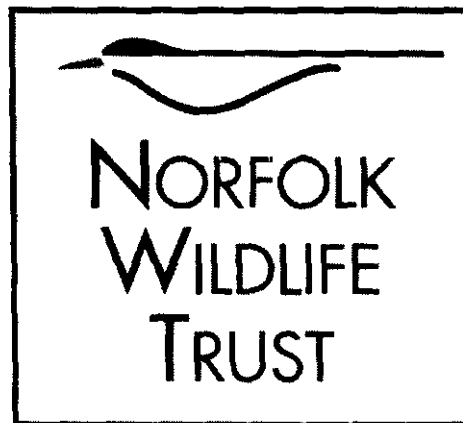


Company Number: 217338

# Annual Report of Norfolk Wildlife Trust 1999-2000



Norfolk Wildlife Trust: registered as The Norfolk Naturalists Trust: Registered Charity No: 203734

## **NORFOLK WILDLIFE TRUST: WHO WE ARE, WHAT WE DO**

***Norfolk Wildlife Trust is working for the protection and enhancement of Norfolk's wildlife and wild places. It aims to secure a better future for wildlife and to improve people's understanding and appreciation of wildlife.***

The wildlife of Norfolk is exceptional. The county boasts nationally and internationally important wildlife habitats. The Broads and their associated reedbeds and grazing marshes, the Brecks with their botanically rich and unique heaths, the north Norfolk coast, its wild and evocative landscape of dunes, lagoons, salt and freshwater marshes, and the many other heathlands, ancient woodlands and wetlands. Home to an abundance of wild plants and animals, many of which are internationally rare and endangered.

We were founded as The Norfolk Naturalists Trust in 1926 with the purchase of Cley Marshes as a nature reserve. Now known as Norfolk Wildlife Trust (NWT) we are the oldest in a network of 46 Wildlife Trusts covering the whole of the UK and collectively manage nearly 2,500 nature reserves. The Wildlife Trusts work actively on conservation and education to protect wildlife for the future. In Norfolk:

- We own and manage forty nature reserves covering over 2,600 ha. Many are of national and international importance and receive an estimated 200,000 visitors annually.
- We run five nature reserve centres providing sales, wildlife interpretation and reception for visitors.
- Our education programme provides national curriculum based activities for over 4,000 school children per annum and opportunities for people of all ages to learn from and become actively involved with nature conservation.
- We manage the County Wildlife Sites system with data on 1,200 sites and a programme of survey and advice to landowners.
- We manage an ambitious series of projects, including the Securing the Future Programme which is bringing unprecedented restoration of wildlife habitats and improvements for visitors on many of our reserves.
- We are developing a proactive programme of extending land for wildlife, including new reserves, extensions to existing reserves and projects to restore arable and forestry land back to their original wildlife habitats.
- We have established a consultancy arm, Norfolk Wildlife Services Ltd, to provide professional ecological survey and management advice to a wide range of organisations.

Our work is supported by over 17,000 members and is delivered by a professional team of over 40 staff and over 1,000 active volunteers. Our local volunteer groups additionally provide over 300 lectures, guided walks, events and social events every year.

# **Report of the Council of Norfolk Wildlife Trust**

(registered as The Norfolk Naturalists Trust)

**The Council, being the Trustees and Directors of Norfolk Wildlife Trust, presents its report and audited financial statements for the year ended 31 March 2000.**

## **Legal and Administrative Information**

Norfolk Wildlife Trust is registered as The Norfolk Naturalists Trust and is a registered charity (No. 208734) and a company limited by guarantee (No. 217338). The principal and registered office of Norfolk Wildlife Trust is 72 Cathedral Close, Norwich, Norfolk, NR1 4DF.

The objects of Norfolk Wildlife Trust are set out in its Memorandum of Association. The principal activities for the year were in pursuance of the objects for which Norfolk Wildlife Trust was formed, namely, to advance the conservation of wildlife and wild places in Norfolk for the public benefit. Norfolk Wildlife Trust has adopted policies to develop further its education activities, continue to build on landholdings and to improve access and information on its nature reserves. It has adopted a new Business Strategy to guide its work over the next five years. Details of how Norfolk Wildlife Trust has pursued its objects are contained in the review of activities on the following pages. Details of the Members of Council, Officers and Staff are given on page 17.

The Council is required by Statute to prepare financial statements and a report of activities for each financial year which give a true and fair view of the state of affairs of Norfolk Wildlife Trust. In preparing Norfolk Wildlife Trust's financial statements, the Council confirms that it has:

- (a) selected suitable accounting practices and applied them consistently
- (b) made judgements and estimates that are reasonable and prudent
- (c) followed applicable accounting standards
- (d) prepared the financial statements on a going concern basis.

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Norfolk Wildlife Trust and enable it to ensure that the financial statements comply with the Companies Act 1985 and the requirements of the Statement of Recommended Practice (SORP) as set out by the Charity Commission (October 1995). It is responsible for safeguarding the assets of Norfolk Wildlife Trust and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Review of Activities**

**For the period April 1999 to March 2000**

### **Introduction**

There is much to celebrate in this report as Norfolk Wildlife Trust looks back on a year of unprecedented levels of activity and achievement. The completion of the first year of our five-year Securing the Future programme has brought substantial improvements to habitats, infrastructure and access on many of our nature reserves and has attracted new support from our members and other partners.

We have reached the closing phase of our ambitious Restoration and Bittern Projects at NWT Hickling Broad. Amongst other achievements, we saw bitterns returning to breed after an absence of 20 years. The return of clear water and luxuriant growth of rare stoneworts within the broad in summer 1999 should have been cause for celebration, but it led to problems for navigation, especially sailing craft, and brought conservation and recreation interests into disagreement. NWT remains concerned over the impact of proposed cutting of the stonewort beds on the fragile ecology of the broad, but has also been promoting dialogue and a search for longer-term solutions to the problems of meeting navigation and recreation needs whilst maintaining favourable ecological conditions.

Our new visitor centre at NWT Weeting Heath had its first season of operation. It was finally completed and officially opened by Professor David Bellamy, National President of The Wildlife Trusts, on 28 May 1999.

Permission was granted by the Department of Environment, Transport and Regions (DETR) to fence NWT Roydon Common, thus allowing the re-introduction of grazing management after an absence of some 50 years. DETR also provided a new grant through its Environmental Action Fund enabling us to start the Norfolk Floodlight Project, an education project based at our coastal reserves highlighting the challenges presented by climate change and rising sea levels.

So much of our work is dependent on the goodwill and support of our members and all those groups and individuals who contribute thousands of volunteer days each year. The danger of giving examples is that someone may feel overlooked and space does not allow a comprehensive list. It is hoped that all who have contributed to the achievements set out in this report will accept the sincere gratitude of NWT's Council and staff.

### **A new business strategy for NWT**

In March 2000, NWT Council adopted a new Business Strategy to guide the development of NWT over the next five years. Set within a detailed financial context, the plan examines all areas of operation and defines the following six strategic priorities upon which to take our work forward:

- achieve the best possible management of our nature reserves
- improve people's understanding, appreciation of and involvement in wildlife conservation
- develop the profile of and support for NWT
- promote wildlife conservation in the wider countryside
- extend the area of land managed for wildlife
- develop the organisation.

Each strategy is supported by a set of aims, objectives and work programmes. NWT Council will monitor and review progress on an annual basis.

## **Achieving the best possible management of our nature reserves**

### **Securing the Future**

The Securing the Future programme dominated much of our work on nature reserves in the year. It included habitat restoration work, the installation of new infrastructure, such as fencing, gates, access routes and visitor facilities, the introduction of grazing programmes, signage and interpretation projects, habitat monitoring and survey work and purchase of capital equipment.

*In total, over £445,000 was spent on the programme covering over 50 individual projects. Five new staff were taken on to deliver the programme and have so far achieved excellent results. Volunteers contributed 2,063 days to various projects.*

*In addition, some 65 contracts were let to 40 different contractors. It is estimated that this led to the creation of more than 10 temporary full-time equivalent jobs in the private sector.*

The Heritage Lottery Fund provided the major element of support for the programme. We are very grateful to all our members who contributed to a special appeal to raise matching funds. This brought in nearly £52,000 which, along with other sources of support, enabled us to proceed with confidence in the first year of the programme. But there continues to be a requirement to raise further funds for the next four years.

