

PETT LEVEL PRESERVATION TRUST

TRUSTEES ANNUAL REPORT

31/08/19 – 31/08/20



1.0 ADMINISTRATIVE DETAILS

Charity Name – Pett Level Preservation Trust (PLPT)

Charity Registration Number - 1164637

Address of the principal office – The Edge, Toot Rock, Pett Level TN35 4EN

PLPT Trustees over the period of this report:

	Name
1	Cliff Dean
2	Zana Duthie
3	Lois Hall
4	John Newton
5	Cedric James
6	Martin King
7	Paul King
8	Keith Swallow
9	Annie Underwood
10	Paul Jordan
11	Theresa Noutch

2.0 STRUCTURE, GOVERNANCE AND MANAGEMENT

The PLPT is a Charitable Incorporated Organisation (CIO)

The PLPT was constituted on 26th January 1974 by Deed of Trust.

The Charity is managed by 11 trustees who meet quarterly. There is also a Friends of PLPT group which is an annual subscription-based organisation¹. All Trustees are members of the Friends Group but the Friends Group has no powers of governance – it is a support group only. The PLPT does not employ staff.

Method for the recruitment and appointment of new trustees – Candidates can approach any Trustee to express an interest, or apply in writing to the Chair. Candidates are recommended to a Trustees meeting by that Trustee or the Chair. The applicant's suitability as a Trustee is discussed and if approved, a formal offer of becoming a Trustee is made to the candidate. Trustees are elected to particular posts (e.g. Chair, Treasurer etc.) on an open vote of Trustees held at one of the quarterly meetings. The PLPT operates within a maximum of 15 and minimum of 10 Trustees.

PLPT decision-making process – overarching decisions are made at the quarterly meetings of the Trustees. Details of implementation are usually left to two or more officers with responsibility for that particular aspect of the Trusts work e.g. land management.

¹ It was agreed at the September 2017 Trustees meeting that Life subscription would no longer be offered except as an honorary title.

3.0 FINANCIAL REVIEW

All money raised by the Trust whether by fund raising, grant aid, membership fees from the Friends Group or any other means is spent on furthering the Trust's activities, which are as follows

PRESERVATION OF 24 ACRES OF LAND AT PETT LEVEL INCLUDING HABITAT DIVERSIFICATION THROUGH CLEARING SCRUB AND CARRYING OUT OTHER MAINTENANCE FOR THE BENEFIT OF THE PUBLIC AND FOR GENERAL ACCESS

See Annex 1 Financial Statement

The PLPT policy is to retain a minimum of £5000 as a Reserve Fund.

4.0 PUBLIC BENEFIT STATEMENT

The PLPT Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

5.0 OBJECTIVES AND ACTIVITIES

The objects of the PLPT are as follows

(1) TO PRESERVE THE LAND AT PETT LEVEL OUTLINED AND ETCHED IN RED ON THE ATTACHED PLAN FOR THE PERMANENT BENEFIT OF THE PUBLIC GENERALLY

(2) TO PROMOTE THE BREEDING OF WILD BIRDS, ANIMALS AND INSECTS WHICH ARE HARMLESS, BEAUTIFUL OR LIKELY TO BECOME EXTINCT

Part of the PLPT land is within the Pett Level Site of Special Scientific Interest (SSSI) and PLPT has an agreement with Natural England regarding the management of this particular area of land.

6.0 ACHIEVEMENTS AND PERFORMANCE

In the 12 months covered by this report (31 August 2019 to 31 August 2020) the PLPT:

- Held four Trustee meetings (6 September 2019, 6 December 2019, 20 March 2020 and 19 June 2020 – virtual meeting)
- Eight volunteer land management days resulting in c225 volunteer hours being contributed.
- Employed contractors over c5 days to remove scrub, mow rough grassland with machinery and maintain public access.
- Completed conversion of the Observation Post to bat roost.
- Erected an additional lifebelt on the canal bank at Toot Rock.
- Maintained notices denoting PLPT land ownership on gates and fences.
- Maintained a website www.pettlevelpreservationtrust.org and Facebook account
- Contributed articles to Pett Parish News and published an annual members newsletter.
- Held a very successful fund-raising garden party in August 2020.

- Ran the second Pett Level Postcard children's design competition
- Raised £8409 in memberships, fundraising and donations towards key PLPT projects and management.
- Liaised with EA over removal and deposition of silt from the Royal Military Canal.
- Liaised with local residents and landowners regarding tree and land management.
- Liaised with adjoining landowners and neighbours regarding access, land management and other issues
- See Activity Report in Annex 3 for further details.

