

# THE FRIENDS OF WARNHAM LOCAL NATURE RESERVE

England & Wales · Charity number 1171924

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-03-07

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

## Contact

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**Address** FoWLNR  
Warnham Local Nature Reserve  
Warnham Road  
Horsham  
RH12 2RA

**Phone** 01403 756238

**Email** [FoWLNR@gmail.com](mailto:FoWLNR@gmail.com)

**Website** [www.warnhamnaturereservefriends.org.uk](http://www.warnhamnaturereservefriends.org.uk)

## Activities

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**Objects:** TO PROMOTE FOR THE BENEFIT OF THE PUBLIC THE CONSERVATION PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT OF WARNHAM LOCAL NATURE RESERVE, IN PARTICULAR BUT NOT EXCLUSIVELY BY (A) ADVANCING THE EDUCATION OF THE PUBLIC ABOUT ALL ASPECTS OF THE NATURAL HISTORY OF THE RESERVE AND (B) PROMOTING BIOLOGICAL DIVERSITY.

**Activities:** The charity supports the maintenance of Warnham Local Nature Reserve in West Sussex for the benefit of both the general public and the wildlife of the reserve. We manage the Visitor Centre (collecting entrance fees and providing a small cafe offering), run events to engage and educate all ages, and have funded additional amenities including bird hides and live web-cams.

## Classification

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- **How:** Provides Other Finance, Provides Advocacy/advice/information
- **What:** Environment/conservation/heritage
- **Who:** The General Public/mankind

## Geography

- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£91,542	£59,472	-	-
2024-03-31	£76,566	£54,899	-	-
2023-03-31	£77,479	£52,212	-	-
2022-03-31	£62,989	£47,875	-	-
2021-03-31	£14,940	£24,506	-	-

## Trustees

Name	Role	Appointed
Adam Guy Schofield		2024-04-30
Anya Michele Topley		2024-05-07
Cecilia Jane Strudley		2025-08-11
David Nicholas Marshall		2026-05-13
Deborah Caroline Ladds		2024-02-03
Denise Jillian Knight		2021-11-08
JACOB JOHN EVERITT		2017-03-07
Neil Henry		2019-11-26
Paul David Shergold		2021-11-08
Stuart Ian Riley		2025-04-21

**THE FRIENDS OF WARNHAM LOCAL NATURE RESERVE**

England & Wales - Charity number 1171924

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# Accounts

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FRIENDS OF WARNHAM  
LOCAL NATURE RESERVE  
Registered Charity No. 1171924



**Information Pack**  
**for the**  
**2024-25**  
**Annual General Meeting**

## Agenda

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## **1. Introduction**

This Pack contains the necessary information for the Annual General Meeting (AGM) of the Friends of Warnham Local Nature Reserve, including the Annual Report and Accounts for the year to 31<sup>st</sup> March 2025.

The AGM is to be held on Wednesday 10<sup>th</sup> December 2025 at the Visitor Centre of Warnham Local Nature Reserve and will start at 7:00pm.

### **Background**

The Friends of Warnham Local Nature Reserve (FoWLNLR), charity number 1171924, is registered with The Charity Commission for England and Wales (The Charity Commission).

The principal address of the charity is at Warnham Local Nature Reserve, Warnham Road, Horsham RH12 2RA.

The objectives of the charity are:

to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Warnham Local Nature Reserve, in particular but not exclusively by:

(a) advancing the education of the public about all aspects of the natural history of the reserve; and

(b) promoting biological diversity.

FoWLNLR is governed by a formal Constitution and makes annual reports to The Charity Commission.

Warnham Local Nature Reserve is owned by Horsham District Council (HDC), and all volunteers of FoWLNLR work closely with HDC staff, in particularly those from the Parks & Countryside Department who manage and maintain the Reserve.

The day-to-day management of FoWLNLR is the responsibility of the Trustee Board which is ably supported by a dedicated group of other volunteers, some of whom sit on the Management Committee.

### **Annual General Meeting**

The Constitution requires that FoWLNLR holds an AGM at intervals of not more than 15 months, and the last AGM was held on 20<sup>th</sup> November 2024.

This AGM is in respect of the period from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

For completeness, additional resolutions are included for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 as it was discovered post the AGM that the meeting was not quorate as required by our Constitution (i.e. there were insufficient members in attendance at the AGM as required by our Constitution).

We have introduced rules, effective from 21 August 2025, which now differentiate between those holding membership of FoWLNLR as the result of purchasing an annual permit, referred to as Associate Members, and those who had separately purchased membership of FoWLNLR, now referred to as Full Members. Guidance on the introduction of these rules was sought from a local law firm, specialising in the Charitable Sector. Only Full Members of FoWLNLR can vote on the resolutions at the AGM, which are proposed by the Trustees as set out in the agenda.

## **2. Minutes of the Previous Annual General Meeting**

### **Resolution A**

**Friends of Warnham Local Nature Reserve (FoWLNR)**

**Annual General Meeting – 20<sup>th</sup> November 2024**

**7.00pm, the Visitors' Centre, Warnham Local Nature Reserve**

## **Minutes**

### **In attendance:**

Sue Bailey, Eric Brown, Jill Brown, John Burrell, Heather Glenny, Taff Hammond, Hilary Harding, Diane Hellyer, Peter Hellyer, Neil Henry (T), Steve Kenward (T), Denise Knight (T), Debbie Ladds (T), John Morris, Andy Roberts (T), Viv Roberts, Andrea Saxton, Paul Shergold (T), David Simpson, Celia Strudley, Anya Topley (T), Simon Trenerry, Lyn Whale.

(T) denotes Trustee

The Chairman advised that extensive background papers previously circulated with the calling notice for the AGM supported the resolutions now put before the AGM.

**1. Apologies for absence.**

Stuart Card (T), Jake Everitt (T), Graham Matthews, Adam Schofield (T), Richard Symonds (T)

**2. Resolution1: To approve the Minutes of the Previous AGM, held on 22/11/2023.**

The approval of the minutes was proposed by Paul Shergold, seconded by Viv Roberts and adopted by a majority show of hands.

**3. Resolution 2: To adopt the Annual Report for the period 01/04/2023 to 31/03/2024.**

Following a summary of the Annual Report by SK, the adoption of the Annual Report was proposed by Viv Roberts, seconded by Heather Glenny and supported by a majority show of hands.

Thanks were expressed to all volunteers of FoWLNR and to Horsham District Council (HDC) staff, particularly those from the Parks & Countryside Team.

**4. Resolution 3: To adopt the Annual Accounts for the period 01/04/2023 to 31/03/2024.**

Following a summary of the Accounts and financial position of FoWLNR, the adoption of the Accounts as reviewed by the Independent Examiner was proposed by Paul Shergold, seconded by Hilary Harding and supported by a majority show of hands.

The Independent Examiner and a member of FoWLNR has complimented the Finance Team on the clarity and presentation of their work and the Accounts.

**5. Resolution 4: To elect Trustee(s) retiring by rotation.**

As required by the Constitution, one third of Trustees must stand down each year. Those standing down in order of rotation were Steve Kenward, Denise Knight and Neil Henry.

Having decided not to stand for re-election, Steve was thanked for his contributions as Chair and as Trustee.

Denise Knight agreed to stand for re-election and was proposed by Viv Roberts, seconded by Paul Shergold and supported by a majority show of hands.

Neil Henry also agreed to stand for re-election and was proposed by Jill Brown, seconded by Hilary Harding and supported by a majority show of hands.

It was noted that:

- Graham Matthews had stood down as a Trustee effective from 20/11/2023 and would also be standing down as Editor of The Reedbed Newsletter in the New Year.
- Richard Symonds was standing down as a Trustee effective from 20<sup>th</sup> November 2024.

Both were thanked for their service and contributions as Trustees and Volunteers.

**6. Any Other Business.**

The was no Other Business

The Chairman (Steve Kenward) thanked members for attending the AGM and for their support of FoWLNLR.

**7. Guest Speaker & Presentation**

Keir Smith from Western Sussex Rivers Trust provided an illustrated presentation in relation to Water, Pollution & Challenges Faced in the Horsham District and beyond, which was well received.

<b>Resolution A: Approve the Minutes of the Previous AGM held 20<sup>th</sup> November 2024</b>
<b>Proposer:</b>
<b>Seconder:</b>
<b>Vote of Eligible Members:</b>

### **3. Annual Report 2024/2025**

#### **Resolution B**

##### **Introduction**

The year to March 2025 has been a good year for the Reserve.

Substantial progress was made with the planning for the Boardwalk project, with continued growth in our cash funds which will be needed to pay for the work required. During our financial year we were able to contribute over £28,000 towards various projects on the Reserve and had a total of 31,662 visitors, an increase from 29,784 in the previous year.

Highlights from the year included:

The new financial year began with our ever-popular Easter Trail Event run in conjunction with Horsham District Council (HDC). The event was once again educational, and wildlife themed which attracts a range of new visitors to the Reserve. A full calendar of events was run throughout the year ranging from talks, guided walks and children's events. Our thanks go to all the volunteers involved in the planning and running of these events which are firmly part of the draw of the Reserve as a whole and in particular the Friends of Warnham Local Nature Reserve (FoWLNR).

A substantial upgrade to our 'live footage' project was finally launched in July 2025 with the initiation of the underwater camera and revamped feeder camera. The underwater cameras gives a fantastic insight into some of the lesser-known area of the Reserve and gives both families and the less physically able something to enjoy whilst in the Herons Rest café.

The charitable contribution to the Reserve was impressive in both monetary terms as well as changes to the site as a whole. This year saw us replace the Woodpecker Bridge with the first of several recycled plastic boardwalks. The project went smoothly, and the new bridge has stood the test of time so far in terms of wear and tear. We have had a lot of positive feedback to the new width of the structure and look forward to developing the next instalment of the gradual replacement of the timber structures around the Reserve. Following on from, this several changes were also made to the seating/picnic area at the Visitor Centre with the addition of more robust recycled plastic seating which included several tables with disabled access which was pleasing to achieve. It gives the café a smarter and more modern look which we hope you have all enjoyed.

Our last substantial project was the undertaking of the Willow Pollarding around the dipping ponds. This area has been an issue for the Warden team due to the difficulties in access for this section of the site, so the FoWLNR funding allowed us to appoint a suitable contractor to come in to complete the works in a safe and ecologically friendly manner.

There continues to be a strong and very positive relationship between FoWLNR and HDC with an updated Service Level Agreement [SLA] implemented from 1 April 2024. Regular partnership meetings took place between FoWLNR and HDC to review the SLA also providing the opportunity for broader discussion on matters impacting the Reserve. Whilst the SLA is the umbrella under which both the Friends and HDC work together, the Friends undoubtedly benefit from the positivity of the individual relationships involved and the support constantly available from the HDC Wardens team.

During the year HDC continued to monitor nationwide proposals regarding “devolution” together with its potential impact on the Reserve. Unfortunately, much continues to be unknown at this stage as to how devolution will impact the organisation of local government in West Sussex. FoWLNR is working with Horsham Green Spaces, a special interest group, to ensure that there is a coordinated voice within the Horsham district to respond to developments surrounding devolution.

In April 2024 we started to offer complementary membership of FoWLNR to those purchasing annual permits. This had the desired effect of increasing the number of our members and consequently those that we could reach out to with volunteering opportunities and requests for support more generally. An unintended consequence of increasing the number of members through this process was that there needed to be a corresponding increase in the number attending our Annual General Meeting [AGM]. Post the 2024 AGM it was discovered that we did not have sufficient members in attendance which has meant additional papers have needed to be included in this AGM. To avoid the risk of not having sufficient attendees at future AGMs work has been undertaken to split our membership between those classified as Associate Members, where complimentary membership was offered and taken up, and Full Members who had separately purchased membership of FoWLNR. It is only Full Members that will have voting rights at our AGMs.

Financially the Charity ended the year in review, very strongly. This largely reflected the fact that the second phase of the Boardwalk replacement programme, whilst budgeted had not commenced. It is our intention that a significant amount of the Boardwalk will be replaced during the next financial year.

The Charity could not continue without the tireless work of the volunteers, the Trustees and the support of the HDC Countryside Warden team, for which as Chairman I am extremely grateful. My thanks go to all involved for their efforts and achievements on behalf of the Friends of Warnham Local Nature Reserve.

*Stuart Riley<sup>1</sup>*

Stuart Riley,

Chair – Friends of Warnham Local Nature Reserve

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<sup>1</sup> Appointed as Chair and Trustee on 21 April 2025

## **Governance**

FoWLNLR continued throughout the year to fulfil its obligations as a Charitable Incorporated Organisation that is registered with The Charity Commission.

The Trustees run the charity in line with the documented Constitution and Policies, and all aspects of the day-to-day operations were managed by the Trustees, and their designated function leads or teams.

On a quarterly basis, the Trustees and function heads met to review the performance of FoWLNLR in line with its objectives, to develop strategic plans and to translate those into future operational goals.

