

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 2018

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS  
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**Reference and administrative information**

<b>Charity Name</b>	Shipton-under-Wychwood Wild Garden and Woods
<b>Charity Registered Number</b>	1133334
<b>Company Registered Number</b>	07030839
<b>Registered Office</b>	New Beaconsfield Hall Station Road Shipton-under-Wychwood Oxfordshire OX7 6BQ
<b>Trustees/Directors</b>	Mr R Arnold (appointed 24 April 2018) Mr G Gillett (resigned 21 March 2018) Mr J Harris Mr J Huntingford Mrs J Mavin Mr J Mehrrens (Treasurer) Mr J Pratt Mr J Watson (Chairman)
<b>Reviewing Accountant</b>	Richard Boyns ACA
<b>Bankers</b>	HSBC UK Bank plc 17, Market Place Banbury Oxfordshire OX16 5ED
<b>Solicitors</b>	Johnson and Gaunt 47 North Bar, Banbury, Oxfordshire, OX16 0TJ

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS**  
**TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**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. 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 Mrs Jill Mavin and Mr Jeremy Harris 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 2018 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.

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS**  
**TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**Achievements and Performance**

During the year, visitor numbers continued at a high level especially during half-terms and holidays. Despite the growth in numbers visiting, vandalism and damage remains under control although there has been a worrying increase in the number of dogs reported off-lead. Some dog owners believe the rules don't apply to them or that their dog is so well behaved it doesn't matter. Regrettably there was a major attack on the ducks in October 2018 with at least two killed. The most likely culprit was a loose dog. We will be stepping up surveillance to try and catch culprits before further damage is done.

Our volunteer days attracted good turnouts to help with the autumn and spring cleanups, while we have also had an increase in the regular Tuesday morning volunteers. This work is essential to keep the Wild Garden in good repair and to identify and remedy any potential problems. We are also very grateful to the teams involved in regular fundraising, in particular the Shipton WI and those who generously opened their gardens in the summer for fundraising. The Shipton fete this year was also well attended and proved an excellent way of engaging with those who are new to the area. A number of new members were signed up on the day. A big thanks to all involved, we estimate that at least 70 people have given their time one way or another to help support and manage the Garden.

The work on restoring the water system continued with clearance of some of the growth in the Upper Pond, creating clear water channels along the banks and opening up passage ways through the main growth. By doing this we ensure the banks are retained and there is some predator deterrent for the nesting water birds. Some overhanging trees were also cut back - most of them are growing in the pond not the bank. The Tuesday volunteers completed work to open up the boundary path along the west side of the Wild Garden, cutting back low branches, realigning the path where necessary and resurfacing with wood chips. Poor weather and heavy rain in the spring caused some problems with flooding and dam overspill, however no lasting damage was done.

With the active support of the Environment Agency the Wild Garden is now registered as a fishery containing indigenous fish only. A major milestone was achieved with the restocking of the ponds by the Environment Agency with Tench and Crucian Carp; it is hoped the latter will remain a pure population untainted by 'crossing' with alien species. The fish population also includes Perch and Rudd. We will monitor the water system watching out especially for any illicitly introduced alien species.

Following comments made at the March 2018 AGM about the state of Dog Kennel Lane, discussions were held with Oxfordshire County Council and Shipton Parish Council with a view to carrying out a partial resurfacing of the lane. Both Councils agreed to support the work with a combined contribution of £1720. The work was successfully carried out in October 2018.

The introduction of the General Data Protection Regulations (GDPR) was an incentive for us to review our membership records in detail. As a result of this we identified a number of members who for one reason or another were 'lost' or who had terminated their subscription. This has resulted in a drop of membership year on year from 130 to 124. Despite this, our pledged income from Standing Orders and subscriptions remains satisfactory. Work will continue to encourage new members and to develop our database to allow faster identification of potential lost members.

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS  
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**Financial Review**

The financial position of the Charity continues to be satisfactory with cash at bank and in hand of £19,129. Net assets at 30 September 2018 totalled £69,452. Standing Orders and annual pledges for the future maintenance of the Wild Garden currently stand at £6,916 per annum at the date of signing these accounts.

**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 unrestricted reserves at 30 September 2018 were £17,732 and approximately 12 months expenditure on running costs (excluding specific projects) have been estimated at £5,500. 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 database management, 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 2018 no invasive species were identified.

We use monitoring cameras from time to time to help identify and control anti social behaviour.

**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**

Our charitable objectives require that we manage the Wild Garden 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

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS  
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

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 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 2018 we had 124 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 now supports a reasonable fish stock 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.

