



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 (FoWLNR), 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.

FoWLNR 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 FoWLNR work closely with HDC staff, in particularly those from the Parks & Countryside Department who manage the Reserve.

The day-to-day management of FoWLNR 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 FoWLNR 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 FoWLNR 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:**

**Second:**

**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

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 £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 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 FoWLNLR 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 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, 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

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.

**Resolution 2 – Adopt the Annual Report**

**Proposer:**

**Seconder:**

**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

<b>FOOD &amp; DRINK SALES TOTAL</b>	<b>£44,812.61</b>
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Membership (new)	£230.00
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Membership (renewal)	£1,320.00
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<b>MEMBERSHIP TOTAL</b>	<b>£1,550.00</b>
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Sales - General	£1,164.90
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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>
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Events Income	£3,190.00
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NPOTY	£0.00
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Youth Groups	£208.00
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<b>EVENTS TOTAL</b>	<b>£3,398.00</b>
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Gift Aid Income	£0.00
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Donations & Bequests Rec'd	£2,190.64
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HDC permit donations	£21,219.59
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Birdseed	
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Donations	£2,743.39
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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
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Purchases - Ice Cream	£1,145.00
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<b>TOTAL FOOD &amp; DRINK COSTS</b>	<b>£19,111.94</b>
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**Admin Expenditure**

Card Machine Rental & Fees	£2,293.31
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Coffee Machine Lease	£971.10
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Goods Purchased for Sale	£212.40
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Events Costs	£791.43
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Phone, Internet, Website, IT	£1,113.20
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Printing	£320.14
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Miscellaneous (incl. unassigned)	£1,498.22
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Organisational Costs	£157.00
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<b>TOTAL ADMIN EXPENDITURE</b>	<b>£7,356.80</b>
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**Charitable Expenditure**

Birdseed & Lard Purchases	£3,038.54
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Heron & Nestbox Cams	£498.00
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Hides, Footpaths	£0.00
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Wildlife Surveys	£499.61
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Habitat Management	£7,740.00
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Nest Boxes & Wool	£75.00
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Discovery Hub	£0.00
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Visitor Centre	£2,543.65
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Projects	£9,481.00
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Information	£1,566.37
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Keep Rookwood Green	£301.44
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<b>TOTAL CHARITABLE 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>Seconder:</b>	<b>Seconder:</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	To	Period end date
	01/04/2022		31/03/2023


### 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
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		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. KENWARD A J ROBERTS	11.09.23 11-9-23





Section A

Independent Examiner's Report

Report to the trustees/ members of	The Friends of Warnham Local Nature Reserve		
On accounts for the year ended	31 March 2023	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 31/03/2023.

**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: Richard Hopkins Date: 14 September 2023

Name: RICHARD HOPKINS

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

Address: TREE CLIMB 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