**Governors' Report and Unaudited Financial Statements** 

for the year ended 31 March 2012

Charity number: 702488 (England and Wales)

Company number: 02453076 (England & Wales) (Limited by guarantee)

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## Legal and administrative information

Governors A M G Darby

C M Connor M G Darby P S Doble C F Nicholson Dr M A Palmer R H Workman Lord Howick

Secretary J Cunningham (appointed 2.9.11)

J Hopkins (resigned 1.9.11)

Company number 02453076 (England & Wales)

Charity number 702488

Registered office Kemerton Court

Kemerton Tewkesbury Glos GL20 7HY

Independent examiners Waugh Haines Rigby Limited

18 Miller Court Severn Drive Tewkesbury Glos GL20 8DN

Bankers National Westminister Bank plc

71 Barton Street Tewkesbury Glos GL20 5RH

Solicitors Thomson and Bancks

27 Church Street Tewkesbury Glos GL20 5RH

# Governors' report for the year ended 31 March 2012

The governors present their report and financial statements for the year ended 31 March 2012.

#### **Reference and Administrative Information**

Reference and administrative information is as set out on page 1.

#### **Objectives and Activities**

The company was founded by A M G Darby OBE for the charitable objective of the conservation of fauna and flora and of places of natural and cultivated beauty for the public benefit in Herefordshire, Worcestershire, Gloucestershire and adjoining counties.

#### **Public Benefit**

It seeks to realize this public benefit through all the activities listed below. It provides access to nature reserves and woodland, informal education, research into biodiversity conservation, surveys of plants and animals, management of sites to promote their biodiversity and opportunities for volunteers to participate in these activities.

#### Structure, Governance and Management

The charity was incorporated on 15 December 1989, registered as a charity on 24 January 1990 and is governed by its memorandum and articles of association. The charity is constituted as a company which is limited by guarantee, the liability of each member on winding up being limited to £1.

The company's name was changed from Kemerton Trustees Limited on 25 June 1999.

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the management committee. They are referred to throughout this report as the Governors. Governors are elected at General Meetings for an indefinite period and are not required to retire. Governors may co-opt new trustees and provide details at the following meeting.

#### Statement of governors' responsibilities

Company and charity law requires the governors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the governors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and

The governors have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The governors are responsible for establishing the company's strategy, but day to day management is delegated to A M G Darby and P S Doble.

# Governors' report for the year ended 31 March 2012

#### **Financial Reserves**

The reserves fund represents the funds arising from past operating results. It is the policy of the governors to spend their income and only to hold reserves equivalent to one year's recurrent expenditure.

#### **Independant Examiners**

The governors recommend that Waugh Haines Rigby Limited remain in office as independant examiners until further notice.

### Special provisions

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

### Chairman's Report on Achievements and Performance

The company received grants and donations totalling £26,066 during the year (31 March 2011 - £35,379). This was placed on deposit until such time as it was required. The total interest earned during the year was £47 (31 March 2011 - £5).

During its twenty-second year, Kemerton Conservation Trust continued to work in the areas identified in previous years' reports.

#### The Trust's Owned Sites

#### **Daffurns Orchard**

This was purchased in December 2000 with the proceeds of a public appeal, an option to purchase being granted under the will of Miss Mercia (Betty) Daffurn, who died in June 2000. In the year to 31 March 2012 further maintenance work was carried out by local volunteers (Kemerton Orchard Workers). This was one of the local orchards covered by the National Trust Orchards Restoration Project - see below.

# Governors' report for the year ended 31 March 2012

#### John Moore Nature Reserve

This small nature reserve, set up by his widow in memory of the writer John Moore who had lived in Kemerton, was donated to the Kemerton Conservation Trust in 2001. It is managed by local volunteers and is one of the sites which has benefited from the planting of shrubs and wildflowers by volunteers.

## Severn and Avon Vales Floodplain Meadows

Trust owns parcels in two Floodplain Meadow SSSIs, Twyning Great Hay Meadow (also known as Upham Meadow) on the River Avon and Upton Ham on the River Severn. Both of these meadows are in Higher Level Stewardship and the Trust is a member of the Floodplain Meadow Partnership which is monitoring them. It also owns two strips in a third floodplain meadow, Asham Meadow, Birlingham which it is hoped can be included in a Higher Level Stewardship when more funds become available, although this process has stalled somewhat for the moment.

