

Registered number: 04214547  
Charity number: 1092754

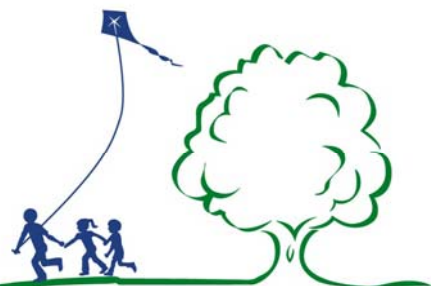
**WARLEY WOODS COMMUNITY TRUST LIMITED**

**(A company limited by guarantee)**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

Warley Woods Community Trust



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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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The following pages do not form part of the statutory financial statements:

**Charity Detailed income and expenditure account and summaries**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**Trustees**

Steven Eling  
Katherine Slade  
Alan Reynolds  
John McBride (deceased 23 March 2020)  
Stephen Cemm  
Elizabeth Coleman  
Michael Guy (resigned 26 October 2019)  
Arthur Ward  
Barbara Platts  
Christopher Ashford  
David Read  
Andrew Williams  
David Viney  
Patricia Marsh  
Michael Talbot (appointed 26 October 2019)  
Lisa Burrows (appointed 26 October 2019)

**Company registered number** 04214547

**Charity registered number** 1092754

**Registered office**

The Pavilion  
Lightwoods Hill  
Smethwick  
West Midlands  
B67 5ED

**Company secretary** Michael Talbot

**Accountants**

MHA MacIntyre Hudson  
Chartered Accountants  
Rutland House  
148 Edmund Street  
Birmingham  
B3 2FD

**Bankers**

Unity Trust Bank  
Birmingham  
B1 2HB

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**CHAIR'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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The chair presents his statement for the year.

I am writing my statement for this annual report just as the pavilion is being reopened as part of trying to get back to some sort of normality in the COVID 19 emergency. As the emergency only struck during the last few weeks of the 2019/20 financial year, much of the experience and impact of that will be for the report next year. But the fact is that we ended the financial year closed! And whilst the park was still open to the public, most of our staff were furloughed, and not just the pavilion, golf course and shop were closed, but the children's playground too. The situation presented an unprecedented challenge to the Trust, as it did to so many other organisations and businesses. I have to express my thanks and appreciation to everyone for their support and commitment right from the start of the emergency that kept us going.

The 2019/20 year had started as a difficult year from a budget perspective. Finances were very tight and there were expensive tree works to be undertaken alongside everything else that needs to be done on a daily basis. Our only option to bridge the gap was to tell people just how difficult the finances were and launch an appeal for donations. Our members came to the rescue proving again just how much Warley Woods is valued both as the physical woods and park, but also the Trust as a community resource for activities and events.

Coming towards the end of the year, the finances had much improved and at the Board's annual planning day in January we were looking forward to a positive budget for 2020/21, being able to afford some equipment renewal including new golf buggies for golfers and a new electric truck as part of the park maintenance fleet. Little did we know what was to come when we set our forward budget in February.

The Trust's Board has continued to meet every month. The Board's sub groups, which engage a broader membership than just trustees met too. A report from each of the sub groups along with the Trust Manager are included in this report. All Board and sub group members, alongside members of the picnic committee are volunteers, giving their time to help keep Warley Woods the place we love.

Sadly, a past Vice Chair of the Board, Richard Nugent, and our Secretary, John McBride, have died during the year. Both gave tremendous support to the Trust. John was also a keen golfer and synonymous with Warley Woods Golf Club too. They are both sadly missed as we remember everything they contributed.

An Extraordinary General Meeting made some amendments to the Trust's articles of association. The changes are intended to bring forward the deadline for nominations to the Board, to allow time for members to fully consider the nominees should an election vote be necessary. We were grateful to members who turned out on a miserable winter Saturday to attend.

The year had a number of high points to celebrate. It was a good year for events with the weather being kind. We kept our "Green Flag" status and were voted in the top ten favourite Green Flag parks in the country, again. The Lottery-funded Wild Warley project also started in the year and we look forward to seeing the benefits.

Community commitment remains strong with over 1300 members of the Trust and hundreds who give time as volunteers. The range of community activity is vast, from organising and helping with events to fundraising, helping with maintaining the site, litter picking, and much more.

Looking at our forward planning, we had started to plan for 2021, which will celebrate 100 years of the "open to the public pay and play" golf course. Warley was the first "open to the public" course in the Birmingham area bringing golf to everyone not just those who could afford to be members of private clubs. 2021 will also mark 25 years since the first community meeting that led to the formation of the Trust and the restoration of Warley Woods. Fantastic achievements for a community and a park that is still unique in the UK.

Chair  
Date: 15 September 2020

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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The Trustees present their annual report together with the financial statements of the charity for the year 1 April 2019 to 31 March 2020. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**Objectives and activities**

● **Policies and objectives**

The charitable objectives of the Trust are as follows:

To promote the conservation, protection and improvement of the physical, natural and historic environment of the area known as Warley Woods.

**Vision**

The vision of Warley Woods Community Trust Limited is:-

To ensure the long-term restoration and sustainability of Warley Woods Park and to develop its facilities and events as a central focus for the local community, thus encouraging greater numbers and diversity of people to enjoy this unique environment.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The rest of this report demonstrates the many works delivered by Warley Woods Community Trust for the public benefit. Warley Woods is free to enter, open to all, 24 hours a day, every day of the year.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Achievements and performance**

● **Review of activities**

It has been another busy year at Warley Woods Community Trust. Most of the Trust's activities fall under the responsibility of one of the subgroups, whose reports follow, but there are some things which are solely undertaken by the Trust's office-based staff team.

**Report from the Trust Manager**

A key part of what I deliver for the Trust is fundraising – both the activity of writing formal applications to potential funders and devising or refreshing the way we approach the public for support. The former is a bit of a solo activity, the latter I work closely with the Communications Subgroup to test out ideas and approaches.

In terms of grant fundraising it was a successful year securing the funds we wanted to undertake Wild Warley. An application to a lottery fund can take many months to work on and that was the case with Wild Warley – so success is particularly sweet when your work pays dividends. This will give us the opportunity to make great strides forward in our care for the site – learning how to manage for wildlife as well as people - and it will also give us our first member of staff for over 15 years whose job is actually to engage with the community. Of course all staff “engage” every single day, but they all have competing priorities too. We were also able to secure match funding for this project from Ibstock Enover who will pay specifically towards establishing permanent water on The Wilderness. There was a fabulous response from local people when the project was featured on BBC Midlands Today in May 2019 with some amazing drone footage of the site.

