

# **Friends of Gledhow Valley Woods**

(CIO Number:1169599)

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

**31st December 2023**

The logo for 'outsource' is displayed in a bold, lowercase, sans-serif font. The letters are black and have a slightly irregular, hand-drawn appearance.

Charity accounts preparation &  
independent examination service

# **Friends of Gledhow Valley Woods**

(CIO Number:1169599)

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# Trustees' Annual Report

From: 01/01/2023

To: 31/12/2023

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 17th Century Bath House, though not owned by FGVW, is opened each year on the Heritage Open weekend in September.
- (f) FGVW liaise with the private landowners where necessary.
- (g) 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.
- (h) FGVW also consults with outside bodies, including Yorkshire Water, the Woodland Trust, The River Stewardship Company, Groundwork UK.
- (i) 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.

All the Trustees have paid regard to the Charity Commission's public benefit guidance. We take it into account in our decision making. We have not had cause to depart from the guidance.

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 FGVW trustees are pleased to report on another year of progress. 2023 saw the start of a major project to address the silting up of Gledhow lake. The £130,000 project was made possible thanks to various grant providers, with over half the money provided by Veolia. The project aimed to manage the flow of silt into Gledhow lake through contouring, altering the flow of the two entry channels, planting of appropriate wetland plants and measures to prevent silt from entering the beck and lake directly. The bulk of the work was completed in 2023. Many thanks to David Miles for steering the project from idea to fruition. We look forward to its completion in 2024. The monthly action mornings have been well attended and volunteers have undertaken tasks such as dead hedge maintenance, the creation of a living hedge to replace a dead hedge destroyed by fire, the planting of more hedges along the sides of the woodland and the annual cutting and raking of our six meadows. Audrey's meadow received some extra attention with a hired rotivator and the subsequent seeding with a rich wildflower mix. Another highlight of the year was the creation of an arc site for native crayfish, an exciting addition to Gledhow's wildlife. Again, David Miles worked to set this up along with a Citizen Science project to monitor water quality, using volunteers to take samples for analysis. The results should help us to understand and hopefully to improve the water quality. 2023 saw more than the usual number of trees falling dramatically, an alarming result of the changing weather patterns. FGVW actively encouraged members to participate in the Commonplace survey which was created by Leeds City Council to harness feelings about a proposal to plant trees on the green space at the junction with Allerton Grange Way. A very healthy amount of comments resulted in the withdrawal of the proposal. FGVW once again attended the Chapel Allerton Arts Festival and we opened the Bath House for one of the Heritage Open Weekends. Thanks to the generosity of Wendy Jones Blackett Ltd in donating discontinued greetings cards, we were able to raise funds at these events. Thanks to all the volunteers for manning the FGVW stall. Also another thank you to WJB Ltd for printing small runs of FGVW Christmas cards at a competitive price. They have proved to be extremely popular and thanks to Steve Jones Blackett for his work in producing these cards. We still face challenges in trying to manage the woodland. Japanese Knotweed is still with us, despite being on the Leeds City council knotweed

There were a couple of disappointing events in 2022. The tree that fell across the lake, nearly destroying the FGVW built jetty, should have been dealt with before it fell as Leeds City Council Forestry received various warnings about its perilous state, but failed to act in time. LCC will be repairing the jetty and surrounding area early in 2023. The other incident involved persons unknown removing a section of newly installed wooden railings protecting the public from a steep drop next to a section of raised footpath. Incidents like this are thankfully rare in the Woods and replacement metal railings were installed by FGVW volunteers. Thanks to Mervyn Clayton for leading the engineering team. Local Co-op stores once again chose FGVW to be a beneficiary of their Community Fund. This is a fantastic help to our work and we are very grateful to the Co-op for their support. The year ended with a thank you event for volunteers in the Three Hulats. A very satisfying year for FGVW. Thank you to all the volunteers who make it all possible

## **Financial review**

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

A slight deficit in unrestricted funds has meant unrestricted reserves have decreased this year. Restricted funding has been secured for a lot of projects.

### **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 year's 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 preceding 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	Secretary		

**Names and addresses of advisers**

Type of adviser	Name	Address
<b>Independent Examiner</b>	Karen Wood ACMA	Outsource Accounting Services & IE's Hiscox Building, Peasholme Green York YO1 7PR
<b>Bankers</b>	HSBC UK Bank PLC	PO Box 105 33 Park Row, Leeds LS1 1LD

## Declaration

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

Signed on behalf of the charity's trustees

Signature

A handwritten signature in black ink, appearing to read 'M Calvert', written in a cursive style.

