



# Trustees' Annual Report for the period

| From | Period start date |       |      | To | Period end date |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
|      | 01                | April | 2021 |    | 31              | March | 2022 |

## Section A Reference and administration details

Charity name

Windsor Hill Wood (WHW)

Other names charity is known by

Registered charity number (if any)

1174810

Charity's principal address

Rock House, Windsor Hill Lane

Windsor Hill

Shepton Mallet

Postcode

BA4 4JE

### 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  | Peter Dennis     | Chair           |                                   |                                                               |
| 2  | Sue Crisfield    | Secretary       |                                   |                                                               |
| 3  | Renny Gye        |                 |                                   |                                                               |
| 4  | Virginia Membrey |                 |                                   |                                                               |
| 5  | Anne Martin      |                 |                                   |                                                               |
| 6  | Giles Membrey    |                 |                                   |                                                               |
| 7  |                  |                 |                                   |                                                               |
| 8  |                  |                 |                                   |                                                               |
| 9  |                  |                 |                                   |                                                               |
| 10 |                  |                 |                                   |                                                               |
| 11 |                  |                 |                                   |                                                               |
| 12 |                  |                 |                                   |                                                               |
| 13 |                  |                 |                                   |                                                               |
| 14 |                  |                 |                                   |                                                               |
| 15 |                  |                 |                                   |                                                               |
| 16 |                  |                 |                                   |                                                               |
| 17 |                  |                 |                                   |                                                               |
| 18 |                  |                 |                                   |                                                               |
| 19 |                  |                 |                                   |                                                               |
| 20 |                  |                 |                                   |                                                               |

### 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 |
|----------------------|----------------|---------|
| Treasurer            | Richard Porter |         |
| Independent Examiner | Nick May FCA   |         |
|                      |                |         |
|                      |                |         |

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

|                         |
|-------------------------|
| Chris Thompson - Warden |
|-------------------------|

## Section B Structure, governance and management

### Description of the charity's trusts

|                                                                     |                                                                                                                                                                                               |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                                                                                                                                                                                  |
| How the charity is constituted<br>(eg. trust, association, company) | CIO                                                                                                                                                                                           |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Nominations for Trustees are put forward by existing Trustees and are interviewed at a regular meeting. If there isn't universal agreement a vote is held (no vote has been required to date) |

### 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.

The Trustees of WHW made the decision that the Charity would try to raise enough money to buy the house and grounds when the current 5 year lease ends in September 2022. The landlord will not be offering a new lease and the only way for Windsor Hill Wood to continue in its current form is the purchase of the property.

The purchase price was achieved by a combination of raising enough monies for the deposit, taking on one major mortgage, with the addition of a collection of smaller loans from supporters of Windsor Hill Wood.

The purchase was completed on 31<sup>st</sup> May 2022

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

Windsor Hill Wood exists to provide temporary accommodation and refuge to those who are in need of it. We are driven by three core charitable objectives:

- The relief of those in need, hardship and distress
- The preservation and promotional of physical good health
- The advancement of the Christian religion

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Windsor Hill Wood offers hospitality to both long term and short term guests. The long term stays are the focus of the work at Windsor Hill Wood, allowing appropriate time for guests to become part of the rhythm of life and community, to have time away from their challenging situations and to have time for a certain level of recovery. However having short term guests, if space allows, supports a healthy and fresh dynamic and can also provide significant help to those guests to enable them to reflect on their next steps.

Windsor Hill Wood welcomes volunteers, both regular and one-offs. There is a regular Wednesday volunteer work party in the woods and grounds. This activity has sadly been reduced due to Covid-19 but is currently back to normal levels

Windsor Hill Wood is open to all, regardless of religion, or absence of religion. The Wardens are Christians as are the majority of Trustees and so the daily and weekly rhythm of Windsor hill wood includes moments of reflection and silence.

The Trustees meet formally either in person or remotely every two months where the meetings are recorded. Informal meetings are held in the intervening months where everybody is kept updated, these meetings are not formal and no minutes are taken.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Windsor Hill Wood welcomes volunteers, both regular and one-offs. There is a regular Wednesday volunteer work party in the woods and grounds. This activity was reduced during Covid-19 restrictions but has been gradually brought back in stages, firstly with the volunteers only working on Wednesday afternoons, then all day with a lunch in the open. We have hosted 4 work parties during the year and an Open Day.

