

# Springhead

A rural centre for creative and sustainable living

**The Springhead Trust Limited**  
(A Charitable Company Limited by Guarantee)

**Annual Report & Financial Statements**

**31<sup>st</sup> December 2020**

## CONTENTS

### Report of the Board of Directors

Contents	2
Reference and Administration information	3
Objectives and Activities	4
Background to The Springhead Trust	4
Mission, Objectives and Activities	4
Public Benefit	5
Principal Achievements of 2020	5
Impact of Covid-19 Pandemic	5
Education Facilities and Activities	5
Protecting and Conserving the Environment	5
Arts and Culture	6
Community Support and Involvement	6
Organisational Improvements	6
Capital Works	7
Our Supporters	7
Plans for 2021 and Beyond	7
Structure, Governance and Management	8
Financial Management and Reporting	10
Statement of Directors' Responsibilities	11a
Reporting Accountant's Statement	11b

### Financial Statements

Statement of financial activity	12
Balance Sheet as of 31 December 2019	13
Notes to the financial statements	14-19

## Annual Report and Financial Statements 2020

The Directors present their annual report for the year ended 31 December 2020.

As The Springhead Trust Limited is a registered charity and company, this statutory Directors' Report also serves as the Trustees' Annual Report.

### REFERENCE AND ADMINISTRATION INFORMATION

Charity Name:	The Springhead Trust Limited		
Charity Registration Number:	1112083		
Company registration number:	5370640		
Registered Office:	Fontmell Magna Shaftesbury Dorset, SP7 0NU		
Telephone Number:	01747 811853		
Email:	<a href="mailto:info@springheadtrust.org.uk">info@springheadtrust.org.uk</a>		
Web site:	<a href="http://www.springheadtrust.org.uk">www.springheadtrust.org.uk</a>		
Trustees / Directors:	Nikolaus Boulting (Chair)	appointed	01.01.2006
	Kate Partridge	appointed	04.10.2016
	Ian Scott	appointed	01.01.2006
	Lee Smith (Treasurer)	appointed	11.12.2008
Executive Director:	Edward Parker		
Bankers:	CAF Bank PO Box 289 West Malling Kent ME194TA		
Solicitors:	Maclachlans Solicitors 2 Salisbury Street Shaftesbury Dorset SP7 8EJ		
Reporting Accountants:	David Lawes FCCA BKB Accountants 33 West Borough Wimborne Dorset BH21 1LT		

## OBJECTIVES AND ACTIVITIES

### BACKGROUND TO THE SPRINGHEAD TRUST

The Springhead Trust was established by the family of the late Rolf and Marabel Gardiner to preserve and make accessible to the public Springhead's buildings and gardens, and to promote public awareness of Rolf Gardiner's pioneering work as an organic farmer, forester and ecologist. From the early 1930s, Gardiner, one of the founding members of the Soil Association, farmed the Springhead estate on strict organic lines. He planted a large area of mixed woodland on the downs to the north of Springhead – some 3 million trees in a period of 12 years - against the prevailing fashion for conifer favoured by the Forestry Commission.

Springhead is mentioned in the Domesday Book as Upper Mill, Fontmell Magna. The property, a cluster of former farm and mill buildings listed by Historic England as being of historical and architectural interest, is set beside a lake formed out of the original mill pond. The lake is fed by seven springs that bubble out from the greensand under the surrounding North Dorset chalk downland. The lake is bordered by Springhead's picturesque gardens.

Since 1973, Springhead has operated as a venue for environmental education, especially for school groups, for arts and cultural events and other community uses. In 2006, The Springhead Trust Limited took over the running of these activities from the former unincorporated charity, The Springhead Trust. In March 2017, The Springhead Trust, which previously held leases on various parts of the Springhead property, was wound up in favour of The Springhead Trust Limited, the freehold property having been transferred to the Company in November 2016 – for further information, please see [www.springheadtrust.org.uk](http://www.springheadtrust.org.uk)

### MISSION, OBJECTIVES AND ACTIVITIES

The Springhead Trust's mission is to encourage people of all ages and backgrounds to experience and value the rural environment, and to learn about the sustainable use of natural resources, as well as to preserve Springhead's buildings and gardens as a special place for education and the enjoyment of the arts, music and rural culture.

The objects of the charity, as set out in its governing document, are 'to promote and/or support any exclusively charitable purposes or charitable objects in the United Kingdom as the Trustees in their discretion shall think fit'.

