



FRIENDS OF WARNHAM  
LOCAL NATURE RESERVE  
Registered Charity No. 1171924



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

## **Index**

<b>Section</b>	<b>Sub-Section</b>	<b>Page</b>
Context	Introduction	3
	Background	3
	Annual General Meeting & Resolutions	3
Minutes of the Previous AGM		4 - 5
Annual Report	Introduction	6 - 7
	Governance	8
	Promoting Education	8
	Visitor Experience	9
	Funding	9
	Volunteers	9 – 10
	Horsham District Council	10
Annual Accounts for the Period 1 <sup>st</sup> April 2023 to 31 <sup>st</sup> March 2024	Commentary	11
	Accounts	12
Re-election of Trustees		13

## **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

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 2023 to 31<sup>st</sup> March 2024 were:

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

 <b>Tripadvisor</b>	<b>Warnham Local Nature Reserve</b> ●●●●○ 202 reviews • #3 of 32 things to do in Horsham • Nature & Wildlife Areas
	<b>Warnham Local Nature Reserve</b> 4.6 ★★★★★ (736) ⓘ Nature reserve • ♿

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>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>		

## **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

Period start date

01/04/2023

To

Period end date

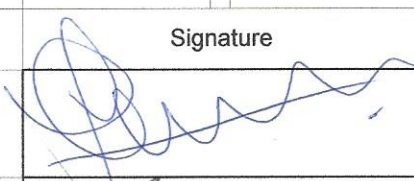
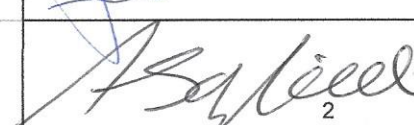
31/03/2024

### 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>
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error
	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	
		S. KOWAHO	7/10/2024	
		A. SCHOFIBWO	7/10/2024	
CCXX R2 accounts (SS)	2		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

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 / 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").

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:

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.