Report of the Trustees and
Unaudited Financial Statements for the Year Ended

31 March 2014

for
Kemerton Conservation Trust

Holberton and Co Nortonbury House 37 High Street Tewkesbury Gloucestershire GL20 5BB

# Contents of the Financial Statements for the Year Ended 31 March 2014

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9 to 13
Detailed Statement of Financial Activities	14

#### REFERENCE AND ADMINISTRATIVE DETAILS

# Registered Company number

02453076 (England and Wales)

# Registered Charity number

702488

#### Registered office

Kemerton Court Kemerton Tewkesbury Gloucestershire GL20 7HY

#### 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

# **Company Secretary**

Mrs J Cunningham

#### Independent examiner

Holberton and Co Nortonbury House 37 High Street Tewkesbury Gloucestershire **GL20 5BB** 

#### Solicitors

Thomson and Bancks 27 Church Street Tewkesbury Glos GL20 5RH

- resigned 12.11.13

- resigned 4.2.14

#### Governors' Report for the Year Ended 31 March 2014

The Governors who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### 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 constitute 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 the 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 Governors. Trustees are elected at General Meetings for an indefinite period and are not required to retire. Trustees may co-opt nw trustees and provide details at the following meeting.

#### **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. It sometimes promotes its charitable object by making submissions to national and local government.

#### Independent Examiners

The governors recommend that Lee Holberton of Holberton and Co remain in office as independent examiner until further notice.

#### **Special Provisions**

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

#### Governors' Report for the Year Ended 31 March 2014

#### Chairman's Report on Achievements and Performance

The Company received grants and donations totalling £11,655 during the year (31 March 2013 - £26,078). This was placed on deposit until such time as it was required. The total interest earned during the year was £20 (31 March 2013 - £14). It should be noted that the cash reserves had now risen above the figure prescribed in the Financial Reserves policy and the company would be seeking to invest its surplus funds in additional long-term assets..

During its twenty fourth year, Kemerton Conservation Trust continued to work in the area 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 2014 further maintenance work was carried out of local volunteers (Kemerton Orchard Workers).

#### 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 benefitted from the planting of shrubs and wildflowers by volunteers.

#### Severn and Avon Vales Floodplain Meadows

The 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 scheme when more funds become available, although this process has stalled somewhat for the moment. All three sites are managed in the traditional manner with the hay cutting rights being sold annually and the aftermath being grazed in common. This provides income to the Trust as well as conserving the biodiversity of this scarce habitat

#### The Trust's Leased Sites

Work to update the leases continued during the year.

#### 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.

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.

#### Beggarboys Nature Reserve

This wetland site is leased for a peppercorn from the Kemerton Estate. The site has benefitted significantly from the large scale restoration works of recent 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.

#### 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. Further surveys or arable margins under Higher Level Stewardship were carried out by Trust volunteers. The management agreement is kept under continuous review.

#### 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 maintaining specimen trees, updating the catalogue and planting new accessions.

#### Governors' Report for the Year Ended 31 March 2014

#### Surveys and research

Work continued under 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.

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

In addition a licensed volunteer has carried out a survey for dormice which has so far yielded negative results. The project to introduce appropriate shrubs and woodland plants to the young forestry plantations financed by grants from local businesses was continued and completed this year.

#### Grants

There was a grant towards the purchase of the land at Upton Ham which was received in advance of completion.

There were no grants from Trusts designated for particular purposes received this year, although there was one undesignated anonymous donation.

#### 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. Bredon Forest School continues to function in one of the plantations on the edge of Kinsham. It also makes generous financial contributions to the work of the Trust.

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

#### Website

The Trust has a web site www.kemerton.org. This is designed and maintained free of charge by David Aubury. The website is currently undergoing a major update, which should be completed in the coming financial year. The site attracts much favourable comment and the governors are most grateful both to David for his generous contribution of time and skill.

#### 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. The LBAP comes under the Worcestershire Partnership Environment Group (WEPG), which has now been designated as the Local Nature Partnership for Worcestershire. The LBAP chairman is an ex officio member of WPEG.

#### Other planning matters

The trust is concerned to safeguard local biodiversity and is a member of the Worcestershire Local Sites partnership which identifies sites of importance for biodiversity in the county. On 30th September 2013 Long Meadow, Kemerton was designated as a Local Wildlife Site, bringing the total number of such sites on the Kemerton Estate under the management agreement with KCT to five.

The Trust has commented on emerging policies in the South Worcestershire Development Plan and the Cheltenham, Gloucester and Tewkesbury Joint Core Strategy and on various planning applications.

#### Personnel matters

The trust has no employees but has well established arrangements with various self-employed contractors. John Clarke has continued as part-timer adviser, sometimes assisted by his wife Pamela.

#### Governors' Report for the Year Ended 31 March 2014

#### Personnel matters (Continued)

John Threadingham, who previously acted as a forestry contractor in the arboretum has been contracted to act as a part-time warden to undertake conservation work on the Trust's reserves.

Kate Aubury acts as volunteer support coordinator as well as editor of Kemerton Clippings.

Janet Cunningham is company secretary.

