



Trustees' Annual Report for the period

From

To

Period start date

Period end date

01
April
2020

31
March
2021

Section A

Reference and administration details

Charity name

Windsor Hill Wood (WHW)

Other names charity is known by

Registered charity number (if any)

1174810

Charity's principal address

Rock House, Windsor Hill Lane

Windsor Hill

Shepton Mallet

Postcode

BA4 4JE

Names of the charity trustees who manage the charity

Trustee name

Office (if any)

Dates acted if not for whole year

Name of person (or body) entitled to appoint trustee (if any)

1

Peter Dennis
Chair
Appointed as Chair June 2021

2

Sue Crisfield
Secretary
Appointed Nov 2020

3

Jane Hull

4

Renny Gye

Resigned as Chair June 2021

5

Virginia Membrey

6

Rebecca Sutton
Resigned Nov 2020

7

Anne Martin
Appointed Nov 2020

8

Giles Membrey
Appointed January 2021

9

10

11

12

13

14

15

16

17

18

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name

Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser

Name

Address

Treasurer

Richard Porter

Independent Examiner

Nick May FCA

Name of chief executive or names of senior staff members (Optional information)

Chris Thompson - Warden

Section B Structure, governance and management

Description of the charity's trusts

	Type of governing document (eg. trust deed, constitution)
Constitution	
	How the charity is constituted (eg. trust, association, company)
CIO	
	Trustee selection methods (eg. appointed by, elected by)

Nominations for Trustees are put forward by existing Trustees and are interviewed at a regular meeting. If there isn't universal agreement a vote is held (no vote has been required to date)

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Renny Gye stepped down as Chair in June 2020 and was replaced by Peter Dennis. Renny remains as a Trustee.

The Trustees of WHW made the decision that the Charity would try to raise enough money to buy the house and grounds when the current 5 year lease ends in September 2022. The landlord will not be offering a new lease and the only way for Windsor Hill Wood to continue in its current form is the purchase of the property. Currently this is going well, with sufficient funds raised from private donors to cover the deposit and a mortgage currently being negotiated with a charity bank. It is expected that mortgage payments will be approximately in line with current rent payments.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Windsor Hill Wood exists to provide temporary accommodation and refuge to those who are in need of it. We are driven by three core charitable objectives:

- The relief of those in need, hardship and distress
- The preservation and promotional of physical good health
- The advancement of the Christian religion

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Windsor Hill Wood offers hospitality to both long term and short term guests. The long term stays are the focus of the work at Windsor Hill Wood, allowing appropriate time for guests to become part of the rhythm of life and community, to have time away from their challenging situations and to have time for a certain level of recovery. However having short term guests, if space allows, supports a healthy and fresh dynamic and can also provide significant help to those guests to enable them to reflect on their next steps.

Windsor Hill Wood welcomes volunteers, both regular and one-offs. There is a regular Wednesday volunteer work party in the woods and grounds. This activity has sadly been reduced due to Covid-19 but will be increased as circumstances allow.

Windsor Hill Wood is open to all, regardless of religion, or absence of religion. The Wardens are Christians as are the majority of Trustees and so the daily and weekly rhythm of Windsor hill wood includes moments of reflection and silence.

The Trustees meet formally either in person or remotely every two months where the meetings are recorded. Informal meetings are held in the intervening months where everybody is kept updated, these meetings are not formal and no minutes are taken.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

9 Long Term Guests: (individuals staying for longer than a month). Average stay: 5.25 months

11 Short Term Guests: (individuals staying for less than a month). Average stay: 11 nights

Occupancy rate: 68% for the year. This is lower than previous years due to COVID preventing us hosting short term guests in Apr – June 2020 and Jan-March 2021.

We had to stop our Wednesday volunteer programme during both lockdowns and the lower volunteer numbers reflect that. However, in line with government restrictions we ran a very popular Woodland support group for 22 adults in partnership with Holly & Hawthorn Forest school between January – April 2021. Given their level of vulnerability, most of our regular volunteers were able to attend. We started with one afternoon session on a Wednesday but the 15 spaces available were soon fully booked and we had a waiting list so we added a morning session as well. This project ran with funding from Somerset Community Foundation and Shepton Mallet Town Council as well as Somerset Skills and Learning. Participants were adults struggling with increased social isolation and mental health challenge during the winter lockdown, Jan-Apr 2021. The funding enabled us to provide these sessions at low cost (£3 per session) to those who can afford it and free to those who cannot afford it. Participants have been referred through the Community Mental Health team at The Bridge, local GPs, village agents and health connectors. Some people have self-referred having seen the publicity on social media.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves are held to meet the day to day cash flow requirements of any unforeseen eventuality, as Windsor Hill Wood has obligations to both guests and long-term volunteers. The reserves Policy states that the reserves fund should be held at a minimum of six months' normal expenditure. Reserves can currently be used to cover any shortfall in funding the organisation's costs

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

With reference to the accounts and comparing them with 2019/20 the following is a short list of observations and comments

Overall 'Donations' have increased, but this is due to the appeal asking for donations to put towards the purchase of Windsor Hill Wood to secure the charities future.

The contribution from Residents has dropped and this is due to the two Covid Lockdown periods, when we were unable to take in 'short term guests' (long term guests remained as part of the Family.

In May 2021 the Warden became an employee of WHW and was put on a PAYE system with a new payroll payment line in the accounts."

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Peter Timothy Dennis

Position (eg Secretary, Chair, etc)

Chair

Date

22nd January 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Windsor Hill Wood

1174810

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01.04.2020		31.03.2021

Section A Receipts and payments


	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Donations	35,793	35,542	-	71,335
Residents Contributions	18,874	-	-	18,874
Feed in Tariff	5,057	-	-	5,057
Other Income	3,883	-	-	3,883
Interest	9	-	-	9
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	63,616	35,542	-	99,158
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	63,616	35,542	-	99,158
A3 Payments				
Payroll	11,990	-	-	11,990
Rent & Council Tax	24,407	-	-	24,407
Utilities	2,603	-	-	2,603
Forestry, agriculture & animal costs	2,262	-	-	2,262
Volunteers Costs	3,332	-	-	3,332
Subsistence expenditure	6,376	-	-	6,376
Equipment & supplies	1,072	-	-	1,072
Vehicles & Travel	937	-	-	937
Professional Fees	12,039	-	-	12,039
Servicing, repairs and maintenance	1,632	-	-	1,632
IT expenses	557	-	-	557
Insurance costs	1,938	-	-	1,938
Training	-	-	-	-
Other expenses	820	-	-	820
Sub total	69,965	-	-	69,965
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	69,965	-	-	69,965
Net of receipts/(payments)	(6,349)	35,542	-	29,193
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	42,972	1,512	-	44,484
Cash funds this year end	36,623	37,054	-	73,677

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Cash at Bank	36,582	37,054
	Cash in hand	41	-
		-	-
	Total cash funds	36,623	37,054
	(agree balances with receipts and payments account(s))	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
	Motor Vehicles	Unrestricted	3,795
			-
			-
			-
			-
			-
			-
			-
			-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature



Print Name

Peter T Dennis

CC16a

Last year

to the nearest £

33,847
21,519
3,827
7,927
23
-
-
-
67,143

-
-
-

67,143

-
24,259
2,334
3,035
12,177
6,554
3,477
6,148
10,463
4,990
781
963
790
183
76,154

-
-

76,154

(9,011)
-
53,495
44,484



**Endowment
funds**
to nearest £

-
-
-
-

OK

**Endowment
funds**
to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

2,956
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval

22.01.2022