

PETT LEVEL PRESERVATION TRUST

TRUSTEES' ANNUAL REPORT

01/09/20 – 31/08/21



PETT LEVEL PRESERVATION TRUST

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 (resigned March 2021)
8	Keith Swallow
9	Annie Underwood (resigned March 2021)
10	Paul Jordan
11	Theresa Noutch
12	Jo Mayne (appointed June 2021)
13	Katrina Wingfield (appointed March 2021)

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 2020 to 31 August 2021) the PLPT:

- Held three Trustee meetings (25 September 2020, 11 March 2021, 18 June 2021 December 2020 meeting cancelled due to COVID-19 restrictions)
- Two volunteer land management days resulting in c45 volunteer hours being contributed.
- Employed contractors over c5 days to remove scrub, mow rough grassland with machinery and maintain public access.
- Fitted secure gate to WW2 Gun Placement area and commenced conversion to bat roost.
- Maintained notices denoting PLPT land ownership on gates and fences.
- Produced a new Information Leaflet about the Trust's land for distribution at local events and venues.
- Maintained a website www.pettlevelpreservationtrust.org and Facebook account

- Contributed articles to Pett Parish News and published an annual members newsletter.
- Ran a stall at the Pett Village Flower Show
- Held a very successful fund-raising garden party in July 2021.
- Ran the third Pett Level Postcard children's design competition
- Raised £14,178 in memberships, fundraising, payments 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 December 2021.

Zana Duthie
Chair

Lois Hall
Treasurer

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

In total, over the September 2020 – September 2021 financial year, the Trust raised £14,178 through the generosity of our supporters, our fundraising activities and a substantial one-off windfall wayleave payment from Openreach. The Summer Garden Party did really well again this year, despite the weather, as did our postcard competition. Together, these fundraising activities generated £2870. Another £3966 was raised through Trust members' annual subscriptions and through donations including from Estate Agents PCMA, Rush, Witt & Wilson and Philips & Stubbs.

The Trust's programme of grant applications met with some further success too. In 2020-21 the Trust received a grant from Little Cheyney Wind Farm towards producing Information Leaflets and the installation of bat boxes in the newly secured WW2 gun placement area. Our land management budget was supplemented by Year 2 of the £1000 per annum Grant from the Garfield Weston Foundation which will run for 5 years in total.

The Trust incurred total expenditure of £7,221 over the year, primarily on routine land management activities including scrub clearance, mowing and maintaining pathways, but also covering the costs of fundraising activities and Trust administration. Managing the rising costs of maintaining the Trust land continues to be a challenge.

The Trust began the new financial year in September 2021 with funds of £17,643, plus our £5,000 'reserve' fund against future large and unexpected expenses.

Receipts & Payments Accounts

Year:	30/08/2020	31/08/2021
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CIO Name:	Pett level Preservation Trust
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CIO Number:	1164637
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	Current Account	Reserve Account	Total Cash funds
Opening balances	10685	5019	15704
Receipts 2020-21			
Fundraising	2871		
Payments	4588		
Members & Donations	4020		
Grants	2700		
Bank Interest		2	
Receipts subtotal:	14179	2	
Asset & Investment sales	0	0	
Receipts Total:	14179	2	

Payments 2020-21	Current Account	Reserve Account	Total Cash Funds
Insurance cover	351		
Admin costs	1306		
Land management	1564		
info & publicity	160		
Fundraising costs	2269		
projects	1571		
Subtotal	7221		
Asset & Investments:			
Purchases	0		
Total Payments	7221	0	
Net of Receipts/(payments)	6958	2	
Balances at this year end	17643	5021	22664

Assets & Liabilities

Other Monetary Assets	0
Investment Assets	0
Assets to be 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 PLFT
 objectives

