

# OAK TREE FARM RURAL PROJECT LIMITED

England & Wales · Charity number 1138396

## Details

---

**Other names** OAK TREE FARM RURAL PROJECT

**Status** Registered

**Legal form** Charitable company

**Company number** [07343296](#)

**Registered** 2010-10-13

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Oak Tree Farm  
Sandon Road  
Hilderstone  
Stone  
ST15 8RT

**Phone** 01889505653

**Email** [admin@oaktreefarm.uk.net](mailto:admin@oaktreefarm.uk.net)

**Website** [www.oaktreefarm.uk.net](http://www.oaktreefarm.uk.net)

## Activities

---

**Objects:** THE SUPPORT OF PEOPLE WITH LEARNING DISABILITIES AND DIFFICULTIES THROUGH ACTIVITIES AND VOCATIONAL TRAINING IN HORTICULTURE, AGRICULTURE, CATERING, POTTERY AND ASSOCIATED RURAL ACTIVITIES.

**Activities:** Oak Tree Farm provides training and supported occupation for adults with learning disabilities in a rural environment.

## Classification

---

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Disability
- **Who:** People With Disabilities

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Staffordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£431,549	£397,075	-	-
2023-12-31	£443,760	£401,722	-	-
2022-12-31	£391,363	£345,450	-	-
2021-12-31	£217,192	£268,984	-	-
2020-12-31	£225,438	£303,908	-	-

## Trustees

Name	Role	Appointed
<b>Helen Anderson</b>	Chair	2022-04-27
ANNE ELIZABETH BIRD		
Carol Blurton		2020-07-09
Caroline Shallcross		2026-05-12
DAVID LESLIE FOLKES		
Dr Colin Cambell		2021-04-28
Fiona Clare		2025-05-13
Jean Pattinson-Evans		2022-04-27
Kathy Browne		2026-05-12
Patricia Connell		2026-05-12
Simon Lee Mountford		
Steven Elliott		2025-07-08

**OAK TREE FARM RURAL PROJECT LIMITED**

England & Wales - Charity number 1138396

---

# Accounts

---

## Oak Tree Farm Rural Project

### Funds Statement

As at 31st December 2024

		2024		2023
<b>Fixed Assets</b>				
Farm Buildings & Equipment	39,616		11,153	
Tea Room	110,867		118,592	
Buildings	10,682		11,862	
Equipment	76,071			
New Offices	2,132		675	
Acorn Garden Services : Equipment	21,184	260,552	23,832	166,114
Motor Vehicles				
<b>Current assets</b>				
National Westminster Bank Current Account	42,960		93,415	
COIF Charities Deposit	217,924		256,000	
Petty Cash	320	261,204	264	349,679
Stocks of materials and goods for resale		21,365		15,688
Sundry debtors		12,545		17,215
<b>Total Assets</b>		555,666		548,696
<b>Creditors</b>		8,587		18,475
11 employees on average		547,079		530,221
<b>Investment Funds</b>				
Accumulated Funds at 1st January 2024		530,221		488,183
<u>Add</u> excess of Income over Expenditure for the year		34,474		60,081
		564,695		548,264
<u>Less</u> Write down of fixed assets for year		(17,616)		(18,043)
<b>Accumulated Funds at 31 December 2024</b>		547,079		530,221

I have prepared these accounts and certify them correct and in accordance with books and records presented to me. In common with most charitable organisations I have been unable to independantly verify all income received.

D. Rogers FCA      11th April 2025

Registered Charity No. 700299



## Section B Balance sheet

		Note	Total this year £	Total last year £
			F01	F02
<b>Fixed assets</b>				
Tangible assets	(Note 8)	B01	260,552	166,114
		B02	-	-
Investments	(Note 9)	B03	-	-
	<i>Total fixed assets</i>	B04	260,552	166,114
<b>Current assets</b>				
Stock and work in progress		B05	21,365	15,688
Debtors	(Note 10)	B06	12,545	17,215
(Short term) investments		B07	217,294	256,000
Cash at bank and in hand		B08	43,910	93,679
	<i>Total current assets</i>	B09	295,114	382,582
Creditors: amounts falling due within one year	(Note 11)	B10	8,587	18,475
	<i>Net current assets/(liabilities)</i>	B11	286,527	364,107
	<i>Total assets less current liabilities</i>	B12	547,079	530,221
Creditors: amounts falling due after one year	(Note 11)	B13	-	-
Provisions for liabilities and charges		B14	-	-
	<i>Net assets</i>	B15	547,079	530,221
<b>Funds of the Charity</b>				
Unrestricted funds		B16	547,079	530,221
Designated funds		B17		
<b>Total unrestricted funds</b>			547,079	530,221
Restricted income funds (Note 12)		B18	-	-
Endowment funds (Note 12)		B19	-	-
	<i>Total funds</i>	B20	547,079	530,221

Signed by one or two trustees on behalf of all the trustees

Signature

Date of approval

Alan Rawlings	16th March 2025

**Section C****Notes to the accounts****Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\* 

+
*

 Accounting Standards;
- or 

*
---

 Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act 1993.

*Give details in this box if a different standard has been followed.*

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick “Accounting Standards”;
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick “Financial Reporting Standards for Smaller Enterprises (FRSSE)”.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

*Give details in this box of any material changes that have been made.*

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years

*Give details in this box of any material changes that have been made.*

§§ if no changes have been made to accounts for previous periods then delete these words.

**Note 2 Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES**

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES**

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**ASSETS**

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

**Note 3 Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

Analysis	Unrestricted £	restricted £	This year £	Last year £
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-

**Note 4 Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

Analysis	Unrestricted £	restricted £	This year £	Last year £
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-

**Note 5** Details of certain items of expenditure**5.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

	This year	Last year
Number of trustees who were paid expenses		
Nature of the expenses		
Total amount paid	£	£

**5.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

	This year £	Last year £
Independent examiner's or auditors' fees for reporting on the accounts		
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor		

## Note 6

## Paid employees

Please complete this note if the charity has any employees.

## 6.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	274,610	255,257
Employer's National Insurance costs	22,674	17,253
Pension costs	5,645	5,132
		-
<b>Total staff costs</b>	<b>302,929</b>	<b>277,642</b>

## 6.2 Average number of full-time equivalent employees in the year

	This year Number	Last year Number
The parts of the charity in which the employees work	-	-
Charitable Activities	12	14
	-	-
	-	-
<b>Total</b>	<b>12</b>	<b>14</b>

## 6.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

--

	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		



**Note 9 Investment assets**

*Please complete this note if the charity has any investment assets.*

**9.1 Fixed assets investments**

	£
Carrying (market) value at beginning of year	-
<b>Add:</b> additions to investments at cost	-
<b>Less:</b> disposals at carrying value	-
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

*Please provide below:*

**9.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.**

**9.3 A breakdown of the income from investments agreeing with SOFA.**

**Analysis of investments**

	9.2 Market value at year end  £	9.3 Income from investments for the year  £
Investment properties	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
<b>Total</b>	-	-

**9.4 Material investment holdings**

If any investments are material in terms of their value (for example each represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held	Market value at year end  £
	-
	-
	-
	-
<b>Total</b>	-

**Note8 Tangible fixed assets***Please complete this note if the charity has any tangible fixed assets***8.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	242,095	114,198	52,932	-	409,225
Additions	-	76,082	35,972		-	112,054
Revaluations	-	-	-	-	-	-
Disposals	-	-		-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	318,177	150,170	52,932	-	521,279

**8.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	RB	RB	SL	SL or RB
<b>** Rate</b>		5 or 10	10	10	

Balance brought forward	-	140,992	77,694	24,425	-	243,111
Depreciation charge for year	-	9,026	6,940	1,650	-	17,616
Impairment provisions	-				-	-
Revaluations	-				-	-
Disposals	-				-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	150,018	84,634	26,075	-	260,727

**8.3 Net book value**

Brought forward	-	101,103	36,504	28,507	-	166,114
Carried forward	-	168,159	65,536	26,857	-	260,552

**8.4 Revaluation***If any fixed assets have been revalued please give details of the valuer and method of valuation*

--

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

**Note 10 Debtors and prepayments**

Please complete this note if the charity has any debtors or prepayments.