**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 foster a positive approach to the environment. During the year we have supported the development of Forest School and Cubs 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.

**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 21<sup>st</sup> January 2019 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 2018**

**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 2018 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 'y'.

**Richard Boyns ACA**

Dated: 31<sup>st</sup> December 2018

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS  
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>Income and endowment from</b>				
Donations, grants and subscriptions	7,117	1,720	8,837	7,608
Activities/Events	1,310		1,310	565
Interest received	10		10	5
Tax claimed under Gift Aid	1,424		1,424	1,130
<b>Total Income and endowment</b>	<b>9,861</b>	<b>1,720</b>	<b>11,581</b>	<b>9,308</b>
<b>Expenditure on Governance and administration</b>				
Insurance	853		853	828
General Expenses (Note 14)	1,043		1,043	1,135
<b>Maintenance</b>				
Tree work and surveys	2,364		2,364	3,192
Fuel	60		60	12
<b>Specific Projects</b>				
Works to Ponds (Note 15)	285		285	556
Works to paths (Note 17)	515		515	0
<b>Equipment costs (Note 16)</b>	<b>862</b>		<b>862</b>	<b>160</b>
<b>Total expenditure</b>	<b>5,982</b>	<b>0</b>	<b>5,982</b>	<b>5,883</b>
<b>Net income and endowments</b>	<b>3,879</b>	<b>1,720</b>	<b>5,599</b>	<b>3,425</b>
<b>Funds brought forward 2017</b>	<b>13,853</b>	<b>50,000</b>	<b>63,853</b>	<b>60,428</b>
<b>Funds carried forward</b>	<b>17,732</b>	<b>51,720</b>	<b>69,452</b>	<b>63,853</b>

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS  
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**BALANCE SHEET AS AT 30 SEPTEMBER 2018  
COMPANY NUMBER 07030839  
CHARITY NUMBER 1133334**

	Notes	£	2018 £	2017 £
<b>Fixed Assets</b>				
Freehold Land	2		50,000	50,000
 <b>Current Assets</b>				
Debtors	11	467		314
Cash at bank and in hand	3	19,129		13,539
		19,596		13,853
 LESS Creditors; amounts falling due within one year				
	12	144		0
		19,452	19,452	13,853
<b>Net Assets</b>			<b>69,452</b>	<b>63,853</b>
 <b>Reserves</b>				
Unrestricted	1		17,732	13,853
Restricted	1		51,720	50,000
			<b>69,452</b>	<b>63,853</b>

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  
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

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(FRS 102) .

The Financial Statements were approved by the Trustees on 21<sup>st</sup> January 2019



**J Michael Watson**

Chairman



**J.I.Mehtens**

Treasurer

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS  
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**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(FRS 102), 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 and work to be carried out in Dog Kennel Lane.
- 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 2018 apart from £1,043 reimbursed to 2 trustees in respect of costs incurred in equipment and work to the ponds, paths and sundry costs relating to The Wild Garden project, leaflets, newsletters and AGM.

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS  
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**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 £1,043 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 124 members.

**11. Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Tax reclaimed under gift aid	280	134
W.O.D.C. emptying dog bins	187	180
	<hr style="border-top: 1px dashed black;"/> <b>467</b>	<hr style="border-top: 1px dashed black;"/> <b>314</b>

**12. Creditors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Expenses re Tree work	144	0
	<hr style="border-top: 1px dashed black;"/> <b>144</b>	<hr style="border-top: 1px dashed black;"/> <b>0</b>

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

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS**  
**TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**14. General Expenses**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
West Oxfordshire D.C. (emptying dog bins)	734	711
AGM costs and general administrative costs	263	399
Wild Flower/Grass Seeds/Bulbs	46	25
	<u>1,043</u>	<u>1,135</u>

**15. Works to Ponds**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Equipment hire and fuel	0	65
General materials for wall repairs	0	22
Puddling clay	60	151
Land drain	0	59
Cement/Ballast	25	181
Timber for new bridge	0	78
Gambion cages	70	0
Nets	130	0
	<u>285</u>	<u>556</u>

**16. Equipment Costs**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Skip hire	230	0
Repairs to tractor and tyres	303	95
Sundries	81	37
Saw chains/poles	117	28
Container keys/padlocks	81	0
Hire of chipper	50	0
	<u>862</u>	<u>160</u>

**17. Works to Paths**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Gravel	352	0
Wacker Plate Hire	39	0
Shingle	124	0
	<u>515</u>	<u>0</u>