The Trust's objectives and key areas of work are:

- To advance environmental education and personal development through the delivery and hosting of day and residential courses, particularly for children and young people
- To promote the conservation, protection and improvement of the natural environment by following organic principles, promoting biodiversity and using renewable energy technologies
- To enable people to enjoy and learn about the arts, by staging performances in our Rotunda Open-Air Theatre and Mill Room, and holding exhibitions, concerts, workshops and classes and other participatory events
- To give the public opportunities to enjoy and learn at Springhead, through open days, volunteering and providing spaces for community use
- To conserve and enhance the buildings and gardens of Springhead for future generations.



## PUBLIC BENEFIT

The Trust's charitable purposes are exclusively for the public benefit. Our trustees are fully aware of the Charity Commission's public benefit guidance. We have reviewed our aims, objectives and activities to ensure that we carry out our charity's purposes for the public benefit.

## PRINCIPAL ACHIEVEMENTS OF 2020

### IMPACT OF THE COVID-19 PANDEMIC

As in previous years, our plan for 2020 was to raise the majority of our income through our trading activities, and at the beginning of the year, the Trust was in a very good position in terms of bookings, with reservations for school groups on weekdays and wedding and family parties at weekends throughout the spring and early summer. We also had an exciting programme of arts and community events planned. However, the Covid-19 pandemic crisis had an enormous impact on our work, our beneficiaries and visitors. With school groups unable to visit, and weddings and events cancelled, we also lost these key income sources. We therefore reduced costs where possible: for example, by furloughing staff, postponing projects and cutting back on maintenance costs, and adapting services where possible. We also successfully sought emergency and recovery grant funding, which helped the charity get through this incredibly difficult period. Ultimately, although the amount of income raised through trading activities was minimal, we were able to raise 91% of our income through grants. Whilst we were unable to provide our usual services, we did have some unexpected achievements however, and found alternative ways to support those in need. With very few visitors around, we also managed to improve our facilities, buildings and grounds, and to strengthen the resilience of the organisation.

### EDUCATION FACILITIES AND ACTIVITIES

Residential school visits, most of which usually take place in the summer, were not able to go ahead due to the pandemic. However, with staff time freed up, we were able to improve our facilities and prepare for the return of visiting groups. One key achievement in 2020 was raising funds for the conversion of a double garage into an insulated, heated classroom providing safe, covered facilities for children taking part in environmental education and gardening activities. By providing another workspace we hope to attract more schools, and also enable schools to split classes into small groups. Building work began towards the end of the year. In time, the new workspace will also provide facilities for field studies groups, community groups and other visitors.

A group of children from the local village primary school, St Andrews, came for a day visit when activities included learning photography skills, exploring the gardens and tasting our fresh spring water, but Covid-19 restrictions meant that school groups were unable to visit on a regular basis.

### PROTECTING AND CONSERVING THE ENVIRONMENT

We continued to generate renewable electricity from our mini hydro scheme and our solar PV panels, exporting 18971 kw to the grid in 2019/20. Our energy efficiency was also much improved following the installation of roof, ceiling and floor insulation, LED lighting and secondary glazing at the end of the previous year. These improvements are expected to help us save at least 7.2 tonnes of CO<sub>2</sub>e a year. Combined, these measures enabled us to lower our energy costs and significantly reduce our carbon emissions.

In February we employed a Co-ordinator for our Productive Gardens Project whose main focus is to increase school and community involvement in growing, cooking and eating produce from Springhead. In the absence of children and other visitors, she was able to spend time restoring and improving our kitchen gardens and other productive areas.

We continued to garden organically in line with the restrictive covenant on our land, for example using aquatic weed from our lake in our organic compost-making and producing liquid plant feed from nettles and comfrey.



As we did not need the produce grown at Springhead to feed school groups and other visitors, as intended, we set up a system to supply local households with boxes of organic fruit and vegetables and provided fresh produce for the isolating carers recuperating at Springhead. We also donated produce to Open House in Shaftesbury, a service that supports local families in crisis.

We actively managed the kitchen garden for wildlife and retained large areas of bramble, long grass, laid hazel hedges, wild stream banks and naturalised flowers, as valuable habitat for insects, birds, reptiles and small mammals. We continued to lay sections of our hedgerows using traditional methods and tools, with the help of a local volunteer hedge-layer. Volunteers from the Dorset Coppice Group coppiced willow in Springhead's waste water treatment beds in early 2020. Towards the end of the year, the Springhead Trust became custodian of the Shaftesbury Heritage Snowdrop Collection and we agreed to care for and propagate rare varieties. This provided additional responsibilities for our volunteers who will help look after the collection.

## ARTS AND CULTURE

The number of arts performances we held was much reduced due to the pandemic, and we were disappointed to have to cancel events such as Miracle Theatre's annual open-air drama production. However, we were still able to provide several opportunities for people to enjoy, engage in and learn about the arts.

