



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	Day 1	Month April	Year 2021		Day 31	Month March

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)
1 Anthony Harker	Chair		
2 Alison Futter			
3 Dave Parry			
4 Mike Stead			
5 Julia Reynolds			
6			
7			
8			
9			
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11			
12			
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14			
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16			
17			
18			

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 them.

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 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

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

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 2021/2022

Volunteering hours

Work parties and riverfly monitoring resumed following Covid restrictions with **20** LBP work parties completed. Total volunteer hours recorded were **471 Hrs.**

We also supported 3 Duke of Edinburgh Award students in completing River Wardening activities and a whole class of Fitzwaryn School 6th formers with a litter picking project. LBP also supported a further 9 work parties run by other organisations (BBOWT and Hanney Flood Group).

Volunteer Training

8 volunteers were trained to survey for water voles by working in partnership with BBOWT. 6 volunteers have been trained how to use a scythe.

Volunteer outputs

Volunteers support us with a wide range of activities including riverfly surveying, practical habitat improvement work, river wardening, invasive species control, litter picking plus species monitoring and reporting.

Education

Schools fieldwork sessions resumed with **257** primary school pupils joining us on the banks of the Letcombe Brook. 2

Brownies groups also joined us for guided walks.

Engagement- We were able to restart public events with 6 river dipping sessions and a Wildlife Craft Day provided in partnership with the Vale and Downland Museum. A Letcombe Brook Walk in East Hanney was attended by 20 people and we were able to provide talks to Hendred's Environment group, TVERC Conference and Hanney Gardening Club. A wildlife photography exhibition was held at the Vale and Downland Museum during March which was very well received by the local community and funded by Williams Racing.

Website updated with seasonal blogs and additional photos.

Social media – Followers on Twitter increased from 445 to 550, with regular tweets. Facebook Group grew from almost 600 members to almost 900 with very regular postings from many members providing great information to local residents about the wildlife supported by the brook.

Habitat Enhancement Work - 1.6 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 and TOE funded) to reduce shade and improve riparian habitat and biodiversity on multiple sites along the brook.

BBOWT (100m), Millennium Green (80m) , Ham Mill (50m) Limborough Rd (300m), Willow Walk (500m) Mably Way (250m), Grove Bridge (50m), Kingfishers (50m), Mary Green (400m), Village Green (50m) , Williams F1 (330m), Poughley Farm/Lower Mill (260m), Dyers Meadow 200m **Total length 1.62 km**

As part of this project 2 further feasibility studies for fish bypasses were completed at Old Mill, Wantage and Grove Mill, Grove. Equipment was also purchased to allow further monitoring of water quality along the brook and to support further habitat improvement work.

- Dandridges Mill Project (EA Funded) to carry out a feasibility study to ascertain design and costings to create fish passage around the mill.

Supporting Biodiversity Nest boxes for bats, owls, tits and treecreepers have been installed along the Letcombe Brook corridor. Wildflower seed has been added to poor sections of riverbank and trees and hedging has been planted on land belonging to riparian owners. A section of grassland at Willow Walk Nature Reserve that was mown regularly is now managed for wildflowers with volunteers cutting the area by hand with scythes.

Survey Work A Water Vole Survey was completed for the whole brook (13km) as a contribution towards BBOWT's ongoing water vole recovery project

Water Quality Monitoring LBP contributed to monitoring of phosphate and nitrate levels in the Letcombe Brook as part of

Section D

Achievements and performance

the Thames WaterBlitz project.

Invasive species control – balsam pulling along 7km of brook targeting all known stands and mink control now increased to 11 monitored mink rafts.

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

200+ Wildlife Records inputted via iRecord App including for protected species otter and water vole. Species recording has also been encouraged amongst the wider local community via social media to ensure more valuable data is provided to TVERC.

Partnership working with following organisations: Freshwater Habitats Trust, EA, Sustainable Wantage, Hanney Flood Group, The Vale and Downland Museum, Wild Oxfordshire, Ock Catchment Partnership, Cain Bioengineering, 5 Rivers and Trust for Oxfordshire's Environment

Advice provided to 23 riparian owners

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

6 pollution issues identified and reported

61 sacs of litter collected from the banks and riverbed.

Training up an Assistant

The Project Officer has been training up an assistant to help with project delivery work, surveying and leading groups of volunteers.

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

13/10/22

**LETCOMBE BROOK PROJECT
YEAR ENDED 31ST MARCH 2022**

Balance at Bank 31/03/2021

29,287.48

INCOME

	2022 UNRESTRICTED £	£	2022 RESTRICTED £	2021 UNRESTRICTED £	£	2021 RESTRICTED £
Grove Parish Council	7,000.00			7,000.00		
Wantage Town Council	10,000.00			9,450.00		
Vale of White Horse District Council	5,000.00			14,298.00		2,744.00
Letcome Regis Parish Council	,700.00			,700.00		
East Hanney Parish Council				1,000.00		
Environment Agency						58,939.90
Ecology	,500.00			,500.00		
OCC						2,000.00
Post Code Lottery	8,285.00					
Donations	14,015.72			12,889.56		1,398.10
RJR overpayment made to them 29/03/2021			,564.00			
	<u>45,500.72</u>		<u>,564.00</u>	<u>45,837.56</u>		<u>65,082.00</u>
		<u>46,064.72</u>			<u>110,919.56</u>	

EXPENDITURE

Project Officer Fees	28,507.88		2,561.92	25,048.74		456.306
Project Officer Expenses - Equipment	1,447.88		1,630.53	,133.20		270.46
Project Officer Expenses - Travel	390.04			263.62		
Assistant Officer Fees - Tom	4,680.00		,82.50	1,485.00		
Assistant Officer Fees - Lesley	2,436.00			2,688.00		
Assistant Officer Expenses - Admin - Lesley	109.43			158.71		
Training	,35.00			,432.00		
Subscriptions	,474.00			642.99		
Accountant				,40.00		
Insurance	301.19			226.52		
Website	111.53			,1.0005		,490.00
Equipment			1,201.29			
Services:						
Falcon Signs	,52.80					1,508.95
RJR Tree Surgery			5,616.00			4,104.00
OPC			246.01			
Cain Bio-Engineering Ltd						48,926.00
Pepler Fencing						4,584.06
*MB informed me 31/3/22 that this should have come from the restricted budget from his March 2020 expenses claim	39,747.04	49,884.00	10.136.96	*-288.99 30,934.79	91,563.31	*+288.99 60,628.52
Surplus/(Deficit) for the year	6,954.97		-10,774.25	14,902.77		4,453.48
TOTAL FUNDS AS AT 31ST MARCH 2021	17,268.12		12,019.36	2,365.35		7,565.88
TOTAL FUNDS AS AT 31ST MARCH 2022	<u>24,223.09</u>		<u>1,245.11</u>	<u>17,268.12</u>		<u>12,019.36</u>

TOTAL AT BANK AS AT 31/03/2022

25,468.20

29,287.48

Inca Accountants Ltd
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The Lane
Lyford
Oxon
OX12 0EE
18th July 2022

To whom it may concern,

Independent Examiner's Report to the Trustees of The Letcombe Brook Project, Charity Registration No. 1172111

I report on the account of The Letcombe Brook Project for the year end 31st March 2022, as attached to this letter.

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

The treasurer, together with the assistance of the deputy treasurer, prepares the accounts on a receipts/payments basis and these are reconciled with the bank statement on a monthly basis. Funds are held in a current account.

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities 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.

Yours sincerely



Lesley Carson FCCA
Director
Inca Accountants Ltd