

Trustees Annual Report for Windsor Hill Wood

2017-2018

Charity's name: Windsor Hill Wood

Registration number: 1174810

Address: Rock House, Windsor Hill Lane, Windsor Hill, Shepton Mallet, BA4 4JE.

Contact details: www.windsorhillwood.co.uk / contact@windsorhillwood.co.uk / 01749 347377

Trustee names and Principal offices:

Renny Gye (Chair)

Rebecca Sutton (Secretary)

George Fox

Jane Hull

Virginia Membrey

Auditor / Independent Examiner: Stephen Purbrick

Bankers: *Lloyds Bank Plc*

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The trustees present their report and the financial statements for the year ended 31 March 2018. The financial statements have been prepared in accordance with the relevant SORP and accounting standards. The trustees confirm that they have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives in planning future activities.

A Structure, governance and management of Windsor Hill Wood

Windsor Hill Wood is a family based community, set in a woodland smallholding, offering Christian hospitality to all, regardless of race, religion or absence of religion, sexual orientation, mental or physical ability. It aims to create a supportive environment for people going through tough or uncertain times, offering them the chance to rediscover peace, silence and acceptance amidst the beauty and simplicity of the woods.

Windsor Hill Wood is a Charitable Incorporated Organisation, registered 25/09/2017. It is run according to its Constitution, which was adopted in March 2017.

The Trustees consist of 5 people. These Trustees were recruited to provide a range of skills required including prior experience of charity management and governance, woodland management and support of those with life issues faced by guests at Windsor Hill Wood. The Trustees will serve a minimum term of 3 years. They are appointed by the existing Trustees. The Trustees meet at least four times each year to determine policy, review performance, and to make key decisions.

Windsor Hill Wood is managed on a day to day basis by a Volunteer Warden (Chris Thompson) and Volunteer Assistant Warden (Katharine Thompson), who live on site with their family. The Wardens take advice as appropriate from the Trustees and occasional professional advisers, as well as undertaking regular supervision. They have a six monthly review meeting with the Chair of Trustees.

Windsor Hill Wood is small scale. It generally hosts up to 5 long term guests at a time, sometimes as a mix of long term plus 1-2 short term guests. Further details of the day to day activities are set out below.

This has been the first year in which Windsor Hill Wood has been constituted as a Charity and CIO. Hence a strong focus of the Trustees this year has been to support the Volunteer Warden and Assistant Warden in ensuring the key governance and management policies have been developed in a manner appropriate to the scale and nature of Windsor Hill Wood. The key policies which have been developed and agreed by Trustees have been:

- Safeguarding policy
- Information management policy
- Hardship Fund policy
- Lone working policy
- Reserves policy

B Risk management

The Trustees have identified and assessed risks, captured in a risk register. The key risks are in the areas of management of unpredictable behaviour, medical issues, treatment of guest information, damage to property and working with tools. Identified high risk areas have agreed risk management actions in place to ensure safety and relevant legal compliance.

The Trustees review the major risks the charity faces on a regular basis at Trustees meetings and any adjustments needed to risk management actions. A full review of the Risk Register has been undertaken and is monitored on a continuing basis. The Trustees receive regular reports on Health & safety matters from the Warden and Assistant Warden.

The public benefit of Windsor Hill Wood:

C The Charitable Objectives of Windsor Hill Wood are:

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

through the provision of temporary accommodation and refuge to those who are in need of such assistance as determined by the Trustees.

D Fulfilment of these objectives in 2017/18

General information

Windsor Hill Wood is a woodland and small holding, located in an old quarry. It comprises the old quarry house (Rock House) where the Volunteer Warden and Assistant Warden and their family live, along with individual accommodation for guests in shepherds' huts in the curtilage of Rock House. Rock House and Windsor Hill Wood grounds are rented by the charity from the owners on a 5 year lease.

Windsor Hill Wood aims to create a loving environment for people going through tough or uncertain times, offering them the chance to rediscover peace, silence and acceptance amidst the beauty and simplicity of the woods. This happens through a shared rhythm of life and development of community, focusing on hospitality, eating together, manual labour and reflection. All the tasks necessary for Windsor Hill Wood to function are shared by all who live there. These include cooking and cleaning, and managing the grounds.

