

CHARITY NUMBER: 1133334
COMPANY NUMBER: 07030839

SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS
(a company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2017

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2017**

Reference and administrative information

Charity Name	Shipton-under-Wychwood Wild Garden and Woods
Charity Registered Number	1133334
Company Registered Number	07030839
Registered Office	New Beaconsfield Hall Station Road Shipton-under-Wychwood Oxfordshire OX7 6BQ
Trustees/Directors	Mr G Gillett Mr J Harris Mr J Huntingford Mrs J Mavin Mr J Mehrtens (Treasurer) Mr J Pratt Mr J Watson (Chairman)
Reviewing Accountant	Richard Boyns ACA
Bankers	HSBC Bank plc 17, Market Place Banbury Oxfordshire OX16 5ED
Solicitors	Johnson and Gaunt trading as Dyakowski Gafford 2 New Street Chipping Norton Oxfordshire OX7 5LJ

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Structure, Governance and Management

The charity is a company limited by guarantee, incorporated on 26 September 2009, registered as a charity on 17 December 2009 and governed by a Memorandum and Articles of Association, which are dated 20 September 2009. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The directors of the company are also charity trustees for the purposes of charity law.

All Trustees give their time voluntarily and received no remuneration from the charity.

The charity acts as a fund raising body and manager of its acquired properties for the objects set out in its Memorandum of Association.

The governing body is its Board of Trustees, who are drawn from the membership. Trustees are elected at the Annual General Meeting or appointed by a resolution of the Trustees. At each Annual General Meeting one third of the Trustees retire, by rotation, but may offer themselves for re-election. In accordance with this requirement two Trustees need to retire and Mr Mike Watson and Mr Jeremy Huntingford will retire and both offer themselves for re-election. Any member may be nominated at the Annual General Meeting to be a Trustee, but the total number of Trustees allowed is set at a minimum of three with no maximum.

Principal activity

The company's principal activity during the year ended 30 September 2017 was to raise funds, to carry out necessary maintenance work and to manage the Wychwood Wild Garden as a place of public access and enjoyment.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing and approving this report.

The Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure for the year. In preparing those financial statements the Trustees are required to:-

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare financial statements on the going concern basis unless it is inappropriate to presume the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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Achievements and Performance

During the year, visitor numbers remained high – a census carried out over the Easter weekend recorded an average of 100 visitors a day over the four day period. We have been featured in the Vogue 'Insider Guide To The Cotswolds' and demand for our leaflets in both the Burford and Witney information centres remains strong. We have been encouraged by the number of local organisations who have arranged visits to the Wild Garden, helping to spread the word about the value of such a local facility for all ages and abilities. During the year we had visits from the Oxfordshire Tree Society, the Shipton WI and the Wychwood Primary School among others. We are also very grateful to those who supported our 'Community Matters' award from the green token scheme at Waitrose in Witney.

Volunteer work continues on a regular basis to maintain the garden and make improvements where these are necessary. A team from Elsevier in Kidlington carried out a 'volunteer' day in the garden, laying wood chippings along one of our paths and making a significant contribution to our work. Our Saturday morning working parties have also attracted a good turnout helping to clear debris from the Avenue and to resurface paths with wood chips. Our regular Tuesday morning team have been busy this summer completing work on the Round Pond wall and rebuilding the Upper Pond dam wall and sluiceway. This area has previously flooded on a regular basis and needed significant repair work. The dam wall has been rebuilt to its original height, the sluiceway cleaned up and repaired so it now flows smoothly and a 'buggie' bridge installed over the sluiceway allowing easy access around the Cedar of Lebanon. During the year we estimate that over 65 volunteers have been involved in various activities in the Garden and we are extremely grateful for their contribution.

Despite the popularity of the Garden, we have been slow in converting visitors into members. Our membership remains at 130, new members only replacing those who for one reason or another have dropped out. It has become clear that despite the investment in leaflets, the website and Facebook the only effective way to attract new members is by face-to-face contact. Growing the membership is critical to the long term success of the Garden, not only for the essential financial support our members provide but also for the commitment and involvement that members show.

Your Trustees are currently considering events and occasions during 2018 where this can be achieved.

Financial Review

The financial position of the Charity continues to be satisfactory with cash at bank and in hand of £13,539. Net assets at 30 September 2017 totalled £63,853. Standing Orders and annual pledges totalling in excess of £7,000 per annum for the future maintenance of the Wild Garden have been received at the date of signing these accounts.