### **The Broads**

*Our three-year restoration project at NWT Hickling Broad, supported principally by the Heritage Lottery Fund, reached its final phase. The year also saw the completion of habitat improvements on the Hundred Acre reedbed as part of the Bittern Project funded by the EU Life Programme and the Royal Society for the Protection of Birds (RSPB). The creation of a new network of dykes and open water has resulted in a mosaic of wet reedbeds which are ideal for typical reedbed wildlife. Bitterns returned to the area to breed for the first time in 20 years, and the work has benefited other wildlife including otters, pochard, redshank and snipe.*

Elsewhere on the reserve, removal of invasive scrub resulted in the restoration of 10 ha of open fen. A further five hectares of scrub will be removed in 2000. Work to restore dykes and water control structures enabled substantial improvements in water level management at Rush Hills, Swim Coots, Whiteslea Marshes and Eastfield.

*The continued maintenance of the open fen habitat requires active management to ensure its best condition for wildlife and to keep it free from scrub encroachment. Whilst reed harvesting yielded 6,000 bundles, this has not been at the level of previous years due to unusually wet weather and the need to carry out restoration mowing, the latter leading to improved harvests in future years. We have introduced extensive grazing using Konik and Welsh ponies and cattle. This involved the installation of new perimeter fences and gates, taking great care to ensure that visitor access is maintained. The results are so far very encouraging in terms of improvements in the open fen plant communities and have greatly reduced the requirement for expensive annual mowing.*

The project has enabled substantial upgrading of visitor facilities. This has included the refurbishment of the visitor centre, installation of new interpretation and information signs, resurfacing of the car park, construction of a new path network providing access for people with disabilities, the construction of five new 'state of the art' bird watching hides, a new wet weather education shelter and pond dipping platform. Work was underway to restore the 'reedlighter' boat used for our famous Hickling Water Trail to make it more comfortable for passengers and to convert it to electric propulsion, making it one of the most environmentally friendly boats on the Broads. We also commenced work on the construction of a new observation tower to replace the existing 'tree tower' whilst a major landscape improvement was achieved by placing underground an overhead power cable which cut across much of the reserve. This was carried out by Eastern Energy who met half the cost of the work.

At NWT Martham Broad, bitterns bred successfully again and work was carried out to restore a number of dykes. The reed and sedge harvest was poor due to high water levels with 450 bundles of reed and 3,500 bundles of sedge being cut. Work also commenced on replacing the cap at Somerton Mill.

As part of our Securing the Future programme, it is intended to remove a large amount of invasive scrub from NWT nature reserves at Ranworth Broad, Upton Fen, Ebb and Flow Marshes, Barton and Alderfen Broads. The very wet ground conditions present on these sites necessitated a detailed feasibility study of methods and machinery required for the safe and sensitive removal of cut material. With the support of English Nature, a consultant was appointed to research methodology and draw up a specification for work. After a tendering exercise, the Wetland Restoration Company was taken on and have designed and constructed specialized, low ground pressure machinery for this work. Initial scrub clearance was carried out at Ebb and Flow Marshes and on other sites elsewhere in the county.

At NWT Barton Broad, edge clearance work was carried out under contract to the Broads Authority to restore the reed fringe. This was part of their Clearwater 2000 project which also involved us entering into agreements with the Broads Authority to enable them to construct new boardwalks at Heron's Carr and Paddy's Lane and to recreate Pleasure Island. New tern rafts were installed on the broad and restoration mowing undertaken at Barton Hall Marsh.

At NWT Ranworth Broad, substantial repairs to the boardwalk were necessary following damage by flooding whilst renovation work was also carried out on the tern nesting rafts. Over one hectare of restoration mowing was achieved, but wet weather and high water levels hampered the reed and sedge harvest with 1,800 bundles of reed and 200 bundles of sedge cut at Ebb and Flow Marshes, Ranworth, Cockshoot, Upton and Barton Broads.

Further fen and dyke restoration was carried out at NWT Upton Fen where over two kilometres of dyke edges were mowed, access paths cleared and work on coppice restoration started. A new workshop and entrance sign were planned and the old workshop stripped out and removed from site.

Throughout the year, water voles and Chinese water deer were seen in good numbers on many of our Broadland reserves and an osprey now makes regular visits to Ranworth Broad. Otters also appeared to be on the increase at Barton and Ranworth and a bittern was booming at Barton Broad.

### **The Brecks**

The Securing the Future programme enabled substantial improvements on most of our Breckland nature reserves where scrub clearance and the reintroduction of grazing are a priority for conservation management. At NWT East Wretham Heath, 2.5 km of fencing was completed, allowing the introduction of grazing using our 'Flying Flock' of sheep on some 40 ha of heath, woodland, scrub and the margins of the meres. Scrub removal was undertaken on various parts of the reserve, including the removal of dangerous trees and limbs above access paths.

The size of the reserve was effectively extended by nearly four hectares through the incorporation of some Forest Enterprise land under a tenancy agreement. This area and a further five hectares of the main nature reserve underwent a programme of bracken control with the support of English Nature's Reserve Enhancement Scheme and Forest Enterprise.

We entered into a new partnership with Breckland Growers, a consortium of neighbouring farms, to employ European Objective 5b funding in the construction of a new pipeline to take water from the River Thet for on-farm storage, thus relieving the need for water abstraction through local boreholes. It is hoped that this will allow water levels in the meres to recover. The project also supports our programme of restoration on the nature reserve and advice on County Wildlife Sites on neighbouring farms.

A particular wildlife note was the discovery of the rare micro moth *Coleophora tricolor*, which is found on only a few Breckland sites and in Switzerland.

At NWT New Buckenham Common, problems with ragwort continued, although we succeeded in weed-wiping some eight hectares to control this invasive plant. Despite this, there was a fantastic display of over 400 spikes of greenwinged orchids, one of the largest colonies to be found in Norfolk. Other work included removal of three hectares of scrub and completion of a new draft management plan for the common.

NWT Thetford Heath National Nature Reserve benefited from 15 ha of scrub removal and the installation of over 1.2 km of replacement fencing. Heathland rotoation and bracken control continued to encourage some of the rare plants to be found on the heath, which now supports one of the biggest UK populations of the nationally rare perennial knawel.

NWT Thompson Common was the focus of major management work including clearance of over four hectares of scrub and completion of over 2.2 km of replacement fencing. New access tracks were constructed to enable removal of materials and better access for conservation management. Early indications resulting from survey work on the reserve show that the wildlife of the shallow ponds (known as Pingos) has responded well to removal of overhanging scrub.

Stone curlews continued to breed successfully at NWT Weeting Heath National Nature Reserve whilst numbers of breeding woodlark increased. We continued our programme of rotoation and bracken control and changes to the management regime resulted in considerable expansion of the population of spiked speedwell, a nationally rare plant for which Weeting Heath is the only native site in eastern England.

We are working with English Nature, Forest Enterprise and The Brecks Countryside Project on the development of a new heathland restoration project. This will entail the recreation of some 300 ha of heathland on seven sites in the Thetford Forest area through the removal of conifers, re-establishment of heathland vegetation and the introduction of grazing management using a new 'Mark II Flying Flock' to be managed by NWT. This project is part of the national 'Tomorrow's Heathland Heritage' initiative which is being run by English Nature and supported by Heritage Lottery Fund and is due to commence later in 2000.

### **The Coast**

The proposed new flood defence scheme continued to be the dominating issue at NWT Cley Marshes, which narrowly escaped major sea flooding for a further year. The Environment Agency, who will undertake the construction of the new flood defence bank, have incurred delays as a result of refusal of planning permission by Norfolk County Council for part of the scheme. The scheme has now been resubmitted with modifications and permission is awaited, but it is now unlikely that work will commence until 2001.

Management work on the reserve included the restoration of dykes to enable better water level management. Owing to several thousand starlings roosting in the reedbeds, only 5,000 bundles of reed were harvested last year and subsequently, quite large areas had to be cut and burnt to encourage new growth. Bitterns bred successfully once more as did two pairs of marsh harrier. Some 22 pairs of bearded tit provided a good display from the boardwalks and over 40 pairs of avocet bred. Unfortunately, the cold, wet spring and predation meant only 12 young survived.

