



Trustees' Annual Report for the period

From

To

Period start date

Period end date

Day
1
Month
April
Year
2020

Day
31
Month
March
Year
2021

Section A

Reference and administration details

Charity name

The Letcombe Brook Project

Other names charity is known by

Registered charity number (if any)

1172111

Charity's principal address

Letcombe Brook Project

c/o Vale and Downland Museum

Church Street
Wantage
Oxfordshire

Postcode

OX12 8BL

Names of the charity trustees who manage the charity

Trustee name

Office (if any)

Dates acted if not for whole year

Name of person (or body) entitled to appoint trustee (if any)

Anthony Harker
Chair

1

Alison Futter

2

Dave Parry

3

Mike Stead

4

Julia Reynolds

5

15

16

17

18

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

Name
Dates acted if not for whole year

Names and addresses of advisers (Optional information)
Type of adviser
Name
Address

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

Section B management

Structure, governance and

Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

Constitution

How the charity is
constituted

(eg. trust, association,
company)

Charitable Incorporated Organisation

Trustee selection methods

(eg. appointed by, elected by)

Appointed by Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage

Local concerns for the health of the Letcombe Brook led to the formation of the Letcombe Brook Project in 2003. Initially the Project was funded by the Environment Agency, the Vale of White Horse DC and the Grove and Wantage Councils and these bodies provided representatives of a Steering Group to manage the Project. Subsequently the Environment Agency stopped funding the LBP but remained on the Steering Group. Later Both Letcombe and Hanney Councils joined the Project as funders with seats on the Steering Group.

The LBP was very successfully implemented through contracted part time Project Officers who both ran the Project and brought in significant funds for remedial and improvement works.

The LBP was remodelled as a CIO in 2017 whilst retaining the Steering Group to advise and maintain local Community links.

All Trustees are provided with LBP Policies on appointment and

them.

subsequently all take part in the development and approval of modified or additional Policies, Procedures and Project Officer Work Programmes.

Williams F1 is a Member of LBP and takes part in Steering Group Meetings in a non-voting capacity.

Section C	Objectives and activities
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Summary of the objects of the charity set out in its governing document

1. To promote for the benefit of the public the conservation protection and Improvement of the physical and natural environment of the Letcombe Brook catchment, in particular but not exclusively by promoting biological diversity.
2. To advance the education of the public in the conservation, protection and improvement of the physical and natural environment of the Letcombe Brook catchment

Section D	Achievements and performance
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Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Organisational Issues

During the year the Steering Group met online on two occasions to raise local environmental concerns about the Brook Corridor, to comment on Progress Reports from the Project Officer and to suggest future projects. All these discussions were formally minuted and circulated through the Steering Group Members to the Environment Agency and each of the local Authorities adjacent the Brook.

Headline Outputs for 2020/2021

260 Volunteering hours despite Covid restrictions halting work parties and riverfly monitoring for much of this period (only 4 LBP work parties completed). Supported 4 Duke of Edinburgh Award students in completing River Wardening activities. Also supported a further 4 work parties run by other organisations (BBOWT and Hanney Flood Group)

Volunteer outputs – riverfly surveying, habitat improvement on several sites, river wardening, litter picking, research into historic river modifications, species monitoring and reporting.

Education – schools sessions had to be cancelled due to Covid Restrictions but Duke of Edinburgh students completed River Wardening activities. 2 Scouts and Guides sessions via Zoom and one guided walk.

Engagement- direct engagement via events etc cancelled due to Covid so built up engagement via Facebook Group with regular posts and contributions from members. Contributions via zoom to Wild Oxfordshire, BBOWT and Sustainable Wantage webinars

Website improved with interactive map and galleries added plus seasonal blogs continued.

Social media – 445 followers on Twitter, with almost weekly tweets. Facebook Group started in Jan 2020 and already grown to almost 600 members with weekly posts.