In February, in partnership with Artsreach, we staged an evening of storytelling and sitar playing with Emily Hennessey and Sheema Mukherjee, and a separate workshop for visitors to participate in Indian storytelling and music. We also held a harp workshop and concert with Sarah Deere-Jones, and staged a Covid-secure one-man performance of *Great Expectations* in our Rotunda Open-Air Theatre in August.

In July, the world-famous Monteverdi Choir under the direction of Sir John Eliot Gardiner performed for a private audience in the spectacular surroundings of our lakeside gardens, raising funds for, and awareness of, Springhead as an arts venue and environmental charity.

## COMMUNITY SUPPORT AND INVOLVEMENT

Despite being closed for much of the year, Springhead's gardens still provided a haven of tranquillity and peace for a limited number of visitors. We held a snowdrop open gardens day in February, and opened our gardens on a number of occasions for the benefit of local people who were able to safely walk around, rest and reflect in the lakeside gardens. This helped us develop closer ties with the local community and there was much positive feedback.

Apart from a short period during lockdown, our team of garden volunteers remained busy, maintaining the ornamental gardens to ensure we were ready for visitors once they were able to return. We also had volunteer help in the productive gardens, carrying out tasks such as harvesting crops and producing jam.

During the height of the pandemic, we came to an arrangement with a Dorset-based care company and provided accommodation for carers who look after vulnerable adults to come to Springhead for safe respite and to quarantine between live-in posts when they were unable to stay with their own families. This arrangement helped to cover some of the costs of maintaining the site.

## ORGANISATIONAL IMPROVEMENTS

During 2020, we took advantage of having few visitors on site during the pandemic, to improve our sustainability through reviewing strategy, operations and governance.

With funding from the Heritage Emergency Fund and the Culture Recovery Fund for Heritage, we worked with a number of consultants to improve our long-term sustainability as an organisation. We started work on a strategic management plan, updated our policies and procedures, explored new income streams, and reviewed our systems of monitoring and evaluation.



In October, trustees and staff took part in a planning workshop to start the process of collectively agreeing a strategic direction for the Trust to feed into the management plan. Through a series of facilitated discussions, we agreed a set of strategic objectives to guide activity over the next five years.

Towards the end of the year, we also carried out audience research, embarking on a series of surveys (completed in January 2021) in order to understand why people visit and support Springhead, how the charity benefits groups and individuals, and what can be done to improve the site and Springhead's facilities and activities for future and current audiences. The research was also designed to provide us with baseline data against which future delivery can be compared through new monitoring and evaluation systems.

## CAPITAL WORKS

Apart from regular maintenance projects and the conversion of the former garages to form The Barn, our new outdoor workspace, a grant from Heritage Emergency Fund enabled the Trust to commission accredited conservation architects and engineers to undertake a structural assessment of the Mill, the hub of all activities staged at Springhead. The principal findings of their survey included the need for remedial work to the east wall abutting the lake to prevent further water ingress; the reinforcement of the main structural beams; and replacement of the badly damaged clay roof tiles.

Whilst the structural assessment and a parallel asbestos survey and related cost plan will inform the Trust's development plans in 2021 and going forward, two projects were identified as needing urgent attention: the replacement of the leaking east slope of roof and the removal of the deposits of asbestos in the loft spaces. Funds have been sourced to carry out these emergency works; and it is hoped that, before the works take place - asbestos removal in April and roof repairs in September - we will be able to find the necessary funds to complete the restoration of the whole roof to ensure that it is both watertight and better insulated, and to enable us to refurbish the lofts that are accessed at either end of the Mill Room to provide accommodation for offices, study and storage.

## OUR SUPPORTERS

The Board would like to put on record their thanks to the organisations that generously supported Springhead in 2020 through awarding grants for emergency and recovery funding, as well as for projects and capital works.

During the year, grants were received from: The Postcode Local Trust (for the Productive Gardens Project), the Heritage Emergency Fund and the Cultural Recovery Fund for Heritage (costs to enable us to survive and recover from the pandemic), the Elmgrant Trust (core funding), the Banister Charitable Trust (garden maintenance), the Valentine Charitable Trust (garden maintenance), the Pilgrim Trust (to survey and plan maintenance of our 'painted room' of early 20<sup>th</sup> century murals), Frugi's Happy Childhood Fund (restoration of our orchard), the Sylvia Waddilove Foundation (emergency costs) and the Edgar Lee Foundation (core costs).