NWT Holme Dunes National Nature Reserve experienced renewed pressures due to interest in 'Seahenge' a 4,000-year-old tree circle which had been re-exposed on the beach. Throughout the summer, some 17,500 people visited the site, requiring us to deploy extra staff. The tree circle has now been removed from the reserve by English Heritage to enable the timbers to be preserved.

The Bittern Project, supported by the EU Life programme, enabled the creation of one hectare of reedbed and 1.2 km of dykes on Holme Marshes. This project also entailed the flooding of a large area of old saltmarsh creeks to provide good habitat conditions for bittern and other birds. A new wind pump was installed to enable summer water levels to be kept high in times of drought.

Ongoing management work at NWT Holme Dunes was supported by volunteers and a community service team in what was one of our busiest years ever due to the increased number of visitors.

Natterjack toads had a good season with over 1,000 individuals counted in April 1999. The number of emerging toadlets was lower than expected, but still in good numbers. The breeding bird season saw mixed results: garganey, pochard and shoveler did well whilst avocet and little tern had a poor year. Lapwing totalled 33 pairs, but fledging success was disappointing. On the beach, ringed plover achieved 17 pairs although again, fledging success was low.

### **West Norfolk commons**

Permission was granted by the DETR to fence NWT Roydon Common National Nature Reserve. Initial fence line clearance was completed with the erection of the new fence to take place in summer 2000. The subsequent reintroduction of grazing management will help to secure the long-term sustainable management of this important reserve. The new fence will not compromise visitor access. Large-scale clearance of birch and pine was undertaken on 38 ha of dry heath.

Scrub removal in the previous year has had a very positive effect on the valley mire, which is now a mosaic of damp peat and pools with a skin of mire vegetation including bog pimpernel, bog St John's wort and flea sedge. The rare black darter dragonfly appeared to be making a come-back on this, one of its two East Anglian breeding sites and nightjars did well with 14 churring males recorded in a June survey.

At the adjacent Grimston Warren, restoration plans were completed and a felling licence applied for so that work can commence on restoring this conifer plantation back to open heathland and valley mire. This newly acquired area is to be renamed the Tony Hallatt Memorial Reserve.

The reintroduction of grazing at NWT East Winch Common was showing good results with repression of birch regrowth and reduction in dominance of purple moor grass over heather.

Natterjack toads bred successfully for another year at NWT Syderstone Common with over 1,000 toadlets recorded. Two woodlarks and one nightjar were also recorded there.

A major bramble clearance programme was carried out at Ringstead Downs and we continued to undertake management work under contract with Anglian Water at their Marham Fen site.

### **Woods and heaths**

A further 2.6 ha of derelict coppice was restored at NWT Foxley Wood along with stump grinding throughout many of the woodland rides to enable their better management. Work was also completed on a new car park and access route to be opened in Spring 2001. At NWT Wayland Wood, one hectare of derelict coppice was restored, whilst at NWT Ashwellthorpe Wood, over one hectare of poplar plantation was removed to restore the hornbeam and hazel coppice. Vital tree surgery work was carried out on seven of the ancient oak pollards to be found at NWT Thursford Wood.



A derelict building was successfully removed from NWT Hoe Rough where scrub clearance, stump grinding and bracken treatment was undertaken to promote the re-establishment of grassland and heath.

Major scrub clearance was undertaken at Holt Lowes, Buxton Heath and Booton Common under a contract with English Nature, bringing further habitat improvements to these sites. At Buxton Heath, the reintroduction of grazing has produced excellent results in terms of heather regeneration.

Our woodland and heathland work gives rise to a considerable amount of potentially saleable products, such as firewood, charcoal, faggots and wood chips. We sold 216 tons of hardwood to Big K for charcoal, 800 faggots to the Environment Agency and a further 700 faggots to Fakenham Race Course, generating a gross income of £5,571. We also developed a system for producing bagged mulch for sale at our visitor centres.

### **Sustainable management**

The reintroduction of grazing animals is a key facet of establishing sustainable management on many of our nature reserves. This is a complex process, often requiring permission, consultation with local communities and very careful consideration of fence lines and siting of access points to ensure visitor access is not compromised. From the start of this project, we had erected 13 km of fencing on seven sites and this experience has resulted in a standard specification for fencing which will be disseminated as a good practice guide.

Grazing management often entails entering into grazing agreements with other stock managers, but our own famous Flying Flock of sheep extended its beneficial influence to over 20 sites including our nature reserves and a number of County Wildlife Sites.

### **Monitoring and surveys**

Habitat surveys to National Vegetation Classification level were completed on ten nature reserves, in some cases establishing detailed baseline data for the first time. Complementing this ongoing work, a historical data collation project got under way to bring together physical and biological data on our reserves from a variety of sources.

The acquisition of a Geographical Information System (GIS) is enabling highly accurate digital plotting of survey and management information on computerised site maps. This will provide a powerful tool for detailed monitoring of our nature reserves and informing their future management in a way that has never been possible before.

We have also been working with English Nature, the Broads Authority and other interested parties on the development of monitoring programmes for various habitat types. The aim is to establish ongoing baseline monitoring work on our reserves once this particular monitoring project is completed.

## **Education and awareness**

### **Formal education**

Our formal education programme with schools continued to develop well with some 157 school groups visiting our reserves in the year. Our 'Activities and Fieldwork' booklet was reprinted and sent to schools throughout the region. In addition, we visited over 20 schools in the year to provide advice on their own wildlife projects. Our education programme was generously assisted by Aventis CropScience UK Ltd.

### **Informal education**

We have been developing our informal education work, aimed principally at family visitors to our reserves. This has involved the updating of eight new leaflets for key reserves and a new resource pack to link with new interpretation provided at NWT Ranworth Broad. More than 25 activities and events were organised both on and off our nature reserves. A particular highlight was our participation in a Countryside Day held at Sennowe Park.

Initial work was undertaken in the establishment of a wildlife information service to enable front-line staff at our headquarters and visitor centres to provide more effective information. In addition, specialist staff provided more detailed responses to an increasing number of enquiries from members, students, consultants and the general public. We aim to establish a properly resourced information service in future years.

### **Norfolk Floodlight Project**

With the support of the DETR Environmental Action Fund and Aventis, we started a new project based at our coastal reserves. The Norfolk Floodlight Project aims to raise awareness amongst visitors to the reserves and school groups of the growing threat of coastal erosion as a result of climate change. The project promotes individual action to reduce the impact of humans on our environment.

An Education Ranger was employed over the summer to deliver the project on the ground. This included over 50 guided activities at NWT Holme Dunes and Cley Marshes, two beach events attracting over 300 people, and the production and distribution of 8,000 environmental action cards to encourage people to take positive action to benefit the environment or reduce their impact on it.

### **Wildlife Watch**

An increase in education staffing enabled us to further develop Wildlife Watch. A series of events was organised by our local Wildlife Watch leaders with some 30 children participating in each event. A special display was produced to promote Wildlife Watch for use at events and in public places. A 'Wildlife and Environmental Clubs for Schools' booklet was sent to 450 schools in the region, 14 of which are interested in setting up their own school-based Watch group. A particular highlight was a family wildlife day at Essex & Suffolk Water's Lound site which attracted over 600 people. Watch membership grew to 550 members, an increase of over 35%.

### **Visitors on reserves**

Visitor management and interpretation plans were produced for all our key reserves. These will inform the development of interpretation and the provision and maintenance of access and facilities. Once implemented they will help to ensure that staff and volunteers provide a better service for visitors.

This work was taken forward under the Securing the Future programme and involves the design, production and installation of new signs and interpretation in our visitor centres and on many of our nature reserves. An Interpretation Officer has been employed since January 1999 to deliver this work. New interpretation has been installed at NWT Weeting Heath and Hickling Broad, whilst work at Cley Marshes visitor centre is nearing completion, for installation in August 2000. At Holme Dunes a room was renovated at the centre in readiness for new interpretation for which initial design work was completed.

New signs and way-marking posts are to be installed on the majority of our nature reserves. Signage design and text was completed for Roydon Common, Upton Fen and Thompson Common, with manufacture and installation scheduled for later in 2000. New signs were completed and installed at Weeting Heath and Hickling Broad.