Analysis of debtors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	12,545.0	17,215.0	-	-
<b>Total</b>	<b>12,545.0</b>	<b>17,215.0</b>	<b>-</b>	<b>-</b>

**Note 11 Creditors and accruals**

Please complete this note if the charity has any creditors or accruals.

**11.1 Analysis of creditors**

Analysis of creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	8,587	18,475	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	<b>8,587</b>	<b>18,475</b>	<b>-</b>	<b>-</b>

**11.2 Security over assets**

If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.

--



### Note 13 Transactions with related parties

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 5) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

#### 13.1 Remuneration and benefits

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or related party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £

#### 13.2 Loans

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or related party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

#### 13.3 Other transaction(s) with trustees or related parties

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £

**Note 14****Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

**Income categories**

Donations, legacies and Grants  
Fundraising events  
Shop sales  
Interest and dividends  
fees for charitable services  
Grants for services

**Expenditure categories**

Wages, salaries, pensions and NI  
Cost of fundraising events  
Rent, rates and Insurance  
Repairs and maintenance  
Light and heat  
telephone postage and stationery  
Donations and Grants  
legal and professional fees  
bank charges and interest  
depreciation  
Insurance

To edit the lists replace existing categories on either list with the new headings you prefer to use.



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
OAK TREE FARM RURAL PROJECT

**On accounts for the year  
ended**

31<sup>ST</sup> DECEMBER 2024

**Charity no  
(if any)**

1138396

**Set out on pages**

1-15

**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024  
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:** David Rogers

**Date:** 16.07.2025

**Name:** David Rogers

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant – Member of Institute of Chartered Accountants

<b>Address:</b>	3 Balliol Way
	Shrewsbury
	SY3 6AP

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

--	--

**OAK TREE FARM RURAL PROJECT LIMITED**

England & Wales - Charity number 1138396

---

# Accounts

---

## **Trustees' Annual Report**

for the period 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023

### **Oak Tree Farm Rural Project**

Registered Charity 1138396  
Co. Ltd by Guarantee 7343296

Oak Tree Farm Rural Project,  
Oak Cottage Farm  
Sandon Road  
Hilderstone  
Stone  
ST15 8RT

**Charity Trustees for period** – serving during the period covered above.

#### **Appointed by Members**

David Folkes	Chairman
Anne Bird	Vice Chairman
Helen Anderson	
Carol Blurton	
Anne Bird	
Colin Campbell	
Stacey Holmes	
Simon Mountford	
Jean Pattinson-Evans	
Sheila Penfold	
Alan Rawlings	
Angela Thomas	
Paul Wyatt	

#### **Appointed by Trustees**

Ian Parry  
Bill Scarlett  
Janet Markwell

#### **Patrons**

The Earl of Harrowby  
The Countess of Harrowby  
The Lord Stafford

Independent accounts examiner - David Rogers FCA  
General Manager - David Moreton

## **Structure, governance and management**

Oak Tree Farm Rural Project is Company Limited by Guarantee governed by a Memorandum and Articles of Association and was incorporated in August 2010. Registered with the Charity Commission in October 2010 the organisation was previously an unincorporated association and charity set up in May 1988.

Trustees/Directors are elected by the Members of the charity at the Annual General Meeting, one third of these Trustees are required to retire each year. Up to twelve Trustees are elected and three others have been appointed or co-opted by the elected Trustees. These appointed Trustees must all retire each year.

New Trustee induction involves awareness of the Trustees' responsibilities, constitution, procedures, policies, history and general 'ethos' of the charity. Trustees are required to read the pack of policies and procedures which are reviewed and adopted annually. The Trustees review the risks that the charity faces annually. Currently the risks relate mainly to health and safety issues, and are managed by individual, area and process risk assessments and six-monthly health and safety meetings. There are some risks associated with employing staff which are covered by proper procedures and insurance. Trustees are also aware of threats to finances from recession, new projects, biological farming problems, possible changes in government funding, competition from other providers and changes in the needs and preferences of potential Team Members.

The current priority is to complete the development of new toilet and office facilities in order to maintain the safety of beneficiaries and visitors. This was dependent on returning to a stable financial position following the lifting of coronavirus restrictions and re-establishing regular income streams. The charity is now confident of its financial position and this work is now underway. Our insurers carry out an independent review of risk periodically.

## **Objectives and Activities**

The objects of the charity set out in the Memorandum and Articles of Association are 'the support of people with learning disabilities and difficulties through activities and of vocational training in horticulture, agriculture, catering, pottery and associated rural activities.'

The main activities relating to these objects are the provision of training and supported occupation for adults with learning disabilities known as 'Team Members'. The setting for these activities is primarily a 15-acre small holding with a horticultural unit growing plants and flowers. The holding also has beef cattle and poultry and from time-to-time pigs. A fully equipped pottery on site

produces garden pots and other ceramics. The 'Oak Leaf Tea Room' has established itself as a destination for visitors, including those with disabilities, as well as providing further opportunity for Team Members. 'Acorn Garden Services', an element of the farm project, carries out gardening work in the community, which helps those individuals with the potential of gaining sheltered employment. 'Branching Out' is a related scheme to give opportunity to less able Team Members to work off site and access community activities.

The Charity's staff team is headed by a General Manager who has regular contact with Trustees. The team consists of a Team Member Coordinator, an Admin/Finance Coordinator, four Project Assistants, a part time Pottery Instructor, and a Retail Catering Manager, Cook and two Tea Room Assistants for the Oak Leaf Tea Room.

In addition, volunteers have a vital role providing additional support to Team Members with disabilities and offering time, expertise and experience to the Charity. All staff and volunteers undertake Disclosure and Barring Service checks.

### **Achievements and Performance**

The Charity offered a top number of eighty-seven day places each week for people with learning disabilities during 2023, this figure fluctuates over time as people move on to other things and are replaced by new starters. Normal attendance is two days a week. Fifty-five individuals regularly benefited from the farm's activities.

During 2023, 52% of Team Members were funded by Direct Payments from either Staffordshire County Council or Stoke on Trent City Council. The remainder were funded by other local authority agreements, through residential establishments or privately. A very small number people were funded wholly or partly by internal fundraising activities; the charity supported them. Fifteen work regularly in the 'Oak Leaf Tea Room' and seventeen are involved in 'off site' activities 'Branching Out' or 'Acorn Garden Services'.

The main activities are growing basket and bedding plants, perennials, vegetables and cut flowers, and planting hanging baskets, all sold through our shop and plant sales area. The Pottery produces hand built and thrown wares. Fettleing, decorating, glazing and firing are all done on site, along with associated reclaiming and designing.

In addition to their core activities, Team Members assist at the public events, help in the shop, run coffee mornings and welcome visitors. This promotes ownership and pride in their achievements. Team Members were involved in the Advent Windows event in Stone town centre. Team Members artwork was used for the window display and a number attended the unveiling. The Team Members planted up planters for the Staffordshire Federation Women's Institute and The Staffordshire Agricultural Society Ladies Section marquees at the Staffordshire County Show. The Team Members annual trip was replaced with a 'Staycation' in 2023, they enjoyed archery, laser shooting, a

vintage car, animatronic dinosaur, alpacas, an eagle owl and a hog roast! The annual 'Bike-a-thon' fundraiser took place in July. The Team Members raised money for The Staffordshire Wildlife Rescue Centre.

