

# **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  $25p \times £10 = £2.50$  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	To	Period end date
	01/04/2021		31/03/2022

### 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))			

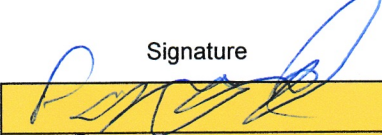
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	PAUL SHEPHERD	19/10/22
STUART 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 31<sup>st</sup> March 2022.

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.