

Friends of Gledhow Valley Woods

(CIO Number:1169599)

Trustees Annual Report & Financial Statements

for the year ending

30th November 2018

outsourc

Charity accounts preparation &
independent examination service

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Friends of Gledhow Valley Woods

(CIO Number:1169599)

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Trustees' Annual Report

From: 01-Dec-17

To: 30-Nov-18

Charity's full name Friends of Gledhow Valley Woods

Registered Charity number 1169599

Objectives and activities

Summary of the purposes of the charity set out in its governing document

1) to promote the conservation, protection and enhancement of the physical and natural environment of the area known as Gledhow Valley Woods in north Leeds ("the Woods") for the benefit of the general public, including in particular by:

- (a) protecting the natural beauty of the Woods;
 - (b) maintaining and improving facilities within the Woods, such as paths and seating;
 - (c) promoting biodiversity in the Woods;
 - (d) increasing public awareness of the Woods and their conservation, protection and enhancement, and reflecting the opinions and concerns of the wider community in relation to the Woods;
 - (e) acting to prevent development in the Woods where such development may be considered damaging the Woods, its flora and fauna or its value as a community amenity; and
 - (f) working with other groups that have an interest in, control over or responsibility for the Woods in furtherance of the objects of FGWW, including relevant public authorities and other local community groups; and
- (2) to engage in any activities which in the reasonable opinion of the Trustees are conducive, ancillary or incidental to any of the above.

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

(a) FGWW have continued to work with the main landowners, Leeds City Council and the Wades Charity to implement the Management plan and remove litter and fly tips.

The FGWW owned field is being managed to contribute to the beauty of the Woods.

(b) FGWW hold monthly action mornings to create and repair paths, manage the flora and litter pick.

(c) The Management plan is implemented to improve the biodiversity. FGWW manage five wild flower meadows and work to eradicate/control invasive species. A Woodland Trust grant enabled felling and pollarding work on a plantation to continue to improve the biodiversity within.

(d) The FGWW Annual Fun Day promotes and attracts feedback on the work of the Charity. The event is attended by over 1,000 local people whose opinions are sought. The Lake Action Group was formed, partly as a result of concerns from the community.

The Seventeenth Century Bath House is opened each year on the Heritage Open Days weekend.

FGWW attend various local Fairs and Craft Markets to promote the activities of the Charity.

THE FGWW website is the main provider of information about the group and its activities. Contact with FGWW supporters is by regular e mails.

(e) FGWW liaise with the private landowners.

(f) The Trustees, Steering Group and project teams liaise with various public bodies, including, land owners the Wades Charity and Leeds City Council, through its Parks and Countryside, Forestry, Land Drainage and Flood Risk Management departments. FGWW also consults with Yorkshire Water, the Woodland Trust Heritage Open Days, Gledhow Conservation Area Group, Leeds University Geography Department, Yorkshire Water, the Environment Agency, Ground Work Trust Leeds, Hafren Water (technical hydrology advice), Local ward councillors, Ebsford Environmental (a specialist company improving water environments). Bankside primary school, Gledhow primary school and Hillcrest Academy, Inkwel mental health arts project and Leeds let's get active walks programme.

All the Trustees have paid regard to the Charity Commission's public benefit guidance. We take it in to account in our decision making. We have not had cause to depart from the guidance.

Additional details of objectives and activities

Our volunteers make us one of the leading Friends groups in Leeds. The average number of volunteers attending Action Mornings is 30 over the period of this report. This represents a total of 770 volunteer hours from the Action Mornings. This is tremendous support and at £11 per hour is worth £8,470. The Annual Fun Day needs around 50 volunteers to erect and dismantle the marquees, set up the stalls, man the displays and perform the many associated tasks to make a successful day. There are many others working behind the scenes in FGVW. The website is our main focus, along with Facebook and Twitter. Contact with supporters is via e-mail, Facebook and Twitter. Thanks to Adam and Carol Bull for all their work on the website and Facebook and to Steve Jones-Blackett for managing our Twitter feed.

Achievements and performance

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.

FGVW held eleven monthly action mornings. Activities included wild flower planting and seeding, bulb planting, tree thinning, streamside tree clearance, path maintenance, path creation, Balsam bashing, cutting and clearing of five meadows, field management and litter picking.