At the end of the year, NWT Council agreed that education work needed to be given a higher priority and more resources. The post of Education Manager was established and work is now underway in developing a new strategy to promote education, awareness and involvement.

## **Action in the wider countryside**

Work in the wider countryside outside our nature reserves is vital if we are to have any positive impact on the habitats upon which the vast majority of our wildlife depends. Many so-called common species of wildlife are in decline, such as skylark, tree sparrow, song thrush, water vole, cowslip and common poppy. Whilst the reasons may be complex, such as the effects of climate change, loss of habitat and food availability continue to be major factors. This highlights the urgent need to devise and implement Biodiversity Action Plans, not only for rare species, but also to reverse the decline in the quantity and quality of suitable habitats.

### **Biodiversity action**

NWT continued to work in partnership with other organisations to take forward Biodiversity Action in Norfolk and is encouraged by the intention of Norfolk County Council to take on a co-ordinating role supported by a number of District Councils. We continued to take a national lead on fen orchid and Norfolk flapwort conservation, completing detailed survey work for both species with the aid of English Nature's Species Recovery Programme. We drafted further action plans for wet woodland, chalk and neutral grassland, adding to the number of species and habitat plans now produced for the county. We also led on the establishment of a county wetland topic group to co-ordinate and stimulate more action by a number of organisations concerned with Norfolk's wetland resource.

### **Action on County Wildlife Sites**

A new Biodiversity Project Officer was appointed in July 1999 to promote the delivery of Biodiversity Action Plans in the wider countryside, the main focus being on County Wildlife Sites, Roadside Nature Reserves and churchyards. A key priority was to advise owners of County Wildlife Sites on management for wildlife for which nearly 50 site visits were achieved.

The County Wildlife Sites Directory was updated with the addition of 40 new sites. This was circulated to local authorities and other users along with the first edition of a newsletter for organisations using the directory. A new County Wildlife Sites mobile display was also produced for use at events.

### **Anglian Otters and Rivers Project**

This three-year project commenced in June 1999 and is a partnership between Norfolk, Suffolk and Essex Wildlife Trusts, Anglian Water, Essex & Suffolk Water, the Environment Agency and Water UK. It is one of a network of similar projects being run by Wildlife Trusts throughout England and Wales with the support of the water industry.

The project aims to restore, enhance and create wetland habitats associated with rivers and their valleys for the benefit of a wide range of water-dependent wildlife including otter, water vole, white-clawed crayfish and a number of other priority species and their associated habitats. It also aims to restore otter populations to pre-1950 levels and raise awareness of the continued threats to their survival.

The first phase of the project has entailed raising awareness of target species and habitat requirements amongst land-owners, local authorities, statutory bodies, special interest groups and other conservation organisations. NWT has established itself as the primary contact on wetland conservation issues, especially in relation to otter and water vole. A key aspect of the project is support for the network of voluntary surveyors who receive training and a regular newsletter and provide vital information on the state of the otter population.

## **Roadside Nature Reserves**

Roadside verges are an important resource for species-rich grasslands and there are now 40 designated Roadside Nature Reserves in Norfolk. A directory of these sites was completed in March 2000 and circulated to local authorities and other interested bodies. This project is run jointly by Norfolk County Council and NWT and involves a team of volunteers surveying existing and potential new sites.

## **Churchyard Conservation Scheme**

This scheme was relaunched in 1999 with the support of Barclays Bank and stimulated a great deal of renewed interest in the importance of churchyards for wildlife, with over 80 requests for botanical surveys which we will undertake. Some 400 churchyards have been surveyed or given advice since the inception of this project five years ago. Later in 2000 a prize will be awarded for conservation management in churchyards and a workshop is planned to promote conservation management techniques.

## **Standing up for wildlife**

NWT plays a key role in monitoring potentially damaging development in the county and comments on a wide range of strategies, plans and planning applications. A range of strategy documents and local plans was studied in the year and comments provided where we had concerns for wildlife or believed there was scope for improvement. We examined some 330 planning, water abstraction and other applications in the year, commenting on 95 and raising objections in a further 15 cases. In one case, we gave evidence at a public enquiry, the outcome of which was refusal of permission for a development that would have resulted in the partial loss of a County Wildlife Site.

## **Extending land managed for wildlife**

A major highlight in the year was the acquisition of 54 ha of arable land at Boat Dyke Marshes on the banks of the River Bure and close to NWT Upton Fen. This land is to be restored back to wet grazing marsh, providing new habitat for lapwing, redshank and oystercatcher as well as nationally scarce plants such as water soldier and greater water parsnip. The project also provides an opportunity to improve a large block of adjacent grazing marshes for the benefit of wildlife. The acquisition cost £300,000 with associated and restoration costs (yet to be incurred) of approximately £60,000. The funds for this were generously provided by Heritage Lottery Fund, English Nature, RMC Environment Fund, Broads Authority and the Alan Evans Memorial Trust.

Two new plots of land covering 2.5 ha in total were acquired under auction at Salthouse Marshes, adding to our existing land holdings there. At a total cost of £27,144, we received a generous donation from the Alan Evans Memorial Trust, meeting the remaining costs from our own general fund.

We also took on the management of grazing land at Brightmere Farm, Hickling and at East Wretham Heath, both under tenancy agreements.

## **Raising profile and support**

### **Publicity and publications**

NWT believes it is important to have a high profile in order to gain increasing support for our work. To this end, we achieved more than 230 references in local, regional and national press, magazines, regional TV and radio. A great deal of work was undertaken in putting together media articles, press releases, undertaking interviews, liaising with journalists and organising events.

Following changes with Eastern Counties Newspapers, we entered into a new arrangement for the production of our journal Tern with Media Associates. We continued to distribute Tern to some 80,000 households via the Eastern Daily Press as well as to our members. Various other publications, such as reserve leaflets, event leaflets and posters were reprinted using national guidelines on design to develop a more consistent approach with other Wildlife Trusts. This included a redesign of our nature reserves leaflet incorporating information on public transport. A record 70,000 of these were printed for distribution to Tourist Information Centres and a range of public places.

### **Fundraising activity**

We continued to develop our fundraising activities with the charitable grant-giving trust and corporate sectors. Nearly 200 applications were made to charitable trusts, principally for our education projects, work on Biodiversity Action, land acquisitions and the Hickling Restoration Project. We are very grateful to over 30 charitable trusts who provided a generous £60,000 for various projects.

Our partnerships within the business sector remained strong, with a total of £82,000 provided through corporate membership, donations and sponsorships, a further £75,000 received in landfill tax credits and over £30,000 support 'in kind'. Over £14,500 of the above was the result of agreements negotiated by The Wildlife Trust's UK Office.

Each year we receive many donations from members and visitors to our nature reserves. This source of income is vital to funding of projects and equipment and often acts as a lever for attracting grants from other sources. For example, our appeal to members raised nearly £52,000 enabling us to 'unlock' £156,000 from the Heritage Lottery Fund. A further £27,500 was donated by a large number of individuals in support of many aspects of our work. Other valuable sources of support came from the 250 Club, which raised £7,000, and the efforts of local members' groups, who raised £3,950, whilst the activities of Norfolk and Suffolk Wildlife Holidays produced a further £5,000 in donations.

Legacies are an extremely important source of income, particularly where they can contribute to the long-term development of our work. Our booklet 'How to make or change your will' provides practical advice on this subject. This was updated and reprinted in the year and over 200 sent to members requesting a copy. Legacy income is notoriously unpredictable but last year there was a significant upturn with receipts of over £200,000 from 11 legators.

### **Membership**

Following the introduction of a new membership computer system in October 1998, we discovered a fault in the way membership numbers were being calculated. This meant that our membership was being overstated and actually stood at 17,000 members, not the 20,000 we thought we had achieved. This problem was purely statistical and did not in any way affect financial income. The fault has now been fully investigated and rectified. In spite of this, membership continued to increase with over 2,500 new recruits in the year, producing a net gain of nearly 1,800 members (11%). Much of this success was due to the door to door recruitment scheme which secured nearly 1,000 new members, whilst Tern attracted nearly 200 new members and over 900 joined at our visitor centres.

