



**Interim Annual Report
for the financial year ended
31st March 2013**

Registered Charity No. 1138417



Annual Report for the year ended 31st March 2013

Contents

Chairman's Review 2

Introduction 3

What we are trying to achieve 4

Mission Statement 4

Goals..... 4

Aims..... 4

Trustees Report..... 5

The Right Combination for Review and Activity 5

Constitution and Governance 5

Conservation and Environment View *Error! Bookmark not defined.*

Work to raise Funding and Events 10

Major News and Forthcoming Events 11

Annual Report for the year ended 31st March 2013

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 2012 to March 2013. 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 3rd 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 2013

Introduction

2012-13 has been a truly remarkable year for The Trust.

First of all, the Trust finally achieved its goal of becoming the owner of the entire Meadows with the exception of a small portion at the Eastern end. This has been renamed Manor Meadow and is owned by Sir Ray Tindle who has agreed that the Trust will continue to manage it under his direction. The purchase was achieved by an interest free loan of £75,000 from the Farnham Buildings Preservation Trust. Although the Trust has to repay the loan, this is a splendid achievement for which all those who have raised and donated funds should be justly proud. 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. Without his generosity the Trust would not have been able to raise the £220,000 required to buy the land in time to save. The Trust also owes a considerable debt to 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 650 individuals

Next, in April 2012, the Trust was awarded the first ever Open Space Award by the Open Spaces Society. This prestigious 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.

Finally, to crown the year, we heard in February 2013 that the Meadows were formally recognised as being a Site of Nature Conservation Importance (SNCI). This is a wonderful development for which we are indebted to Surrey Wildlife Trust for sponsoring our

candidateship. Now that the Meadows have this status, the local authority (in our case Waverley Borough Council) is required by government to make its designation and protection a part of the planning policies set out in their development plans. It also opens the door to new sources of funding for the maintenance and restoration of the Meadow.

During the year, the Trust has continued to build links with like minded organisations such as the Bourne Conservation Trust and to strengthen relationships with Surrey Wildlife Trust and the Environment Agency. We are also a member of the Farnham Rivers Partnership Group and have continued to establish links with other like minded organisations such as the prestigious Flood Plains Meadows Partnership. These bodies give invaluable support to the Trust, for which is it very grateful.

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 2013

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.

Through our Jam and Jelly orchard project and its links with Pottersgate and St Andrew's Schools, we are involving young people in the Meadows so that they will grow to know and appreciate them as places not only of great beauty but also as

somewhere where they can have fun and learn about wildlife and the natural world.

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 2013

Trustees Report

The Right Combination for Review and Activity

This Report and the available 'Unaudited Accounts' for 2012-13 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 2012 – 2013 Board of Trustees consisted of:

Name	Role	2012/2013 Activities
Jo Aylwin	Chair Help with volunteers	Just about most things to do with management and fundraising.
Graham Aston	Company Secretary	Financial and company administration,
Simon Bradbury	Finance/grants/fundraising, Communications/PR	Accounts/Gift Aid, Grant Funding
Ronnie Broughton	Management Plan and implementation	Management Plan and membership campaign design
Bill Dolan	Volunteer co-ordinator (lead)	Litter Pick Lions Liaison and Raffle
Vic Green	Management Plan and implementation	Management plan, volunteer organisation a
Emma	Finance, Grants and Fund Raising	Fundraising

Selby	(Lead Finance)	
Pippa Hoyland	Engagement and corporate management	Production of skills analysis and organisational management guidance. events management and conservation,
Joe Michel	IT, Website, CRM Database, 3 rd Sector Advice, Funding Grants (lead)	Website creation and maintenance, CRM database, event emails, grant funding, IT advice, 3 rd Sector (Charity) advice and governance.
Jim Munro	Board and Membership Secretary Engagement, team leader, fund raising and partner liaison	Meetings and membership records management. Management of Autumn Fair, organisation of working parties and implementation of jam and jelly project
Ed Partridge	Vice Chair Management Plan and Implementation (Lead)	Deputising for Chair Management Plan, Conservation and Fund raising. Website manager
Alex Scrivens	Events, fund raising	Management plan, conservation and fund raising
Gerri Smyth	Management plan Website/IT	Survey Management and website manager
Tessa Trench	Membership and fund raising	Membership campaign design and publicity. Meadows volunteer

During the year, Simon Bradbury, Joe Michel, Alex Scrivens, Emma Selby and Gerri Smyth have resigned. There is therefore no need for Trustee retirements by rotation.

Annual Report for the year ended 31st March 2013

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 Surrey Wildlife Trust.

The Management Plan and conservation issues are delegated by the Trustees to 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, Pippa Hoyland, Jim Munro, Tessa Trench Alex Scrivens and Emma Selby 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 2013

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.

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
- Bourne Conservation group
- Farnham Rivers Partnership
- The Farnham, Ramblers Association
- Sir Ray Tindle

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.

Annual Report for the year ended 31st March 2013

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.

The possibility of the Meadows being used by the Council as a SANG has been investigated and dismissed as being contrary to the objects of the Trust.

Annual Report for the year ended 31st March 2013

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*	<u>£400.00</u>
Total expenditure	£143,749.71

Surplus	£6,593.72
----------------	-----------

Balance

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

*Monies owed for second hay cut

Annual Report for the year ended 31st March 2013

Work to raise Funding and Events

Eco Walk

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

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

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.

Celebrating the Meadows and the Scholars Greenway

On 23 September, the Trust staged 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. It included a dog show and pony rides and should have been a well attended event. Unfortunately, appalling weather put off visitors and it made a small loss.

Concerts

Dr Ian Bysh staged a delightful concert in St Thomas on the Bourne Church in February, half the proceeds of which went to the Trust.

Annual Report for the year ended 31st March 2013

Major News and Forthcoming Events

Farnham Heritage Open Day

On Saturday 14 September there will be two accompanied walks on the Meadows at 11.00 and 3.00

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 the Meadow, we have 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.