



Trustees' Annual Report for the period								
From		Period start date			To		Period end date	
		01	April	2022			31	March

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

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		
2	Sue Crisfield	Secretary		
3	Renny Gye		Resigned 24/9/22	
4	Virginia Membrey			
5	Anne Martin			
6	Giles Membrey		Resigned 12/11/22	
7	Steve Bruce-Jones	Treasurer	Appointed 27/7/22	
8	Hazel Rumsey		Appointed 24/9/22	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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
Independent Examiner	Simone Paull ACMA	

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

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## 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 discussed at a regular meeting. If there isn't universal agreement a Trustee 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.

The Trustees commenced a review of policies and procedures during the year. Revised policies have now been adopted for the following:

- Safeguarding
- Finance

A register of major risks has been developed and is being regularly reviewed

## 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 promotion of good mental and 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 is currently back to normal levels

Windsor Hill Wood is open to all, regardless of religion, or absence of religion. The Wardens are Christians as are some of the Trustees 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 unminuted meetings are held in the intervening months where everybody is kept updated,

**Additional details of objectives and activities (Optional information)**

Windsor Hill Wood welcomes volunteers, both regular and one-offs. There is a regular Wednesday volunteer work party in the woods and grounds.

We hosted 4 work parties during the year and an Open Day.

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

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### Summary of the main achievements of the charity during the year

The purchase of Rock House and the surrounding woodland from the founder of the charity was completed on 31<sup>st</sup> May 2022 with the benefit of a mortgage from Kingdom Bank and private loans and funds raised over the previous two years

In this year we increased the guest accommodation from 5 to 6 and were consistently at capacity as can be seen by the increase in the number of long term guests from the previous year.

15 Long Term Guests: (individuals staying for longer than a month).  
Average stay: 4 months

11 Short Term Guests: (individuals staying for less than a month).  
Average stay: 10 nights

We provided weekly art therapy for residential guests, a day visit to the horse therapist and a weekly volunteering session for local vulnerable adults with an average of 7 adults attending each week.

We once again ran Woods for Wellbeing in Feb - Apr 2023 for 14 vulnerable adults. Participants were adults struggling with increased social isolation and mental health challenges during winter months. Participants have been referred through the Community Mental Health team at The Bridge, local GPs, village agents and health connectors as well as some self-referral.

The long term warden family announced their departure at the end of the year and the trustees initiated the search process for replacement warden(s) to build on the successes of recent years and take the charities work forward.

## 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 unrestricted cash equivalent to 3-6 months of budgeted unrestricted expenditure should be maintained. 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.

**Fund values:** The large once-off impact of the property purchase led to a significant shift in the balance sheet from cash to fixed assets together with the introduction of considerable borrowings (mortgage and private loans). Nevertheless we were able to increase the cash reserves in the general fund due to a healthy operating surplus. In the non-property restricted funds the cash balances also rose due to some successful fundraising for specific projects.

**Comments:** There have been a number of organisational changes in the year: a new accounting system (Xero), a new treasurer and a new independent examiner, long term reserves have been invested in an interest bearing account and redundant bank accounts have been closed.

**Section F Other optional information**


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**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**

11<sup>th</sup> November 2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
WINDSOR HILL WOOD

