

# **Friends of Gledhow Valley Woods**

(CIO Number:1169599)

## **Trustees Annual Report & Financial Statements**

**for the year ending**

**31st December 2021**

# **outsourc**

Charity accounts preparation &  
independent examination service

# **Friends of Gledhow Valley Woods**

(CIO Number:1169599)

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# Trustees' Annual Report

From: 01/01/2021

To: 31/12/2021

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 Wafdes 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 groups. This programme was placed on hold for the duration of 2020.

All the Trustees have paid regard to the Charity Commission's public benefit guidance. We take it in to account in our decision. The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

**Contribution made by volunteers:** Our volunteers make us one of the leading Friends groups in Leeds. The average number of volunteers attending action mornings is well over 30. For the period of this report, we had 10 action mornings in 2021. We limited the attendance for social distancing reasons, but still came out with a healthy average of 33 for 2021.

There are many others contributing throughout the year, not just at action mornings. There is much preparatory and extra work to do, along with meetings and the social media team are always active. Thanks to Adam and Carol Bull, Steve Jones-Blackett, David Miles, Stephen Tyndale-Biscoe, Mervyn and Joan Clayton and Trevor and Diane Kitto for their extra contributions.

## **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.**

The trustees are happy to report on the FGVW year in 2021, which saw more of the regular events returning, along with an increased number of action mornings and the community engagement associated with the HLF grant. We continued to work on the footpaths. These were created/restored by FGVW over the 26 years of our existence and were used by huge numbers of local people throughout the pandemic. It has been very gratifying to see the local community enjoying the woods, which have provided an escape from the stresses of the last 2 years and has no doubt benefitted well-being on a huge scale.

We held 10 action mornings in 2021, following the lifting of restrictions in February. From March to June, we concentrated on improving the paths and working on the hedge and pond in Beck Pasture. A major diversion of the woodland footpath was completed, creating another section of step free, wider footpath. Mervyn Clayton made a bench for the new section of path, to which a plaque remembering Glenn, one of our volunteers was attached. We also worked on the dead hedge around the lake. Some plants were dug in to hopefully convert the dead hedge into a living hedge and it was topped up with material. We planted around 200 trees in the pollarded sections of the Beech wood, to augment previous plantings in those areas. Later in the year, 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 again cut and raked into lines by Ian, using a modern motorised scythe with appropriate attachments. However, we were able to assist Ian, by using our motorised scythe as well. Thus, Beck Pasture was cut and raked in under 6 hours. Following up on work in 2019 and 2020, 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 results seen in 2020 and 2021 were impressive, with less rank grass and more wild flowers so we are looking forward to seeing the same in 2022.

We were disappointed to find that the pond next to Audrey's meadow had been maliciously damaged. We repaired the damage and improved the access to the pond. 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.

Some events returned in 2021. David Miles has worked tirelessly to deliver community engagement mainly associated with the HLF lake project. Many different groups have engaged with the woods as a result of his efforts. From schools planting hedges to walking groups, dance sessions, art and photography. Thank you David. Whilst we weren't able to organise a Fun Day, or a Lake Celebration event, we were able to open the Bath House for the Heritage open weekend. We had a constant stream of visitors throughout the afternoon event and they enjoyed the refreshments and sales goods on offer. We were also able to attend the much changed Chapel Allerton Arts Festival, held over 2 days at the Gledhow Social club. We had a successful time at this lovely event and venue, meeting the local public once again and selling some of our wares. Thanks to the generous sponsorship of Wendy Jones Blackett Cards, we had some delightful Christmas cards to meet the demand from the local public after a blank year in 2020. Our income and expenditure has been much more balanced this year thanks to being able to attend events once more and the fantastic donation of £1000 from group member Theresa Williams. Theresa raises funds for Martin House and FGVW in her spare time. This generous donation makes such a difference to our small charity. Thank you Theresa.

## **Financial review**

### **Review of the charity's financial position at the end of the period**

Despite receipts being up on last year, with the increased payments, mainly due to improving the area through signage and workshops, there has been an overall deficit this year. Unrestricted reserves have fallen by around 5k, but the charity is still in a healthy position for future years. A transfer of £1,454 has been made out of unrestricted reserve to fund the NHLF project. This will be reimbursed when the final £5k payment will be made for this project next year.

