

JOHN HODGES' TRUST FOR HARPSDEN HALL

TRUSTEES' ANNUAL REPORT

YEAR ENDED 2ND NOVEMBER 2022

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:

Mr Luke Hooker (Manager)
The Studio
Harpsden Village Hall
Harpsden
Henley-on-Thames
Oxfordshire RG9 4HH

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

Mr Richard Wilson (Chairman until 2nd November 2022)
Mr Rod Birkett (Chairman from 2nd November 2022)
Mr Matthew Davis
Mrs Jackie Harris
Mr Jeroen Huysinga
Mr Matthew Phillips (retired 1st November 2022)
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 to play a pivotal role at the heart of the local community. Bookings at the Hall by regular and ad-hoc users are back to pre-pandemic levels. It was used for a wide range of activities involving young and old alike, with Harpsden Pre-School remaining a core hall user, 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, the Berkshire and Henley School of Dance and a Friday morning toddler Pop Up and Play session. Adult users included the Henley Players and the WI, yoga and meditation classes. Events were held at the Hall to mark the Queen's Diamond Jubilee and the first of what was hoped to be a regular 'Harpsden Hoo Ha' – a celebration of local talent in the form of a mini-festival/fete. The Hall also continued to be a popular venue for both adults' and children's parties and a couple of very successful weddings were held during the summer months. With the demise of the long-standing Harpsden Billiards and Snooker Club, the use of their room was the subject of much discussion and in the course of the year it was agreed that the Pre-school could trial a period where they had exclusive use of this room. This would enable them to open five days a week instead of four, and for longer hours, which suited local families better.

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 Murrant Chilterns League – the first team came second in their league in 2022 whilst the second team finished mid-table in their division. The result of this is that the first team will play in division two of the Thames Valley League in the 2023 season. The Club also plays a number of friendly matches on Sundays. The Trust is particularly delighted that the Club's Juniors' programme for local children continues to expand. In 2023

Harpsden Cricket Club will again field league teams at U15, U13 and U11 levels, whilst also having their first mixed gender team. Training sessions for the juniors are held on Friday evenings. The Cricket Club will have two qualified coaches in 2023 supporting the development of the junior section. Many of these juniors are from the 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, St Mary's School whilst also planning to host several County juniors and Henley Ladies games. The Club continues to improve the facilities, with the Trust's support with the new changing room block now fully open and two new, first-class standard, cricket nets in use from the beginning of the 2022 season.

AFC Henley www.afchenley.com continues to thrive and was voted Oxfordshire FA Grassroots Club of the Year in 2021. The Club arranges football for over 400 girls and boys aged 4 to 18 at several different grounds, including Harpsden, and is now fielding 30 teams from U8 to U18 in various local football leagues. This is an increase from 22 teams just three years ago. 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.

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 almost certainly as strong as it has ever been, and the Trust is grateful to the Golf Club's Chairman, Manager and Course Manager and his team of green-keepers for all their efforts in continuing to strengthen this mutually beneficial relationship.

The Trust can be extremely proud of both the cricket and football grounds with the Golf Club green-keepers', and the tenants' (Harpsden Cricket Club and AFC Henley) efforts being very favourably recognised by opposing teams.

The Trust has heightened its focus on the relief of financial hardship by donating just under £20,000 to the local community. Many of the donations made in previous years have been repeated. These include 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; the Harpsden Cricket Club, to support their successful initiatives to involve juniors, the upkeep of St Margaret's Church Cemetery and the local branch of the CAB.

In addition to these, the Trust has supported Shiplake and Peppard Primary Schools, Style Acre's supported living house in Henley, the d:two community centre in Henley who host coffee mornings for local Ukrainian refugees, a local family with transport to and from the Pre-school and the Pre-school itself by offering a heavily subsidised hall hire fee. The Trust also made a donation to enable a very successful Platinum Jubilee event to take place which benefitted the whole local community.

We intend 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.

Further investment has gone into the repair and refurbishment of No.1 Harpsden Hall Cottages, with work focusing on the installation of an upstairs bathroom, a new kitchen and a new utility room.

In parallel with this we have continued to refurbish and enhance the Village Hall where needed. Examples of recent work include redecoration of the main hall and a refurbishment of the wooden floor.

Luke Hooker recommended to SODC that they review the drainage situation in the centre of the Harpsden Village and proposed a solution to them which involved diverting the water flow via new pipes along the edge of the football ground into a soakaway in the village hall field. All the signs are that this has been extremely successful in the numerous heavy downpours since it was put in and the local villagers, hall users and SODC can all be extremely grateful to Luke for his ingenuity in coming up with a solution.

