

**North Norfolk Community Woodland Trust**

(A company limited by guarantee)

**Report and Financial Statements**

**for the year ended**

**31 August 2010**

Charity no: 1011541

Company no: 2641361

# NORTH NORFOLK COMMUNITY WOODLAND TRUST

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## NORTH NORFOLK COMMUNITY WOODLAND TRUST

### Legal and administrative information

<b>Directors and Trustees:</b>	Don Birch Edward de Feyter David Ross Nick Sutherland David Gosling Wilfred ("Pip") Thomas Peter Croot Peter Kaye Brian Abbs Charles Utting Mike Wright	Resigned 8th December 2009  Appointed 26th November 2009
<b>Company Secretary:</b>	David Gosling	
<b>Registered Office:</b>	31 Yarmouth Road North Walsham Norfolk NR28 9AT	
<b>Independent Examiner:</b>	D S Yapp FCCA ACA Sexty & Co Chartered Certified Accountants 2a Church Street North Walsham Norfolk NR28 9DA	

## NORTH NORFOLK COMMUNITY WOODLAND TRUST

### Report of the Directors for the year ended 31 August 2010

The Directors present their annual report and financial statements of the company for the year ended 31 August 2010. This report has been prepared in accordance with the Special Provisions relating to Small Companies within Part 15 of the Companies Act 2006.

#### Statement of Directors' responsibilities

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the company's state of affairs and of its profit and loss for that period. In preparing those financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping proper accounting records that disclose, with reasonable accuracy, the company's financial position at any time. They are also responsible for safeguarding the company's assets and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Company Objects for the Trust

The charitable objects of the company are to establish new community woodlands in North Norfolk with local involvement in order to provide new opportunities for public access, improve the landscape and create new wildlife habitats. Also plant trees wherever appropriate, to produce a sustainable supply of woodland products and timber by managing and maintaining the woodland in ways consistent with these objects.

#### Activity and Review

The Directors are pleased to record a further successful and busy year. The major item has been the award in late December 2009 of a grant of £47,350 from the Community Space Fund of the Big Lottery, entitled "Pigneys Wood-Securing the Future". The main elements have been:

- (a) Creating a new track to the barn to allow easier access into the wood for timber, materials and emergency vehicles.
- (b) Environmental enhancements, particularly in the valuable wetland area and planting a native apple orchard.
- (c) Visitor improvements, better car parking and picnic area, 3 marked circular walks within the wood, a much bigger and better information board and a new dipping platform.
- (d) Greatly enlarged storage capacity and some much needed tree maintenance and safety work.

The grant work is expected to be completed by the end of the year and gives us a wonderful platform for the future. Further grant applications for 2011 are being prepared/submitted to the Lottery and other bodies.

General woodland management work continued during the year, but unfortunately the numbers of volunteers coming to the twice monthly Saturday morning working parties have dwindled greatly and a new publicity campaign is needed. We have however been enormously lucky to have 3 half day visits each month from the joint District Council/BTCV grant aided "North Norfolk Workout Project" which has provided well attended working parties. The project has been able to deal with a large amount of current and backlog maintenance work and this has made a real difference. Further funding was received in the year from the Forestry Commission (£358) for ongoing planned and agreed maintenance.

## NORTH NORFOLK COMMUNITY WOODLAND TRUST

### Report of the Directors continued

Our Trustees have put in close to 1,000 hours of unpaid work during the year, both in woodland management, planning, applying for and delivering grant aided work.

The trust has very limited income reserves, other than those relating to grant-aided work. At the year end Unrestricted Reserves amounted to £1,301 and Designated Reserves to £5,375. As a result of limited funds it has not yet been possible to acquire land for a possible Green Burial site or to identify suitable land close by, although such a project remains an ambition.

### Directors

The Directors of the company (and Trustees of the charity) who served during the year to 31 August 2010 were:

Don Birch

Edward de Feyter

David Ross

Nick Sutherland

David Gosling (Also company secretary and treasurer)

Wilfred ("Pip") Thomas

Peter Croot (Resigned 8th December 2009)

Peter Kaye

Brian Abbs

Charles Utting

Mike Wright (Appointed 26th November 2009)

In accordance with the Articles of Association of the Company, all Directors retire at the Annual General Meeting, and being eligible, offer themselves for re-election.

### Directors' Interests

- (a) Edward de Feyter is a partner in G F De Feyter and Partners which lease land from the company on a short lease for which rent paid to the company in 2009/10 amounted to £1,000.
- (b) Brian Abbs was paid £200 for specific expert work, of which £80 was grant aided.
- (c) No Directors had any other interest in any financial transaction with the company except for the reimbursement to them of operating or administrative costs incurred by them on behalf of the company.

### Independent Examiner

A resolution regarding the re-appointment of D S Yapp FCCA ACA as independent examiner will be put to the forthcoming Annual General Meeting.

### By Order of the Board

C D V Gosling  
Secretary

## NORTH NORFOLK COMMUNITY WOODLAND TRUST

### Independent examiners report to the members of North Norfolk Community Woodland Trust

I report on the accounts for the year ended 31 August 2010 set out on pages 5 to 10.

#### Respective responsibilities of directors and examiner

As described on page 2 the Directors, who are also the Trustees of the North Norfolk Community Woodland Trust for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit under section 43(2) of the Charities Act 1993 and that an independent examination is needed. It is my responsibility to

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- State whether particular matters have come to my attention.