#### The Trust's Leased Sites

#### **Kemerton Lake Nature Reserve and Arboretum**

This site is leased for a peppercorn from the Kemerton Estate. The hides and reserve have continued to be well used by the public. Work financed by the Big Lottery Fund for a new map and signage for the reserve, begun in 2010/11 was completed in November 2011 and has been very successful.

In addition to the conservation work carried out by the Trust, Kemerton Estate has carried out work at the site under Higher Level Stewardship, which is of benefit to the biodiversity of the reserve.

During the year, work was initiated to update and replace the lease.

### **Beggarboys Nature Reserve**

This wetland site is leased for a peppercorn from the Kemerton Estate. This year saw the completion of restoration work begun in 2010 to repair the monk weir and emergency overflow. The work was funded by a grant from the Severn Waste Environmental Fund administered by Welcome to Our Future. The site has benefited significantly from the large-scale restoration works of the previous three years and is once again flourishing.

In addition to the conservation work carried out by the Trust, Kemerton Estate has carried out work at the site under Higher Level Stewardship, which is of benefit to the biodiversity of the reserve.

During the year, work was initiated to update and replace the lease.

#### **Management Agreement over Kemerton Estate**

Under this agreement the Trust can recommend that work beneficial to biodiversity should be carried out at the Estate's expense. For this purpose the Trust carries out surveys on the Estate land as well as that of any other interested local landowner. At The Bushes SSSI volunteers did additional habitat management work beyond the scope of the HLS scheme for the further enhancement of this sites. Caroline Corsie of Green Agronomy has continued to give free expert advice. In addition, the County Botanical Recorder John Day surveyed the arable margins in the scheme.

During the year, work was initiated to update and replace the management agreement.

# Governors' report for the year ended 31 March 2012

#### **Arboretum**

The Trust manages a collection of wild collected exotic trees which are arranged along rides in the Kemerton Estate woodlands. Work continued during the year updating the catalogue and planting new accessions.

#### Surveys and research

Work continued under the estate-wide Monitoring Strategy although pressures of time have meant John Clarke has been unable to carry out as much monitoring as in previous years. However, Kate Aubury has continued to carry out regular bat surveys and fungi surveys.

This was the final year of the Mining Bee Habitat Trial. Geoff Trevis, the County Aculeate Recorder, has worked with John Clarke on the project for ten years. In that time Geoff has recorded 102 species using the bare ground or associated habitats. A paper has been prepared for submission to the BWARS magazine (Bees, Wasps and Ants Recording Society).

There were several visits from Worcestershire Recorders including a dredging survey day at Kemerton Lake Nature Reserve.

Volunteers continued the monitoring of birds, dragonflies, butterflies, mining bees and other invertebrates at Kemerton Lake and elsewhere across the Estate.

Further work was carried out on introducing appropriate shrubs and woodland plants to the young forestry plantations. Grants for this work were received from local businesses

#### **Grants**

The Trust received £500 from The Rowlands Trust in April for the purchase of a mechanized hay rake for use by the warden and volunteers. This has been purchased and used this year for raking hay in Upstones Orchard and the glades at Beggarboys Nature Reserve.

The Trust also received £2000 from The Ryklow Trust in April for the purchase of bat survey equipment. The new equipment was purchased immediately and has been used for surveys throughout the summer.

#### **Education / Public relations / Community involvement**

The Friends of Kemerton Conservation Trust was set up in 2008 as an informal club of supporters who commit themselves to helping the Trust, either by volunteer help or financial assistance. For details of their contribution see Volunteers below. The Friends are organised by the Support Coordinator, Kate Aubury. Friends receive a twice yearly newsletter 'Kemerton Clippings'.

Visits, events and open days continued to be well attended, and requested by various local groups. The Forest school continues to function in one of the plantations on the edge of Kinsham.

Kemerton Conservation Trust again supported the Apple Day celebration at Kemerton in conjunction with Kemerton Orchard Workers

As a follow up to the Ark Site Project at Kemerton Lake Nature Reserve, KCT and Buglife jointly hosted a workshop on Aggregates Sites and Crayfish which was very well attended by delegates from a range of backgrounds including the local council.

# Governors' report for the year ended 31 March 2012

#### Website

The Trust has a web site www.kemerton.org. This had been designed and maintained free of charge by Jim Verrechia for many years. However, in January, Jim notified the Trust that he was no longer able to continue with this role so it is now maintained by David Aubury. The website will be undergoing an update in 2013, as some elements are out of date. The site attracts much favourable comment and the governors are most grateful both to Jim for his many years of support and to David for taking on the website for the future.