Thanks to the kindness of local residents we were also pointed in the direction of a brand new charitable trust that had been created. We would absolutely never have spotted them without their guidance, because the funder had no track record. We approached them for help to fund the very large bill we had for treeworks in the last year which far exceeded the budget we had allocated. Amazingly not only did they fund what we asked for, but made an additional contribution too which really rebalanced our finances– going from predicting a loss to predicting a surplus in one wave of a generous benefactor's wand. We are incredibly grateful to them and to the local residents who made us aware of the opportunity.

When it comes to fundraising to the public, it can be a bit of a need to constantly keep reinventing the wheel. We have many supporters now but also thousands more who use and enjoy the woods, but it hasn't yet occurred to them to support the charity that takes care of it. In early 2019 we did an appeal (Keep our Swans Swimming) pointing out the continual jeopardy of the Trust's financial position and it led to an upswell of support as people felt it was an emergency. As well as engaging with the momentum of this kind of support, we also have to keep asking day in and day out, with the hope of our new messages finally clicking with those who probably would help us, if only we asked in the right way.

So a lot of 2019-20 was trying to build on that momentum and to generally encourage supporters to set up direct debits for small amounts whenever we can. We also introduced the idea of Picnic Stars to try and fundraise to cover the costs of the Picnic in the Park which was very well received. Many people think the Picnic must be a fabulously good fundraiser, but it actually usually only just covers its costs, which are considerable. Our Picnic Star supporters allowed us to raise the basic costs for the event, so that everything we raised on the day itself was extra and it also safeguarded us financially because some years a wet weather Picnic Day runs the risk of not covering even its costs. We also had a fundraiser which went out to golfers called Pitch in – just raising the point with them too, that everything we raise as a charity goes back invested into the site – and so a successful charity means a better golf course too. Many of our golfers are locals who use the park as well and who have long term connections with Warley Woods, but again, they didn't necessarily see the golf course as a charity, they saw it as a place where they were a customer – we hope we have broken down a few mental barriers for people supporting the Trust by taking these different tailored approaches.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Achievements and performance (continued)**

Sadly in this year we also achieved one of our longer term goals which was to start receiving legacies. People often say, "you should be trying to get legacies" and we are but it is a subtle thing – it is about building long term support so that you will be a charity in person's mind when they write, or revisit their will. That is what happened with Robert (Bob) Mosse who had supported the Trust for many years with two family benches in the park and regular monthly donations and additional help too. When Bob realised his health situation was terminal he wanted to make sure he would be part of Warley Woods's future and he wrote to me about having trees planted and he made sure his executors knew what he wanted them to do to support the Trust as well. He was a lovely gentle man and it will be lovely to be able to visit his oak to remember him.

While we are on sad news, Steve has already mentioned our sadness at having lost two Trustees during the year. I also normally mention in this report who received the Dick Marsh Volunteer Award – this year it was John McBride – another indication of how much he will be missed from our Warley Woods world.

During the year we made a change to our bench adoption programme. Adopting benches in Warley Woods has been very popular, but we have been struggling over recent years to afford to replace the ones we have and yet we are regularly asked if new families can also have a special spot on the site. We decided to try and resolve both these issues by allowing co-adoptions of benches when they need replacing. We know this isn't exactly what the families would want, as most people want a bench to themselves, however we cannot keep installing benches which we cannot afford to maintain – there are enough benches already we feel for what the park needs. So coadoption is now the only opportunity a new family has to have a bench and the adopting previous family get a share in a new bench too. So while not perfect it is a gentle win win and we are able to hold a small fund ready to replace a bench or two if there is significant damage or deterioration of an old one. Having a way forward for this is a weight off our minds too.

Other highlights of the year include winning Green Flag award and being voted one of the UK's top ten favourite parks once again. While we never know where we come in that list a representative of Green Flag did say that we have "a very popular park" – so I'd like to infer from that that we do do very well. Thank you for that. Then another lovely thing was having Sandwell's Mayor officiate at the Picnic in the Park. It was the first time an Abbey Ward Councillor had been Mayor and it was particularly lovely to have Councillor Ann Jaron with us for the day – she made some presentations of our Picnic Stars on the stage.

We had an interesting visit during the year from Henry Chance. An indirect descendent of Alexander Chance who led the campaign to save Warley Woods in the 1900s. It was fascinating to learn more about the Chance family and their local connections and we know Henry was equally fascinated to find out what had been built on the efforts of his relative. We hope this connection with the family will continue.

Finally there is the miscellaneous list. We are dealing with a vat project, a computer replacement project and the installation of our very own weather station, thanks to the University of Birmingham. Sadly we also had to deal with a burglary to our compound.

We had a few staff changes over the year. We increased our staff numbers, introducing Karen James to the team. Karen is our weekend cleaner. This allowed our long standing cleaner Sharon Maguire to reduce her hours slightly and it gives us cover on a Sunday when we did not clean the Pavilion and extra holiday cover options. Jordan While joined the shop team in February.

We said goodbye to Lee Underhill of the groundstaff team who moved onto a new role elsewhere and he was replaced by Daryl Jones in December. Daryl came to us from Ingestre Golf Club and he has settled in really well – learning about the park maintenance as well as bringing us his substantial golf course experience. Within the shop there were also a few changes with Andy Powell joining and leaving us and also doing some temporary work with the groundstaff team. He is now back with us temporarily once again. Finally we were joined by Doug Barber, as our new Wild Warley Project Manager in January 2020 .

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Achievements and performance (continued)**

**Site Subgroup**

The Site Sub Group members are staff, trustees and volunteers: Steve Cemm, John McBride, Diane Douglas, Alan Merricks, Mick Guy, John Reeves and Arthur Ward (Chair). The group supports the Trust in meeting its strategic objectives, one of which is the attainment of Green Flag status, by the active management of the Trust's physical resources. The sub group met monthly to discuss the management of the park, woodland and golf course areas. The group supports and plans significant projects together with other sub groups and the Trust Manager.

Very sadly, and unexpectedly, John McBride passed away on the 23 of March. He will be missed very much by the group.

Following on from last year's environmental work, research was undertaken to identify an appropriate type of all electric vehicle, at suitable cost, for use by the ground-staff team and volunteers. This was supported by the Trust Manager's bids for funding that were successful in the New Year. A two seater, second hand, electric truck was ordered in March. The debate around litter continued and the Trust embarked on a campaign to get visitors to take their litter home rather than it becoming the site's responsibility.

Similar to last year, lots of small maintenance tasks in and around the Pavilion were undertaken, by volunteers and staff, such as gutter and roof repairs. The light fittings replacement with LEDs programme continued and further preventative measures to stop the ingress of water during very heavy rain were carried out. This is a continuing problem brought about by more extreme weather and a building past its design life.

