

PETT LEVEL PRESERVATION TRUST

TRUSTEES ANNUAL REPORT

31/08/18 – 31/08/19



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
8	Keith Swallow
9	Annie Underwood
10	Paul Jordan
11	Susan Ensign (resigned October 2018)

Theresa Nouch acts as the Friends of PLPT Membership Secretary but is not a Trustee.

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 10 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 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 2018 to 31 August 2019) the PLPT:

- Held four Trustee meetings (14 September 2018, 14 December 2018, 8 March 2019 and 6 June 2019 with an extraordinary meeting convened on 31st January 2019)
- Eight volunteer land management days resulting in c200 volunteer hours being contributed.
- Employed contractors over c3 days to remove scrub, mow rough grassland with machinery and maintain footpaths.
- Completed conversion of the Pill Box and Observation Post to bat roosts.
- Maintained notices denoting PLPT land ownership on gates and fences.
- Maintained a website www.pettlevelpreservationtrust.org and Facebook account
- Contributed articles to Pett Parish News.
- Held an Annual Friends Meeting at Pett Village Hall 10 May 2019.
- Held a very successful fund-raising garden party 17 August 2019.

- Ran the first Pett Level Postcard children's design competition
- Raised £5044 in memberships, fundraising 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 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 November 2019.

Zana Duthie
Chair

John Newton
Trustee

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.

Receipts & Payments Accounts

Year: 30/08/2018 31/08/2019
 OO Name: Pett level Preservation Trust
 OO Number: 1164637

	Current Account	Reserve Account	Total Cash funds
Opening balances	8533	5001	13534
Receipts 2018-19			
Fundraising	3044		
RA Payments	131		
Members & Donations	1751		
Grants	0		
Wayleaves	96		
Reversed accrual	23		
Bank Interest	0	10	
Receipts subtotal:	5044	10	
Asset & Investment sales	0	0	
Receipts Total:	5044	10	

Payments 2018-19	Current Account	Reserve Account	Total Cash Funds
Insurance cover	521		
Admin costs	1993		
Land management	2108		
info & publicity	180		
Fundraising costs	1895		
Bat roost conversions	140		
Subtotal	6838		
Asset & Investments:			
Purchases	0		
Total Payments	6838	0	
Net of Receipts/(payments)	-1794	10	
Transfers between Accounts	0	0	



Balances at this year end	6739	5011	11750
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Assets & Liabilities

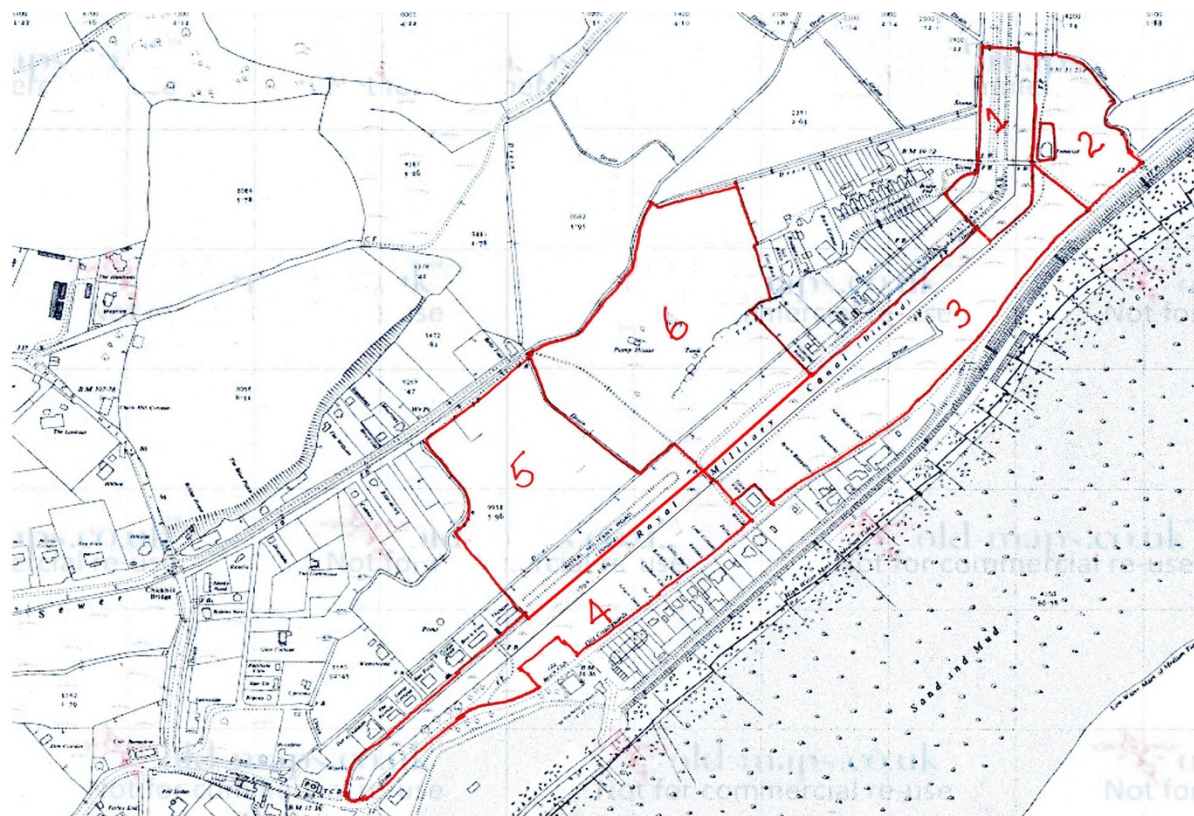
Other Monetary Assets	0
Investment Assets	0
Assets retained for PLPT own use	0
Liabilities	0
Debts outstanding secured by charge on PLPT assets	No outstanding debts
Potential liability associated with any outstanding guarantees given	None given