The Springhead Trust is extremely grateful to these bodies and to a number of individuals who supported us with donations.

## PLANS FOR 2021 AND BEYOND

### CONTINUING COVID-19 UNCERTAINTY

At the close of 2020, along with the rest of the United Kingdom, Springhead was in Covid *lockdown*. The restrictions which prevented the return of visiting groups for educational activities, arts events and weddings and other celebrations were not due to be relaxed until Easter 2021 at the earliest. Nevertheless, interest from potential visitors remained strong and much office time was taken up trying to juggle bookings to ensure that, if and when the regulations allow, Springhead's revenue-generating activities can resume.



## FUNDRAISING

At the year-end much time was also dedicated to fundraising: securing and managing certain Covid-19-related emergency grants and applying to various charitable funds for contributions towards both core funding and capital projects and activities. It is envisaged that fundraising will form an increasingly important part of the Trust's work in 2021 and going forward.

## CAPITAL PROJECTS

Two projects involving capital works, for which funding has been secured, are scheduled for 2021. First, the completion of the fit-out of The Barn, Springhead's new outdoor workspace, was scheduled for completion by the end of March. Second, the priority works to the Mill, including the removal of asbestos in the lofts is scheduled for April; and the replacement of the leaking east slope of the roof, and associated works, will be undertaken in September.

## ACTIVITIES

Other activities that are scheduled for 2021 include:

**Conservation:** staging a seminar to review the findings of the conservator who recently undertook a detailed survey of the murals in Springhead House. These murals, which cover every vertical surface in the dining room including the canvas-lined walls, panelled doors and architraves, skirting boards and both sides of the shutters of one of the bay windows, were the work of Harold Squire. Squire, a member of the London Group, lived and worked at Springhead in the later 1920s and early 1930s. Apart from the murals, Squire also started the process of creating today's picturesque gardens.

**Restoration:** planning the restoration of Springhead's natural and built heritage will largely focus on the preparation of a further application to the National Lottery Heritage Fund under the project title *Growing Our Future*. Our application, which we hope to submit during 2021, will reflect the priorities spelt out in the evolving 5 Year Management Plan. It will include the further restoration of the Mill building and the clearing of the build-up of silt in the lake to enhance its appearance and biodiversity.

**Collaboration:** building on the Director's embryonic project to undertake a detailed survey of Springhead's natural environment to provide baseline information about the biodiversity of the land, lake and stream. This work, which will inform our Heritage Fund application, is to be undertaken in collaboration with Dorset-based environmental organisation, EuCAN (European Conservation Action Network). Bird, invertebrate, botanical, mammal, chalk stream surveys, etc., are to be undertaken by a variety of organisations and experts including the Dorset Wildlife Trust and Wessex Rivers Trust, with the aim of creating an interactive database which will be viewable on Springhead's website. It is expected that around 1000 species will have been recorded on our 15-acre site by the end of 2021. The establishment of restored meadows (in response to the Global Climate and Biodiversity emergency), the planting of 1000 trees in a project that highlights the history of the British landscape and peoples is planned to begin in 2021 which will further enhance Springhead's species diversity.

**Education:** capitalising on Springhead's assets, the Trust is already working in partnership with environmental education specialist Lifeworlds Learning in the development of a ambitious, bespoke learning programme for 2021 and going forward.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### GOVERNING DOCUMENT

The Springhead Trust Limited was incorporated by guarantee on 21 February 2005. It has no share capital and is a registered charity. The guarantee of each member is limited to £1. The governing document is the Memorandum and Articles of Association of the Company, and the Directors of Springhead Trust Limited are Trustees for the purpose of charity law. The Company was formed to take over the activities of the former unincorporated charity.



The Springhead Trust was formally wound up on 10th March 2017; its remaining funds were transferred to The Springhead Trust Limited on 23 March 2017 and its bank accounts were closed, the freehold of the Springhead property, its buildings and fifteen acres of grounds, having been transferred to the Company in November 2016.

## THE BOARD OF DIRECTORS

The Board of Directors or Trustees of the Springhead Trust Limited has overall responsibility for ensuring the effective and efficient operation of the organisation within charity law and in line with the objects of the charitable company.

During 2020 the Board of Trustees met on 12 occasions to review the activities and finances of the Company and to ensure its effective management and governance. Additional meetings were held to address specific issues; in particular to digest the implications of the Covid-19 pandemic and to agree the Trust's survival plan. Additional meetings were also held, for example, to discuss fundraising in general and the planning and execution of major projects, including the preparation of Springhead's application to the National Lottery Heritage Fund and a plan for developing the Productive Gardens. Our Heritage Fund application was aborted in March, when the Covid pandemic led to the closure of their programmes in favour of the Heritage Emergency Fund.