In May all of the "thirteen week" safety work on woodland trees was completed by Midland Forestry and our ground staff team where possible.

As in previous years trees were transplanted from the tree nursery onto the golf course during the winter. Three large commercial, container grown, trees were also planted in the meadow to replace sponsored trees that had failed. Volunteers again supported the ground-staff in these tasks.

Children completing part of their Duke of Edinburgh award again helped removed many young sycamores from the ancient oak woodland area adjacent to Barclay road to support the woodland plan as well as many other tasks during their Sunday volunteer sessions.

In July a tree nursery proposal was presented to the board and approved. We were becoming increasingly aware that our success rate in moving trees from the nursery to the woodland was significantly decreasing. This was largely due to the trauma that the root system of these trees suffered having been dug out of the ground prior to relocating. In contrast we haven't lost a single bought in container grown tree. Another significant factor was the increasing cost of bought in trees £300 - £350 each.

The proposal was to secure the tree nursery with metal fencing and after clearing, commence our own container grown system with built in water collection and storage. The estimated cost of this project is £9,000-10,000. Viv secured the first restricted funding contribution to this project in the New Year.

We continued to maintain the golf course to a very high standard with many compliments from golfers regarding the condition of the greens and the course in general. However it was identified that the fourth green needs significant work next winter to improve drainage. This will be achieved either by rebuilding the green or using a sand banding technique to improve drainage, which is a much cheaper alternative if it works. The main irrigation pump for the greens, which was very old, failed in March and had to be replaced at a cost of £3,000.



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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Achievements and performance (continued)**

The five hundred meter "farm" style fence and mixed hedge that was installed two years ago to separate golfers and non-golfers continued to attract some vandalism. We will continue to repair it and involve the police if we obtain sufficient evidence. Replacement hedge whips for those vandalised were planted by volunteers.

As usual the main tasks in The Wilderness are cutting back the buddleia and willow, tidying the paths and treating the decking with an anti-algae solution to prevent slipping. The plans from the Wild Warley project to introduce permanent water pools in the Wilderness were considered and agreed.

Health and Safety was monitored and issues addressed when reported. Training and risk assessments were undertaken as necessary. A number of ground staff undertook first aid refresher training this year.

Replacement of path material continued. Water erosion is the main reason for this. To help consolidate the path material a wacker plate was purchased after we received grant funding for this project. We are still hoping that we will succeed in obtaining a grant to tarmac some of these paths in the future.

The last of the wooden benches in the park were replaced with metal ones this year, bringing this part of the bench replacement project to a close.

Nearly all Trust machinery and vehicle maintenance was completed in house, again saving the trust a significant amount of money. This year saw changes to the ground-staff team with Lee Underhill leaving for a new post elsewhere and Daryl Jones joining us. He is an experienced green keeper from a course in Staffordshire.

The compound was the subject of a burglary this year and a number of the smaller power tools were stolen. Temporary repairs were put in place and an insurance claim submitted. A major upgrade to security was planned. However the funds had to be put on hold due to the COV19 lockdown and subsequent freeze on all but essential expenditure.

Volunteers supported the work of the ground-staff with four planned regular sessions per month. They also came together for particular tasks such as clearing the culvert and tree planting. Corporate groups undertook some of the larger tasks such as edging the rose garden paths and painting the children's play area fence that are better undertaken by these bigger groups. Volunteers and staff have successfully managed to maintain the cleanliness of the park in terms of litter.

The play area and teenage swings are inspected every day by ground-staff and maintained throughout the year. They are also inspected quarterly by volunteers. The annual external inspection took place in May and reported no significant issues.

The four large wooden carved bears continue to be very popular as do the extra picnic benches and tables fitted last year. Some of the wooden structures in the play area are coming to the end of their safe life and will be monitored closely over the next year. This is a reminder that natural materials don't last forever and have to be managed and replacements planned for.

Other significant tasks completed this year included bramble clearance and the ongoing replacement of dog bins and bollards. The bottle green-house and small area at the side of the compound is now used by volunteers to support the growing of plants for our annual plant sale which has proved to be a very popular and successful event at bringing the community together and raising money for the Trust. This year we also started potting up acorns, horse chestnuts, beech nuts and other trees for transfer to the new nursery when the time is right.

**Arthur Ward**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Achievements and performance (continued)**

**Communications Subgroup**

Members: Martin Bottoms, Andrew Bull, Viv Cole, Katy Holmes, Kate Slade (Chair), Jane Taylor, David Viney.

The standard work of the group continued throughout the year.

- The publication of our quarterly newsletter, The LEAFlet, which is sent out in paper form to members. Thanks are due to the organisation that prints this for us at no cost to the Trust and the many hand deliverer volunteers who keep the cost of the postage to a minimum
- The monthly email which used to contain news about the Trust's activities has become a way in to the website, linking to new blogs and other information on the website and designed to encourage readers to get more involved and have a greater understanding of the Trust
- Current leaflets were checked and no new ones produced, other than the one celebrating the bi centenary of the death of Humphry Repton which was produced by the Repton group and not the Communications group
- The Facebook group and the Twitter account were managed and reviewed by members of the group and issues discussed as needed. The followers on both these social media accounts have continued to grow over the year and on the whole they are a positive means of communication for the Trust
- The noticeboards have been regularly updated and are still a very useful method of sharing information for visitors to the site
- The vote for Britain's favourite park was again promoted by the group and once again, for the fourth year running, we were in the Top 10 of Britain's Favourite Parks

Other pieces of work undertaken by the group during the year included the following

- The establishment of a quarterly photo competition using Facebook. This has resulted in the submission of some stunning pictures of the Woods which can be used by the Trust in the future.
- Following comments from the Green Flag judges about the cost of paper information leaflets and whether this was the most appropriate and cost effective way of providing information, small collection boxes were put next to the leaflet racks asking anyone who took a leaflet to make a small donation. The group felt that it was worth continuing to produce paper copies as much of the information was in a 'trail' form and used while walking on the site.
- The group also considered other suggestions by the judges about more public directional signs on the roads round the site and the idea to move the noticeboard in the car park. After considerable discussion we agreed not to act on these suggestions, particularly in the case of the road signs because of the cost and also the likelihood that the local authority would not permit them to be installed.
- The group made suggestions about the golf survey which was undertaken during the year and which provided useful information for future marketing and promotions on the golf course.
- We refined our method of thanking the public for their donations to the Trust as a way of ensuring that their contribution, whatever the size, was recognised and valued
- An opportunity arose for volunteers to undertake training in a visitor number survey of the site and the training was done and the survey undertaken in autumn 2019. The results have provided a useful marker for the Trust to conduct future surveys.
- The group put in a bid for to the Board for funding for the lobby in the Pavilion to be improved and decorated and this funding was approved for the year 2020-2021 from the general budget.

