

During 2022, two amendments to the Governing Document were agreed by the Trustee Board and approved by the Charity Commission. The amendment of 8th November 2022 authorised the Board to appoint a total of three to five Co-optative Trustees. The amendment of 23rd November 2022 authorised the Board to exercise additional controls over its membership and future Trustee appointments, and introduced extra measures to protect against conflicts of interest.

Objects of the Charity

The charitable purposes are the prevention or relief of poverty for the public benefit (ref Sections 2(1), 3(1)(a) and 4 of the Charities Act 2011).

Subject to payment of expenses, the Trustees shall apply the income of the Charity in relieving either generally or individually persons resident in the area of benefit (the Ancient Parish of Tilehurst) who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.

It should be noted that Trustees make objective decisions in the best interests of the Charity's purposes and beneficiaries, and that to place any other consideration ahead of the relief of poverty would be a breach of the trusts of the Charity.

Public Benefit

As a charity for the relief of poverty, the requirement for providing Public Benefit is met by the Charity satisfying the 'Benefit' aspect only (ref Section 17 of the Charities Act 2011 and Charity Commission Guidance PB1).

Need, hardship or distress is usually interpreted as being on State benefits. Submissions from referring Agencies are taken into account in determining whether a grant should be made, and the size of the grant.

Within this context, all applications are considered on their merits and eligibility. No applicant is excluded on the grounds of protected characteristics (i.e. age, disability, marriage and civil partnership, pregnancy and maternity,

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race, religion or belief, sex, sexual orientation, gender reassignment). Some applicants, with their consent, are referred to other charities that have more funds available or might better meet their needs.

Professional Agents/Advisers

Solicitors: Field Seymour Parks, Reading
Surveyors: Chaney's Chartered Surveyors, Caversham (up to 5th December 2022)
Surveyors: CDT Surveyors Ltd, Caversham (from novation on 5th December 2022, for land sales)
Surveyors: Hicks Baker Ltd, Reading (from 5th December 2022, for other matters)

The Solicitors and Surveyors act as instructed by the Board of Trustees. The Surveyors also act as the Charity's 'Qualified Surveyor' (ref Section 119 of the Charities Act 2011) and as the Charity's 'Designated Adviser' (ref Sections 20 & 21 of the Charities Act 2022).

Contacts and Information

The Charity's postal address is P.O. Box 2802, Tilehurst, Reading, Berks, RG30 4GE. The e-mail address is clerk@tilehurstplc.org.uk and there is a website at www.tilehurstplc.org.uk. The telephone number (for urgent matters only) is 0789 9798335. Previous Annual Reports and a History of the Charity are available on-line, and printed copies have been deposited at Tilehurst Library.

Policies

- Reserves: The Trustees have agreed the following Reserves:
 - Property Reserve of £2,000 – for any liabilities that may arise in respect of each of the three main parcels of land held by the Charity (i.e. the total level of this reserve is £6,000).
 - Contingency Reserve of £1,000 – to meet urgent and severe need, if other funds are insufficient.
 - Key Deposit Reserve of £650 – representing returnable deposits for keys to the allotment sites.The Charity no longer maintains a separate Development Reserve but continues to keep a record of all money spent on development since mid-2010.
- Grant-making: The Trustees have a policy which takes into account the level of need of each applicant, the extent to which a grant would alleviate the need, and the funds available. On-going or repeating grants are not made, as they might prejudice decisions by the Trustees in the future.
- Investments: The Trustees have a policy of seeking qualified professional advice from time to time.
- Conflict of interests: The Trustees have a policy of maintaining a Register of Interests based on Declarations of Interests.
- Letting of allotments: The Trustees have a policy which takes note of the Equality Act 2010 (*inter alia*).

