

Registered number
7984087

Woody (Hyndburn) CIC

Report and Accounts

31 March 2017



Woody (Hyndburn) CIC

Registered Number 07984087

Director's Report

The directors present their report and accounts for the year ended 31st March 2017.

Woody was incorporated as a Community Interest Company (CIC) in March 2012. As part of the regulation surrounding CIC's we report each year to the Regulator as to how we have satisfied the 'Public Benefit' activities that we specified when we incorporated Woody. Below is a copy of the text from our CIC report for the year to March 2017.

To promote a sustainable woodland economy through the development of locally made wood products and the creation of markets

As in previous years we have continued to work solely within the local authority area of Hyndburn in East Lancashire. We have worked in Hyndburn woodlands with local volunteers and then made and sold products within a slightly wider area. We feel this demonstrates that there is the demand, capacity and ability to support a woodland economy on a district scale by working with local partners such as Hyndburn Borough Council, Lancashire County Council, The Prospects Foundation and local residents. The benefits of this model include financial support and reinvestment into our local economy, training, skills and work experience for local residents and pro-active management of local woodlands to increase future yields. In order to achieve this we work alongside other organisations with complementary aims, demonstrating that there is a need for local woodland services.

Some of the services and products we have offered/sold this year include tree thinning, timber extraction, felling dangerous trees, chipping brash, installing benches, making and installing bird, bat & owl boxes, milling timber on site, clog blanks, hazel discs, hedging stakes, hazel coppice products, rustic poles, bean poles and last but not least 13.5 trailer loads of firewood to local residents.

To add value to woodlands through the promotion and protection of biodiversity.

As with all our major works, we are lucky enough to be able to tender for woodland management contracts from the Borough and County Council who both try, within ever

reducing budgets, to sensitively manage their woodlands to enhance the habitat value, encourage greater diversity and public use.

During the financial year we undertook one major piece of work and complemented this with other smaller jobs including completing two contracts from the previous year. The major job was a thinning contract at the Whinney Hill Green Space in Accrington. The woodland had been planted in the late 1980 / early 1990s as a reclamation scheme by Lancashire County Council and the trees were in dire need of thinning to allow stronger specimens to thrive. The majority of the timber was extracted and sold as firewood, however, we were able to establish a link with a local clog maker (Walkleys of Mytholmroyd) who took a couple of trailer loads of alder and ash that will be made into clog 'blanks' that will eventually be made into clogs.

Earlier in the year we finished off a job at Royds Street in Accrington. This primarily involved thinning a Hyndburn Borough Council woodland. The other large piece of work was back at Wilson's Playing Fields in Clayton-le-Moors where we had previously regenerated a hazel coppice. The work this year involved thinning some of the Ash standards to allow greater more light to reach the hazel and the groundcover.

In addition to the above work we also made lots of bird and bat boxes from Accrington Larch felled at Hollins wood in Baxenden. These were installed at Whinney Hill and Royds Street woodland.

To manage, protect and enhance the amenity value of woodlands in Hyndburn for healthy lifestyles.

As in previous years all our work was conducted in woodlands that are held in public ownership. This means that the public has open access to use the woodlands and this is actively encouraged by the Borough and County Councils. The works that we undertook during the year were primarily for the benefit of the woodland habitat but we feel also help to contribute to an overall woodland environment that is more pleasant and welcoming for the general public.

This was the case with the works at Whinney Hill (which also included footpath installation works by another contractor), Wilson's Playing Fields (which has already had access improvements carried out) and Royds Street which again was part of a wider scheme to encourage greater public use of the site. In addition, we are able to offer our volunteer days to anyone interested and this means we are able to offer volunteering opportunities to people with health issues which we are very proud of.

To work with volunteers, the community and partner agencies to protect enhance and create sustainably managed woodlands

Again this year we worked almost entirely with volunteers and bought in external support only for specialised high level tree work. This involved a core team of about 10 dedicated volunteers and was supplemented, as and when required, by more volunteers including the local Hyndburn Tree Wardens and volunteers from the Prospects Foundation's Monday Conservation Group, to whom we are very thankful.

