

JOHN HODGES' TRUST FOR HARPSDEN HALL

TRUSTEES' ANNUAL REPORT

YEAR ENDED 2ND NOVEMBER 2020

The Harpsden Hall Trust was established in 1909 by Deed of Gift from John Hodges and is registered as a charity No. 304312. With effect from 18 August 2005 the charity was renamed the John Hodges' Trust for Harpsden Hall and is governed by a Scheme established by the Charity Commissioners which modified the original Deed of Gift.

The main address for contact is:

Mrs Sarah Tipple (Clerk to the Trust)
4 Chilterns End Close
Henley-on-Thames
Oxfordshire RG9 1SQ

During the year the Trustees, who were also managers of the Trust, were as follows:

Mr Richard Wilson (Chairman)
Mr Rod Birkett
Mr Matthew Davis
Mrs Jackie Harris
Mr Jeroen Huysinga
Mr Matthew Phillips
Mrs Katherine Rees
Mr Clive Rose
Rev'd Robert Thewsey

- The *ex-officio* Trustees were:
Rev'd Robert Thewsey
- The nominated Trustees were:
Mr Rod Birkett (AFC Henley)
Mr Matthew Phillips (Harpsden Parish Council)
Rev'd Robert Thewsey (Parochial Church Council)
Mr Clive Rose (Harpsden Cricket Club)
- The elected Trustees were:
Mr Matthew Davis
Mrs Jackie Harris
Mrs Katherine Rees
Mr Richard Wilson
- The co-opted Trustees were:
Mr Jeroen Huysinga

OBJECTS OF THE CHARITY

1. The objects of the charity, as amended by the Scheme of 28 July 2020, are:

(A) in the interests of social welfare, to improve the life of the inhabitants of the area of benefit but not exclusively, the poorer inhabitants, by:

(i) the provision and maintenance of a hall for use by the inhabitants for:

(a) meetings, lectures and classes, and other forms of recreation, education and leisure -time occupation; and

(b) a Sunday School for instruction in the Christian faith or religious services on Sundays, Ascension Day, Christmas Day and Good Friday but on no other day;

(ii) the provision and maintenance of playing fields for use by the inhabitants;

(B) the relief of financial hardship, either generally or individually, of people living in the parish by making grants of money for providing or paying for items, services, or facilities, and the relief of the sick-poor living in the parish and its surrounding neighbourhood either generally or individually through the provision of grants, goods or services.

2. The Committee of Trustees may determine that any part of the land is not currently required for use of the objects of the charity and may let it under the power contained in clause 5 of the Scheme. Subject to that, the land must be retained for use of the objects of the charity.

SERVING THE COMMUNITY

Harpsden Village Hall continued, despite the severe restrictions of the COVID-19 pandemic, to play a pivotal role at the heart of the local community. Before the first national lockdown in March 2020, it was used for charity functions including the MenCap Christmas party, and for a wide range of activities involving young and old alike. Harpsden Pre-School remained vibrant, with their 2 to 4 year olds enjoying the benefits of a spacious room and an enviable outdoor area, enhanced by regular Forest School sessions. Other young users of the Hall included 1st and 3rd Henley Brownies, Little Kickers, and the Berkshire and Henley School of Dance, while adult users participated in Pilates, yoga, sports massage therapy and dog training classes. Other adult users included the Henley Players, the WI, as well as the Harpsden Billiards and Snooker Club. It was with sadness that the Trust heard of the closure of the Harpsden branch of the Men's British Legion, ending a decades long affiliation with the Hall. The Hall also continued to be a popular venue for wakes, weddings, anniversary parties and birthday parties for adults and children alike. The Hall had to lock its doors during the first national lockdown but its pre-school children were able to make a brief return at the end of the summer term 2020, enjoying entire sessions outside in the glorious weather most of the country enjoyed before stopping for the summer holidays. In the autumn the pre-school, Brownies and Little Kickers were able to return as the tiering system allowed and the Hall was also treated to some socially distanced rehearsals by the Henley Symphony Orchestra, until having to close its doors again as the pandemic reached its second and third peaks. It is hoped that bookings will return to more normal levels as the country emerges from lockdown.