The new field is being managed for wildlife. Along with preventing inappropriate housing development, as confirmed by the decisions of the statutory bodies, the field was purchased with wildlife in mind. Our native wildlife will benefit from this management and it will contribute more to the bio-diversity of the Valley. This will make the Valley a more attractive wildlife haven for the local community. Our plant ecologist, Kay McDowell has been busy identifying the flora and fauna in the field and leading its management and parts of the field will be planted and seeded with wild flowers in 2019. The new field hedge suffered in the long hot summer of 2018, but was watered on numerous days by volunteers and whilst some plants died, we are hopeful that most survived to flourish in 2019. We filled 2 skips with accumulated cuttings/hay from the field. Thanks to the charity Buglife for paying for one of these skips. A lot of hard work has gone in to improving the field and its boundaries and the footpath along Gledhow Valley Road. It is now the best it has looked for many tens of years. We are continuing to manage the invasive plant Himalayan Balsam in our field and adjoining fields. The treatment of the Japanese Knotweed continues and we are closely monitoring the results and liaising with the contractor

The Annual Fun Day was a great success, again, attracting over 1,000 local people. It has become a fixture in the Annual list of community events, along with the Chapel Allerton Arts Festival and Carols in the Park. The purpose of the Fun Day is to receive comments and feedback on FGVW projects proposed and current and it fulfils this aim excellently, but it is also a fabulous community get together. This year, the proposals of the Lake Action Group to de-silt the lake and the management of the new field was the focus of the FGVW display. We receive many kind comments during and after the event. The local population support the event and really enjoy the Community atmosphere and entertainment. Thank you to the band of Fun Day supporters and Fun Day organiser Stephen Johns and his able assistant Claire Standage.

In 2017, FGVW were awarded a Woodland Trust grant to fell and pollard 20 trees in a Beech plantation, to improve the habitat by moving towards a mixed species/age habitat. This is vital work as identified in the Management Plan carried out by Leeds City Council Woodlands Officer, Justin Williamson. We are improving the habitat for generations to come, through the gradual introduction of a variety of young trees. All the relevant bodies are in favour of this work, as we heard at the public meeting in April 2016. The RSPB, Yorkshire Wildlife Trust, Leeds City Council, The Woodland Trust and The Wades Charity are fully behind the work on the Plantation on Ancient Woodland site (PAWS) in Gledhow. This work was carried out in December 2017 and replanting by FGVW volunteers took place in March 2018. We planted over 400 whips of 5 species on the felling/pollarding sites. We are very pleased with the results as the whips are doing well in the openings created by the felling/pollarding and we hope to do more such work in the future. Information posters are on the site explaining the reason for the work and we have received much positive feedback with no adverse comments.

As part of this grant, we created a new, small wildflower meadow opposite the pollarding/felling site. The seeds and plugs for this meadow were funded by this grant and this work took place in April 2018. With copious watering, the first summer of this meadow was successful and we will be carrying out further planting in 2019. Thanks to the Woodland Trust for choosing and funding our scheme.

The Lake Action Group continued its work to improve the rapidly silting up Gledhow Lake for wildlife and for the future of the lake itself, holding many meetings with various bodies in order to come up with a robust solution to the silting problems. The various stakeholders are all on board with this work. A successful application was made to the Heritage Lottery Fund in 2018 to transform the lake and work should commence in 2019 and will be of great benefit to our native wildlife through the improved habitat and thus of great benefit to the local community. Thanks to David Miles for leading this group, and to Steve Jones-Blackett, Phil Meadley and Kay McDowell for all their ideas, support and attendance at a huge number of meetings.

Part of the investigative work for the Lake project involved removing silt from the boom end of the lake and clearing one of the silt traps in the stream. A result of this work was some temporary damage to the surrounding areas. These areas were seeded and planted with wild flowers in 2018 and have recovered very quickly.

FGVW manage five wildflower meadows. This involves annual scything and removal of the cuttings and is a major part of the Action mornings programme. The meadows all flowered well, attracting many insects and were a great sight. The meadows are a large part of the Management Plan. The benefits they provide for our native insects and birds are invaluable. With 98% of national meadows disappearing over the last 100 years, it is plain to see how valuable they are. The FGVW field Open Day was a success, allowing us to explain its management to the community.

All the activities have costs. FGVW raises funds through the selling of merchandise throughout the year at local fairs and markets and FGVW events. Many thanks to Joan and Mervyn Clayton for organising these events and to Trevor and Diane Kitto and Jenny Page and helpers.

