



**Interim Annual Report  
for the financial year ended  
31<sup>st</sup> March 2012**

Registered Charity No. 1138417



Annual Report for the year ended 31<sup>st</sup> March 2012

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## Annual Report for the year ended 31st March 2012

### Chairman's Review

This last fiscal year has been one of tremendous achievement for The Bishop's Meadow Trust, one in which we sought to develop additional resource into the trust and expand our activities.

We have purchased 17 acres of the meadows, from the vehicular access and public footpath at Crosby Way to the boundary on the West, approximately two thirds of the land we can currently purchase.

We are determined to seek and gain sufficient funding to buy and maintain the meadow to help more individuals enjoy the delights it holds.

The Trustees manage donations from our members to conserve and purchase the meadows and maintain them conscientiously and with devoted care. The meadows not only affect the lives of all the people who use the resources of the meadow directly but also they improve air quality in and around Farnham for the whole community. As a small team of 12 to 15 people we depend on assistance from Volunteers and the Trust truly appreciates their invaluable help.

The financial period in this Interim Annual Report spans March 2011 to March 2012. In this period we had hoped to find the funds to purchase the whole of the land. However, we have made a significant purchase and been granted an extension of time to raise the balance of the funds by Sir Ray Tindle.

Administration amounted to only less than 5% of our income; the vast proportion of our administration services and costs which the Trustees resourced has been generously gifted to the Trust. We achieved this through our contacts, personal donations for this purpose, knowledge of the 3<sup>rd</sup> Sector and Commerce and by ensuring our operating expense ratio was kept to a minimum so

that **all** member donations will go towards purchasing the meadows.

We have managed a number of significant events that enabled us to raise money and find out the views of our Members.

The donation of a Relationship Management database, Website Services and Administration Services has created a robust and flexible administrative infrastructure, and our willingness to quickly learn lessons and adapt from new experiences has been vital to our understanding of what the Trust and its members require. This leaves me confident that we have the right processes and procedures to continue our prudent administration of the Trust. I am hopeful that we can create new opportunities from forward thinking commercial and non-profit making organisations that recognise the huge benefits The Bishop's Meadows Trust and its activities bring to Farnham.

My confidence is demonstrated by the untiring work of our Trustees who have volunteered their time, resources and considerable knowledge to the benefit of all our Members. On members behalf they have established The Bishop's Meadow Trust as the conservation heart of Farnham.

We constantly seek funding from Government and Corporate organisations along with donations from new and existing Bishop's Meadow Trust members.

We feel we are sufficiently well established and have the confidence and the desire that will enable us to achieve our goal of purchasing the Bishop's Meadows. We look forward to building new partnerships in the coming year and will be delighted if more like minded organisations and individuals join us.

## Annual Report for the year ended 31st March 2012

### Introduction

By March 2012, the Trust is two and a half years old and is gaining in maturity. It has been a time of learning and development for all those involved, not just the board but for members as well. Our initial vision In – an idea and a desire to link ecologically minded people with charitable giving to save the Bishop's Meadows from developers – has become a reality and can now move on to restoring this special land.

We are eternally grateful that Sir Ray Tindle purchased the meadows and entrusted it to the Trustees. His generosity has enabled the Trust time find a total of £220,000 which we require by February 2012. Sir Ray extended this deadline to February 2013 when the Trust, having received a generous bequest of £25,000 and a personal donation from Sir Ray, was able to purchase the first tranche of land, between the Coxbridge end of the site to the vehicular access and public footpath at Crosby Way.

This has been achieved, as before, by our dedicated team of Trustees and Volunteers who do an outstanding job. Together with our Members, Trustees and Volunteers, Bishop's Meadow Trust organisation totals 630 individuals – this time last year it was about 530. We continue to grow.

This past year the Trust has built on its relationships with Surrey Wildlife Trust and the Environment Agency. We have also established a link with the prestigious Flood Plains Meadows Partnership. These bodies give invaluable support to the Trust, for which is it very grateful.

