

## **Windsor Hill Wood – Trustees Annual Report 2018-2019**

**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](http://www.windsorhillwood.co.uk) / [contact@windsorhillwood.co.uk](mailto: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*

## About Windsor Hill Wood

Windsor Hill Wood is a family-based community, set in a woodland smallholding, offering Christian hospitality to many regardless of race, religion or absence of religion, gender or sexual orientation. 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.

The community is small scale, generally hosting up to 4-5 long term guests at once. At times, residents are a mix of long term plus 1-2 short term guests. Chris Thompson, our Volunteer Warden and his wife Katharine, who is Volunteer Assistant Warden live on site with their two sons. The Wardens take advice as appropriate from the Trustees and other professional advisers, as well as undertaking regular supervision. They meet the Chair of Trustees twice a year for a formal review.

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

The aim of the charity is to create an accepting environment for people going through tough or uncertain times, 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, cleaning, growing food, caring for the animals and managing the grounds.

The daily husbandry of animals, site management and gardening provide an important focus for Windsor Hill Wood and informal rehabilitation of guests. The livestock include a growing flock of sheep, which produced 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.

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.

# The Public Benefit of Windsor Hill Wood

## Our Charitable Objectives:

**Relief of those in need, hardship and distress**

**The preservation and promotion of mental and physical good health**

**Advancement of the Christian religion**

## Fulfilling our objectives in 2018-19

- **Relief of those in need, hardship and distress**

### **Guests say:**

“There is always an extra place at the table for you. I’ve always been interested in community living; we seem to have lost that nowadays. The pressure of working to pay rent for a flat where you feel alone and can’t see a future is all so far removed from here.”

“At Windsor Hill Wood, they always make it possible for you to stay, whatever background you come from and whether or not you can make a financial contribution. Your financial situation doesn’t matter because the hardship fund is used for those who have no money.”

“It’s the place where I found myself again.”

- **The preservation and promotion of mental and physical good health**

### **Guests say:**

“Windsor Hill Wood is the one place I feel safe.”

“This is a family that opens its doors to strangers at a difficult time in their lives and helps them to be physically and mentally well enough to prepare for life outside the refuge. You are made to feel like a member of the family, part of the household.”

“My mental health means I fairly regularly struggle, maybe every few months, and I hate mental health crisis services, they just don’t work for me at all. I thought in those times WHW would be a good place to go. I found the rhythm of the day very sustaining. Something about meaningful occupation that directly impacted the people around me, and quiet company that meant I could just get on and do things whatever was happening in my head.”

- **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 so the daily and weekly rhythm of Windsor Hill Wood includes moments for reflection and silence as follows:

**Daily rhythm**

Each day we have 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 and then the working day begins. At 12.30pm people can choose to gather at the chapel for 15 minute 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 are 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.

A weekly Bible Study is also open to guests, who have shared in leading the study. Some also choose to accompany the Volunteer Warden's family to the local church in Shepton Mallet.

## Assessment of what we 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)

2018-19	Number of guests	Average length of stay
Long term (> 1 month)	9	39 weeks
Short term (< 1 month)	24	1 week (7 nights)

### Occupancy Rate

Windsor Hill Wood had an occupancy rate of 77% in 2017/18 and 89% in 2018/19. It is open to a maximum of five guests most nights of the year, with a short closure at Christmas and up to to weeks in the summer.

### Wider Community Engagement

#### 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, attended by around six to eight people each week. In all around thirty people volunteered on Wednesdays in 2018/19. On top of that there are opportunities for groups to come as volunteers for a one-off or irregular visits. Volunteers have also helped look after the site and the animals during annual closures.

#### Learning

This last year has also seen Windsor Hill Wood offer formal learning opportunities for both guests and others from the local community, funded by Somerset Skills and Learning. The most visible form of this skills development has been through a course run on how to build a Shepherd's Hut. There was also a "Woods for Well-Being" course which was attended by 20 learners.