Habitat Enhancement Work - Almost 3 km of brook habitat improved or maintained due to direct action from volunteer team and PO or due to influencing owner to carry out work. This included:

- Love the Letcombe Project (EA funded) to reduce shade and improve riparian habitat on multiple sites along the brook.
- Lower Mill Bypass Project (EA Funded) to improve fish passage along the brook by creating a new fish bypass channel over 260 metres. This also improved habitat for water voles and kingfishers plus fencing of over 200m of riverbank to protect from livestock and seeding 260m

Section D**Achievements and performance****Section F****Other optional information**

with specialist wetland seed mix
BBOWT (100m), Millennium Green (80m) , Limborough Rd (300m), Willow Walk (500m) Mably Way (250m), Grove Bridge (50m), Kingfishers (50m), Sharland (50m), Mary Green (400m), Peter Holmes Garden (50m), Village Green (50m) , Williams F1 (330m), Poughley Farm/Lower Mill (460m), Philberds Manor (100m), Dyers Meadow 200m **Total length 2.95km**

Training up an Assistant - the PO has been training up an assistant to help with project delivery work, surveying and leading groups of volunteers.

Invasive species control - balsam pulling along 7km of brook targeting all known stands and mink control via 6 monitored mink rafts

Riverfly Surveying - 8 sites monitored on monthly basis as part of Riverfly Partnership invertebrate monitoring scheme

170 Wildlife Records inputted via iRecord App including for protected species otter and water vole.

Partnership working with following organisations: Freshwater Habitats Trust, EA, Sustainable Wantage, Hanney Flood Group, Wild Oxfordshire, Ock Catchment Partnership, Cain Bioengineering

Advice provided to 26 riparian owners

5 interventions to reduce flood risk (e.g. obstruction removal)

2 pollution issues identified and reported

36 bags of litter collected from the banks and riverbed

Section E**Financial review**

Brief statement of the charity's policy on reserves

Funds for three months of Project Officers and Assistant Project Officers time is carried over annually together with a nominal sum for fixed costs of insurance, communications and consumables.

Details of any funds materially in deficit

None

Section F**Other optional information**

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s) Anthony Paul Harker

Position (eg Secretary, Chair,
Chair,
etc)

Date

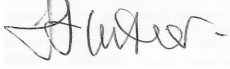
13/10/21

Registered Charitable Incorporated Organisation 1172111 Letcombe Brook Project
Accounts: Year ending 31st March 2021

Accountants' Certificate

I have examined the books and records of the Management Committee together with the attached Income and Expenditure Account and I certify that it is in accordance therewith.

Sally Luther. ACMA, ACT. Stanford in the Vale



31.5.2021.

Registered Charitable Incorporated Organisation 1172111

Letcombe Brook Project
Year ended 31st March 2021
Accounts

	Year ending 31st March 2021			Year ending 31st March 2020		
	UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL
	£	£	£	£	£	£
CURRENT ASSETS						
NatWest Bank as at 01.04.21	8,365.35	1,565.88	9,931.23	15,036.68	1,082.88	16,119.56
Money in	45,837.56	65,082.00	110,919.56	27,408.00	1,295.00	28,703.00
Money out	32,169.84	59,393.47	91,563.31	34,079.33	812.00	34,891.33
Increase/(decrease)	13,667.72	5,688.53	19,356.25	-6,671.33	483.00	-6,188.33
 Total Funds at 31.3.2021	<u>22,033.07</u>	<u>7,254.41</u>	<u>29,287.48</u>	<u>8,365.35</u>	<u>1,565.88</u>	<u>9,931.23</u>
 Balance at NatWest Bank			<u>29,287.48</u>			<u>9,931.23</u>
 Balance per bank statements			29,287.48			9,931.23
Less: Uncleared cheques			0.00			0.00
			<u>29,287.48</u>			<u>9,931.23</u>

Registered Charitable Incorporated Organisation 1172111
LETCOMBE BROOK PROJECT
YEAR ENDING 31st MARCH 2021