The 'Branching Out' team continued their volunteer work in the gardens at Sandon Hall and undertook paid for work in private gardens. The 'Branching Out' team also planted spring bulbs in an area of public space in one of the local villages and maintained a 'Village Green' space, again locally. Off-site activities being shared by three different members of staff.

The Team Members' own newsletter, produced entirely by them, 'The Cowpat' includes recipes, jokes, farm news, a feature on a Team Member, volunteer or member of staff. An art group for Team Members delivered by volunteers meets approximately five times a year.

The Oak Leaf Tea Room's menu includes lunches, cream teas, specials as well as drinks and ice cream. The tea room is open six days a week, Team Members with learning disabilities are always involved. The Annual General Meeting was held in the tea room in April, and at other times hosted visiting groups from schools, WIs, The NFU, Rotary and Lions clubs among others. The tea room was also used for a fundraising Craft Group, a Quiz Night and 'Musical High Tea'.

In addition to the fundraisers held in the tea room, we held a summer concert at the farm featuring local musicians, a Christmas event also at the farm and many other stalls at events and fayres manned by ourselves and other supportive groups.

## **Financial Review**

### **Reserves**

The Trustees policy is to hold reserves of at least £100,000. This would be sufficient to cover the Charity's wind-up costs in the event of an unforeseen disaster. This figure includes the worst case of two years rent in lieu of notice, the redundancy of current staff and half of the three months running costs likely to be needed to wind up the charity. The reserves policy is reviewed annually to take account of any changing circumstances. The level of reserve was £256,000 at the end of 2023 and is kept in a CAF account.

### **Sources of Funds and Expenditure**

The principal sources of funds for 2023 are split into two, the sale of services and products £334,976 and donations and fundraising £108,784.

Oak Tree Farm Rural Project received a legacy of £240,000 in 2019, the Trustees have set aside an initial £170,000 of this for capital purchases. This

includes the building of new toilets and office and the replacement of the thirty-year-old tractor. These purchases were put on hold due to the financial uncertainties of the pandemic but are planned for 2024.

The charity's key objective, the support of people with learning disabilities, is covered both directly and indirectly (write down of fixed assets) by an expenditure of £401,772. The largest proportion of this expenditure being a staff cost of £277,642.

## **Declaration**

The Trustees declare that they have approved the above Trustees' Report.

Signed on behalf of the Trustees

Signature

Full Name David Folkes  
Position Chairman  
Date 9<sup>th</sup> April 2024

Signature

Full Name Anne Bird  
Position Secretary  
Date 9<sup>th</sup> April 2024



## Section B Balance sheet

	Note	Total this year £	Total last year £
		F01	F02
<b>Fixed assets</b>			
Tangible assets (Note 8)	B01	166,114	167,563
	B02	-	-
Investments (Note 9)	B03	-	-
<b>Total fixed assets</b>	B04	166,114	167,563
<b>Current assets</b>			
Stock and work in progress	B05	15,688	18,690
Debtors (Note 10)	B06	17,215	12,836
(Short term) investments	B07	256,000	210,993
Cash at bank and in hand	B08	93,679	88,640
<b>Total current assets</b>	B09	382,582	331,159
<b>Creditors: amounts falling due within one year</b> (Note 11)	B10	18,475	10,539
<b>Net current assets/(liabilities)</b>	B11	364,107	320,620
<b>Total assets less current liabilities</b>	B12	530,221	488,183
<b>Creditors: amounts falling due after one year</b> (Note 11)	B13	-	-
Provisions for liabilities and charges	B14	-	-
<b>Net assets</b>	B15	530,221	488,183
<b>Funds of the Charity</b>			
Unrestricted funds	B16	530,221	488,183
Designated funds	B17		
<b>Total unrestricted funds</b>		530,221	488,183
Restricted income funds (Note 12)	B18	-	-
Endowment funds (Note 12)	B19	-	-
<b>Total funds</b>	B20	530,221	488,183

Signed by one or two trustees on behalf of all the trustees

Signature

Date of approval

Alan Rawlings

17 April 2024

**Section C****Notes to the accounts****Note 1 Basis of preparation**

*This section should be completed by all charities .*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\*  Accounting Standards;
- or  Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act 1993.

***Give details in this box if a different standard has been followed.***

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick “Accounting Standards”;
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick “Financial Reporting Standards for Smaller Enterprises (FRSSE)”.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

***Give details in this box of any material changes that have been made.***

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years

***Give details in this box of any material changes that have been made.***

§§ if no changes have been made to accounts for previous periods then delete these words.

**Note 2 Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES**

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.  Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.  Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES**

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**ASSETS**

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

**Note 3 Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

Analysis	Unrestricted £	restricted £	This year £	Last year £
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-



**Note 5** Details of certain items of expenditure**5.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
£	£

**5.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £

## Note 6

## Paid employees

Please complete this note if the charity has any employees.

## 6.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	248,696	219,964
Employer's National Insurance costs	17,253	15,269
Pension costs	11,693	10,348
	-	-
<b>Total staff costs</b>	<b>277,642</b>	<b>245,581</b>

## 6.2 Average number of full-time equivalent employees in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
	-	-
Charitable Activities	14	12
	-	-
	-	-
<b>Total</b>	<b>14</b>	<b>12</b>

## 6.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

--

	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		



**Note 9 Investment assets**

*Please complete this note if the charity has any investment assets.*

**9.1 Fixed assets investments**

	£
Carrying (market) value at beginning of year	-
<b>Add:</b> additions to investments at cost	-
<b>Less:</b> disposals at carrying value	-
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

*Please provide below:*

**9.2** A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.

**9.3** A breakdown of the income from investments agreeing with SOFA.

**Analysis of investments**

	9.2 Market value at year end £	9.3 Income from investments for the year £
<b>Investment properties</b>	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
<b>Total</b>	-	-

**9.4 Material investment holdings**

If any investments are material in terms of their value (for example each represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held	Market value at year end £
	-
	-
	-
	-
<b>Total</b>	-

**Note8 Tangible fixed assets**

Please complete this note if the charity has any tangible fixed assets

**8.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	242,095	114,198	36,337	-	392,630
Additions	-			16,595	-	16,595
Revaluations	-	-	-	-	-	-
Disposals	-	-		-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	242,095	114,198	52,932	-	409,225

**8.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	RB	RB	SL	SL or RB
<b>** Rate</b>		5 or 10	10	10	

Balance brought forward	-	132,176	70,456	22,435	-	225,067
Depreciation charge for year	-	8,816	7,238	1,990	-	18,044
Impairment provisions	-				-	-
Revaluations	-				-	-
Disposals	-				-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	140,992	77,694	24,425	-	243,111

**8.3 Net book value**

Brought forward	-	109,919	43,742	13,902	-	167,563
Carried forward	-	101,103	36,504	28,507	-	166,114

**8.4 Revaluation**

If any fixed assets have been revalued please give details of the valuer and method of valuation

--

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

**Note 10 Debtors and prepayments**

Please complete this note if the charity has any debtors or prepayments.

Analysis of debtors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	17,215.0	12,836.0	-	-
<b>Total</b>	<b>17,215.0</b>	<b>12,836.0</b>	<b>-</b>	<b>-</b>

**Note 11 Creditors and accruals**

Please complete this note if the charity has any creditors or accruals.

**11.1 Analysis of creditors**

Analysis of creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	18,475	10,539	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	<b>18,475</b>	<b>10,539</b>	<b>-</b>	<b>-</b>

**11.2 Security over assets**

If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.

