

PETT LEVEL PRESERVATION TRUST

TRUSTEES ANNUAL REPORT

31/08/22 – 31/08/23



1.0 ADMINISTRATIVE DETAILS

Charity Name – Pett Level Preservation Trust (PLPT)

Charity Registration Number - 1164637

Address of the principal office – The Edge, Toot Rock, Pett Level TN35 4EN

PLPT Trustees over the period of this report:

	Name
1	Cliff Dean
2	Zana Duthie
3	Lois Hall (Resigned March 2022)
4	John Newton
5	Cedric James (resigned December 2022)
6	Martin King
7	Keith Swallow
8	Paul Jordan (resigned March 2023)
9	Theresa Noutch
10	Katrina Julian
11	Jo Mayne
12	Sue Harris (Treasurer)
13	Joanna Felton

2.0 STRUCTURE, GOVERNANCE AND MANAGEMENT

The PLPT is a Charitable Incorporated Organisation (CIO)

The PLPT was constituted on 26th January 1974 by Deed of Trust.

The Charity is managed by 11 trustees who meet quarterly. There is also a Friends of PLPT group which is an annual subscription-based organisation¹. All Trustees are members of the Friends Group but the Friends Group has no powers of governance – it is a support group only. The PLPT does not employ staff.

Method for the recruitment and appointment of new trustees – Candidates can approach any Trustee to express an interest or apply in writing to the Chair. Candidates are recommended to a Trustees meeting by that Trustee or the Chair. The applicant's suitability as a Trustee is discussed and if approved, a formal offer of becoming a Trustee is made to the candidate. Trustees are elected to particular posts (e.g. Chair, Treasurer etc.) on an open vote of Trustees held at one of the quarterly meetings. The PLPT operates within a maximum of 15 and minimum of 10 Trustees.

PLPT decision-making process – overarching decisions are made at the quarterly meetings of the Trustees. Details of implementation are usually left to two or more officers with responsibility for that particular aspect of the Trusts work e.g. land management.

¹ It was agreed at the September 2017 Trustees meeting that Life subscription would no longer be offered except as an honorary title.

3.0 FINANCIAL REVIEW

All money raised by the Trust whether by fund raising, grant aid, membership fees from the Friends Group or any other means is spent on furthering the Trust's activities, which are as follows

PRESERVATION OF 24 ACRES OF LAND AT PETT LEVEL INCLUDING HABITAT DIVERSIFICATION THROUGH CLEARING SCRUB AND CARRYING OUT OTHER MAINTENANCE FOR THE BENEFIT OF THE PUBLIC AND FOR GENERAL ACCESS

See Annex 1 Financial Statement

The PLPT policy is to retain a minimum of £5000 as a Reserve Fund.

4.0 PUBLIC BENEFIT STATEMENT

The PLPT Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

5.0 OBJECTIVES AND ACTIVITIES

The objects of the PLPT are as follows

(1) TO PRESERVE THE LAND AT PETT LEVEL OUTLINED AND ETCHED IN RED ON THE ATTACHED PLAN FOR THE PERMANENT BENEFIT OF THE PUBLIC GENERALLY

(2) TO PROMOTE THE BREEDING OF WILD BIRDS, ANIMALS AND INSECTS WHICH ARE HARMLESS, BEAUTIFUL OR LIKELY TO BECOME EXTINCT

Part of the PLPT land is within the Pett Level Site of Special Scientific Interest (SSSI) and PLPT has an agreement with Natural England regarding the management of this particular area of land.

6.0 ACHIEVEMENTS AND PERFORMANCE

In the 12 months covered by this report (31 August 2022 to 31 August 2023) the PLPT:

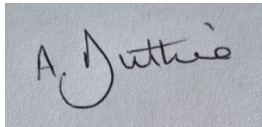
- Held three Trustee meetings (12 September 2022, 9 December 2022, 10 March 2023, 9 June 2023)
- Seven volunteer land management days resulting in c100 volunteer hours being contributed.
- Employed contractors over c5 days to remove scrub, mow rough grassland with machinery and maintain public access.
- Maintained notices denoting PLPT land ownership on gates and fences.
- Maintained a website www.pettlevelpreservationtrust.org and Facebook account
- Contributed articles to Pett Parish News and published an annual members newsletter.
- Ran a stall at the Pett Village Flower Show
- Raised £14,178 in memberships, fundraising, payments and donations towards key PLPT projects and management.
- Liaised with local residents and landowners regarding tree and land management.

- Liaised with adjoining landowners and neighbours regarding access, land management and other issues
- See Activity Report in Annex 3 for further details.

These activities contributed to the effective management of the PLPT estate including complying with requirements set by Natural England in regard to those areas of land that are designated as SSSI. Accordingly, it preserved and diversified the wildlife interest of the estate enhancing its benefit to local people and visitors to the area, and helping to raise their understanding of the importance of the area and its contribution to sustainability.

This is a true and accurate record of the Trusts constitution and activities reviewed and approved by Trustees.