The daily husbandry of animals, site management and gardening provides an important focus for Windsor Hill Wood and informal rehabilitation of guests. The livestock include a flock of 11 sheep, which produced 13 lambs in the spring, two goats, chickens which provide eggs, and pigs reared for meat. A limited level of woodland management has taken place, with the key objectives being to provide a therapeutic environment, to ensure a supply of wood for the biomass boiler and to maintain biodiversity. An advisory visit from the Forestry Commission has occurred ahead of preparing the next woodland management plan.

The site is also used by the Holly and Hawthorn Forest School. The Forest School runs weekly 'Mums and Toddlers' sessions during term time plus sessions for older children during the school holidays. This enables younger members of the local community to learn together in an outside environment, with confidence and independence, whilst developing better physical and mental health.

1. Relief of those in need, hardship and distress

Guests may apply to come to Windsor Hill Wood themselves, or encouraged to do so by friends and family or referred by various agencies. They will do so because they are in particular need, hardship or distress. Guests are invited to stay for up to 1 year on a licence to reside agreement, with a weekly contribution towards food and bills.

Most people come because of an explicit personal crisis - bereavement, recovery from addiction, separation, depression, homelessness and so on - whilst others come because they are struggling with life more generally. Some people are dealing with addiction issues so the entire site is alcohol and drug-free. Windsor Hill Wood only accepts guests who have been through recovery programmes or are not addicted to drugs or alcohol. For ex-offenders, Windsor Hill Wood engages with the probation service to help support next steps. Many of the guests have deep lying issues often related to rejection/attachment, and WHW's central principles of acceptance and love helps them to work on these. However it is not a formally therapeutic community and hence the Hardship Fund can allow guests to access expert counselling or therapy.

Whilst guests are generally not in formal employment whilst they are at Windsor Hill Wood, and many receive benefits, this year the voluntary work undertaken by guests has helped them consider options for work beyond their time here. This can also help to develop some local contacts which could lead to future employment or self employment. One guest has particularly focused on woodworking and has been able to secure a promise of grant funding towards tools in order to set up his own workshop.

Two examples of guests who have found Windsor Hill Wood helpful:

Example 1 Dave (the name has been changed) arrived four weeks after having relapsed back in to crack cocaine use having twice walked out of rehab previously. He quickly began to appreciate the rhythm of working on the land, helping manage the livestock and sharing meals around the table. He found that though some guests had things in common with him, others were quite different and exhibited behaviours that irritated and frustrated him. When encouraged to be honest and speak about his feelings face to face with some of the individuals concerned he was brave enough to do so with honesty and understanding. By the end of his stay his initial difficult relationship with another guest who he had felt misunderstood by had been transformed and the willingness to be open and honest that he had developed was an example to us all. He is preparing to move on now and in order to save money for a rent deposit has been doing part time work though has understood the importance of all adhering to the work rhythm here so has organised his shifts to fit around

the commitments at Windsor Hill Wood. Dave has begun to flourish as he has been encouraged to take responsibility and a year clean now, plans to live locally when he moves on and continue to be a part of Windsor Hill Wood in some way.

Example 2 The following is an excerpt from a letter sent to us from the wife of a guest whose heroin addiction had put their marriage at risk:

My aunt had been following the story of a family in Somerset who ran a refuge where people could go and stay for all manner of reasons, so she suggested it to us. Within 3 weeks his bags were packed and we were on our way to take him there. He had a roof over his head, 3 square meals a day and even animals to look after, to keep him occupied. Being apart for so long has been very strange. Up until now, the longest we've been apart was 5 days, so this was a very long stretch apart. Windsor Hill Wood Refuge was AMAZING!!