The three Playing Fields remain actively used by local inhabitants, Harpsden Cricket Club, AFC Henley and Henley Golf Club. Harpsden Cricket Club www.harpsdencricketclub.co.uk runs two Saturday league sides, the first team playing in the Thames Valley League and the second team in the first division of the Marrant

Chilterns League – the first team came second in their league in 2020 whilst the second team went one better, winning their division in the COVID-shortened season. The club also plays friendly matches on Sundays as well as 20-over games on some midweek evenings. The Trust is particularly delighted that the Club's Juniors' programme for local children continues to expand. In 2021 Harpsden Cricket Club is going to field league teams at U15, U13 and U11 levels whilst also having Friday evening training sessions as well as training for a 'Mixed Minis' section on Saturday mornings for school years 1 to 4 to, amongst other things, satisfy the dramatic increase in demand for girls' cricket. The Cricket Club has employed a coach to support the development of the junior section. Many of these juniors are from Harpsden Parish and just outside. Harpsden Cricket Club is also very active in facilitating the extensive usage of the facilities by other juniors such as Henley Cricket Club Juniors and St Mary's School. Overall Club membership numbers remain very strong and the Club continues to improve the facilities, with the Trust's support. There are plans in place to add a changing room block and two cricket practice nets in 2021.

In 2020/21, AFC Henley www.afchenley.com continued to expand their reach, providing football for up to 600 girls and boys aged 4 to 18 in several different venues, including Harpsden. The membership has increased by nearly 20% since 2019 and the Club is now fielding 28 teams from U8 to U18 in various local football leagues. This is an increase from 22 teams just a year ago. The club's Saturday morning Mini-Soccer Centre for children aged 3-8 is continuing to hit record numbers and is now up to nearly 100 participants. The club also provides Midweek Mini/Junior Soccer Centres and a number of Player Development Centres and organises after school clubs in both state and private schools, as well as Tiny Tots, Breakfast and Lunch clubs. Luke Hooker, the Trust's caretaker, has helped to improve the parking facility at the ground by the regular addition of wood chippings to the entrances. The pitch and facilities are available to local residents in the off-season and on request in season, when the club is not using them. Due to the amount of football lost due to the COVID-19 pandemic, an extended 2020/21 season is being considered.

The football field, the cricket field and the field beside the Village Hall are all excellent facilities and are enabling the kind of activities we believe John Hodges would have wanted – he was a big supporter of both organised team sports and general recreation. We thank everyone who enjoys the fields for helping us keep them in a high-quality condition.

Henley Golf Club www.henleygolfclub.com and the Trust continue to work well together, with the Golf Club undertaking maintenance work on the cricket and football grounds in partial exchange for renting the cricket ground car park. The working relationship between the Trust and Golf Club is probably as strong as it has ever been and the Trust is grateful to the Golf Club's Chairman, Manager and Head Green Keeper for all their efforts in continuing to strengthen this mutually beneficial relationship.

The relief of financial hardship this year resulted in donations to the local community totalling £2,870. Donations were made towards a local charity which provides Christmas hampers in the surrounding area; the Rosemary Club, which provides activities for the elderly; a local resident whose daughter has special educational needs; the Henley Players, to support their drama activities, and the upkeep of St Margaret's Church cemetery.

We also repeated donations to a local Youth Triathlon group which needs support to pay for a coach, and to Harpsden Cricket Club, to support their successful initiatives to involve juniors. Sports activities were a particular interest of John Hodges.

Finally, another donation was made to the Citizens Advice Bureau, which is based in Henley but provides services to residents in Harpsden and the surrounding neighbourhood.

We would like to continue building this activity and would welcome suggestions of other Good Causes that the Trust could consider.

STRATEGIC MATTERS

The major strategic drive over the last 2-3 years has been to repair, improve and invest in the Trust's infrastructure both to consolidate the Trust's financial position and to support its charitable activities. Recent projects have included the creation of The Studio (the flat at the rear of the Village Hall), and the building of Nos. 2A and 2B Harpsden Hall Cottages to replace the older, dilapidated dwelling on that site.

This year has seen significant investment into the repair and refurbishment of No.1 Harpsden Hall Cottages, which will continue in the next financial year.

In parallel with this we have continued to refurbish and enhance the Village Hall where needed. Examples of recent work include new hall curtains, a new sound system (courtesy of Luke Hooker, our caretaker), improved lighting and electrical work in the snooker room, as well as the refurbishment of the snooker table.