**Kate Slade**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Achievements and performance (continued)**

**Resources Subgroup**

Members: David Read (Chair), Steve Eling, Andrew Williams, Mike Talbot (from November 2019), Viv Cole. Resources is a sub group which meets when needed to discuss organisational and financial matters. It met eight times during the financial year 2019/20.

The sub group played an important role in formulating the Agenda for the annual Board Planning Day which was held in February 2020. This is a whole day where the Board meet to discuss plans both for the coming year and for future strategies.

The contract holder for the Ice Cream Contract had cancelled his contract with notice and efforts were made to re-let this without success. It was decided to offer the Picnic as a stand-alone event with our current ice cream wholesaler being offered the opportunity which was taken up

The opportunity was taken to review concessionary membership rates but, as many of these memberships already made additional donations, it was felt that the admin involved would far outweigh any additional financial benefit.

Due to the long term sickness absence of a full time groundsman, additional finance was made available to cover a temporary groundsman to ensure that the site was maintained to our high standard.

Contactless card machines were investigated for taking donations around the site but as these had low battery life and were not waterproof they were discounted. However trial donation boxes were installed by the leaflets and toilets.

Work centred around the survey for golfers to try to ascertain why golf income was reducing which had become a worrying trend. To ensure a good return of the survey, this was issued as a prize draw survey. There was a good response and the results went to the Planning Day for further discussion and implementation of improvements.

The café contract was due for renewal and revised terms and rates were agreed and signed.

Current information technology provisions were examined as many items were now coming to end of life and it was agreed, with Board approval, to replace currents PCs and to order a new till for OSWALD, our IT system.

Theatre had been discussed as revenue was small but it was still thought to be worthwhile as a community event.

We met to discuss the preliminary budget prepared by the Trust Manger, analysed this and revised as was felt necessary before presentation to the Board for approval. Golf fees were discussed and revisions suggested. These went to the Planning Day for comments and were revised in line with this meeting and then presented to the Board at its monthly meeting for approval.

**David J Read**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Achievements and performance (continued)**

**Communities Sub Group**

Members: Kate Slade, Liz Coleman, Barbara Platts, Kathy Hodgkinson, Andy Nott, Chris Ashford, Charlotte Trinham, Lisa Burrows (from January 20), Pat Marsh, Paula Trinham (Chair)

**Role**

1. Planning and Organising Events including vetting external requests
2. Schools Liaison
3. Community Engagement

**1. Events**

In addition to organising the regular annual calendar of events which included two new, and very well received tree walks:

- Provided Trust stall at Bearwood Street Festival to promote the Woods engage the local community. This had a positive response with the community and Warley Woods was able to increase its members and spread awareness.
- Engaged local bands and acts in Warley Woods Has Talent, a talent show which culminated in the winners performing to a packed audience at Picnic in the Park. This was a great social event that showcased and encouraged local talent within the community.
- Organised Ceilidh Benefit gig at The Bear for the Trust and thanks to the kind offer of the band to perform for free. The night was very enjoyable and had a successful raffle to aid with raising money for Warley Woods
- Considered and declined offer of Turner talk due to overheads and scope to organise.

Unfortunately Covid 19 has cancelled events as of March 2020.

**2. Schools Liaison**

- Ongoing liaison with local schools many of which the Trust has close relationships
- Litter picking with local schools collaborating with local authority and police.
- Attended Brandhall school fete following invitation – school particularly keen to work with the Trust.
- Updated Summer Activity Sheet for use in school holidays.

**3. Community Engagement**

The group welcomed Doug Barber Wild Warley Project Manager, in February 2020 and the group have worked closely with him to provide support and promote further community engagement. (Again this has currently been curtailed by Covid 19)

Group considered the results of the Users Survey and continue to explore ways of encouraging new engagement from the BAME community.

**Paula Trinham**

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Achievements and performance (continued)**

**Environmental Policy And Management Group**

Members: Liz Coleman, Lisa Burrows (from early 2020); Alan Reynolds, Kate Slade

The group was set up towards the end of 2018, following a request from the Board that the Trust needed to review and update its environmental policy. The purpose of this was to enable the Board to understand the environmental implications of what the Trust does and the way it operates; to identify best practice and where appropriate suggest a range of targets and actions to enable the Trust to improve its environmental performance.

1. The group spent much of its time revising the Environmental Policy of the Trust. This was presented to the Board in December 2019 and was accepted.  
  
The policy follows guidelines drawn up by Green Flag, and covers the areas of Environmental Management, and Biodiversity, Landscape and Heritage, and can be found on the Trust website.
2. Meetings of members with special interest in the environment continued and were held roughly every three months. These were used to share information and encourage members to record their sightings of the various flora and fauna on the site.
3. One of this wildlife special interest group, Jane Taylor, monitored and recorded wildlife sightings which members of the public added to the blackboard in the lobby of the Pavilion.
4. Two of the group, Liz Coleman and Kate Slade, were involved in the interviews for the Wild Warley Project Manager and were very pleased to have been able to appoint Doug Barber to the Trust. Doug comes with a wealth of environmental knowledge and experience. He was able to attend a meeting of the special interest group in early February, before lockdown in March 2020.
5. A group from U3A led by Mary Sambrook produced a report on the wild flowers found in the Wilderness, covering a whole year, and these findings have been added to the information held by the Trust.
6. Towards the end of the year under review and shortly before lockdown, the group started to look at practical environmental ideas – a can crusher at the Picnic; an audit of cleaning materials to see if they were environmentally friendly; and feasibility of having a water tap in the Pavilion rather than selling single use plastic water bottles, being the main examples. These issues will need to be picked up again in the forthcoming year.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Achievements and performance (continued)**

**Financial review**

● **Reserves policy**

The management committee has undertaken an analysis of future needs, opportunities and contingencies or risks, which could not be met out of income when and if they arise. It has also taken account of forecasts for income levels in future years, on the basis of planned activity and the reliability of various income streams, and made forecasts of future expenditure. Accordingly the management committee has developed a policy on reserves for the following reasons:-

- To respond to changes or loss of generated income or grants.
- To invest in advance in potential new areas of work such as training or other new sources of income.
- To enable the community trust to honour its contractual obligations to staff, contractors, suppliers and funders.