The Trustees of FoWLNLR for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 were:

- Chair: Steve Kenwood [resigned 20 November 2024]
- Ex-Officio: Jake Everitt [Acting Chair 20 November 2024 – 20 April 2025]
- Neil Henry
- Debbie Ladds
- Paul Shergold
- Richard Symonds [Resigned 20 November 2024]
- Secretary: Andrew Roberts
- Stuart Card
- Denise Knight
- Anya Topley [appointed 7 May 2024]
- Adam Schofield [appointed 30 April 2024]

Changes in the Trustee Group which took place after 31 March 2025:

- Stuart Riley [appointed as Chair 21 April 2025]
- Stuart Card [resigned 30 July 2025]
- Celia Strudley [appointed as Treasurer 30 July 2025]

The designated function heads or teams for the period 1 April 2024 to 31 March 2025 were:

- Finance: Celia Strudley & Jill Brown
- Herons Rest Café: Lyn Whale
- Membership & social media: Viv Roberts

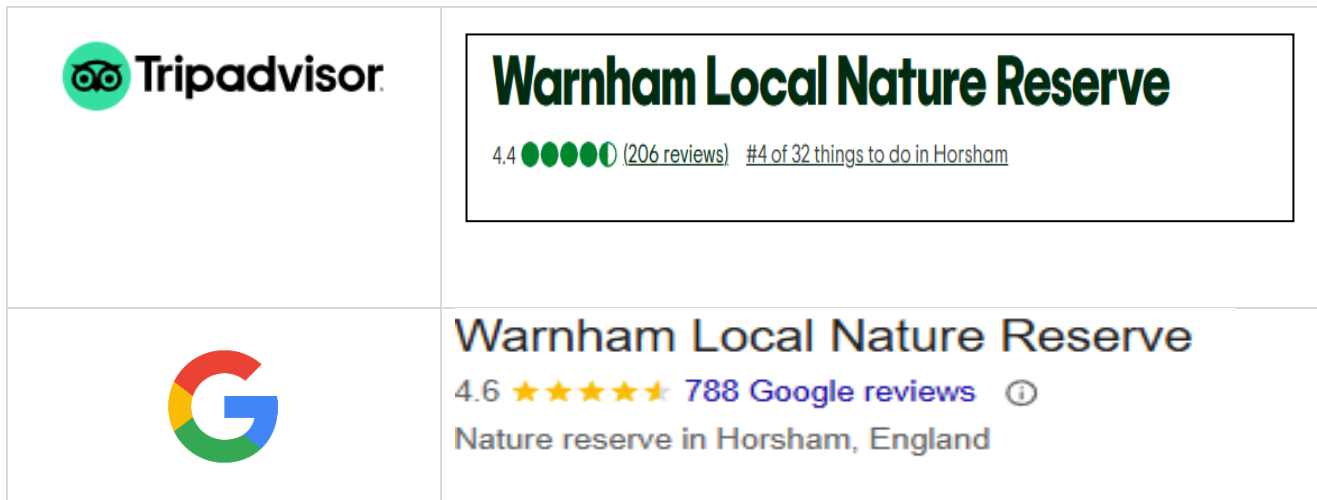
## **Promoting Education**

In line with our objective of advancing the education of the public about all aspects of the natural history of the Reserve, FoWLNLR has:

- Hosted a variety of themed events at the Reserve and which targeted different audiences. These included Seasonal Walks, Pond Dipping, a Bat Walk, Bird Ringing, a Dawn Chorus Walk.
- Published a range of booklets that are available to the public for a small fee in the Herons Rest Café.
- Maintained seasonal wildflower information signs around the Reserve.
- Shared information about what could be seen on the Reserve during the different seasons, on the Notice Board in the Visitor Centre and on social media platforms.

## Visitor Experience<sup>2</sup>

The Reserve continues to receive positive feedback from many of its visitors, either in person or via various online platforms.



Where any feedback was received via our social media presence including Warnham Reedbed Online, it was shared with the applicable function heads and HDC to identify any opportunities for improvement.

As of 31 March 2025, we had 2500 followers for Reedbed Online, 1100 followers on Facebook and 766 followers on Instagram. These sites continue to be popular with many excellent photographs being posted by our visitors.

## Funding

FoWLNLR generates income in several different ways, including:

- from membership fees and donations.
- entry to events.
- sales in the Herons Rest café.
- a portion of the daily and annual permit fees received from HDC, and
- miscellaneous sales of booklets and donated items (such as books and puzzles) in the Visitor Centre.

We are very grateful to our members and to those who have made contributions to FoWLNLR, who we wish to thank.

During the year we were able to contribute over £28,000 towards various projects at the Reserve, and the year ended with a healthy bank balance which will help us with the planned projects.

## Reserves Policy

To help ensure FoWLNLR can operate as a financially stable charity, a Reserve Policy has been approved by Trustees. The Policy requires FoWLNLR to maintain an amount at least equal to the annual administration expense plus the cost of 3 months food and drink purchases. FoWLNLR met this requirement for the period 1 April 2024 to 31 March 2025.

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<sup>2</sup> Trip Advisor and Google reviews as at 29 October 2025.

## **Volunteers**

Our dedicated volunteers have continued to generously donate their own time in support of FoWLNR and HDC, to ensure that Warnham Local Nature Reserve remains one of the leading visitor attractions in the Horsham District.

We wish to take this opportunity to thank them all for their contributions, which combine to make the Reserve the success that it is.

These volunteers contributed over 8100 hours in the year towards:

- the upkeep of the Reserve, including through keeping paths clear and the removal of invasive plant species,
- running the Herons Rest Café, which is open 363 days each year,
- running the successful Programme of Events on the Reserve,
- maintaining the Shelley Memorial Garden at the entrance to the Reserve,
- offering guidance to visitors on the Reserve, and
- running FoWLNR as a registered charity.

We are seeking additional volunteers to help us, and if you are interested in contributing to one of the areas above, please email [fowlnr@gmail.com](mailto:fowlnr@gmail.com)

## **Horsham District Council**

FoWLNR would like to thank HDC staff, and particularly their Parks & Countryside Team, who are always very supportive of our charity and with whom we have an excellent relationship.

<b>Resolution B – Adopt the Annual Report 2024/25</b>
<b>Proposer:</b>
<b>Seconder:</b>
<b>Vote of Eligible Members:</b>

## **4. Annual Accounts for the period 1 April 2024 to 31 March 2025**

### **Resolution C**

#### **Commentary**

The Annual Accounts of FoWLNR are shown on the next page. These were independently examined and approved on 5<sup>th</sup> November 2025 by Richard Hopkins who is a member of the Institute of Chartered Accountants in England & Wales.

Total funds of FoWLNR on 31st March 2025 amounted to £148,179 which included monies held as a General Reserve and those split between separate bank accounts, in part to attract a reasonable rate of interest but while also not exceeding the Financial Services Compensation limit of £85,000 for any single bank account.

While the total funds held by FoWLNR are healthy, the project to ultimately replace the boardwalks over the coming years will require these funds plus other substantial amounts which are to be raised over several years.

<b>Resolution C – Adopt the Annual Accounts for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025</b>
<b>Proposer:</b>
<b>Secunder:</b>
<b>Vote of Eligible Members:</b>

## Financial Summary: 2024-2025

Financial Summary: 2024-2025			
INCOME		EXPENDITURE	
<b>Trading income</b>		<b>Trading expenditure</b>	
Food, cold drinks & ices	£21,005	Food, cold drinks & ices	£13,103
Hot Drinks	£28,354	Hot Drinks	£5,868
Total food and drink	£49,359	Total food and drink	£18,971
Goods	£752	Goods purchased for sale	£300
Events	£2,280	Event Costs	£842
		Coffee machine rental and service	£2,013
		Till and card machine	£3,591
<b>TOTAL TRADING INCOME*</b>	<b>£52,391</b>	<b>TOTAL TRADING EXPENDITURE</b>	<b>£25,717</b>
<b>Donations &amp; other income</b>		<b>Admin Expenditure</b>	
HDC permit donations	£31,681	Phone, internet, website, IT	£1,132
Birdseed Donations	£2,529	Printing costs for volunteers	£7
Donations & Bequests Rec'd	£2,248	Volunteer events	£640
Friends membership	£410	Misc (including unassigned)	£1,302
Artwork sales commission	£309	Organisational costs	£2,015
Gift Aid Income	£0	Contingency 10%	
Income - Other	£1,975		
<b>TOTAL DONATIONS</b>	<b>£39,151</b>	<b>TOTAL ADMIN EXPENDITURE</b>	<b>£5,096</b>
		<b>Charitable Expenditure</b>	
		Bird food	£2,711
		Heron & nestbox cams	£7,441
		Walkways	£7,524
		Surveys & habitat management	£4,210
		Nest boxes	£240
		Visitor centre	£5,317
		Education	£901
		Other	£314
		<b>TOTAL CHARITABLE EXPENDITURE</b>	<b>£28,658</b>
<b>TOTAL INCOME</b>	<b>£91,541</b>	<b>TOTAL EXPENDITURE</b>	<b>£59,471</b>
<b>SURPLUS</b>	<b>£32,071</b>		
<b>NET FUNDS</b>	<b>£148,179</b>		

## **5.1 Reappointment of Trustees from the Period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**

### **Resolution D1**

While the Trustees can approve mid-term appointments of new Trustees and subject to the total number of Trustees not exceeding 15, it is necessary to get these ratified by the members of the charity at the subsequent AGM.

The Trustees appointed Adam Schofield as Trustee on 30<sup>th</sup> April 2024 and Anya Topley as Trustee on 7<sup>th</sup> May 2024.

<b>Resolution D1a – to confirm the reappointment of Adam Schofield as Trustee</b>	<b>Resolution D1b – to confirm the reappointment of Anya Topley as Trustee</b>
<b>Proposer:</b>	<b>Proposer:</b>
<b>Seconder:</b>	<b>Seconder:</b>
<b>Vote of Eligible Members:</b>	<b>Vote of Eligible Members:</b>

## **5.2 Reappointment of Trustees Retiring by Rotation**

### **Resolution D2**

In order of rotation, it is necessary for one-third of the existing elected Trustees to stand down at an AGM, and they may seek reappointment. Of the 9 elected Trustees, this amounts to 3 of them.

The Trustees who are standing down by rotation and seeking reappointment are Debbie Ladds, Andrew Roberts and Paul Shergold.

The following Resolutions are to confirm the reappointment of Trustees:

<b>Resolution</b>	<b>Trustee</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Vote of Eligible Members</b>
<b>D2a</b>	<b>Debbie Ladds</b>			
<b>D2b</b>	<b>Andrew Roberts</b>			
<b>D2c</b>	<b>Paul Shergold</b>			

For Debbie Ladds, Resolution D2a is intended to also cover her reappointment as Trustee at the 2024 AGM.

## **5.3 Reappointment of Trustees From 1<sup>st</sup> April 2025 Onwards**

### **Resolution D3**

<b>Resolution D3a – to confirm the reappointment of Stuart Riley as Trustee &amp; Chair, effective 21<sup>st</sup> April 2025</b>	<b>Resolution D3b – to confirm the reappointment of Celia Strudley as Trustee &amp; Treasurer, effective 11<sup>th</sup> August 2025</b>
<b>Proposer:</b>	<b>Proposer:</b>
<b>Secunder:</b>	<b>Secunder:</b>
<b>Vote of Eligible Members:</b>	<b>Vote of Eligible Members:</b>

## **6. Approval of Amendments to the Charitable Constitution**

### **Resolution E**

At a meeting of trustees on 16 April 2025, it was resolved that the Constitution should be amended to allow proxy, postal and electronic voting and the use of electronic communications and/or the Charity's website.

As a result of the legal advice received in relation to the introduction of Rules governing membership of the charity, the Trustees wish to make several other minor amendments to the Constitution.

In November 2023, the Charity Commission updated its template model constitutions to reflect changes introduced by the Charities Act 2022 and other related matters. While there is no requirement to urgently amend the Constitution, if other changes are being made to the Constitution, the Trustees consider it sensible to incorporate these changes at the same time.

The proposed amendments to the Constitution are as set out in Annex 1. This is issued as a separate document that comprises the whole Constitution and shows tracked changes for the proposed revisions, supported by comments that explain the rationale for change.

<b>Resolution E – To amend the Constitution as set out in Annex 1</b>
<b>Proposer:</b>
<b>Secunder:</b>
<b>Vote of Eligible Members:</b>

## **7. Minutes of the 2023 Annual General Meeting**

### **Resolution F**

Friends of Warnham Local Nature Reserve (FoWLNLR)

Annual General Meeting - 22<sup>nd</sup> November 2023

7.30pm, the Visitor Centre, Warnham Local Nature Reserve

In attendance:

Eric Baker, Liz Bridges, Eric Brown, Jill Brown, Gill Clifton, Barry Clough, Hilary Harding, John Harriss, Diane Hellyer, Peter Hellyer, Neil Henry (T), Steve Kenward (T), Denise Knight (T), Denise Leach, Ruth Morgan, David Putland, Andy Roberts (T), Viv Roberts, Graham Rumsey, Andrea Saxton, Paul Shergold (T), Linda Slattery (T), Margaret Symonds, Richard Symonds (T), Lyn Whale.

(T) denotes Trustee

The Chairman advised that extensive background papers previously circulated with the calling notice for the AGM supported the resolutions now put before the AGM.

1. Apologies for absence.

Celia Strudley

2. To approve the Minutes of the Previous AGM, held on 18th January 2023.

The minutes were proposed as accurate by Paul Shergold, seconded by Viv Roberts and adopted by a majority show of hands.

3. To adopt the Annual Report for the period 1st April 2022 to 31st March 2023.

Following a summary of the Annual Report by SK, the adoption of the Annual Report was proposed by Richard Symonds & Neil Henry, seconded by Linda Slattery & Ruth Morgan and supported by a majority show of hands.

Thanks were expressed to all volunteers of FoWLNLR and to Horsham District Council (HDC) staff, particularly those from the Parks & Countryside Team.

4. To adopt the Annual Accounts for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

Following a summary of the Accounts and financial position of FoWLNLR, the adoption of the Accounts as reviewed by the independent examiner for the period to 31<sup>st</sup> March 2023 was proposed by Paul Shergold, seconded by Viv Roberts & Linda Slattery and supported by a majority show of hands.

5. To elect Trustee(s) retiring by rotation.

Standing down in order of rotation were Paul Shergold, Linda Slattery and Richard Symonds.

Having decided not to stand for re-election, Linda was thanked for her service as a Trustee.

Paul Shergold agreed to stand for re-election, and was proposed by Eric Brown, seconded by Neil Henry and Hilary Harding and supported by a majority show of hands.

Richard Symonds also agreed to stand for re-election, and was proposed by Paul Shergold, seconded by Denise Knight and supported by a majority show of hands.

It was noted that Graham Matthews was also standing down as a Trustee effective from 22<sup>nd</sup> November 2023, and that this would be accounted for in the 2023/24 AGM.