### **Sales and centres**

Good progress was made with our programme of upgrading and improving visitor centres with the completion of the new centre at Weeting Heath and the revamping of our centres at Hickling Broad and Cley Marshes. Plans for Holme Dunes and the Broads Wildlife Centre, Ranworth are now well advanced.

Sales and permit income stood at £128,697 with further support of £10,600 from the Broads Authority towards our visitor information work at Hickling and Ranworth Broads. The costs of sales and running our visitor centres was £136,650. This was due to increased stock and the need to take on additional staff at Weeting Heath and for stock distribution.

A new sales business plan was produced which examined the operation and proposed new areas for development. For example, we will now stock more books and will be seeking more ethically and environmentally acceptable products as well as increasing emphasis on locally produced products.

## **Events**

Considerable effort was put into events in the year, both in their organisation and in attending those organised by others. Our volunteer events and fundraising events team held several successful events including an 'Apple Day' at Stow Hall by kind permission of Lady Rose Hare. The annual cycle event, supported by RMC Aggregates, attracted over 100 riders and raised £1,500. We continued our high-profile presence at the Royal Norfolk Show and at the Holkham Country Fair, the latter with the help of our North and West Norfolk local groups. In total, over £5,600 was raised from events activity.

## **Developing the organisation**

The upturn in activity outlined above brought with it an expected increase in complexity and demands on project administration and financial management. This necessitated an increase in administrative support in the year.

New computer systems introduced in 1998 and 1999 have served us well, in spite of some growing pains with the membership system. In particular, the majority of the staff now have access to a computer and the introduction of a computer network has greatly improved communications and information flow. No difficulties were experienced with the transition to the year 2000.

In February 2000, we made a commitment to the 'Investors in People' programme and developed an action plan with the aim of achieving 'Investors in People' status by March 2001. The programme encourages good practice in organisational and staff development and communication. It will assist us with the development of our business management systems and is increasingly seen as a quality benchmark as more and more organisations follow this route.

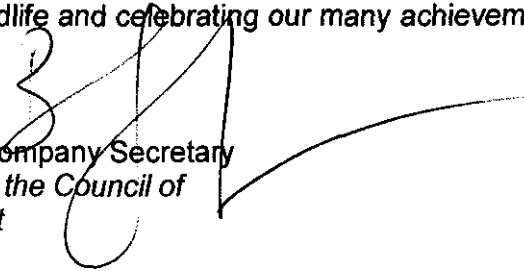
We continued our commitment to best practice in implementing Health and Safety legislation and guidance by undertaking a review and update of risk assessments for all staff and key volunteers. All work centres were subjected to a comprehensive health and safety audit from which action plans were produced to implement the recommendations. We also commissioned electrical and heating systems and appliance safety checks at all our properties with remedial actions, where required, now under implementation.

As NWT continues to grow, the need for sound organisational systems and good management of people and resources has become even more important. Further work will be undertaken in these areas in order to ensure that we are effective and well organised in meeting the challenges ahead.

In 2001 NWT will be celebrating its 75th Anniversary and a number of special events are planned. This will include a conference for all the Wildlife Trusts and the production of a book examining the state of Norfolk's wildlife and celebrating our many achievements since the purchase of Cley Marshes in 1926.

**Brendan Joyce**

Trust Director and Company Secretary  
For and on behalf of the Council of  
Norfolk Wildlife Trust



## **Review of Financial Position**

### **1. RESULTS**

The year to 31 March 2000 saw a large increase again in the Trust's income and activities. Incoming resources, as shown in the Statement of Financial Activities on page 19, increased by 41% to £2,267,296 whilst resources expended similarly grew by some 40% to £2,054,358.

Grant income of £1,248,857 was received £ more than double the amount of the previous year.

Resources expended included £1,060,354 on nature reserve management, a substantial increase on the previous year.

Net incoming resources before transfers amounted to £212,938, which included £66,990 restricted funds to cover future committed expenditure. The adoption of a new five-year business strategy will allow for development of key areas of the Trust's structure and activities and will require an investment of £266,500 of the Trust's funds.

I am pleased to be able to report that the Trust is able to set aside this amount as a Designated Fund - utilising £126,500 from this year's net incoming resources.

### **2. FIXED ASSETS AND INVESTMENTS**

Movements in fixed assets are shown in note 7 to the accounts. During the year there were equipment and machinery additions of £32,964 financed through the Securing the Future project and vehicle additions of £43,237 being the updating of part of the Trust's vehicle fleet.

Movements in investments are shown in note 8 to the accounts. All investments held by the Trust have been acquired in accordance with the powers available to the Trustees as set out in the Trust's Memorandum and Articles of Association.

### **3. CHANGES IN ACCOUNTING POLICY**

Accounting policies remain as for the previous year.

### **4. POLICY ON FINANCIAL RESERVES**

During the year NWT Council agreed a formal policy in respect of the level of financial reserves held by the Trust, following guidance issued to all charities by the Charity Commission.

It was agreed that a minimum equivalent of six month's revenue expenditure should be maintained as financial reserves. This is in keeping with our long-term responsibilities as a landowner and employer and helps us to respond to unforeseen expenditure requirements, potential losses of funding and new developments. As at 31 March 2000 the relevant financial reserves stood at £686,340 or nearly eight months budgeted revenue expenditure. This policy will be reviewed annually.

### **5. THE WILDLIFE TRUSTS**

Norfolk Wildlife Trust works in partnership with the other 45 Wildlife Trusts around the UK who collectively contribute to the work of The Wildlife Trust's UK Office by way of an annual levy payment. This is calculated on the basis of incoming resources and for NWT was £12,900 for the period.

### **6. CONCLUSION**

The year to 31 March 2000 saw total balance sheet funds increase to £1,936,906 and a further expansion of the Trust's activities.

The year ahead will see continued growth in activities, with expenditure of £700,000 budgeted in connection with the Securing the Future Project and £200,000 under the Business Strategy in addition to our operating expenditure and other projects.

Overall, I am pleased to report that the Trust has sufficient assets to meet its obligations against projects and activities and, through restricted and designated funds, can meet obligations which are being carried forward.

**Ian Couzens ACA**

Treasurer

*For and on behalf of the Council of  
Norfolk Wildlife Trust*

A handwritten signature in black ink, appearing to read 'Ian Couzens', written over the printed name and title.



# Norfolk Wildlife Trust

**Patron** Her Majesty the Queen  
**Vice Patron** Sir Timothy Colman KG  
**President** Sir John Blofeld  
**Deputy President** Mr J S Peel MC MA JP DL  
**Vice Presidents**  
Mr J W Loades FCCA  
Lt. Cdr. A S McLean BA JP DL  
Mr R Washbourn OBE MA

## MEMBERS OF COUNCIL as at 31 March 2000

### Officers

Don Dorling (*Chairman*)\*  
Sir Nicholas Bacon Bt (*Vice Chairman*)\*  
Ian Couzens (*Treasurer*)\*

### Other Members

John Austen (*until October 1999*)  
Michael Baker\*  
John Bullard  
Tim Cawkwell  
John Cryer\*  
Tom Cook (*until October 1999*)  
Richard Handley  
Ursula Jackson (*from October 1999*)  
Roger Jones  
Val Khambatta  
Warren King (*from October 1999*)  
David North  
Tim Peet  
John Snape\*  
Angela Turner  
Neil Woodruff (*from October 1999*)  
Adrian Yallop

\* Also members of Finance & General Purposes Committee

## LOCAL GROUP CHAIRMEN as at 31 March 2000

**Breckland** Lt Col Ian MacKinnon  
**Broadland** Murray Ferguson  
**Fakenham** Peter Giles  
**Mid-Norfolk** Roy Smith  
**Norwich** Janet Ede  
**North Norfolk** Neil Woodruff  
**West Norfolk** Marian Rowe  
**Wymondham** Frances Sullivan

## AGENTS TO THE TRUST as at 31 March 2000

### Auditors

Lovewell Blake Chartered Accountants  
102 Prince of Wales Road, Norwich NR1 1NY

### Bankers

Barclays Bank plc  
Bank Plain, Norwich NR2 4SP  
The Co-operative Bank plc  
PO Box 101, 1 Balloon Street, Manchester M60 4EP  
Girobank plc  
Bridle Road, Bootle, Merseyside GIR 0AA  
COIF Charities Deposit Fund  
St Alphege House, 2 Fore Street, London EC2Y 5AQ