#### Volunteers 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, and species identification and labelling of the arboretum trees. In total it is estimated that volunteers donated 1,718 hours of time, when valued at the rates used by Natural England for assessing grants, volunteers work was worth at least £25,181.

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 equating to half a day per week or £2,738.

#### Other Acknowledgements

In addition to contributions in kind by governors, local residents and businesses the Trust would like to thank all those who made the grants and donations cited above.

ON BEHALF OF THE BOARD:

A M & Darby - Governor

Date: 14 Decembr 2014

#### Independent Examiner's Report to the Trustees of Kemerton Conservation Trust

I report on the accounts for the year ended 31 March 2014 set out on pages seven to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

examine the accounts under Section 145 of the 2011 Act

- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 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 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 statements below.

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 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements
    of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the
    Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Holberton and Co Nortonbury House 37 High Street Tewkesbury Gloucestershire GL 20 5BB

December 2014

# Statement of Financial Activities for the Year Ended 31 March 2014

				31.3.14	31.3.13
		Unrestricted	Restricted	Total funds	Total funds
		funds	funds		
	Notes	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds	6	9,155	2,500	11,655	26,078
Voluntary income Activities for generating funds	2	13,618	2,000	13,618	12,313
Investment income	2	20	-	20	595
my ostrion moonio					
Total incoming resources		22,793	2,500	25,293	38,986
RESOURCES EXPENDED	8				
Charitable activities					
Conservation expenses		20,346	-	20,346	23,897
Governance		1,011		1,011	1,151
Total resources expended		21,357	-	21,357	25,048
				-	
NET INCOMING RESOURCES BEFORE				A SAIR THE SAIR AND A	
TRANSFERS		1,436	2,500	3,936	13,938
Gross transfers between funds	12	385	(385)		
Net incoming/(outgoing) resources		1,821	2,115	3,936	13,938
RECONCILIATION OF FUNDS					
Total funds brought forward		128,704	672	129,376	115,438
TOTAL FUNDS CARRIED FORWARD		130,525	2,787	133,312	129,376

#### **Balance Sheet** At 31 March 2014

		Unrestricted	Restricted	31.3.14 Total funds	31.3.13 Total funds
	Notes	funds £	funds £	£	£
FIXED ASSETS	110100				
Tangible assets	9	90,544	*	90,544	92,719
CURRENT ASSETS					0.405
Debtors	10	3,552		3,552	3,435
Cash at bank		42,622	2,787	45,409	38,191
		46,174	2,787	48,961	41,626
CREDITORS Amounts falling due within one year	11	(6,193)		(6,193)	(4,969)
NET CURRENT ASSETS		39,981	2,787	42,768	36,657
TOTAL ASSETS LESS CURRENT LIABI	LITIES	130,525	2,787	133,312	129,376
NET ASSETS		130,525	2,787	133,312	129,376
FUNDS	12				
Unrestricted funds Restricted funds				130,525 2,787	128,704 672
TOTAL FUNDS				133,312	129,376

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

preparing financial statements which give a true and fair view of the state of affairs of the charitable company as (b) at the end of each financial year and of its surplus or deficit 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 charitable company.

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

The financial statements were approved by the Board of Trustees on 3rd November 2014, and were signed on its behalf by:

R H Workman -Trustee

#### Notes to the Financial Statements for the Year Ended 31 March 2014

#### 1. ACCOUNTING POLICIES

Accounting convention

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 the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

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.

Resources expended

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

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery

- 20% on reducing balance

#### 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.

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.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	Grazing and mowing grass Single farm payment Higher level stewardship Sundry income	31.3.14 £ 2,229 7,517 3,734 	31.3.13 £ 945 7,352 4,016
		13,618	12,313
3.	INVESTMENT INCOME		
		31.3.14 £	31.3.13 £
	Deposit account interest Other incoming resources	20	14 581
			595

# Notes to the Financial Statements - continued for the Year Ended 31 March 2014

### 4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.14	31.3.13
	£	£
Depreciation - owned assets	2,175	2,988

### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees remuneration for the year ended 31st March 2014 (31st March 2013 - £NIL). Travel expenses were reimbursed to Dr Margaret Palmer at cost.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2014 nor for the year ended 31 March 2013.

#### 6. DONATIONS

	Unrestricted funds	Restricted funds	TOTAL 2014	f 2013
	£	£	£	£
Darby family	2,500	-	2,500	11,000
General donations	5,603	2,500	8,103	11,029
Gift Aid	1,052		1,052	_3,435
	9,155	2.500	11,655	25,464
GRANT INCOME				

#### GRANT INCOME

	2014 £	£
Woodland Shrub & Wildflower project		614
		614

The Governors have designated the grant to the Woodland Shrub and Wildflower Project which relates to the work to introduce native shrubs and wildflowers to plantation woodland.