The Trustees have considered the level of reserves that it needs in order to ensure the long term sustainability of the organisation and the work that it delivers. The Trustees are aware of the large liability of a site open for public use 24 hours a day and the potential expense which might arise through vandalism. It also has many aspirations for future investment. The charity's current reserves are considered adequate for the sustainability and operation of the organisation, but the Trust would like to increase these to provide a stronger financial buffer for the organisation. Each year the Trust plans a budget to ensure reserves are not needed for general expenditure and with the hope that with prudent financial management reserve levels can be increased slightly. Reserves are only drawn upon to meet an emergency, unforeseen need which goes beyond any contingency in the budget, or to make an investment in equipment or facilities for which grant funding could not be secured.

The current fund stands at £226,145 (2019: £120,296) of which £100,235 (2019: £Nil) is restricted and £125,910 (2019: £120,296) is unrestricted. The free reserves available for general use (ie those not represented by either fixed assets or restricted funds) totalled £96,925 (2019: £87,677).

**Structure, governance and management**

● **Constitution**

Warley Woods Community Trust Limited is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Structure, governance and management (continued)**

• **Methods of appointment or election of Trustees**

The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those rules, the Board has a membership of between 10 and 15. Members are appointed for a three year term and can restand again at the end of this term. Up to 4 members can be co-opted.

Trustees are asked to submit a resumé of their interests and abilities in support of their election, and on appointment are supported through induction to help them become fully effective. Trustees are encouraged to attend seminars and training events to update their skills and knowledge.

All Trustees participate in monthly business meetings, and an annual planning and team building day, to agree the strategy and priorities for the forthcoming year. Trustees also take part in sub-groups described elsewhere in this report, and from time to time the board will hold additional meetings for planning and training

• **Organisational structure and decision-making policies**

The role of the Board is to give direction and guidance to paid staff and volunteers and to take strategic and resource decisions to ensure the Trust is effective.

The Board takes responsibility for all strategic management issues and operates through sub-groups who carry out the implementation of strategy and report back to the Board on progress and make recommendations to inform future decisions.

For specific projects, including the Picnic in The Park, working or task groups are convened to manage and monitor the progress of the specified project. At least one member of the Board is involved in these groups and reports regularly to the full Board.

Some Board Members take on particular roles which can give a level of responsibility outside of the subgroup structure. These are the Chair, Vice Chair, Treasurer, Company Secretary, Health and Safety Manager. One Trustee is nominated by the Chair as the line manager for the Trust Manager.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**Plans for future periods**

The Board of Trustees met for their annual planning day in February 2020 and agreed a strong programme of events and activities for the forthcoming year along with expenditure on a number of site improvements. The Wild Warley project was key to future site management with great public engagement possibilities. Plans which needed fundraising for were identified and it looked like an exciting year lay in prospect.

Global events have to a degree overtaken that plan and the initial months of the new financial year were spent ensuring the future survival of the organisation assuming a substantial period of closure and loss of income. The majority of staff were furloughed. Support from the public was tremendous and luckily golf courses were one of the earliest activities which were made legally available again. The Trust is still managing and coping with changes in working but as of July 2020 it is beginning to try and revisit the plan agreed by the Trustees and see what elements can still be delivered during 2020-21.

It is likely that the majority of our events will be cancelled, but volunteer groups are reforming and we hope engagement elements of Wild Warley will be delivered, but as we all know the world we are living in is an evolving one and we will continue to devise safe ways of operating in any way we can, with our priority the financial survival of the charity, so that we will be able to continue our mission to take care of Warley Woods for people today and for future generations.

**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

**Steven Eling**

Date: 15 September 2020



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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2020**

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**Independent examiner's report to the Trustees of Warley Woods Community Trust Limited ('the charity')**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2020.

**Responsibilities and basis of report**

As the Trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of (enter body here), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:

Helen Blundell

**MHA MacIntyre Hudson**

Chartered Accountants

Rutland House

148 Edmund Street

Birmingham

B3 2FD

Dated:

LLB FCA FCIE DChA

**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2020**

|                                    | Note | Unrestricted<br>funds<br>2020<br>£ | Restricted<br>funds<br>2020<br>£ | Total<br>funds<br>2020<br>£ | Total<br>funds<br>2019<br>£ |
|------------------------------------|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                |      |                                    |                                  |                             |                             |
| Donations and legacies             | 3    | 168,184                            | 121,829                          | 290,013                     | 137,034                     |
| Charitable activities              | 4    | 120,314                            | -                                | 120,314                     | 120,375                     |
| Other trading activities           |      | 35,309                             | -                                | 35,309                      | 34,964                      |
| Investments                        |      | 559                                | -                                | 559                         | 214                         |
| <b>Total income</b>                |      | <b>324,366</b>                     | <b>121,829</b>                   | <b>446,195</b>              | <b>292,587</b>              |
| <b>Expenditure on:</b>             |      |                                    |                                  |                             |                             |
| Raising funds                      |      | 12,962                             | -                                | 12,962                      | 13,087                      |
| Charitable activities              | 5    | 305,790                            | 21,594                           | 327,384                     | 285,846                     |
| <b>Total expenditure</b>           |      | <b>318,752</b>                     | <b>21,594</b>                    | <b>340,346</b>              | <b>298,933</b>              |
| <b>Net movement in funds</b>       |      | <b>5,614</b>                       | <b>100,235</b>                   | <b>105,849</b>              | <b>(6,346)</b>              |
| <b>Reconciliation of funds:</b>    |      |                                    |                                  |                             |                             |
| Total funds brought forward        |      | 120,296                            | -                                | 120,296                     | 126,642                     |
| Net movement in funds              |      | 5,614                              | 100,235                          | 105,849                     | (6,346)                     |
| <b>Total funds carried forward</b> |      | <b>125,910</b>                     | <b>100,235</b>                   | <b>226,145</b>              | <b>120,296</b>              |

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 18 to 29 form part of these financial statements.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)  
REGISTERED NUMBER: 04214547

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**BALANCE SHEET**  
**AS AT 31 MARCH 2020**