It was built in 10 acres of land in the middle of an old quarry, with nothing around but farm fields and fresh air. They would have meals in the main house and slept in converted huts, which were just the right size for a single person. They had set routines of meal times and daily duties etc. This was just what he needed to keep him occupied during his recovery. This option of a place for someone to go during their recovery is not heard of much. Many hear of rehabs such as The Priory, or the NHS places. But no one seems to hear of these small yet completely viable and most importantly affordable places such as Windsor Hill Wood. Who can honestly argue with £75 a week service charge, a roof over your head, food on the table and family feel to the place. Not everyone is comfortable going into the clinical settings that you find in the more well known rehabs so somewhere like this is ideal for someone like my husband who is more of an outdoor man than being cooped up inside.

He'd go to Frome once a week to attend groups to aid his recovery, covering topics that seemed to freakishly coincide with how he was feeling on that particular week. I really do believe that this chapter would have a very different ending if it wasn't for his move to Somerset.

2 The preservation and promotion of mental and physical good health:

One guest was supported to complete level 3 specialist drug and alcohol counselling course online.

The physical activity and time spent outdoors in managing Windsor Hill Wood, its grounds and livestock, helps to promote good health of the guests. Menus are also chosen in relation to healthy eating. In regards mental health, work is one of the most healing aspects of Windsor Hill Wood. A guest this year has also been supported in seeking further professional counselling support, both in terms of making connections and encouragement to attend, as well as with financial support from the Hardship Fund.

3 Advancement of the Christian religion:

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

Daily rhythm

Each day there is a one minute check in at 9am in which each person expresses how they are feeling, using one word. A few sentences may be read from devotional material. The working day begins. At 12.30pm people can choose to gather at the chapel for 15 minutes of midday prayer (mainly silence). Those who do not attend are asked to respect the silence and not use electronic devices during this time. Lunch and Supper are eaten together.

Weekly rhythm

The joint working days are Monday to Thursday, and on a Wednesday guests may be joined by volunteers from the local area. There is a Community Meeting on Sundays, just before the evening meal, and a well-being meeting every Thursday.

During this year the longer term guests also requested a weekly Bible Study, which they took turns to lead. Some also chose to accompany the Volunteer Warden's family to the local church in Shepton Mallet.

E Quantitative assessment of what achieved this year

Guest numbers:

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 times for those guests to reflect on their next steps.

2017-18	Number of guests	Average length of stay
Long term (> 1 month)	7	24 weeks
Short term (< 1 month)	18	1 week (7 nights)

Occupancy rate:

Windsor Hill Wood has been open to guests for 344 nights this year. Hence, with an assumed number of 5 guests at a time, it offers 1720 guest nights per year¹. During 2017-18

¹ A= Number of potential guest nights ie number of nights a year in which WHW is open to guests

Windsor Hill Wood has offered 1328 guest nights², an occupancy rate of 77%³. This has built up through the year, starting from 40% when it re-opened fully in September 2017.

Volunteer engagement:

Windsor Hill Wood welcomes volunteers, both regular and one-off volunteers. There is a regular Wednesday volunteer work party in the woods and grounds. On top of this there can be opportunities for groups to come as volunteers for a one-off or irregular visit. For example this year, the Home community from Oxford came for a weekend to help with maintenance tasks and visitors from Hilfield Friary were also hosted for a day. There were 78 volunteers in total, and 26 volunteering sessions.

Engagement with the wider community by the charity and its guests:

Part of the rehabilitation of the guests is through informal engagement with the wider community. Windsor Hill Wood has engagement in the local community as a charity, but also through individuals living and staying at Windsor Hill Wood being part of other local activities.

Local community organisation	How WHW and its guests have engaged	Scale
Fareshare	Benefits from receiving food	Weekly
Local church, Shepton Mallet	One guest is part of the music group and another helps with serving tea and coffee after the service	Weekly
The Dairy House, Connect Centre, Wells	One guest has started to volunteer doing woodwork	One morning per week
Shepton Mallet Community Woodland	Guests have helped with litter picking in the neighbouring community woodland	One morning per quarter
Neighbouring business	Guests have carried out one-off tasks for a neighbouring car redevelopment business	Monthly

² B= Number of actual guest nights ie number of nights guests stayed.

³ Occupancy rate = B/A x100.

G Financial Review

Quarterly finance reports have been submitted to meetings of the Trustees.

Total income for the seven months from 1st September 2017 to 31st March 2018 (the end of the CIO's accounting year) was £33,719 and total expenditure was £27,956 giving a net income for the year of £5,763.