#### 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.

<b>Local community organisation (2018-19)</b>	<b>How WHW and its guests have engaged</b>	<b>Scale</b>
Fareshare	WHW benefits from receiving food	Weekly
St Peter and St Paul's Church, Shepton Mallet	The Wardens attend this church and a number of guests have also been part of this community whilst staying.	Weekly
Holly and Hawthorn Forest School	Run weekly and holiday forest school sessions	Weekly
Neighbouring business	What is the current engagement?	Weekly
Mendip Mental Health Connections	Refer clients who would benefit from going to WHW on volunteer Wednesdays.	Weekly
Elim Connect Centre	WHW offers accommodation to some people who have been supported by Elim Connect Centre	As needed
Crisis Ministries Bristol	Refers clients to WHW and occasionally takes groups down for visits / volunteering days	Occasionally
Somerset Skills & Learning	Provide funding to enable Windsor Hill Wood to provide learning opportunities to their service users and the wider public	Monthly

This table demonstrates new significant relationships developed over the year: Mendip Mental Health Connections, Elim Connect Centre, Crisis Ministries Centre and Somerset Skills and Learning

## Next steps for guests

There is no formal requirement for Windsor Hill Wood to keep in contact with its guests once they move on. However, the Wardens continue to provide significant ongoing support to a some former guests via phone calls, invitations to meals and other aspects of community life at WHW.

Over the year, around 35% of guests have moved on to their own housing and work, 15% left to live with their family, about 30% have left without firm plans of where they would be living and 20% had long-term housing without work.

Renny Gye

Chair of Trustees



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Windsor Hill Wood	No (if any)
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## Receipts and payments accounts

For the period from	Period start date 01/04/2018	To	Period end date 31/03/2019
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### 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>					
Donations	47,334	900	-	48,234	18,566
Residents' Contributions	22,937	-	-	22,937	10,638
Feed in Tariff	4,787	-	-	4,787	3,315
Other income	6,217	-	-	6,217	1,196
Interest	16	-	-	16	4
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>81,290</b>	<b>900</b>	<b>-</b>	<b>82,190</b>	<b>33,719</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>81,290</b>	<b>900</b>	<b>-</b>	<b>82,190</b>	<b>33,719</b>
<b>A3 Payments</b>					
Rent & Council Tax	24,145	-	-	24,145	13,800
Utilities	2,045	-	-	2,045	869
Forestry, agriculture & animal costs	2,684	-	-	2,684	601
Volunteers' Costs	9,856	-	-	9,856	4,691
Subsistence expenditure	5,928	-	-	5,928	3,724
Equipment & supplies	1,348	-	-	1,348	1,733
Vehicles & Travel	2,208	-	-	2,208	729
Professional fees	2,200	-	-	2,200	536
Servicing, repairs & maintenance	768	-	-	768	832
IT expenses	558	-	-	558	391
Insurance costs	821	-	-	821	
Training	250	-	-	250	
Other expenses	1,054	-	-	1,054	50
<b>Sub total</b>	<b>53,865</b>	<b>-</b>	<b>-</b>	<b>53,865</b>	<b>27,956</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>53,865</b>	<b>-</b>	<b>-</b>	<b>53,865</b>	<b>27,956</b>
<b>Net of receipts/(payments)</b>	<b>27,426</b>	<b>900</b>	<b>-</b>	<b>28,326</b>	<b>5,763</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>24,557</b>	<b>612</b>	<b>-</b>	<b>25,169</b>	<b>19,406</b>
<b>Cash funds this year end</b>	<b>51,983</b>	<b>1,512</b>	<b>-</b>	<b>53,495</b>	<b>25,169</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>	Lloyds Treasurers Account	5,554	-	-
	Lloyds Business Account	46,429	-	-
	Guest Account	-	1,512	-
	<b>Total cash funds</b>	<b>51,983</b>	<b>1,512</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	Renny Gye	Mrs Renny Gye	14/09/2019

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

I report on the accounts of the company for the period 1 September 2018 to 31 March 2019, 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: 20 November 2019