Zana Duthie
Chair

A handwritten signature in black ink that reads "A. Duthie". The signature is written in a cursive style with a large, looped initial 'A'.

John Newton
Trustee

A handwritten signature in black ink that reads "John Newton". The signature is written in a cursive style with a large, looped initial 'J'.

Annex 1 - Financial Statement

The accounts and financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with:

- The charity's governing document;
- Accounting and Reporting by Charities: Statement of Recommended Practice;
- the Financial Reporting Standard for Smaller Entities (FRSSE)
- the Charities Act 2011
- UK Generally Accepted Practice

insofar as they apply to the charity and its Trustees' Annual Report & Financial Statements.

Finance Update

The Trust raised £5283 during the October 2022 – September 2023 financial year. As usual this was raised through the generosity of our supporters, either by membership subscriptions or donations, and our fundraising activities. No grants were received during the year. The fundraising comprised the annual postcard competition and a Disco, held at the New Beach Club. The latter being a joint event raising funds for Cancer Research, Pett Church and the Pett Level Preservation Trust. Trust members' annual subscriptions and donations raised £3060.

There were no new grant applications during this year. £1000, being Year 4 of the 5 years Garfield Weston Foundation grant, was used to support land management.

The Trust's total expenditure for the year was £2548. The purchase of a scythe bar mower during the previous year, together with our faithful band of volunteers, helped to reduce the need for contractors for some of the routine land management activities including scrub clearance and maintaining pathways, however the Trust still needed to pay for the grass cutting and other fundraising activities costs and Trust administration. As costs continue to rise, the maintenance of the Trust land continues to be a challenge.

The Trust began the new financial year in October 2023 with funds of £20,919, including our £5,000 'reserve' fund held for future large and unexpected expenses.

Receipts & Payments Accounts

Year: 01/09/202 31/08/2023
CIO Name: 2
CIO Number: Pett Level Preservation Trust
1164637

	Current Account	Reserve Account	Total Cash funds
Opening balances	13096	5087	18183
Receipts 2022-23			
Fundraising	904	13	
Payments	304		
Members & Donations	3060		
Grants	1000		
Bank Interest		3	
Receipts subtotal:	5268	16	
Asset & Investment sales	0	0	
Receipts Total:	5268	16	

Payments 2022-23	Current Account	Reserve Account	Total Cash Funds
Insurance cover	388		
Admin costs	36		
Land management info & publicity	2014		
Fundraising costs	110		
projects			
Subtotal	2548	0	
Total Payments	2548	0	
Net of Receipts/(payments)	2720	16	
Balances at this	15816	5103	20919

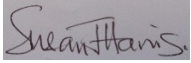
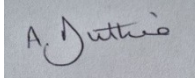
year end			
-----------------	--	--	--

Assets & Liabilities

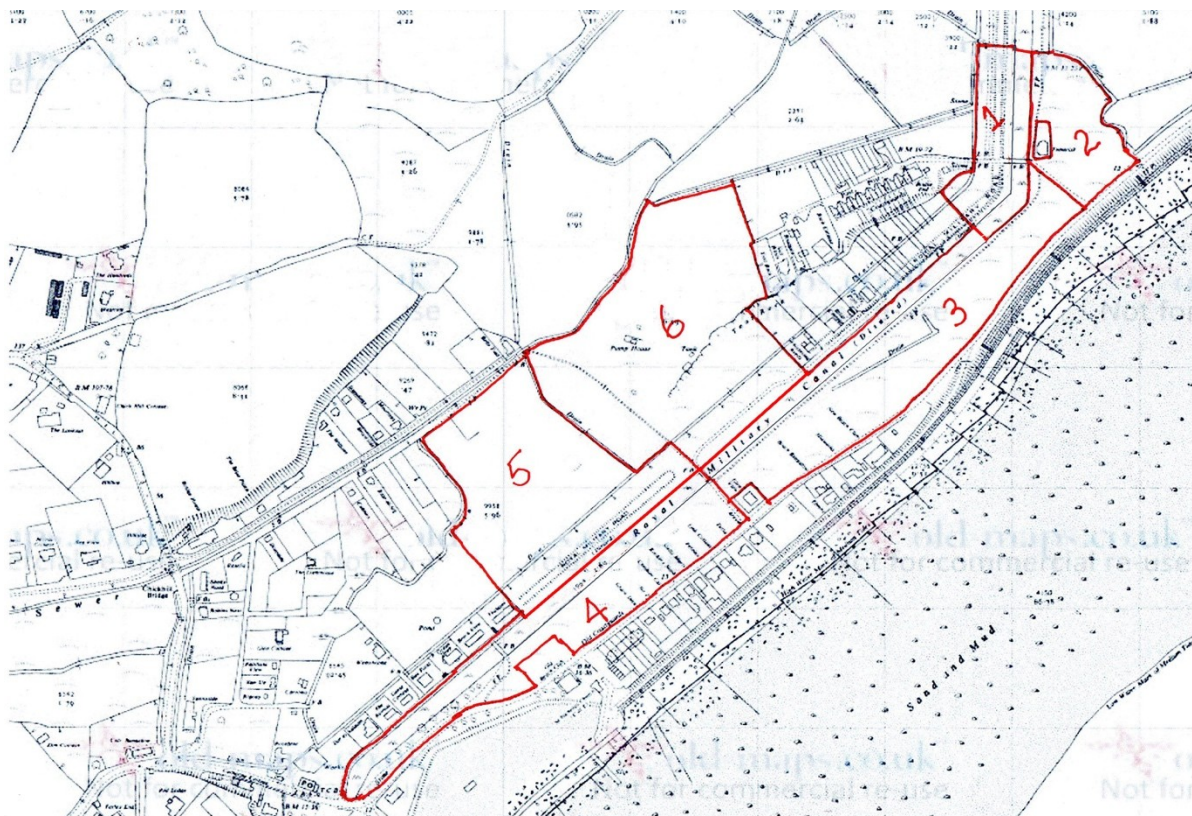
Other Monetary Assets	0
Investment Assets	0
Assets's retained for PLPT own use	1349
Liabilities	0
Debts outstanding secured by charge on PLPT assets	No outstanding debts
Potential liability associated with any outstanding guarantees given	None given