Risk Management

- Integrity of the Board: The Trustees took steps to counter risks to the integrity of the Board by strengthening controls over its membership and future Trustee appointments, and by introducing extra measures to protect against conflicts of interest.
- Trustees' and Officers' Indemnity: Trustees are required to act in good faith and aim to do so. The Charity's Scheme (governing document) does not expressly prohibit the purchase of indemnity insurance, and Section 189 of the Charities Act 2011 provides a general power for charities to pay for Trustee Indemnity Insurance (TII). Charity Commission guidance states that Officers (volunteers or employees) may be covered by public liability and/or employer's insurance.
- Employment legislation: This does not apply as the Trustees have no paid employees.
- Loss of revenue: The main income of the Charity is from stocks, shares and unit trusts. The value of these funds and the level of income generated are obviously liable to fluctuate. The Trustees' policy on Investment selection (see above) helps to reduce the risks involved. No grants are made which involve future and/or regular payments as these might prejudice future decisions of the Trustees by using funds which might be needed for applicants with higher priorities.
- Extraordinary expenditure: The Trustees have a policy on Reserves (see above), in case of extraordinary items of expenditure arising in any area of the Charity's operations.

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6. Public Liability: The Trustees have Public Liability Insurance in respect of the Charity's land. This protects them against claims from the public for injury, loss or damage incurred on the land. This does not cover loss of or damage to tenants' property.
7. Legal Expenses: The Trustees have Legal Expenses insurance to indemnify the cost of bringing or defending legal proceedings.
8. Equality legislation: The Trustees have addressed the requirements of the Equality Act 2010 in their Policy on the Letting of Allotment Gardens, such as by permitting special plots to be developed for use by people with a disability.
9. Insurance: The Trustees obtain their insurances through a well-established local firm of independent Insurance Brokers with a view to obtaining impartial advice and the best terms available.
10. Health and Safety: the Trustees aim to carry out health and safety inspections of the Charity's allotment sites at least once per year. A formal health and safety meeting was carried out in 2022 by the Trustees and the Clerk.
11. Financial controls: The Trustees have an annual review of the Charity's financial controls to ensure that they are in line with current Charity Commission requirements.
12. Data protection: The Charity has reviewed its handling of personal data to ensure it is compliant with data protection requirements (GDPR) and has published a Data Privacy Notice.

Activities and Achievements

The Trustees met on 9 occasions during the year, with meetings conducted predominantly in person and some conducted remotely over secure on-line connections.

It should be noted that the Object of the Charity is to assist those in need, hardship or distress. The provision of allotment garden plots and a recreation ground, although perhaps the more publicly seen and better-known aspects of the Charity's work, are incidental to this, being just two of the means of generating funds to assist beneficiaries.

During 2022, 76 grant applications were received (90 last year) and 28 grants were made (39 last year).

The Charity received an increasing number of applications direct from individuals or via the Turn2Us website. This process involves additional processing to understand applicants' needs and eligibility. Applications supported by one of the statutory or voluntary caring agencies are preferred by the Trustees, as this provides some assurance on the validity of the information given about the applicant's circumstances and it ensures a more timely response to grant applications. Similarly it is the Trustees' normal practice to pay grants directly to suppliers of goods and/or services or to the referring agency, as this helps to ensure that money is spent as requested and as agreed by Trustees. An analysis of grants applied for and given is included at the end of this Report (note that figures depend on interpretation of information from applicants).

The total amount of grants paid out was £13,846.04. Some applicants were referred to other Charities that could better meet their needs.

Most decisions to award grants are made at meetings of the Trustees. When the matter is considered urgent or timely, grants may be approved *ex committee* by three Trustees (a *Quorum*). All such grants are reported to the next meeting for confirmation, and then minuted.

The Charity recognised continuing wider needs across the community during 2022. In order to meet some of these needs, the Trustees made donations totalling £1,250 to the following charities: Berkshire Women's Aid, Launchpad, New Beginnings and Readifood.

In addition, 35 allotment tenants who met the Charity's grant criteria received rent rebates totalling £720.00.