The second strategic drive over recent years has been to renew and secure the Trust's main contractual arrangements with 3rd parties. This work has now been completed.

OPERATIONAL MATTERS

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

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

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.

Specific mention should be made of our caretaker, Luke Hooker. Luke continued to do an outstanding job and we hear many compliments about his work from people in the local community. At the end of the reporting year, Sarah Tipple, Clerk of the Trust, decided to step down after 16 years of service and it was agreed to combine the caretaker and half of the Clerk's role to form a new Manager role, and the Trust was delighted that Luke agreed to take up this role, with Sarah remaining as bookkeeper for at least another year whilst gradually handing over the other Clerk's duties to Luke. The Trust were very grateful to Sarah for her tireless work over so many years.

Also at the end of the Trust financial year, Richard Wilson decided to stand down as Chair after ten very successful years for the Trust. The Trust has been incredibly fortunate to have had Richard as its Chair, and is in a remarkably different, and better place, than it was when Richard took over and hopefully is in a very strong position to satisfy all of its' objectives as we progress through the Trust's second century. Richard will stay on the Board of Trustees whilst Rod Birkett takes over the role of Chair.

Matthew Phillips retired from the Board of Trustees just before the end of the financial year after several years of sterling service. Our thanks go to Matthew.

FINANCIAL REPORT

The Trust continues to strengthen its financial position to support its charitable activities.

Total receipts for year were £125,759 of which £115,456 were operating receipts and £10,303 from the sale of shares. Receipts from renting the Village Hall have now recovered to above pre-pandemic levels and were £34,380. The Trust benefitted from further significant donations and grants over the year. The majority of these were for the various projects at the cricket ground but the Trust was also given a £2,667 grant from SODC. Receipts from property and sports ground rental remained stable.

Total payments for the year were £112,701 of which £94,451 were for operating payments and £18,250 were for fixed asset investments for the cricket ground – namely for the new changing room block and new practice nets. As a result, there was an overall net cash increase in the year of £13,058. The most significant increases in operating payments in comparison to the previous year was £28,775 spent on the improvements at 1 Hall Cottages and the repayment of £15,000 of the £50,000 loan.

In terms of transfers between funds, £5,000 was transferred from the Expendable Endowment to the Extraordinary Repair Fund, in line with the goal of building the Extraordinary Repair Fund whilst aiming to keep a balance of approximately £30,000 of liquid assets in the Expendable Endowment.

Over the last year there was one corporate transaction in the Extraordinary Repair Fund (ERF) as the Board of Scotgems decided to return funds at net asset value to shareholders. We received the first, and major, payment of £14,220 which was a positive return on our investment despite the background decline in stock markets. There was also one other transaction in the ERF, which was the purchase of Keystone Positive Change for £13,370.

We continue to have a diversified portfolio of investments in the ERF which are quite defensive in nature and are positioned to provide us with a useful and growing dividend income combined with the potential for long term capital growth to help to protect the capital against inflation.

We also sold our holding of HICL in the Expendable Endowment for just over £10,300, at what was again a useful profit despite an unhelpful market background.

There will be several significant changes in the Statements of Assets and Liabilities following a formal report produced by an insurance assessor. The current valuations are based on the insurance assessor's estimate of reinstatement costs with the increase in the estimate for the village hall, cricket and football facilities being more than offset by the reduction in the estimate of reinstatement costs for the three cottages. Total liquid assets declined marginally in the year by just over £6,500.


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 on 11th July 2023.



Rod Birkett, Current 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 2022, 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