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Reserves Policy

The Trustees have examined the charity's requirements for reserves in light of the estimated basic annual running costs of The Wild Garden. A policy has been established whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be at least equal to approximately 12 months expenditure on running costs. The reserves at 30 September 2017 were £13,853 and approximately 12 months expenditure on running costs have been estimated at £6,000. The Trustees consider that the present level of unrestricted funds is sufficient.

Risk Review

The Trustees identify and review the major risks to which the charity is exposed and ensure that systems are in place to mitigate these risks.

The risks to which we are exposed include financial, environmental, compliance and operational risks and where appropriate systems or procedures have been established to mitigate the risks. We ensure that we have adequate insurance in place, monitor our reserves policy, monitor our financial activities, pay particular attention to keeping our members informed about our activities, and comply with company and charity law and regulation.

We monitor the Wild Garden on an annual basis for signs of serious tree diseases and for invasive species. In 2017 no invasive species were identified.

We use monitoring cameras from time to time to help identify and control anti social behaviour; thankfully the level of vandalism remains low.

Objectives and Public Benefit

The Trustees consider that they have complied with the Charities Act which states that charity trustees must 'have regard' to the public benefit guidance 'when exercising any powers or duties to which the guidance is relevant'.

The Charities (Accounts and Reports) Regulations 2008 requires charity trustees to include a statement in their Trustees' Annual Report as to whether they have complied with that duty. The Trustees are satisfied that they have taken full regard of the public benefits guidance when making a decision to which the guidance is relevant or where they have decided to depart from the guidance, they have good reasons for doing so.

Public Access and Participation

Acquiring the Wild Garden by way of a locally owned company has resulted in regaining this important local amenity for the benefit of both residents and visitors to the area. There have been no restrictions on access during the year. We ask the public to respect the peace and tranquillity of the space and to keep children under control and dogs on leads at all times. Visitor numbers have been maintained with an encouraging number of visitors from outside the Wychwoods. Publicity of the Garden is supported by leaflets available in both the Burford and Witney Tourist Information

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Offices as well as publicity in local pubs and B&Bs. Membership of the company is open to all who offer an annual subscription of £20 or more. As at 30 September 2017 we had 130 members, including both Shipton and Milton Parish Councils as Representative Members.

Conservation, Restoration and Management

The restoration and management of the Wild Garden is guided by the Management Plan updated in November 2016. A copy of the Management Plan is available on our website. The overall objectives of the plan are to maintain the formality of the Avenue and the Round Pond, to restore the water system so that it could once again support fish and to maintain the remainder of the woodlands with a minimum of intervention. The maintenance works carried out during the year are in accordance with this plan. While our long term ambition is to also restore the key features and water depth of the Basin (Upper) Pond, the financial and logistic implications of this are currently beyond our means. We will continue to examine ways that this can be achieved.

Education

The key objective of the education initiatives, as set out in the Management Plan, is to encourage a responsible attitude towards, and a wider appreciation of, our local natural and physical environment. While the Garden was never intended to become an adventure playground, it should nevertheless allow popular and peaceful enjoyment of the Wild Garden by all and a positive approach to the environment in general. A secondary benefit is to encourage the development of the skills required to manage and maintain the Wild Garden. We have supported the development of Forest School activities in the Garden. These are typically for younger children and cover activities such as tool use, rope swings, fire building, climbing and balancing, den building and identifying flora and fauna. We hope to build on this to include managed activities for older children.

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime. The Trustees acknowledge their responsibilities to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity. The Trustees are satisfied that the company is exempt from, and has not been subject to, an audit.

This report was approved by the Trustees on 6th January 2018 and signed on their behalf by:



J Michael Watson
Chairman

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2017**

**ACCOUNTANTS' REPORT TO THE TRUSTEES OF
SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS**

I have reviewed the Trustees' Report and Financial Statements (the "Annual Report") for the year ended 30 September 2017 in light of applicable accounting standards and statements of recommended practice, and no matters have come to my attention that would suggest that the Annual Report does not either comply with such standards or statements, or give a true and fair view. However, the Trustees are reminded that ultimately it is their responsibility to ensure compliance and that undue reliance should not be placed upon my review in this regard.

A handwritten signature in black ink, appearing to read "R. Boyer". The signature is written in a cursive style with a horizontal line under the name.