#### Biodiversity action plan species and habitats

The Trust manages a number of BAP species and habitats and contributes to the work of the Worcestershire LBAP, which has appointed Adrian Darby as its Chairman.

#### **Personnel matters**

The trust has no employees but has well established arrangements with various self-employed contractors. John Clarke has continued as part-time advisor sometimes assisted by his wife Pamela. Alan Marsh has undertaken work as a part time warden, as and when funding has been obtained. As well as carrying out paid work on the projects mentioned above he has acted as a volunteer at other times of the year. John Threadingham, a forestry contractor, has undertaken the work to the arboretum.

### Volunteering and donated work

The governors again wish to express their appreciation of the valuable contributions made by those mentioned above and other local volunteers in many fields, including habitat management, nest boxes, IT support, public events, orchard maintenance, species identification and labeling of the arboretum trees. In total it is estimated that, when valued at the rates used by Natural England for assessing grants, volunteers' work was worth at least £41,450.

In addition to his financial donations, Adrian Darby also paid Janet Cunningham and Kate Aubury to carry out administration work on behalf of the Trust. The value of this work was approximately £1920 (equating to half a day per week).

#### **Other Acknowledgements**

In addition to contributions by governors, local residents and businesses; the Trust would like to thank Severn Waste Environmental Fund administered by Welcome to Our Future (Local Agenda 21), the Big Lottery Fund, Buglife, The Rowland Trust and Ryklow Trust for the support referred to above.

This report was approved by the governors on 5 November 2012 and signed on their behalf by

A M G Darby Governor

## Independent examiner's report to the trustees on the unaudited financial statements of Kemerton Conservation Trust.

I report on the financial statements of Kemerton Conservation Trust for the year ended 31 March 2012 which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

### Respective responsibilities of trustees and examiner

As the charity's trustees and directors you are responsible for the preparation of the financial statements. You consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

I have satisfied myself that the company is not subject to audit under company law and is eligible for independent examinaton. It is my responsibility to examine the financial statements under section 145 of the Act and to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

#### Basis of independent examiner's report

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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees 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 financial statements.

### **Independent examiner's 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 386 of the Companies Act 2006; and
- to prepare financial statements which accord with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of SORP 2005 (Revised 2008).

have not been met; or

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

Robert Stokes FCCA Director Waugh Haines Rigby Limited Chartered Accountants 18 Miller Court Severn Drive Tewkesbury Glos GL20 8DN

5 November 2012

## Statement of financial activities

## For the year ended 31 March 2012

	Notes	Unrestricted funds	Restricted funds	2012 Total	2011 Total
Incoming resources					
Incoming resources from generated funds:					
Voluntary income: Donations	2	63,131		63,131	69,947
Grants	3	3,300	3,005	6,305	11,888
Activities for generating funds Investment income Other incoming resources	4	13,671 47 836	- - -	13,671 47 836	10,403 5 580
Total incoming resources		80,985	3,005	83,990	92,823
Resources expended Charitable activities Governance costs		(72,251) (879)	(6,336)	(78,587) (879)	(35,363) (1,428)
Total resources expended	5	(73,130)	(6,336)	(79,466)	(36,791)
Transfers between funds		(1,189)	1,189		
Net movement in funds		6,666	(2,142)	4,524	56,032
Total funds at 1 April 2011		106,005	4,908	110,913	101,137
Total funds at 31 March 2012	11, 12	112,671	2,766	115,437	157,169

### **Continuing operations**

None of the company's activities was acquired or discontinued during the above two financial years.

### Total recognised gaines and losses

The company has no recognised gains or losses other than the surplus or deficit for the above two financial years.

# Balance sheet as at 31 March 2012

		201	2	2011	L
	Notes	£	£	£	£
Fixed assets					
Tangible assets	6		91,918		94,679
Current assets					
Debtors	7	8,041		7,794	
Cash at bank and in hand		18,906		10,688	
		26,947		18,482	
Creditors: amounts falling					
due within one year	8	(3,428)		(2,011)	
Net current assets			23,519		16,471
Total assets less current					
liabilities			115,437		111,150
Accruals and deferred income	9		-		(237)
Net assets	10		115,437		110,913
Funds					
Unrestricted funds	11		112,671		106,005
Restricted funds	12		2,766		4,908
			115,437		110,913

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies .