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|  | Note | 2020<br>£       | 2019<br>£   |
|--|------|-----------------|-------------|
| <b>Fixed assets</b>                            |      |                 |             |
| Tangible assets                                | 9    | <b>28,985</b>   | 32,619      |
|  |      | <hr/>           | <hr/>       |
|  |      | <b>28,985</b>   | 32,619      |
| <b>Current assets</b>                          |      |                 |             |
| Stocks   | 10   | <b>6,459</b>    | 6,459       |
| Debtors  | 11   | <b>81,259</b>   | 17,828      |
| Cash at bank and in hand                       |      | <b>134,199</b>  | 86,152      |
|  |      | <hr/>           | <hr/>       |
|  |      | <b>221,917</b>  | 110,439     |
| Creditors: amounts falling due within one year | 12   | <b>(24,757)</b> | (22,762)    |
|  |      | <hr/>           | <hr/>       |
| <b>Net current assets</b>                      |      | <b>197,160</b>  | 87,677      |
|  |      | <hr/>           | <hr/>       |
| <b>Total net assets</b>                        |      | <b>226,145</b>  | 120,296     |
|  |      | <hr/> <hr/>     | <hr/> <hr/> |
| <b>Charity funds</b>                           |      |                 |             |
| Restricted funds                               | 13   | <b>100,235</b>  | -           |
| Unrestricted funds                             | 13   | <b>125,910</b>  | 120,296     |
|  |      | <hr/>           | <hr/>       |
| <b>Total funds</b>                             |      | <b>226,145</b>  | 120,296     |
|  |      | <hr/> <hr/>     | <hr/> <hr/> |

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

**Steven Eling**

Date: 15 September 2020

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**1. General information**

Warley Woods Community Trust Limited is a charitable company limited by guarantee in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the Charity's operations is to restore and sustain Warley Woods Park and develop its facilities and events for the use of the local community in the interests of social welfare and to promote education.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are presented in British pound sterling and rounded to the nearest £.

Warley Woods Community Trust Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Going concern**

The financial statements have been prepared on a going concern basis. The Trustees have considered the relevant information, including the annual budget, forecast future cash flows and the impact of subsequent events in making their assessment. In response to the COVID-19 pandemic, the Trustees have reviewed the forecasts taking into account the potential impact on the business of possible future scenarios arising from the impact of COVID-19. This also considers the effectiveness of available measures to assist in mitigating the impact.

Based on these assessments and having regard to the resources available to the entity, the Trustees have concluded that it is appropriate to continue to adopt the going concern basis in preparing the Trustees' Report and accounts.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**2. Accounting policies (continued)**

**2.3 Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.6 Tangible fixed assets and depreciation**

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**2. Accounting policies (continued)**

**2.6 Tangible fixed assets and depreciation (continued)**

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

|                       |   |     |                  |
|-----------------------|---|-----|------------------|
| Plant and machinery   | - | 25% | Reducing balance |
| Fixtures and fittings | - | 33% | Straight line    |
| Other fixed assets    | - | 10% | Straight line    |

**2.7 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs.

**2.8 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.10 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation.

**2.11 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.12 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**2. Accounting policies (continued)**

**2.13 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**3. Income from donations and legacies**

|                            | <b>Unrestricted<br/>funds<br/>2020<br/>£</b> | <b>Restricted<br/>funds<br/>2020<br/>£</b> | <b>Total<br/>funds<br/>2020<br/>£</b> |
|----------------------------|--|--|---------------------------------------|
| Donations                  | 63,663                                       | -  | <b>63,663</b>                         |
| Grants                     | 104,338                                      | 121,829                                    | <b>226,167</b>                        |
| Similar incoming resources | 183  | -  | <b>183</b>                            |
|                            | <hr/> <b>168,184</b> <hr/>                   | <hr/> <b>121,829</b> <hr/>                 | <hr/> <b>290,013</b> <hr/>            |
|                            | <i>Unrestricted<br/>funds<br/>2019<br/>£</i> | <i>Restricted<br/>funds<br/>2019<br/>£</i> | <i>Total<br/>funds<br/>2019<br/>£</i> |
| Donations                  | 58,079                                       | -  | 58,079                                |
| Grants                     | 74,638                                       | 3,905                                      | 78,543                                |
| Similar incoming resources | 412  | -  | 412                                   |
|                            | <hr/> <b>133,129</b> <hr/>                   | <hr/> <b>3,905</b> <hr/>                   | <hr/> <b>137,034</b> <hr/>            |

**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

**4. Income from charitable activities**

|                           | <b>Unrestricted<br/>funds<br/>2020<br/>£</b> | <b>Total<br/>funds<br/>2020<br/>£</b> |
|---------------------------|--|---------------------------------------|
| Golf and green fee income | 120,314                                      | <b>120,314</b>                        |
|                           | <i>Unrestricted<br/>funds<br/>2019<br/>£</i> | <i>Total<br/>funds<br/>2019<br/>£</i> |
| Golf and green fee income | 120,375                                      | 120,375                               |

**5. Analysis of expenditure on charitable activities**

**Summary by fund type**

|                       | <b>Unrestricted<br/>funds<br/>2020<br/>£</b> | <b>Restricted<br/>funds<br/>2020<br/>£</b> | <b>Total<br/>funds<br/>2020<br/>£</b> |
|-----------------------|--|--|---------------------------------------|
| Charitable Activities | 305,790                                      | 21,594                                     | <b>327,384</b>                        |
|                       | <i>Unrestricted<br/>funds<br/>2019<br/>£</i> | <i>Restricted<br/>funds<br/>2019<br/>£</i> | <i>Total<br/>funds<br/>2019<br/>£</i> |
| Charitable activities | 279,921                                      | 5,925                                      | 285,846                               |



**WARLEY WOODS COMMUNITY TRUST LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

**6. Analysis of expenditure by activities**

|                       | <b>Activities<br/>undertaken<br/>directly<br/>2020<br/>£</b> | <b>Support<br/>costs<br/>2020<br/>£</b> | <b>Total<br/>funds<br/>2020<br/>£</b> |
|-----------------------|--|---|---------------------------------------|
| Charitable Activities | 289,971  | 37,413                                  | <b>327,384</b>                        |

|                       | <i>Activities<br/>undertaken<br/>directly<br/>2019<br/>£</i> | <i>Support<br/>costs<br/>2019<br/>£</i> | <i>Total<br/>funds<br/>2019<br/>£</i> |
|-----------------------|--|---|---------------------------------------|
| Charitable Activities | 242,702  | 43,144                                  | 285,846                               |

**Analysis of direct costs**

|                             | <b>Total<br/>funds<br/>2020<br/>£</b> | <i>Total<br/>funds<br/>2019<br/>£</i> |
|-----------------------------|---------------------------------------|---------------------------------------|
| Staff costs                 | <b>191,286</b>                        | 180,519                               |
| Property and accommodation  | <b>6,963</b>                          | 6,463                                 |
| Shop stock                  | <b>2,752</b>                          | 2,036                                 |
| Site maintenance and upkeep | <b>65,776</b>                         | 41,604                                |
| Other projects              | <b>18,549</b>                         | 5,744                                 |
| Direct support costs        | <b>4,645</b>                          | 6,336                                 |
|                             | <b>289,971</b>                        | 242,702                               |

The additional expenditure on site maintenance and upkeep in 2020 relates to essential safety tree works which have to be undertaken to fulfil our obligations to protect the public and the charity.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**6. Analysis of expenditure by activities (continued)**