6. Any other business.

a. Hilary Manning enquired whether WLNR could be included on a public bus route.

While not definite, it was thought that HDC might be exploring a Hopper Service between points of interest in the town and which might include WLNR.

The Chairman (Steve Kenward) thanked members for attending the AGM and for their support for FoWLNR.

An illustrated presentation of Butterflies, the Warnham Butterfly Fields and the Wild About Warnham Project was then given by David Bridges.

<b>Resolution F: Approve the Minutes of the Previous AGM held 22<sup>nd</sup> November 2023</b>
<b>Proposer:</b>
<b>Secunder:</b>
<b>Vote of Eligible Members:</b>

## **8. Annual Report 2023 / 24**

### **Resolution G**

#### **Introduction**

The year to March 2024 has given us a period of stability, after the turbulence of previous years both nationally and within our Trustee group.

We have taken the opportunity to refresh, regroup, and prepare for future.

The year began with work being undertaken by FoWLNLR to refresh the Herons Rest facility. Our original plans included creating a new kitchen layout, additional storage space, shelving, display facilities and furniture. In the event and with the promise of change inspired by Horsham District Council's (HDC) plans for the building to be retro fitted to align with their eco requirements, our plans were reduced to a mere redecoration. This was achieved. The opportunity was taken to upgrade some of our café equipment and our till facilities. The changes suggested by HDC, were to be incorporated into a bigger plan for the Visitor Centre and a Friends working group was established to take on the planning tasks. These plans subsequently faced uncertainty given the difficulties of local authority financing, and FoWLNLR may have to revisit the elements previously planned such as additional storage and display space and furniture.

An ongoing theme throughout the year has been to improve our systems, procedures and compliance, both with our partner HDC requirements outlined in our jointly signed Service Level Agreement (SLA) and the statutory requirements of the Charities Commission. Our work in these areas included a development of our financial processes, driven by the installation of a new till system, and new banking arrangements, in part due to the inability to communicate with our original bank. After a considerable period of investigation and professional advice, the Trustees were reassured FoWLNLR had the correct operating structure, relative to its charitable status. FoWLNLR's awareness of its responsibilities to its volunteers was significantly heightened as was its attitude to risk, conflict of interest, assets, and lone working. I, and the Trustees are indebted to our colleagues responsible for the finance and secretarial aspects of the charities work for the efforts they have made and the improvements that have been achieved during the year.

The Service Level Agreement (SLA), referred to above was renewed at the end of the period and runs until 2027. Whilst the SLA is the umbrella under which both the Friends and HDC work together, the Friends undoubtedly benefit from the positivity of the individual relationships involved and the support constantly available from the HDC Wardens team.

During the year in question visitors to the Reserve totalled 29,784. Less than the previous year where we saw a post pandemic bounce, and reduced by the fact that we closed for a week in the Spring to achieve our redecoration. It remained a frustration that despite these numbers of visitors our Friends numbers remained low. A lack of Friends makes it difficult to attract new volunteers, reduces our ability to support the Warden's work on the Reserve, and continue to deliver events. During the year plans were proposed to our partner HDC to increase Friends membership, and these plans were accepted and came into force in April 2024. We now have the potential to have a Friends membership equal to our annual permit visitors which can only be good for the Charity and its objectives going forward. The next task will be to increase the total number of visitors to the Reserve,

and a project group in the following year will develop a communication strategy and programme to achieve additional visitor traffic.

Financially the Charity ended the year in review, very strongly. This largely reflected the fact that the Boardwalk replacement programme, whilst budgeted had not commenced. This was disappointing but the delays enabled a wide range of suppliers and contractors to be considered and drew a plan from HDC to match fund replacement work for the following five-year period. The combination of all of this should enable considerable amounts of boardwalk replacement throughout the Reserve in the years ahead.

The Charity could not continue without the tireless work of the volunteers, the Trustees and the support of the HDC Countryside Warden team, for which as Chairman I am extremely grateful. My thanks go to all involved for their efforts and achievements on behalf of the Friends of Warnham Local Nature Reserve.

*Steve Kenward*

Steve Kenward,

Chair – Friends of Warnham Local Nature Reserve

## Governance

FoWLNR continued throughout the year to fulfil its obligations as a Charitable Incorporated Organisation that is registered with The Charity Commission.

The Trustees run the charity in line with the documented Constitution and Policies, and all aspects of the day-to-day operations were managed by the Trustees and their designated function leads or teams.

On a quarterly basis, the Trustees and function heads met to review the performance of FoWLNR in line with its objectives, to develop strategic plans and to translate those into future operational goals.

The Trustees of FoWLNR for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 were:

- Chair: Steve Kenward
- Ex-Officio: Jake Everitt
- Neil Henry
- Debbie Ladds
- Paul Shergold
- Secretary: Andrew Roberts
- Stuart Card
- Denise Knight
- Graham Matthews (retired 22<sup>nd</sup> November 2023)
- Richard Symonds

The designated function heads or teams for the same period were:

- Finance: Celia Strudley & Jill Brown
- Herons Rest Café: Lyn Whale
- Membership & Social Media: Viv Roberts

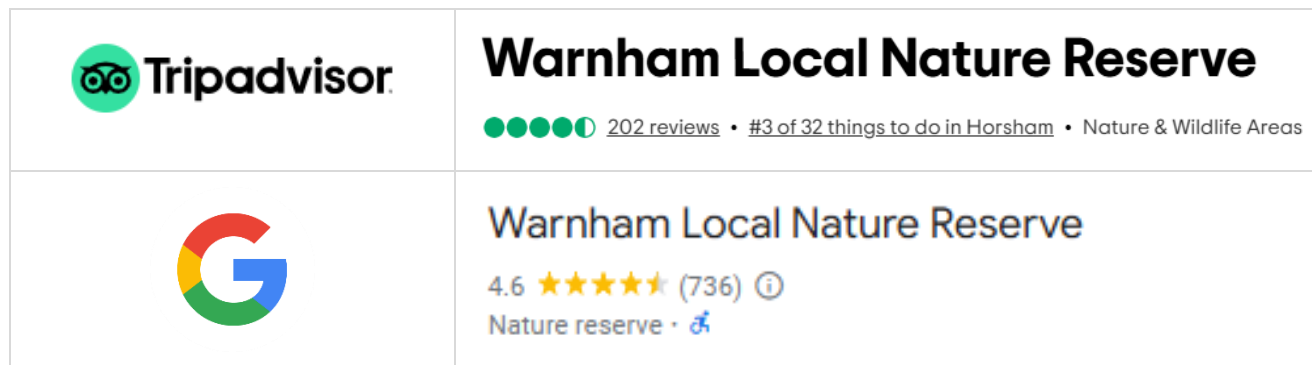
## Promoting Education

In line with our objective of advancing the education of the public about all aspects of the natural history of the Reserve, FoWLNR has:

- Hosted a variety of themed events at the Reserve and which targeted different audiences. These included Seasonal Walks, Wildflower & Tree Identification Walks, Pond Dipping, a Bat Walk, Bird Ringing, Dragonfly & Damsel Fly Walk, Young Birders Walk and Dawn Chorus Walk.
- Published a range of booklets that are available to the public for a small fee in the Herons Rest Café.
- Maintained seasonal wildflower information signs around the Reserve.
- Shared information about what could be seen on the Reserve during the different seasons, on the Notice Board in the Visitor Centre and on social media platforms.

## Visitor Experience

The Reserve continues to receive positive feedback from many of its visitors, either in person or via various online platforms.



A small number of visitors were unhappy or critical about elements of their visit. Where any such feedback was received, it was shared with the applicable function heads and HDC to identify any opportunities for improvement.

## Funding

FoWLNLR generates income in a number of different ways, including:

- from membership fees and donations.
- entry to events.
- sales in the Herons Rest café.
- a portion of the daily and annual permit fees received from HDC, and
- miscellaneous sales of booklets and donated items (such as books and puzzles) in the Visitor Centre.

We are very grateful to our members and to those who have made contributions to FoWLNLR, who we wish to thank.

During the year we were able to contribute over £21,000 towards various projects at the Reserve, and the year ended with a healthy bank balance which will help us with the planned projects.

## Volunteers

Our dedicated volunteers have continued to generously donate their own time in support of FoWLNLR and HDC, to ensure that Warnham Local Nature Reserve remains one of the leading visitor attractions in the Horsham District.

We wish to take this opportunity to thank them all for their contributions, which combine to make the Reserve the success that it is.

These volunteers contributed over 8,400 hours in the year towards:

- the upkeep of the Reserve, including through keeping paths clear and the removal of invasive plant species,
- running the Herons Rest Café, which is open 363 days each year,
- running the successful Programme of Events on the Reserve,
- maintaining the Shelley Memorial Garden at the entrance to the Reserve,
- offering guidance to visitors on the Reserve, and
- running FoWLNLR as a registered charity.

We are seeking additional volunteers to help us, and if you are interested in contributing to one of the areas above, please email [fowlnr@gmail.com](mailto:fowlnr@gmail.com)

Horsham District Council

FoWLNLR would like to thank HDC staff and in particular their Parks & Countryside Team, who are always very supportive of our charity and with whom we have an excellent relationship.

<b>Resolution G – Adopt the Annual Report from 2023/24</b>
<b>Proposer:</b>
<b>Seconder:</b>
<b>Vote of Eligible Members:</b>

## **9. Annual Accounts for the Period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

### **Resolution H**

#### **Commentary**

The Annual Accounts of FoWLNR are shown on the next page. These were independently examined and approved on 10<sup>th</sup> October 2024 by Richard Hopkins who is a member of the Institute of Chartered Accountants in England & Wales.

Total funds of FoWLNR at 31st March 2024 amounted to £116,108.51 which included monies held as a General Reserve and those split between separate bank accounts, in part to attract a reasonable rate of interest but while also not exceeding the Financial Services Compensation limit of £85,000 for any single bank account.

While the total funds held by FoWLNR are healthy, the project to ultimately replace all of the boardwalks over the coming years will require these funds plus other substantial amounts which are to be raised over a number of years.

<b>Resolution H – Adopt the Annual Accounts for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024</b>
<b>Proposer:</b>
<b>Seconder:</b>
<b>Vote of Eligible Members:</b>

## Friends of Warnham Local Nature Reserve

### Annual Accounts 01/04/2023 to 31/03/2024

<u>Income</u>		<u>Expenditure</u>	
<u>Café</u>		<u>Cafe</u>	
Sales – Food & Cold Drinks	£16,436.83	Purchases – Food & Cold Drinks	£12,666.06
Sales – Hot Drinks	£26,257.90	Purchases – Hot Drinks	£ 4,901.50
Sales – Ice Cream	£ 2,732.55	Purchases – Ice Cream	£ 2,242.80
<b>Total Food &amp; Drink Sales</b>	<b>£45,427.28</b>	<b>Total Food &amp; Drink Costs</b>	<b>£19,810.36</b>
<u>Other Income</u>		<u>Admin Expenditure</u>	
Friends Membership	£ 1,024.50	Till & Card Machine	£3,366.54
Sales – General	£ 1,363.80	Coffee Machine	£1,943.34
Events Income	£ 4,432.30	Goods Purchased for Sale	£ 731.69
Gift Aid Income	£ 2,052.48	Event Costs	£ 865.51
Income – Other	£ 1,314.54	Phone, Internet, Website, IT	£1,312.13
<b>Total Other Income</b>	<b>£10,187.62</b>	Printing Supplies	£ 59.00
<u>Donations</u>		Miscellaneous	£1,499.32
Artwork Sales Commission	£ 194.97	Organisational Costs	£ 177.00
Donations & Bequests	£ 2,012.19	Legal Fees	£3,096.00
HDC Permit Donations	£16,609.01	Volunteer Barbeque	£ 702.72
Birdseed Donations	£ 2,135.01		
<b>Total Donations</b>	<b>£20,951.18</b>	<b>Total Admin Costs</b>	<b>£13,753.25</b>
		<u>Charitable Expenditure</u>	
		Bird Food	£ 4,472.87
		Cameras	£ 3,889.96
		Walkways	£ 6,418.00
		Wildlife Surveys	£ 1,132.73
		Visitor Centre	£ 4,097.82
		Projects	£ 1,316.00
		Educational Signage	£ 9.00
		<b>Total Charitable Spend</b>	<b>£21,336.38</b>
<b>Total Income</b>	<b>£76,566.08</b>	<b>Total Expenditure</b>	<b>£54,899.99</b>
<b>Annual Accounting Balance</b>	<b>£21,666.09</b>		
<b>Total Funds Held</b>	<b>£116,108.51</b>		

## **10.1 Reappointment of Trustees from the Period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

Debbie Ladds joined the Trustee group from 3<sup>rd</sup> February 2024.

Rather than have a separate resolution for her reappointment from the 2024 AGM, it is intended for Resolution D2a above to also cover this.

## **10.2 Reappointment of Trustees Retiring By Rotation**

### **Resolution I**

The Trustees who stood down by rotation and sought reappointment at the 2024 AGM were Neil Henry and Denise Knight.