--



### Note 13 Transactions with related parties

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 5) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

#### 13.1 Remuneration and benefits

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or related party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £

#### 13.2 Loans

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or related party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

#### 13.3 Other transaction(s) with trustees or related parties

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £

**Note 14****Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

**Income categories**

Donations, legacies and Grants  
Fundraising events  
Shop sales  
Interest and dividends  
fees for charitable services  
Grants for services

**Expenditure categories**

Wages, salaries, pensions and NI  
Cost of fundraising events  
Rent, rates and Insurance  
Repairs and maintenance  
Light and heat  
telephone postage and stationery  
Donations and Grants  
legal and professional fees  
bank charges and interest  
depreciation  
Insurance

To edit the lists replace existing categories on either list with the new headings you prefer to use.



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
OAK TREE FARM RURAL PROJECT

**On accounts for the year  
ended**

31<sup>ST</sup> DECEMBER 2023

**Charity no  
(if any)**

1138396

**Set out on pages**

1-15

**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023  
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:** David Rogers

**Date:** 15.08.24

**Name:** David Rogers

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant – Member of Institute of Chartered Accountants

<b>Address:</b>	3 Balliol Way
	Shrewsbury
	SY3 6AP

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**OAK TREE FARM RURAL PROJECT LIMITED**

England & Wales - Charity number 1138396

---

# Accounts

---

## **Trustees' Annual Report**

for the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022

### **Oak Tree Farm Rural Project**

Registered Charity 1138396  
Co. Ltd by Guarantee 7343296

Oak Tree Farm Rural Project,  
Oak Cottage Farm  
Sandon Road  
Hilderstone  
Stone  
ST15 8RT

**Charity Trustees for period** – serving during the period covered above.

#### **Appointed by Members**

David Folkes	Chairman
Janet Markwell	Vice Chairman to 27.4.22
Anne Bird	Vice Chairman from 27.4.22
Helen Anderson	
Carol Blurton	
Anne Bird	
Colin Campbell	
Alan Markwell	
Simon Mountford	
Jean Pattinson-Evans	
Sheila Penfold	
Alan Rawlings	
Angela Thomas	
Paul Wyatt	

#### **Appointed by Trustees**

Harry Brunt	d. 7.1.23
Ian Parry	
Bill Scarlett	

#### **Patrons**

The Earl of Harrowby	
The Countess of Harrowby	
The Lord Stafford	
Monica Moreton MBE	d. 27.8.23

Independent accounts examiner	- David Rogers FCA
General Manager	- David Moreton

## **Structure, governance and management**

Oak Tree Farm Rural Project is Company Limited by Guarantee governed by a Memorandum and Articles of Association and was incorporated in August 2010. Registered with the Charity Commission in October 2010 the organisation was previously an unincorporated association and charity set up in May 1988.

Trustees/Directors are elected by the Members of the charity at the Annual General Meeting, one third of these Trustees are required to retire each year. Up to twelve Trustees are elected and three others have been appointed or co-opted by the elected Trustees. These appointed Trustees must all retire each year.

New Trustee induction involves awareness of the Trustees' responsibilities, constitution, procedures, policies, history and general 'ethos' of the charity. Trustees are required to read the pack of policies and procedures which are adopted annually. The Trustees review the risks that the charity faces annually. Currently the risks relate mainly to health and safety issues, and are managed by individual, area and process risk assessments and six-monthly health and safety meetings. There are some risks associated with employing staff which are covered by proper procedures and insurance. Trustees are also aware of threats to finances from recession, new projects, biological farming problems and possible changes in government funding or competition from other providers.

The current priority is to complete the development of new toilet and office facilities in order to maintain the safety of beneficiaries and visitors. This was dependent on returning to a stable financial position following the lifting of coronavirus restrictions and re-establishing regular income streams. This work is awaiting contactors start date. Our insurers carry out an independent review of risk periodically.

## **Objectives and Activities**

The objects of the charity set out in the Memorandum and Articles of Association are 'the support of people with learning disabilities and difficulties through activities and of vocational training in horticulture, agriculture, catering, pottery and associated rural activities.'

The main activities relating to these objects are the provision of training and supported occupation for adults with learning disabilities known as 'Team Members'. The setting for these activities is primarily a 15-acre small holding with a horticultural unit growing plants and flowers. The holding also has beef cattle and poultry and from time-to-time pigs. A fully equipped pottery on site

produces garden pots and other ceramics. The 'Oak Leaf Tea Room' has established itself as a destination for visitors, including those with disabilities, as well as providing further opportunity for Team Members. 'Acorn Garden Services', a division of the farm project, carries out gardening work in the community, which helps those individuals with the potential of gaining sheltered employment. 'Branching Out' is a related scheme to give opportunity to less able Team Members to work off site and access community activities.

The Charity's staff team is headed by a General Manager who has regular contact with Trustees. The team consists of a Team Member Coordinator, an Admin/Finance Coordinator, four Project Assistants (three full time equivalents), a part time Pottery Instructor, a Team Leader for Acorn Garden Services, and a Retail Catering Manager, Cook and two part time Assistants for the Oak Leaf Tea Room. A Cleaner completes the staff team.

In addition, volunteers have a vital role providing additional support to Team Members with disabilities and offering time, expertise and experience to the Charity. All staff and volunteers undertake Disclosure and Barring Service checks.

### **Achievements and Performance**

These facilities and human resources along with the activities listed below were disrupted at the start of the year because of the various measures still in place in response to the Coronavirus Pandemic. However, by the summer all facilities and activities were back to normal. The Charity offered a top number of ninety-four day places each week for people with learning disabilities during 2022, this figure fluctuates over time as people move on to other things and are replaced by new starters. Normal attendance is two days a week. Fifty-nine individuals regularly benefited from the farm's activities.

During 2022, 42% of Team Members were funded by Direct Payments from either Staffordshire County Council or Stoke on Trent City Council. The remainder were funded by other local authority agreements, through residential establishments or privately. A very small number people were funded wholly or partly by internal fundraising activities; the charity supported them. Sixteen work regularly in the 'Oak Leaf Tea Room' and over twenty are involved in 'off site' activities 'Branching Out' or 'Acorn Garden Services'.

The main activities are growing basket and bedding plants, perennials, vegetables and cut flowers, and planting hanging baskets, all sold through our shop and plant sales area. The Pottery produces slip cast, hand built and thrown wares. Fettling, decorating, glazing and firing are all done on site, along with associated reclaiming and designing.

In addition to their core activities, Team Members assist at the public events, help in the shop, run coffee mornings and welcome visitors. This promotes ownership and pride in their achievements. Team Members were involved in the Advent Windows event in Stone town centre. Team Members artwork was used for the window display and a number attended the unveiling. The Team

Members planted up planters for the Staffordshire Federation Women's Institute marquee at the Staffordshire County Show. Unfortunately, the Team Members Annual trip was not possible in 2022, however the Bikeathon fundraiser did take place. The Team Members raised money for vulnerable people and children effected by the war in Ukraine. Team Members also made a scarecrow to join in with the village Scarecrow Competition.

The 'Branching Out' team continued their volunteer work in the gardens at Sandon Hall in the late summer and undertook some paid for work at Sandon and in private gardens. The 'Branching Out' team planted spring bulbs in an area of public space in one of the local villages. The 'Acorn Garden Services' crew cab tipper vehicle was replaced with a Ford Ranger crew cab pick up to accommodate a change in staffing. Off site activities being staffing being shared by three different members of staff.

The Team Members' own newsletter, produced entirely by them, 'The Cowpat' was reinstated having been suspended during the pandemic closures and replaced by a new publication, 'Custard's Quacks'. 'The Cowpat' includes recipes, jokes, farm news, a feature on a Team Member, volunteer or member of staff.