The Trust is on a shortlist of 4 for the award of the first ever Open Space Award by the Open Spaces Society. The award was launched in 2012 to celebrate the efforts of those who protect, increase, enhance and champion common land, town and village greens, open spaces and public rights of way. We hope to hear the result in the very near future.

Bishop's Meadow Trust hopes to get more people and organisations aware and energized about what it is achieving. The Bishop's Meadow Trust expects a lot back for any investment made in the Trust by external organisations and individuals. We expect sustainable ecological enhancements to the Meadows. We expect individuals to exert themselves and care about Bishop's Meadow Trust philosophy of sustainable community open spaces and perhaps make further charitable contributions to the Trust. We expect to support them to achieve our joint aims of a better environment for our beautiful town of Farnham.

Assisting individuals to become volunteers to improve The Bishop's Meadow helps people develop self-confidence, improve skills and realise the true worth of the environment we all live in. We do our utmost to assist individuals through our connections and our network of experienced Environmental Mentors, Partners and Affiliates.

We believe individuals with a passion to improve the environment and a quest for developing knowledge and skills should be given the opportunity to become involved with the work of the Trust.

## Annual Report for the year ended 31st March 2012

### What we are trying to achieve

The Trust aims to enrich the lives of residents of Farnham and the surrounding areas through the medium of provision of a vibrant flood plain meadow, a living space in the heart of the town that benefits people and wildlife.

We focus our thinking on our meadow activity as we consider a healthy water meadow is our primary reason for what we are here to achieve. We look to create a strong working relationship with all societies in Farnham who share our aims with the environment. We determine what actions and programmes we need for all of the people and organisations we work with.

Anyone donating their time and/or money to Bishop's Meadow Trust is able to see exactly where their donation has been employed, from simply looking at our interim financial statement to becoming directly involved in a Bishop's Meadow Trust event or being engaged with the Trust on a linked programme or project. We hope to identify a clear path toward long-term sustainable success whilst helping individuals feel a sense of achievement through their contributions and enable corporate donors to add value through their generosity.

Bishop's Meadow Trust wants to influence - and be influenced by Donors or 'Friends of the Bishop's Meadow. We offer excellent philanthropic partnership opportunities specially designed for individuals who lead busy business lives. We do not think that the recent cap on charitable donations will affect the Trust as we have not been receiving donations over the proposed cap.

Our Kidsfest 2011 gave local employers their first opportunity to participate in this corporate volunteer programme and we are glad to say that over 200 local businesses were able to provide support for the event, resulting in funds raised of about £10,000 towards the purchase of the land. It also established the link between the meadows and young people as critical for the future of the meadows.

When audited, Bishop's Meadow Trust will make its Audited Financial Accounts and Statement available to those who wish to view them.

### Mission Statement

To bring a breath of fresh air and thinking to Farnham's people and environmental benefits of the inhabitants of Farnham, Surrey, and the surrounding area

### Goals

Provide guidance and support to those individuals who engage with The Bishop's Meadow Trust by:

- understanding their needs and ensuring that high quality services are provided;
- Establishing the Bishop's Meadow Trust philosophy as a blueprint for philanthropy.

### Aims

- to supply young volunteers with environmental expertise, skills and knowledge and help young volunteers to develop ecologically transferable skills,
- to partner individuals and offer 'friendly expertise' by using Eco-Mentors to create a 'Ecological Apprenticeship',
- to generate further funding across Farnham's surrounding areas.

In essence, Bishop's Meadow Trust is more about sustainable environmental wellbeing and building eco-partnerships that in turn nourish individuals for life rather than offering one day's volunteering.

## Annual Report for the year ended 31st March 2012

### Trustees Report

#### The Right Combination for Review and Activity

This Report and the available 'Unaudited Accounts' for 2011-12 are prepared in accordance with statutory requirements and The Bishop's Meadow Trust governing document. Activities for the year are reviewed in full at the Annual Trustees Meeting.