W.R. Groves FCA

Date: 28th June 2023

FINANCIAL STATEMENTS

Receipts & Payments Account

	Unrestricted Funds £	Restricted & Designated Funds £	Endowment Funds £	TOTAL 2022 £	TOTAL 2021 £
RECEIPTS					
Hire of Village Hall	34,380			34,380	11,896
Sports Grounds	11,480			11,480	9,941
Rents - Cottages and Flat	40,078			40,078	42,565
Donations & Grants	300	24,410		24,710	29,865
Investment Income	4,703			4,703	5,795
Other Receipts	105			105	236
Sub-Total	91,046	24,410	0	115,456	100,298
ASSETS & INVESTMENT SALES					
Share Sales	10,303			10,303	46,256
Sub-Total	10,303		0	10,303	46,256
TOTAL RECEIPTS	101,348	24,410	0	125,759	146,554
PAYMENTS					
Wages	(4,938)			(4,938)	(4,738)
Light & Heating	(4,832)			(4,832)	(2,225)
Water & Sewerage	(75)			(75)	(72)
Renewals & Improvements	(2,180)			(2,180)	(5,633)
Repairs & Maintenance	(7,810)			(7,810)	(14,431)
Cleaning	(576)			(576)	(493)
Telephone	(285)			(285)	0
Professional Fees	(995)			(995)	(350)
Insurance	(3,954)			(3,954)	(4,673)
Fixtures & Fittings	(1,961)			(1,961)	0
Running Expenses	(2,777)			(2,777)	(2,301)
Sundry	(450)			(450)	(1,400)
Marketing	(153)			(153)	(69)
Donations	(12,920)	(6,665)		(19,585)	(13,278)
Bank Charges	(107)			(107)	(83)
2A & 2B Hall Cottages Project	0			0	(2,464)
1 Hall Cottages Project	(28,775)			(28,775)	0
Loan Repayments	(15,000)			(15,000)	0
Sub-Total	(87,786)	(6,665)	0	(94,451)	(52,210)
ASSET & INVESTMENT PURCHASES					
Share Purchases		0		0	(91,123)
Cricket Ground Changing Room & Nets	0	(18,250)		(18,250)	(27,600)
Sub-Total	0	(18,250)	0	(18,250)	(118,723)
TOTAL PAYMENTS	(87,786)	(24,915)	0	(112,701)	(170,933)
TOTAL NET RECEIPTS / (PAYMENTS)	13,563	(505)	0	13,058	(24,379)
Transfer to/from COVID Reserve					
Transfer from EE to ERF	(5,000)	5,000			
SURPLUS / (DEFICIT) NET OF TRANSFERS	8,563	4,495	0	13,058	(24,379)
Cash at Barclays Bank last year end	23,371	25,229		48,600	
Cash at Barclays Bank this year end	31,934	29,724		61,658	

FINANCIAL STATEMENTS

Statement of Assets & Liabilities

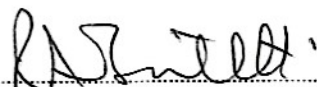
	Unrestricted Funds £	Restricted & Designated Funds £	Endowment Funds £	TOTAL 2022 £	TOTAL 2021 £
CASH FUNDS					
Barclays	31,934	29,724		61,658	48,613
COIF	46			46	46
Cash at Walker Crips		871		871	-
Total Cash Funds	31,980	30,595	-	62,575	48,659
INVESTMENT ASSETS					
JPMorgan Global Emerging Markets Income		18,743		18,743	23,799
Invesco Select UK Equity		11,115		11,115	14,157
Scotgems		-		-	13,410
Alliance Trust		20,076		20,076	21,924
Aberdeen Diversified I&G		13,950		13,950	15,075
HICL		22,329		22,329	32,463
Keystone Positive Change		14,140		14,140	-
Total Investment Assets	-	100,353	-	100,353	120,828
ASSETS RETAINED FOR CHARITY'S USE					
Village Hall, Football & Cricket Facilities*			1,918,069	1,918,069	1,600,000
No 1 Hall Cottages			369,538	369,538	550,000
No 2A Hall Cottages			285,991	285,991	414,028
No 2B Hall Cottages			285,991	285,991	414,028
Hall Flat (The Studio)			162,607	162,607	162,607
Total Assets Retained	-	-	3,022,196	3,022,196	3,140,663
LIABILITIES					
Benefactor Loan (interest free)			(35,000)	(35,000)	50,000
Total Liabilities	-	-	(35,000)	(35,000)	50,000
TOTAL NET ASSETS	31,980	130,948	2,987,196	3,150,124	3,260,150

* 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 the Village Hall.

Approved by the Trustees on:

11th July 2023 (Date)

Signed on behalf of the Trustees by:

 (Signature)

ROD BIRCKETT (Print Name)

Bank Reconciliation

Barclays Current Account

Balance Brought Forward (as of 3rd Nov 21)	£48,599.53	
Bank Receipts	£130,239.72	
Bank Payments		£117,181.69
Balance Carried Forward (as of 2nd Nov 22)		£61,657.56
	<u>£178,839.25</u>	<u>£178,839.25</u>

Cricket Ground Project Account

Balance Brought Forward (as of 3rd Nov 21)	£13.49	
Bank Receipts	£1,250.00	
Bank Payments		£1,263.49
Balance Carried Forward (as of 2nd Nov 22)		£0.00
	<u>£1,263.49</u>	<u>£1,263.49</u>

Note: Cricket Ground Project Account now closed

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 and Good Causes 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 the surplus receipts produced in the year are required for use by the charity.