All income received was unrestricted and came from the following sources:

Donations:	£18,566
Residents' Contributions:	£10,638
Feed-in Tariff:	£ 3,315
Other Income:	£ 1,200

All expenditure was on the charitable activities of the CIO. Expenditure was as follows:

Rent & Council Tax	13,800
Utilities	869
Forestry and animal costs	601
Volunteers' Costs	4,691
Subsistence expenditure	3,724
Equipment	1,733
Vehicles & Travel	729
Professional fees	536
Servicing, repairs & maintenance	832
IT expenses	391
Other expenses	50

The year-end total funds were £25,169.

Reserves policy:

Reserves are held to meet the day to day cash flow requirements and any unforeseen eventuality, as Windsor Hill Wood has obligations to both long-term volunteers and guests.

The reserves policy states that the reserves fund should be held at a level equivalent to approximately 6 months' normal expenditure. Reserves can currently be used to cover any shortfall in funding the organisation's costs.

At the end of the reporting period, the fund balance was £25,169 equivalent to approximately seven months' expenditure and the trustees are satisfied this level is sufficient for their purposes.

Supporters:

Windsor Hill Wood has a small number of faithful supporters who contribute both financially, giving in kind, time and through prayer. At present, funds primarily come from

individual donations, specific funding contracts and guest contributions. Regular monthly giving from individuals has increased during the year.

Around 258 people are on the supporters mailing list and receive the periodic newsletter. Windsor Hill Wood's contact database was updated this year in line with new GDPR regulations.

An Open Afternoon was held in September 2018 for regular supporters and the local community to visit and explore the grounds. 30 visitors attended, hosted by the guests, Wardens and Trustees. A treasure hunt was held for children.

Trustees' responsibilities

H Responsibilities of the Trustees

The trustees 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).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity 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 in the Charities SORP
- ~ make judgements and estimates that are reasonable and prudent
- ~ state whether applicable accounting standards 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 to operate on that basis.

The trustees are responsible for keeping proper accounting records that 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's trust deed. 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 the trustees on December 1st 2018

and signed on their behalf by Renny Gye, Chair of Trustees



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Windsor Hill Wood

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/09/2017

To

Period end date
31/03/2018

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 £
A1 Receipts					
Donations	18,566	-	-	18,566	-
Residents' Contributions	10,638	-	-	10,638	-
Feed in Tariff	3,315	-	-	3,315	-
Other income	1,196	-	-	1,196	-
Interest	4	-	-	4	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	33,719	-	-	33,719	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	33,719	-	-	33,719	-
A3 Payments					
Rent & Council Tax	13,800	-	-	13,800	-
Utilities	869	-	-	869	-
Forestry and animal costs	601	-	-	601	-
Volunteers' Costs	4,691	-	-	4,691	-
Subsistence expenditure	3,724	-	-	3,724	-
Equipment	1,733	-	-	1,733	-
Vehicles & Travel	729	-	-	729	-
Professional fees	536	-	-	536	-
Servicing, repairs & maintenance	832	-	-	832	-
IT expenses	391	-	-	391	-
Other expenses	50	-	-	50	-
Sub total	27,956	-	-	27,956	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	27,956	-	-	27,956	-
Net of receipts/(payments)	5,763	-	-	5,763	-
A5 Transfers between funds					
	-	-	-	-	-
A6 Cash funds last year end	18,794	612	-	19,406	-
Cash funds this year end	24,557	612	-	25,169	-

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 £
B1 Cash funds	Lloyds Treasurers Account	4,145	-	-
	Lloyds Business Account	20,412	-	-
	Guest Account	-	612	-
	Total cash funds	24,557	612	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

Independent examiner's report to the trustees of Windsor Hill Wood

I report on the accounts of the company for the period 1 September 2017 to 31 March 2018, which are set out on pages 1 to 2.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Name: Stephen Purbrick

Relevant professional qualification or body: Chartered Institute of Public Finance & Accountancy

Address: 47 New High Street, Headington, Oxford, OX3 7AL.

Date: 28 January 2019