This Annual Financial Statement:
 Accurately reflects the accounts for the year
 Confirms that expenditures made align with PLPT objectives

PLPT Trustees

Name: ZDuma	Signature: 
Name: J Newton	Signature: 
Date: 29 Oct 2019	

Annex 2 Plan of PLPT Land Holding showing management compartments (1)



Annex 3 – PLPT Activity Report

September 2018 - August 2019

SEPTEMBER 2018

Compartment 5

Rake and burn cut material from mowing along Military Road. Collect and burn brash remaining from Bullace. Cut back overhanging low branches from Hawthorns.

Compartment 4

Cut back Blackthorn scrub west of Glenview. Clear Ivy from bridge posts. Replace missing plank on bridge with temporary repair; notify ESCC.

Compartment 2

Collect litter from entrance and along roadside

OCTOBER 2018

Compartment 2 & 3 (part)

Mow and flail Tamarisk field and sections of compartment 3

Compartment 6

Fell White Poplar and burn arisings. Remove Ivy from bridge

NOVEMBER 2018

Compartment 3

Rake and burn mown material. Cut back blackthorn alongside concrete road

Compartment 2

Rake and burn mown material

DECEMBER 2018

2018 Photography Competition winner announced

Compartment 1

Burn previously cut sycamore saplings, trim trees by post-box, burn trimmings

JANUARY 2019

Compartment 6

Clear trees and undergrowth from beside bridge abutments. Burn off-cuts

Compartment 3

Plant 4 fruit trees donated by Lou Parsons. Prune large apple tree, clear brambles

FEBRUARY 2019

Compartment 1

New Stock fencing installed

Compartment 6

Pollard willow trees and burn off-cuts. Not all trees done due to lack of time.

MARCH 2019

Pett Level Postcard children's design competition opens

Compartment 6

Continue to pollard willows and burn off-cuts

Collect and dispose of litter

APRIL 2019

Compartment 6

Install Kestrel nest box in Battery Observation Post

MAY 2019

Pett Level Postcard children's design competition winner announced

Annual meeting held. Speaker Stan Smith from the Fifth Continent project

Compartment 1

Install bat roosts in Pill Box

AUGUST 2019

Garden Party attracts over 100 guests & raises £1,243

Sales of the Pett Level 2019 postcard raise £90

Reciepts & Payments Accounts

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PLPT Trustees

Name:	Signature:
ZIDRAT	
Name:	Signature:
J NEWTON	
Date:	29 th Oct 2019