

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 2019

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS
TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2019**

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 R Arnold Mr J Harris Mr J Huntingford Mrs J Mavin Mr J Mehrtens (Treasurer) Mr J Pratt Ms F Walthall (Appointed 26 March 2019) Mr J Watson (Chairman)
Reviewing Accountant	Richard Boyns ACA
Bankers	HSBC UK Bank plc 17, Market Place Banbury Oxfordshire OX16 5ED
Solicitors	Johnson and Gaunt 47 North Bar, Banbury, Oxfordshire, OX16 0TJ

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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. 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 Mr John Pratt and Mr John Mehrtens 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 2019 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

The Wild Garden continues to attract a steady flow of visitors throughout the year, both residents and visitors to the area. This is encouraged by very favourable comments about the Wild Garden on both TripAdvisor and Google, as well as our own social media presence on Facebook and Instagram. Around 500 people follow our activities on these two social media sites, all helping to promote the Garden and offer support.

Our working parties during the year have been very well supported with an increasing number of children and families taking part. The Cubs and Scouts have also joined us for the working parties which has been most welcome. We estimate that during the year over 70 volunteers have contributed to the success of the Wild Garden either in working parties or fundraising.

Membership numbers have improved during the year to 129, up from 124 the prior year, helped by a successful stand at the Shipton Fete in August 2019 as well as a steady flow of enquiries from our website. During the year the Garden was used for a number of events by local organisations including a well-attended visit by the Oxfordshire Local History Association in May and a special Forest School in aid of the Alheimers Society in September. These all help to raise the profile of the Wild Garden in the local community, leading to an increase in both membership and donations. We have been successful with a bid for the Section 106 grant money from the Deanfield development in Shipton to cover the costs of a much needed replacement tractor.

Inevitably there were also some disruptions during the year, the most impactful being an organised break-in to our storage container in November 2018. This appears to have been part of a number of co-ordinated break-ins locally, primarily aimed at stealing power tools. Although we do not store hand power tools in the container, we still suffered the loss of a number of pieces of smaller equipment as well as damage to the Avenue Gate lock and the container itself. None of the equipment in the container was insured; the board continues to review whether insurance against theft for any of our equipment is worthwhile given the premium.

Natural events also brought damage to the Garden, with a large Willow brought down by the Round Pond during Storm Gareth in March 2019 and a mature Cherry uprooted into the Upper Pond in June. In both cases the damage was relatively minor and the trees were removed by the volunteers. The timber was added to our log pile which is proving a very valuable source of funds from donations in return for logs.

The state of Dog Kennel Lane continues to be of concern, with excessive mud and standing water from rain run-off. The gate post in the Dog Kennel Lane entrance rotted and had to be replaced during the year, in part due to the puddles that form in this area. The work to resurface and remove some of the worst puddles earlier in the year has been successful, however further drainage of surface water away from the Lane is needed as well as some resurfacing, where the damage from cars parking is the worst. We will continue to explore options for making some modest improvements in this area as it directly affects visitors to the Wild Garden.

Financial Review

The financial position of the Charity continues to be satisfactory with cash at bank and in hand of £20,810. Net assets at 30 September 2019 totalled £71,208. Standing Orders and annual pledges for

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the future maintenance of the Wild Garden currently stand at £7,472 per annum at the date of signing these accounts.

During the year significant improvements were made to the Wild Garden website including improving its security and the leaflets were updated and re-printed. Both these costs contributed to the increase in administration costs.

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 18 months expenditure on running costs. The unrestricted reserves at 30 September 2019 were £21,208 and approximately 18 months expenditure on running costs (excluding specific projects) have been estimated at £8,250. 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. We are now experiencing the first signs of Ash Dieback which will continue to be a threat for a number of years. Our management approach is selective cutting back and felling as needed. A clump of Japanese Knotweed was identified and treated in an area known to have previously hosted this plant.

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. We regularly review the workings and effectiveness of our governance policies and update these as needed, new policies are added as required by both law and experience.

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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 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 pledge an annual subscription of £30 or more. As at 30 September 2019 we had 129 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 August 2019. 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. Work during the year has involved improving the drainage ditch between the Garden and the adjacent field to the west, improving the banks of the Upper canal where there has been some erosion and generally maintaining the path network.

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. This work will continue and hopefully in time it will help us engage with an older group of children who can become involved in the future of the Garden.

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 14th January 2020 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 2019**

**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 2019 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. Boyns', with a horizontal line under the name.

