

Registered number: 04214547
Charity number: 1092754

WARLEY WOODS COMMUNITY TRUST LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

WARLEY WOODS COMMUNITY TRUST LIMITED
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees	Steven Eling Katherine Slade Alan Reynolds Stephen Cemm Elizabeth Coleman Arthur Ward Barbara Platts Christopher Ashford David Read Andrew Williams David Coffin Patricia Marsh Michael Talbot Lisa Burrows John Newman (appointed 17 October 2020)
Company registered number	04214547
Charity registered number	1092754
Registered office	The Pavilion Lightwoods Hill Smethwick West Midlands B67 5ED
Company secretary	Michael Talbot
Accountants	MHA MacIntyre Hudson Chartered Accountants Rutland House 148 Edmund Street Birmingham B3 2FD
Bankers	Unity Trust Bank Birmingham B1 2HB

WARLEY WOODS COMMUNITY TRUST LIMITED
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**CHAIR'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021**

The chair presents his statement for the year.

Well, where to start? 2020/21 has certainly been the most incredible year for the Trust, as it has for everything impacted by the COVID pandemic. Whilst the park has been open all the way through and has provided a highly valued green space, the golf course and Pavilion spent half the year closed.

The uncertainties of lockdown closures, reopening under restrictions and more lockdown created major management and financial challenges. That we survived is down to the level of dedication and support for the Woods and the Trust. Our appeals resulted in a greater public profile and many new members. I am particularly grateful for the support from our patron Dame Julie Walters, which gave us national television coverage and the feature of a Radio 4 programme, Open Country. The grant support from the Council along with several COVID grant streams from the Government have all been essential to keeping the Trust viable. In fact, in many ways the Trust's position may be more robust now than it was before the pandemic, but the challenges are not yet over.

On the plus side, when we have been able to be open, golf has seen a rise in popularity and participation.

Sadly, our events had to be cancelled but we look forward to having a full calendar again as soon as we can. The Wild Warley project has continued but without the same level of community engagement. We have also been able to progress planned work around the site including improvements to drainage on the golf course and works to improve the tree nursery, crucial to growing our own tree stock.

The Board and sub-groups covering site, communities, communications and resources have continued to meet on a monthly basis by Zoom. We are looking forward to getting back to normal meetings as soon as we can. We also have groups meeting to look at environmental issues and progress the long term project of replacing the Pavilion with a new building. The Board also held its annual business planning day to update our five year management plan and work through our budget. This has kept the Trust on top of all the business, managing the challenges from the pandemic, keeping our park maintenance and services running in a COVID safe way. The Trustees and members of the sub-groups are all still volunteers, giving their time for the Woods.

As ever, the work of our dedicated staff and volunteers has kept Warley Woods as one of the best parks in the country with continued "Green Flag" status and voted in the top ten parks.

Finally, I must express my appreciation and thanks to everyone who has helped to bring Warley Woods through the most incredible and challenging times we have ever known. Our staff have done a magnificent job through the most difficult times of uncertainty, keeping the Trust going and maintaining the park as safe to use and in good condition. This has made a real difference I'm sure everyone will want to express their appreciation for the dedication that our staff have shown.

Chairman
Date: 17 August 2021



WARLEY WOODS COMMUNITY TRUST LIMITED
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the financial statements of the charity for the year 1 April 2020 to 31 March 2021. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and activities

• **Policies and objectives**

The charitable objectives of the Trust are as follows:

To promote the conservation, protection and improvement of the physical, natural and historic environment of the area known as Warley Woods.

Vision

The vision of Warley Woods Community Trust Limited is:-

To ensure the long-term restoration and sustainability of Warley Woods Park and to develop its facilities and events as a central focus for the local community, thus encouraging greater numbers and diversity of people to enjoy this unique environment.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The rest of this report demonstrates the many works delivered by Warley Woods Community Trust for the public benefit. Warley Woods is free to enter, open to all, 24 hours a day, every day of the year.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

• **Review of activities**

It has been another busy year at Warley Woods Community Trust. Most of the Trust's activities fall under the responsibility of one of the subgroups, whose reports follow, but there are some things which are solely undertaken by the Trust's office-based staff team.

Report from the Trust Manager

As everyone will know 20-21 was a year where there was no business as usual of any kind. My normal year would follow such a seasonal pattern connected with upcoming events, grant cycles, and financial year structures. All of these disappeared and the year became one of almost living in the moment, and looking as far ahead as we dared, problem solving, responding to opportunities that appeared and to changes to guidance and laws relating to coronavirus.

In retrospect, we spent half of the year closed: April, May, November, January, February and March. The other months we were open but under restrictions which are still largely current as I type this report. While we were closed, most of our staff were furloughed and at times this left me the only member of staff at work and working from home, at other times we had staff on part furlough to keep essential or improvement activities ticking forward.

When we closed our doors on 24th March, my role became to ensure our survival as an organisation. Without help we had just a few months before we would need to start closure processes. We are all now aware of government grants and the furlough scheme, but at the very beginning this kind of help hadn't been created. When it was we had to learn about it and how to access it. The schemes changed throughout the year as well, so we had to keep relearning and relooking for new deadlines.

My normal fundraising activities are about grant applications for future projects and steady appeals to the public who use the park to become members and supporters. There became little point applying for long term projects when you can't see further into the future than the next few weeks and instead I applied for emergency funds – from the government and from Heritage Lottery. I did appeals to grant making trusts, but not as usual in May, but in October of the year, as that was the first time, I was able to write applications where I could describe how things might be by the time they made their decisions – some trusts closed down grant giving, as the volunteers who act as their trustees dealt with the impact on their own lives and the fact the face to face meetings were impossible. We are very grateful for to those Trusts who supported us even more generously than usual.