**Analysis of support costs (continued)**

|                          | <b>Total<br/>funds<br/>2020<br/>£</b> | <i>Total<br/>funds<br/>2019<br/>£</i> |
|--------------------------|---------------------------------------|---------------------------------------|
| Staff costs              | <b>386</b>                            | 338                                   |
| Depreciation             | <b>8,834</b>                          | 9,917                                 |
| Recruitment and training | <b>681</b>                            | 609                                   |
| Insurance                | <b>5,663</b>                          | 6,489                                 |
| Finance                  | <b>3,681</b>                          | 3,604                                 |
| Office costs             | <b>15,566</b>                         | 19,437                                |
| Independent examination  | <b>2,602</b>                          | 2,750                                 |
|                          | <hr/> <b>37,413</b> <hr/>             | <hr/> 43,144 <hr/>                    |

**7. Staff costs**

|  | <b>2020<br/>£</b>          | <i>2019<br/>£</i>   |
|--|----------------------------|---------------------|
| Wages and salaries                                   | <b>173,914</b>             | 164,784             |
| Social security costs                                | <b>9,508</b>               | 9,022               |
| Contribution to defined contribution pension schemes | <b>8,250</b>               | 7,051               |
|  | <hr/> <b>191,672</b> <hr/> | <hr/> 180,857 <hr/> |

The average number of persons employed by the charity during the year was as follows:

|  | <b>2020<br/>No.</b>   | <i>2019<br/>No.</i> |
|--|-----------------------|---------------------|
|  | <hr/> <b>13</b> <hr/> | <hr/> 12 <hr/>      |

No employee received remuneration amounting to more than £60,000 in either year.

The aggregate cost to the charity of Key management personnel in the year (being inclusive of employer national insurance and employer pension) was £99,211 (2019: £95,397). Key management personnel are considered to be the trust, retail and golf and park management.

**WARLEY WOODS COMMUNITY TRUST LIMITED**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

**8. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 March 2020, no Trustee expenses have been incurred (2019 - £NIL).

**9. Tangible fixed assets**

|                          | Plant and<br>machinery<br>£ | Fixtures and<br>fittings<br>£ | Other fixed<br>assets<br>£ | Total<br>£     |
|--------------------------|-----------------------------|-------------------------------|----------------------------|----------------|
| <b>Cost or valuation</b> |                             |                               |                            |                |
| At 1 April 2019          | 157,482                     | 33,895                        | 80,281                     | 271,658        |
| Additions                | 5,200                       | -                             | -                          | 5,200          |
| At 31 March 2020         | <u>162,682</u>              | <u>33,895</u>                 | <u>80,281</u>              | <u>276,858</u> |
| <b>Depreciation</b>      |                             |                               |                            |                |
| At 1 April 2019          | 137,175                     | 31,155                        | 70,709                     | 239,039        |
| Charge for the year      | 6,268                       | 1,370                         | 1,196                      | 8,834          |
| At 31 March 2020         | <u>143,443</u>              | <u>32,525</u>                 | <u>71,905</u>              | <u>247,873</u> |
| <b>Net book value</b>    |                             |                               |                            |                |
| At 31 March 2020         | <u>19,239</u>               | <u>1,370</u>                  | <u>8,376</u>               | <u>28,985</u>  |
| At 31 March 2019         | <u>20,307</u>               | <u>2,740</u>                  | <u>9,572</u>               | <u>32,619</u>  |

**10. Stocks**

|                                     | 2020<br>£    | 2019<br>£    |
|-------------------------------------|--------------|--------------|
| Finished goods and goods for resale | <u>6,459</u> | <u>6,459</u> |

Due to the lockdown introduced by the Government on 23 March 2020, a full stock count did not take place at 31 March 2020. It is estimated that levels were broadly in line with the previous year.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**11. Debtors**

|                                | <b>2020</b>          | <b>2019</b>   |
|--------------------------------|----------------------|---------------|
|                                | £                    | £             |
| <b>Due within one year</b>     |                      |               |
| Other debtors                  | <b>10,895</b>        | 13,257        |
| Prepayments and accrued income | <b>70,364</b>        | 4,571         |
|                                | <u><b>81,259</b></u> | <u>17,828</u> |

Included within accrued income are grants awarded but not yet received from the Heritage Lottery and Ibstock Enoverst totalling £63,800 in relation to the Wild Warley Project.

**12. Creditors: Amounts falling due within one year**

|                                    | <b>2020</b>          | <b>2019</b>   |
|------------------------------------|----------------------|---------------|
|                                    | £                    | £             |
| Trade creditors                    | <b>13,020</b>        | 11,242        |
| Other taxation and social security | <b>4,572</b>         | 7,293         |
| Other creditors                    | <b>4,022</b>         | 1,142         |
| Accruals and deferred income       | <b>3,143</b>         | 3,085         |
|                                    | <u><b>24,757</b></u> | <u>22,762</u> |

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

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**13. Statement of funds**

**Statement of funds - current year**

|                           | Balance at 1<br>April 2019<br>£ | Income<br>£    | Expenditure<br>£ | Balance at<br>31 March<br>2020<br>£ |
|---------------------------|---------------------------------|----------------|------------------|-------------------------------------|
| <b>Unrestricted funds</b> |                                 |                |                  |                                     |
| General Funds             | 120,296                         | 324,366        | (318,752)        | 125,910                             |
| <b>Restricted funds</b>   |                                 |                |                  |                                     |
| Community projects        | -                               | 1,999          | -                | 1,999                               |
| Park improvements         | -                               | 7,230          | (1,380)          | 5,850                               |
| Wild Warley               | -                               | 112,600        | (20,214)         | 92,386                              |
|                           | -                               | 121,829        | (21,594)         | 100,235                             |
| <b>Total of funds</b>     | <b>120,296</b>                  | <b>446,195</b> | <b>(340,346)</b> | <b>226,145</b>                      |

Due to the high volume of grants, some have been pooled together under the headings of Park Improvements, Community Projects and Golf. Where grants have been pooled the use of the individual restricted grants have been included below.

Park improvements

Lady Tangye Trust - These funds were granted for the purchase of whacker plate

Edward Cadbury Charitable Trust - Granted funds towards the nursery project

Rowlands Trust - Funds were granted for the purchase of a truck and seating for the park.

Community Projects

Town team grant - These funds were awarded towards an arts project.