Volunteer training

Again, we ran a chainsaw course for four local volunteers. The course was held at Whinney Hill site where we were carrying out a thinning contract. The course was run by Colion Shaw of Specialised Training and lasted for 4 days and all four passed the course and now have LANTRA chainsaw tickets. Since passing the course, three of the volunteers were able to support Woody by using their new skills at Whinney Hill. Each course costs around £1,500 and is funded through our own resources.

Volunteer hours

We record our volunteer activity and during the financial year we recorded that there were 300 volunteer appearances spending a total of 1,763 hours supporting Woody. This is a conservative amount as we know our volunteers do more than this without recording their time. Based on a Volunteer England rate of £13.90 per hour this totals £24,511 of volunteer support during 2016/17.

Grant funding & support

During the year we applied, and were successful, with a bid to join 49 other woodland social enterprises on the Plunkett Foundation's new 'Making Local Woods Work' programme. The aim of the programme is to give advice, support, networking to community woodland enterprises in order that each can learn and grow. We are still using this support and as part of that we visited the Leeds Coppice Workers at their site at Hetchell Woods.

In March we were successful with an application for £700 to the East Lancashire Clinical Commissioning Group (ELCCG) towards the cost of personal protection equipment and safety clothing for our volunteers. We matched this grant with £700 from our own resources.

We would like to thank the Plunkett Foundation and the East Lancashire Clinical Commissioning Group for their support during the year.

Insurance

During the year we changed our insurance provider to Zurich Insurance as this allowed us to provide personal accident cover for our volunteers. This was not possible with our previous insurer.

Management Support

At the November 2016 board meeting it was agreed that as Woody has the resources it should contribute towards the cost of the support it receive from the Prospects Foundation's Charity Manager post. The support received is in terms of tender processes, liaison with Hyndburn Borough Council and Lancashire County Council, payments and income, purchasing, management and annual accounts, records, work-day co-ordination, risk assessments, annual returns and reports. The amount of time was calculated at half a day a week and on a salary of £25,000 per annum. It was agreed to backdate the contribution to the start of the 2014/15 financial year. It was also agreed to continue this payment from now on until agreed otherwise.

Surplus & Donations

Finally, as per our rules we stated that any surplus generated by our activities would be used for: "Woodland development and woodland creation projects in the Borough of Hyndburn. Also volunteer training and engagement activities linked to woodland projects in the Borough of Hyndburn." During the year we made a donation of £50 to Leeds Coppice Workers for hosting an event around woodland social enterprises and we also donated £150 to The Prospects Foundation to support the 'Woodland Day' held at Bullough Park in September 2016.

The remainder of our surplus was retained within the business to help grow and develop the business for future years.

Directors

The following persons served as directors during the year:

David Clarkson

David Daly

Sean Kerr

Michael Stapleford

Philip Vincent-Barwood

Secretary Michael Stapleford

Registered Office: c/o PROSPECTS Environment Centre
54 Broadway
Accrington
BB5 1EW

Registered Number: 07984087

Bankers: Co-operative Bank

Insurers: Zurich Insurance Plc

Accountants: Simple Accounting (NW) Ltd

4 Blackburn Road

Accrington

BB5 1HD

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 7th December 2017 and signed on its behalf

A handwritten signature in black ink, appearing to read 'M. Stapleford', is written over the printed name.

M. Stapleford

Director

Woody (Hyndburn) CIC
Accountants' Report

Accountants' report to the directors of
Woody (Hyndburn) CIC

You consider that the company is exempt from an audit for the year ended 31 March 2017. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

A handwritten signature in black ink, consisting of stylized initials and a surname, enclosed within a large, loopy oval shape.