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

PLPT Trustees

Name: SUSAN J HARRIS	Signature: 
Name: ALEXANDRA DUTHIE	Signature: 
Date: 09/12/2023	

Annex 2 Plan of PLPT Land Holding showing management compartments



Annex 3 – PLPT Activity Report

MIDDLE BRIDGE

Throughout the year involvement with the rebuilding of Middle Bridge with local residents and appointed contractor.

SEPTEMBER 2022

Compartment 1.

Rake arisings from mowing. Cut sycamore. Cut back growth beside tarmac road. Build bonfire to burn when wind direction more favourable

OCTOBER 2022

Compartment 4

Compartment 2 and 3 Contractor employed to cut rough grassland
Clearing re-growth round pond.

NOVEMBER 2022

Compartment 4

Meeting held with Natural England who were very supportive of Trusts work.

Christmas stall and sale of Christmas Cards

DECEMBER 2022

Volunteer work party cleared invasive scrub from the old tennis court and around the piers to Middle Bridge.

Work party with local residents to open up footpath through to Chick Hill

JANUARY 2023

Volunteer Work Party

FEBRUARY 2021

Volunteer Work Party

MARCH 2023

Compartments 2 and 3

Alexanders cut back by volunteers using Trusts machine

Involvement with Pett Level Flood Group

APRIL 2023

Annual Meeting held

MAY 2023

Annual Trust Newsletter printed & distributed

JUNE 2023

Vandalism of Observation Post on Toot Rock with metal gate being damaged

JULY 2023

PLPT stand at the Pett Village Flower Show

AUGUST 2023

Compartments 4 Mowing fringes of footpath to enable access by public.

The major management work was undertaken in September 2022 when a contractor was employed to cut, using specialist machinery, various sections of Compartment 2 and 3 (see plan attached Annex 2) and the arisings collected (see photographs 1-4 Annex 3). This work was carried out over 1 day. The one slight change adopted this year was that the collection of arisings was focused on those areas that were considered likely to benefit the most from the conservation work. This regime will continue for at least the next 2 years thanks to the support of the Garfield Weston Foundation grant.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
PETT LEVEL PRESERVATION TRUST

No (if any)
1164637

CC16a

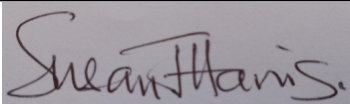
Receipts and payments accounts

For the period from	Period start date 9/1/2022	To	Period end date 8/31/2023
------------------------	-------------------------------	----	------------------------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
FUNDRAISING	916	-	-	916	-
MEMBERS	530	-	-	530	-
DONATIONS	2,530	-	-	2,530	-
GRANTS	1,000	-	-	1,000	-
OTHER INCOME	304	-	-	304	-
INTEREST RECEIVED	4	-	-	4	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	5,284	-	-	5,284	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,284	-	-	5,284	-
A3 Payments					
LAND MANAGEMENT	2,014	-	-	2,014	-
INSURANCE	388	-	-	388	-
PRINTING	110	-	-	110	-
HALL HIRE - AGM	36	-	-	36	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	2,548	-	-	2,548	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	2,548	-	-	2,548	-
Net of receipts/(payments)	2,736	-	-	2,736	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	18,182	-	-	18,182	-
Cash funds this year end	20,918	-	-	20,918	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CURRENT ACCOUNT	20,918	-	-
			-	-
		-	-	-
	Total cash funds	20,918	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	SCYTHE MOWER (21/22)		1,349	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			SUSAN J HARRIS	12/9/2023

A. Duthie

ALEXANDRA DUTHIE

12/9/2023