



Trustees' Annual Report for the period						
		Period start date			Period end date	
From	01	08	2022	To	31	07 2023

Section A Reference and administration details

Charity name Friends of Wakering Common

Other names charity is known by

Registered charity number (if any) 1174836

Charity's principal address 22 Newstead Road

Great Wakering

Essex

Postcode

SS3 0AB

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	John Whatley	Chair		Membership
2	Gillian Cain			Membership
3	Phillip Hitchman			Membership
3	Jo McPherson			Membership
5	Christopher Wells			Membership

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

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

John Whatley - Chair

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution as approved by the Charity Commission on 25 September 2017 (no amendments since)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	The membership elects Trustees at the Annual General Meeting, with one-third of Trustees retiring at the AGM and being eligible to stand again for re-election.

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 Friends of Woking Common ("FoWC") have the following policies which can be downloaded from our web site www.wokingcommon.com/governance-policies

- Charity Constitution
- Code of conduct
- Gift and donation acceptance policy
- Equal opportunities policy
- Complaints procedure
- Health and Safety Policy

The organisational structure of the FoWC is that the trustees are hands on with responsibilities being split by topics to respective trustees:

- Admin and accounting, membership and correspondence
- Conservation and natural environment
- Fund raising
- Health and safety - regular risk assessments have been and will continue to be undertaken to make sure that any activities of the FoWC are held in a safe as possible manner.

Section C

Objectives and activities

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

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 and the peaceful enjoyment of the Great Woking Common (and area surrounding the Common).

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)

The FoWC was formed as a direct result of the Great Woking Parish Council not renewing the lease on the Great Woking Common and allowing the Common to become overgrown and neglected. After reaching agreement with the landowner in November 2017, the FoWC entered into a management agreement to “manage” the Common to ensure that the Common was usable and accessible by the Public.

Many parts of the Common were not safely accessible and required reclaiming before the public could use these parts of the Common.

Using social media and setting up its own Facebook page with now over 1,000 followers, the FoWC have brought the local community together and created a sense of belonging and comradery with many more of the public using the Common than before and feeling that they are stakeholders in the Common. We have found that many members of the public are now taking it upon themselves to help keep the Common clean and free from litter. The FoWC have installed a bin at one of the entrances to the Common, which is regularly emptied by volunteers.

Although privately owned, the public have the right to roam on the Common, but without maintenance by the FoWC, the public’s right to exercise their right to roam was being restricted and not encouraged or enjoyable.

During its sixth full year, the FoWC have maintained all the paths / walks through previously overgrown and unpassable parts of the Common making the visitor’s experience more enjoyable.

Each spring sees the Common bloom with the thousands of bulbs that were planted by the working parties in previous years.

This year the FoWC have benefited from having a ride on mower to help the volunteers with cutting the paths, meaning that all paths can be cut in one go rather than over several attempts.

Additional details of objectives and activities (Optional information)

The work over the Common has been undertaken by unpaid volunteers who have freely donated their time for the benefit of the public. Without the volunteers, the excellent progress which has been made this year would not have happened.

The FoWC would like to publicly thank the following:

- the landowners, the Bentall family, who have been very accommodating and supporting.
- The Threadgold family for their support
- Gossip of Great Waking, Waitrose, Waking Lodge and the public for their financial support by making donations to the FoWC

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During its 6th full year, the FoWC have continued to exceed the initial plans and the Common has seen many new members of the public visiting and enjoying what it has to offer, including but not limited to, healthy exercise, acting as a community meeting place, vehicle to volunteer and participate in a local project, and even wild fruit and blackberry picking in the summer.

During the year the FoWC have:

- cleared and maintained the paths on the Common
- maintained and cleared ditches
- purchased additional equipment
- paid for the Common to have its summer grass cut
- regularly emptied bin

The Common is now officially part of the National Trust's England Coast Path National Trail.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees intend to spend the money raised on the Common whilst saving to purchase additional and better equipment.

Prudence dictates that a reserve will always be held to cover the forthcoming years fixed overheads such as liability insurance, running costs and the repair and replacement of equipment.

The Friends purchased a second-hand ride on mower and it has proven to be very successful, but only has an expected life of maybe another three years. Once that machine is no longer usable, a new one will need

Details of any funds materially in deficit

to be purchased which would take most of the accumulated reserves to purchase.

At the year end the reserves stood at £11,033 (2022 £10,015)

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.

The membership of the FoWC at year end stood at 96 paid up members (138 in 2022), contributing £480 in membership fees.

Donations received were £2,076 (after gift aid reclaim) of which £827 was from members and individuals and £985 donated by Corporates. The Easter Egg hunt raised 61. The FoWC would like to thank them for their financial support.

Total income for the period of £2,617 (2022 £2,579).

All expenditure related to the costs of maintaining and improving of the Common.

All cash is mainly held at the HSBC and is not currently invested.

Section F Other optional information

Further information can be found by visiting www.wakeringcommon.com or on our Facebook group.