Without golf income, shop income, events, rent from the café or room bookings, until news of government grants came in, we were entirely reliant on our council grant and what the public could give us in support. We didn't make a public appeal for help immediately as there was such emotional instability generally on a personal level, we didn't want to make things seem even worse with our own crisis. Very luckily for us, delaying things seem to have given people that time to realise the special value of a green space during lockdown – either because it was the only place they could visit or because they could not visit it. Support for the Heroes appeal was amazing from day one. The response was amplified when Julie Walters lent her voice to it too. It had a third boost when her involvement was noted by the press and Midlands Today covered the story and that brought in donations from all over the Midlands. That led to a whole programme on Radio 4's Open Country which stimulated donations from all over the country and even some international ones. Midlanders who had moved out of the area but had fond memories and others who had never visited and would never visit. It was an emotional experience to be involved in all the waves of this appeal. My work at one point was almost full time as a donation processor and sending thank yous. The result of that appeal was not just immediate donations, but people set up regular donations through direct debit. These really are the gifts that truly do keep on giving. We hoped people would not cancel as the emergency situation receded, as we always exist on a financial knife edge (just normally not quite so sharp) and a cushion of support from people on a regular basis would help to see us through the unknowns of the months to come. Most have continued and we are so incredibly grateful.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

During lockdown one of my key roles was to keep communicating with public and our supporters. With a lack of actual news to share – this became a sharing of our archive of photographs and facts. This matched well with the public sharing of beautiful photos of the site which lifted the spirits of many – mine included. I have to say I felt very well cared for by our facebook users who knew I was working isolated at home and they sent me special messages and photographs and it was lovely when many shared my excitement about being able to return to the office – for some Warley Wooders, like myself, it signalled a return to some kind of normality, when both myself and other staff were visible presences, even if at a distance.

The majority of the rest of the year was taken up with the usual business of running the site and dealing with enquiries. Dealing with all the reopening and reclosing – the risk assessments needed and changes to practice every time the guidance moved. Making recommendations about whether and when we did reopen the play area, the toilets. Whether we hired out golf clubs or not. How we dealt with the extra litter and damage that came from the additional use of the site. We also dealt with recruitment to both site and shop teams through the year. Our emergency grant from Heritage Lottery helped us fund additional staff on site and in the shop – to help deal with a change from "drop in" to "book in advance" cultures. This grant also helped us introduce a larger bin at the Abbey Road entrance, which was to be temporary, but we have now decided to pay for out of general funds, at least during the summer months, when our usual bins can overflow at that entrance.

"Normal" things did happen, like upgrading our PCs, changing email platforms, reviewing our employment contract, opening new bank accounts, reworking our VAT situation. Some had hiatus in the middle of the process. Some were made more difficult due to the shortage of supply of materials, or closed businesses. Other things were made simpler by simply spending – like printing our newsletter, rather than photocopying and volunteers putting it together. Long hoped for things suddenly became possible, like the free gift of a bike rack for the Pavilion. We even managed to run a free Golf Camp thanks to funding from Sandwell Council

I have focused on the practical things that happened this year and there are many other things I could tell you about – stories, losses, kindnesses. The year has brought us new relationships with the community, as we worked together. New businesses, like the Happy Coffee Man and Wild Lives Forest Schools involved with us. New connections made when we tried to create a temporary outdoor room for the winter – the project failed due to lockdown, but the connections with other groups remain. The planting of trees has been of extra significance this year with our "normal" planting of trees for many families (many in memoriam) but for also two of the immediate Trust family as well – John McBride, Trustee and Golf Club President and Nigel Lloyd, founder of the Warley Woods Pacers who both died in 2020. In a year when the opportunity to grieve and to celebrate lives has been so difficult, we have been exceptionally pleased to be able to be involved in so many positive expressions of remembrance. We were also very pleased to be able to arrange for Nigel's Cortege to come through the Woods for a guard of honour drive through from his Pacers Clubmates.

As Doug Barber, Wild Warley Project Manager, does not have a space in the report – it is here I need to acknowledge the work he has done on Wild Warley. He was the other member of staff who was not furloughed – he legally could not be and yet what does a person who has been employed to engage people face to face do, when that is exactly what he is told he can't do. He has done brilliantly keeping all elements of the project going – creating small group training, virtual training, virtual events. Working on the practical improvement side, like the Wilderness water – even digging the pond out himself when contractor costs went sky-high in the Autumn. He dealt with cancelled events, goal posts changing, limited event numbers, all with the commitment of someone who makes the very best of a very difficult situation. His role comes to an end next March but we are really trying to see if we could fund him for longer, at least so he can achieve all the things he and the project set out to do. We have lost the potential to make this project have the full impact it would have had without this extension. It will still have fantastic results because of the calibre of the person we were lucky to appoint, but all of us hope we will be able to find a way to maximise that work – we always want what is best for Warley Woods.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

We have been incredibly lucky over the last year. Lucky that emergency grants suited our needs and compensated for the lack of our trading income. Lucky that other emergency grants paid for the additional costs that came with managing a very popular site when people had limited leisure options. Lucky that golf has been a winner in the pandemic year, with a resurgence in returning and new players, making us exceptionally busy when we could open. Lucky that all of our usual grant givers chose to support us, when they had many calls for their funds. But luckiest of all, to have the support of a community that values what we do and what we offer and was prepared to step in when they realised we might fail as an organisation due to no fault of our own. Emergency grants are gone. The interest in golf may wane. But I think this year has made many people appreciate even more a beautiful green space free to visit, and to be aware that it takes time, energy and money to provide it and that they can play their part in some or all of those things. We remain blessed to have the beauty of Warley Woods and blessed to have so many who appreciate it.

Viv Cole, Trust Manager

Golf Reports

We have realised that while golf is mentioned throughout this report, it perhaps does not have the focus or explanation that you would expect for the part of our operation which raises one third of our income and covers one third of the site. So for the first time we have asked the Golf Course and Park Manager and Shop and Golf Development Manager to share some of their last year with you. Like all staff, they work on both park and golf aspects of our work, but in this section they will just cover golf related work in 20-21.

The Golf Course

Site staff were often on site, even when rules prevented the golf course being opened and in fact took the opportunity to do development work on the golf course which will be of long term benefit and which would've been much harder with customers playing the course while it was done.

The 4th and 9th greens were sandbanded and we installed 150 meters of drains. Digging to a depth of 800mm and installing pipe and gravel. Both processes we hope will improve our two greens that struggle the most. Turf was cut and removed to do this and replaced afterwards. It was interesting to see how much clay there was beneath the surface.

Many regular maintenance activities are done twice a year, overseeding, fertilising and removing thatch from the greens. I would love to do some of these more often, but staffing levels, budgets and trying to keep down the use of additional chemicals makes twice a year the limit. Things like aeration can be done every 3-4 weeks if staffing and weather allow.

