

# **Friends of Gledhow Valley Woods**

(CIO Number:1169599)

## **Trustees Annual Report & Financial Statements for the year ending**

**31st December 2020**

# **outsourc**

Charity accounts preparation &  
independent examination service

# **Friends of Gledhow Valley Woods**

(CIO Number:1169599)

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# Trustees' Annual Report

From: 01/01/2020

To: 31/12/2020

Charity's full name

*Friends of Gledhow Valley Woods*

Registered Charity number

**1169599**

## Objectives and activities

### Summary of the purposes of the charity set out in its governing document

1) To promote the conservation, protection and enhancement of the physical and natural environment of the area known as Gledhow Valley Woods in north Leeds ("the Woods") for the benefit of the general public, including in particular by:

- (a) protecting the natural beauty of the Woods,
- (b) maintaining and improving facilities within the Woods, such as paths and seating,
- (c) promoting biodiversity in the Woods,
- (d) increasing public awareness of the Woods and their conservation, protection and enhancement, and reflecting the opinions and concerns of the wider community in relation to the Woods,
- (e) acting to prevent development in the Woods where such development may be considered damaging the Woods, its flora and fauna or its value as a community amenity,
- (f) working with other groups that have an interest in, control over or responsibility for the Woods in furtherance of the objects of FGVW, including relevant public authorities and other local community groups.

2) To engage in any activities which in the reasonable opinion of the Trustees are conducive, ancillary or incidental to any of the above.

### Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

- (a) FGVW have continued to work with the main land owners, Leeds City Council and the Wades Charity to implement the management plan and remove the increasing amount of litter and fly tips.
  - (b) FGVW own a field in the Woods, called Beck Pasture, and we are managing it as a wild flower meadow to improve biodiversity.
  - (c) FGVW hold monthly action mornings doing a varied range of projects from footpath repair to scything the meadows.
  - (d) The management plan is implemented to improve the biodiversity. FGVW manage 6 wild flower meadows and work to eradicate/control invasive species.
  - (e) THE FGVW annual Fun Day promotes and attracts feedback on the work of the charity. The event was attended by over 1000 local people.
  - (f) The 17th Century Bath House, though not owned by FGVW, is opened each year on the Heritage Open weekend in September.
  - (g) The FGVW website is the main provider of information about the group and its activities. Contact with FGVW supporters is by regular e-mails.
  - (h) FGVW liaise with the private landowners where necessary.
  - (i) The Trustees, Steering group and any project teams liaise with various public bodies, including the main landowners the Wades Charity and Leeds City Council. We are in regular contact with council sectors, Parks and Countryside, Forestry, Land Drainage and Flood Risk Management.
  - (j) There have been regular Partners meetings to oversee the project to desilt Gledhow lake, with attendees from Leeds City Council, Groundwork and the Wades Charity.
  - (k) FGVW also consults with outside bodies, including Yorkshire Water, the Woodland Trust, Ebsford Environmental, Legacy Habitat Management.
  - (l) FGVW also has a community engagement programme, associated with the lake project and this has involved linking with 3 local primary schools, arts organisations, TCV, a local community centre and numerous other.
- The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

## Achievements and performance

### Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

Whilst our achievements in 2020 have been limited by the constraints of the pandemic, the woods have provided a fantastic resource for the local community in the various lockdowns. The footpaths created by FGVW over the 25

years of our existence have been used by huge numbers of local people and we have been thanked on numerous occasions by the users for providing and maintaining accessible paths. It has been very gratifying to see the local community enjoying the woods, which have provided an escape from the stresses of the pandemic and its restrictions and has no doubt benefitted well-being on a huge scale. So, whilst direct and planned community engagement associated with the HLF lake project has been on hold, we feel that the local community re-discovered and engaged with the Gledhow Valley in 2020.

We managed to hold 6 action mornings in 2020. Pre pandemic, we did more work on the path round the lake and topped up the dead hedge between the main path and the lake. Later in the year, when we felt able to re-stage action mornings, the work concentrated on the vital annual tasks of cutting and raking the wild flower meadows. This we achieved over 4 months, with the help of Ian Henderson from Legacy Habitat and our band of volunteers.

It is quite an achievement to maintain the annual cycle necessary for the meadows to thrive. The FGVW owned Beck Pasture was cut and raked into lines by Ian, using a modern motorised scythe with appropriate attachments. This led us to locate a second hand cutting machine which we have purchased to make the cutting and raking easier for us to carry out. Following up on work in 2019, a further area of Beck Pasture was closely cut, raked, scarified and seeded with a mix of wild flower seed containing a great proportion of Yellow Rattle seed.