Simple Accounting NW Ltd

6 December 2017

Woody (Hyndburn) CIC
Profit and Loss Account
for the year ended 31 March 2017

	2017	2016
	£	£
Income	13,660	17,835
Cost of sales	(2,033)	(3,862)
Gross profit	<u>11,627</u>	<u>13,973</u>
Administrative expenses	(15,832)	(7,147)
Operating (loss)/profit	<u>(4,205)</u>	<u>6,826</u>
Gain on revaluation of investments	-	1
(Loss)/profit before taxation	<u>(4,205)</u>	<u>6,827</u>
Tax on (loss)/profit	-	-
(Loss)/profit for the financial year	<u>(4,205)</u>	<u>6,827</u>

Woody (Hyndburn) CIC**Registered number:****7984087****Balance Sheet****as at 31 March 2017**

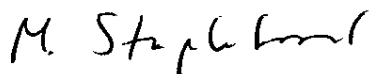
	Notes	2017 £	2016 £
Fixed assets			
Tangible assets	2	1,571	2,829
Current assets			
Debtors	3	7,538	14,700
Cash at bank and in hand		10,973	6,538
		<u>18,511</u>	<u>21,238</u>
Creditors: amounts falling due within one year	5	(603)	(383)
Net current assets		<u>17,908</u>	<u>20,855</u>
Net assets		<u>19,479</u>	<u>23,684</u>
Capital and reserves			
Profit and loss account		19,479	23,684
Shareholders' funds		<u>19,479</u>	<u>23,684</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

**M Stapleford****Director****Approved by the board on 7 December 2017**

Woody (Hyndburn) CIC
Notes to the Accounts
for the year ended 31 March 2017

1 Accounting policies

Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have transferred to the buyer. Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Plant and machinery	25% straightline
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Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation

A current tax liability is recognised for the tax payable on the taxable profit of the current and past periods. A current tax asset is recognised in respect of a tax loss that can be carried back to recover tax paid in a previous period. Deferred tax is recognised in respect of all timing differences between the recognition of income and expenses in the financial statements and their inclusion in tax assessments. Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date and that are expected to apply to the reversal of the timing difference, except for revalued land and investment property where the tax rate that applies to the sale of the asset is used. Current and deferred tax assets and liabilities are not discounted.

2 Tangible fixed assets

	Plant and machinery etc £
Cost	
At 1 April 2016	10,581
Additions	<u>1,850</u>
At 31 March 2017	<u>12,431</u>
Depreciation	
At 1 April 2016	7,752
Charge for the year	<u>3,108</u>
At 31 March 2017	<u>10,860</u>
Net book value	
At 31 March 2017	<u>1,571</u>
At 31 March 2016	<u>2,829</u>

3 Debtors

	2017 £	2016 £
Trade debtors	7,538	8,700
Other debtors	<u>-</u>	<u>6,000</u>
	<u>7,538</u>	<u>14,700</u>

4 Investments held as current assets

	2017 £	2016 £
Fair value		
Increase/(decrease) in fair value included in the profit and loss account for the financial year		
Listed investments	<u>-</u>	<u>1</u>

5 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	<u>603</u>	<u>383</u>

Woody (Hyndburn) CIC
Detailed profit and loss account
for the year ended 31 March 2017
This schedule does not form part of the statutory accounts

	2017	2016
	£	£
Sales	13,660	17,835
Cost of sales	(2,033)	(3,862)
Gross profit	<u>11,627</u>	<u>13,973</u>
Administrative expenses	(15,832)	(7,147)
Operating (loss)/profit	<u>(4,205)</u>	<u>6,826</u>
Gain on revaluation of investments	-	1
(Loss)/profit before tax	<u>(4,205)</u>	<u>6,827</u>

Woody (Hyndburn) CIC
Detailed profit and loss account
for the year ended 31 March 2017
This schedule does not form part of the statutory accounts

	2017	2016
	£	£
Sales		
Sales	13,660	17,835
	<hr/>	<hr/>
Cost of sales		
Purchases	843	3,295
Volunteer refreshments	-	267
Direct labour	-	300
Proective clothing	1,190	-
	<hr/>	<hr/>
	2,033	3,862
	<hr/>	<hr/>
Administrative expenses		
Employee costs:		
Training	1,438	1,309
	<hr/>	<hr/>
	1,438	1,309
	<hr/>	<hr/>
General administrative expenses:		
Donations	200	780
Stationery and printing	73	12
Insurance	1,872	830
Equipment expensed	495	855
Repairs and maintenance	712	274
Depreciation	3,108	2,645
Sundry expenses	40	46
	<hr/>	<hr/>
	6,500	5,442
	<hr/>	<hr/>
Legal and professional costs:		
Accountancy fees	395	383
Management fees	7,499	-
Other legal and professional	-	13
	<hr/>	<hr/>
	7,894	396
	<hr/>	<hr/>
	15,832	7,147
	<hr/>	<hr/>

