

Steyping Downland Scheme Ltd - Trustees' Annual Report for the year 1st April 2011 to 31st March 2012

Charity number: 1132957
Company limited by guarantee, number: 6946165

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Legal and administrative information

Registered address:

The Wiston Estate Office, Wiston Park, Steyning, West Sussex BN44 3DD.

Trustees:

Richard Goring, Chair
Alan Chilver
Nick Lear
John Hartwell (from Sept 11)
Caroline Armitage (from March 12)

Staff: Bryony Webb, Project Manager, three days a week

Volunteers:

The Board of Directors is assisted by an advisory committee of eight local people whose enthusiasm, commitment and activity has been invaluable. Still other volunteers take on many practical roles within the scheme. The Project Manager also gives a considerable amount of voluntary time to the scheme.

Bankers: Unity Trust Bank, Nine Brindleyplace, Birmingham

Independent reviewer: Paul Kirkbride, FCCA, Horsham, West Sussex

Policies: The charity has kept a range of policies updated including those on Safeguarding, Health and Safety and Equal Opportunities.

Objects: The objects of the charity are

- a) to promote the education and study of all matters relating to conservation and the environment
- b) to enable and encourage conservation of the natural resources and habitats for the benefit of the public
- c) to educate and encourage the general public, and local young people in particular, in an understanding of the natural environment
- d) in the context of the objects at (a) – (c) above, to work in accordance with the moral principles and the spirit of love that authenticates the Christian faith, and in a manner which demonstrates Christian stewardship of the environment. For the purposes of these objects ‘Christian faith’ means the Christian faith as revealed and expressed in the Holy Scriptures of both old and new testaments

Trustees' Report

History:

The Scheme was instigated by Harry Goring and Pip Goring of the Wiston Estate. The present trust was founded in 2007 in partnership with A Rocha (a Christian conservation movement), and interested local people. Some 160 acres of chalk downland adjacent to Steyning has been set apart for the benefit of wildlife and the local community as the main focus of the Scheme. It includes open grassland, a watercourse, ponds and mixed woodland. Over the past five years there has been an excellent network of local volunteers built up, many of whom who have helped restore the chalk grassland and support a great variety of events on site. An area that was fast becoming degraded is flourishing into an area of genuine diversity.

The year in a nutshell:

“The hope is to foster a meeting of different minds and people, coming together in the pursuit of seeing the everyday miracle of Creation and being inspired to hope for the future in a fractured and despairing world.”

When these words were written back in January 2008, we had only an inkling of what was coming our way. Now four years later the financial crisis does not seem to be abating and the discussion on climate change seems to have shifted from reversal to stabilisation to adaptation. Yet the flame of the Scheme, which started tentatively in 2007, has now spread. We have over 120 volunteers involved, mostly from the local community and of all ages and backgrounds (though clearly these are limited by the reality of a rural catchment area). There is still a healthy tension of different opinions as to how to tackle the various tasks we face, but also a growing understanding and awareness between different people who enjoy the area. A hallmark of the project has always been to try to hear from different users before taking action. Whilst this approach often takes longer, the results are nearly always better and help to achieve the aim of a better understanding of the site by as many users as possible. The finances of the charity have remained stable and enabled the project manager's role to grow to three paid days a week. This has meant better volunteer co-ordination and given time to get the governance structures right for the future.

We had a full program of events in the summer months, with an excellent art day, mothy breakfast, Big Picnic (well over 200 people despite rather poor weather), bush craft days and butterfly walks. Many more people volunteered for surveying, including everything from birds, botany, bees to ponds. One surveyor commented, *“Sitting on the grass, in the company of others, basking in sunshine, looking and learning about our beautiful wild flowers - a lovely way to pass a summer's morning”*. As well as adding to people's enjoyment of the site, this is helping to paint a true picture of the effects of the management plan put in place in 2008 and will give us something to monitor our success by.