In the year 30-40 tonnes of sand are applied to the greens to improve drainage and trueness and 10-20 tonnes of sand were added to bunkers. In the growing season, greens were mowed every day. Every week pin positions were moved on the greens to spread wear, and fairways, tees and our rough mown. Rough takes about 2 days a week to mow and so you can see how much staff time this takes to do weekly. Every month bunkers were edged, strimmed and weeded. Other regular tasks include slit tining the tees, pruning trees to make space for golf play and mower to pass, priming up and draining down the irrigation system.

Bunkers remain a problem area and time consuming maintenance. They are raked 4 times a week and yet they are often almost immediately disturbed by dogs visiting them, even though they should not be on the golf course at any time. This year five bunkers were filled in, as they really didn't add to the play of the course and it allowed more time for other tasks and spread the bunker sand we can afford much further.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

The majority of our machinery is maintained inhouse now, which saves thousands of pounds a year and keeps down time to a minimum. Work is only outsourced now if it is impossible for us to do the work, or for specialist work such as grinding and sharpening mower parts.

In the last year we made changes to the compound adding modern doors and windows for security and comfort. We invested in an electric utility truck and a scarifier for the greens– to undertake a task which hasn't been done at that depth for many years and will now be possible more regularly. Long term repair work was also done to our irrigation system, replacing the pump and a leaking liner. Most of the system is on automatic and waters in the early hours of the morning, which is the best time to water. Two areas of the site no longer work on automatic which is a pain to do manually, but the repair cost would involve massive disruption and so it is something we have to live with and so they are watered manually.

We've continued to work on our own research and with the environmental task group to find alternative means of improving quality without using as many chemicals as used to be very normal on golf courses. We are happy to try anything that seems to be effective and cost effective and there have been some unusual trials over the last year and they will continue. We may never be totally chemically free, but much progress has been made to reduce our use of them over the last few years.

I was really pleased how the whole golf course recovered after the lockdowns. The golf course continues to get compliments which is very gratifying considering the small staff team and tight budgets. While the Community Trust may be a charity, the golf course has to be presented to be compared with courses that are run more commercially, as customers can decide each and every time where they want to play and give their custom. The good thing is that every penny that comes in through the golf course is reinvested back into the site where it is needed – whether on the golf course, park or woodland.

We were really pleased that Andy Powell joined the team permanently in December 2020 after working on and off providing cover during sickness absences for two years. He now joins myself and Daryl Jones and is able to work using most of the machinery, but will be going to college to increase his knowledge and qualifications.

Alan Merricks

Inside the "Golf" Shop

Due to the lockdown restrictions the golf course started the year in Lockdown and trading was halted a further twice through the year. During each of the closures shop staff were placed on furlough and the building and golf course were closed.

When we were able to open England Golf provided guidelines for safe play and we continued to change our practices to adhere to the restrictions. The initial restrictions included, 2-ball groups, 9 holes only, no hiring of equipment, 10 minute tee-times and players unable to remove the flags on the greens. The guidance changed every time restrictions changed and we learnt to be ready to implement changes with very short notice

When the golf course re-opened after each Lockdown we experienced a very high demand for tee-times. After Lockdown 1, we heard the news that there were no plans for Brandhall Golf Course to re-open. There were also delays to reopening two MyTime Active courses (Birmingham City Council). Hill Top Golf Course was closed with plans for a refurbishment and the opening of Harborne Church Farm was delayed by a few weeks, and this all resulted in Warley Woods receiving a high number of new players wishing to register to play. Some players were new to the course, others had played here more than five years ago, when we introduced OSWALD (our database and booking system).

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

As England Golf relaxed some of the restrictions we were able to allow the Golf Club to begin their competition fixtures and 18 hole rounds were allowed and 4 ball groups.

The demand for tee-times continued to be high at peak times and the number of new players registering to play on the golf course continued. Through the 2020/21 year we have registered 2177 new players. Some of these we know were regular Brandhall Players who have now signed up to our Season Ticket for unlimited golf and play regularly on the course. Some players were able to play more frequently due to their work commitments as furlough terms were extended.

The Golf Club, which is based at the course, also experienced an increase in memberships through 2020 with players wishing to play club and competition golf.

Shop staff, Sharon Simpson, Sarah Wagstaff, Nicolas Burrows, Don Gribben and Jordan While adapted to the restrictions and the increase in registrations brilliantly and at times we enrolled the help of volunteers Arthur and Linda Ward and also Eve Tringham joined the team to relieve the pressure. Jordan While resigned in December 2020 and as we were immediately locked down, we delayed appointing his replacement until we were able to reopen again.

The sad news about the passing of John McBride in March 2020 shocked many players who had known him over the many years he had played golf. He had been the President of the golf club for 15 years. Due to the restrictions through 2020 a special event in memory of John was delayed until June 2021 but a fund-raising effort was started with funds raised being donated to Warley Woods Community Trust. The grand total of £1,000 was achieved in June 2021. In January 2021 at the Golf Club AGM a new President was elected, James Bustin, who started golf for the club as a junior.

In July 2020 there was news that a bid for funding, for the Summer Golf Camp had been successful. Eve Tringham was a key person with registering and booking juniors onto the funded golf camps. The grant included a packed lunch so dietary needs were recorded too. The coaching was carried out by Greg Lynch and assisted by Richard Steadman. The golf camp took place over 9 days with 2 sessions each day, all 180 places were booked prior to the camp starting. 83 individual children actually attended, they were allowed up to 3 sessions each.

As Christmas approached the physical shop was stocked with Christmas and gift cards, but we were locked down again in November, a key month for gift sales. So books and other popular Warley Woods merchandise were put online and online orders were handled from home as part-time furlough was allowed. Local deliveries were made by hand and we offered a click and collect service with appointments to attend the Pavilion to keep staff and customers safe. Combined with shop sales when we were allowed to open, we sold out of our current range of Christmas cards in the weeks up to Christmas.

Another new item for the online shop was Golf Club memberships and for Black Friday for the second year, we offered an extended term Season Ticket which could be purchased online only as the shop was still closed.

With the café still affected with restrictions after the golf course and shop were allowed to open, the shop extended its hot drinks and snacks service for golfers and park users. It was an ideal opportunity for people to visit the Pavilion and see the stock on sale.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

We started the new financial year still under restrictions, but visitors and golfers are still making the shop and golf course very busy. We are very grateful to all our customers for their resilience in adapting to the new rules and new system, and for their patience while only limited numbers were allowed in our shop and especially to those who kept ringing to book, when our phone line and staff were so busy. Thank you all.