### Solicitors

Cozens-Hardy & Jewson  
Castle Chambers, Opie Street, Norwich NR1 3DP

### Consultant Land Agents

Francis Hornor Brown & Co.  
Old Bank of England Court, Queen Street,  
Norwich NR2 4TA

### Insurance Brokers

Marsh Ltd  
Victoria House, Queens Road, Norwich NR1 3QQ

### Investment Brokers

Barratt & Cooke  
5/6 Opie Street, Norwich NR1 3DW

## MEMBERS OF STAFF AS AT 31 MARCH 2000

*Director* Brendan Joyce  
*Conservation Manager* Reg Land  
*Reserves Manager* Harry Bowell  
*Marketing Manager* Tony Polack  
*Finance Manager* Colin Ford  
*Sales & Centres Manager* Ian Forster  
*Education Manager* Rachel Walters  
*PA to the Director* Lesley Walduck  
*Conservation Officer* Peter Doktor  
*Biodiversity Project Officer* Helen Baczkowska  
*Otters & Rivers Project Officer* Steve Henson  
*Membership Officer* Jen Drummond  
*Finance Officer* Gill Fisher  
*Education Officer* Hannah Shawyer  
*Marketing Assistant* Jo Hubbard  
*West Norfolk Field Officer* Bill Boyd  
*Breckland Field Officer* Bev Nichols  
*Field Officer, Woodlands* John Milton  
*Hickling Restoration Project Officer* John Blackburn  
*Warden, Bure & Ant Marshes* George Taylor  
*Warden, Cley Marshes* Bernard Bishop  
*Warden, Holme Dunes* Gary Hibberd  
*W Norfolk Heath/Fens Warden* Alex Cruickshank  
*Assistant Field Officer, Breckland* Steve Titman  
*Assistant Field Officer, Woodlands* Steve Collin  
*Estate Worker, Hickling Broad* David Jenkin  
*Estate Worker, Hickling Broad* Stephen Lee  
*Estate Worker, Bure & Ant Marshes* Mark Amiss  
*Shepherd* Gary Williams  
*Securing the Future Project Officer* David Price  
*Securing the Future Project Assistant* Susanne Hauck  
*Interpretation Officer* Jim Masters  
*Grazing Officer* Melissa Slote  
*Monitoring Officer* John Jackson  
*Education Co-ordinator (Hickling Broad)* Roxanne Bligh  
*Centre Co-ordinator (Cley Marshes)* Shirley Bishop  
*Centre Co-ordinator (Cley Marshes, p/t)* Alice Bishop  
*Centre Co-ordinator (Hickling Broad)* David Hewitt  
*Centre Co-ordinator (Ranworth Broad)* David Benham  
*Centre Co-ordinator (Holme Dunes)* Mary Maslyn  
*Weeting Heath Summer Warden* Mike Shurmer  
*Centre Co-ordinator (Weeting Heath, p/t)* Paul Hammond  
*Hickling Water Trail Warden* Ross Warrell\*  
*Education Ranger* Bonnie Robinson\*  
*Administrative Assistant* Esme Porter  
*Receptionist* Kerri Fiske

\* summer season only

# Auditors' Report

## Auditors' Report to the members of Norfolk Wildlife Trust (registered as The Norfolk Naturalists Trust)

We have audited the financial statements on pages 19-24 which have been prepared under the accounting policies set out on page 20.

### **RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS**

As described in the Report of Council, the Council is responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

### **BASIS OF OPINION**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council in the preparation of the financial statements and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error or other irregularity. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **OPINION**

In our opinion, the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2000 and of its incoming resources and application of resources including its income and expenditure for the year then ended and have properly prepared in accordance with the Companies Act 1985.

*Lovewell Blake*

102 Prince of Wales Road  
Norwich  
Norfolk NR1 1NY

**LOVEWELL BLAKE**  
*Registered Auditors*  
*Chartered Accountants*

3 August 2000

# NORFOLK WILDLIFE TRUST

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2000 (INCLUDING INCOME & EXPENDITURE ACCOUNT)

		Unrestricted Funds	Designated Funds	Restricted Funds	Year ended 31.03.00	Year ended 31.03.99
		General Funds £	£	£	£	£
	Note					
<b>INCOMING RESOURCES</b>						
Donations, Sponsorships & Appeals		117,313	–	129,607	246,920	330,664
Legacies		60,204	148,644	–	208,848	105,767
Grants	6	281,143	–	967,714	1,248,857	619,222
Subscriptions		244,310	–	–	244,310	230,847
Income from property		34,246	–	–	34,246	35,071
Visitor centre & permit sales		139,297	–	–	139,297	124,314
Investment Income		47,378	–	–	47,378	50,591
Other Income		90,462	–	5,276	95,738	108,509
Profit on disposal of assets		1,702	–	–	1,702	–
<b>Total incoming resources</b>		<b>1,016,055</b>	<b>148,644</b>	<b>1,102,597</b>	<b>2,267,296</b>	<b>1,604,986</b>
<b>RESOURCES EXPENDED</b>						
<b>DIRECT CHARITABLE EXPENDITURE</b>						
Nature Reserve Management		398,313	–	662,041	1,060,354	612,432
Wider countryside conservation		77,926	–	17,488	95,414	101,188
Education activity		43,772	–	18,705	62,477	50,889
Visitor Centre & permit sales		133,945	–	2,705	136,650	119,341
Purchase of Land		–	22,144	309,037	331,181	195,427
Visitor Centre construction		–	–	18,495	18,495	73,342
		<b>653,956</b>	<b>22,144</b>	<b>1,028,471</b>	<b>1,704,571</b>	<b>1,152,619</b>
<b>OTHER EXPENDITURE</b>						
Fundraising and Publicity		73,673	–	7,028	80,701	73,410
Membership Servicing and Recruitment		121,743	–	–	121,743	98,323
Management and Administration		147,235	–	108	147,343	139,987
		<b>342,651</b>	<b>–</b>	<b>7,136</b>	<b>349,787</b>	<b>311,720</b>
<b>Total resources expended</b>	3	<b>996,607</b>	<b>22,144</b>	<b>1,035,607</b>	<b>2,054,358</b>	<b>1,464,339</b>
<b>NET INCOMING RESOURCES</b>						
<b>BEFORE TRANSFERS</b>		<b>19,448</b>	<b>126,500</b>	<b>66,990</b>	<b>212,938</b>	<b>140,647</b>
Transfer between funds	11	(24,892)	–	24,892	–	–
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>(5,444)</b>	<b>126,500</b>	<b>91,882</b>	<b>212,938</b>	<b>140,647</b>
<i>Gains and losses on investment :</i>						
Gains/(losses) on disposal of investments		521	–	–	521	(17)
Unrealised loss on revaluation of investments	8	(10,520)	–	–	(10,520)	2,295
<b>NET MOVEMENT IN FUNDS</b>		<b>(15,443)</b>	<b>126,500</b>	<b>91,882</b>	<b>202,939</b>	<b>142,925</b>
Balance b/fwd as at 1.4.1999	11,12	<b>1,336,390</b>	<b>140,000</b>	<b>257,577</b>	<b>1,733,967</b>	<b>1,591,042</b>
Balance c/fwd as at 31.3.2000	11,12	<b>1,320,947</b>	<b>266,500</b>	<b>349,459</b>	<b>1,936,906</b>	<b>1,733,967</b>

All disclosures relate to continuing operations. There are no recognised gains or losses other than those disclosed above.