Richard Boyns ACA

Dated: 30 December 2019

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS
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**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Income and endowment from				
Donations, grants and subscriptions	9,334		9,334	8,837
Activities/Events	1,675		1,675	1,310
Interest received	33		33	10
Tax claimed under Gift Aid	1,680		1,680	1,424
Total Income and endowment	12,722		12,722	11,581
Expenditure on Governance and administration				
Insurance	853		853	853
General Expenses (Note 14)	1,540		1,540	1,043
Maintenance				
Tree work and surveys	4,650		4,650	2,364
Fuel for tractor	90		90	60
Fuel for chainsaw	82		82	0
Specific Projects				
Works to Ponds (Note 15)	90		90	285
Works to paths (Note 17)	144		144	515
Works to gates (Note 18)	136		136	0
Dog Kennel Lane	680	1,720	2,400	0
Equipment costs (Note 16)	981		981	862
Total expenditure	9,246	1,720	10,966	5,982
Net income and endowments	3,476	(1,720)	1,756	5,599
Funds brought forward 2018	17,732	51,720	69,452	63,853
Funds carried forward	21,208	50,000	71,208	69,452

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**BALANCE SHEET AS AT 30 SEPTEMBER 2019
COMPANY NUMBER 07030839
CHARITY NUMBER 1133334**

	Notes	£	2019 £	2018 £
Fixed Assets				
Freehold Land	2		50,000	50,000
Current Assets				
Debtors	11	398		467
Cash at bank and in hand	3	20,810		19,129
		21,208		19,596
LESS Creditors; amounts falling due within one year	12	0		144
		21,208	21,208	19,452
Net Assets			71,208	69,452
Reserves				
Unrestricted	1		21,208	17,732
Restricted	1		50,000	51,720
			71,208	69,452

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.

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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 (FRS 102).

Statement of Cash Flows and Reconciliation to Net Income	2019	2018
	£	£
Net Income for the reporting period	1,756	5,599
(Increase)/decrease in debtors	69	(153)
Increase/(decrease) in creditors	(144)	144
Net cash provided by (used in) operating activities	1,681	5,590
Change in cash and cash equivalents in the reporting period	1,681	5,590
Cash and cash equivalents at the beginning of the reporting period	19,129	13,539
Cash and cash equivalents at the end of the reporting period	20,810	19,129

The Financial Statements were approved by the Trustees on 14th January 2020



J Michael Watson
Chairman



J.I.Mehtens
Treasurer

**SHIPTON-UNDER-WYCHWOOD WILD GARDEN AND WOODS
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

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 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 2019 apart from £1,130 reimbursed to 2 trustees in respect of costs incurred in equipment and work to the canals, paths and sundry costs relating to The Wild Garden project, leaflets, newsletters, website, replacement of stolen items and AGM.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

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 £1,130 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 129 members.

11. Debtors

	2019	2018
	£	£
Tax reclaimed under gift aid	206	280
W.O.D.C. emptying dog bins	192	187
	-----	-----
	398	467
	=====	=====

12. Creditors

	2019	2018
	£	£
Expenses re Tree work	0	144
	-----	-----
	0	144
	=====	=====

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

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NOTES TO THE FINANCIAL STATEMENTS
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14. General Expenses

	2019	2018
	£	£
West Oxfordshire D.C. (emptying dog bins)	758	734
AGM costs and general administrative costs	776	263
Wild Flower/Grass Seeds/Bulbs	0	46
Sundries	6	0
	1,540	1,043
	1,540	1,043

15. Works to Ponds

	2019	2018
	£	£
Puddling clay	90	60
Cement/Ballast	0	25
Gambion cages	0	70
Nets	0	130
	90	285
	90	285

16. Equipment Costs

	2019	2018
	£	£
Skip hire	0	230
Repairs to tractor and tyres	113	303
Sundries	33	81
Saw chains/poles/service	73	117
Gate and Container keys/padlocks/lock box	208	81
Hire of chipper	0	50
Extending pruning saw replacement	171	0
Personal protection equipment	170	0
Replacement waders	161	0
Replacement boat and oars	52	0
	981	862
	981	862

17. Works to Paths

	2019	2018
	£	£
Hire of chipper and operator	144	0
Gravel	0	352
Wacker Plate Hire	0	39
Shingle	0	124
	144	515
	144	515

18. Works to gates

Replacement post at Dog Kennel Lane	136	0
	136	0
	136	0