2021-22 Summary of main achievements section:

8 Long Term Guests: (individuals staying for longer than a month).  
Average stay: 5.6 months

14 Short Term Guests: (individuals staying for less than a month).  
Average stay: 6 nights

We provided weekly art therapy for residential guests, a day visit to the horse therapist and a weekly volunteering session for local vulnerable adults with an average of 7 adults attending each week.

We once again ran Woods for Wellbeing in Jan - Apr 2022 for 21 vulnerable adults. The project ran with funding from Somerset Community Foundation, Open Mental Health, Bishop Radford Trust. Participants were adults struggling with increased social isolation and mental health challenges during winter months. The funding enabled us to provide these sessions at low cost (£3 per session) to those who can afford it and free to those who cannot afford it. Participants have been referred through the Community Mental Health team at The Bridge, local GPs, village agents and health connectors. Some people have self-referred having seen the publicity on social media.

We raised sufficient funds to buy the property including house, buildings and woodland thereby securing the future of the charity. The purchase was completed on 31<sup>st</sup> May 2022

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Reserves are held to meet the day to day cash flow requirements of any unforeseen eventuality, as Windsor Hill Wood has obligations to both guests and long-term volunteers  
The reserves Policy states that the reserves fund should be held at an amount of between three and six months' normal expenditure. Reserves can currently be used to cover any shortfall in funding the organisation's costs

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

With reference to the accounts and comparing them with 2020/21 the following is a short list of observations and comments

Overall 'Donations' have increased from £71k to £120k, mainly due to the appeal asking for donations to put towards the purchase of Windsor Hill Wood to secure the Charities future.

The £22k contribution from Residents has returned to pre covid levels.

Servicing, repairs and maintenance has increased to £6k following the rebuild of a Shepherds Hut

During the year a £52k unsecured loan was obtained towards the purchase of the property and a £25k deposit was paid to the sellers of Windsor Hill Wood

## 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)

Peter Timothy Dennis

Position (eg Secretary, Chair, etc)

Chair

**Date**

05.10.2022

Windsor Hill Wood

1174810

## Receipts and payments accounts

CC16a

|                     |                                 |    |                               |
|---------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date<br>01.04.2021 | To | Period end date<br>31.03.2022 |
|---------------------|---------------------------------|----|-------------------------------|