PLPT Trustees

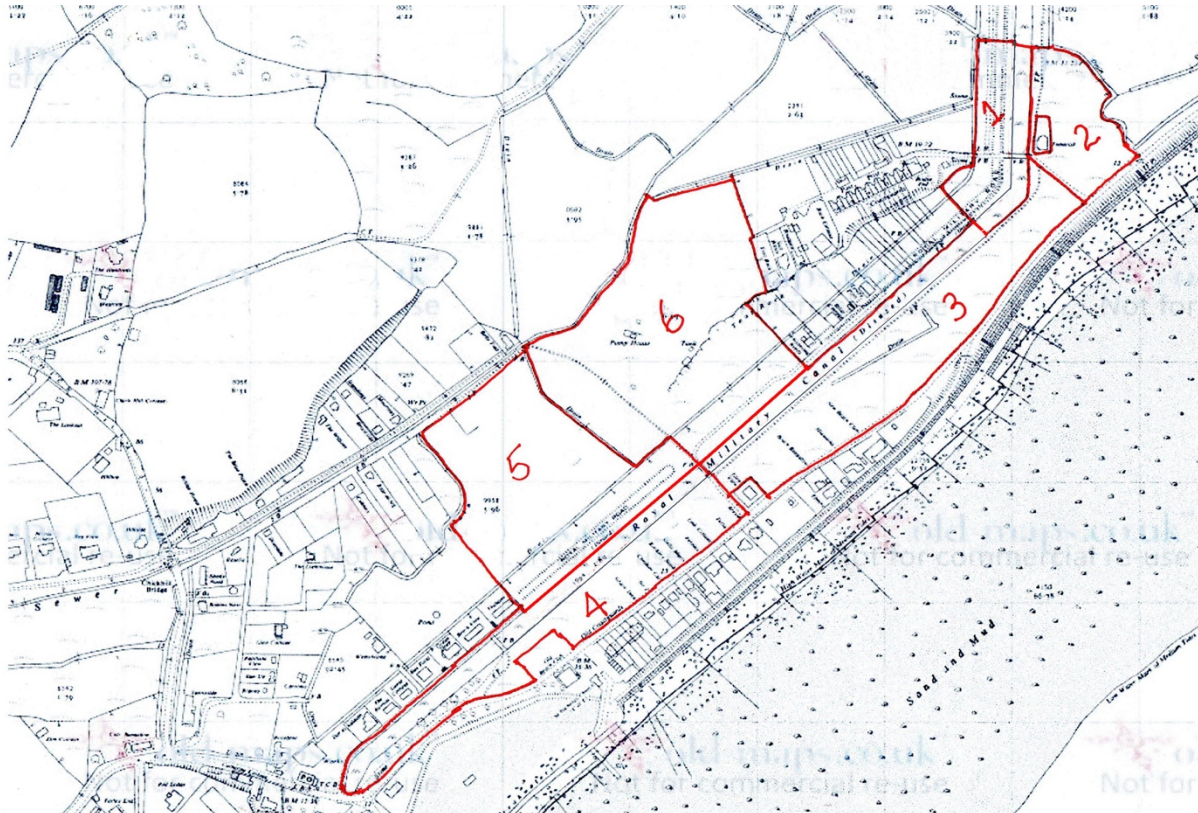
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Name: _____

Signature: _____

Annex 2 Plan of PLPT Land Holding showing management compartments



Annex 3 – PLPT Activity Report

SEPTEMBER 2020

Compartment 1.

Rake arisings from mowing. Cut sycamore. Cut back growth beside tarmac road.

Build bonfire to burn when wind direction more favourable

Compartment 3.

Contractor employed to cut back and gather /remove arisings over 2 days

OCTOBER 2020

Compartment 4

Clearing re-growth round pond. Very wet weather, so ended early!

Work parties in November and December cancelled due to uncertainty regarding Covid rules, and then Lock-down. We hope to start again in September 2021

FEBRUARY 2021

Children's postcard design competition launched

APRIL 2021

Compartments 2 and 3

Contractor employed to cut down Alexanders

MAY 2021

Children's postcard design competition winner announced

Annual Trust Newsletter printed & distributed

JULY 2021

PLPT stand at the Pett Village Flower Show

Annual Garden Party held

AUGUST 2021

Compartments 4 and Marsham Brook

Contractor employed to keep footpaths clear of vegetation

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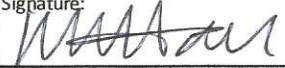
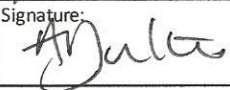
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PLPT Trustees

Name: L Hall	Signature: 
Name: A. DUTHE	Signature: 
Date:	16-11-2021

H. Schwooldi

Helen Schwooldi FCA MAAT

Westhome Business Services Ltd

8th November 2021