Sharon Simpson

Site Subgroup

The Site Sub Group members are staff, trustees and volunteers: Steve Cemm, Diane Douglas, Alan Merricks, Mick Guy, John Reeves, John Newman and Arthur Ward (Chair). It supports the Trust in meeting its strategic objectives, one of which is the attainment of Green Flag status, by the active management of the Trust's physical resources. The sub group met each monthly via Zoom (except April) to discuss the management of the park, woodland and golf course areas, with particular regard to the Covid pandemic. The group supports and plans significant projects together with other sub groups and the Trust Manager.

The Covid 19 pandemic had a major impact on the site and Community Trust this year, as it did for everyone else. We lost a valued and valuable member of the site group, John McBride, who passed away due to the virus in March.

Groundstaff had to make major adjustments to their working practices and were often furloughed as the government advice changed over the course of the pandemic.

All projects and activities had to be reassessed and occasionally postponed or cancelled in order to keep everyone safe and comply with frequently evolving and changing legislation including volunteer sessions. Early in the year the Trust had to put on hold all significant expenditure as a result of our loss of golf course income and fear the situation could deteriorate.

The use of the park increased very significantly and many informal paths arose as visitors tried to maintain social distance rules whilst taking allowed daily exercise.

I would like to put on record the Site Subgroup's particular thanks to all those volunteers who cared for the site over the last year especially those who regularly and diligently picked up litter for us. The significant increase in use of the site for outdoor exercise produced a very significant increase in our litter problem and if it wasn't for these volunteers and our groundstaff the site would have looked very sorry indeed. The groundstaff also rose to the new challenges in their working practices and kept the site safe and cared for.

The group's responsibilities for the year were:

- 1 Environment Task group follow up
- 2 The Pavilion.
- 3 Woodland/Parkland management
- 4 Tree nursery maintenance
- 5 Golf course management and improvement.
- 6 Wild Warley and Wilderness management.
- 7 Health and Safety
- 8 Path improvements.
- 9 Compound management.
- 10 Volunteer tasks.
- 11 Play area maintenance.
- 12 Other.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

1. Our new second-hand electric truck arrived this year and has proved to be very useful in terms of the efficiency of the groundstaff team as well as reducing our use of diesel fuel and CO2 output. We have had to undertake minor repairs as we get to grips with this new technology. As noted above litter on site was a significant problem over the last year and a large wheeled container bin was hired and placed at the Abbey Road entrance to the site to support our litter pickers and the public in general to manage this. Our bought in container-grown trees were all specified to be peat free.

2. During the year we were able to undertake some tasks around the Pavilion taking advantage of closed periods. The lobby and corridor were redecorated thanks to Shabs at Londonderry Hardware who donated the paint and John and Diane who did the work. The five year electrical inspection was completed. The car park traffic control lines were repainted as they had become very faded. The Pavilion roof needed attention for small leaks. A gravel soakaway was created to help prevent flooding in the café during heavy rainfall and a new (Green) flag pole was installed at the main entrance.

3. Our biennial tree safety survey was commissioned and started but unfortunately had to be postponed because of the lockdown. It will be rescheduled as soon as possible. Ten large commercially grown, sponsored, trees were planted in the meadow, former rose garden, hanging groups and at the north end of the meadow.

The Trust applied to OVO energy to take part in their tree planting campaign and received over 500 whips including trees and hedgerow plants. Many of these were planted by volunteers straight out on site but the majority of trees were potted up to be grown on in the new tree nursery (see below). The Woodland Trust donated a similar number of whips and woodland plants and little later in the year Extinction Rebellion put out an appeal to save three quarters of a million unwanted oaks from being destroyed. We were able to help by taking two hundred, most of which were planted straight into our ancient oak woodland by volunteers.

Our perimeter fence on Abbey road was damaged by a vehicle – application to the uninsured drivers fund (MIB) has been made.

4 The final part of the tree nursery funding from Seven Trent was agreed in June this year. Unfortunately, because of lockdown, the installation was delayed several times and will now be completed in the next financial year. The tree whips (approximately 300) mentioned above have been potted up and cared for by volunteers and will be transferred to the new nursery at the earliest opportunity.

5 The golf course was been closed for significant parts of the year due to Covid restrictions and very busy when golfing was allowed. The groundstaff team took the later closed periods as an opportunity to undertake major drainage works on the 7th green to improve its condition and playability. The sand banding previously undertaken has made a big difference particularly to the fourth green. A new tractor driven scarifier, to remove thatch, was purchased to help improve turf quality. The irrigation tank needed relining and after delays was completed in February. New notices informing and guiding the public not to access the golf course and to use the perimeter paths were planned and installed.

6 The main work undertaken in the Wilderness this year has been driven by the Wild Warley project including the commencement of the larger permanent water feature and hedge planting. The selected area for the main pool has been mostly excavated and will be finished and lined prior to filling and planting, hopefully over the next summer. Some small areas have also been excavated in this area to create temporary pools in the winter and spring to encourage those insects and amphibians that need this occasional water source for their life cycle.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

At various locations of the site we are trialling wild meadow areas. These are at the north and south ends of the main meadow, adjacent to the golf course and along Barclay Road adjacent to Abbey Road school. The grass in these areas will not be cut until later in the year so as to determine what types of grass we have and what wild flowers the soil might support.

7 This year our main health and safety considerations have been around the Covid pandemic. All government guidance was followed and risk assessments were drawn up and implemented for all staff and volunteers attending the site. When volunteering was permitted a booking system was implemented to control numbers. The groundstaff risk assessments included lone working, staggered lunch breaks, frequent cleaning of tools and touch points and machinery. Only volunteer leaders were permitted to use the compound.

8 Path improvements to the former rose garden have been on our wish list for a number of years now. It has not been possible to move forward with this this year. However we are hoping to look at this whole area of the park and consider how we might sensitively restore this area, including the paths, if we can attract grant money.

9 This year, again, we saw a member of the groundstaff team leave us but we managed to hold interviews before the last lockdown and make an appointment in December. Again we were able to undertake the vast majority of our own servicing to our machinery. After the funds for the compound security upgrade were released when our financial position became more secure the work was completed in September including new security lighting.

10. When Covid restrictions allowed volunteers supported the work of the ground-staff with four planned regular sessions per month. They also came together for particular tasks such as clearing drainage ditches and tree planting. There were no corporate volunteer groups this year. Towards the end of the year we were again joined by a small group of young people undertaking their Duke of Edinburgh Award as volunteers helping with general site tasks alongside our regular volunteers.