Subsequent meetings included briefings with architects, structural and quantity surveyors who were commissioned to undertake a structural assessment of Springhead's Grade II listed Mill building; and working sessions with other consultants focusing on the topics to be addressed in Springhead's emerging 5 Year Management Plan, including business management, marketing, communications, monitoring and evaluation, etc. see *Principal Activities & Achievements of 2020*, page 5 above.

## BOARD OF DIRECTORS INDUCTION POLICY

The Board uses its discretion to select and invite appropriate people to become Board Members. All new Board Members are offered an induction to introduce the breadth of the Company's remit, to explain their general duties and to agree their specific roles. It was previously agreed that the search for new Trustees or Directors would be resumed when the legal niceties relating to winding up of The Springhead Trust and the transfer of the freehold of the Springhead property to The Springhead Trust Company had been resolved and discussions about Springhead's future have been brought into focus. The appointment of new Trustees remains a priority for 2021 and going forward in order to increase the size of the Board, to add expertise in certain areas and to ensure succession, thereby guaranteeing the Trust's sustainability – see *Plans for 2021 and Beyond*, page 7 above.

## MANAGEMENT COMMITTEE

At a Board meeting in 2010 it was agreed that, to avoid time-consuming duplication, the roles of the former management committee would be taken over by the Company's Board, and that key members of the staff would be invited to attend Board meetings. This practice was continued in 2020, and Board meetings were regularly attended by the Trust's Director (Edward Parker), Assistant Manager (Alf Pyrke), Administrator (Linda Gawler) and Fundraising & Development Officer (Hannah Solloway). Later in the year, Springhead's newly-appointed Productive Gardens Coordinator, Catherine Simmonds, also attended Board meetings.

## RISK MANAGEMENT

The Board of Directors assesses the major risks to which the company is exposed, in particular those relating to the operations and finances of the company. Working with the Director and Assistant Manager, who have day-to-day responsibility for ensuring the safety and security of the Springhead site for the benefit of visitors, staff and volunteers, the Board regularly reviews its systems and policies to ensure that they mitigate exposure to the major risks – see *Plans for 2021 and Beyond*, page 7 above.



## STAFFING

The Director, Edward Parker, leads a team of part-time staff including the assistant manager, administrator, fundraising and development officer, housekeeper and other contracted staff including gardeners, caterer and housekeeping assistants. The main change in Springhead's staffing arrangements during 2020 was the addition of Catherine Simmonds, the Trust's Productive Gardens Coordinator.

## PATRONS AND TRUSTEES

Now that the freehold of the Springhead property is owned by the Company and the Board has committed itself to defining and implementing a strategic development plan, the Trust is actively seeking to recruit new patrons and trustees. This commitment has been confirmed as an absolute priority for 2021/2022 and the matter is to be an agenda item at the Trust's Annual General Meeting.

## VOLUNTEERS AND FRIENDS

The Trust is indebted to the Friends of Springhead and a number of volunteers who continue to make a major contribution to both the maintenance of the gardens and to the smooth running of the organisation, supporting a variety of fundraising events staged at Springhead. Especial thanks go to the regular team of gardening volunteers who, even through the Covid crisis, under the direction of Nicky Chattaway, managed to ensure that the gardens never fail to impress our visitors. While Richard Choat, Dick Stainer, Keith Wheaton-Green and others have continually demonstrated their willingness to make themselves available to support the staff, often at short notice.

## LEGAL

During 2020, measures were set in train to formalise the Trust's ownership of the track that provides access to the car park and the metre-wide strip that Sir John Eliot Gardiner is to donate to Springhead to enable us to install passing bays.

## FINANCIAL MANAGEMENT AND REPORTING

### REVIEW OF THE FINANCIAL STATEMENTS

During 2020 the Trust generated a gross income of £188,877 the overwhelming majority coming from the various Covid-19 emergency funds set up by central and local government, including: the National Lottery Heritage Fund's Heritage Emergency Fund; the Department of Digital, Media, Culture & Sport's Culture Recovery Fund for Heritage; the Chancellor of the Exchequer's Job Retention Scheme; and the Dorset Council-administered Emergency Retail, Hospitality and Leisure Fund – see *Financial Statements*, page 12 below.

### RESERVES POLICY

In line with the guidance issued by the Charity Commission, the Board has reviewed the Trust's need for reserves. Factors taken into account included the need to cover fluctuations in voluntary income and unforeseen requirements for capital expenditure. Historically, the Board considered it prudent to set the level of general reserves at not less than £60,000, which represents approximately 5 months unrestricted charitable expenditure.