A second strategic drive has been to renew and secure the Trust's main contractual arrangements with 3rd parties. In 2019 a new licence was signed between the Trust and Henley Golf Club. In 2020, a 7-year lease was signed with Harpsden Cricket Club, completing the renewals of all the main contracts. We are particularly grateful to Rod Birkett for his substantial efforts on this.

OPERATIONAL MATTERS

The committee structure around which the Trust operates, and which enables the main Board of Trustees to focus on more strategic matters, has developed as follows (the chairs of the committees are highlighted in bold):

Finance & Investment:	Richard Wilson , Rod Birkett, Jeroen Huysinga
Good Causes:	Jackie Harris , Robert Thewsey, Matthew Phillips, Jeroen Huysinga
Hall Users & Outreach:	Katherine Rees , Matthew Phillips, Sarah Tipple
Infrastructure and Health & Safety:	Clive Rose , Matthew Phillips, Sarah Tipple
Lettings:	Matthew Davis , Jackie Harris, Katherine Rees
Personnel:	Richard Wilson , Sarah Tipple
Sports (Cricket, Football & Golf):	Rod Birkett , Clive Rose, Matthew Davis
Trees/Hedges:	Jackie Harris , Matthew Phillips

Each committee has clearly defined terms of reference, covering the areas of responsibility and the extent of decision-making. These committees report to the Trustees at each of the quarterly meetings.

This year we were delighted to welcome Jeroen Huysinga as a new Trustee. Jeroen brings further expertise to the Trust in terms of professional investment experience as well as specialised training in charity finance. He has joined the Finance & Investment Committee as well as the Good Causes Committee.

Specific mention should be made of our new caretaker, Luke Hooker. Luke has completed his first full year as caretaker and has done an outstanding job. He has shown great initiative and commitment in the role and his work is of the highest quality. We continue to hear many compliments about his work from a number of people in the local community.

Once again we thank Sarah Tipple, the Clerk of the Trust, who as ever works tirelessly and cheerfully to keep us moving forward.

FINANCIAL REPORT

This year's Financial Statements have been developed to provide a complete representation of the Charity's finances in cash accounting format. The Receipts & Payments account and the Statement of Assets & Liabilities are split out by type of fund, in accordance with Charity Commission guidelines.

Total receipts for the Unrestricted Funds for the year were £70,475 whilst total payments were £45,014, resulting in net receipts for these funds of £25,461 (please refer to Clause 3 of Notes to the Accounts for a description of the Funds). These positive net receipts reflect the completion of the Nos. 2A and 2B Harpsden Hall Cottages project, resulting in steady rental receipts and the cessation of construction payments, as anticipated in last year's Annual Report. This good result is despite COVID-19 negatively affecting receipts from the hire of the Village Hall, and £10,911 being spent on refurbishing No.1 Harpsden Hall Cottages.

Of these net receipts, £20,000 was transferred to the Extraordinary Repair Fund. This is to provide financial support for the Trust's fixed asset base since the target fund size of £200,000 is well above the current balance of £59,395. A further £1,000 was transferred to the Cricket Ground Project Account.

The Trust also received grants and donations totalling £42,500 which are presented as Restricted and Designated Funds. £30,000 of this was a grant from South Oxfordshire District Council to assist with the impact of the coronavirus pandemic, which the Trustees have designated as a COVID-19 Fund. £10,000 of this was transferred to the Trust's Unrestricted Funds to offset lost receipts (eg from reduced Hall Hire), and £1,806 was used for refunds to 3rd parties. The other £12,500 of grants and donations was a donation to the Cricket Ground Project Fund.

The resulting cash balance at year end in the Unrestricted Funds was £34,708, slightly above the target size of £30,000.

Having sold the bulk of our equity investment trust holdings in the 2018/19 financial year to invest in our properties, the Trust was not overly affected by the stock market volatility witnessed in the 2019/20 financial year. We only executed one investment in the stock market in the financial year and that was the purchase of nearly £20,000 of JPMorgan Global Emerging Markets Income Trust for the Extraordinary Repair Fund. The Fund invests in a diversified portfolio of high-quality emerging markets companies which, in aggregate, are expected to pay a higher dividend yield than average. By doing so, it aims to provide a dividend income combined with the potential for long term capital growth.