#### Basis of independent examiners statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent examiners statement

In connection with my examination, no matter has come to my attention

1 which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 41 of the Act
- to prepare accounts which accord with the accounting records and to comply with the accounting records of the 1993 Act

have not been met; or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D S Yapp FCCA ACA  
Sexty & Co  
Chartered Certified Accountants  
2a Church Street  
North Walsham  
Norfolk  
NR28 9DA

Dated:

**NORTH NORFOLK COMMUNITY WOODLAND TRUST**

**Statement of Financial Activities (including summary income and expenditure account) for the year ended 31 August 2010**

	Notes	Restricted Funds £	Unrestricted Funds £	Total 2010 £	Total 2009 £
<b>Incoming Resources</b>					
Activities to further the charity's objects:					
Grants	2	35,274	-	35,274	1,358
Activities for generating funds:					
Bank interest	4	-	1	1	21
Designated income	2	-	-	-	5,025
Miscellaneous	2	-	2,095	2,095	2,473
<b>Total incoming resources</b>		<u>35,274</u>	<u>2,096</u>	<u>37,370</u>	<u>8,877</u>
<b>Resources expended</b>					
Cost of activities in furtherance of the the Charity's objects:					
Grant aided work		35,274	-	35,274	1,358
Operating costs		-	1,462	1,462	1,840
Administration	3	-	1,734	1,734	1,092
Sub-total		35,274	3,196	38,470	4,290
Equipment depreciation charge	5	-	172	172	229
<b>Total resources expended</b>		<u>35,274</u>	<u>3,368</u>	<u>38,642</u>	<u>4,519</u>
<b>Net incoming / (outgoing) resources</b>		-	(1,272)	(1,272)	4,358
		-	(1,272)	(1,272)	4,358
<b>Reconciliation of funds:</b>					
Total fund balances brought forward		-	100,248	100,248	95,890
Total fund balances carried forward		-	98,976	98,976	100,248

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

## NORTH NORFOLK COMMUNITY WOODLAND TRUST

### Balance Sheet as at 31 August 2010

		2010		2009	
Notes	£	£	£	£	£
<b>Fixed assets</b>					
Land at Pigneys Wood			85,400		85,400
Buildings and structures on site			7,000		7,000
Equipment			<u>775</u>		<u>687</u>
			93,175		93,087
<b>Current assets</b>					
Debtors	6	6,190		106	
Cash at bank and in hand		<u>313</u>		<u>7,405</u>	
		6,503		7,511	
Creditors: amounts falling due within one year		<u>702</u>		<u>350</u>	
<b>Net current assets</b>			5,801		7,161
<b>Net assets</b>			<u>98,976</u>		<u>100,248</u>
<b>Unrestricted funds</b>					
	7				
Land and buildings			92,300		92,300
General funds			1,301		2,923
Designated funds			5,375		5,025
<b>Restricted funds</b>			<u>-</u>		<u>-</u>
<b>Total funds</b>			<u>98,976</u>		<u>100,248</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2010.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 August 2010 in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

**NORTH NORFOLK COMMUNITY WOODLAND TRUST**

**Balance sheet as at 31 August 2010 continued**

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

Approved by the Directors on

and signed on its behalf by:

**P Kaye**  
**Director / Trustee**

**C D V Gosling**  
**Director / Trustee**

## NORTH NORFOLK COMMUNITY WOODLAND TRUST

### Notes forming part of the financial statements for the year ended 31 August 2010

#### 1 Accounting policies

##### (a) Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005 and applicable accounting standards.

##### (b) Company status

The charity is a company limited by guarantee. The members of the company include the Directors named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

##### (c) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

##### (d) Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### (e) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

##### (f) Reserves policy

The policy is to match applicable expenditure with designated and restricted funds and to make up any shortfall from core (general and unrestricted) funds. These are maintained at such a level as the trustees consider will meet forthcoming commitments.

**NORTH NORFOLK COMMUNITY WOODLAND TRUST**

**Notes forming part of the financial statements for the year ended 31 August 2010 continued**

**2 Incoming resources**

	<b>Restricted Funds</b>	<b>Unrestricted Funds</b>	<b>Total 2010</b>	<b>Total 2009</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Grants</b>	35,274	-	35,274	1,358
<b>Designated income</b>				
Fire insurance – bird hide	-	-	-	4,500
Donation in memoriam – D McNeir	-	-	-	525
<b>Miscellaneous</b>	-			
Donations	-	347	347	515
Forestry Commission grants	-	358	358	530
Rental income	-	1,000	1,000	1,000
Sales of timber etc	-	390	390	428
	<u>35,274</u>	<u>2,095</u>	<u>37,369</u>	<u>8,856</u>

The grant income is from Groundwork UK and is provided by them on the basis of claims for expenditure as work progresses, up to a maximum of £47,350.

**3 Management and administration**

There are no employees.

None of the Directors received any remuneration for their services to the charity for the year.

**4 Investment income**

	<b>2010 £</b>	<b>2009 £</b>
Barclays bank interest	1	21
	<u>1</u>	<u>21</u>

**5 Fixed assets**

<b>Equipment</b>	<b>2010 £</b>	<b>2009 £</b>
Net book value at 31 August 2009	687	916
Additions	260	-
Depreciation charge for the year	(172)	(229)
	<u>775</u>	<u>687</u>
Net book value at 31 August 2010		

**6 Debtors: due within one year**

	<b>2010 £</b>	<b>2009 £</b>
Grant funding	5,297	100
VAT	893	6
	<u>6,190</u>	<u>106</u>

**NORTH NORFOLK COMMUNITY WOODLAND TRUST**

Notes forming part of the financial statements for the year ended 31 August 2010 continued

**7 Reserves**

	<b>Management</b>	<b>Land &amp; Buildings</b>	<b>Designated Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 August 2009	2,923	92,300	5,025	100,248
Transfer re: training	(350)	-	350	-
Net deficit for the year	(1,272)	-	-	(1,272)
<b>At 31 August 2010</b>	<b>1,301</b>	<b>92,300</b>	<b>5,375</b>	<b>98,976</b>