The small pond next to Audrey's meadow was re created using a grant from the Leeds Parks Fund. Volunteers also carried out footpath repairs, path clearance and management work on the lake meadows on a regular basis throughout the year, along with a few sessions of Balsam bashing in June/July to keep the Himalayan import at bay. The action mornings were limited to a maximum of 30 people to achieve safety for the attendees and the users of the Woods. Diane Kitto, once again provided delicious cakes, buns and other treats for our volunteers and Joan and Mervyn Clayton brought along the tables, protective equipment, cleaning materials, all the necessary signing in sheets, risk assessments, job allocations and everything else for a successful, safe work morning. The action mornings wouldn't happen without the support they all provide.

So, looking at 2020, whilst we weren't able to organise a Fun Day, or a Lake Celebration event or open the Bath House for the heritage open weekend or attend any events to publicise our work and sell merchandise, we feel that we kept things ticking over and still had a successful year but for very different reasons to that of a normal year. Our work over the previous 24 years of our existence has made Gledhow Valley Woods more accessible and attractive and thus, they were a sanctuary for those daily walks and helped the local community to survive a very difficult year. So many people, ourselves included, have benefitted from the tranquility and beauty of its natural world, so despite the horrors of the pandemic, it was rewarding to see the woods being so well used and appreciated.

### **Additional Information**

The Charity seeks to produce the best financial return within an acceptable level of risk. As assets are expected to be spent over the accounting period, preservation of capital is of paramount importance. In pursuit of this, the Operating Reserve will be held in an interest bearing account subject to the risk considerations set out at section 3.

The Charity's assets will be held in cash.

The Charity will place cash only with banks and building societies that are authorised to accept deposits by the Prudential Regulation Authority and the Financial Conduct Authority. Cash held with any institution will not exceed the levels of deposits covered by the Financial Services Compensation Scheme, currently £85,000.

Opening or closing of bank and building society accounts must be authorised by the Trustees, a power which is not at the present time delegated.

Cash needed for the day to day running of the Charity will be held in an instant access, current or deposit account.

At the period end (31/12/2020) the FGVW has healthy levels of cash reserves available with a current account balance of £27,013 a Deposit account balance of £3,295 and Petty Cash balance of £36 totalling cash reserves of £30,344. Of this total balance £6,998 is ring-fenced for the NHLF funded lake/community project, £7,818 is ringfenced for non-NHLF lake work and £15,528 is in general unallocated funds. Total income (£3,213) from grant awards, donations, merchandise sales and interest and total expenditure (£13,395) are significantly lower than the prior 2017-2018 accounting period due to the Covid-19 pandemic..

### **Statement explaining the policy for holding reserves stating why they are held**

The purpose of the Reserves Policy for FGVW is to ensure stability of the ongoing operations of the charity.

Reserves are intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding or uninsured losses. The reserves may also be used for one-time, non-recurring expenses that will build long-term capacity, such as investment in infrastructure.

Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of FGVW for reserves to be used and replenished within a short period of time. The Reserves Policy will be implemented in concert with other governance and financial policies of FGVW and is intended to support the goals and strategies determined by the Trustees.

The target Minimum Operating reserve has been set at £1000, being equal to one years insurance premium and likely legal fees to deal with any transfer of the land asset on winding up. At this stage, the charity does not have set or predictable operating expenses and financial commitments which need to be accounted for in the Operating Reserve.

An additional sum will be held as part of the Operating reserve to account for costs incurred should a major event such as the Fun day be cancelled. This will be calculated as the average costs of the three preceeding Fun days.

#### **Reasons for holding zero reserves**

N/A

#### **Funds materially in deficit**

None

#### **Explanation of any uncertainties about the charity continuing as a going concern**

None

### **Structure, governance and management**

#### **Description of the charity's trusts**

**Type of governing document** Constitution

**How the charity is constituted** CIO

**Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees** Trustees must be drawn from the membership of the CIO

**Other names the charity is known by** FGVW

**Charity's principal address** 83, Gledhow Park Avenue  
Leeds

Yorkshire

Postcode LS7 4JL

#### **Names of the trustees who manage the charity**

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Martin Calvert	Chair		
Steve Jones-Blackett	Treasurer		
Adrian Coltman			
Naomi Watts-Kitto			

#### **Names and addresses of advisers**

Type of adviser	Name	Address
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**Independent Examiner** Karen Wood ACMA Outsource Accounting Services & IE's  
Hiscox Building, Peasholme Green  
York  
YO1 7PR

**Bankers** HSBC 108 Harrogate Road  
Chapel Allerton  
Leeds  
LS7 4NU

<b>Declaration</b>
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**The trustees declare that they have approved the Trustees Annual Report and Accounts**

**Signed on behalf of the charity's trustees**

**Signature** 

**Full Name** Martin Calvert

**Position** Chair

**Date** 23 / 4 / 2021

**Independent examiner's report to the trustees of Friends of Gledhow Valley Woods**

I report on the accounts of: **Friends of Gledhow Valley Woods**  
for the period ended: **31st December 2020** which are set out on pages 6 to 8.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Charity'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**

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

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

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.