The Oak Leaf Tea Room's menu includes lunches, cream teas, specials as well as drinks and ice cream. The tea room was back to full operation by the end of April following the disruption and closure due to the pandemic. The Annual General Meeting being held in the tea room once again in April. It was good to be able to welcome back visitors including groups from Schools, WIs, The NFU, Rotary and Lions clubs among others. The tea room was also used for fundraisers, a 'Gardens Talk', 'Christmas Willow Weaving Session', 'Musical High Tea'. A small shed was erected later in the year to act as a vegetable store, this allows produce grown on site to be stored close to the tea room ready to be used in the menu.

In addition to the fundraiser held in the tea room, we held a summer concert at the farm featuring local musicians, a Christmas event also at the farm and many other stalls at events and fayres organised by other groups.

The sewage treatment plant had a major refurbish, with bearings and bushes replaced.

## **Financial Review**

### **Reserves**

The Trustees policy is to hold reserves of at least £100,000. This would be sufficient to cover the Charity's wind-up costs in the event of an unforeseen disaster. This figure includes the worst case of two years rent in lieu of notice, the redundancy of current staff and half of the three months running costs likely to be needed to wind up the charity. The reserves policy will be reviewed

annually to take account of any changing circumstances. The level of reserve was £210,992 at the end of 2022 and is kept in a CAF account.

### **Sources of Funds and Expenditure**

The principal sources of funds for 2022 are split into two, the sale of services and products £255,115 and donations and fundraising £136,248.

Oak Tree Farm Rural Project received a legacy of £240,000 in 2019, the Trustees have set aside an initial £170,000 of this for capital purchases. This includes the building of new toilets and office and the replacement of the thirty-year-old tractor. These purchases were put on hold due to the financial uncertainties of the pandemic.

The charity's key objective, the support of people with learning disabilities, is covered both directly and indirectly (write down of fixed assets) by an expenditure of £345,450. The largest proportion of this expenditure being a staff cost of £245,581.

### **Declaration**

The Trustees declare that they have approved the above Trustees' Report.

Signed on behalf of the Trustees

Signature

Full Name    David Folkes  
Position     Chairman  
Date          11<sup>th</sup> April 2023

Signature

Full Name    Anne Bird  
Position     Secretary  
Date          11<sup>th</sup> April 2023



<b>Total funds carried forward</b>	\$10	488,183	-	-	488,183	442,270
------------------------------------	------	---------	---	---	---------	---------

## Section B Balance sheet

	Note	Total this year £	Total last year £
		F01	F02
<b>Fixed assets</b>			
Tangible assets (Note 8)	B01	167,563	179,713
	B02	-	-
Investments (Note 9)	B03	-	-
<b>Total fixed assets</b>	B04	<b>167,563</b>	<b>179,713</b>
<b>Current assets</b>			
Stock and work in progress	B05	18,690	17,307
Debtors (Note 10)	B06	12,836	10,194
(Short term) investments	B07	210,993	228,932
Cash at bank and in hand	B08	88,640	9,460
<b>Total current assets</b>	B09	<b>331,159</b>	<b>265,893</b>
<b>Creditors: amounts falling due within one year</b> (Note 11)	B10	10,539	3,336
<b>Net current assets/(liabilities)</b>	B11	<b>320,620</b>	<b>262,557</b>
<b>Total assets less current liabilities</b>	B12	<b>488,183</b>	<b>442,270</b>
<b>Creditors: amounts falling due after one year</b> (Note 11)	B13	-	-
Provisions for liabilities and charges	B14	-	-
<b>Net assets</b>	B15	<b>488,183</b>	<b>442,270</b>
<b>Funds of the Charity</b>			
Unrestricted funds	B16	488,183	442,270
Designated funds	B17		
<b>Total unrestricted funds</b>		<b>488,183</b>	<b>442,270</b>
Restricted income funds (Note 12)	B18	-	-
Endowment funds (Note 12)	B19	-	-
<b>Total funds</b>	B20	<b>488,183</b>	<b>442,270</b>

Signed by one or two trustees on behalf of all the trustees

Signature

Date of approval

Alan Rawlings

###

**Section C****Notes to the accounts****Note 1 Basis of preparation**

*This section should be completed by all charities.*

**1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with\*  Accounting Standards;
- or  \* Financial Reporting Standards for Smaller Enterprises (FRSSE);
- and with the Charities Act 1993.

*Give details in this box if a different standard has been followed.*

\* -Tick as appropriate:

- if all relevant disclosures shown in the pack have been given then please tick “Accounting Standards”;
- if disclosures completed in these accounts have been restricted to those required by the FRSSE, then please tick “Financial Reporting Standards for Smaller Enterprises (FRSSE)”.

**1.2 Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

*Give details in this box of any material changes that have been made.*

§ if no changes have been made to accounting policies then delete these words.

**1.3 Changes to previous accounts**

No changes have been made to accounts for previous years

*Give details in this box of any material changes that have been made.*

§§ if no changes have been made to accounts for previous periods then delete these words.

**Note 2 Accounting policies**

*This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.*

**INCOMING RESOURCES**

<b>Recognition of incoming resources</b>	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> <li>the charity becomes entitled to the resources;</li> <li>the trustees are virtually certain they will receive the resources; and</li> <li>the monetary value can be measured with sufficient reliability.</li> </ul>
<b>Incoming resources with related expenditure</b>	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
<b>Tax reclaims on donations and gifts</b>	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
<b>Contractual income and performance related grants</b>	This is only included in the SoFA once the related goods or services have been delivered.
<b>Gifts in kind</b>	<p>Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.</p> <p>Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.</p> <p>Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.</p>
<b>Donated services and facilities</b>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<b>Volunteer help</b>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<b>Investment income</b>	This is included in the accounts when receivable.
<b>Investment gains and losses</b>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**EXPENDITURE AND LIABILITIES**

<b>Liability recognition</b>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<b>Grants with performance conditions</b>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<b>Grants payable without performance conditions</b>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

**ASSETS**

<b>Tangible fixed assets for use by charity</b>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<b>Investments</b>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<b>Stocks and work in progress</b>	These are valued at the lower of cost or market value.

**POLICIES ADOPTED  
ADDITIONAL TO OR  
DIFFERENT FROM THOSE  
ABOVE**

**Note 3 Analysis of incoming resources**

*Incoming resources may be further analysed if this would help the reader of the accounts.*

Analysis	Unrestricted £	restricted £	This year £	Last year £
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-

**Note 4 Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

Analysis	Unrestricted £	restricted £	This year £	Last year £
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total</b>			-	-

**Note 5** Details of certain items of expenditure**5.1 Trustee expenses**

*Please provide details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to third parties for expenses incurred by trustees. If no expenses were paid, please enter 'None' in the appropriate box(es).*

	This year	Last year
Number of trustees who were paid expenses		
Nature of the expenses		
Total amount paid	£	£

**5.2 Fees for examination or audit of the accounts**

*Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner or auditor. If nothing was paid please enter NONE in the appropriate box(es).*

	This year £	Last year £
Independent examiner's or auditors' fees for reporting on the accounts		
Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor		

## Note 6

## Paid employees

Please complete this note if the charity has any employees.

## 6.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	219,964	177,547
Employer's National Insurance costs	15,269	12,314
Pension costs	10,348	8,426
	-	-
<b>Total staff costs</b>	<b>245,581</b>	<b>198,287</b>

## 6.2 Average number of full-time equivalent employees in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
	-	-
Charitable Activities	12	11
	-	-
	-	-
<b>Total</b>	<b>12</b>	<b>11</b>

## 6.3 Defined contribution pension scheme

Please complete if a defined contribution pension scheme is operated.