These activities contributed to the effective management of the PLPT estate including complying with requirements set by Natural England in regard to those areas of land that are designated as SSSI. Accordingly, it preserved and diversified the wildlife interest of the estate enhancing its benefit to local people and visitors to the area, and helping to raise their understanding of the importance of the area and its contribution to sustainability.

This is a true and accurate record of the Trusts constitution and activities reviewed and approved by Trustees in November 2020.

Zana Duthie
Chair

John Newton
Trustee

Annex 1 - Financial Statement

The accounts and financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with:

- the charity's governing document;
- Accounting and Reporting by Charities: Statement of Recommended Practice;
- the Financial Reporting Standard for Smaller Entities (FRSSE)
- the Charities Act 2011
- UK Generally Accepted Practice

insofar as they apply to the charity and its Trustees' Annual Report & Financial Statements.

Finance Update

The Trust started the new financial year in September 2019 with funds of £13,553 including our £5,000 'reserve' fund against future large and unexpected expenses. Despite the challenges of Covid-19, our postcard competition did well again this year as did the amazing socially-distanced picnic Garden Party in August. Together, these fundraising activities generated £1,650. Another £1,880 was raised through the generosity of Trust members. We hope that more of our 'life' members will decide to support us by subscribing £20 per year in the future.

The Trust has now begun a programme of grant applications to supplement the generosity of our members and our own fundraising efforts. This has met with some success. In 2019-20 the Trust received grants for a new lifebelt now installed at Toot Rock (£250 Pett Parish Council), production of another public information board (£1000 Isabel Blackman Foundation), installation of a new gate (£500 Police Community Fund) and to support land management (£1000 a year for 5 years Garfield Weston Foundation).

In addition to routine land management activities including scrub clearance, mowing and maintaining pathways, the Trust completed conversion of the WW2 lookout building on Toot Rock into a winter bat roost. Work on enclosing part of the gun placement structure as a further roost has also now commenced with the installation of a secure gate.

In total, over the 2019-2020 financial year, the Trust raised £8409 and incurred total expenditure of £4464.

Receipts & Payments Accounts

Year: 30/08/2019 31/08/2020
 CIO Name: Pett level Preservation Trust
 CIO Number: 1164637

	Current Account	Reserve Account	Total Cash funds
Opening balances	6738	5011	11749
Receipts 2019-20			
Fundraising	3433		
Payments	596		
Members & Donations	1880		
Grants	2500		
Bank Interest		8	
Receipts subtotal:	8409	8	
Asset & Investment sales	0	0	
Receipts Total:	8409	8	

Payments 2019-20	Current Account	Reserve Account	Total Cash Funds
Insurance cover	519		
Admin costs	852		
Land management	1223		
Info & publicity	90		
Fundraising costs	1780		
Subtotal	4464		
Asset & Investments:			
Purchases	0		
Total Payments	4464	0	
Net of Receipts/(payments)	3945	8	
Transfers between Accounts	0	0	

Balances at this year end	10683	5019	15702
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Assets & Liabilities