<b>Resolution Ia – to confirm the reappointment of Neil Henry as Trustee</b>	<b>Resolution Ib – to confirm the reappointment of Denise Knight as Trustee</b>
<b>Proposer:</b>	<b>Proposer:</b>
<b>Secunder:</b>	<b>Secunder:</b>
<b>Vote of Eligible Members:</b>	<b>Vote of Eligible Members:</b>

## Friends of Warnham Local Nature Reserve

### Financial Summary: 2024-2025

INCOME	BUDGET	ACTUAL	EXPENDITURE	BUDGET	ACTUAL
<b>TRADING INCOME AND EXPENDITURE</b>					
<b>Food &amp; drink</b>					
Food, cold drinks & ices	£21,300	£21,005.08	Food, cold drinks & ices	£16,500	£13,102.56
Hot Drinks	£29,000	£28,354.22	Hot Drinks	£5,400	£5,868.20
Total food and drink	£50,300	£49,359.30	Total food and drink	£21,900	£18,970.76
Goods	£1,500	£751.80	Goods purchased for sale	£1,000	£300.00
Events	£4,800	£2,279.50	Event Costs	£1,000	£841.51
			Coffee machine rental and service	£2,400	£2,012.83
			Till and card machine	£3,700	£3,591.43
<b>TOTAL TRADING INCOME*</b>	<b>£56,600</b>	<b>£52,390.60</b>	<b>TOTAL TRADING EXPENDITURE</b>	<b>£30,000</b>	<b>£25,716.53</b>
*of which	£1,611	<i>was recorded as income from non-charitable trading</i>			
<b>OTHER INCOME AND ADMIN EXPENDITURE</b>					
<b>Donations &amp; other income</b>			<b>Admin Expenditure</b>		
HDC permit donations	£27,000	£31,680.99	Phone, internet, website, IT	£1,500	£1,131.60
Birdseed Donations	£2,100	£2,528.50	Printing costs for volunteers	£300	£7.00
Donations & Bequests Rec'd	£2,000	£2,247.59	Volunteer events	£1,000	£640.26
Friends membership	£0	410	Misc (incl unassigned)	£1,500	£1,301.71
Artwork sales commission	£200	£308.57	Organisational costs	£1,000	£2,015.41
Gift Aid Income	£750	£0.00	Contingency 10%	£1,340	
Income - Other	£1,000	£1,975.19			
<b>TOTAL DONATIONS</b>	<b>£33,050</b>	<b>£39,150.84</b>	<b>ADMIN EXPENDITURE</b>	<b>£6,640</b>	<b>£5,095.98</b>
<b>SUMMARY</b>					
<b>TOTAL INCOME</b>	<b>£89,650</b>	<b>£91,541.44</b>	<b>TRADING &amp; ADMIN EXPENDITURE</b>	<b>£36,640</b>	<b>£30,812.51</b>
<i>Non-charitable trading as percentage of total income</i>					
<b>SURPLUS 2024-25 to date</b>	<b>£53,010</b>	<b>£60,728.93</b>	<b>CHARITABLE EXPENDITURE</b>	<b>£100,718</b>	<b>£28,658.77</b>
<b>Total funds 31st Mar 2025</b>			<b>Funds reconciliation</b>		
Treasurers account (incl pending receipts)		£52,230.40	Total funds in bank 31st Mar 2024		£116,668.26
Savings account (reserve)		£20,416.86	Pending receipts & payments 31st Mar 2024		-£559.75
Unity bank		£77,845.36	Net funds 31st Mar 2024		£116,108.51
<b>Total of bank balances</b>		<b>£150,492.62</b>	Income 2024-25		£91,541.44
Pending payments to HDC & artists		-£2,313.95	Expenditure 2024-25		-£59,471.28
<b>Net funds</b>		<b>£148,178.67</b>	<b>Net funds 31st Mar 2025</b>		<b>£148,178.67</b>
<b>Notes:</b>					
Non-charitable trading is 2% of total income, which is well below the 25% limit for charities corporate tax exemption.					
Pending transactions include till sales for which payment has not yet appeared in bank account, and money due to be transferred to HDC and artists for whom we are acting as agents					



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Friends of Warnham Local Nature Reserve

**Receipts and payments accounts**

CC16a

For the period from	01/04/2024	To	31/03/2025
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**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 £
<b>A1 Receipts</b>					
Sales - food, cold drinks and ices	21,005	-	-	21,005	19,169
Sales - hot drinks	28,354	-	-	28,354	26,258
Membership fees	410	-	-	410	1,025
Other sales and commission	3,036	-	-	3,036	4,731
Events	2,280	-	-	2,280	4,432
Donations	36,457	-	-	36,457	20,951
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>91,542</b>	<b>-</b>	<b>-</b>	<b>91,542</b>	<b>76,566</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>91,542</b>	<b>-</b>	<b>-</b>	<b>91,542</b>	<b>76,566</b>
<b>A3 Payments</b>					
Purchases for resale	25,717	-	-	25,717	19,810
Admin expenditure	5,096	-	-	5,096	13,753
Charitable expenditure	28,659	-	-	28,659	21,336
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>59,472</b>	<b>-</b>	<b>-</b>	<b>59,472</b>	<b>54,899</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>59,472</b>	<b>-</b>	<b>-</b>	<b>59,472</b>	<b>54,899</b>
<b>Net of receipts/(payments)</b>	<b>32,070</b>	<b>-</b>	<b>-</b>	<b>32,070</b>	<b>21,667</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	116,340	-	-	116,340	94,673
<b>Cash funds this year end</b>	<b>148,410</b>	<b>-</b>	<b>-</b>	<b>148,410</b>	<b>116,340</b>

**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 £
<b>B1 Cash funds</b>	Treasurer's account	52,340	-	
	Other bank accounts	98,262	-	
	Timing differences	2,192	-	
	<b>Total cash funds</b>	<b>148,410</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
<i>S. I. Riley</i>	S. I. RILEY	31/10/25
<i>C. Strudley</i>	C. STRUDLEY	31/10/25



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
The Friends of Warnham Local Nature Reserve

On accounts for the year ended

31 March 2025  
Charity no (if any) 1171924

Set out on pages

1,2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025

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

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: 

Date: 5 November 2025

Name: Richard Hopkins

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

Member of the Institute of Chartered Accountants in England and Wales

Address: Three Elms, Maudlyn Park, Steyning, West Sussex BN44 3PS

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**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.**

There are no matters to disclose

**THE FRIENDS OF WARNHAM LOCAL NATURE RESERVE**

England & Wales - Charity number 1171924

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# Accounts

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FRIENDS OF WARNHAM  
LOCAL NATURE RESERVE  
Registered Charity No. 1171924



**Information Pack**  
**for the**  
**2023-24**  
**Annual General Meeting**

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## Context

### Introduction

This Pack contains all of the necessary information for the Annual General Meeting (AGM) of the Friends of Warnham Local Nature Reserve, including the Annual Report and Accounts for the year to 31<sup>st</sup> March 2024.

The AGM is to be held on Wednesday 20<sup>th</sup> November 2024 at the Visitor Centre of Warnham Local Nature Reserve, and will start at 7:00pm.

### Background

The Friends of Warnham Local Nature Reserve (FoWLNLR), charity number 1171924, is registered with The Charity Commission for England and Wales (The Charity Commission).

The objectives of the charity are:

to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Warnham Local Nature Reserve, in particular but not exclusively by:

(a) advancing the education of the public about all aspects of the natural history of the reserve; and

(b) promoting biological diversity.

FoWLNLR is governed by a formal Constitution and makes annual reports to The Charity Commission.

The 2023/24 report was submitted to The Charity Commission on 4th November 2024.

Warnham Local Nature Reserve is owned by Horsham District Council (HDC), and all volunteers of FoWLNLR work closely with HDC staff, in particularly those from the Parks & Countryside Department who manage and maintain the Reserve.

The day-to-day management of FoWLNLR is the responsibility of the Trustee Board which is ably supported by a dedicated group of other volunteers, some of who sit on the newly re-established Management Committee.

### Annual General Meeting

The Constitution requires that FoWLNLR holds an AGM at intervals of not more than 15 months, and the last AGM was held on 22<sup>nd</sup> November 2023.

This AGM is in respect of the period from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.

Only eligible Members of FoWLNLR will be able to vote on the Resolutions at the AGM, which are proposed by the Trustees as follows:

**Resolution 1:** Approve the Minutes of the Previous AGM held 22<sup>nd</sup> November 2023 (see pages 4 - 5)

**Resolution 2:** Adopt the Annual Report for the Period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 (see pages 6 - 10)

**Resolution 3:** Adopt the Annual Accounts for the Period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 (see pages 11 - 12)

**Resolution 4:** Re-election of those Trustees retiring by rotation and who wish to stand for re-election (see page 13)

## Minutes of the Previous Annual General Meeting

Friends of Warnham Local Nature Reserve (FoWLNLR)

Annual General Meeting - 22<sup>nd</sup> November 2023

7.30pm, the Visitor Centre, Warnham Local Nature Reserve

In attendance:

Eric Baker, Liz Bridges, Eric Brown, Jill Brown, Gill Clifton, Barry Clough, Hilary Harding, John Harriss, Diane Hellyer, Peter Hellyer, Neil Henry (T), Steve Kenward (T), Denise Knight (T), Denise Leach, Ruth Morgan, David Putland, Andy Roberts (T), Viv Roberts, Graham Rumsey, Andrea Saxton, Paul Shergold (T), Linda Slattery (T), Margaret Symonds, Richard Symonds (T), Lyn Whale.

(T) denotes Trustee

The Chairman advised that extensive background papers previously circulated with the calling notice for the AGM supported the resolutions now put before the AGM.

1. Apologies for absence.  
Celia Strudley

2. To approve the Minutes of the Previous AGM, held on 18<sup>th</sup> January 2023.

The minutes were proposed as accurate by Paul Shergold, seconded by Viv Roberts and adopted by a majority show of hands.

3. To adopt the Annual Report for the period 1st April 2022 to 31st March 2023.

Following a summary of the Annual Report by SK, the adoption of the Annual Report was proposed by Richard Symonds & Neil Henry, seconded by Linda Slattery & Ruth Morgan and supported by a majority show of hands.

Thanks were expressed to all volunteers of FoWLNLR and to Horsham District Council (HDC) staff, particularly those from the Parks & Countryside Team.

4. To adopt the Annual Accounts for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

Following a summary of the Accounts and financial position of FoWLNLR, the adoption of the Accounts as reviewed by the independent examiner for the period to 31<sup>st</sup> March 2023 was proposed by Paul Shergold, seconded by Viv Roberts & Linda Slattery and supported by a majority show of hands.

5. To elect Trustee(s) retiring by rotation.

Standing down in order of rotation were Paul Shergold, Linda Slattery and Richard Symonds.

Having decided not to stand for re-election, Linda was thanked for her service as a Trustee.

Paul Shergold agreed to stand for re-election, and was proposed by Eric Brown, seconded by Neil Henry and Hilary Harding and supported by a majority show of hands.

Richard Symonds also agreed to stand for re-election, and was proposed by Paul Shergold, seconded by Denise Knight and supported by a majority show of hands.

It was noted that Graham Matthews was also standing down as a Trustee effective from 22<sup>nd</sup> November 2023, and that this would be accounted for in the 2023/24 AGM.

6. Any other business.
- a. Hilary Manning enquired whether WLNR could be included on a public bus route.

While not definite, it was thought that HDC might be exploring a Hopper Service between points of interest in the town and which might include WLNR.

The Chairman (Steve Kenward) thanked members for attending the AGM and for their support for FoWLNR.

An illustrated presentation of Butterflies, the Warnham Butterfly Fields and the Wild About Warnham Project was then given by David Bridges.

<b>Resolution 1: Approve the Minutes of the Previous AGM held 22<sup>nd</sup> November 2023</b>
<b>Proposer:</b>
<b>Seconder:</b>
<b>Vote of Eligible Members:</b>

## **Annual Report**

### **Introduction**

The year to March 2024 has given us a period of stability, after the turbulence of previous years both nationally and within our Trustee group.

We have taken the opportunity to refresh, regroup, and prepare for future.

The year began with work being undertaken by FoWLNLR to refresh the Herons Rest facility. Our original plans included creating a new kitchen layout, additional storage space, shelving, display facilities and furniture. In the event and with the promise of change inspired by Horsham District Council's (HDC) plans for the building to be retro fitted to align with their eco requirements, our plans were reduced to a mere redecoration. This was achieved. The opportunity was taken to upgrade some of our café equipment and our till facilities. The changes suggested by HDC, were to be incorporated into a bigger plan for the Visitor Centre and a Friends working group was established to take on the planning tasks. These plans subsequently faced uncertainty given the difficulties of local authority financing, and FoWLNLR may have to revisit the elements previously planned such as additional storage and display space and furniture.

An ongoing theme throughout the year has been to improve our systems, procedures and compliance, both with our partner HDC requirements outlined in our jointly signed Service Level Agreement (SLA) and the statutory requirements of the Charities Commission. Our work in these areas included a development of our financial processes, driven by the installation of a new till system, and new banking arrangements, in part due to the inability to communicate with our original bank. After a considerable period of investigation and professional advice, the Trustees were reassured FoWLNLR had the correct operating structure, relative to its charitable status. FoWLNLR's awareness of its responsibilities to its volunteers was significantly heightened as was its attitude to risk, conflict of interest, assets, and lone working. I, and the Trustees are indebted to our colleagues responsible for the finance and secretarial aspects of the charities work for the efforts they have made and the improvements that have been achieved during the year.

The Service Level Agreement (SLA), referred to above was renewed at the end of the period and runs until 2027. Whilst the SLA is the umbrella under which both the Friends and HDC work together, the Friends undoubtedly benefit from the positivity of the individual relationships involved and the support constantly available from the HDC Wardens team.

During the year in question visitors to the Reserve totalled 29,784. Less than the previous year where we saw a post pandemic bounce, and reduced by the fact that we closed for a week in the Spring to achieve our redecoration. It remained a frustration that despite these numbers of visitors our Friends numbers remained low. A lack of Friends makes it difficult to attract new volunteers, reduces our ability to support the Warden's work on the Reserve, and continue to deliver events. During the year plans were proposed to our partner HDC to increase Friends membership, and these plans were accepted and came into force in April 2024. We now have the potential to have a Friends membership equal to our annual permit visitors which can only be good for the Charity and its objectives going forward. The next task will be to increase the total number of visitors to the Reserve, and a project group in the following year will develop a communication strategy and programme to achieve additional visitor traffic.

Financially the Charity ended the year in review, very strongly. This largely reflected the fact that the Boardwalk replacement programme, whilst budgeted had not commenced. This was disappointing but the delays enabled a wide range of suppliers and contractors to be considered and drew a plan from HDC to match fund replacement work for the following five-year period. The combination of all of this should enable considerable amounts of boardwalk replacement throughout the Reserve in the years ahead.