Full Name  
Position  
Date

Martin Calvert  
Chair  
29.05.2024

## 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 2023** which are set out on pages 6 to 9.

### 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

**Date:**

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

<b>Receipts &amp; payments accounts for the year ending:</b>	<b>31st December 2023</b>
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	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
<b>Receipts</b>				
Grants received	-	57,500	57,500	9,132
Donations	338	-	338	5,236
Events	886	-	886	-
Merchandise sales	50	-	50	2,759
Member subscriptions	30	-	30	290
Bank interest	-	-	-	20
<b>Total receipts</b>	<b>1,304</b>	<b>57,500</b>	<b>58,804</b>	<b>17,437</b>
<b>Payments</b>				
Groundwork, tree & grass cutting	2,231	35,794	38,025	1,773
Workshops , events & exhibitions	66	-	66	4,057
Signage & information	-	700	700	-
Carol's bench	-	-	-	290
Defibulator	-	-	-	935
Materials & action mornings	337	-	337	745
Tools & equipment	1,044	867	1,911	802
Insurance , subs & licence fees	432	-	432	413
Administration costs	-	-	-	10
Merchandise costs	84	-	84	84
Website, advertising & publicity	50	-	50	50
Independent examination	300	-	300	300
Bank charges	68	-	68	79
<b>Total payments</b>	<b>4,612</b>	<b>37,361</b>	<b>41,973</b>	<b>9,538</b>
 <b>Net of receipts/(payments)</b>	 <b>(3,308)</b>	 <b>20,139</b>	 <b>16,831</b>	 <b>7,899</b>
<b>Transfer between funds</b>	-	-	-	-
<b>Balance brought forward</b>	<b>15,506</b>	<b>10,839</b>	<b>26,345</b>	<b>18,446</b>
<b>Balance carried forward</b>	<b>12,198</b>	<b>30,978</b>	<b>43,176</b>	<b>26,345</b>



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

<b>Statement of assets and liabilities at:</b>		<b>31st December 2023</b>		
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2023 Total funds</b>	<b>2022 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	11,700	30,978	42,678	25,782
Petty cash	498	-	498	563
	<b>12,198</b>	<b>30,978</b>	<b>43,176</b>	<b>26,345</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2023 Total funds</b>	<b>2022 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Liabilities</b>				
Independent examination fee	330	-	330	300
	<b>330</b>	<b>-</b>	<b>330</b>	<b>300</b>

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

**Notes to the accounts for the period ended:**

**31st December 2023**

**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 Phase 1	Gledhow lake improvement works				
Lakes Phase 2	Groundwork to prepare the Phase 2 plans				
Thriving Communities	Funding to be used in conjunction with volunteer-based input in Gledhow Valley associated with Bushcraft Session for vulnerable men. Funding for the physical work used to create the wetland beds/ponds along Gledhow Valley.				
NHLF	Funding for improvements to water quality in Gledhow Beck,				
Postcode Lottery	Contribution to phase 2				
Yorkshire Water	Funding for the closure of Gledhow Valley Road and Green Fair to be held Sunday July 14th 2024.				
Climate Action Leeds	Ongoing community project to monitor the water quality of Gledhow Beck				
Water monitoring					
		<b>Balance b/fwd £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Transfers btw £</b>
					<b>Balance c/fwd £</b>
<b>Unrestricted Funds</b>		<u>15,506</u>	<u>1,304</u>	<u>4,612</u>	<u>-</u>
<b>Restricted Funds</b>					
<b>Lakes Phase 1</b>					
Martin Wills Wildlife Trust		596	-	596	-
Coop Community Grant		5,847	-	5,847	-
		<u>6,443</u>	<u>-</u>	<u>6,443</u>	<u>-</u>
<b>Lakes Phase 2</b>					
Wades		<u>3,000</u>	<u>5,000</u>	<u>5,807</u>	<u>-</u>
<b>Thriving Communities</b>					
Space2 Leeds		<u>1,396</u>	<u>1,200</u>	<u>1,058</u>	<u>-</u>
<b>NHLF</b>		<u>-</u>	<u>10,000</u>	<u>7,500</u>	<u>0</u>
<b>Postcode Lottery</b>		<u>-</u>	<u>25,000</u>	<u>10,200</u>	<u>-</u>
<b>Yorkshire Water</b>		<u>-</u>	<u>10,000</u>	<u>5,486</u>	<u>-</u>
<b>Climate Action Leeds</b>					
Community Foundation		<u>-</u>	<u>5,000</u>	<u>-</u>	<u>-</u>
<b>Water monitoring</b>					
Voluntary Action Leeds		-	800	517	-
ChangeX		-	500	350	-
		<u>-</u>	<u>1,300</u>	<u>867</u>	<u>-</u>
<b>Total Restricted Funds</b>		<u>10,839</u>	<u>57,500</u>	<u>37,361</u>	<u>-</u>
<b>Total Funds</b>		<u>26,345</u>	<u>58,804</u>	<u>41,973</u>	<u>-</u>

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

14.05.2024

**Date**



**Signed for and on behalf of the trustees**

29.05.2024

**Date**

Steven Jones-Blackett

**Print name**

Treasurer

**Position (e.g. Chair etc)**