Brief details of the scheme

--

	This year £	Last year £
The costs of the scheme to the charity for the year		
The amount of any contributions outstanding at the year end		
The amount of any contributions prepaid at the year end		



**Note 9 Investment assets**

*Please complete this note if the charity has any investment assets.*

**9.1 Fixed assets investments**

	£
Carrying (market) value at beginning of year	-
<b>Add:</b> additions to investments at cost	-
<b>Less:</b> disposals at carrying value	-
<b>Add/(deduct):</b> net gain/(loss) on revaluation	-
Carrying (market) value at end of year	-

*Please provide below:*

**9.2 A breakdown of the market values of investments shown above agreeing with the balance sheet row B03.**

**9.3 A breakdown of the income from investments agreeing with SOFA.**

**Analysis of investments**

	9.2 Market value at year end £	9.3 Income from investments for the year £
<b>Investment properties</b>	-	-
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	-	-
Investments in subsidiary or connected undertakings and companies	-	-
Securities not listed on a recognised Stock Exchange	-	-
Cash held as part of the investment portfolio	-	-
Other investments	-	-
<b>Total</b>	-	-

**9.4 Material investment holdings**

If any investments are material in terms of their value (for example each represents more than 5 per cent of the value of the charity's total investments) please provide details.

Investment held	Market value at year end £
	-
	-
	-
	-
<b>Total</b>	-

**Note8 Tangible fixed assets**

Please complete this note if the charity has any tangible fixed assets

**8.1 Cost or valuation**

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	242,095	115,068	36,337	-	393,500
Additions	-		26,480		-	26,480
Revaluations	-	-	-	-	-	-
Disposals	-	-	27,350	-	-	27,350
Transfers *	-	-	-	-	-	-
Balance carried forward	-	242,095	114,198	36,337	-	392,630

**8.2 Accumulated depreciation and impairment provisions**

<b>**Basis</b>	SL or RB	RB	RB	SL	SL or RB
<b>** Rate</b>		5 or 10	10	10	

Balance brought forward	-	123,360	69,981	20,446	-	213,787
Depreciation charge for year	-	8,816	6,745	1,989	-	17,550
Impairment provisions	-				-	-
Revaluations	-				-	-
Disposals	-		6,270		-	6,270
Transfers*	-	-	-	-	-	-
Balance carried forward	-	132,176	70,456	22,435	-	225,067

**8.3 Net book value**

Brought forward	-	118,735	45,087	15,891	-	179,713
Carried forward	-	109,919	43,742	13,902	-	167,563

**8.4 Revaluation**

If any fixed assets have been revalued please give details of the valuer and method of valuation

--

\* The "transfers" row is for movements between fixed asset categories.

\*\* Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

**Note 10 Debtors and prepayments**

Please complete this note if the charity has any debtors or prepayments.

Analysis of debtors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	-	-	-	-
Prepayments and accrued income	12,836.0	10,194.0	-	-
<b>Total</b>	<b>12,836.0</b>	<b>10,194.0</b>	<b>-</b>	<b>-</b>

**Note 11 Creditors and accruals**

Please complete this note if the charity has any creditors or accruals.

**11.1 Analysis of creditors**

Analysis of creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	10,539	3,336	-	-
Accruals and deferred income	-	-	-	-
<b>Total</b>	<b>10,539</b>	<b>3,336</b>	<b>-</b>	<b>-</b>

**11.2 Security over assets**

If any loan, overdraft or other creditor holds a charge or other security over any assets of the charity please provide details.

--



### Note 13 Transactions with related parties

*If the charity has any transactions with related parties (other than the trustee expenses explained in note 5) details of such transactions should be provided in this note. If there are no transactions to report, please enter "None" in the relevant boxes.*

#### 13.1 Remuneration and benefits

*Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee or other related parties by the charity or any institution or company connected with it.*

Name of trustee or related party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £

#### 13.2 Loans

*Please give details of and amounts owing to or from the charity's trustees or other related parties by the charity at the year end.*

	Name of trustee or related party	Legal authority	Amount owing	
			This year £	Last year £
Due to trustees and related parties				
Due from trustees and related parties				

#### 13.3 Other transaction(s) with trustees or related parties

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a trustee or related party has a material interest.*

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £

**Note 14****Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

**Income categories**

Donations, legacies and Grants  
Fundraising events  
Shop sales  
Interest and dividends  
fees for charitable services  
Grants for services

**Expenditure categories**

Wages, salaries, pensions and NI  
Cost of fundraising events  
Rent, rates and Insurance  
Repairs and maintenance  
Light and heat  
telephone postage and stationery  
Donations and Grants  
legal and professional fees  
bank charges and interest  
depreciation  
Insurance

To edit the lists replace existing categories on either list with the new headings you prefer to use.



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
OAK TREE FARM RURAL PROJECT

**On accounts for the year  
ended**

31 <sup>ST</sup> DECEMBER 2022	<b>Charity no (if any)</b>	1138396
--------------------------------	--------------------------------	---------

**Set out on pages**

1-15

**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022  
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:** David Rogers

**Date:** 14.08.23

**Name:** David Rogers

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant – Member of Institute of Chartered Accountants

**Address:** 3 Balliol Way

Shrewsbury
------------

SY3 6AP
---------

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

--

**OAK TREE FARM RURAL PROJECT LIMITED**

England & Wales - Charity number 1138396

---

# Accounts

---

## **Trustees' Annual Report**

for the period 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021

### **Oak Tree Farm Rural Project**

Registered Charity 1138396  
Co. Ltd by Guarantee 7343296

Oak Tree Farm Rural Project,  
Oak Cottage Farm  
Sandon Road  
Hilderstone  
Stone  
ST15 8RT

**Charity Trustees for period** – serving during the period covered above.

#### **Appointed by Members**

David Folkes            Chairman  
Janet Markwell        Vice Chairman  
Carol Blurton  
Anne Bird  
Colin Campbell  
Alan Markwell  
Simon Mountford  
Sheila Penfold  
Angela Thomas  
Paul Wyatt

#### **Appointed by Trustees**

Harry Brunt  
Ian Parry  
Bill Scarlett

#### **Patrons**

The Earl of Harrowby  
The Countess of Harrowby  
The Lord Stafford  
Monica Moreton MBE

Independent accounts examiner - David Rogers FCA  
General Manager                    - David Moreton

## **Structure, governance and management**

Oak Tree Farm Rural Project is Company Limited by Guarantee governed by a Memorandum and Articles of Association and was incorporated in August 2010. Registered with the Charity Commission in October 2010 the organisation was previously an unincorporated association and charity set up in May 1988.

Trustees/Directors are elected by the Members of the charity at the Annual General Meeting, one third of these Trustees are required to retire each year. Up to twelve Trustees are elected and three others have been appointed or co-opted by the elected Trustees. These appointed Trustees must all retire each year.

New Trustee induction involves awareness of the Trustees' responsibilities, constitution, procedures, policies, history and general 'ethos' of the charity. Trustees are required to read the pack of policies and procedures which are adopted annually. The Trustees review the risks that the charity faces annually. Currently the risks relate mainly to health and safety issues, and are managed by individual, area and process risk assessments and six-monthly health and safety meetings. There are some risks associated with employing staff which are covered by proper procedures and insurance. Trustees are also aware of threats to finances from recession, new projects, biological farming problems and possible changes in government funding or competition from other providers. The organisations Disasters and Emergency Plan anticipated large-scale absences due to illness but did not anticipate a crisis of the scale of the 2020/21 Coronavirus Pandemic.

The current priority is to develop new toilet and office facilities in order to maintain the safety of beneficiaries and visitors. This is dependent on returning to a stable financial position following the lifting of coronavirus restrictions and re-establishing regular income streams. Our insurers carry out an independent review of risk periodically.