The financial statements were approved by the governors on 5 November 2012 and signed on its behalf by

## R H Workman Governor

Registration Number: 02453076 (England & Wales)

## Notes to the financial statements for the year ended 31 March 2012

#### 1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

#### 1.1. Accounting convention

The financial statements are prepared under the historical cost convention and follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in March 2005 (revised May 2008) and the Companies Act 2006

#### 1.2. Company status

The charity is a company limited by guarantee. The members of the company are the governors 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 in the year of winding up or within one year of their cessation of being a member of the charity.

#### 1.3. Cash flow statement

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small company.

#### 1.4. Taxation

As a registered charity, the company is generally exempt from income tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

### 1.5. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost (excluding freehold land) less residual value of each asset over its expected useful life, as follows:

Short Leasehold property - Straight line over the life of the lease

Plant and machinery - 20% per annum

#### 1.6. Grants

Capital grants are credited to deferred revenue. Grants towards capital expenditure are released to the profit and loss account over the expected useful life of the assets. Income grants are credited to profit in the year in which they are received. Grants towards revenue expenditure are released to the profit and loss account as the related expenditure is incurred.

### 1.7. Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the governors 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. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income is allocated to the appropriate fund.

# Notes to the financial statements for the year ended 31 March 2012

### 1.8. Incoming resources

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

Donations to the company are credited to income in the accounting period in which they are due. All are unrestricted unless stated.

Grants of a revenue nature are credited to income in the period to which they relate.

## 1.9. 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.

#### 2. Donations

	Unrestricted funds		
	2012	2011	
	£	£	
Darby family	11,000	11,000	
General donations	5,411	6,820	
Gift Aid	3,350	5,871	
Donations in kind	43,370	46,256	
	63,131	69,947	

# Notes to the financial statements for the year ended 31 March 2012

#### 3. Grant income

	Unrestricted funds	Restricted funds	2012	2011
	£	£	£	£
Woodland Shrub and Wildflower Project	800	-	800	-
Ryklow project	2,000	-	2,000	-
Rowlands	500	-	500	-
Natural England (land at Asham Meadow)	-	-		1,189
The National Trust (conservation of orchards)	-	-		7,800
Beggarboys restoration project	-	2,205	2,205	795
Big Lottery Fund	-	-	-	2,104
Carrant Catchment Restoration project		800	800	
	3,300	3,005	6,305	11,888

The unrestricted grant income relates to:

- a) Woodland Shrub and Wildflower Project relates to the work to introduce native shrubs and wildflowers in plantation woodland.
- a) Ryklow Project is to support the conservation of bats.
- b) Rowlands grant is for the purchase of equipment for habitat management.

This income has all be designated by the governors for these projects.

The restricted grant income relates to:

- a) a grant from Severn Waste Environmental fund administered by Welcome to our Future regarding the Beggarboys Restoration Project.
- b) a grant from Green Insurance Company of £800 towards the project which supports landowners in the Carrat Catchment Restoration Project to restore natural habitats and create vital corridors for wildlife.

## 4. Activities for generating funds

	Unrestricte	<b>Unrestricted funds</b>		
	2012	2011		
	£	£		
Grazing and rent	2,608	(481)		
Single farm payments	8,604	6,797		
Higher level stewardship	2,459	4,087		
	13,671	10,403		

# Notes to the financial statements for the year ended 31 March 2012

## 5. Total resources expended

	Basis of allocation	Conservation expenses £		Governance £	2012 £	2011 £
Rent	Direct	6,900			6,900	6,513
Insurance	Direct	336			336	280
Repairs and maintenance	Direct	1,870			1,870	562
Accountancy fees	Direct	-		- 879	879	1,428
General expenses	Direct	7,638	4,424	-	12,062	6,627
Site management	Direct	42,247	1,139	-	43,386	50,441
Arboretum expenses	Direct	11,349		-	11,349	5,772
Bank charges	Direct	160			160	176
Depreciation	Usage	1,751	1,010	-	2,761	3,390
Grant released	Direct	;	(237	7) -	(237)	(240)
		72,251	6,336	879	79,466	74,949

The Trust had no employees during the this year or the preceding year.