Finally, during this financial year the Finance and Investment Committee undertook a comprehensive review of the Trust's policies, procedures, and financial reporting. One output of this was the revised reporting format as described above; another output included a formal Financial Policy document which was adopted by the Trustees.

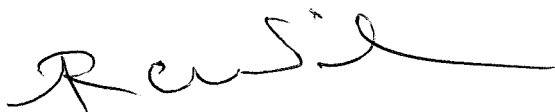
Statement of Reserves Policy

The policy of the Trust is to hold reserves to ensure that it remains able to support its operating costs and beneficiaries during a period of managed adjustment to new circumstances that might include an unexpected drop in income or unanticipated expenditure, or both. In normal circumstances we are targeting reserves in the Expendable Endowment of £30,000 as equivalent to 9-12 months of operating costs. The level of these reserves is informed by the Trust's strategic plans and financial forecasts and is reviewed and approved by the Board of Trustees annually.

Trustees' Responsibilities

The Trustees recognise their responsibilities for keeping proper accounting records and preparing Financial Statements each year. The appended accounts have been prepared on the receipts and payments basis and have been examined by an Independent Examiner whose report is attached.

Approved by the Trustees on20 JULY..... 2021.



Richard Wilson, Chairman

**Independent Examiner's Report to the Trustees of
John Hodges' Trust for Harpsden Hall**

I report on the accounts of the Trust for the year end 2nd November 2020, set out in pages 8 to 10, which have been prepared on the basis of the accounting policies set out on page 11.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006, and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43 of the Act, as amended);
- Follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- To state, if any, particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records kept by John Hodges' Trust for Harpsden Hall 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 you as Trustees concerning any matters. The procedures taken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with section 41 of the Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act,Have not been met: or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr W. R. Groves
1 Pond Cottage
Studridge Lane
Speen
Princes Risborough
Bucks HP27 0SA



Date: 7th JULY 2021

FINANCIAL STATEMENTS

Receipts & Payments Account

	Unrestricted Funds £	Restricted and Designated Funds £	Endowment Funds £	TOTAL 2020 £	TOTAL 2019 £
RECEIPTS					
Hire of Village Hall	14,107	-	-	14,107	20,599
Sports grounds	10,102	-	-	10,102	9,940
Rents – Cottages and Flat	43,200	-	-	43,200	22,810
Donations & grants	-	42,500	-	42,500	16,025
Investment income	2,810	-	-	2,810	3,202
Other receipts	256	-	-	256	13,219
Total gross income	70,475	42,500	-	112,975	85,795
ASSETS & INVESTMENT SALES					
Share sales	-	-	-	-	34,060
Sub-Total	-	-	-	-	34,060
TOTAL RECEIPTS	70,475	42,500	-	112,975	119,855
PAYMENTS					
Wages	5,884	-	-	5,884	8,932
Light & heating	2,545	-	-	2,545	4,051
Water & sewerage	144	-	-	144	86
Renewals & improvements	4,118	-	-	4,118	10,985
Repairs & maintenance	2,912	-	-	2,912	4,659
Cleaning	657	-	-	657	468
Telephone	209	-	-	209	1,054
Professional fees	1,379	-	-	1,379	2,930
Insurance	4,209	-	-	4,209	3,980
Fixtures & fitting	2,950	-	-	2,950	174
Running expenses	3,165	-	-	3,165	1,626
Sundry	-	-	-	-	350
Council tax	-	-	-	-	-
Marketing	99	-	-	99	81
Donations	2,870	-	-	2,870	3,367
Bank charges	77	-	-	77	98
Hall Flat (The Studio)	-	-	-	-	-
2A & 2B Hall Cottages	2,885	-	-	2,885	98,123
1 Hall Cottages	10,911	-	-	10,911	6,590
COVID reserve expenses	-	1,806	-	1,806	-
Sub-Total	45,014	1,806	-	46,820	147,548
ASSET & INVESTMENT PURCHASES					
Share purchases	-	20,000	-	20,000	-
Sub-Total	-	20,000	-	20,000	-
TOTAL PAYMENTS	45,014	21,806	-	66,820	147,548
TOTAL NET RECEIPTS/(PAYMENTS)	25,461	20,694	-	46,155	(27,693)
Transfer from COIF	-	-	-	-	-
Transfer to project account	(1,000)	1,000	-	-	-
Transfer from COVID Reserve	10,000	(10,000)	-	-	-
Transfer to ERF	(20,000)	20,000	-	-	-
SURPLUS/(DEFICIT) NET OF TRANSFERS	14,461	31,694	-	46,155	(27,693)
Cash at bank last year end	20,221	6,613	-	26,834	-
Cash at bank this year end	34,682	38,307	-	72,991	26,834