Richard Boyns ACA

Dated: 6th January 2018

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**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2017**

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Income and endowment from				
Donations, grants and subscriptions	7,608		7,608	12,488
Activities/Events	565		565	874
Interest received	5		5	13
Tax claimed under Gift Aid	1,130		1,130	1,951
Total Income and endowment	9,308		9,308	15,326
Expenditure on Governance and administration				
Insurance	828		828	835
General Expenses (Note 14)	1,135		1,135	1,415
Maintenance				
Tree work and surveys	3,192		3,192	277
Miscellaneous equipment	0		0	40
Canals, ponds and paths	0		0	204
Fuel	12		12	12
Specific Projects				
Works to Ponds (Note 15)	556		556	25,181
Aquatic survey	0		0	2,556
Equipment costs (Note 16)	160		160	40
Total expenditure	5,883		5,883	30,560
Net income and endowments	3,425		3,425	(15,234)
Funds brought forward 2016	10,428	50,000	60,428	75,662
Funds carried forward	13,853	50,000	63,853	60,428

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**BALANCE SHEET AS AT 30 SEPTEMBER 2017
COMPANY NUMBER 07030839
CHARITY NUMBER 1133334**

	Notes	£	2017 £	2016 £
Fixed Assets				
Freehold Land	2		50,000	50,000
Current Assets				
Debtors	11	314		498
Cash at bank and in hand	3	13,539		11,523
		13,853		12,021
LESS Creditors; amounts falling due within one year	12	0		1,593
		13,853	13,853	10,428
			63,853	60,428
Net Assets				
Reserves				
Unrestricted	1		13,853	10,428
Restricted	1		50,000	50,000
			63,853	60,428

The Trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act.

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS
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The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to the accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime. The accounts have been prepared having due regard to the Charities SORP(FRSSE) .

The Financial Statements were approved by the Trustees on 6th January 2018



J Michael Watson

Chairman



J.I.Mehtens

Treasurer

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2017**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2017**

1. Accounting Policies

- The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" published in 2005 and revised in the Charities SORP(FRSSE), and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2016).
- Donations and grants received are usually recognised in full in the year in which they are received.
- Resources expended are accounted for on an accruals basis and have been aggregated under appropriate headings. Costs of generating funds are the expenses incurred with fund raising events. Governance and administration costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.
- Unrestricted Funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
Restricted Funds are funds which are to be used in accordance with specific restrictions of the donors or which have been raised by the charity for particular purposes.
The Restricted Funds in the Balance Sheet of the charity relate to the acquisition of The Wild Garden.
- Freehold Land is carried at cost less any impairment if any.

2. The charity has purchased the Freehold of 12.5 acres of land at Shipton- under- Wychwood (known as The Wild Garden) at a cost of £50,000 with the intention of meeting the charity's objects as set out in its Memorandum of Association

3. The charity has no investments; all surplus funds are deposited with our bank.

4. The charity does not have any employees.

5. The charity is exempt from corporation tax on its charitable activities.

6. Related Party Transactions

All transactions with trustees are carried out on an arms length basis. There were no such transactions during the year ended 30 September 2017 apart from £547 reimbursed to 2 trustees in respect of costs incurred in work to the Upper Pond, and sundry costs relating to The Wild Garden project, leaflets, newsletters and AGM.

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**NOTES TO THE FINANCIAL STATEMENTS
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7. Trustees' remuneration and expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected with them. Expenses totalling £547 have been incurred by trustees during the year, all of which has been reimbursed.

8. The charity is not part of a group and it does not have any subsidiaries.

9. The charity has no capital commitments, nor has it given any guarantees to any third party. Neither has it received nor granted any loans or made any ex-gratia payments.

10. Membership

At the end of the financial year we had 130 members.

11. Debtors

	2017	2016
	£	£
Tax reclaimed under gift aid	134	498
W.O.D.C. emptying dog bins	180	0
	<u>314</u>	<u>498</u>

12. Creditors

	2017	2016
	£	£
Expenses re Round Pond	0	1,593
	<u>0</u>	<u>1,593</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2017**

13. The company does not have a share capital, being limited by guarantee.

14. General Expenses

	2017	2016
	£	£
West Oxfordshire D.C. (emptying dog bins)	711	696
AGM costs and general administrative costs	399	543
Wild Flower/Grass Seeds	25	176
	<u>1,135</u>	<u>1,415</u>

15. Works to Ponds

	2017	2016
	£	£
Equipment hire and fuel	65	64
Contractor (AES Europe)	0	22,762
General materials for wall repairs	22	846
Walling stone and clay	151	1,509
Land drain	59	0
Cement/Ballast	181	0
Timber for new bridge	78	0
	<u>556</u>	<u>25,181</u>

16. Equipment Costs

	2017	2016
	£	£
Trailer	0	25
Repairs to tractor	95	0
Sundries	37	15
Saw chains	28	0
	<u>160</u>	<u>40</u>