The Charity could not continue without the tireless work of the volunteers, the Trustees and the support of the HDC Countryside Warden team, for which as Chairman I am extremely grateful. My thanks go to all involved for their efforts and achievements on behalf of the Friends of Warnham Local Nature Reserve.

*Steve Kenward*

Steve Kenward,

Chair – Friends of Warnham Local Nature Reserve

## Governance

FoWLNR continued throughout the year to fulfil its obligations as a Charitable Incorporated Organisation that is registered with The Charity Commission.

The Trustees run the charity in line with the documented Constitution and Policies, and all aspects of the day-to-day operations were managed by the Trustees and their designated function leads or teams.

On a quarterly basis, the Trustees and function heads met to review the performance of FoWLNR in line with its objectives, to develop strategic plans and to translate those into future operational goals.

The Trustees of FoWLNR for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 were:

- Chair: Steve Kenward
- Ex-Officio: Jake Everitt
- Neil Henry
- Debbie Ladds
- Paul Shergold
- Secretary: Andrew Roberts
- Stuart Card
- Denise Knight
- Graham Matthews (retired 22<sup>nd</sup> November 2023)
- Richard Symonds

The designated function heads or teams for the same period were:

- Finance: Celia Strudley & Jill Brown
- Herons Rest Café: Lyn Whale
- Membership & Social Media: Viv Roberts

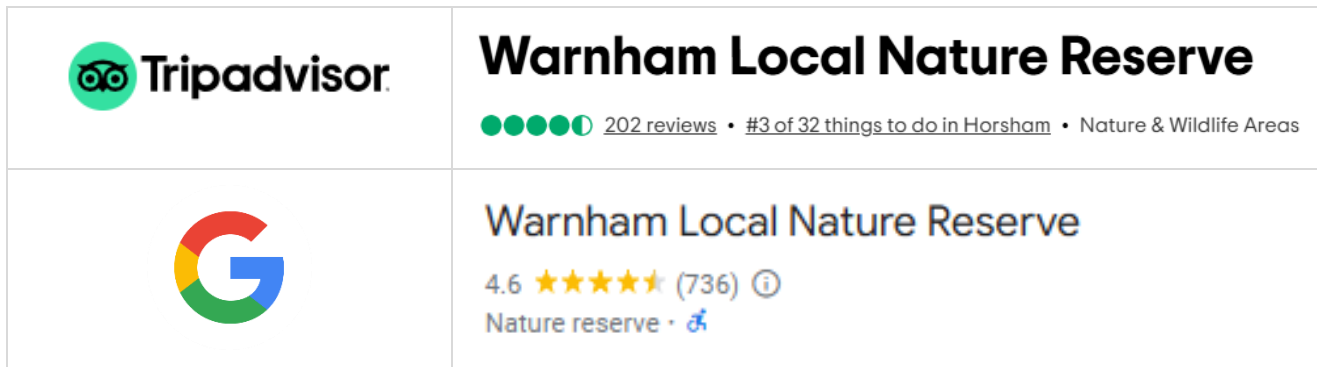
## Promoting Education

In line with our objective of advancing the education of the public about all aspects of the natural history of the Reserve, FoWLNR has:

- Hosted a variety of themed events at the Reserve and which targeted different audiences. These included Seasonal Walks, Wildflower & Tree Identification Walks, Pond Dipping, a Bat Walk, Bird Ringing, Dragonfly & Damsel Fly Walk, Young Birders Walk and Dawn Chorus Walk.
- Published a range of booklets that are available to the public for a small fee in the Herons Rest Café.
- Maintained seasonal wildflower information signs around the Reserve.
- Shared information about what could be seen on the Reserve during the different seasons, on the Notice Board in the Visitor Centre and on social media platforms.

## Visitor Experience

The Reserve continues to receive positive feedback from many of its visitors, either in person or via various online platforms.



A small number of visitors were unhappy or critical about elements of their visit. Where any such feedback was received, it was shared with the applicable function heads and HDC to identify any opportunities for improvement.

## Funding

FoWLNLR generates income in a number of different ways, including:

- from membership fees and donations.
- entry to events.
- sales in the Herons Rest café.
- a portion of the daily and annual permit fees received from HDC, and
- miscellaneous sales of booklets and donated items (such as books and puzzles) in the Visitor Centre.

We are very grateful to our members and to those who have made contributions to FoWLNLR, who we wish to thank.

During the year we were able to contribute over £21,000 towards various projects at the Reserve, and the year ended with a healthy bank balance which will help us with the planned projects.

## Volunteers

Our dedicated volunteers have continued to generously donate their own time in support of FoWLNLR and HDC, to ensure that Warnham Local Nature Reserve remains one of the leading visitor attractions in the Horsham District.

We wish to take this opportunity to thank them all for their contributions, which combine to make the Reserve the success that it is.

These volunteers contributed over 8,400 hours in the year towards:

- the upkeep of the Reserve, including through keeping paths clear and the removal of invasive plant species,
- running the Herons Rest Café, which is open 363 days each year,

- running the successful Programme of Events on the Reserve,
- maintaining the Shelley Memorial Garden at the entrance to the Reserve,
- offering guidance to visitors on the Reserve, and
- running FoWLNR as a registered charity.

We are seeking additional volunteers to help us, and if you are interested in contributing to one of the areas above, please email [fowlnr@gmail.com](mailto:fowlnr@gmail.com)

Horsham District Council

FoWLNR would like to thank HDC staff and in particular their Parks & Countryside Team, who are always very supportive of our charity and with whom we have an excellent relationship.

<b>Resolution 2 – Adopt the Annual Report</b>
<b>Proposer:</b>
<b>Seconder:</b>
<b>Vote of Eligible Members:</b>

## **Annual Accounts for the Period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

### **Commentary**

The Annual Accounts of FoWLNR are shown on the next page. These were independently examined and approved on 10<sup>th</sup> October 2024 by Richard Hopkins who is a member of the Institute of Chartered Accountants in England & Wales.

Total funds of FoWLNR at 31st March 2024 amounted to £116,340 which included monies held as a General Reserve and those split between separate bank accounts, in part to attract a reasonable rate of interest but while also not exceeding the Financial Services Compensation limit of £85,000 for any single bank account.

While the total funds held by FoWLNR are healthy, the project to ultimately replace all of the boardwalks over the coming years will require these funds plus other substantial amounts which are to be raised over a number of years.

<b>Resolution 3 – Adopt the Annual Accounts</b>
<b>Proposer:</b>
<b>Secunder:</b>
<b>Vote of Eligible Members:</b>

## Friends of Warnham Local Nature Reserve

### Annual Accounts 01/04/2023 to 31/03/2024

<u>Income</u>		<u>Expenditure</u>	
<u>Café</u>		<u>Cafe</u>	
Sales – Food & Cold Drinks	£16,436.83	Purchases – Food & Cold Drinks	£12,666.06
Sales – Hot Drinks	£26,257.90	Purchases – Hot Drinks	£ 4,901.50
Sales – Ice Cream	£ 2,732.55	Purchases – Ice Cream	£ 2,242.80
<b>Total Food &amp; Drink Sales</b>	<b>£45,427.28</b>	<b>Total Food &amp; Drink Costs</b>	<b>£19,810.36</b>
<u>Other Income</u>		<u>Admin Expenditure</u>	
Friends Membership	£ 1,024.50	Till & Card Machine	£3,366.54
Sales – General	£ 1,363.80	Coffee Machine	£1,943.34
Events Income	£ 4,432.30	Goods Purchased for Sale	£ 731.69
Gift Aid Income	£ 2,052.48	Event Costs	£ 865.51
Income – Other	£ 1,314.54	Phone, Internet, Website, IT	£1,312.13
<b>Total Other Income</b>	<b>£10,187.62</b>	Printing Supplies	£ 59.00
<u>Donations</u>		Miscellaneous	£1,499.32
Artwork Sales Commission	£ 194.97	Organisational Costs	£ 177.00
Donations & Bequests	£ 2,012.19	Legal Fees	£3,096.00
HDC Permit Donations	£16,609.01	Volunteer Barbeque	£ 702.72
Birdseed Donations	£ 2,135.01		
<b>Total Donations</b>	<b>£20,951.18</b>	<b>Total Admin Costs</b>	<b>£13,753.25</b>
		<u>Charitable Expenditure</u>	
		Bird Food	£ 4,472.87
		Cameras	£ 3,889.96
		Walkways	£ 6,418.00
		Wildlife Surveys	£ 1,132.73
		Visitor Centre	£ 4,097.82
		Projects	£ 1,316.00
		Educational Signage	£ 9.00
		<b>Total Charitable Spend</b>	<b>£21,336.38</b>
<b>Total Income</b>	<b>£76,566.08</b>	<b>Total Expenditure</b>	<b>£54,899.99</b>
<b>Annual Accounting Balance</b>	<b>£21,666.09</b>		
<b>Total Funds Held</b>	<b>£116,108.51</b>		

## **Re-election of Trustees**

The Constitutional requires that one-third of the elected Trustees must retire from office at every AGM.

In the order of their appointment, those resigning this year are:

- a. Steve Kenward – who is to stand down and is not seeking re-election as Chair or as Trustee.  
The Trustees we wish to extend their gratitude to Steve for his time as Chair over the past 2.5 years.
- b. Neil Henry & Denise Knight - have both agreed to stand down and are seeking re-election as Trustees, which is supported and recommended to the membership.

<b>Resolution 4: Re-election of those Trustees retiring by rotation and who wish to stand for re-election, namely Neil Henry and Denise Knight.</b>	
<b>Neil Henry</b>	<b>Denise Knight</b>
<b>Proposer:</b>	<b>Proposer:</b>
<b>Seconder:</b>	<b>Seconder:</b>
<b>Vote of Eligible Members:</b>	<b>Vote of Eligible Members:</b>



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Charity Name  
**The Friends of Warnham Local Nature Reserve**

No (if any)  
1171924

**Receipts and payments accounts**

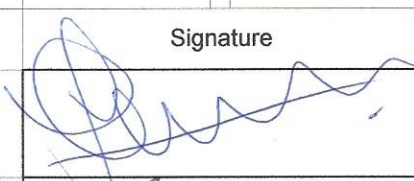
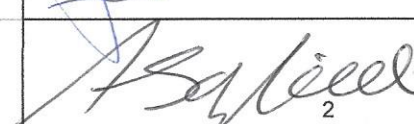
**CC16a**

For the period from **01/04/2023** To **31/03/2024**

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Sales- Food and drink	16,437	-	-	16,437	16,780
Sales -hot drinks	26,258	-	-	26,258	25,711
Sales- Ice cream	2,732	-	-	2,732	2,321
Membership fees	1,025	-	-	1,025	1,550
Other sales and commission	1,364	-	-	1,364	1,406
Events	4,432	-	-	4,432	3,398
Donations	20,951	-	-	20,951	26,313
Other sales and commission	3,367	-	-	3,367	-
<b>Sub total (Gross income for AR)</b>	<b>76,566</b>	<b>-</b>	<b>-</b>	<b>76,566</b>	<b>77,479</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>76,566</b>	<b>-</b>	<b>-</b>	<b>76,566</b>	<b>77,479</b>
<b>A3 Payments</b>					
Purchases for resale	19,810	-	-	19,810	19,112
Admin expenditure	13,753	-	-	13,753	7,357
Charitable expenditure	21,336	-	-	21,336	25,743
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>54,899</b>	<b>-</b>	<b>-</b>	<b>54,899</b>	<b>52,212</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>54,899</b>	<b>-</b>	<b>-</b>	<b>54,899</b>	<b>52,212</b>
<b>Net of receipts/(payments)</b>	<b>21,667</b>	<b>-</b>	<b>-</b>	<b>21,667</b>	<b>25,267</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>94,673</b>	<b>-</b>	<b>-</b>	<b>94,673</b>	<b>69,406</b>
<b>Cash funds this year end</b>	<b>116,340</b>	<b>-</b>	<b>-</b>	<b>116,340</b>	<b>94,673</b>

## 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 £
<b>B1 Cash funds</b>	Treasurer's account	58,103	-	65,031
	Savings, notice a/cs and cash	61,212	-	29,202
	Timing differences	- 2,975	-	440
	<b>Total cash funds</b>	<b>116,340</b>	<b>-</b>	<b>94,673</b>
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
		S. KONWARO		7/10/2024
CCXX R2 accounts (SS)		A. SCHOFIELD		7/10/2024 03/10/2024



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
The Friends of Warnham Local Nature Reserve

**On accounts for the year  
ended**

31 March 2024	<b>Charity no (if any)</b>	1171924
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**Set out on pages**

1 & 2  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2024

**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").

**Independent  
examiner's statement**

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:** 

**Date:** 10 October 2024

**Name:** RICHARD HOPKINS

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

Institute of Chartered Accountants in England and Wales

**Address:**

Three Elms, Maudlyn Park, Steyning, West Sussex BN44 3PS

Only complete if the examiner needs to highlight 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.**

There are no matters of concern.

**THE FRIENDS OF WARNHAM LOCAL NATURE RESERVE**

England & Wales - Charity number 1171924

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# Accounts

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FRIENDS OF WARNHAM  
LOCAL NATURE RESERVE  
Registered Charity No. 1171924



**Information Pack**  
**for the**  
**2022-23**  
**Annual General Meeting**

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## Context

### Introduction

This Pack contains all of the necessary information for the Annual General Meeting (AGM) of the Friends of Warnham Local Nature Reserve, including the Annual Report and Accounts for the year to 31<sup>st</sup> March 2023.

The AGM is to be held on Wednesday 22<sup>nd</sup> November 2023 at the Visitor Centre of Warnham Local Nature Reserve, and will start at 7:30pm.

### Background

The Friends of Warnham Local Nature Reserve (FoWLNLR), charity number 1171924, is registered with The Charity Commission for England and Wales (The Charity Commission).