During 2022, one Nominative Trustee resigned and the 4-year term of another came to an end. The two vacancies were duly notified to the nominating bodies. A subsequent communication from the Charity Commission referred to the lack of appointments to the two vacancies, but the Board explained that this was due to the absence of candidates from either nominating body. One candidate was later nominated for one of the vacancies but the nomination was deemed not to have been made in the best interests of the Charity and so, after legal advice had been taken, the Board rejected the nomination. Towards the end of the year, the Board appointed an extra Co-optative Trustee.

Number of Serious Incidents Reports in 2022 submitted by Trustees to the Charity Commission: 1.

Number of Incident Reports in 2022 submitted by Trustees to the Police: 4.

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The Charity's Land

Ever since the charitable trust was founded by the Tilehurst Inclosure Act of 1811 and the Tilehurst Inclosure Award of 1817, the Charity has owned land in Tilehurst. All of the Charity's land is privately owned. None of the Charity's land is dedicated to the public. There are no rights of way over the Charity's land.

It should be noted that the Charity's Governing Document explicitly states that Trustees may sell the whole of, or any part of, the Charity's land. Also, the Charity objects do not include the provision of allotment gardens or a recreation ground, and any such provision is undertaken solely to generate funds for charitable purposes.

For the sake of convenience, in this Annual Report, the land is treated as four separate areas.

1. Victoria Recreation Ground (land off Armour Road and Kentwood Hill): This land has been a Recreation Ground since 1897. In recent years, it has been let to and managed by Reading Borough Council. The lease ended on 28th September 1997. Requests to revise and renew the lease have not been fruitful, but the present arrangement is continuing until a new lease is agreed. In May 2022, the Board wrote to the Council to restate and update the permitted uses of the site, and to note the dilapidated changing rooms.
2. 'Reserved Area' (land off Kentwood Hill and Armour Hill): An area comprising mainly scrubland with the remains of derelict buildings, but including some rough woodland ('The Withies'), and an enclosed yard. The yard continues to be let under a commercial lease (renewed in 2021), but the rest of the Reserved Area is currently unused. The area has been fenced as it contains uneven ground with scattered detritus (masonry, metal and glass). Notices have been displayed warning the public that it is private land. The Trustees deem this area to be unsuitable at present for access or use of any kind.

In order to maximise the Charity's assets and income, the Trustees would like to sell all of the Reserved Area for development. The land has been included in the Reading Local Plan and has been designated as suitable for residential development. During 2022, the land was marketed in line with recommendations by the Qualified Surveyors / Designated Advisers, and a preferred development partner was selected.


3. Allotment Gardens site (accessed from Polsted Road and Armour Hill): There are approximately 154 five-pole plots on the site, including some with raised beds for use by persons with disability or restricted mobility. Plots are let commercially on licence to individual allotment gardeners in order to generate income for the Charity, with charges being reviewed annually.
4. Chapel Hill site: This site lies in an area zoned for residential use, and is awaiting sale for development.

On 23rd December 2021, the Charity received a Local Authority (LA) notice that areas (2) and (3) had been nominated as an 'Asset Of Community Value' (ACV) under the Localism Act 2012. The nomination was submitted in the name of Tilehurst Allotments Society by its committee acting on behalf of its 150+ members. The Charity responded by the deadline of 14th January 2022, for a decision by 8th February. The LA decided to reject the ACV nomination in a letter dated 12th May 2022.

In March 2022, the LA imposed a 'blanket' Tree Preservation Order (TPO) covering all trees in areas (2) and (3). A limited TPO, dated June 2000, already covered several specific trees and groups of trees in those same areas.

On 29th November 2022, the Charity received notification of a second ACV Nomination, this time submitted in the name of 'Keep Kentwood Green' campaign group. The ACV relates to all of area (2) except for the enclosed yard. The Charity responded by the 14th December deadline, for a decision by 8th January 2023. (The LA subsequently decided to reject the ACV nomination in a letter dated 23rd February 2023.)

This Annual Report (pages 1-5) and the accompanying Statement Of Accounts (pages 6-8) were formally accepted by the Trustees on:

Signed..........Chairman of the Trustees (to 31st December 2022).

Signed..........Clerk to the Trustees (to 31st December 2022).