11. We kept the play area closed while legally required, but opened it again as soon as we could with safety guidance for parents. During this period it was not inspected. When open the play area and teenage swings were inspected every day by ground-staff and maintained throughout the year. The annual external inspection of our play equipment took place in September and reported minor issues that the groundstaff attended to.

12. We were very pleased, given the pandemic, to be able to put on our plant sale again this year. The organisers (volunteers) and our local community helped us raise over £2,000 for the Trust from this very popular event.

Arthur Ward

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

Communications Subgroup

Members: Martin Bottoms, Andrew Bull, Viv Cole, Katy Holmes, Kate Slade (Chair), Jane Taylor, David Viney.

During this strange and very difficult year communication has been key to the survival of the Trust. In March 2020 when income dropped substantially due to the closure of the golf course and the shop, the Trust did not know if it would be able to survive financially and it was crucial that this information was shared with both the local community and the wider public. That this happened was largely down to Viv Cole, the Trust Manager who at that time was working alone from home.

To meet this crisis, in April 2020 Viv set up an appeal for financial help (The Heroes Appeal) and people responded magnificently. Two of the sub-group's aims pre-pandemic had been to increase the number of direct debits to the Trust and getting people more involved with the Trust. This appeal did both, and thanks to the generosity of both the local and the wider community enough money was donated to help reassure the Trustees that there was a viable future ahead. The local media picked up the story and Viv was interviewed for local BBC television. She then called upon one of our patrons, Julie Walters, to do a video appeal to reinforce the message. This was very successful, was picked up by the BBC Midlands Today and reached a wide audience. On the back of this Radio 4 also produced a half hour programme, Open Country, about Warley Woods and the Community Trust, thus adding to our profile nationally. Talk about great communications opportunities!

While the importance of the traditional media cannot be underestimated the appeal also showed the power of social media, particularly Facebook, in getting messages out to large numbers of people. Although obviously not part of the plan for the year this is an indication of how good communication can really help in a crisis. Another one of our Patrons helped with publicity later in the year. Stuart Maconie encouraged the Gadget Show to film a piece involving the testing of new walking tech in February and while the foggy weather didn't show the site in its best colours – it was still fantastic to see different areas of the site on national TV.

While lockdowns and restricted movement have affected the workings of the Trust the Communications sub group has continued monthly meetings by Zoom after an initial pause in April and May 2020. Whilst these meetings are not as satisfactory as face to face they have enabled us to continue our core business during the year.

This has included the quarterly production of the members' newsletter, The LEAFlet. We had to make changes, though, as restrictions meant that we were unable to bring together the usual group of volunteers to do the collation and labelling. We were able to use money from the NHLF resilience grant to cover the extra costs of printing and stapling and they were made ready for delivery by small groups of staff or volunteers. Thanks to all the volunteers who were able to continue the hand delivering for us during these difficult times. We have continued to have the LEAFlet printed all year and the situation will be kept under review for the coming year.

Several of the group's aims were able to be met despite the pandemic. These included

- the refurbishment of the lobby in the Pavilion to make it more attractive to visitors;
- the amending and reprinting of the Volunteer leaflet;
- continuing blogs to drive more people to the website;
- A User Survey undertaken in autumn 2020. The survey threw up some interesting points. We had thought that there might be a high proportion of respondents new to the site since lockdown, but this did not prove to be the case and most respondents had been using the site for a number of years. There was considerable support for the environmental importance of the site and the Trust being able to maintain this; BAME respondents were below the number expected for the area and the Communities and Events group are looking further to try and understand why and what the Trust might need to do in the future. Generally the responses were extremely positive about both the site and the Trust with many individual points being made in addition to the questions.

WARLEY WOODS COMMUNITY TRUST LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

Other issues which have been part of the group's work during this year have included

- the revision/rewording of the notices round the golf course;
- consideration of whether the Trust's Facebook group should become private or remain public (we have decided that it should remain public at the moment);
- collecting Lockdown Stories from park users to form an archive of the pandemic and the role of the Woods during this time (Lockdown Memories);
- early thoughts on the possible ways of celebrating the 100th Anniversary in 2021 of the golf course being opened as a public course;
- looking at ways of moving forward the manufacture of a Warley Woods board game which has been created by one of our volunteers (Creative Black Country have been helping with this);
- promoting a fundraising medal – 'Warley Woods got me through lockdown'
- moving from using Mailchimp to Sendinblue for communications to our supporters and members
- amending the format of the AGM taking into account the need to conduct the meeting by Zoom

Kate Slade

Resources Subgroup

Members: David Read (Chair), Steve Eling, Andrew Williams, Mike Talbot, Viv Cole. Resources is a sub group which meets as and when to discuss organisational and financial matters.

The year had started with a good outlook from the view of our budget with increased golf income forecast – then – the pandemic. With the golf course closed revenue dropped dramatically but our outgoings were still going forward. However, with the help of our incredible supporters, the furlough scheme and various other grants available to us we were able to weather the storm and to put aside extra cash into our reserves to cover the many large items now nearing the end of their useful lives. We kept a keen eye on our revenue accounts, reporting back and advising Board so that all Trustees were fully aware of the situation on a month by month basis.

Although this created additional checks and balances, the normal work of the sub group also continued and we liaised with our external accountants to formulate a new VAT recovery scheme to enable maximum VAT recovery. This has resulted in our ticketed events carrying VAT but should enable a greater recovery rate.

Our disciplinary procedure was revisited with a great deal of help from our Vice Chair Arthur Ward and revised to ensure that we complied with the current ACAS guidelines. Also, it was time to review our employment contracts so that they also comply with the latest regulations and this was achieved with the help of external HR consultants.

With the increased membership contributions, donations and grants, we were in a situation where our bank balances were exceeding the limits covered by the guarantee if a bank defaulted, so additional, interest-bearing accounts were resourced, opened and transfers made so that our balances were, wherever possible, below the guarantee limits.

All Trustees had prepared a matrix of their skills and interests and it was agreed that this would be made available on the website in a summary-only version so that interested parties could see where the Trust was maybe lacking in any specific area.

New contracts for both Ice-cream and coffee were discussed, finalised and offered to the contractors. It was agreed to suspend rentals at times for the Café due to them being unable to open for the majority of the year.