The objectives of the charity are:

to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Warnham Local Nature Reserve, in particular but not exclusively by:

- (a) advancing the education of the public about all aspects of the natural history of the reserve and
- (b) promoting biological diversity.

FoWLNLR is governed by a formal Constitution and makes annual reports to The Charity Commission.

The 2022/23 report is ready and will be submitted after The Charity Commission confirms that they are able to receive this information once again.

Warnham Local Nature Reserve is owned by Horsham District Council (HDC), and all volunteers of FoWLNLR work closely with HDC staff, in particularly those from the Parks & Countryside Department who manage the Reserve.

The day-to-day management of FoWLNLR is the responsibility of the Trustee Board which is ably supported by a dedicated group of other volunteers, some of who also attend the quarterly Trustee Meetings.

### Annual General Meeting

The Constitution requires that FoWLNLR holds an Annual General Meeting (AGM) at intervals of not more than 15 months; the last AGM was held on 18<sup>th</sup> January 2023.

This AGM is in respect of the period from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

Only eligible Members of FoWLNLR will be able to vote on the Resolutions at the AGM, which are proposed by the Trustees as follows:

**Resolution 1:** Approve the Minutes of the Previous AGM held 18<sup>th</sup> January 2023 (see page 3)

**Resolution 2:** Adopt the Annual Report for the Period 1<sup>st</sup> April 2022 to 31<sup>st</sup> April 2023 (see pages 5-8)

**Resolution 3:** Adopt the Annual Accounts for the Period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 (see pages 9-10)

**Resolution 4:** Re-election of those Trustees retiring by rotation and who wish to stand for re-election (see page 11)

## **Minutes of the Previous Annual General Meeting**

18th January 2023, 7.30pm, the Visitors' Centre, Warnham Local Nature Reserve

In attendance: (T) denotes Trustee

Peter Hellyer, Diane Hellyer, Jill Brown, Celia Strudley, Richard Symonds (T), Andrea Saxton, Hilary Harding, Paul Shergold (T), Samuel Giacomelli, Denise Knight (T), Steve Kenward (T), Lyn Whale, Neil Henry (T), Graham Matthews (T), Linda Slattery (T).

The Chairman advised that extensive background papers previously circulated with the calling notice for the AGM supported the resolutions now put before the AGM.

1 Apologies for absence.

None were recorded

2. To approve the Minutes of the Previous AGM, held on 8<sup>th</sup> November 2021.

The minutes were proposed as accurate by Celia Strudley and seconded by Neil Henry, Lyn Whale and Paul Shergold and adopted by a majority show of hands.

2. To adopt the Annual Report for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.

The adoption of the Annual Report was proposed by Paul Shergold and seconded by Neil Henry, Richard Symonds and Denise Knight and supported by a majority show of hands.

3. To adopt the Annual Accounts for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.

The adoption of the Accounts, previously reviewed by the independent examiner for the period to 31<sup>st</sup> March 2022 was proposed by Graham Matthews and seconded by Richard Symonds.

4. To elect Trustee(s) retiring by rotation.

The AGM appointed by a show of hands, Denise Knight and Stuart Card as Trustees, they having previously retired by rotation and having offered themselves for re-election.

5. Any other business.

The Chairman (Steve Kenward), thanked members for attending the AGM, and apologised for the formality of such a short event. He advised that it was hoped that the following years AGM's would of course be formal but would also have an informal element designed for the enjoyment of the Charity's members.

### **Resolution 1: Approve the Minutes of the Previous AGM held 18<sup>th</sup> January 2023**

**Proposer:**

**Secunder:**

**Vote of Eligible Members:**

## **Annual Report**

### **Introduction**

As mentioned in the last annual report, I took on the role of Chairman a couple of months into the year that we are now reporting upon.

I was pleased that my fellow Trustees had both the experience and the enthusiasm to support my early months of involvement, and in the first six months I found myself immersed in the spectrum of the Reserves activities from witnessing bird ringing to dressing as a skeleton for the Halloween Trail.

More seriously, there was work too; initially to complete together with Trustees and HDC colleagues the Management Plan for the Reserve. We were pleased to ensure that the plan as finalised heralded a 50-year time horizon. This will ensure that any actions taken, be it clearance, planting or the introduction or replacement of infrastructure, is sympathetic to the Reserve being in 50 years as it is today.

We are all conscious that Warnham Local Nature Reserve is not a theme park, nor a destination for the sake of it, but a wonderful natural haven to be enjoyed by its visitors, as it is today, for many years to come and the 50-year horizon will ensure that is the case.

It was great to see in the year that our total visitor numbers at 32,427 grew back and exceeded pre Covid levels by 15%. This increase enabled us to substantially increase our sales at the Herons Rest by 30%, although the inflation that we all experienced increased our costs to support this sales increase.

As we got back into our stride, we were able to minimise our administration expenditure. The increased visitor numbers, sales in Herons Rest and reduced non-food expenditure coupled with the fact that our planned expenditure on the Reserve was largely delayed, meant that the charity ended the year with healthy financial reserves and which will enable increased spend on the Reserve in subsequent years.

Looking forward and driven by the charitable objects and the desire to ensure that the Reserve is a place where wellbeing can be found and enjoyed the Trustees anticipate:

- the progressive replacement of the boardwalks,
- taking the Herons Rest visitor centre “off grid” with sustainable alternatives to conventional utilities, and
- working with our soon to be neighbours Qair to monitor air quality in the Reserve.

Much has, and continues to go on behind the scenes to ensure the Charity is compliant, follows best practice and is a good corporate citizen. This will always be work in progress and I am grateful and offer my thanks to the Trustees and the volunteers who give of their time freely and work tirelessly to make the Reserve the wonderful place that it is – thank you.

*Steve Kenward*

Chair – Friends of Warnham Local Nature Reserve

## Governance

FoWLNLR continued throughout the year to fulfil its obligations as a Charitable Incorporated Organisation that is registered with The Charity Commission.

The Trustees run the charity in line with the documented constitution, and all aspects of the day-to-day operations were managed by the Trustees and their designated function leads or teams.

On a quarterly basis, the Trustees and function heads met to review the performance of FoWLNLR in line with its objectives, to develop strategic plans and to translate those into future operational goals.

The Trustees of FoWLNLR for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 were:

- Chair: Steve Kenward
- Secretary: Andrew Roberts (from 1<sup>st</sup> February 2023)
- Ex-Officio: Jake Everitt
- Stuart Card
- Neil Henry
- Denise Knight
- Graham Matthews
- Paul Shergold
- Linda Slattery
- Richard Symonds

The designated function heads or teams for that same period were:

- Herons Rest Café: Lyn Whale
- Membership & Social Media: Viv Roberts
- Finance: Celia Strudley & Jill Brown

The constitution requires that one-third of the elected Trustees must retire from office at every AGM. In the order of their appointment, those resigning this year are:

- a. Linda Slattery – who is not seeking re-election as Trustee but has agreed to continue to still support the Trustees. The Trustees thank Linda for her time and contribution as a Trustee and her support over many years for the Reserve.
- b. Paul Shergold & Richard Symonds - have both agreed to stand down and are seeking re-election as Trustees, which is wholeheartedly supported and recommended to the membership.

## Promoting Education

In line with our objective of advancing the education of the public about all aspects of the natural history of the reserve, FoWLNLR has:

- Hosted a variety of themed events at the Reserve and which targeted different audiences. These included Seasonal Walks, Tree Identification Walk, Pond Dipping, Bat Walk, Bird Ringing, Young Birders Walk, Creepy Crawley Quiz & Trail, Dawn Chorus Walk.
- Published a range of booklets that are available to the public for a small fee in the Herons Rest Café
- Maintained seasonal wildflower information signs around the Reserve
- Shared information about what could be seen on the Reserve during the different seasons, on the Notice Board in the Visitor Centre and on social media platforms.

## Visitor Experience

2022/23 was a very successful year for visits to the Reserve, with 32,427 separate visits being recorded.

Positive feedback was received from many of these visitors, either in person or via various online platforms. In particular, the Shelley Memorial Garden at the front of the Reserve generated most compliments with its wonderful array of spring and summer colours.

A very small number of visitors were unhappy or critical about elements of their visit; where any such feedback was received, it was shared with the applicable function and HDC to identify any opportunities for improvement.

## Funding

FoWLNR generates income in a number of different ways, including:

- from membership fees and donations,
- entry to events,
- sales in the Herons Rest café,
- a portion of the daily and annual permit fees received from HDC, and
- miscellaneous sales of booklets and donated items (such as books and puzzles) in the Visitor Centre.

We are very grateful to our members and to those who have made contributions to FoWLNR, who we wish to thank.

During the year we were able to contribute over £25,000 towards various projects on the Reserve, and the year ended with a healthy bank balance which will help us with future projects.

## Volunteers

Our dedicated group of volunteers have continued to generously donate their own time in support of FoWLNR and HDC, to ensure that Warnham Local Nature Reserve remains one of the leading visitor attractions in the Horsham District.

We wish to take this opportunity to thank them all for their contributions, which combine to make FoWLNR the success that it is.

These volunteers contributed to:

- running the Herons Rest Café, which is open 363 days each year,
- running the successful Programme of Events on the Reserve,
- maintaining the Shelley Memorial Garden at the entrance to the Reserve,
- offering guidance to visitors on the Reserve, and
- running FoWLNR as a registered charity.

We are seeking additional volunteers to help us, and if you are interested in contributing to one of the areas above, or would consider becoming a Trustee, or indeed would like to join us to help with the “off grid” project please email [fowlnr@gmail.com](mailto:fowlnr@gmail.com)

Horsham District Council

FoWLNR would like to thank HDC staff and in particular their Parks & Countryside Team, who are always very supportive of our charity and with whom we have an excellent relationship.

**Resolution 2 – Adopt the Annual Report**

**Proposer:**

**Secunder:**

**Vote of Eligible Members:**

## **Annual Accounts for the Period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

### **Commentary**

Throughout the year financial processes were reviewed and streamlined.

The Annual Accounts of FoWLNR are shown on the next page. These were independently examined and were approved on 14<sup>th</sup> September 2023.

The Independent Examiner is Richard Hopkins, who is a member of the Institute of Chartered Accounts in England & Wales.

Total funds of FoWLNR at 31st March 2023 amounted to £94,233.37 which included £8,754.03 General Reserve which was held in a Savings Account, in line with the Charity's Reserve Policy.

That Policy was reviewed and updated subsequent to this reporting period, and funds in excess of the Financial Services Compensation Scheme (FCSC) limit of £85,000 were transferred to an interest-bearing account with a separate bank.

While the total funds held by FoWLNR are healthy, there are some ambitious projects in the pipeline, highlighted in the introduction, which will require these funds plus other substantial amounts to be raised.

### **Resolution 3 – Adopt the Annual Accounts**

**Proposer:**

**Secunder:**

**Vote of Eligible Members:**

**Friends of Warnham Local Nature Reserve  
Annual Accounts 2022-2023**

Income

Sales - Food & Cold Drink	£16,780.35
Sales - Hot Drinks	£25,710.96
Sales - Ice Cream	£2,321.30

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<b>FOOD &amp; DRINK SALES TOTAL</b>	<b>£44,812.61</b>
-------------------------------------	-------------------

Membership (new)	£230.00
------------------	---------

Membership (renewal)	£1,320.00
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<b>MEMBERSHIP TOTAL</b>	<b>£1,550.00</b>
-------------------------	------------------

Sales - General	£1,164.90
-----------------	-----------

Artwork sales commission	£233.85
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Sales - Logs & Kindling	£6.00
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<b>SALES TOTAL</b>	<b>£1,404.75</b>
--------------------	------------------

Events Income	£3,190.00
---------------	-----------

NPOTY	£0.00
-------	-------

Youth Groups	£208.00
--------------	---------

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<b>EVENTS TOTAL</b>	<b>£3,398.00</b>
---------------------	------------------

Gift Aid Income	£0.00
-----------------	-------

Donations & Bequests Rec'd	£2,190.64
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HDC permit donations	£21,219.59
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Birdseed	
----------	--

Donations	£2,743.39
-----------	-----------

Income - Other	£159.56
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<b>DONATIONS</b>	
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<b>TOTAL</b>	<b>£26,313.18</b>
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<b>TOTAL INCOME</b>	<b>£77,478.54</b>
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<b>YEARLY SURPLUS</b>	<b>£25,266.19</b>
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Expenditure

Purchases - Food & Cold Drinks	£12,011.60
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Purchases - Hot Drinks	£5,955.34
------------------------	-----------

Purchases - Ice Cream	£1,145.00
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<b>TOTAL FOOD &amp; DRINK</b>	
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<b>COSTS</b>	<b>£19,111.94</b>
--------------	-------------------

**Admin Expenditure**

Card Machine Rental & Fees	£2,293.31
----------------------------	-----------

Coffee Machine Lease	£971.10
----------------------	---------

Goods Purchased for Sale	£212.40
--------------------------	---------

Events Costs	£791.43
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Phone, Internet, Website, IT	£1,113.20
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Printing	£320.14
----------	---------

Miscellaneous (incl. unassigned)	£1,498.22
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Organisational Costs	£157.00
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<b>TOTAL ADMIN</b>	
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<b>EXPENDITURE</b>	<b>£7,356.80</b>
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**Charitable Expenditure**

Birdseed & Lard Purchases	£3,038.54
---------------------------	-----------

Heron & Nestbox Cams	£498.00
----------------------	---------

Hides, Footpaths	£0.00
------------------	-------

Wildlife Surveys	£499.61
------------------	---------

Habitat Management	£7,740.00
--------------------	-----------

Nest Boxes & Wool	£75.00
-------------------	--------

Discovery Hub	£0.00
---------------	-------

Visitor Centre	£2,543.65
----------------	-----------

Projects	£9,481.00
----------	-----------

Information	£1,566.37
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Keep Rookwood Green	£301.44
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<b>TOTAL CHARITABLE</b>	
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<b>EXPENDITURE</b>	<b>£25,743.61</b>
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<b>TOTAL EXPENDITURE</b>	<b>£52,212.35</b>
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## Re-election of Trustees

As mentioned earlier in this document, the Constitutional requires that one-third of the elected Trustees must retire from office at every AGM.