In October the Steering Group and Board of Trustees met up to focus on our priorities going forward. There was clarity reached on what 'local' meant - those who would access the site within around 30 minutes' drive - why and how we were going to focus on young people who access the site independently and a desire to build further

bridges with local Churches. We decided to not to go ahead currently on the restoration of the NTC hut (a fallen down building near one of the entrances to the Scheme). The resources required to do a proper job of this were too great at this stage and would change the focus of the scheme.

In the spring, the Ranger group was launched, looking after many practical aspects of the area, and in the winter months the conservation work began again in earnest, with Rangers, and over 200 children (Year 7) out on the site cutting back ash regeneration and other scrub to enable the chalk grassland to recover. A new trough was put in so that Sussex Cattle could graze the higher slopes of the scheme. In this same area work was carried out on a rough bank that is the home of a rare wild juniper tree. We made a second foray into the chalk stream ponds, taking out a scallop of pond-side woodland to let more light in. The dam sluice pipe was also cleared to the great satisfaction of the ranger group involved (see animated website photographs).

The mountain biking area has existed since the beginning of the scheme, though many users from that time are long gone. In the Autumn, a small network of current mountain bikers came together, keen to look after the area, contain it, and ensure it operates within the wider aims of the scheme. They are now developing plans to put that into action.

Our developing partnership with the local grammar school led to three very successful 'Discovery Days' – with 160 year sevens spending three days finding out 'what is special about the Steyning Downland Scheme'. Many local people were involved, introducing students to what they are passionate about on the site, and the young people produced some amazing creations, including butterfly sculptures, websites, a mural and signs for the site. One of the teachers involved said, *"It was the best teaching experience I have ever had."*

The open information evening hosted in March was testament to the huge array of different things going on with presentations from the Mountain Bike group, a local ecologist and two Discovery Day teachers from the local grammar school. 80 local people attended the evening.

We set out in October to engage with local people and young people in particular and the Scheme has gone a good way in accomplishing this. There is always more to do and we hope to put in some detached youth work going forward, to engage with younger people who use the site but are not connected with school projects or bush craft events. There continue to be difficult challenges and conflict to deal with. However, as Sebastian Anstruther, a South Downs landowner, said after seeing the Steyning Downland Scheme, *"...the countryside needs to be enjoyed with understanding and care. In Steyning, as in communities everywhere, different groups have their differences: dog walkers, horse riders, wildlife watchers and mountain bikers come into conflict sometimes, whilst young people and older residents don't always get along... If the Steyning Downland Scheme can start to solve these problems here then land managers all along the South Downs and those who come to enjoy their land can learn a lot from your approach and your experience. Keep at it! I wish you well for the future."*

Financial Review:

The accounts show that whilst funding, particularly core funding, is still tight, there was a healthy balance of £8732 carried forward at the end of the year. The restricted funds from the Orchid Trust were spent on environmental equipment, and from Horsham District Council for the set up costs of the Friends scheme, a website for receiving donations, and the information evening. Funds from the South Downs Joint Committee remain for any public access requirements that arise. The Sussex Community Foundation provided a grant of £4000 to further the scheme's work with the community, and young people particularly, which will be spent in 2012/13, and a donation of £2145 was given towards salary costs in 2012/13.

The Reserves Policy states that the charity will work towards £1000 designated for reserves in each financial year, aiming to reach a minimum of three months expenditure, and a maximum of six months expenditure.

Support in kind

The Wiston Estate is highly supportive in providing land management advice, estate staff time and use of equipment.

A Rocha UK assist through advice on legal, conservation and community matters, also supporting the staff member where appropriate

South Downs National Park and the Neighbourhood wardens provides a staff member each for the advisory committee and support the practical work of the scheme with their volunteer groups.

Stepping Grammar School provides a staff member to co-ordinate the young conservation groups.

A minimum of 1300 volunteer hours were given to the project in this year.

Trustees have an induction to the Trustee role, and training as appropriate and available. There is a bi-annual review of Trustees' training needs.

The Trustees declare that they have approved the above report and it is signed by the Chair on behalf of the board.