	Year ending 31.3.2021			Year ending 31.3.2020		
	UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL
	£	£	£	£	£	£
INCOME						
Grove Parish Council	7,000.00		7,000.00	7,000.00		7,000.00
Wantage Town Council	9,450.00		9,450.00	9,000.00		9,000.00
Vale of White Horse D.C.	14,298.00	2,744.00	17,042.00	507.00	795.00	1,302.00
Lectcombe Regis Parish Council	700.00		700.00	700.00		700.00
East Hanney Parish Council	1,000.00		1,000.00	800.00		800.00
Talks			0.00	50.00		50.00
Sale of Equipment			0.00	0.00		-
Barrett Homes Management Plan			0.00	0.00		-
Williams F1			0.00	0.00		-
Enviornment Agency		58,939.90	58,939.90	6,000.00		6,000.00
Ecology	500.00		500.00	500.00		500.00
OCC		2,000.00	2,000.00		500.00	500.00
Donations	12,889.56	1,398.10	14,287.66	2,851.00		2,851.00
Bank refund						
	<u>45,837.56</u>	<u>65,082.00</u>	<u>110,919.56</u>	<u>27,408.00</u>	<u>1295.00</u>	<u>28703.00</u>
EXPENDITURE						
Project Officers Fees	25,504.80		25,504.80	23,928.00	312.00	24,240.00
Project Officers Expenses	396.82	270.46	667.28	751.23		751.23
Assistant Officers Fees	4,173.00		4,173.00	2,884.00		2,884.00
Assistant Officers Expenses	158.71		158.71	6.12		6.12
Karen Davies fees			0.00	-		-
Sally Wallington Consultants Fees			0.00	656.52		656.52
Leaflet Design and Printing			0.00	-		-
Training	432.00		432.00	684.55		684.55
Subscription	642.99		642.99	432.00		432.00
Tools			0.00	2,670.91	500.00	3,170.91
Website	595.00		595.00	2,026.00		2,026.00
Insurance	226.52		226.52			-
Cain		48,926.00	48,926.00			-
RJR		4,104.00	4,104.00			-
Pepler fencing		4,584.06	4,584.06			-
Falcon signs		1,508.95	1,508.95			-
Accountancy	40.00		40.00	40.00		40.00
	<u>32,169.84</u>	<u>59,393.47</u>	<u>91,563.31</u>	<u>34,079.33</u>	<u>812.00</u>	<u>34891.33</u>
SURPLUS/ (DEFICIT) FOR THE YEAR	13,667.72	5,688.53	19,356.25	-6,671.33	483.00	-6188.33
TOTAL FUNDS AS AT 31st MARCH 2020	8,365.35	1,565.88	9,931.23	15,036.68	1,082.88	16,119.56
TOTAL FUNDS AS AT 31st MARCH 2021	<u>22,033.07</u>	<u>7,254.41</u>	<u>29,287.48</u>	<u>8,365.35</u>	<u>1,565.88</u>	<u>9,931.23</u>
Represented by:						
Balance at Nat West Bank 31st March 2021			<u>29,287.48</u>			<u>9,931.23</u>

Registered Charitable Incorporated Organisation 1172111

**Letcombe Brook Project
Year ending 31st March 2021**

PROJECT	DONOR	Balance B/F	INCOME	PAYEE	EXPENDITURE	Balance c/f
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Purpose

Love the LBP	OCC		2,000	MB - Equipment	270	1,730
	EA		3,012	RJR *	1,128	1,884
	EA		5,988	Cain Bio	4,020	
				RJR	384	
				RJR	1,584	0
TOTAL			11,000		7,386	3,613

Section 106	VWHDC		2,744	Falcon Signs	1,003	
				Falcon Signs	506	1,235
Total			2,744		1,509	1,235

EH Fish Bypass	EA		5,744	Cain Bio	5,744	0
	EA		10,016	Cain Bio	10,016	0
	EA		29,147	Cain Bio	29,147	0
	EA		5,034	Pepler Fencing	4,584	450
Total			49,940		49,490	450

Lennox Hanay Charitable Trust	Equipment for LBP Events		1,000			1,000
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Helen Ferris	Bird Nests		398			398
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Councillor Priority Fund				RJR	1,008	-1,008
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B/F		1,566				1,566
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Total		1,566	65,082		59,393	7,254
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Independent Examiner's report to the Trustees of the Letcombe Brook Project. (Registered Charitable Incorporated Organisation 1172111)

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

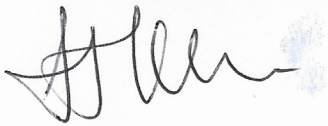
I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by the 2011 Act;
or
2. the accounts do not accord with those records.

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.



Sally Luther. ACMA, ACT

23 Whitfield,

Stanford in the Vale

Oxon SN7 8FL

31.5.2021