No (if any)  
1174810

## Receipts and payments accounts

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For the period  
from

Period start date  
1st April 2022

To

Period end date  
31st March 2023

### 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 £	Last year to the nearest £
<b>A1 Receipts</b>					
Regular Donations	12,724	-	-	12,724	120,337
Ad hoc Donations	30,321	12,564	-	42,886	included above
Gift Aid	6,912	1,436	-	8,348	included above
Grants	3,500	19,305	-	22,805	included above
Residents Contributions	25,178	-	-	25,178	22,460
Fund Generation	3,463	222	-	3,685	1,042
Feed in tariff & RHI	620	-	-	620	4,068
Other Income	162	-	-	162	2
<b>Sub total (Gross income for AR)</b>	<b>82,881</b>	<b>33,527</b>	<b>-</b>	<b>116,408</b>	<b>147,909</b>
<b>A2 Asset and investment sales, (see table).</b>					
Loans received	-	379,990	-	379,990	52,010
Asset Sales	2,000	-	-	2,000	-
<b>Sub total</b>	<b>2,000</b>	<b>379,990</b>	<b>-</b>	<b>381,990</b>	<b>52,010</b>
<b>Total receipts</b>	<b>84,881</b>	<b>413,517</b>	<b>-</b>	<b>498,398</b>	<b>199,919</b>
<b>A3 Payments</b>					
Staff Costs	19,149	-	-	19,149	16,596
Housekeeping Costs	8,859	-	-	8,859	8,436
Volunteers Costs	298	-	-	298	685
Forestry, agriculture & animal costs	2,463	571	-	3,034	3,486
Repairs and maintenance	5,703	5,571	-	11,274	6,426
Equipment purchase & hire	97	235	-	332	1,519
Vehicle costs	2,081	-	-	2,081	1,253
Therapy for residents	90	3,600	-	3,690	-
Utilities	3,591	-	-	3,591	3,039
Office & Administration	1,997	-	-	1,997	499
Professional Fees	45	-	-	45	5,674
Rent & Council Tax	6,653	-	-	6,653	24,544
Insurance costs	1,633	-	-	1,633	1,456
Interest and bank charges	14,559	-	-	14,559	-
Other expenses	95	19	-	114	636
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>67,314</b>	<b>9,995</b>	<b>-</b>	<b>77,309</b>	<b>74,249</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Asset purchases	-	544,870	-	544,870	25,800
Loan/mortgage repayments made	4,585	-	-	4,585	-
Decrease in creditors	455	-	-	455	-
<b>Sub total</b>	<b>5,040</b>	<b>544,870</b>	<b>-</b>	<b>549,910</b>	<b>25,800</b>
<b>Total payments</b>	<b>72,353</b>	<b>554,865</b>	<b>-</b>	<b>627,218</b>	<b>100,049</b>
<b>Net of receipts/(payments)</b>	<b>12,528</b>	<b>- 141,348</b>	<b>-</b>	<b>- 128,820</b>	<b>99,870</b>
<b>A5 Transfers between funds</b>	<b>- 10,331</b>	<b>10,331</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>32,548</b>	<b>140,969</b>	<b>-</b>	<b>173,517</b>	<b>73,647</b>
<b>Cash funds this year end</b>	<b>34,745</b>	<b>9,952</b>	<b>-</b>	<b>44,697</b>	<b>173,517</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	4,511	9,952	-
	Cash in hand	88	-	-
	COIF Charities Deposit Fund	30,146	-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>34,745</b>	<b>9,952</b>	<b>-</b>
		OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Motor Vehicle	General (Unrestr.)	3,795	-
	Property (Rock House & Windsor Hill Wood)	General (Unrestr.)	573,370	-
		-	-	
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Mortgage	General (Unrestr.)	355,415	
	Unsecured Loans	General (Unrestr.)	72,000	
	Creditors	General (Unrestr.)	100	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Peter Dennis (Chairman)	20/05/2023	

# Independent Examiner's Report to the Trustees

Windsor Hill Wood

Year ended 31st March 2023

I report to the trustees on my examination of the financial statements of Windsor Hill Wood (The Charity) for the year ended 31st March 2023.

## Responsibilities and basis of report:

As the trustees of The Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of The Charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## Independent examiner's statement

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

1 accounting records were not kept in respect of The Charity as required by section 130 of the Act; or

2 the financial statements do not accord with those records; or

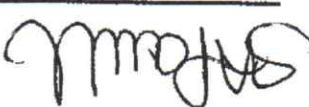
3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

**SIMONE PAULL ACMA**

Independent Examiner

45 Compton Rd, Shepton Mallet BA4 5QR

  
Date: \_\_\_\_\_

6.10.23