Date.....12th December 2023



Summary and analysis of grant applications received during 2022 and of grants made

Figures in this table are based on information given by applicants, which may not be clear, complete or correct.

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Number of Applications received:	41	39	71	61	53	58	70	81	90	76
Outside area of benefit	3	7	19	13	8	14	18	26	14	7
Referrals to other agencies and charities	2	5	0	0	0	0	0	1	0	0
Applications refused	0	0	3	1	1	2	0	0	0	2
Applications withdrawn	4	0	0	1	0	3	5	1	5	2
Additional information sought, but not provided	2	1	5	0	5	8	8	5	10	11
Grants not taken up	4	0	3	1	3	1	4	0	4	0
Applications pending	0	2	1	3	8	1	6	12	18	26
Number of Grants made:	26	24	40	42	28	29	29	36	39	28
Number of Requests ...										
(all applicants, including multi-item requests)										
Electrical goods	17	16	29	23	21	33	41	33	45	19
Furniture, beds, carpets &c.	13	15	23	25	29	18	22	20	41	26
Clothes, mainly for children	3	4	5	1	1	7	6	5	5	6
Arrears of rent or payment for essential services	3	1	3	0	0	0	0	1	4	5
House repairs/decorating material	0	0	2	2	3	0	0	0	1	2
Setting up home	4	0	1	2	2	0	0	1	0	1
Educational/youth grants	0	0	1	2	0	0	0	0	0	3
Others – a great variety	2	3	13	14	7	6	8	27	13	24
Applications from Residents of ...										
Tilehurst	16	15	37	26	21	25	23	18	30	20
West Reading	15	8	11	10	15	11	17	4	15	15
Southcote	5	7	3	8	7	7	8	10	11	4
Calcot	2	1	1	4	2	1	2	1	6	1
Theale * – usually referred to another charity	0	0	0	0	0	0	1	1	2	6
Holybrook * – usually referred to another charity	0	0	0	0	0	0	0	1	0	0
Out of area	3	8	19	13	8	14	19	25	13	11
Unknown								11	13	15
Full Area of Benefit								10	0	4
Applications from ...										
Applications from organisations	0	2	0	0	1	1	0	10	2	4
Applicants with young children	4	2	8	8	4	4	5	6	4	9
Applicants who were single parents	18	22	38	24	25	19	38	24	41	39
Applications from other single persons	15	9	20	27	19	32	24	36	39	15
Applications from old age pensioners	2	0	1	0	0	2	0	1	1	0
Applicants from couple/other individuals	2	4	4	2	4	0	0	4	3	9
Referring Agencies ...										
Council Depts – Children, Health, Housing &c.	20	8	13	18	17	12	13	13	13	10
Health Visitors/surgeries	24	20	8	4	7	4	4	1	2	3
Refugee Support Group	0	0	0	0	0	2	0	0	0	0
Christian Community Action	5	2	5	1	0	0	1	0	0	0
Citizens' Advice Bureau	1	0	1	0	0	2	1	0	3	1
Associations/Charities for specific health issues	2	2	2	0	3	1	3	0	3	7
Associations/Charities for family support	2	2	1	5	5	10	10	0	10	11
Associations/Charities for general support	6	3	2	0	1	2	11	0	5	3
Associations/Charities for the homeless	2	14	10	8	13	18	7	20	13	2
Other agencies	7	4	10	9	3	4	7	2	4	4
Self referrals	1	3	9	17	6	13	18	21	23	25
Self referrals via <i>Turn to Us</i>									14	10
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022

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Receipts and Payments Account for the year ending 31st December 2022