Statement of Assets & Liabilities

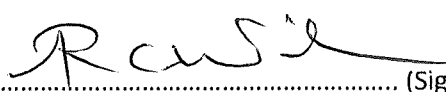
	Unrestricted Funds £	Restricted and Designated Funds £	Endowment Funds £	TOTAL 2020 £	TOTAL 2019 £
CASH FUNDS					
Barclays	34,682	38,307	-	72,991	26,834
COIF	46	-	-	46	46
Cash at Walker Crips	-	98	-	98	-
Total Cash Funds	34,708	38,405	-	73,133	26,880
INVESTMENT ASSETS					
JP Morgan Global Emerging Markets income	-	19,777	-	19,777	-
Perpetual Income & Growth	-	39,520	-	39,520	58,900
Total Investment Assets	-	59,297	-	59,297	58,900
ASSETS RETAINED FOR THE CHARITY'S OWN USE					
Village Hall, Football and Cricket Facilities*	-	-	1,600,000	1,600,000	1,600,000
No 1 Hall Cottages	-	-	550,000	550,000	550,000
No 2A Hall Cottages	-	-	414,028	414,028	414,028
No 2B Hall Cottages	-	-	414,028	414,028	414,028
Hall Flat (The Studio)	-	-	162,607	162,607	162,607
Total Assets Retained	-	-	3,140,663	3,140,663	3,140,663
LIABILITIES					
Benefactor loan (interest free)	-	-	(50,000)	(50,000)	(50,000)
TOTAL NET ASSETS	34,728	97,702	3,090,663	3,223,093	3,176,443

* Harpsden Village Hall, Football and Cricket Facilities include the Village Hall, a field behind No.1 and Nos. 2A and 2B Hall Cottages; the Football Field and Pavilion, the Cricket Field, Store Shed and Pavilion, two separate storage sheds, and a garage. The Trust also owns furniture and equipment used in Harpsden Village Hall.

Approved by Trustees on:

..... 20 JULY 2021 (Date)

Signed on behalf of the Trustees by:

.....  (Signature)

..... Rewilson (Print Name)

Bank Reconciliation

Barclays Current Account

Balance Brought Forward		
As at 3 rd Nov 2019	£20,220.70	
Bank Receipts	£116,968.02	
Bank Payments		£84,311.05
Balance Carried Forward		£52,877.67
As at 2 nd Nov 2020		
	<u>£137,188.72</u>	<u>£137,188.72</u>

Cricket Ground Project Account

Opening Balance	£6,613.49	
As at 3 rd Nov 2019		
Bank Receipts	£13,500.00	
Bank Payments		£ -
Balance Carried Forward		£ 20,113.49
As at 2 nd Nov 2020		
	<u>£20,113.49</u>	<u>20,113.49</u>

Notes to the Accounts

1. Accounting Policies

The accounts have been prepared on a receipts and payments basis and follow the recommendations in Statement of Recommended Practice: Accounting by Charities (SORP 2005).

2. Trustees' Remuneration and Expenses

The trustees received no remuneration, and no expenses were reimbursed to trustees during the year.

3. Endowments and Funds

The Unrestricted Funds comprise what the 2005 Scheme refers to as the Expendable Endowment.

The Restricted and Designated Funds comprise the Extraordinary Repair Fund, the Cricket Ground Project Fund and the Covid-19 Fund:

- The Extraordinary Repair Fund is a Restricted Fund for the extraordinary repair, improvement or rebuilding of the property of the charity;
- The Cricket Ground Project Fund is a Restricted Fund for land, building and related projects specifically for Harpsden Cricket Club;
- The COVID-19 Fund is a Designated Fund set aside by the Trustees for issues arising from the coronavirus pandemic.

The Endowment Funds comprise what the 2005 Scheme refers to as the Permanent Endowment. These hold the operational fixed assets of the charity and provide ongoing income (receipts) to support the charity's activities.

4. Surplus Receipts

The Trustees consider that surplus receipts produced in the year are required for use by the Charity.