WARLEY WOODS COMMUNITY TRUST LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

As meetings were being held by Zoom, the time limit meant that our normal Planning Day procedures had to be reviewed. Some items which would normally be discussed were broken down and brought to Board over several months so that these items were already in place and agreed before Planning Day in order that the day itself could concentrate on the budget and our 5 year plan.

Draft budgets were considered and amended to pass to Board for discussion on Planning Day and then for approval after any final amendments at the March Board meeting.

All in all a very busy year for the sub-group doing essential work and ensuring that finance was kept under review at all times – not the most exciting work at the Trust but very essential!

David J Read

Communities Sub Group

Members: Kate Slade, Liz Coleman (Chair part year), Barbara Platts, Kathy Hodgkinson, Andy Nott, Chris Ashford, Charlotte Trinham, Lisa Burrows Pat Marsh, Paula Trinham (Chair part year)

The key focuses of the group are

1. Planning and Organising Events including vetting external requests
2. Schools Liaison
3. Community Engagement

1. Events in the last year have been severely impacted by restrictions due to the Covid-19 pandemic. Well-established and much loved events including The Picnic, Halloween Trail and Santa in the Woods were cancelled. The Trust has kept in touch with the community by offering some engagement online through social media including a quiz, special appearance from Santa and an audio-visual January Bird Walk. The Communities sub-group continued to meet and plan for delivering events in a range of ways, as well as for the return of regular events programme.

2. Schools Liaison - Ongoing liaison has continued with local schools many of which the Trust has close relationships with. Members of the Communities sub-group have communicated with different local schools about events, information and opportunities to be involved in Lockdown Memories, competitions, Wild Warley information and volunteering.

3. Community Engagement: Wild Warley Project Manager, Doug Barber, has provided online training in bird-surveying, winter tree ID and has been able to offer small group practical habitat management session. The Communities group have worked closely with him to provide support and promote further community engagement. During National Lockdown it has become evident, as never before, how much Warley Woods offers the community. It has been a place where the community could safely exercise and meet others out of doors, as restrictions allowed. We are looking forward to the exciting new community arts project 'Woodland Tales' which will include collaborative workshops with Brandhall School, local families and venues. The Trust secured funding from Sandwell Council Town Grants and Arts Council England for this innovative project. The Communities Group considered the results of the Users' Survey and continue to explore ways of encouraging new engagement from the diverse communities in the surrounding area. Connections have been made with other local interest groups.

Liz Coleman

WARLEY WOODS COMMUNITY TRUST LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (continued)

Environmental Policy And Management Group

Members: Liz Coleman, Lisa Burrows, Alan Reynolds, Kate Slade

The Environmental Task Group carried out an overview of the Trust's Environmental policies and procedures following the guidance in the Green Flag Handbook. The group meets when required and this has been on average around once every two months. The Environmental Task Group created an action plan and made recommendations to the Board of Trustees. This led to environmental management tasks being added to the Trust's Five Year Plan.

The action plan includes consideration of the environmental impact of projects, reducing energy and chemical use and promoting good management of waste. Management of Warley Woods for biodiversity and climate change benefits has also been part of the group's discussion. Progress on these activities were allocated to subgroup areas where they best fit, but some issues need to be worked on across a variety of subgroups and staff teams. The Environmental Task Group oversees progress on these issues and Environment Champions have been identified for each sub-group. This group continues to monitor progress on actions and research further areas where environmental impact is a factor.

Liz Coleman

Financial review

WARLEY WOODS COMMUNITY TRUST LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

• **Reserves policy**

The management committee has undertaken an analysis of future needs, opportunities and contingencies or risks, which could not be met out of income when and if they arise. It has also taken account of forecasts for income levels in future years, on the basis of planned activity and the reliability of various income streams, and made forecasts of future expenditure. Accordingly the management committee has developed a policy on reserves for the following reasons:-

- To respond to changes or loss of generated income or grants.
- To invest in advance in potential new areas of work such as training or other new sources of income.
- To enable the community trust to honour its contractual obligations to staff, contractors, suppliers and funders.

The Trustees have considered the level of reserves that it needs in order to ensure the long term sustainability of the organisation and the work that it delivers. The Trustees are aware of the large liability of a site open for public use 24 hours a day and the potential expense which might arise through vandalism. It also has many aspirations for future investment. The charity's current reserves are considered adequate for the sustainability and operation of the organisation, but the Trust would like to increase these to provide a stronger financial buffer for the organisation. Each year the Trust plans a budget to ensure reserves are not needed for general expenditure and with the hope that with prudent financial management reserve levels can be increased slightly. Reserves are only drawn upon to meet an emergency, unforeseen need which goes beyond any contingency in the budget, or to make an investment in equipment or facilities for which grant funding could not be secured.

Due to the uncertain financial times we are currently experiencing due to COVID-19, The Trustees have looked again at its risk management register and think it prudent to retain additional reserves of £100,000 against COVID-19 risks at this current time. This makes our reserves higher than we would normally feel necessary, but feels prudent. Whenever those risks are felt to be past, if those reserves have not been needed, then future decisions about investment in physical improvements, capital investment or project activities will be made.

The current fund stands at £381,032 (2020: £226,145) of which £86,957 (2020: £100,235) is restricted and £294,075 (2020: £125,910) is unrestricted. The free reserves available for general use (ie those not represented by either fixed assets or restricted funds) totalled £265,922 (2020: £96,925).

WARLEY WOODS COMMUNITY TRUST LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management

• **Constitution**

Warley Woods Community Trust Limited is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association.

• **Methods of appointment or election of Trustees**

The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those rules, the Board has a membership of between 10 and 15. Members are appointed for a three year term and can stand again at the end of this term. Up to 4 members can be co-opted.

Trustees are asked to submit a resumé of their interests and abilities in support of their election, and on appointment are supported through induction to help them become fully effective. Trustees are encouraged to attend seminars and training events to update their skills and knowledge.

All Trustees participate in monthly business meetings, and an annual planning and team building day, to agree the strategy and priorities for the forthcoming year. Trustees also take part in sub-groups described elsewhere in this report, and from time to time the board will hold additional meetings for planning and training

• **Organisational structure and decision-making policies**

The role of the Board is to give direction and guidance to paid staff and volunteers and to take strategic and resource decisions to ensure the Trust is effective.

The Board takes responsibility for all strategic management issues and operates through sub-groups who carry out the implementation of strategy and report back to the Board on progress and make recommendations to inform future decisions.