# Notes to the Financial Statements - continued for the Year Ended 31 March 2014

# 8. TOTAL RESOURCES EXPENDED

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

	Basis of allocation	Conservation expenses £	Restricted expenses £	Gover- nance £	2014 £	2013 £
Rent	Direct	6.900		-	6,900	6,900
Insurance	Direct	377	-	-	377	184
Repairs and						
maintenance	Direct	-	<u>=</u>	-	×	1,291
Accountancy	Direct	-	-	798	798	1,151
General Exp	Direct	8,208	-	213	8,421	8,760
Site management	Direct	2,004		2	2,004	53
Arboretum Exp	Direct	537	1	-	537	3,565
Bank charges	Direct	144		-	144	156
Depreciation	Usage	2,176	-	-	2,176	2,988
Grant released	Direct					
		20,346		1,011	21,357	5,048

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

9.	TANGIBLE FIXED ASSETS	Freehold	Short	Plant and	
			leasehold	machinery	Totals
		property	£	£	£
		£	L	L-	~
	COST	04 000	14,016	45,533	141,388
	At 1 April 2013 and 31 March 2014	81,839	14,010	40,000	141,000
	DEPRECIATION				
	At 1 April 2013		14,015	34,654	48,669
	Charge for year	-		2,175	2,175
	3.10.3				
	At 31 March 2014		14,015	36,829	50,844
	NET BOOK VALUE				
	At 31 March 2014	81,839	1	8,704	90,544
	At 01 March 2014				-
	At 31 March 2013	<u>81,839</u>	1	10,879	92,719
10.	DEBTORS: AMOUNTS FALLING DUE WI	THIN ONE YEAR			
				04.0.44	24 2 42
				31.3.14	31.3.13
				£	£
	Other debtors			3,552	3,435
11.	CREDITORS: AMOUNTS FALLING DUE V	WITHIN ONE YEAR			
					04.0.40
				31.3.14	31.3.13
				£	£
	Bank loans and overdrafts			F F00	3,334
	Trade creditors			5,593	675
	Other creditors			600	960
				6,193	4,969

# Notes to the Financial Statements - continued for the Year Ended 31 March 2014

#### MOVEMENT IN FUNDS

	At 1.4.13 £	Net movement in funds £	Transfers between funds £	At 31.3.14 £
Unrestricted funds	125,546	3,264	181	128,991
General fund	1,534		-	1,534
Daffurns Orchard fund Woodland Shrub and Wildflower Project	1,624	(1,828)	204	
	128,704	1,436	385	130,525
Restricted funds	371		(371)	-
Kemerton Lake project	14	_	(14)	280
Big Lottery Fund project	287			287
Carrant Catchment Restoration project Upton Ham Purchase		2,500		2,500
	672	2,500	(385)	2,787
	7	-		
TOTAL FUNDS	129,376	3,936		133,312
Net movement in funds, included in the above a	re as follows:			
		Incoming resources £		Movement in funds £
Unrestricted funds		~		
		22,793	(19,529)	3,264
General fund Woodland Shrub and Wildflower Project			(1,828)	(1,828)
		22,793	(21,357)	1,436
Restricted funds Upton Ham Purchase		2,500	-	2,500
Opton Ham Futchase				
TOTAL FUNDS		25,29	<u>(21,357)</u>	3,936

# Purposes of restricted funds

Kemerton Lake project

The purpose of the fund is to maintain the Kemerton Lake Nature Reserve and Cherry Treet Quarry on Bredon

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.

**Upton Ham Land Purchase** 

The purpose of the fund was to acquire further land at Upton Ham.

# Notes to the Financial Statements - continued for the Year Ended 31 March 2014

# 13. RELATED PARTY DISCLOSURES

The company rents a cottage from A M G Darby, a governor, at an annual rental of £6,900 (31 March 2013 - £6,900) which has been verified by an independent 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.

Any work done by A M G Darby's farm on behalf of the trust was paid for at cost. Two of A M G Darby's employees carried out administration work on behalf of the Trust equating to half a day per week between them. The Trust made no payment for this.

None of the governors received any remuneration in the year as trustees, nor in previous years. Payments were made to Dr Margaret Palmer in respect of travel expenses at cost.

# Detailed Statement of Financial Activities for the Year Ended 31 March 2014

TOT THE TOUR EMOCA OF MATOR 2014		
	31.3.14 £	31.3.13 £
INCOMING RESOURCES		
Voluntary income		
Donations	10,603	22,029
Gift aid	1,052	3,435
Grants		614
	44.055	00.070
	11,655	26,078
Activities for generating funds		
Grazing and rents	2,229	945
Single farm payment	7,517	7,352
Higher level stewardship	3,734	4,016
Sundry income	138	
	13,618	12,313
Investment income		
Deposit account interest	20	14
Other incoming resources	<del></del>	581
	20	595
Total incoming resources	25,293	38,986
Total mooning roods oo		
RESOURCES EXPENDED		
Charitable activities		
Rent	6,900	6,900
Insurance	377	1,475
Accountancy fees	798 8,421	1,151 8,760
General expenses	2,176	2,988
Plant and machinery	2,170	
	18,672	21,274
Support costs		
Other	0.004	
Site management	2,004 537	53 3,565
Arboretum expenses	144	156
Bank charges		
	2,685	3,774
Total resources expended	21,357	25,048
	0.000	40.000
Net income	3,936	13,938