In the order of their appointment, those resigning this year are:

- a. Linda Slattery – who is not seeking re-election as Trustee but has agreed to continue to still support the Trustees. The Trustees reiterate their thanks to Linda for her time and contribution as a Trustee.
- b. Paul Shergold & Richard Symonds - have both agreed to stand down and are seeking re-election as Trustees, which is wholeheartedly supported and recommended to the membership.

**Resolution 4:** Re-election of those Trustees retiring by rotation and who wish to stand for re-election, namely Paul Shergold and Richard Symonds.

Paul Shergold	Richard Symonds
<b>Proposer:</b>	<b>Proposer:</b>
<b>Secunder:</b>	<b>Secunder:</b>
<b>Vote of Eligible Members:</b>	<b>Vote of Eligible Members:</b>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Friends of Warrham Local Nature Reserve

1171924

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2022	To	Period end date 31/03/2023
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### 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 £
<b>A1 Receipts</b>					
Sales -Food and cold drinks	16,780	-	-	16,780	11,210
Sales -hot drinks	25,711	-	-	25,711	22,575
Sales - ice cream	2,321	-	-	2,321	1,033
Membership fees	1,550	-	-	1,550	1,710
Other sales and commission	1,406	-	-	1,406	724
Events	3,398	-	-	3,398	1,229
Donations	26,313	-	-	26,313	24,509
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>77,479</b>	<b>-</b>	<b>-</b>	<b>77,479</b>	<b>62,990</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>77,479</b>	<b>-</b>	<b>-</b>	<b>77,479</b>	<b>62,990</b>
<b>A3 Payments</b>					
Purchases for resale	19,112	-	-	19,112	12,851
Admin expenditure	7,357	-	-	7,357	6,444
Charitable expenditure	25,743	-	-	25,743	28,584
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>52,212</b>	<b>-</b>	<b>-</b>	<b>52,212</b>	<b>47,879</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>52,212</b>	<b>-</b>	<b>-</b>	<b>52,212</b>	<b>47,879</b>
<b>Net of receipts/(payments)</b>	<b>25,267</b>	<b>-</b>	<b>-</b>	<b>25,267</b>	<b>15,111</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>69,406</b>	<b>-</b>	<b>-</b>	<b>69,406</b>	<b>54,295</b>
<b>Cash funds this year end</b>	<b>94,673</b>	<b>-</b>	<b>-</b>	<b>94,673</b>	<b>69,406</b>

## 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 £
<b>B1 Cash funds</b>	Treasurers account	65,031	-	-
	Savings, notice a/cs and cash	29,202	-	-
	Timing differences	440	-	-
	<b>Total cash funds</b>	<b>94,673</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

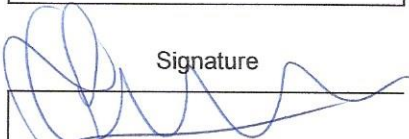
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

 Signature	Print Name S. KENWARD A J ROBERTS	Date of approval 11.09.23 11-9-23
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Section A

Independent Examiner's Report

<b>Report to the trustees/ members of</b>	The Friends of Warnham Local Nature Reserve		
<b>On accounts for the year ended</b>	31 March 2023	<b>Charity no (if any)</b>	1171924
<b>Set out on pages</b>	1-2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

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

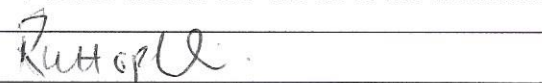
**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:**  **Date:** 14 September 2023

**Name:** RICHARD HOPKINS

**Relevant professional qualification(s) or body (if any):** INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES

**Address:** THREE ELMS MAUDLYN PARK  
STEYNING WEST SUSSEX  
BN44 3PS

Only complete if the examiner needs to highlight 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.**

NONE

**THE FRIENDS OF WARNHAM LOCAL NATURE RESERVE**

England & Wales - Charity number 1171924

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# Accounts

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# **Friends of Warnham Local Nature Reserve (FoWLNLR)**

## **Annual Report**

### **Background**

The Friends of Warnham Local Nature Reserve (FoWLNLR) is a registered charity (No. 1171924).

The Charity's objects are to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Warnham Local Nature Reserve, in particular but not exclusively by:

- (a) advancing the education of the public about all aspects of the natural history of the reserve, and
- (b) promoting biological diversity.

for the benefit of both the public and the wildlife.

We are governed by a formal Constitution and we make annual reports to The Charities Commission.

The day-to-day management of the Friends is the responsibility of a Trustee Board supported by a number of member volunteers.

### **Annual Report for the year 2021-2022.**

I am pleased to report, to this my first AGM as your new Chairman.

Having not taken on my role until just into the 2022-2023 year much of my report has relied on input from my colleague Trustees and supporting members for which I am grateful.

The year under review can best be described as one of transition.

The year began in April 2021 with the Country and thus the Reserve still experiencing lock down conditions. These conditions eased over the summer months but our visitor numbers were in the first six months only a third of pre-pandemic levels. Our income of course suffered.

We also experienced transition amongst our Officers as our Secretary, Andy Roberts and our Treasurer, John Alsop having resigned at the previous AGM left their posts at the end of December 2021. We remain grateful for all their work on behalf of the Friends.

The Friends of Warnham Local Nature Reserve (FoWLNLR) however remains in a position of good financial health as funds allocated previously and during the pandemic had not been utilised. At the end of the period under review the Friends can look forward to 2022-23 and beyond to a period of development and refurbishment at the Reserve.

The work of the FoWLNLR is wide and varied in support of the Charity's objects, dominant above all is the tireless work of the volunteers, in whatever role they fulfil, they are the charity and as the Chairman, and I am sure I speak for the members to, I am indebted to their willingness and selfless service to all we are trying to achieve, thank you.

## **Governance**

FoWLNLR continued to fulfil its commitments as a Charitable Incorporated Organisation registered with The Charity Commission. Governance by the Trustees has been in accordance with the FoWLNLR Constitution, and all aspects of the day-to-day operation continued to be managed by Trustees and members with specific responsibilities on behalf of the Trustee Board.

The combining of the Trustees and Management Committee members adopted at the last AGM was established in practice and all began to meet together on a regular basis during the latter part of the year and thereafter.

In accordance with the Constitution, at every AGM one-third of the elected charity Trustees must retire from office.

In order of appointment:

- Richard Dodd is due to stand down and is not seeking re-election. I would like to thank Richard for his work on behalf of the Friends and wish him every future success.
- Stuart Card and Denise Knight have volunteered to stand down in line with our constitutional rotation requirements and both have agreed to stand for re-election which I as Chairman wholeheartedly endorse and recommend to the membership.

Subsequent to the 2012-2022 year ending Claire Millar also resigned as a Trustee given increased work commitments.

Thus the Friends currently require further trustees.

The Trustees for various periods during the year under review were:

Andrew Roberts	(res 8.11.21)	Denise Knight
Charlotte Wooldridge		Stuart Card
Jake Everitt (Ex Officio)		Linda Slattery
Neil Henry		Paul Shergold
John Alsop	(res 8.11.21)	Richard Dodd
Claire Millar		

The post of Chair remained vacant to the end of the period under review. Subsequently Steve Kenward was appointed as Chairman and a Trustee with effect from July 2022.

## **Promoting Education guided walks. Talks and workshops**

Restrictions as a result of the pandemic were gradually lifted during the year and an events programme slowly resumed and by the last quarter, early 2022, included once more a range of guided walks, talks and workshops.

The Friends are delighted to be able to stage events again, that in line with our objects enable us to advance the education of the public so if members have ideas about the content and type of event that would appeal, please let us know.

The Reedbed, our Newsletter continues to be issued on a quarterly basis to Members, the website

and our social media presence were all well appreciated and engaged during the period.

### **Visitor Experience**

The first half of the year under review continued to be uncertain for the public. Whilst Covid restrictions were progressively lifted a caution remained.

Visitor numbers in the first half of 2021-2022 continued to be affected with less than 5000 visitors in the 6-month period, but traffic levels steadily improved in the second half of the year with nearly 14000 visitors being recorded.

### **Discovery Hub, Shelley Memorial Gardens and the Attree Hide**

The Discovery Hub & Gardens were after much disruption formally opened in October 2021 and were much acclaimed and enjoyed thereafter.

We were pleased to assist and host Horsham District Council with a poetry reading event at the Reserve to commemorate 200 years of Shelley's death.

We hope that the future will see more such events as each serves to spread the message of the Reserve to a new and ever widening audience.

### **Funding**

In addition to those funds generated by membership fees, donations and sales in the Herons Rest, as part of our partnership agreement with Horsham District Council we collect the daily and annual permit fees for admission to the Reserve on their behalf. In return we receive a donation. The prices of these permits increased at the beginning of the period.

Generally, our income suffered as visitor numbers remained depressed in the first half of the period, but began to recover strongly in the second half.

FoWLNLR received the most generous of donations during the year in the memory of Terry Slattery

### **Volunteers**

FoWLNLR's loyal volunteers continued to give the Reserve the most precious of commodities, their time and as a result the Friends continued to be able to manage the Reserve's Visitor Centre and The Herons Rest Café.

Volunteers also manned various events as the programmes restarted and were on hand to offer guidance and information to visitors on the Reserve.

Voluntary contributions also enable the Friends to have a web presence, an accounting system, newsletters and a number of events.

As we emerged from Covid, The Herons Rest remained closed for the first two months of the period and we had no events for the first four months, but despite this our volunteer hours totalled over 6644. This is the charitable work of the Friends and is much appreciated by our visitors and Horsham District Council as we continue to provide the welcoming and friendly face of the Reserve to all comers.

## **Horsham District Council**

FoWLNLR again take this annual opportunity to formally express our thanks to Horsham District Council, and in particular their Parks & Countryside Team, who are always very supportive of FoWLNLR and with whom we have an excellent relationship.

### **Looking Forwards**

The Reserve, Discovery Hub & Shelley Wildlife Garden returned to being fully open towards the end of the period and we can now look forward to a full programme of events.

It is also anticipated that as life returns to normal the Friends will again be able to fully pursue the objects of the Charity donating funds to the conservation, protection and improvement of the physical and natural environment, advance education of all aspects of the natural history of the Reserve and promote its bio-diversity.

The Friends came out of the pandemic with a menu of projects related to its objects, not least of which anticipates the refurbishment of the welcome area of the Reserve at the Herons Rest, in line with the recently opened Discovery Hub. All of the FoWLNLR projects will be incorporated into the HDC Management Plan for the Reserve which we anticipate being launched during the next financial period 2022-2023.

### **Treasury Report & Accounts year to 31st March 2022**

The easing and eventual lifting of the Covid restrictions enabled the Herons Rest (our principal income stream) to function again fully in the second half of the year.

Entry permit fees were reintroduced, increased, and charged as restrictions were lifted.

These two factors enabled our income streams to be restored and our financial position began to be restored.

By the end of the period, our charitable donation reserve was beginning to be restored and a surplus was recorded.

This Report should be read in conjunction with the Summary Income & Expenditure Report for the Financial Year 2021-2022 which is tabled below.

### **Summary**

Income for the year amounted to £62,989 (last year £14,940) of which £12,851 (£6,455) was spent on café stock for resale and administrative costs, leaving a gross surplus of £43,695 (£8,485). After Charitable Expenditure of £28,584 (£18,051) the surplus carried forward to the next financial year amounted to £15,110 (-£9,566 deficit). N.B. Rounding error differences are noted between the Income and Expenditure Report and CC16a.

### **Income**

Herons Rest traded at an improving level throughout the year having been closed for two months at the start of the period, but strengthened to achieve £34,819 in the whole year.

Similarly permit sales were affected by policies to counter the pandemic and the public's reluctance to initially re-engage once restrictions were lifted.

Total income of £62989, reflected permit sales in the second half of the year, some new members joining the Friends, a small event income and generous donations and bequests for which the Friends are extremely grateful.

### **Administrative Expenses**

Our administration costs, always modest returned to normal levels at £6444 (previously £2,397) but included costs for card machine rentals and fees, and the lease for the coffee machine which together accounted for half of the administrative costs and will be lower in subsequent years.

Nearly 80% of our volunteer hours are donated to the Herons Rest, our continuing prudent cost management of the facility could not be achieved without the volunteer's diligence for which the Trustees and Friends are truly grateful.

### **Charitable Expenditure**

£28584 was reinvested back into the Reserve during the financial year, the most in a single year since the charity was incorporated.

### **Funds and Reserves**

Total funds on 31st March 2022 amounted to £69405.

The Trustees, and Officers are only too aware of this outstanding effort and would like to record their thanks to all members and volunteers amongst the Friends.

### **Compliance**

#### **Data Protection**

The Friends of Warnham Local Nature Reserve (FoWLNR) collects, stores and processes your personal information (name, address, telephone number and email address) for membership of the charity and will only use it for that purpose, including the communication of Events, Newsletters and Statutory Notices. If you wish to opt-out of those communications, please notify The Membership Secretary, Warnham Local Nature Reserve, Warnham Road, Horsham RH12 2RA or email [fowlnr@gmail.com](mailto:fowlnr@gmail.com) and title your email 'Opt-Out Comms.'

Access to your personal information is restricted on a need-to-know basis, to the Officers of The Friends of Warnham Local Nature Reserve. Your personal information will not be shared with any third parties.

#### **Gift Aid**

Gift Aid is a form of tax relief. FoWLNR can claim an additional 25p in every £1 donated to us from

HM Revenue & Customs (HMRC), for eligible UK taxpayers. For your £10 membership fee, this means that each year we can claim an additional 25p x £10 = £2.50 from HMRC.