Against this ambition, the Trust's free reserves at 31<sup>st</sup> December 2020 stood at only £15,439.75, largely as a result of the Board's decision to treat all deposits for weddings and family visits in 2020 as money that might have to be refunded as part of a Restricted Fund. At the year-end, such funds amounted to a further £27,445.00.

Prompted by the threat to Springhead's ability to generate revenue posed by the Covid-19 pandemic, during 2021 and going forward, the Board's ambition is to re-build the Trust's reserves to the more appropriate level of, say, £75,000.00.



## INVESTMENT POLICY

Historically, the Springhead Trust Limited generated the majority of its income from its trading activities, providing facilities for residential and non-residential courses for school parties and other interest groups, and the staging of weddings and other events in the gardens. More recently, with the appointment of our Fundraising & Development Manager, the Trust has been fortunate in receiving support from an increasing number of grant-awarding charitable trusts. These grants have either been towards the cost of specific capital works or activity projects.

The Trust budgets to expend all anticipated income, except for retaining a prudent amount in reserve each year – see *Reserves Policy* above. It provides for capital expenditure within the budget or through designated income funds. The only funds that are not expendable within a 12-month period of receipt are reserves and any grants for activities that are programmed over a longer period. Consequently, the Board does not consider that it is prudent to invest for a longer term. The investment policy is, therefore, to retain funds as cash and place them on bank deposit at the best obtainable rate.


## STATEMENT OF DIRECTORS' RESPONSIBILITIES

Charity law requires the Directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of its financial activities for that period and adequately distinguish any material, special trust or other restricted fund of the charity. In preparing those financial statements, therefore, the Directors are required to:-

1. select suitable accounting policies and then apply them consistently;
2. make judgements and estimates that are reasonable and prudent;
3. state whether the policies adopted are in accordance with the appropriate SORP on Accounting Regulations and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements; and
4. prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Directors are responsible for keeping proper accounting records, which disclose, with reasonable accuracy at any time, the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are responsible for safeguarding the assets of the charitable company and hence for taking responsible steps for the prevention and detection of fraud or other irregularities.

By order of the Board



L V SMITH

Lee Vincent Smith  
Treasurer of the Board

**Springhead Trust Limited**  
**(A charitable company limited by guarantee)**  
**INDEPENDENT EXAMINERS REPORT**  
**FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2020**

**RESPECTIVE RESPONSIBILITIES OF TRUSTEE AND EXAMINER**

The charity's trustees (who are also directors for the purposes of company law) are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. Having satisfied ourselves that the company is not subject to audit under charity or company law and is eligible for independent examination, it is our responsibility to:

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

**BASIS OF INDEPENDENT EXAMINERS REPORT**

Our examination was carried out in accordance with 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 the 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 statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

BKB WIMBORNE LTD  
CHARTERED CERTIFIED ACCOUNTANTS

  
Date... 14 October 2021



**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 December 2020**

	Notes	Total 2020 £	Total 2019 £
<b>Incoming Resources</b>			
Incoming Resources generated from funds			
Voluntary Income	2	178,835	69,007
Activities for generating funds	3	777	46,197
Investment Income	4	17	6,010
Incoming resources from Charitable Activities	5	9,248	81,826
Other Incoming resources		0	297
		<hr/>	<hr/>
<b>Total Incoming resources</b>		<b>188,877</b>	<b>203,337</b>
		<hr/>	<hr/>
<b>Resources expended</b>			
Cost of generating funds			
Cost of generating voluntary income	6	58,577	5,779
Activities for generating funds costs	7	17,529	24,479
Investment management costs	8	0	2,300
Charitable Activities	9	121,687	152,531
Governance costs	10	6,184	2,871
		<hr/>	<hr/>
<b>Total resources expended</b>		<b>203,977</b>	<b>187,960</b>
Net incoming/ (outgoing) resources before transfers			
		-15,100	15,377
Transfers		0	0
Net movement in funds		-15,100	15,377
		<hr/>	<hr/>
Balances brought forward at 1 Jan 2020		1,593,113	1,577,736
		<hr/>	<hr/>
<b>Balances carried forward at 31 Dec 2020</b>		<b>1,578,013</b>	<b>1,593,113</b>

All activities relate to continuing operations.

The company has no recognised gains or losses other than the profit or loss for the period.