### **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		
Naomi Watts-Kitto			
Adrian Coltman			

#### Names and addresses of advisers

Type of adviser	Name	Address
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

**Declaration**

**The trustees declare that they have approved the Trustees Annual Report and Accounts**

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

**Signature** *Martin B Calvert*

**Full Name** Martin Calvert

**Position** Chair

**Date** 13th April 2022

## **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 2021** 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

07/05/2022

**Date:**

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

<b>Receipts &amp; payments accounts for the 13 months to:</b>	<b>31st December 2021</b>
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	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Receipts</b>				
Grants received	200	2,250	2,450	2,500
Donations	1,141	625	1,766	520
Events	1,225	-	1,225	-
Merchandise sales	720	-	720	105
Member subscriptions	185	-	185	55
Bank interest	33	-	33	33
<b>Total receipts</b>	<b>3,504</b>	<b>2,875</b>	<b>6,379</b>	<b>3,213</b>
<b>Payments</b>				
Seeds, tree work & grass cutting	1,900	826	2,726	2,327
Workshops & events	-	6,214	6,214	-
Signage & information	-	3,065	3,065	857
Consultancy & restoration work	-	-	-	7,198
Artwork & exhibitions	-	564	564	-
Materials & action mornings	2,086	50	2,136	356
Tools & equipment	2,344	-	2,344	2,247
Insurance , subs & licence fees	462	-	462	60
Administration costs	50	149	199	-
Merchandise costs	79	-	79	-
Advertising & publicity	-	-	-	50
Independent examination	300	-	300	300
Donations to other organisations	100	-	100	-
Bank charges	8	-	8	-
Volunteer's expenses & gifts	80	-	80	-
<b>Total payments</b>	<b>7,409</b>	<b>10,868</b>	<b>18,277</b>	<b>13,395</b>
 <b>Net of receipts/(payments)</b>	 <b>(3,905)</b>	 <b>(7,993)</b>	 <b>(11,898)</b>	 <b>(10,182)</b>
<b>Transfer between funds</b>	<b>(1,454)</b>	<b>1,454</b>	<b>-</b>	<b>-</b>
<b>Balance brought forward</b>	<b>15,528</b>	<b>14,816</b>	<b>30,344</b>	<b>40,526</b>
<b>Balance carried forward</b>	<b>10,169</b>	<b>8,277</b>	<b>18,446</b>	<b>30,344</b>



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

<b>Statement of assets and liabilities at:</b>		<b>31st December 2021</b>		
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total funds</b>	<b>2020 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Assets</b>				
<b>Cash at bank and in hand</b>				
Current bank account	6,365	8,277	14,642	27,013
Deposit account	3,328	-	3,328	3,295
Petty cash	476	-	476	36
	<u><b>10,169</b></u>	<u><b>8,277</b></u>	<u><b>18,446</b></u>	<u><b>30,344</b></u>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total funds</b>	<b>2020 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Liabilities</b>				
Independent examination fee	300	-	300	300
	<u><b>300</b></u>	<u><b>-</b></u>	<u><b>300</b></u>	<u><b>300</b></u>

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

**Notes to the accounts for the period ended: 31st December 2021**

**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
Thriving Communities	
NHLF	
Carol's Bench	

	Balance b/fwd £	Incoming resources £	Resources expended £	Transfers btw funds £	Balance c/fwd £
<b>Unrestricted Funds</b>	<b>15,528</b>	<b>3,504</b>	<b>7,409</b>	<b>(1,454)</b>	<b>10,169</b>
<b>Lakes</b>					
Post	931	-	931	-	0
Martin Wills Wildlife Trust	1,040	-	444	-	596
Coop Community Grant	5,847	-	-	-	5,847
	<u>7,818</u>	<u>-</u>	<u>1,375</u>	<u>-</u>	<u>6,443</u>
<b>Thriving Communities</b>					
Space2 Leeds	<u>-</u>	<u>2,250</u>	<u>1,041</u>	<u>-</u>	<u>1,209</u>
<b>NHLF</b>	<u>6,998</u>	<u>-</u>	<u>8,452</u>	<u>1,454</u>	<u>-</u>
<b>Carol's Bench</b>					
Donations	<u>-</u>	<u>625</u>	<u>-</u>	<u>-</u>	<u>625</u>
<b>Total Restricted Funds</b>	<b><u>14,816</u></b>	<b><u>2,875</u></b>	<b><u>10,868</u></b>	<b><u>1,454</u></b>	<b><u>8,277</u></b>
<b>Total Funds</b>	<b><u>30,344</u></b>	<b><u>6,379</u></b>	<b><u>18,277</u></b>	<b><u>-</u></b>	<b><u>18,446</u></b>

**Transfer between funds**


There is a final installment of £5k to be paid to the NHLF fund on completion of the project. Funds will be transferred back to unrestricted once this funding is obtained.

Approval of accounts for the year ended: 31st December 2021

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

28.04.2022

Date



Signed for and on behalf of the trustees

02.05.2022

Date

STEVE JONES-BLACKETT

Print name

TREASURER

Position (e.g. Chair etc)