**Karen Wood (ACMA)**  
Outsource independent examination  
service  
The Hiscox Building  
Peasholme Green  
York YO1 7PR

30/04/2021

**Date:**

**Friends of Gledhow Valley Woods**  
(CIO Number:1169599)

<b>Receipts &amp; payments accounts for the 13 months to:</b>	<b>31st December 2020</b>
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	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
<b>Receipts</b>				
Grants received	-	2,500	2,500	50,141
Donations	520	-	520	895
Events	-	-	-	5,355
Merchandise sales	105	-	105	1,105
Member subscriptions	55	-	55	60
Bank interest	33	-	33	45
<b>Total receipts</b>	<b>713</b>	<b>2,500</b>	<b>3,213</b>	<b>57,601</b>
<b>Payments</b>				
Hedge & flower planting	1,819	508	2,327	2,919
Tree work	-	-	-	400
Signage	-	857	857	920
Consultancy & restoration work	-	7,198	7,198	34,386
Event costs	-	-	-	3,478
Materials & action mornings	356	-	356	1,131
Tools & equipment	2,247	-	2,247	708
Insurance , subs & licence fees	60	-	60	465
Administration costs	-	-	-	152
Merchandise costs	-	-	-	97
Advertising & publicity	50	-	50	216
Independent examination	300	-	300	300
Volunteer's expenses	-	-	-	34
<b>Total payments</b>	<b>4,832</b>	<b>8,563</b>	<b>13,395</b>	<b>45,206</b>
<b>Net of receipts/(payments)</b>	<b>(4,119)</b>	<b>(6,063)</b>	<b>(10,182)</b>	<b>12,395</b>
<b>Transfer between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balance brought forward</b>	<b>19,647</b>	<b>20,879</b>	<b>40,526</b>	<b>28,131</b>
<b>Balance carried forward</b>	<b>15,528</b>	<b>14,816</b>	<b>30,344</b>	<b>40,526</b>



<b>Statement of assets and liabilities at:</b>	<b>31st December 2020</b>
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	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
Assets	£	£	£	£
<b>Cash at bank and in hand</b>				
Current bank account	12,197	14,816	27,013	37,229
Deposit account	3,295	-	3,295	3,263
Petty cash	36	-	36	34
	<b>15,528</b>	<b>14,816</b>	<b>30,344</b>	<b>40,526</b>

	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
Liabilities	£	£	£	£
Independent examination fee	300	-	300	300
	<b>300</b>	<b>-</b>	<b>300</b>	<b>300</b>

**Friends of Gledhow Valley Woods**  
(CIO Number:1169599)

**Notes to the accounts for the period ended: 31st December 2020**

**1. Basis of accounts**

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

**2. Restricted income funds**

<b>Fund name</b>	<b>Purpose</b>
Lakes	Gledhow lake improvement works
NHLF	
Tree Council	

	Balance b/fwd £	Incoming resources £	Resources expended £	Transfers btw funds £	Balance c/fwd £
<b>Unrestricted Funds</b>	<u>19,647</u>	<u>713</u>	<u>4,832</u>	<u>-</u>	<u>15,528</u>
<b>Lakes</b>					
Post	1,223	-	292	-	931
Carriers for Causes	200	-	200	-	0
Martin Wills Wildlife Trust	1,040	-	-	-	1,040
WHS	55	-	55	-	0
Coop Community Grant	5,847	-	-	-	5,847
	<u>8,365</u>	<u>-</u>	<u>547</u>	<u>-</u>	<u>7,818</u>
<b>Parks</b>					
Community Foundation	-	2,500	2,500	-	-
<b>NHLF</b>	<u>12,514</u>	<u>-</u>	<u>5,516</u>	<u>-</u>	<u>6,998</u>
<b>Total Restricted Funds</b>	<u>20,879</u>	<u>2,500</u>	<u>8,563</u>	<u>-</u>	<u>14,816</u>
<b>Total Funds</b>	<u>40,526</u>	<u>3,213</u>	<u>13,395</u>	<u>-</u>	<u>30,344</u>

**Approval of accounts for the year ended: 31st December 2020**

The report and accounts were approved at  
a meeting of the Trustees held on:

20/04/2021

Date

Martin Calvert

Signed for and on behalf of the trustees

23/4/2021

Date

MARTIN CALVERT

Print name

CHAIR

Position (e.g. Chair etc)