# NORFOLK WILDLIFE TRUST ANNUAL REPORT 1999/2000

## BALANCE SHEET AS AT 31 MARCH 2000

	Note	31.03.00 £	31.03.99 £
Tangible Fixed Assets	7	634,607	591,794
Investments	8	491,781	451,780
		<u>1,126,388</u>	<u>1,043,574</u>
Current Assets:			
Stock		54,241	51,438
Debtors	9	266,917	279,159
Cash in hand and at bank		634,504	482,272
		<u>955,662</u>	<u>812,869</u>
Creditors : Amounts falling due in less than one year	10	145,144	122,476
Net Current Assets		<u>810,518</u>	<u>690,393</u>
<b>NET ASSETS</b>		<u><b>1,936,906</b></u>	<u><b>1,733,967</b></u>
Restricted Funds	11	349,459	257,577
Unrestricted Funds	12	1,402,602	1,281,025
Revaluation Reserve	12	184,845	195,365
		<u>1,936,906</u>	<u>1,733,967</u>

The financial statements were approved by the Trustees and Members of Council on 7 July 2000

D Dorling & Sir N Bacon  
Members of Council

I Couzens  
Honorary Treasurer

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2000

### 1. ACCOUNTING POLICIES

**Basis of Preparation:** The accounts have been prepared under the historic cost convention except for the revaluation of freehold properties and investments, and in accordance with applicable accounting standards. The recommendations of SORP (Accounting by Charities) as published in October 1995 have been followed in the preparation of the accounts.

**Incoming Resources:** Voluntary income received by way of donations and gifts is credited to the income and expenditure account on a receipts basis. Tax refunds on covenant income are however accrued.

**Grants Received:** Revenue grants are credited to the income and expenditure account on a receipts basis unless they relate to a specified future period, in which case they are deferred. Grants received for the acquisition of a fixed asset are credited to restricted incoming resources when receivable. Depreciation on the fixed asset purchased in charge against the restricted fund.

**Restricted Funds:** Restricted funds are those where the donor has imposed restrictions on the use of funds.

**Unrestricted Funds:** Unrestricted funds are donations and other incoming resources received or generated for the charity.

**Designated Funds:** Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

**Realised and Unrealised Gains and Losses:** Realised gains and losses arise on the disposal of investments whereas unrealised gains and losses arise on the annual revaluation of the investment portfolio.

**Investment Income:** All investment income is credited according to the date of receipt.

**Expenditure:** All expenditure other than that which has been capitalised, is included in the income and expenditure account. Account is also taken of goods and services received at the year end but not invoiced until after this date.

**Fixed Assets:** Fixed assets are stated at original cost at acquisition, or if donated, the value at date of receipt. Depreciation is provided on tangible fixed assets at rates calculated to write off the cost of each asset over its expected useful life, which is set at five years for computers, three years for computer programmes, five years for vehicles, five years for small equipment and ten years for large equipment. No depreciation is charged on nature reserves or freehold property. The additional capital cost of new conservation land is written off to general funds, as it does not have a financial value to the Trust.

**Stock:** Stock for resale is stated at the lower of cost and net realisable value.

**Pensions:** The Trust operates a defined contribution pension scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme.

**Cash Flow Statements:** The Trust has taken advantage of the exemption provided by Financial Reporting Standard 1 and has not prepared a cash flow statement for the year.

**Life Membership:** Life membership is treated as income in advance and is released to the income and expenditure account in equal instalments over a ten year period.

**2. INCOME & EXPENDITURE ACCOUNT**

As described on the Statement of Financial Activities on page 19, no separate income and expenditure account has been presented. In this respect the Trustees have changed the format of the accounts and departed from the provisions of Schedule 4 Companies Act 1985, as it is considered that as a charitable organisation, the Statement of Financial Activities gives a more true and fair view of the Trust's activities during the year.

**3. ANALYSIS OF TOTAL RESOURCES EXPENDED**

	<i>Staff Costs</i> £	<i>Other Costs</i> £	<i>Total</i> £
Nature Reserve Management	316,872	743,482	1,060,354
Wider Countryside Conservation	68,959	26,455	95,414
Education activity	35,437	27,040	62,477
Visitor Centre & permit sales	52,124	84,526	136,650
Purchase of Land	-	331,181	331,181
Visitor Centre construction	-	18,495	18,495
Fundraising and Publicity	34,344	46,357	80,701
Membership Servicing and Recruitment	14,449	82,937	97,386
Natural World and RSNL Levy	-	24,357	24,357
Management and Administration	104,611	42,732	147,343
	<b>626,796</b>	<b>1,427,562</b>	<b>2,054,358</b>

Certain management and administration costs have been reallocated to other expenditure headings in order to present a more accurate expenditure analysis.

The largest item of expenditure remaining within the heading 'management and administration other costs' is legal and professional fees totalling £8,309.

**4. SURPLUS FOR THE PERIOD**

This is stated after charging :	<i>31/03/00</i> £	<i>31/03/99</i> £
Depreciation	33,388	21,021
Auditors remuneration :		
re audit fees	1,950	1,950
re accountancy services	3,706	19,776

**5. STAFF COSTS**

	<i>Year ended</i> <i>31.03.00</i> £	<i>Year ended</i> <i>31.03.99</i> £
Wages and Salaries	570,003	480,770
Social Security Costs	47,910	42,458
Pension Costs	8,883	7,030
	<b>626,796</b>	<b>530,258</b>

The average number of staff employed by the charity during the year was 42 (1999 : 38).

No employee earned in excess of £40,000 in the year.

Members of Council have received no remuneration or reimbursement of expenses.

NORFOLK WILDLIFE TRUST ANNUAL REPORT 1999/2000

6. GRANTS RECEIVED

	Year ended 31.03.00 £	Year ended 31.03.99 £
Anti-Waste Ltd (Landfill tax credit)	—	2,700
Borough Council of King s Lynn & West Norfolk	5,450	6,600
Breckland Council	22,707	17,610
Brecks Countryside Project	(8,160)	13,612
Broadland District Council	—	200
Broads Authority	36,250	30,100
British Sugar plc (Landfill tax credit)	11,250	3,000
Countryside Agency	2,885	—
Department of the Environment, Transport & Regions	12,731	—
East of England Development Agency	15,502	—
English Nature	189,060	115,401
Environment Agency	3,750	2,500
Environment Council (Landfill tax credit)	20,000	—
European Commission	56,779	71,529
Forestry Authority	8,045	4,452
Heritage Lottery Fund	681,898	155,199
Ministry of Agriculture & Fisheries	142,670	142,145
Norfolk County Council	—	2,970
Norfolk Museums Service	—	750
North Norfolk District Council	4,663	—
RMC Aggregates ( EC ) Ltd (Landfill tax credit)	—	10,000
RSNC	—	254
RSPB	—	30,000
South Norfolk District Council	—	200
Waste Recycling Environmental Ltd (Landfill tax credit)	35,000	10,000
William George Waste Disposal (Landfill tax credit)	8,377	—
	<u>1,248,857</u>	<u>619,222</u>

7. FIXED ASSETS

	Freehold Property £	Nature Reserves £	Vehicles £	Equipment & Machinery £	Office Equipment £	Total £
Cost as at 1 April 1999	508,000	1	30,147	52,621	34,223	624,992
Additions	—	326,000	43,237	32,964	—	402,201
Disposals	—	—	—	—	—	—
Transfer to restricted funds	—	(326,000)	—	—	—	(326,000)
Cost as at 31 March 2000	<u>508,000</u>	<u>1</u>	<u>73,384</u>	<u>85,585</u>	<u>34,223</u>	<u>701,193</u>
Depreciation as at 1 April 1999	—	—	11,810	17,670	3,718	33,198
Charge for the year	—	—	13,414	13,974	6,000	33,388
Disposals	—	—	—	—	—	—
Depreciation as at 31 March 2000	<u>—</u>	<u>—</u>	<u>25,224</u>	<u>31,644</u>	<u>9,718</u>	<u>66,586</u>
Net Book Value as at 31 March 2000	<u>508,000</u>	<u>1</u>	<u>48,160</u>	<u>53,941</u>	<u>24,505</u>	<u>634,607</u>
Net Book Value as at 31 March 1999	<u>508,000</u>	<u>1</u>	<u>18,337</u>	<u>34,951</u>	<u>30,505</u>	<u>591,794</u>

Freehold property was revalued on 31 March 1994 by Francis Hornor, Chartered Surveyors. The transitional provisions of the Financial Reporting Standard 15 have been adopted which allow for land and buildings to be valued at the last valuation which has not been updated.

On an historical cost basis, the freehold property and Nature Reserves would have been included at £1,641,049 (1998/99 : £1,315,049) including conservation land.