For specific projects, including the Picnic in The Park, working or task groups are convened to manage and monitor the progress of the specified project. At least one member of the Board is involved in these groups and reports regularly to the full Board.

Some Board Members take on particular roles which can give a level of responsibility outside of the subgroup structure. These are the Chair, Vice Chair, Treasurer, Company Secretary, Health and Safety Manager. One Trustee is nominated by the Chair as the line manager for the Trust Manager.

WARLEY WOODS COMMUNITY TRUST LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Plans for future periods

Our Board of Trustees met in February on Zoom to review our plans and decide on any new focus area or projects. As you can imagine several plans for 2020-21 were put on hold but now our development plans have come back to the fore again.

This includes completing the new tree nursery and to developing the permanent wetland area on the Wilderness. We will also be improving our small golf practice area. As usual, we will continue to invest and improve the golf course, improving bunkers and drainage on greens are a priority. There are also plans to install irrigation heads on the putting green, improve the "entrance" onto the course and hopefully, if income continues strongly, buy a new rough mower to speed up this time consuming weekly task. We continue to work on our environment plan.

Our Wild Warley project is in its third year and continues to offer engagement activities at a variety of levels – introductory, expert and management training. We have a special arts project running this summer called Woodland Tales with specially created sculptures, workshops for families, adults and involving a local school. We will be offering as many events as we can – even if not, unfortunately, most of our larger events. There will be walks and talks and training for Wild Warley and some online and self-guided trails on offer and we will expand our offering if circumstances allow in the Autumn.

Our community communications remains a strong thread of our work – not just to promote activities and events and to solicit donations, but to ensure the Trust and Warley Woods feel like part of the heart of the community. Having a park managed by the local community brings with it community pride, identity and a sense of connection for many. So we continue to work on online as well as offline ways of connecting. For example sharing modern and historic photographs, running photography competitions and simply sharing information about what is going on, or why things are happening. These are all part of our work.

We have already submitted our application for Green Flag award and of course if the competition runs again for "UK's Favourite Park" we will be canvassing for votes all over again.

WARLEY WOODS COMMUNITY TRUST LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charity for the purposes of company law) 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).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 Companies Act 2006. 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 order of the members of the board of Trustees and signed on their behalf by:

Steven Eling



Date: 17 August 2021

WARLEY WOODS COMMUNITY TRUST LIMITED
(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

Independent examiner's report to the Trustees of Warley Woods Community Trust Limited ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2021.

Responsibilities and basis of report

As the Trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed: *Helen Blundell*

Helen Blundell

Dated: *7 September 2021*

LLB FCA FCIE DChA

MHA MacIntyre Hudson
Chartered Accountants
Rutland House
148 Edmund Street
Birmingham
B3 2FD

WARLEY WOODS COMMUNITY TRUST LIMITED
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	298,641	16,007	314,648	289,830
Charitable activities	4	148,703	-	148,703	120,314
Other trading activities		20,194	-	20,194	35,492
Investments		882	-	882	559
Total income		468,420	16,007	484,427	446,195
Expenditure on:					
Raising funds		6,125	-	6,125	12,962
Charitable activities	5	297,550	25,865	323,415	327,384
Total expenditure		303,675	25,865	329,540	340,346
Net income/(expenditure)		164,745	(9,858)	154,887	105,849
Transfers between funds	13	3,780	(3,780)	-	-
Net movement in funds		168,525	(13,638)	154,887	105,849
Reconciliation of funds:					
Total funds brought forward		125,910	100,235	226,145	120,296
Net movement in funds		168,525	(13,638)	154,887	105,849
Total funds carried forward		294,435	86,597	381,032	226,145

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 23 to 35 form part of these financial statements.

WARLEY WOODS COMMUNITY TRUST LIMITED
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REGISTERED NUMBER: 04214547

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	9	28,513	28,985
Current assets			
Stocks	10	7,534	6,459
Debtors	11	113,802	81,259
Cash at bank and in hand		252,830	134,199
		<u>374,166</u>	<u>221,917</u>
Creditors: amounts falling due within one year	12	(21,647)	(24,757)
Net current assets		<u>352,519</u>	<u>197,160</u>
Total net assets		<u><u>381,032</u></u>	<u><u>226,145</u></u>
Charity funds			
Restricted funds	13	86,597	100,235
Unrestricted funds	13	294,435	125,910
Total funds		<u><u>381,032</u></u>	<u><u>226,145</u></u>

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Steven Eling



Date: 17 August 2021

WARLEY WOODS COMMUNITY TRUST LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. General information

Warley Woods Community Trust Limited is a charitable company limited by guarantee in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the Charity's operations is to restore and sustain Warley Woods Park and develop its facilities and events for the use of the local community in the interests of social welfare and to promote education.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are presented in British pound sterling and rounded to the nearest £.

Warley Woods Community Trust Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The financial statements have been prepared on a going concern basis. The Trustees have considered the relevant information, including the annual budget, forecast future cash flows and the impact of subsequent events in making their assessment. In response to the COVID-19 pandemic, the Trustees have reviewed the forecasts taking into account the potential impact on the business of possible future scenarios arising from the impact of COVID-19. This also considers the effectiveness of available measures to assist in mitigating the impact.

Based on these assessments and having regard to the resources available to the entity, the Trustees have concluded that it is appropriate to continue to adopt the going concern basis in preparing the Trustees' Report and accounts.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

2. Accounting policies (continued)

2.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

2. Accounting policies (continued)

2.6 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

Plant and machinery	-	25% Reducing balance
Fixtures and fittings	-	33% Straight line
Other fixed assets	-	10% Straight line

2.7 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation.