The notes on pages 14 to 19 form part of these accounts

**BALANCE SHEET AS AT 31 DECEMBER 2020**

	Notes	£	2020 £	£	2019 £
<b>Fixed Assets</b>					
Tangible Fixed assets	12		<u>1,612,631</u>		<u>1,618,194</u>
<b>Current Assets</b>					
Debtors	13	4,652		2,978	
Cash in hand and at bank		<u>77,925</u>		<u>26,494</u>	
		82,577		29,472	
<b>Liabilities:</b> Amounts falling due within one year	14	<u>117,195</u>		<u>54,553</u>	
<b>NET CURRENT ASSETS</b>			-34,618		-25,081
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>1,578,013</u>		<u>1,593,113</u>
<b>NET ASSETS</b>			<u>1,578,013</u>		<u>1,593,113</u>
<b>FUNDS</b>					
Freehold Property fund			1,562,573		1,562,573
General unrestricted funds	15	15,440		30,540	
Restricted	16	<u>0</u>		<u>0</u>	
<b>TOTAL FUNDS</b>	17		<u>1,578,013</u>		<u>1,593,113</u>

For the financial year ended 31 December 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

The directors acknowledge their responsibilities for complying with requirements of the Act with respect to accounting records and preparation of accounts.

The accounts give a true and fair view of the state of affairs of the company as at the end of the financial year in accordance with section 393.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Signed on behalf of the Board of Directors

Lee Smith  
Treasurer of the Board

5.7.21

Date



**NOTES TO THE FINANCIAL STATEMENTS****ACCOUNTING POLICIES****1.1 GENERAL**

1.1.1 The financial statements have been prepared under the historical cost convention in accordance with applicable Accounting Standard and the Charities SORP 2005 (Standard of Recommended Practice: "Accounting by Charities").

1.1.2 The company is registered for VAT and, therefore recoverable VAT does not form part of the company's costs.

1.1.3 All income resources are brought to the credit of the Statement of Financial Activities when they become due and payable.

1.1.4 Expenditure is charged to the Statement of Financial activities when incurred.

**1.2 TANGIBLE FIXED ASSETS**

These assets are included at cost less depreciation. The Board does not envisage any disposal in the foreseeable future and therefore considers this to be appropriate.

**1.3 DEPRECIATION**

Tangible fixed assets are stated at cost and are depreciated by annual instalments as follows.

Freehold Property	n/a
Fixtures, fittings & furnishings	10% reducing balance

1.4 The Company is exempt from the requirement to provide a cash flow statement on the grounds of its size.

**1.5 FUND ACCOUNTING**

General unrestricted funds comprise of accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Board in furtherance of the company's general charitable objectives. Restricted funds are created when donations are made for a particular area or purpose, the use of which is restricted to that area or purpose. If part of an unrestricted fund is earmarked for a particular project it may be designated as a separate fund.

**2 VOLUNTARY INCOME**

	2020	2019
	£	£
Donations	7,051	4,253
Coronavirus Job Retention Scheme	18,379	0
Grants	<u>153,405</u>	<u>64,754</u>
	178,835	69,007

**NOTES TO THE FINANCIAL STATEMENTS**

(cont'd)

**3 ACTIVITIES FOR GENERATING FUNDS**

	2020	2019
	£	£
Community Activities and friends	777	5,647
Weddings	<u>0</u>	<u>40,550</u>
	777	46,197

**4 INVESTMENT INCOME**

Rental income is received from the letting of a flat above the offices.

	2020	2019
	£	£
Rent Receivable	0	6,000
Bank Interest	<u>17</u>	<u>10</u>
	17	6,010

**5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	2020	2019
	£	£
Courses	0	0
Springhead House	7,900	7,525
Residential courses and hirings	133	37,425
Day use	225	1,220
Schools educational programmes	-50	29,446
Charitable Events	<u>1,040</u>	<u>6,210</u>
	9,248	81,826

**6 COST OF GENERATING VOLUNTARY INCOME**

	2020	2019
	£	£
Fundraising costs	15,800	1,779
Consultancy	1,025	0
Coronavirus Job Retention Scheme	18,379	0
Support Costs	<u>23,373</u>	<u>4,000</u>
	58,577	5,779

**7 COSTS OF GENERATING FUNDS**

	2020	2019
	£	£
Advertising	0	5,779
Support Costs	<u>17,529</u>	<u>18,700</u>
	17,529	24,479



**NOTES TO THE FINANCIAL STATEMENTS**

(cont'd)

**8 INVESTMENT MANAGEMENT COSTS**

	2020	2019
	£	£
Support costs	0	2,300

**9 CHARITABLE ACTIVITIES COSTS**

	2020	2019
	£	£
Charitable Events	637	2,976
Equipment	1,201	4,498
Training & safety	1,356	2,092
Licenses and permits	2,264	1,070
Garden Maintenance	17,548	14,936
Catering supplies	946	11,477
Cleaning & laundry	4,907	11,294
Advertising and Promotion	12,733	6,353
Support costs	<u>80,095</u>	<u>97,835</u>
	121,687	152,531