## **Objectives and Activities**

The objects of the charity set out in the Memorandum and Articles of Association are 'the support of people with learning disabilities and difficulties through activities and of vocational training in horticulture, agriculture, catering, pottery and associated rural activities.'

The main activities relating to these objects are the provision of training and supported occupation for adults with learning disabilities known as 'Team Members'. The setting for these activities is primarily a 15-acre small holding with a horticultural unit growing plants and flowers. The holding also has beef cattle and poultry and from time-to-time pigs. A fully equipped pottery on site produces garden pots and other ceramics. The 'Oak Leaf Tea Room' has established itself as a destination for visitors, including those with disabilities, as well as providing further opportunity for Team Members. 'Acorn Garden

Services', a division of the farm project, carries out gardening work in the community, which helps those individuals with the potential of gaining sheltered employment. 'Branching Out' is a related scheme to give opportunity to less able Team Members to work off site and access community activities.

The Charity's staff team is headed by a General Manager who has regular contact with Trustees. The team consists of a Team Member Coordinator, four Project Assistants (three full time equivalents), a part time Pottery Instructor, a Team Leader for Acorn Garden Services, a Retail Catering Manager, Cook and two part time Assistants for the Oak Leaf Tea Room and an Admin/Finance Coordinator. A Cleaner completes the staff team.

In addition, volunteers have a vital role providing additional support to Team Members with disabilities and offering time, expertise and experience to the Charity. All staff and volunteers undertake Disclosure and Barring Service checks.

### **Achievements and Performance**

These facilities and human resources along with the activities listed below were disrupted during the year because of the various measures taken in response to the Coronavirus Pandemic. The Charity offered eighty-six day places each week for people with learning disabilities during 2021, normal attendance is two days a week. Fifty-four individuals regularly benefited from the farm's activities. On-site provision was substituted with remote support during the 'lockdown' closures, for those who chose not to attend or were advised not to due to being extremely clinically vulnerable. This remote support was tailored to the individual and consisted of weekly welfare calls, Zoom sessions, a closed Facebook group, a closed Facebook Messenger group, monthly newsletter, deliveries of resources, doorstep visits etc. A limited number of Team Members attended on site during 'lockdowns' on a one-to-one basis.

To enable Team Members to attend in person the site and operating procedures were made 'Covid 19 secure'. Social distancing, PPE, hand hygiene, cough/sneeze etiquette, cleaning procedures, one-way systems, reduced numbers, virus testing, isolation etc. were used for infection control and detailed in a comprehensive risk assessment. Team Members happily accepted these measures and, because most activities are outside and there is ample space in buildings, greenhouses etc, we believe there was no transmission of the virus at Oak Tree Farm.

During 2021, twenty-five Team Members were funded by Direct Payments, six by local authority agreements and nineteen by other agencies. In addition, four were funded by internal fundraising activities; the charity supported them. In normal times six are permanent 'Acorn Garden Services' Team Members, fourteen work regularly in the 'Oak Leaf Tea Room' and well over twenty are involved in 'Branching Out'.

In normal times the main activities are growing basket and bedding plants, perennials, vegetables and cut flowers, and planting hanging baskets, all targeted at public events, however these were not held in 2021. The Pottery produces slip cast, hand built and thrown wares. Fettling, decorating, glazing and firing are all done on site, along with associated reclaiming and designing. Plants and pottery 'kits' were delivered to Team Members during 'lockdowns', as were craft projects, colouring, word searches, activities etc.

In addition to their core activities, Team Members normally assist at the public events, help in the shop, run coffee mornings and welcome visitors. This promotes ownership and pride in their achievements. Team Members were involved in the Advent Windows event in Stone town centre. Team Members artwork was used for the window display and a number attended the unveiling. Unfortunately, the Team Members Annual trip and Bikeathon fundraiser were not possible in 2021.

'Acorn Garden Services' Team Members provide gardening services to local elderly, churches and businesses. The team has an ongoing link with The National Trust at Biddulph Grange and the Team were able to continue this during 2021 as it was limited to a one-to-one basis. The 'Branching Out' team restarted their volunteer work in the gardens at Sandon Hall in the late summer.

The Team Members' own newsletter, produced entirely by them, 'The Cowpat' was replaced during the pandemic closures by a new publication, 'Custard's Quacks'. This was named by the Team Members and featured their pictures, contributions and news and produced by a member of staff. 'The Cowpat' was restarted as Team Members returned to the farm and includes news, features, jokes and a recipe.

The Oak Leaf Tea Room's menu includes lunches, cream teas, specials as well as drinks and ice cream. The tea room was closed to visitors for most of the 2021 period. When Team Members were able to attend, they did baking, jam making and supplied hot drinks for all those on site. Baking 'kits' were sent out as activities for Team Members, and the tea room kitchen was used on many of the Zoom sessions. The kitchen was refurbished during this time, a new dishwasher, grill and hobs were installed, and the layout was improved.

The Dayroom was altered substantially to improve ventilation and space. The ceiling was raised, an internal wall removed and the main access door widened.

## **Financial Review**

### **Reserves**

The Trustees policy is to hold reserves of at least £100,000. This would be sufficient to cover the Charity's wind-up costs in the event of an unforeseen

disaster. This figure includes the worst case of two years rent in lieu of notice, the redundancy of current staff and half of the three months running costs likely to be needed to wind up the charity. The reserves policy will be reviewed annually to take account of any changing circumstances. The level of reserve was £228,932 at the end of 2021 and is kept in a CAF account.

## **Sources of Funds and Expenditure**

The principal sources of funds for 2021 are split into two, the sale of services and products £177,006 and donations and fundraising £37,505.

Oak Tree Farm Rural Project received a legacy of £240,000 in 2019, the Trustees have set aside an initial £170,000 of this for capital purchases. This includes the building of new toilets and office and the replacement of the thirty-year-old tractor. These purchases were put on hold due to the financial uncertainties of the pandemic. The cost of them is likely to have risen over time.

The charity's key objective, the support of people with learning disabilities, is covered both directly and indirectly (write down of fixed assets) by an expenditure of £266,303. The largest proportion of this expenditure being a staff cost of £198,287.

## **Declaration**

The Trustees declare that they have approved the above Trustees' Report.

Signed on behalf of the Trustees

Signature

Full Name David Folkes  
Position Chairman  
Date 12<sup>th</sup> April 2022

Signature

Full Name Anne Bird  
Position Secretary  
Date 12<sup>th</sup> April 2022





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
OAK TREE FARM RURAL PROJECT

**On accounts for the year  
ended**

31<sup>ST</sup> DECEMBER 2021

**Charity no  
(if any)**

1138396

**Set out on pages**

1-15

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:** David Rogers

**Date:** 06/09/2022

**Name:** David Rogers

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant – Member of Institute of Chartered Accountants

**Address:** 3 Balliol Way

Shrewsbury

SY3 6AP

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

--

**OAK TREE FARM RURAL PROJECT LIMITED**

England & Wales - Charity number 1138396

---

# Accounts

---



## **Structure, governance and management**

Oak Tree Farm Rural Project is Company Limited by Guarantee governed by a Memorandum and Articles of Association and was incorporated in August 2010. Registered with the Charity Commission in October 2010 the organisation was previously an unincorporated association and charity set up in May 1988.

Trustees/Directors are elected by the Members of the charity at the Annual General Meeting, one third of these Trustees are required to retire each year. Up to twelve Trustees are elected and three others have been appointed, these Trustees have been appointed or co-opted by the elected Trustees. These appointed Trustees must all retire each year.