### Section A Receipts and payments

|                                                       | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                        |                                      |                                     |                                 |                               |
| Donations                                             | 52,932                                 | 67,405                               | -                                   | 120,337                         | 71,335                        |
| Residents Contributions                               | 22,460                                 | -                                    | -                                   | 22,460                          | 19,053                        |
| Feed in Tariff                                        | 4,068                                  | -                                    | -                                   | 4,068                           | 5,057                         |
| Other Income                                          | 1,042                                  | -                                    | -                                   | 1,042                           | 3,883                         |
| Interest                                              | 2                                      | -                                    | -                                   | 2                               | 9                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>80,504</b>                          | <b>67,405</b>                        | <b>-</b>                            | <b>147,909</b>                  | <b>99,337</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |                                        |                                      |                                     |                                 |                               |
| Loans (for purchase)                                  | -                                      | 52,010                               | -                                   | 52,010                          | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                               | <b>52,010</b>                        | <b>-</b>                            | <b>52,010</b>                   | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>80,504</b>                          | <b>119,415</b>                       | <b>-</b>                            | <b>199,919</b>                  | <b>99,337</b>                 |
| <b>A3 Payments</b>                                    |                                        |                                      |                                     |                                 |                               |
| Payroll                                               | 16,596                                 | -                                    | -                                   | 16,596                          | 11,990                        |
| Rent & Council Tax                                    | 24,544                                 | -                                    | -                                   | 24,544                          | 24,407                        |
| Utilities                                             | 3,039                                  | -                                    | -                                   | 3,039                           | 2,603                         |
| Forestry, agriculture & animal costs                  | 3,486                                  | -                                    | -                                   | 3,486                           | 2,441                         |
| Volunteers Costs                                      | 685                                    | -                                    | -                                   | 685                             | 3,332                         |
| Subsistence expenditure                               | 8,436                                  | -                                    | -                                   | 8,436                           | 6,376                         |
| Equipment & supplies                                  | 1,519                                  | -                                    | -                                   | 1,519                           | 1,072                         |
| Vehicles & Travel                                     | 1,253                                  | -                                    | -                                   | 1,253                           | 937                           |
| Professional Fees                                     | 5,674                                  | -                                    | -                                   | 5,674                           | 9,339                         |
| Servicing, repairs and maintenance                    | 6,426                                  | -                                    | -                                   | 6,426                           | 1,632                         |
| IT expenses                                           | 499                                    | -                                    | -                                   | 499                             | 557                           |
| Insurance costs                                       | 1,456                                  | -                                    | -                                   | 1,456                           | 1,938                         |
| Other expenses                                        | 636                                    | -                                    | -                                   | 636                             | 850                           |
| <b>Sub total</b>                                      | <b>74,249</b>                          | <b>-</b>                             | <b>-</b>                            | <b>74,249</b>                   | <b>67,474</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |                                        |                                      |                                     |                                 |                               |
| Property (deposit & fees)                             | 800                                    | 25,000                               | -                                   | 25,800                          | 2,700                         |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>800</b>                             | <b>25,000</b>                        | <b>-</b>                            | <b>25,800</b>                   | <b>2,700</b>                  |
| <b>Total payments</b>                                 | <b>75,049</b>                          | <b>25,000</b>                        | <b>-</b>                            | <b>100,049</b>                  | <b>70,174</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>5,455</b>                           | <b>94,415</b>                        | <b>-</b>                            | <b>99,870</b>                   | <b>29,163</b>                 |
| A5 Transfers between funds                            | - 9,249                                | 9,249                                | -                                   | -                               | -                             |
| A6 Cash funds last year end                           | 36,342                                 | 37,305                               | -                                   | 73,647                          | 44,484                        |
| <b>Cash funds this year end</b>                       | <b>32,548</b>                          | <b>140,969</b>                       | <b>-</b>                            | <b>173,517</b>                  | <b>73,647</b>                 |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                                  | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-------------------------------------------------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                        | Cash at Bank                                           | 32,509                             | 140,969                          | -                               |
|                                                             | Cash in hand                                           | 39                                 |                                  | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             | <b>Total cash funds</b>                                | <b>32,548</b>                      | <b>140,969</b>                   | <b>-</b>                        |
|                                                             | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|                                                             |                                                        | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| <b>B2 Other monetary assets</b>                             | Details                                                |                                    |                                  |                                 |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
| <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 asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             | Motor Vehicle                                          | Unrestricted                       | 3,795                            | 2,725                           |
|                                                             | Property (Deposit and Fees)                            | Restricted                         | 28,500                           | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                                       | Details                                                | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|                                                             | Loans (property)                                       | Restricted                         | 52,010                           |                                 |
|                                                             | Other                                                  | Unrestricted                       | 545                              |                                 |
|                                                             |                                                        |                                    |                                  |                                 |
|                                                             |                                                        |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees | Signature                                              | Print Name                         | Date of approval                 |                                 |
|                                                             |                                                        | Peter T Dennis                     |                                  |                                 |
|                                                             |                                                        |                                    |                                  |                                 |



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the  
trustees/  
members of

qualification(s) or body:

Address:

On accounts for the year  
ended

Set out on pages

### IER

Responsibilities  
and basis of  
report

Windsor Hill Wood

31<sup>st</sup> March 2022

Charity no 1174810

1 and 2 of Receipts and Payments Accounts (CC16a)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

Independent  
examiner's statement

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.

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:

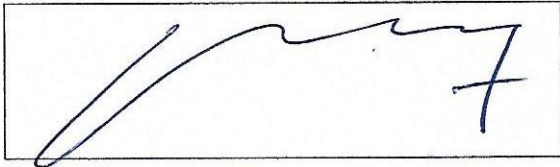
- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

Signed:

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.

Name:

Relevant  
professional



31/08/2022

Date:

Nicholas May

FCA

Collett Avenue, Shepton Mallet, Somerset, BA4 5PL