



FRIENDS OF WARNHAM  
LOCAL NATURE RESERVE  
Registered Charity No. 1171924



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

## **Agenda**

	<b>Section</b>	<b>Resolutions</b>	<b>Page</b>
1	Introduction		3
2	Minutes of the 20 <sup>th</sup> November 2024 AGM	<b>Resolution A</b>	4
3	Annual Report 2024/2025	<b>Resolution B</b>	6
4	Annual Accounts for the period 1 <sup>st</sup> April 2024 to 31 <sup>st</sup> March 2025	<b>Resolution C</b>	11
5.1	Reappointment of Trustees from the period 1 <sup>st</sup> April 2024 to 31 <sup>st</sup> March 2025	<b>Resolution D1</b>	13
5.2	Reappointment of Trustees Retiring by Rotation	<b>Resolution D2</b>	13
5.3	Reappointment of Trustees from 1 <sup>st</sup> April 2025 onwards	<b>Resolution D3</b>	14
6	Approval of amendments to the Friends of Warnham Local Nature Reserve Charitable Constitution (see Annex 1)	<b>Resolution E</b>	15
7	Minutes of the 22 <sup>nd</sup> November 2023 AGM	<b>Resolution F</b>	16
8	Annual Report 2023/2024	<b>Resolution G</b>	18
9	Annual Accounts for the period 1 <sup>st</sup> April 2023 to 31 <sup>st</sup> March 2024	<b>Resolution H</b>	23
10.1	Reappointment of Trustees from the period 1 <sup>st</sup> April 2023 to 31 <sup>st</sup> March 2024		25
10.2	Reappointment of Trustees Retiring by Rotation (2023 AGM)	<b>Resolution I</b>	25
11	Any Other Business		

## **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**

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 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, FoWLNR 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.

 <b>Tripadvisor</b>	<b>Warnham Local Nature Reserve</b> 4.4  (206 reviews) #4 of 32 things to do in Horsham
	<b>Warnham Local Nature Reserve</b> 4.6  788 Google reviews ⓘ Nature reserve in Horsham, England

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>Seconder:</b>
<b>Vote of Eligible Members:</b>

## 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>Seconder:</b>	<b>Seconder:</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>Seconder:</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>Seconder:</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

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 & Damselfly 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

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 £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 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 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 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>Seconder:</b>	<b>Seconder:</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
TRADING INCOME AND EXPENDITURE					
Food & drink					
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
TOTAL TRADING INCOME*	£56,600	£52,390.60	TOTAL TRADING EXPENDITURE	£30,000	£25,716.53
*of which	£1,611	was recorded as income from non-charitable trading			
OTHER INCOME AND ADMIN EXPENDITURE					
Donations & other income			Admin Expenditure		
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			
TOTAL DONATIONS	£33,050	£39,150.84	ADMIN EXPENDITURE	£6,640	£5,095.98
SUMMARY					
TOTAL INCOME			TRADING & ADMIN EXPENDITURE		
£89,650 £91,541.44			£36,640 £30,812.51		
Non-charitable trading as percentage of total income					
SURPLUS 2024-25 to date			CHARITABLE EXPENDITURE		
£53,010 £60,728.93			£100,718 £28,658.77		
Total funds 31st Mar 2025					
Treasurers account (incl pending receipts)		£52,230.40	Funds reconciliation		
Savings account (reserve)		£20,416.86	Total funds in bank 31st Mar 2024		£116,668.26
Unity bank		£77,845.36	Pending receipts & payments 31st Mar 2024		-£559.75
Total of bank balances		£150,492.62	Net funds 31st Mar 2024		£116,108.51
Pending payments to HDC & artists		-£2,313.95	Income 2024-25		£91,541.44
Net funds		£148,178.67	Expenditure 2024-25		-£59,471.28
			Net funds 31st Mar 2025		£148,178.67
Notes:					
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

### 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, 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>76,666</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>76,666</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>
<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>116,340</b>	<b>-</b>	<b>-</b>	<b>116,340</b>	<b>94,673</b>
<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))

	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
<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:

*Richard Hopkins*

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

## 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