#### Constitution and Governance

##### Legal structure and Trustee appointment

The Bishop's Meadow Trust is a registered charity number 1138417; company number 0787967, bound by The Companies acts 1985 to 1989. The Company is limited by guarantee does not have a share capital being incorporated in November 2009.

The 2011 – 2012 board of 15 Trustees consisted of:

Name	Role	2010/2011 Activities
Jo Aylwin	Chair Help with volunteers	Just about most things to do with management and fundraising.
Graham Aston	Finance	Finance
Simon Bradbury	Finance/grants/fundraising, Communications/PR	Accounts/Gift Aid, Grant Funding
Ronnie Broughton	Management Plan and implementation	Management Plan
Bill Dolan	Volunteer co-ordinator (lead)	Litter Pick, Glam Bash Raffle
Vic Green	Management Plan and implementation	Management plan
Emma Selby	Finance, Grants and Fund Raising (Lead Finance)	Establishing the Trust, Fundraising

Chris Matcham	Management plan	Conservation of the Meadows
Joe Michel	IT, Website, CRM Database, 3 <sup>rd</sup> Sector Advice, Funding Grants (lead)	Website creation and maintenance, CRM database, event emails, grant funding, IT advice, 3 <sup>rd</sup> Sector (Charity) advice and governance.
Ed Partridge	Management Plan and Implementation (Lead)	Management Plan, Conservation.
Alex Scrivens	Events, fund raising	Kidsfest Management
Gerri Smyth	Management plan Website/IT	Survey Management and website manager  Photo competition and calendar
Paul Travers	PR	

At the AGM, 4 of the trustees are subject to retirement by rotation. The trustees retiring by rotation shall be those who have been longest in office. If the Charity at the meeting at which a trustee retires by rotation, does not fill the vacancy, the retiring trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

## Annual Report for the year ended 31st March 2012

### **Objects and activities**

To acquire, manage and maintain land for the benefit of the inhabitants of Farnham, Surrey, and the surrounding area.

To use such land:

- (i) as a public open space for the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship and/or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants and/or
- (ii) to promote the conservation protection and improvement of the physical and natural environment including by promoting biological diversity and/or
- (iii) to promote sustainable development (being development which meets the needs of the present without compromising the ability of future generations to meet their own needs) for the benefit of the public by the preservation, conservation and the protection of the environment and the prudent use of resources

### **Management of The Bishop's Meadow Trust**

The Trustees are empowered to take such steps as are necessary to achieve the Trust's objects and this includes making appropriate arrangements for the sound management of its business. It does this by with the assistance of conservation organisations such as Surry Wildlife Trust.

The Management Plan and conservation issues are delegated by the Trustees to Chris Matcham, Ed Partridge, Vic Green and Ronnie Broughton. With their environmental and local knowledge they have created a sustainable management programme. This is a rolling plan which is kept under constant review.

Fund raising and events were co-ordinated by Jo Aylwin, Alex Scrivens, Emma Selby and Simon Bradbury with assistance from members and volunteers.

Full Board of Trustee meetings are held in conjunction with various working groups in intervening periods.

### **Statement of Trustees' responsibilities relating to financial statements**

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the incoming resources and application of such resources of the charity during the year and of its state of affairs at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

### **Internal Control**

The Trustees have overall responsibility for ensuring that the Trust has an appropriate system of controls, financial or otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain its financial position and to ensure that the financial statements comply with the Charities Act 1993, the Charities (Accounts and Reports) Regulations 2000 and the trust deed. 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.