**10 GOVERNANCE COSTS**

	2020	2019
	£	£
Accountancy	3,847	1,224
Legal Fees	0	247
Support costs	<u>2,337</u>	<u>1,400</u>
	6,184	2,871

**11.1 SUPPORT COSTS**

Support costs are allocated on the basis of staff time as a percentage

Support cost type	Voluntary Income cost	Generating funds costs	Investment costs	Charitable Activities costs	Governance costs	Total 2020
%	20	15		63	2	
Staff	11,074	8,305		34,882	1,107	55,368
Premises	11,331	8,498		35,691	1,133	56,653
Depreciation				5,563		5,563
Office costs	968	726		3,049	97	4,840
Travel				910		910
Total	23,373	17,529	0	80,095	2,337	123,334

**NOTES TO THE FINANCIAL STATEMENTS**

(cont'd)

**11.2 STAFF COSTS**

	2020 £	2019 £
Salaries	55,368	66,409
Salaries Fundraising	14,000	0
Coronavirus Job Retention Scheme	<u>18,379</u>	<u>0</u>
	87,747	66,409

The average number of employees analysed by function was:

	2020	2019
Fundraising	1	1
Charitable activities	<u>4</u>	<u>3</u>
	5	4

**12 TANGIBLE FIXED ASSETS**

	Freehold Property £	Fixtures & Equipment £	Total 2020 £
Cost	1,562,573	72,329	1,634,902
Additions			0
Disposals			<u>0</u>
31 Dec 2020	<u>1,562,573</u>	<u>72,329</u>	<u>1,634,902</u>
Depreciation	0	16,708	16,708
Charge for the year		5,563	5,563
On disposals			<u>0</u>
31 Dec 2020	<u>0</u>	<u>22,271</u>	<u>22,271</u>
Net book value 31/12/19	<u>1,562,573</u>	<u>50,058</u>	<u>1,612,631</u>
Net book value 01/01/20	<u>1,562,573</u>	<u>55,621</u>	<u>1,618,194</u>



**NOTES TO THE FINANCIAL STATEMENTS**

(cont'd)

**13 DEBTORS**

	2020 £	2019 £
Prepayments	0	0
Debtors: VAT refund	3,442	0
Accounts receivable	1,210	2,978
	<hr/>	<hr/>
	4,652	2,978
	<hr/>	<hr/>

**14 LIABILITIES FALLING DUE WITHIN ONE YEAR**

	2020 £	2019 £
Trade creditors	18,439	10,251
Damage Waiver Deposit	0	300
Deposits and Payments In Hand	53,860	0
Pupil Premium paid in advance	6,200	6,200
Turbine Loan	2,000	2,000
Social security & VAT	1,696	802
Short Term Loans	35,000	35,000
	<hr/>	<hr/>
	117,195	54,553
	<hr/>	<hr/>

**15 GENERAL UNRESTRICTED FUNDS**

The funds comprise undistributed income and have been and continue to be used in the furtherance of the Charity's objects. If part of an unrestricted fund is earmarked for a particular project it may be designated as a separate fund. During 2020 all designated/restricted funds were utilised for the relevant purposes as below:

**15.1 Development Project Funds**

Various development projects are in progress or under consideration for which costs have been or will be incurred and grants and donations received. The costs have been capitalised where the expenditure is deemed to have improved the existing property.

**NOTES TO THE FINANCIAL STATEMENTS**

(cont'd)

**16 RESTRICTED FUNDS**

There were no restricted fund balances in respect of incoming resources at 31st December 2020.

**17 FUND BALANCES AND MOVEMENTS IN THE YEAR**

	Balances 01 Jan 2020	Income	Expenditure	Transfers	Balances 31 Dec 2020
	£	£	£	£	£
<b>Restricted Funds</b>					
None					
<b>Freehold Property Fund</b>	1,562,573				1,562,573
<b>Accumulation Fund</b>	30,540	188,877	203,977		15,440
<b>Total Funds</b>	1,593,113	188,877	203,977	0	1,578,013

Funds are represented on the balance sheet by:

	2020	2019
	£	£
Fixed assets	1,612,631	1,618,194
Net current assets	<u>-34,618</u>	<u>-25,081</u>
	1,578,013	1,593,113

**18 BOARD OF DIRECTORS REMUNERATION**

No member of the Board or related parties received fees or other employments.