Signed:

Richard Goring

22nd October 2012

Steining Downland Scheme End of Year Accounts 2012

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total 2012</u>	<u>Total 2011</u>
<u>Income</u>				
Grant Income	7000		7000	23695
Donations	14165		14165	15517
Friends Scheme	230		230	
Gift Aid	5129		5129	
Events	493		493	669
Loans				2050
Total Receipts (A)	<u>27017</u>		<u>27017</u>	<u>41931</u>
<u>Expenditure</u>				
Staffing	14599	337	14936	10153
Running Costs	6764	65	6829	3161
Marketing	11	133	144	14
Conservation	1700	605	2305	18421
Public Access		711	711	
Events	450	153	603	339
Capital Costs	68	704	772	
Loan repayments	2050		2050	
Total Payments (B)	<u>25642</u>	<u>2708</u>	<u>28350</u>	<u>32088</u>
(A-B)	1375	-2708	-1333	9843
Funds bt/fwd	6034	4031	10065	222
Funds cd/Fwd	7409	1323	8732	10065
Total Balance of All Funds @ 31/3/2012	8732			
represented by:				
Cash at Bank:	9321			
Debtors	5790			
Creditors	6378			

Statement of Financial Activities:



Charity Name: Steyning Downland Scheme		Charity No (if any)	1132957	CC17a
Annual accounts for the period				
Period start date	1.4.2011	To	Period end date	

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Note	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
			£	£	£	£	£
			F01	F02	F03	F04	F05
Incoming resources (Note 3)							
Incoming resources from generated funds							
				-	-	-	-
Voluntary income	26294.3	S01	26,294	-	-	26,294	39,213
Activities for generating funds		S02	-	-	-	-	-
Investment income		S03	-	-	-	-	-
Incoming resources from charitable activities							
	722.5	S04	723	-	-	723	669
Other incoming resources							
		S05	-	-	-	-	2,050
Total incoming resources			27,017	-	-	27,017	41,931
Resources expended (Notes 4-8)							
Costs of Generating Funds							
			-	-	-	-	-
Costs of generating voluntary income	234.4	S07	115	119	-	234	-
Fundraising trading costs		S08	-	-	-	-	-
Investment management costs		S09	-	-	-	-	-
Charitable activities							
	27895.26	S10	25,307	2,589	-	27,896	32,088
Governance costs							
	220	S11	220	-	-	220	-
Other expenditure							
		S12	-	-	-	-	-
Total resources expended			25,642	2,708	-	28,350	32,088
Net incoming/(outgoing) resources before transfers							
		S14	1,375	- 2,708	-	1,333	9,843
Gross transfers between funds							
		S15	-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)							
		S16	1,375	- 2,708	-	1,333	9,843
Other recognised gains/(losses)							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
Net movement in funds			1,375	- 2,708	-	1,333	9,843
Total funds brought forward							
		S20	6,034	4,031	-	10,065	222
Total funds carried forward			7,409	1,323	-	8,732	10,065

Balance Sheet:

These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Section B		Balance sheet				
	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Fixed assets						
Tangible assets	B01	-	700	-	700	-
Investments	B03	-	-	-	-	-
Total fixed assets	B04	-	700	-	700	-
Current assets						
Stock and work in progress	B05	-	-	-	-	-
Debtors	B06	5,790	-	-	5,790	-
(Short term) investments	B07	-	-	-	-	-
Cash at bank and in hand	B08	7,998	1,323	-	9,321	13,690
Total current assets	B09	13,788	1,323	-	15,111	13,690
Creditors: amounts falling due within one year	B10	6,350	28	-	6,378	3,625
Net current assets/(liabilities)	B11	7,437	1,295	-	8,732	10,065
Total assets less current liabilities	B12	7,437	1,995	-	9,432	10,065
Creditors: amounts falling due after one year	B13	-	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-	-
Net assets	B15	7,437	1,995	-	9,432	10,065
Funds of the Charity						
Unrestricted funds	B16	7,437			7,437	6,034
Restricted income funds (Note 13)	B18		1,995		1,995	4,031
Endowment funds (Note 13)	B19			-	-	-
Total funds	B20	7,437	1,995	-	9,432	10,065

For the year ended 31st March 2012 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

Signed by
Richard Goring, Chair
John Hartwell, Treasurer
15th May 2012

Section C Notes to the Accounts:

Note 1. These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005) and with Accounting Standards. There has been no change made to accounting policies since last year.