Wild Warley

Heritage lottery - This is funding for the Wild Warley project to be spent across 2019/20 and 2020/21

Ibstock Enovert - These funds were awarded for the installation of a water area in the Wild Warley project

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

**13. Statement of funds (continued)**

**Statement of funds - prior year**

|                           | <i>Balance at<br/>1 April 2018</i> | <i>Income</i>  | <i>Expenditure</i> | <i>Balance at<br/>31 March<br/>2019</i> |
|---------------------------|------------------------------------|----------------|--------------------|---|
|                           | £                                  | £              | £                  | £                                       |
| <b>Unrestricted funds</b> |                                    |                |                    |   |
| General Funds             | 124,622                            | 288,682        | (293,008)          | 120,296                                 |
| <b>Restricted funds</b>   |                                    |                |                    |   |
| Golf                      | 520                                | 2,905          | (3,425)            | -                                       |
| Community projects        | 1,500                              | 1,000          | (2,500)            | -                                       |
|                           | 2,020                              | 3,905          | (5,925)            | -                                       |
| <b>Total of funds</b>     | <b>126,642</b>                     | <b>292,587</b> | <b>(298,933)</b>   | <b>120,296</b>                          |

**14. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

|                               | <b>Unrestricted<br/>funds<br/>2020</b> | <b>Restricted<br/>funds<br/>2020</b> | <b>Total<br/>funds<br/>2020</b> |
|-------------------------------|--|--------------------------------------|---------------------------------|
|                               | £                                      | £                                    | £                               |
| Tangible fixed assets         | 28,985                                 | -                                    | <b>28,985</b>                   |
| Current assets                | 121,682                                | 100,235                              | <b>221,917</b>                  |
| Creditors due within one year | (24,757)                               | -                                    | <b>(24,757)</b>                 |
| <b>Total</b>                  | <b>125,910</b>                         | <b>100,235</b>                       | <b>226,145</b>                  |

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**14. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior period**

|                               | <i>Unrestricted<br/>funds<br/>2019<br/>£</i> | <i>Total<br/>funds<br/>2019<br/>£</i> |
|-------------------------------|--|---------------------------------------|
| Tangible fixed assets         | 32,619                                       | 32,619                                |
| Current assets                | 110,439                                      | 110,439                               |
| Creditors due within one year | (22,762)                                     | (22,762)                              |
| <b>Total</b>                  | <u>120,296</u>                               | <u>120,296</u>                        |

**15. Pension commitments**

The company operates a defined contributions workplace pension scheme through The People's Pension. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £8,250 (2019: £7,051). Contributions totalling £280 (2019: £276) were payable to the fund at the balance sheet date and are included in creditors.

**16. Related party transactions**

In the period there were no related party transactions (2019: £Nil).

**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

|   | 2020<br>£ | 2020<br>£      | 2019<br>£ | 2019<br>£      |
|---|-----------|----------------|-----------|----------------|
| <b>Income</b>                                       |           |                |           |                |
| Grants received                                     | 226,167   |                | 78,543    |                |
| Donations received                                  | 53,344    |                | 49,448    |                |
| Gift aid - tax recoverable                          | 10,319    |                | 8,631     |                |
| Miscellaneous income                                | 183       |                | 412       |                |
| Fundraising activities                              | 35,309    |                | 34,964    |                |
| Golf income   | 120,314   |                | 120,375   |                |
| Bank interest                                       | 559       |                | 214       |                |
| <b>Gross income in the reporting period</b>         |           | <b>446,195</b> |           | <b>292,587</b> |
| <b>Less: Expenditure</b>                            |           |                |           |                |
| Staff costs   | 191,286   |                | 180,519   |                |
| Recruitment and training                            | 681       |                | 609       |                |
| Park improvements                                   | 6,349     |                | 4,492     |                |
| Park maintenance (incl essential safety tree works) | 31,351    |                | 11,750    |                |
| Golf course materials                               | 9,388     |                | 5,889     |                |
| Golf shop supplies                                  | 2,749     |                | 1,859     |                |
| Events  | 5,374     |                | 7,802     |                |
| Golf buggies  | -         |                | 177       |                |
| Golf project  | -         |                | 3,184     |                |
| Community projects                                  | -         |                | 2,420     |                |
| CRM Support   | 1,924     |                | 3,636     |                |
| Wild Warley   | 16,770    |                | -         |                |
| Fundraising supplies                                | 12,120    |                | 11,418    |                |
| Website support                                     | 2,200     |                | 2,640     |                |
| Volunteer expenses                                  | 386       |                | 338       |                |
| Security charges                                    | 523       |                | 435       |                |
| Insurance   | 5,663     |                | 6,489     |                |
| Water rates   | 2,201     |                | 2,231     |                |
| Light/heat  | 4,239     |                | 3,797     |                |
| Repairs and renewals                                | 18,688    |                | 19,473    |                |
| Telephone   | 1,206     |                | 1,670     |                |
| Advertising/promotion                               | 2,403     |                | 2,746     |                |
| Postage and stationery                              | 2,019     |                | 2,723     |                |
| Health and safety                                   | 317       |                | 485       |                |
| Sundry  | 3,287     |                | 1,783     |                |



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**INCOME AND EXPENDITURE ACCOUNT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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|  | <b>2020</b> | <b>2020</b>          | <i>2019</i> | <i>2019</i>          |
|--|-------------|----------------------|-------------|----------------------|
|  | £           | £                    | £           | £                    |
| Depreciation   | 8,834       |                      | 9,917       |                      |
| Independent examination                                  | 2,602       |                      | 2,750       |                      |
| Accountancy  | 3,030       |                      | 2,955       |                      |
| Legal and professional fees                              | 1,071       |                      | 1,394       |                      |
| Bank charges and interest                                | 2,610       |                      | 2,210       |                      |
| Partial exemption VAT disallowed                         | 1,075       |                      | 1,142       |                      |
|  | <hr/>       | <hr/>                | <hr/>       | <hr/>                |
|  |             | <b>340,346</b>       |             | 298,933              |
| <b>Total expenditure</b>                                 |             | <hr/> <b>340,346</b> |             | <hr/> <b>298,933</b> |
| <b>Net income/(expenditure) for the reporting period</b> |             | <hr/> <b>105,849</b> |             | <hr/> <b>(6,346)</b> |
| <b>Surplus/(Deficit) for the reporting period</b>        |             | <hr/> <b>105,849</b> |             | <hr/> <i>(6,346)</i> |
| <b>Funds brought forward at 1 April 2019</b>             |             | <hr/> <b>120,296</b> |             | <hr/> <i>126,642</i> |
| <b>Funds carried forward at 31 March 2020</b>            |             | <hr/> <b>226,145</b> |             | <hr/> <i>120,296</i> |

Income in 2020 includes funding of £100,235 in advance of the expenditure which is expected to be incurred during 2020/21.