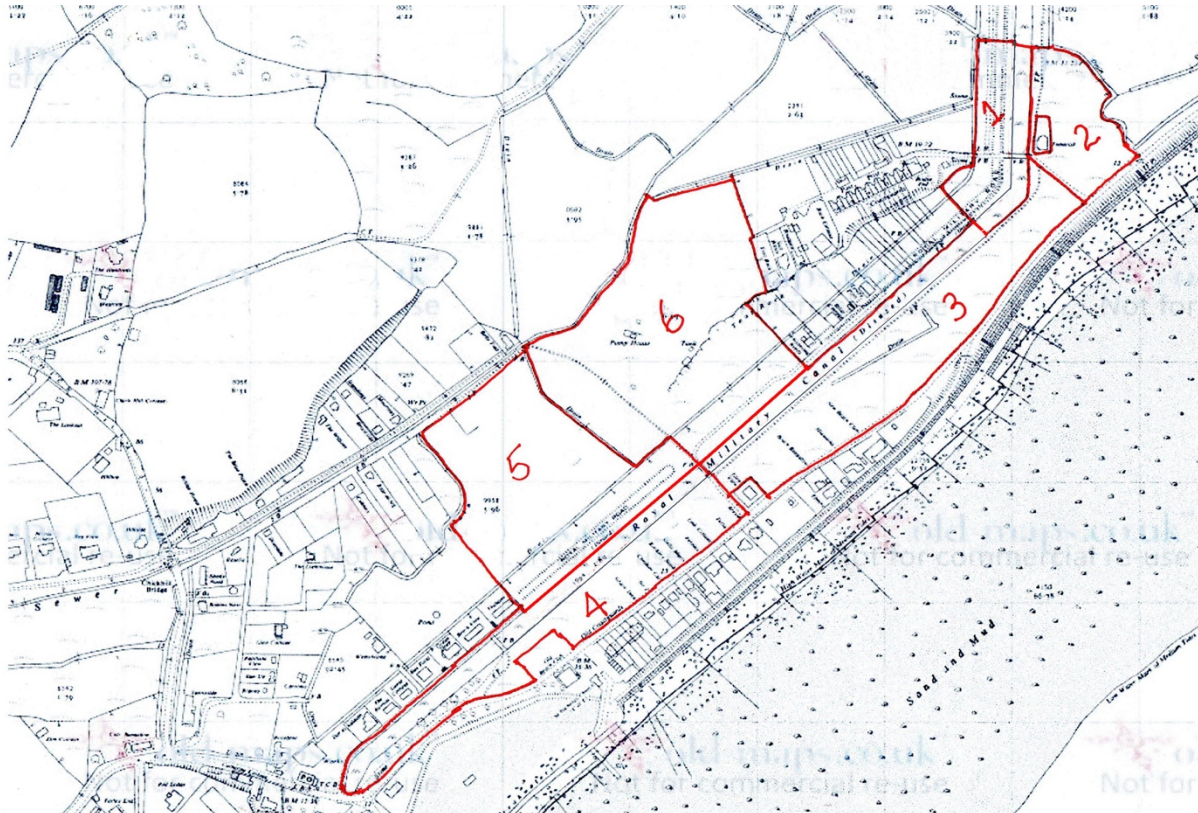
Other Monetary Assets	0
Investment Assets	0
Assets retained for PLPT own use	0
Liabilities	0
Debts outstanding secured by charge on PLPT assets	No outstanding debts
Potential liability associated with any outstanding guarantees given	None given

This Annual Financial Statement:
 Accurately reflects the accounts for the year
 Confirms that expenditures made align with PLPT objectives

PLPT Trustees

Name:	Signature:
Name:	Signature:
Date:	

Annex 2 Plan of PLPT Land Holding showing management compartments



Annex 3 – PLPT Activity Report

SEPTEMBER 2019

Compartment 3

Water fruit trees

Compartment 4

Rake and burn arisings from mowing. Clear and burn regrowth around pond.

OCTOBER 2019

Compartment 6

Erect bat roosts and House Martin nest boxes in Battery Observation Post.

Compartment 4

Burn remainder of arisings from last work party.

Compartment 1

Remove cut branches and place in Compartment 1 for future burning.

NOVEMBER 2019

Compartment 6

Pollard willows and thin blackthorn. Burn offcuts.

Compartment 4

Prune apple trees

DECEMBER 2019

Compartment 6

Thin blackthorn, pollard willows, remove brambles. Cuttings burned

JANUARY 2020

Compartment 6

Clear undergrowth and dead branches. Cuttings burned. Clear litter.

FEBRUARY 2020

Compartment 1

Burn branches, cut and burn elders and sycamore regrowth.

MARCH 2020

Children's postcard design competition launched

Compartment 1

Cut down Alexanders. Dig up Stinking Iris and Daffodils

Compartments 2 and 3

Cut down Alexanders

APRIL 2020Compartments 2 and 3

Contractor employed to cut down Alexanders

MAY 2020

Children's postcard design competition winner announced

Annual Trust Newsletter printed & distributed

JUNE 2020Compartments 5 and 6

Contractor employed to cut down spear thistle and white poplar regrowth.

AUGUST 2020

Annual Garden Party attracts over 100 socially distanced picnic guests and raises over £1,500.

Compartments 4 and Marsham Brook

Contractor employed to keep footpaths clear of vegetation

Reciepts & Payments Accounts

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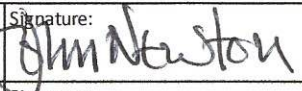
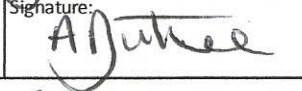
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PLPT Trustees

Name: JOHN NEWTON	Signature: 
Name: ZARA BUTTIE	Signature: 
Date: 14th Oct 2020	