	2022	
A1b. Trading Activities – Allotments	£ 5,755.99	
Rent receipts		£ 8,245.00
add grants (contra)		£ 720.00
		£ 8,965.00
Less – P.L. Insurance		– £
Water		– £ 1,785.66
Printing, postage &c.		
Site maintenance and security		– £ 1,423.35
Total expenses		– £ 3,209.01
 A1c. Receipts from Assets	 £ 13,776.16	
Charifund, M. & G.		£ 5,262.57
Charinco, B.R.I.M.		£ 1,213.29
Merchants' Trust		£ 616.50
United Utilities plc.		£ 1,655.23
Commercial rents		£ 5,000.00
Bank interest, C.O.I.F.		£ 28.57
 A1d. Other Receipts	 £ -	
Drawdown from Deposit a/c		£ -
Donation		£ -
Development payment		£ -
Sub-total (Revenue Receipts)	£ 19,532.15	
Drawdown from Deposit for investment. (contra)		£0.00
Sub-total (all receipts)		£ 19,532.15
 A2a. Charitable payments	 £ 14,566.04	
Grants to those in need		£ 13,846.04
Rent reductions for needy allotment tenants.		£ 720.00
 A2b. Expenses of management and administration	 £ 12,401.48	
Printing, postage, telephone &c.		£ 171.70
Charges and fees -(see note).		£ 11,598.19
Insurances		£ 631.59
Sub-total of Revenue Payments	£ 26,967.52	
 A2c. Investment in B.R.I.M. Charinco. (contra)		
Sub-total (all Payments)	£ 26,967.52	
Receipts net of payments.		– £ 7,435.37
Cash funds at end of 2021		£ 37,945.49
Cash funds at end of this year (31 Dec 2022).		£ 30,510.12
Increase in funds over the year (2022).		– £ 7,435.37

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Asset and Capital Statement for the year ending 31st December 2022

Investment	Price	Value 31.12.22
M. & G. Charifund		
6340 units @	£14.70	£ 93,167.57
BRIM Charinco*		
19030 units @	£1.46	£ 27,783.80
Merchants' Trust Ord. 25p.		
3000 units @	£5.61	£ 16,830.00
United Utilities Ord. GBP1		
2403 shares @	£9.91	£ 23,823.34
Total of Permanent Endowment		£ 161,604.71
BRIM Charinco		
7932 units @	£1.46	£ 11,580.72
Balances at Banks	current a/c	£ 27,567.68
Deposit Account at COIF		£ 2,942.43
Total value of current assets.		£ 42,090.83
Total value of assets other than real estate.		£ 203,695.54
Adjustments:		
Rents due		£ 775.00
Grants offered but not yet taken up		— £ 2,638.89
Cheques drawn and not yet presented		— £ 2,049.49
Due to Clerk		Nil
Allotment key deposits (returnable)		— £ 650.00
Total adjustments		— £ 4,562.38
Net Worth		£ 199,132.16
Current funds available for use		£ 37,527.45

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Notes on the Accounts for the year ending 31st December 2022

Receipts and Payments Account:

A2b) i	Charges and fees include:	P.O. Box number	£ 378.00
		Bank/card fees	£ 203.40
		Planning-Related	£ 10,922.03
		Website	£ 70.76
		Other	£ 24.00
			<u>£ 11,598.19</u>

The Planning-related payments were as a result of the Trustees’ decision to maximise income by sale of land, and was in connection with consultations about Reading Borough Council’s Local Development Plan. None of the money was taken from funds invested for the benefit of the Charity’s beneficiaries.

Asset and Capital Statement:

The funds invested in Black Rock Investment Management Co’s Charinco units are in two separate accounts. The larger account is part of the Permanent Endowment, and the other is part of the current assets, and is available for use by the Trustees.

Reserves:

The Trustees have maintained reserves which stood, at 31st December 2022, as follows:

Property Reserve	£ 6,000.00
Allotment Key Deposit Reserve	£ 650.00
Contingency Reserve	£ 1,000.00
	<u>£ 7,650.00</u>

Available funds:

Funds available to the Trustees for current expenditure as at 31st December 2022 were:

Bank – current accounts	£ 27,567.68
Bank – deposit account	£ 2,942.43
Charinco (current asset account)	£ 11,580.72
	<u>£ 42,090.83</u>
Less current liabilities	<u>– £ 4,563.38</u>
Current funds available for use	<u>£ 37,527.45</u>

Capital Movements:

There were no capital movements during 2022.

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