## Annual Report for the year ended 31st March 2012

### **Reserves Policy**

The Bishop's Meadow Trust policy is to set aside funds to meet future financial risks associated with uncertainties and other contingencies that are identified. However, to date all funds are directed towards the purchase of the meadows. Once this is achieved the board will set aside money for the following:

- to sustain Bishop's Meadow Trust loan and investment programme
- to provide adequate capital to fund the trading activities of Bishop's Meadow Trust wholly owned subsidiary company – The Bishop's CIC Ltd;
- to set aside funding for programmes aimed at enabling the growth of funding available to Bishop's Meadow Trust; and
- to allocate funding for major development projects.

At the balance sheet date the reserves required to fulfil the above policy amounted to XXXXXX.

### **Risk Management Policy**

Bishop's Meadow Trust is committed to a policy to identify, monitor and manage the risks that might adversely affect the activities in which it is involved. In this context, risk is defined as the potential for loss, financial and reputation, inherent in the business capitalisation environment in which Bishop's Meadow Trust operates and in the nature of the transactions undertaken. The Trustees are satisfied that a risk profiles are continually compiled and assessed. That it is under continuous review and appropriate action is identified to mitigate the consequences of the risks.

### **Investment Powers, Policies and Performance**

The Trustees have wide investment powers and adopt investment policies appropriate to the nature of the funds for which the investments are held.

### **Loans and Grant making Policy**

The Trustees consider philanthropic loans are a good thing and encourage philanthropic individuals and organisations to provide loan opportunities to the Trust.

### **Relationships with Strategic Partners**

Trustees participate in and are guided by independent ecological experts.

Bishop's Meadow Trust has links and relationships with a number of other organisations through the provision of a range of educational, administrative and environmental services, in particular the Surrey Wildlife Trust, the Environment Agency and the Flood Plains Meadows Partnership.

Bishop's Meadow Trust is committed to the development of an Affiliate Network of businesses in and around Farnham. It is through this network that Bishop's Meadow Trust can often space for its employees to refresh themselves during lunch breaks.

### **Strategic Partners include:**

- Surrey Wildlife Trust
- Wey Catchment Area Group
- The Environment Agency
- The Floodplains Meadows Partnership

The Bishop's Meadow Trust has formed a strategic funding partnership with Sir Ray Tindle who we hope will extend his generous donation in the Meadows.

## Annual Report for the year ended 31st March 2012

### Conservation and Environment View

During this year various surveys were carried out in order to get a baseline of what species are on the site at present. This is normal practice as it enables any Management Plan to be directed towards conservation of rarer species and to allow site management to reflect this.

In 2010 we were fortunate that a botanical survey was undertaken by Surrey Botanical Society as part of a countywide update and we therefore obtained their data at no expense. In addition, Isobel Girvan of Surrey Wildlife Trust extended the existing survey botanical data to towards the western end of the site. Isobel has since undertaken a further survey prior to the first hay cut in July 2012.

Kick-sampling was carried out in the main river for fish and invertebrate data and herpetological survey mats were installed in March 2011. It is intended that survey work will be extended into the carrier stream during 2011. A copy of all survey data is available to members.

We have taken an active part this year in the Wey Landscape Partnership, which was reformed in response to the EU's Water Framework Directive. All member states have a statutory obligation under the WFD to improve the ecology of their water bodies. The partnership is hosted by Surrey Wildlife Trust and includes government, voluntary and community sector organisations. The partnership has successfully applied to be one of ten 'catchment hosts' and is now putting in a bid to the UK's Water Restoration Fund. This is based on the original projects scoped in a Heritage Lottery Fund bid which was unsuccessful (before TBMT existed). SWT have offered us support to put in our own bid once we have acquired the remaining land. Our fellow steering group members are really excited by our community purchase and the potential for restoration of the floodplain meadow. They have described us as 'leading the way'

### Management Plans and Funding Applications

The Management Plan has now been published and is a rolling programme that is kept under review.

Now that the Trust is an owner of land there are grants available for the restoration of the land and for other works. These will be investigated during the forthcoming year.

A question for the future is whether the Meadows can be used by the Council as a SANG.