Thanks to Mervyn and his assistant Trevor for their carpentry skills in path/fence repairs and in the range of wooden merchandise which has proved to be very popular. The local community are keen to purchase products made from local wood and items with photographs taken in the Valley.

Thanks also to Wendy Jones-Blackett Ltd for their generous sponsorship of our Christmas and Greetings cards. It is greatly appreciated

FGVW also applies for funding from a variety of funders. The Lake Action Group have been particularly successful in attracting grants to fund the initial work of that project. David Miles continues to work tirelessly to find funding for the Lake Action Project. Thank you to David.

FGVW were one of two charities being supported by the Co-op in Chapel Allerton in 2018. We displayed our work in the Co-op and received monies from the carrier bag scheme and a percentage of certain own brand products.

We look forward to the FGVW CIO continuing to thrive in the coming years. Thank you to all members and supporters for your help.

Additional information

The principal sources of funds for the FGVW CIO are small grants, donations, merchandise sales and annual events such as the Fun Day, Bath House open day and National Meadows day. The Lake Action Group is currently raising ring fenced funds to cover the costs involved in finding a solution to the silting up of the lake.

We are grateful for the bequest from the estate of former local resident, Mrs Pat Walker.
Investment Policy.

The Charity seeks to produce the best financial return within an acceptable level of risk. As assets are expected to be spent over twelve months, preservation of capital is of paramount importance.

In pursuit of this, the Operating Reserve will be held in an interest-bearing account subject to the risk considerations set out at section 3.

The Charity's assets will be held in cash.

The Charity will place cash only with banks and building societies that are authorised to accept deposits by the Prudential Regulation Authority and the Financial Conduct Authority. Cash held with any institution will not exceed the level of deposits covered by the Financial Services Compensation Scheme, currently £85,000.

Opening or closing of bank and building society accounts must be authorised by the Trustees, a power which is not at the present time delegated.

Cash needed for the day to day running of the Charity will be held in an instant access, current or deposit account.

Financial review

Review of the charity's financial position at the end of the period

At the period end, FGVW has strong levels of cash funds available at £28,131. Income was marginally up at £25,907. Expenditure was substantially up from the previous period at £19,523 reflecting the commencement of lake improvement works, and the works on the Beech plantation made possible by the Woodland Trust grant.

Statement explaining the policy for holding reserves stating why they are held

The purpose of the Reserves Policy for FGVW is to ensure stability of the ongoing operations of the Charity.

Reserves are intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The reserves may also be used for one-time, non-recurring expenses that will build long-term capacity, such as investment in infrastructure.

Reserves are not intended to replace a permanent loss of funds or eliminate an on going budget gap. It is the intention of FGVW for reserves to be used and replenished within a short period of time. The Reserves Policy will be implemented in concert with other governance and financial policies of FGVW and is intended to support the goals and strategies determined by the Trustees.

The target minimum Operating Reserve has initially been set as £1,000, being equal to one years insurance premium and likely legal fees to deal with any transfer of the land asset on winding up. At this stage of development, the Charity does not have set or predictable operating expenses and financial commitments which need to be accounted for in the Operating Reserve.

An additional sum will be held as part of the Operating Reserve to account for costs incurred should a major event such as the annual Fun Day be cancelled. This will be calculated as the average costs of the three preceding Fun Days.

Amount of reserves held

£15,609 of unrestricted reserve.

Reasons for holding zero reserves

N/A

Funds materially in deficit

None

Explanation of any uncertainties about the charity continuing as a going concern

The trustees do not consider there to be any uncertainties about the charity continuing as a going concern.

Structure, governance and management

Description of the charity's trusts

Type of governing document
(e.g. trust deed, royal charter)

Constitution

How the charity is constituted
(e.g unincorporated association, CIO)

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

Trustees must be drawn from the membership of the CIO.