When you became a member of FoWLNR, you were asked to consent to our claiming Gift Aid for your donation. If you have agreed to this, you must notify us of any changes to your taxable status that would prevent us claiming Gift Aid for you i.e. if you have not paid Income Tax or Capital Gains Tax in the tax year that is equal to the amount we are claiming (i.e. £2.50 for membership fees). If you pay less Income Tax and / or Capital Gains Tax than the amount of your Gift Aid donations in any tax year, you will be responsible for paying any difference to HMRC.

The collection, storage and processing of your personal information is in accordance with UK data protection and Gift Aid tax legislation, and all such information will be kept in line with those requirements.

### **Summary**

For a number of reasons not all of the approved, but delayed, charitable spend projects originally planned for 2020-2021, came to fruition.

Trustees changed, projects were reviewed and the development of the Management Plan for the Reserve, into which all of our projects are incorporated stalled in the wake of hesitance from central government over the means to replace what had become defunct EU legislation.

It is anticipated that the next year 2022-2023 will see a return to projects being achieved and that this will accelerate into 2023-2024 as more certainty is afforded to central government dictats and as a result the Reserve Management Plan can be finalised and fully adopted.

Whilst 2021-2022 has been a transitional year; for the country, for the Friends and their Trustees, and for Horsham District Council and their Management Plans the planned charitable activity continues. It is expected that by the end of the following financial period (2022-2023) a further £78,000 will have been spent which will bring our charitable expenditure since incorporation close to £200,000.

Add this to our voluntary hours in the same period and the charitable contribution of the members of the Friends of Warnham Local Nature Reserve and their volunteer army is outstanding.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Warnham Local Nature Reserve

1171924

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
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### 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 £
<b>A1 Receipts</b>					
Sales Food and Drink	34,819	-	-	34,819	5,843
Sales Other	1,710	-	-	1,710	81
Membership Fees	724	-	-	724	820
Events Income	1,229	-	-	1,229	298
Donations and bequests	24,507	-	-	24,507	8,494
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>62,989</b>	<b>-</b>	<b>-</b>	<b>62,989</b>	<b>14,940</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>62,989</b>	<b>-</b>	<b>-</b>	<b>62,989</b>	<b>14,940</b>
<b>A3 Payments</b>					
Purchases for resale	12,851	-	-	12,851	4,057
Admin Expenses	6,440	-	-	6,440	2,398
Charitable Expenditure	28,584	-	-	28,584	18,051
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>47,875</b>	<b>-</b>	<b>-</b>	<b>47,875</b>	<b>24,506</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>47,875</b>	<b>-</b>	<b>-</b>	<b>47,875</b>	<b>24,506</b>
<b>Net of receipts/(payments)</b>	<b>15,114</b>	<b>-</b>	<b>-</b>	<b>15,114</b>	<b>- 9,566</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>54,291</b>	<b>-</b>	<b>-</b>	<b>54,291</b>	<b>63,857</b>
<b>Cash funds this year end</b>	<b>69,405</b>	<b>-</b>	<b>-</b>	<b>69,405</b>	<b>54,291</b>

## 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 £
<b>B1 Cash funds</b>	Lloyds Bank Treasurer Ac & petty Cash	42,998	-	
	Lloyds Bank Saving Account	6,205	-	-
	Lloyds Bank Notice Account	20,202	-	-
	<b>Total cash funds</b>	<b>69,405</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

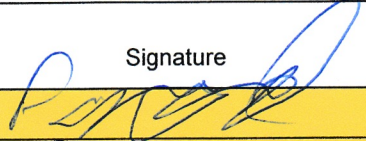
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	PAUL SHEPHERD	19/10/22
S J CARD	STUART CARD	19/10/22



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
The Friends of Warnham Local Nature Reserve

On accounts for the year  
ended

31<sup>st</sup> March 2022  
Charity no (if any) 1171924

Set out on pages

1 & 2  
(remember to include the page numbers of additional sheets)

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

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").

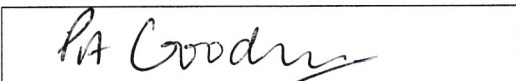
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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.

Signed:  Date: 27/08/2022

Name: Paul Andrew Goodman

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

Address: 7 Rectory Garth

Hemsworth
Pontefract WF9 4NB

**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.**

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**THE FRIENDS OF WARNHAM LOCAL NATURE RESERVE**

England & Wales - Charity number 1171924

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# Accounts

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	<b>Trustees' Annual Report for the period</b>						
	From	Start date			To	End date	
		01	04	2020		31	03

**Section A Reference and administration details**

<b>Charity name</b>	The Friends of Warnham Local Nature Reserve
<b>Other names charity is known by</b>	
<b>Registered charity number</b>	1171924
<b>Charity's principal address</b>	Warnham Local Nature Reserve
	Warnham Road
	Horsham
<b>Post Code</b>	RH12 2RA

**Names of the charity 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)
1.	John Wilks	Chairperson	01/04/20 to 30/03/21	
2.	John Alsop	Treasurer		
3.	Andrew Roberts	Secretary	17/08/20 to 31/03/21	
4.	Peter Simpson		01/04/20 to 18/11/20	
5.	Neil Henry			
6.	Jacob Everitt			
7.	Richard Dodd		09/03/21 to 31/03/21	
8.	Charlotte Fandrejewski (was Wooldridge)		12/03/21 to 31/03/21	
9.	Claire Millar		14/03/21 to 31/03/21	
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year
None	

**Section A**

**Reference and administration details (continued)**

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
None		

Name of chief executive or names of senior staff members (optional information)

Not applicable

**Section B**

**Structure, governance and management**

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution
How charity is constituted (e.g. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (e.g. appointed by, elected by)	a. Elected by Members b. Appointed by existing Trustees

Additional governance issues (optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• Policies and procedures adopted for the induction and training of trustees;</li> <li>• The charity's organisational structure and any wider network with which the charity works;</li> <li>• Relationship with any related parties;</li> <li>• Trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>New Trustees are provided with copies of the Constitution, previous meeting Minutes and Annual Accounts. They are mentored by the existing Trustees. Four of the newer Trustees attended formal Trustee training as arranged by Horsham District Council.</p> <p>The Trustees are members of a wider Management Committee (appointed by the Trustees) which manages the day-to-day operation. It has recently been agreed to merge the Trustee and Management Committees to avoid duplication of effort.</p> <p>The Friends of Warnham Local Nature Reserve has a strong relationship with Horsham District Council with whom it has a Service Level Agreement that covers the range of services provided to each other and on behalf of the Reserve.</p> <p>Risks are identified and regularly reviewed by the trustees, including at their regular meetings. The risks are assessed and managed on a prioritised basis, and particularly for the activities of volunteers on the Reserve and for Events, the trustees work closely with Horsham District Council in this respect.</p>
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<p>Summary of the objects of the charity set out in its governing document</p>	<p>To promote for the benefit of the public the conservation protection and improvement of the physical and natural environment of Warnham Local Nature Reserve, in particular but not exclusively by (a) advancing the education of the public about all aspects of the natural history of the reserve and (b) promoting biological diversity.</p>
<p>Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)</p>	<p>This was a very challenging year because of the impact of the COVID-19 pandemic, and during which time the Reserve was closed at some times, while partially open at others but with restricted access to facilities including the Visitor Centre and Café.</p> <p><u>Promoting/Education</u></p> <p>The social restrictions that resulted from the pandemic severely disrupted our ability to run events for the public benefit in the way that The Friends of Warnham Local Nature Reserve (FoWLNR) would normally do so, and all physical events were cancelled in the year.</p> <p>With the support of a renowned independent ecologist, we were able to stage an online event in early March 2021 to present the results of his Invertebrate Survey of the Reserve that was funded by FoWLNR and which was completed before social restrictions were in place.</p> <p>Our newsletter The Reedbed was issued on a quarterly basis to Members, while the internet website was maintained and social media sites on Facebook and Twitter provided regular updates.</p> <p><u>Visitor Centre Management</u></p> <p>With the aid of volunteers, we would normally meet and greet visitors to the Reserve, collect admission fees of behalf of Horsham District Council (HDC) and run a café for the benefit of visitors, seven days a week.</p> <p>During the pandemic and in line with Government and HDC guidance:</p> <ul style="list-style-type: none"> <li>- the Visitor Centre was closed and café operated a take-out service when permissible. Track and Trace processes were implemented along with social distancing and appropriate PPE.</li> <li>- admission to the Reserve was free to members of the public.</li> </ul>

	<p><u>Funding</u> The absence of income generated from admission fees and reduced income from the café resulted in a substantial reduction in funding to the charity (down approximately 70% from the previous year). We very grateful to those members who generously made donations to FoWLNLR to enable us to continue our contributions to the Reserve.</p> <p>In planning our activities, we keep in mind our Objectives as a Registered Charity and the trustees have had regard to the guidance issued by the Charity Commission on public benefit.</p>
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Additional details of objectives and activities (optional information)

<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• Policy on grant making;</li> <li>• Policy programme related investment;</li> <li>• Contributions made by volunteers.</li> </ul>	<p>Not applicable – we do not make grants. Our charitable funds are held through high street bank accounts only. We are extremely grateful to our loyal band of volunteers whose contributions enable us to operate as a charity and to maintain services at The Warnham Local Nature Reserve. While significantly impacted by the pandemic, volunteer hours still totalled 3,680 in the year (compared to 8,000 in the previous year).</p>
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**Section D** Achievements and performance

<p>Summary of the main achievements of the charity during the year</p>	<p><u>Events</u> Due to the pandemic, all physical events were cancelled. A virtual event, presenting the results of an Invertebrate Survey of the Reserve, was held for Members. The results and suggestions from the survey will also be used by Horsham District Council Wardens to modify some of their Management of the Reserve (including grazing), for the benefit of Invertebrates and therefore the wider wildlife of the Reserve.</p> <p><u>Newsletters</u> Quarterly newsletters were issued to Members that included images from the Reserve, news about wildlife and a variety of puzzles for their enjoyment.</p>
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	<p><u>Social Media &amp; Internet</u> Social Media and Internet sites were maintained with news and mages from the Reserve, when possible, for the benefit of those unable to visit the Reserve.</p> <p><u>Charitable Spend on The Reserve</u> £18,051 was reinvested back into the Reserve during the financial year, the most in a single year since the charity was incorporated. This included support for the “Keep Rookwood Green” campaign, a comprehensive invertebrate’s study, the purchase of a night vision camera and enhancements to the heron camera system.</p>
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**Section E Financial review**

Brief statement on the charity’s policy on reserves	The Charity’s Policy on reserves is to hold 20% of the annual surplus (before charitable expenditure) or the amount of the next year’s budgeted administration costs, whichever greater.
Details of any funds materially in deficit	Not applicable - there are no funds in deficit.

Further financial review details (optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• The charity’s principal source of funds (including any fundraising);</li> <li>• How expenditure has supported the key objectives of the charity;</li> <li>• Investment policy and objectives including any ethical investment policy adopted.</li> </ul>	<p>The principal sources of funding are:</p> <ul style="list-style-type: none"> <li>• Membership Fees</li> <li>• Profit on sales in the Herons Rest café in the Visitor Centre</li> <li>• Donations from Horsham District Council of a percentage of permit monies collected.</li> </ul> <p>£18,051 was reinvested back into the Reserve during the financial year, the most in a single year since the charity was incorporated.</p> <p>Charitable expenditure was less than expected due to the completion of the new Discovery Hub being further delayed and our contribution of £20,000 towards interpretation displays and landscaping not being called upon within this financial year.</p> <p>There are no investment policy and objectives as high street bank accounts only are used to hold monies.</p>
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## Section F

## Other optional information



Annual Accounts were prepared by the Treasurer and these were independently reviewed by a third party of relevant professional standing (retired).

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the trustees

Signature		
Full name(s)	CLAIRE MILLAR	ANDREW ROBERTS
Position	TRUSTEE	SECRETARY
Date	13 DECEMBER 2021	13-12-21



CHARLOTTE FANDREJEWSKI

TRUSTEE

13 / 12 / 21.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Warnham Local Nature Reserve

1171924

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2020

To

31/03/2021

### 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 £
<b>A1 Receipts</b>					
Sales Food and Drink	5,843	-	-	5,843	26,077
Sales Other	81	-	-	81	2,416
Membership Fees	820	-	-	820	1,520
Events Income	298	-	-	298	4,019
Donations	8,494	-	-	8,494	10,245
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>14,940</b>	<b>-</b>	<b>-</b>	<b>14,940</b>	<b>44,277</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>14,940</b>	<b>-</b>	<b>-</b>	<b>14,940</b>	<b>44,277</b>
<b>A3 Payments</b>					
Purchases for resale	4,057	-	-	4,057	10,887
Admin Expenditure	2,398	-	-	2,398	5,617
Charitable Expenditure	18,051	-	-	18,051	15,167
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>24,506</b>	<b>-</b>	<b>-</b>	<b>24,506</b>	<b>31,671</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>24,506</b>	<b>-</b>	<b>-</b>	<b>24,506</b>	<b>31,671</b>
<b>Net of receipts/(payments)</b>	<b>- 9,566</b>	<b>-</b>	<b>-</b>	<b>- 9,566</b>	<b>12,606</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>63,857</b>	<b>-</b>	<b>-</b>	<b>63,857</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>54,291</b>	<b>-</b>	<b>-</b>	<b>54,291</b>	<b>12,606</b>

## 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 £
<b>B1 Cash funds</b>	Lloyds Bank Treasurer Acc +Petty Cash	7,893	-	-
	Lloyds Bank Saving Account	6,204	-	-
	Lloyds Bank Notice Account	40,194	-	-
	<b>Total cash funds</b>	<b>54,291</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK OK OK

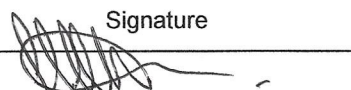
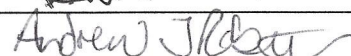
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	JOHN ALSOP	08/10/2021
	ANDREW ROBERTS	08/10/2021