6.	Tangible fixed assets		Short				
		Freehold land £	leasehold property £	Plant and machinery	Total £		
	Cost						
	At 1 April 2011	81,839	14,016	43,940	139,795		
	At 31 March 2012	81,839	14,016	43,940	139,795		
	Depreciation						
	At 1 April 2011	-	13,774	31,342	45,116		
	Charge for the year		241	2,520	2,761		
	At 31 March 2012	-	14,015	33,862	47,877		
	Net book values						
	At 31 March 2012	81,839	1	10,078	91,918		
	At 31 March 2011	81,839	242	12,598	94,679		

# Notes to the financial statements for the year ended 31 March 2012

7.	Debtors		2012	2011
			£	£
	Trade debtors Other debtors		4,691 3,350	1,128 6,666
			8,041	7,794
8.	Creditors: amounts falling due			
	within one year		2012 £	2011 £
	Trade creditors		2,503	891
	Accruals and deferred income		925	1,120
			3,428	<u>2,011</u>
9.	Accruals and deferred income		2012	2011
	Grants		£	£
	At 1 April 2011 Released in year		237 (237)	477 (240)
	At 31 March 2012			237
			<del></del>	
10.	Analysis of net assets between funds			
		General funds	Restricted funds	Total funds
	Fund balances at 31 March 2012 as represented by:	£	£	£
	Tangible fixed assets Current assets	85,948 26,947	5,970	91,918 26,947
	Current liabilities	(224)	(3,204)	(3,428)
		112,671	2,766	115,437

# Notes to the financial statements for the year ended 31 March 2012

11.	<b>Unrestricted funds</b>	1 April 2011	Incoming	Outgoing	Transfers	31 March 2012
		£	£	£	£	£
	General fund	102,838	34,315	(26,687)	(1,205)	109,261
	Daffurns Orchard fund - designated fund	1,534	-	-	-	1,534
	Woodland Shrub and Wildflower Project					
	- designated fund	1,633	800	(557)	-	1,876
	Ryklow project	-	2,000	(2,016)	16	-
	Rowlands	-	500	(500)	-	-
		106,005	37,615	(29,760)	(1,189)	112,671

<b>12.</b>	Restricted funds	1 April 2011	Incoming	Outgoing	Transfers	31 March 2012
		£	£	£	£	£
	Kemerton Lake project	2,948	-	(1,383)	-	1,565
	Conservation of orchards project	902	-	(902)	-	-
	Beggarboys restoration project	-	2,205	(2,394)	189	-
	Big Lottery Fund project	1,058	-	(1,044)	-	. 14
	Carrant Catchment Restoration Projection	ect -	800	(613)	1,000	1,187
		4,908	3,005	(6,336)	1,189	2,766

## **Purposes of restricted funds**

### **Kemerton Lake project**

The purpose of the fund is to maintain the Kemerton lake nature reserve and Cherry Tree quarry on Bredon Hill.

#### Conservation of orchards project

The purpose of the fund is to conserve and restore traditional orchards

#### **Beggarboys restoration project**

'The purpose of this fund is to restore and improve Beggarboys Nature Reserve.

#### **Big Lottery Fund project**

The purpose of this fund is to provide signage, leaflets and maps for Kemerton Lake Nature Reserve.

### **Carrant Catchment Restoration Project**

The purpose of the fund is to support landowners in the Carrant Catchment Restoration Project to restore natural habitats and create vital corridors for wildlife.

### 13. Capital commitments

There were no capital commitments at 31 March 2012 or 31 March 2011.

# Notes to the financial statements for the year ended 31 March 2012

### 14. Contingent liabilities

There were no contingent liabilities at 31 March 2012 or 31 March 2011.

### 15. Related party disclosures

The company rents a cottage from A M G Darby, a governor, at an annual rental of £6,900 (31 March 2011 - increased from £6,675 during the year) which has been verified by an in dependant valuer. Total rents paid to Mr Darby during the year were £6,900. The company also leases other land belonging to A Darby and M G Darby at a nil rent.

As at 31 March 2012, there was £2,008 owed to A M G Darby in connection with the bat survey (31 March 2011 - nil owed) and this is included in other creditors. No interest was payable. Also at 31 March 2012 there was £4,548 owed by A M G Darby (31 March 2011 - nil) and this is included in trade debtors.

Any work done by A M G Darby's farm on behalf of the trust was paid for at cost and an allowance of £426 was made for farm use of the Trust's equipment which is a commercial rate.

None of the governors received any remuneration in the year as trustees, nor in previous years. None of the governors received any payment of expenses in the year as trustees.