Reference and administration details

Charity's full name Friends of Gledhow Valley Woods
Other names the charity is known by FGWW
Charity's principal address 83, Gledhow Park Avenue
Leeds
West Yorkshire
Postcode LS7 4JL

Names of the 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)
Martin Calvert	Chair		
Paul Ellis	Treasurer		
Adrian Coltman			
Steve Jones-Blackett			
Kay McDowell			
Naomi Watts-Kitto			

Names and addresses of advisers (OPTIONAL)

Type of adviser	Name	Address
Independent Examiner	Karen Wood ACMA	Outsource VSCE Support CIC 29 Millfield Road York YO23 1NH
Bankers	HSBC	108 Harrogate Road Chapel Allerton Leeds LS7 4NU

Declaration

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature 
Full Name Martin Calvert
Position Chair
Date 18/3/19

Independent examiner's report on the accounts

I report on the accounts of: **Friends of Gledhow Valley Woods**
for the year ended: **30th November 2018** which are set out on pages 7 to 10.

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 (2) of the Charities Act 2011 (the "2011 Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether 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 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 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Karen Wood (ACMA)

Outsource charity accounts preparation &
independent examination service
29 Millfield Road
York YO23 1NH

Date:

Friends of Gledhow Valley Woods
(CIO Number:1169599)

Receipts & payments accounts for the year ending:		30th November 2018		
	Unrestricted	Restricted	2018	2017
	funds	funds	Total	Total
	£	£	£	£
Receipts				
Grants received	333	14,259	14,592	15,972
Donations	5,290	-	5,290	361
Events	4,073	-	4,073	4,707
Merchandise sales	1,600	-	1,600	2,890
Member subscriptions	350	-	350	690
Bank interest	2	-	2	55
Total receipts	11,648	14,259	25,907	24,675
Payments				
Hedge & flower planting	260	4,962	5,222	2,257
Tree work	300	6,720	7,020	700
Silt trap	-	1,514	1,514	-
Signage	-	500	500	-
Consultancy	21	1,341	1,362	877
Event costs	122	400	522	1,724
Materials & action mornings	810	-	810	733
Tools & equipment	1,158	-	1,158	809
Insurance & fees	492	-	492	1,414
Administration costs	142	-	142	312
Merchandise costs	204	-	204	577
Advertising & publicity	107	-	107	-
Bird boxes	373	-	373	-
Volunteer's expenses	97	-	97	-
Total payments	4,086	15,437	19,523	9,403
Net of receipts/(payments)	7,562	(1,178)	6,384	15,272
Balance brought forward	8,047	13,700	21,747	6,475
Balance carried forward	15,609	12,522	28,131	21,747

Friends of Gledhow Valley Woods
(CIO Number:1169599)

Statement of assets and liabilities at:	30th November 2018
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	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Assets				
Cash at bank and in hand				
Current bank account	14,170	12,522	26,692	20,310
Deposit account	1,438	-	1,438	1,436
Float	1	-	1	1
	15,609	12,522	28,131	21,747

	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Liabilities				
Independent examination fee	300	-	300	-
	300	-	300	-

Friends of Gledhow Valley Woods
(CIO Number:1169599)

Notes to the accounts for the period ended: 31st December 2018

1. Basis of accounts

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

2. Restricted income funds

Fund name	Purpose
Lakes	Gledhow lake improvement works
Meadows	Planting hedgerow and ecological study
Tree work	Maintenance of Beech plantation
Fun day	Grant towards putting on a fun day event

	Balance b/fwd £	Incoming resources £	Resources expended £	Balance c/fwd £
Lakes				
Wades	2,950	-	-	2,950
Post Code Lottery	2,941	-	1,718	1,223
Carriers for Causes	123	-	123	-
Martin Wills Wildlife Trust	-	1,000	-	1,000
WHS	-	100	-	100
Coop Community Grant	-	5,263	-	5,263
LCC Green Grants	-	1,996	1,996	-
	<u>6,014</u>	<u>8,359</u>	<u>3,837</u>	<u>10,536</u>
Meadows				
Tesco bags for help	1,686	-	2,310	(624)
Aviva	1,000	1,000	1,007	993
	<u>2,686</u>	<u>1,000</u>	<u>3,317</u>	<u>369</u>
Tree work				
Woodland Trust	5,000	4,500	7,883	1,617
Fun day				
LCC	-	400	400	-
	<u>13,700</u>	<u>14,259</u>	<u>15,437</u>	<u>12,522</u>

The negative balance in the Tesco bags for help is to be reclaimed next year.

Approval of accounts for the year ended: 30th November 2018

The report and accounts were approved at a meeting of the Trustees held on:

18/3/19

Date

Martin P. Calvert

Signed for and on behalf of the trustees

18/3/19

Date

MARTIN P. CALVERT

Print name

CHAIR

Position (e.g. Chair etc)