2.11 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.12 Pensions

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

WARLEY WOODS COMMUNITY TRUST LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Accounting policies (continued)

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

3. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Grants			
Sandwell MBC	72,488	-	72,488
Other	16,900	16,007	32,907
COVID-19 Grants			
Job Retention Scheme	33,264	-	33,264
Business Grant	25,000	-	25,000
Closure Compensation	15,500	-	15,500
National Lottery Heritage Fund	24,300	-	24,300
	<hr/> 187,452	<hr/> 16,007	<hr/> 203,459
Donations	111,189	-	111,189
Grants	-	-	-
Subtotal	<hr/> 111,189	<hr/> -	<hr/> 111,189
	<hr/> 298,641	<hr/> 16,007	<hr/> 314,648

WARLEY WOODS COMMUNITY TRUST LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

3. Income from donations and legacies (continued)

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Grants			
Sandwell MBC	72,488	-	72,488
National Lottery Heritage Fund	-	97,600	97,600
Ibstock Enovert	-	15,000	15,000
Millies Watch	20,000	-	20,000
Other	11,850	9,229	21,079
	<u>104,338</u>	<u>121,829</u>	<u>226,167</u>
Donations	63,663	-	63,663
Grants	-	-	-
Subtotal	<u>63,663</u>	<u>-</u>	<u>63,663</u>
	<u>168,001</u>	<u>121,829</u>	<u>289,830</u>

4. Income from charitable activities

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Golf and green fee income	<u>148,703</u>	<u>148,703</u>
	<i>Unrestricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Golf and green fee income	<u>120,314</u>	<u>120,314</u>

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5. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Charitable Activities	297,550	25,865	323,415

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Charitable activities	305,790	21,594	327,384

6. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £
Charitable Activities	279,408	44,006	323,414

	<i>Activities undertaken directly 2020 £</i>	<i>Support costs 2020 £</i>	<i>Total funds 2020 £</i>
Charitable Activities	289,971	37,413	327,384

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6. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2021 £	Total funds 2020 £
Staff costs	203,799	191,286
Property and accommodation	5,486	6,963
Shop stock	2,626	2,752
Site maintenance and upkeep	55,126	65,776
Other projects	11,871	18,549
Direct support costs	500	4,645
	279,408	289,971

Analysis of support costs

	Total funds 2021 £	Total funds 2020 £
Staff costs	-	386
Depreciation	8,321	8,834
Recruitment and training	325	681
Insurance	4,686	5,663
Finance	7,089	3,681
Office costs	20,764	15,566
Independent examination	2,821	2,602
	44,006	37,413

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7. Staff costs

	2021 £	2020 £
Wages and salaries	186,179	173,914
Social security costs	9,333	9,508
Contribution to defined contribution pension schemes	8,287	8,250
	<u>203,799</u>	<u>191,672</u>

The average number of persons employed by the charity during the year was as follows:

	2021 No.	2020 No.
	13	13

No employee received remuneration amounting to more than £60,000 in either year.

The aggregate cost to the charity of Key management personnel in the year (being inclusive of employer national insurance and employer pension) was £101,686 (2020: £99,211). Key management personnel are considered to be the trust, retail and golf and park management.

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020 - £NIL).

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9. Tangible fixed assets

	Plant and machinery £	Fixtures and fittings £	Other fixed assets £	Total £
Cost or valuation				
At 1 April 2020	162,682	33,895	80,281	276,858
Additions	3,780	-	4,069	7,849
At 31 March 2021	166,462	33,895	84,350	284,707
Depreciation				
At 1 April 2020	143,443	32,525	71,905	247,873
Charge for the year	5,755	1,370	1,196	8,321
At 31 March 2021	149,198	33,895	73,101	256,194
Net book value				
At 31 March 2021	17,264	-	11,249	28,513
At 31 March 2020	19,239	1,370	8,376	28,985

10. Stocks

	2021 £	2020 £
Finished goods and goods for resale	7,534	6,459

Due to the lockdown introduced by the Government on 23 March 2020, a full stock count did not take place at 31 March 2020. It is estimated that levels were broadly in line with the previous year.

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11. Debtors

	2021 £	2020 £
Due within one year		
Other debtors	28,333	10,895
Prepayments and accrued income	85,469	70,364
	<u>113,802</u>	<u>81,259</u>

Included within accrued income are grants awarded but not yet received from the Heritage Lottery and Ibstock Enoverst totalling £63,800 in relation to the Wild Warley Project.

12. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	7,539	13,020
Other taxation and social security	3,354	4,572
Other creditors	7,505	4,022
Accruals and deferred income	3,249	3,143
	<u>21,647</u>	<u>24,757</u>

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13. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Unrestricted funds					
General Funds	125,910	468,420	(303,675)	3,780	294,435
Restricted funds					
Golf	-	3,330	(3,240)	-	90
Community projects	1,999	5,500	(1,366)	-	6,133
Park improvements	5,850	7,177	(508)	(3,780)	8,739
Wild Warley	92,386	-	(20,751)	-	71,635
	100,235	16,007	(25,865)	(3,780)	86,597
Total of funds	226,145	484,427	(329,540)	-	381,032

Due to the high volume of grants, some have been pooled together under the headings of Park Improvements, Community Projects and Golf. Where grants have been pooled the use of the individual restricted grants have been included below.

GOLF

Sandwell Council - Delivery of a golf camp

PARK IMPROVEMENTS

Edward Cadbury Charitable Trust / Severn Trent Community Fund - Funds towards the nursery project

Rowlands Trust - Funds for the purchase of a truck

John Feeney Trust - Funds for the purchase of equipment

Lady Tangye Trust - Funds for the purchase of whacker plate

COMMUNITY PROJECTS

Town team grant/ Creative Black Country - Funds towards an arts project.

SVCO - Funds towards an 'Outdoor Room' project

WILD WARLEY

Heritage lottery - Funds for the Wild Warley project to be spent across 2019/20 and 2020/21

Ibstock Enover - Funds for the installation of a water area in the Wild Warley project

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NOTES TO THE FINANCIAL STATEMENTS
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13. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2020 £</i>
Unrestricted funds				
General Funds	120,296	324,366	(318,752)	125,910
Restricted funds				
Community projects	-	1,999	-	1,999
Park improvements	-	7,230	(1,380)	5,850
Wild Warley	-	112,600	(20,214)	92,386
	-	121,829	(21,594)	100,235
Total of funds	120,296	121,829	(340,346)	226,145

14. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	28,513	-	28,513
Current assets	287,569	86,597	374,166
Creditors due within one year	(21,647)	-	(21,647)
Total	294,435	86,597	381,032

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14. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Tangible fixed assets	28,985	-	28,985
Current assets	121,682	100,235	221,917
Creditors due within one year	(24,757)	-	(24,757)
Total	125,910	100,235	226,145

15. Pension commitments

The company operates a defined contributions workplace pension scheme through The People's Pension. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £8,287 (2020: £8,250). Contributions totalling £883 (2020: £280) were payable to the fund at the balance sheet date and are included in creditors.

16. Related party transactions

In the period there were no related party transactions (2020: £ Nil).