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)	John Whatley	Phil Hitchman
Position (eg Secretary, Chair, etc)	Chair of Trustees	Trustee
Date	15 November 2023	

Friends of Waking Common

Registered Charity number 1174836

Statement of Financial Activities for the period 1 August 2022 - 31 July 2023

		Unrestricted Funds	
		2023	2022
Incoming resources	Note		
Income and endowments from:			
Donations and legacies	3	£2,555	£2,579
Other trading activities	3	£62	£0
Total		£2,617	£2,579
Resources expended			
Expenditure on:			
Raising funds	4	£0	£0
Charitable activities	4	£1,599	£1,386
Total		£1,599	£1,386
Net income/(expenditure) before investment gains/(losses)		£1,018	£1,193
Net gains/(losses) on investments		£0	£0
Net income/(expenditure)		£1,018	£1,193
Net movement in funds		£1,018	£1,193
Reconciliation of funds:			
Total funds brought forward		£10,015	£8,822
Total funds carried forward		£11,033	£10,015

Balance Sheet as at 31 July 2022

	Note		
Fixed Assets			
Tangible assets	5	£766	£1,183
Total fixed assets		£766	£1,183
Current assets			
Debtors	6	£263	£377
Cash at bank and in hand	7	£10,004	£8,855
Total current assets		£10,267	£9,232
Creditors: amounts falling due within one year	8	£0	£400
Net current assets/(liabilities)		£10,267	£8,832
Total assets less current liabilities		£11,033	£10,015
Creditors: amounts falling due after one year		£0	£0
Total net assets or liabilities		£11,033	£10,015

Funds of the Charity

Endowment funds	£0	£0
Restricted income funds	£0	£0
Unrestricted funds	£11,033	£10,015
Revaluation reserve	£0	£0
Total funds	£11,033	£10,015

Friends of Waking Common

Registered Charity number 1174836

Notes to the accounts

Note 1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:
the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the

Note 2 Accounting policy and other information

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- The charity becomes entitled to the income;
- The trustees are virtually certain they will receive the income; and
- The monetary value can be measured with sufficient reliability.

Income with related expenditure - Where income have related expenditure (as with fundraising) the income and related expenditure are reported gross in the SoFA.

Grants and donations - Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the receipts.

Contractual income and performance related grants - This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind - Gifts in kind that are of substantial monetary value and can be estimated with sufficient reliability are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Donated services and facilities - These are only included in income (with an equivalent amount in expenditure) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these receipts is the estimated value to the charity of the service or facility received.

Investment income - This is included in the financial statements when receivable.

Investment gains and losses - This includes any gain or loss on the sale of investments at the end of the year.

Expenditure and Liabilities

Liability recognition - Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to make payment.

Friends of Waking Common
Registered Charity number 1174836
Notes to the accounts (continued)

Governance costs - Included costs of the preparation and examination of statutory accounts, the costs of governing board meetings and cost of any legal advice for the governing board on governance or constitutional matters.

Assets, Property, Plant & Equipment - These are capitalised if they can be used for more than one year. They are valued at cost (less depreciation) or, if gifted, at the value of the charity on receipt.

Other

Related party transactions - The charity has undertaken no related party transactions during the financial period. None of the trustees have been paid any remuneration, expenses or received any other benefits from the charity.

Cash flow statement - As a small entity, the charity has taken advantage of paragraph 3.1B of FRS 102 not to prepare a cash flow statement.

Note 3 - Income

	2023	2022
Membership fees (members 96)	£480	£690
Donations - Individuals	£827	£1,047
Gift Aid reclaimed	£264	£377
Donations - Corporate	£985	£348
Easter egg donation	£61	£117
	<u>£2,617</u>	<u>£2,579</u>

Note 4 - Expenditure

Ride on mower service / repairs	£200	£250
Entrance rubbish bin and bags	£23	£24
Petrol	£51	£67
Room Hire re AGM	£25	£25
Consumables and repairs	£32	£32
Merchant charges	£8	£10
Public Liability Insurance	£99	£99
Trees / Flower bulbs	£139	£147
Annual Grass Cut	£400	£400
Email, web site & domain	£139	£72
Bank charges	£66	£39
Depreciation	£417	£221
	<u>£1,599</u>	<u>£1,386</u>

Friends of Waking Common
Registered Charity number 1174836
Notes to the accounts (continued)

Note 5 - Tangible fixed assets

	Westwood Tractor
Purchased	£0
Disposals	£0
Depreciation	£417
At end of the year	(£417)
Net book value at beginning of the year	£1,183
Net book value at end of the year	<u>£766</u>
Total net book value of Assets	<u><u>£766</u></u>

Note 6 - Debtors and prepayments

	2023	2022
Gift aid tax claim	£263	£377
	<u>£263</u>	<u>£377</u>

Note 7 Cash at bank and in hand

	2023	2022
HSBC	£9,982	£8,681
Cash in hand / unbanked	£7	£65
PayPal	£15	£109
	<u>£10,004</u>	<u>£8,855</u>

Note 8 Creditors and accruals

Annual Grass Cut	£0	£400
	<u>£0</u>	<u>£400</u>