## Annual Report for the year ended 31st March 2012

### Unaudited Interim Financial Review

#### Statement of Financial Activities for the year ended 30 March 2012

##### Income

Donations and profit from events	£149,917.55
Sale of Hay	£425.88
Total income	<u>£150,343.43</u>

##### Expenditure

Land purchase	£115,000.00
Cost of generating funds	£17,978.84
Cost of charitable activities	£10,370.87
Suspense Account*	£400.00
Total expenditure	<u>£143,749.71</u>

**Surplus** £6,593.72

##### Balance

Bank	£4,694.11
VAT reclaim allowance	£1,899.61
Net balance	<u><u>£6,593.72</u></u>

\*Monies owed for second hay cut

## Annual Report for the year ended 31st March 2012

### Work to raise Funding and Events

#### Glam Bash

Friday 1st April 2011 Farnham Castle. Over 150 tickets were sold. Many people donated prizes for the auction and the Trust raised over £3,000.

#### Eco Walk

Species / groups of species to which we paid particular attention:

**\* Wading birds, snipe and lapwing, \* Invertebrates \* Amphibians  
\* Reptiles \* Barn owl \* Hedgehog \* Bats**

#### Garden Party

Mr and Mrs Crawford generously opened their beautiful garden for a garden party in August. Tea and cakes were donated by volunteers and a raffle was run.

#### Firework Display

Lou James kindly opened her garden for a bonfire and fireworks party in November and donated a collection taken towards the purchase of the meadows.

#### Easter Egg Painting

Easter egg decorating took place in Victoria Gardens on the Saturday before Easter 2011. Many thanks to Sue Green for her hard work in organising this, to Victoria Gardens for the loan of their space and to all the volunteers who assisted. Morgans kindly donated the eggs.

#### Kidsfest 2011

September 9/10/11 2011. **THE** children's festival - designed by children, for children, filled with over 100 brilliant and exciting activities, including the world famous Custard Slide, the Jellie Wellie Obstacle Course, and more.

The festival was run by about 100 volunteers and attracted over 1500 visitors over the two days, notwithstanding poor weather.

#### Concerts

Meg Daniels ran the hugely successful Farnborough Winds concert in St Andrews Church and, as she covered all costs herself, donated all proceeds to the Trust. This was a fantastic gift.

The Trust ran a concert by Hart Male Voice Choir supported by Barfield School which was attended by about 150 people.

#### Membership Recruiting

Bourne Fayre  
Waitrose  
Farnham Carnival

## Major News and Forthcoming Events

### Farnham Heritage Open Day

On Saturday 8 September there will be two accompanied walks on the Meadows at 11.00 and 3.00

### Celebrating the Meadows and the Scholars Greenway

On 23 September, there will be a joint event to celebrate the Trust's purchase of 17 acres of the Meadow and the opening of the Scholars Greenway. The latter is a network of paths and trackways running from West Street to Weybourne and linking community green spaces inside and outside the Farnham Conservation area.

The event will begin with the ceremonial opening of the Greenway and there will be stalls offering a range of activities and food and drink. This is your Meadow so come along and join the party!

### KidsFest

Although Kidsfest will not be run in 2012, preparations are already underway for a major event in 2013. Anyone who would like to find out more, please go to [www.Kidsfestuk.org.uk](http://www.Kidsfestuk.org.uk).

### Volunteers

Our Volunteers give their time and energies to helping and this is critical to the success of The Bishop's Meadow Trust. This year we have cleared weeds, removed rubbish and planted hundreds of switches to restore one of the ancient hedgerows across the meadow.

Now that we own a significant portion of the Meadow, we can really begin the work of restoring and maintaining the landscape which is the long term goal of the Trust. If you would like to take part in this, please contact Ed Partridge on [ed.partridge@bishopsmeadowtrust.org.uk](mailto:ed.partridge@bishopsmeadowtrust.org.uk).