**8. INVESTMENTS**

	£
Value as at 1 April 1999	451,780
Additions	110,778
	<u>562,558</u>
Disposals	(60,257)
	<u>502,301</u>
Unrealised decrease in value	(10,520)
	<u>491,781</u>
Value as at 31 March 2000	<u>491,781</u>

The investments listed on a recognised stock exchange are as follows :

	Year ended 31.03.00 £	Year ended 31.03.99 £
Fixed Interest Stock	145,755	154,294
Unit Trusts	94,120	117,667
Investment Trusts	88,867	64,022
Equities	<u>163,039</u>	<u>115,797</u>
Total	<u>491,781</u>	<u>451,780</u>
Historical cost as at 31 March 2000	<u>338,336</u>	<u>257,485</u>

Certain of the investment holdings represent more than 5% of the investment portfolio by market value; however, these investments are free from any restrictions and are readily realisable.

The Trust has a wholly owned subsidiary, Norfolk Wildlife Services Limited, incorporated in England on 28 March 2000.

Norfolk Wildlife Services Limited did not trade during the period to 31 March 2000 and at that date the Trust's investment constituted £1 of ordinary share capital.

**9. DEBTORS – FALLING DUE WITHIN ONE YEAR**

	Year ended 31.03.00 £	Year ended 31.03.99 £
Grants Receivable	166,706	169,059
Tax Recoverable	43,065	31,610
VAT recoverable	33,912	23,964
Prepayments	3,402	411
Other Debtors	<u>19,832</u>	<u>54,115</u>
	<u>266,917</u>	<u>279,159</u>

**10. CREDITORS – FALLING DUE WITHIN ONE YEAR**

	Year ended 31.03.00 £	Year ended 31.03.99 £
VAT and Social Security	–	12,660
Life Membership	13,449	14,981
Other Creditors & accruals	<u>131,695</u>	<u>94,835</u>
	<u>145,144</u>	<u>122,476</u>

**11. RESTRICTED FUNDS**

	Balance 1.4.99 £	Incoming £	Outgoing £	Transfers £	Balance 31.3.00 £
Appeals	41,677	53,366	(8,404)	(44,962)	41,677
Education Fund	10,200	17,680	(18,705)	(4,175)	5,000
Bittern Projects	51,967	47,035	(92,674)	—	6,328
Fixed Asset Fund	35,335	—	(9,777)	37,139	62,697
Hickling Restoration Project	10,406	208,758	(204,743)	4,000	18,421
Wider Countryside Fund	5,059	1,100	(5,059)	—	1,100
Reserves Management Fund	53,728	7,500	(11,808)	(4,000)	45,420
Weeting Visitor Centre	2,351	16,144	(18,495)	—	—
Grimston Warren Restoration	—	10,000	(1,227)	—	8,773
Securing the Future	44,354	387,387	(329,732)	11,998	114,007
Otters & Rivers Project	2,500	36,037	(21,441)	—	17,096
Salthouse Marshes Acquisition	—	5,000	(5,000)	—	—
Boat Dyke Marshes, Upton Acquisition & Restoration	—	307,000	(305,837)	—	1,163
Whiteslea Lodge Maintenance Fund	—	—	—	24,892	24,892
NWT Cley Marshes Visitor Centre Refurbishment & Interpretation	—	5,590	(2,705)	—	2,885
	<b>257,577</b>	<b>1,102,597</b>	<b>(1,035,607)</b>	<b>24,892</b>	<b>349,459</b>

**Definitions of Restricted Funds**

Education Fund: Education activities and projects

Bittern Projects Fund: Bittern conservation projects on various reserves

Fixed Asset Fund: Comprises grants and donations for purchase of fixed assets

Hickling Restoration Fund: Capital improvements at Hickling Broad NNR funded by Heritage Lottery Fund, corporate and private donations

Wider Countryside Fund: Projects related to County Wildlife Sites and work off the nature reserves

Reserves Management Fund: Funds held for future reserve management work

Weeting Visitor Centre: Funds from Objective 5b, Breckland Council, Anti-Waste Ltd (landfill tax credits), Norfolk County Council for new visitor centre

Grimston Warren Restoration: Funds for the restoration of land at Grimston Warren

Securing the Future: Capital improvements at 26 Norfolk Wildlife Trust nature reserves, funded by the Heritage Lottery Fund, corporate and private donations

Otters and Rivers Project: Project to restore the Otter population and river habitats

Salthouse Marshes Acquisition: Funds for the purchase of land at Salthouse

Boat Dyke Marshes, Upton Acquisition and Restoration: Funds for the purchase and restoration of land at Boatdyke Marshes, Upton

Whiteslea Lodge Maintenance Fund: Funds for the maintenance of Whiteslea Lodge, Hickling

NWT Cley Marshes Visitor Centre Refurbishment and Interpretation: Funds for the refurbishment of NWT Cley Marshes visitor centre including interpretation

**12. UNRESTRICTED FUNDS**

	Balance 1.4.99 £	Incoming £	Outgoing £	Transfer between funds £	Balance 31.3.00 £
General Fund	1,141,025	1,016,576	(996,607)	(24,892)	1,136,102
Designated Funds:					
Equipment replacement	70,000	—	—	(70,000)	—
Land purchase & restoration	70,000	—	(22,144)	(47,856)	—
Business Strategy	—	148,644	—	117,856	266,500
Revaluation Reserve	195,365	(10,520)	—	—	184,845
	<b>1,476,390</b>	<b>1,154,700</b>	<b>(1,018,751)</b>	<b>(24,892)</b>	<b>1,587,447</b>

**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fund Balances at 31 March 2000 are represented by:			
Tangible Fixed Assets	571,910	62,697	634,607
Investments	469,781	22,000	491,781
Net current assets	545,756	264,762	810,518
	<b>1,587,447</b>	<b>349,459</b>	<b>1,936,906</b>



## Corporate Members of Norfolk Wildlife Trust as at 31 March 2000

Anglia Maltings Holdings Limited  
 Anglia Railways  
 Anglian Group PLC  
 Anglian Water Services Ltd  
 AT Bent Properties Ltd  
 Aventis CropScience UK Limited  
 Barclays Bank PLC  
 Barker Bros Aggregates Ltd  
 Ben Burgess Garden Equipment  
 Bernard Matthews PLC  
 Bespak plc  
 Bidwells  
 Birds Eye Wall's Ltd  
 Blakes Holidays Ltd  
 Blue Sky Leisure  
 Bowes of Norfolk Limited  
 BP Amoco Exploration  
 British Sugar plc  
 Bussey and Sabberton Bros Ltd  
 Clippesby Holidays  
 Cox's Boatyard  
 Crop Care Limited  
 Crowes Complete Print  
 Dipple & Son  
 Dow Chemical Company Limited  
 East Anglian Pharmaceuticals Ltd  
 Eastern Counties Newspapers Group Ltd  
 Easton College  
 Essex & Suffolk Water  
 Eversheds  
 Fakenham Laundry Services  
 FDP Savills  
 Forest Park Caravan Site Ltd  
 Francis Hornor Brown & Co  
 Gallpen Colour Print  
 GT General Trailers  
 Hoseasons Holidays Ltd  
 In Focus  
 J & H Bunn Ltd

J S Hay Ltd  
 Jarrold & Sons Ltd  
 Knights Farms  
 Lafarge Redland Aggregates Limited  
 Larking Gowen  
 Longwater Gravel Co Ltd  
 Lovewell Blake  
 M & H Holdings  
 Marketing Catalyst Limited  
 Marsh Ltd  
 May Gurney Holdings Ltd  
 Merton Hall Pond Ltd  
 Mills & Reeve  
 Mobil North Sea Ltd  
 Norfolk Country Cottages  
 Norfolk Lavender Ltd  
 Norwich & Peterborough Building Society  
 Norwich Union  
 Notcutts Garden Centre  
 Novartis Seeds Limited  
 Overburys  
 R G Carter Limited  
 RA Howarth Engineering Ltd  
 Reeves & Neylan  
 RMC Aggregates (Eastern Counties)  
 Shell U.K. Exploration & Production  
 Signs Express  
 Sinclair International Ltd  
 Smith-Woolley, Chartered Surveyors  
 Stills  
 Swallow tail Holiday Homes  
 Tarmac Quarry Products Limited  
 The BPS Group  
 The Co-Operative Bank plc  
 The National Grid Company plc  
 TXU Europe  
 Ward Gethin  
 White Lodge Properties Ltd



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