Note 7		Paid employees	
7.1 Staff Costs			
		This year	Last year
		£	£
Gross wages, salaries and benefits in kind		11,601	8,989
Employer's National Insurance costs		657	419
Pension costs		1,195	-
	Total staff costs	13,453	9,408
7.2 Average number of full-time equivalent employees in the year			
		This year	Last year
		Number	Number
The parts of the charity in which the employees work	Fundraising	0.1	-
	Charitable Activities	0.2	0.2
	Governance	0.2	0.2
	Other	-	-
	Total	0.5	0.4
7.3 Defined contribution pension scheme			
<i>Please complete if a defined contribution pension scheme is operated.</i>			
Brief details of the scheme	Pension scheme is a Scottish Equitable stakeholder pension. 8% paid by employer, 4% paid by employee		
		This year	Last year
		£	£
The costs of the scheme to the charity for the year		1194.95	
The amount of any contributions outstanding at the year end			
The amount of any contributions prepaid at the year end			

Note 9 Tangible Fixed Assets

There is a £700 addition to the tangible fixed assets

Note 11 Debtors and prepayments				
Analysis of debtors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year	Last year	This year	Last year
	£	£	£	£
Trade debtors	-	-	-	-
Amounts due from subsidiary and associated undertakings	-	-	-	-
Other debtors	5,790.0	-	-	-
Prepayments and accrued income	-	-	-	-
Total	5,790.0	-	-	-

Note 12 Creditors and accruals				
Analysis of creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year	Last year	This year	Last year
	£	£	£	£
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors	6,378	3,625	-	-
Accruals and deferred income	-	-	-	-
Total	6,378	3,625	-	-

Note 13 Endowment and restricted income funds		
13.1 Funds held		
Fund Name	Type PE, EE or R	Purpose and Restrictions
Orchid Trust	Restricted	Educational, marketing and conservation resources
Horsham District council	Restricted	Training, information and conservation resources
South Downs Joint Committee	Restricted	Public access: maintenance and building

13.2 Movements of major funds						
Fund names	Fund balances brought forward	Incoming resources	Outgoing resources	Transfers	Gains and losses	Fund balances carried forward
	£	£	£	£	£	£
Orchid Trust	1,031	-	1,031	-	-	-
Horsham District Council	1,000	-	965	-	-	35
South downs joint committee	2,000	-	711	-	-	1,289
Total Funds	4,031	-	2,707	-	-	1,324

Independent examiner's report:



Independent Examiner's Report on the Accounts

Section A		Independent Examiner's Report	
Report to the trustees/members of	Charity Name STEYNING DOWNLAND SCHEM ^{ES}		
On accounts for the year ended	3 1 0 3 1 2	Charity no (if any)	1 1 3 2 9 5 7
Set out on pages	AS ATTACHED (remember to include the page numbers of additional sheets)		
Respective responsibilities of trustees and examiner	The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to: <ul style="list-style-type: none"> examine the accounts under section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(S)(b) of the Charities Act), and to state whether particular matters have come to my attention. 		
Basis of independent examiner's statement	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.		
Independent examiner's statement	In connection with my examination, no matter has come to my attention (other than that disclosed below*): <ol style="list-style-type: none"> which gives me reasonable cause to believe that in, any material respect, the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 130 of the Charities Act; to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. * Please delete the words in the brackets if they do not apply.		
Signed		Date	11 th JUNE 2012
Name	PAUL KIRKBRIDE FCCA		
Relevant professional qualification(s) or body (if any)	FELLOW OF THE INSTITUTE OF CHARTERED CERTIFIED ACCOUNTANTS F.C.C.A.		
Address	23 TRINICENTUS CLOSE HORSHAM WEST SUSSEX RH12 5TL		