New Trustee induction involves awareness of the Trustees' responsibilities, constitution, procedures, policies, history and general 'ethos' of the charity. Trustees are required to read the pack of policies and procedures which are adopted annually. The Trustees review the risks that the charity faces annually. Currently they relate mainly to health and safety issues, and are managed by individual, area and process risk assessments and six-monthly health and safety meetings. There are some risks associated with employing staff which are covered by proper procedures and insurance. Trustees are also aware of threats to finances from recession, new projects, biological farming problems and possible changes in government funding or competition from other providers. The organisations Disasters and Emergency Plan anticipated large-scale absences due to illness but did not anticipate a crisis of the scale of the 2020 Coronavirus Pandemic.

The current priority is to develop new toilet and office facilities in order to maintain the safety of beneficiaries and visitors. This is dependent on the countrywide restrictions being lifted and the charity emerging from the 2020 Coronavirus Pandemic without a significant change to its financial circumstances. Our insurers carry out an independent review of risk periodically.

## **Objectives and Activities**

The objects of the charity set out in the Memorandum and Articles of Association are 'the support of people with learning disabilities and difficulties through activities and of vocational training in horticulture, agriculture, catering, pottery and associated rural activities'.

The main activities relating to these objects are the provision of training and supported occupation for adults with learning disabilities known as 'Team Members'. The setting for these activities is primarily a 15 acre small holding with a horticultural unit growing plants and flowers. The holding also has beef cattle and poultry and from time-to-time pigs. A fully equipped pottery on site produces garden pots and other ceramics. 'Acorn Garden Services', a division

of the farm project, carries out gardening work in the community, which helps those individuals with the potential of gaining sheltered employment. The 'Oak Leaf Tea Room' has established itself as a destination for visitors, including those with disabilities, as well as providing further opportunity for Team Members. 'Branching Out' is the organisations scheme to enable less able Team Members to work off site and access community activities.

The Charity's staff team is headed by a General Manager who has regular contact with Trustees. The team consists of a Team Member Coordinator, four Project Assistants (Three full time equivalents), a part time Pottery Instructor, a Team Leader for Acorn Garden Services, a Retail Catering Manager, Cook and two part time Assistants for the Oak Leaf Tea Room and an Admin/Finance Coordinator. A Cleaner completes the staff team.

In addition, volunteers have a vital role providing additional support to Team Members with disabilities, offering time, expertise and experience to the Charity. These staff and volunteers undertake Disclosure and Barring Service checks.

### **Achievements and Performance**

These facilities and human resources along with the activities listed below were only realised during part of the year because of the various measures taken in response to the **Coronavirus Pandemic**. The Charity offered ninety-eight day places each week for people with learning disabilities during 2020, normal attendance is two days a week. Fifty-seven individuals regularly benefited from the farm's activities. On-site provision was substituted with remote support during the 'lockdown' closures, for those who chose not to attend or were advised not to due to being extremely clinically vulnerable. This remote support was tailored to the individual and consisted of weekly welfare calls, Zoom sessions, a closed Facebook group, a closed Facebook Messenger group, monthly newsletter, deliveries of resources, doorstep visits etc. A very limited number of Team Members attended on site during 'lockdowns' on a one-to-one basis.

To enable Team Members to return to attending in person the site and operating procedures were made 'Covid 19 secure'. Social distancing, PPE, hand hygiene, cough/sneeze etiquette, cleaning procedures, one-way systems, reduced numbers, virus and antibody testing, isolation etc. were used for infection control and detailed in a comprehensive risk assessment. Twenty-nine Team Members were funded by Direct Payments, seven by local authority agreements and seventeen by other agencies. In addition, four were funded by internal fundraising activities; the charity supported them. In normal times eight are permanent 'Acorn Garden Services' Team Members, seventeen work regularly in the 'Oak Leaf Tea Room' and well over twenty are involved in 'Branching Out'.

In normal times the main activities are growing basket and bedding plants, perennials, vegetables and cut flowers, and planting hanging baskets, all targeted at public events, these were not held in 2020. Plug plants were

delivered to some Team Members during 'lockdown' to keep them busy and all Team Members received plants, compost and hanging baskets to construct and look after. Oak Tree Farm also gave plants to twenty-three other similar organisations working with people with disabilities, special schools, care homes and former Team Members. This was for the wellbeing of people isolating, children of essential workers and residents, to give them an activity focus and improve their immediate environment.

The Pottery produces slip cast, hand built and thrown wares. Fettling, decorating, glazing and firing are all done on site, along with associated, reclaiming and designing. Pottery 'kits' were delivered to Team Members during 'lockdowns', as were craft projects, colouring, word searches, activities etc.

In addition to their core activities, Team Members normally assist at the public events, help in the shop, run coffee mornings and welcome visitors. This promotes ownership and pride in their achievements. Team Members were involved in the Advent Windows event in Stone town centre, albeit they were unable to attend as normal. Team Members artwork was used for the window display and the event opening was held online. Unfortunately, the Team Members Annual trip and Bikeathon fundraiser were not possible in 2020.

'Acorn Garden Services' Team Members provide gardening services to local elderly, churches and businesses. The team has an ongoing link with The National Trust at Biddulph Grange, the Team were able to continue this in a restricted way between lockdowns, again it was limited to a one-to-one basis.

The Team Members' own newsletter, produced entirely by them, 'The Cowpat' was replaced during the pandemic closures by a new publication, 'Custard's Quacks'. This was named by the Team Members and featured their pictures, contributions and news but was produced by a member of staff. It was distributed monthly.

The Oak Leaf Tea Room's menu includes lunches, cream teas, specials as well as drinks and ice cream. The tea room was closed to visitors for all of the 2020 pandemic period. When Team Members were able to attend, they did baking, jam making and supplied hot drinks for all those on site. Baking 'kits' were sent out as activities for Team Members, and the tea room kitchen was used on many of the Zoom sessions.

A planned 'Midsummer Music' event was also postponed until it can be held safely in the future year.

## **Financial Review**

### **Reserves**

The Trustees policy is to hold reserves of at least £80,000. This would be sufficient to cover the Charity's wind-up costs in the event of an unforeseen disaster. This figure includes the worst case of two years rent in lieu of notice, the redundancy of current staff and half of the three months running costs likely to be needed to wind up the charity. The reserves policy will be reviewed annually to take account of any changing circumstances. The level of reserve was £245,903 at the end of 2020 and is kept in a CAF account.

### **Sources of Funds and Expenditure**

The principal sources of funds for 2020 are split into two, the sale of services and products £193,144 and donations and fundraising £32,294.

Oak Tree Farm Rural Project received a legacy of £240,000 in 2019, the Trustees have set aside an initial £170,000 of this for capital purchases. This includes the building of new toilets and office and the replacement of the thirty year old tractor, these purchases were put on hold due to the financial uncertainties of the pandemic. The cost of this is likely to have risen over time.

The charity's key objective, the support of people with learning disabilities, is covered both directly and indirectly (write down of fixed assets) by an expenditure of £303,908. The largest proportion of this expenditure being a staff cost of £216,945.

### **Declaration**

The Trustees declare that they have approved the above Trustees' Report.

Signed on behalf of the Trustees

Signature

Full Name    David Folkes  
Position     Chairman  
Date          8<sup>th</sup> April 2021

Signature

Full Name    Anne Bird  
Position     Secretary  
Date          8<sup>th</sup> April 2021





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
OAK TREE FARM RURAL PROJECT

**On accounts for the year  
ended**

31<sup>ST</sup> DECEMBER 2020

**Charity no  
(if any)**

1138396

**Set out on pages**

1-15

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:** David Rogers

**Date:** 17/8/21

**Name:** David Rogers

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant – Member of Institute of Chartered Accountants

**Address:** 3 Balliol Way

Shrewsbury

SY3 6AP

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

--