CIC 34**Community Interest Company Report**

For official use
(Please leave blank)

*Please
complete in
typescript, or
in bold black
capitals.*

**Company Name in
full**

Woody (Hyndburn) C.I.C.

Company Number

07984087

Year Ending

31st March 2017

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

TO PROMOTE A SUSTAINABLE WOODLAND ECONOMY THROUGH THE DEVELOPMENT OF LOCALLY MADE PRODUCTS AND THE CREATION OF MARKETS:
As in previous years we have continued to work solely within the local authority area of Hyndburn in East Lancashire. We have worked in Hyndburn woodlands with local volunteers and then made and sold products within a slightly wider area. We feel this demonstrates that there is the demand, capacity and ability to support a woodland economy on a district scale by working with local partners such as Hyndburn Borough Council, Lancashire County Council, The Prospects Foundation and local residents. The benefits of this model include financial support and reinvestment into our local economy, training, skills and work experience for local residents and pro-active management of local woodlands to increase future yields. In order to achieve this we work alongside other organisations with complementary aims, demonstrating that there is a need for local woodland services.

Some of the services and products we have offered/sold this year include tree thinning, timber extraction, felling dangerous trees, chipping brash, installing benches, making and installing bird, bat & owl boxes, milling timber on site, clog blanks, hazel discs, hedging stakes, hazel coppice products, rustic poles, bean poles and last but not least 13.5 trailer loads of firewood to local residents.

Continued on Continuation Sheet 1

(Please continue on separate continuation sheet if necessary.)

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

There were no consultations made during the year to March 2017.

(If applicable, please just state "A social audit report covering these points is attached").

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

During the period a payment of £6,667 was made to Director Michael Stapleford in respect of his support in terms of administration, governance, securing grant funding, securing contracts & tenders, developing the business, health & safety and volunteer support. This support was estimated at half a day a week (3.70 hours a week) and covered the period 1st April 2014 to 30th November 2016 (32 months) based on a full-time salary of salary of £25,000 per annum for 37 hours per week

Calculation is 32 months / 12 months = 2.667 years x £25,000 per annum x 3.70 hours / 37.0 hours = £6,667.

From 1st December 2016, an agreement was put in place between Woody (Hyndburn) CIC and the Prospects Foundation to make a quarterly payment in arrears for this ongoing support, based on the above formula. This payment will go towards the salary cost of the Charity Manager at Prospects for continuation of this support until agreed otherwise. Therefore, for the period 1st December 2016 to 31st March 2017 an amount of £832 was paid to the Prospects Foundation.

Both amounts, totalling £7,499, are shown in the Profit and Loss Account of the annual accounts under the title 'Management Fees'.

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

No transfer of assets other than for full consideration has been made.

(Please continue on separate continuation sheet if necessary.)

PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company

Signed

M. Stapleford

Date

19/12/17

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Office held (delete as appropriate) Company Secretary

Mike Stapleford, Woody (Hyndburn) CIC,

c/o Prospects Environment Centre, 54 Broadway

Accrington, Lancashire, BB5 1EW

Tel. 01254-230348

DX Number

DX Exchange

When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38
Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 cannot be filed online

(N.B. Please enclose a cheque for £15 payable to Companies House)

CIC 34

CONTINUATION SHEET

*Please
complete in
typescript, or
in bold black
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**Company Name in
full**

Woody (Hyndburn) C.I.C.

Company Number

07984087

Year Ending

31st March 2017

PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE

Continuation Sheet Number 1 - Part 1

TO ADD VALUE TO WOODLANDS THROUGH THE PROMOTION AND PROTECTION OF BIODIVERSITY:

As with all our major works, we are lucky enough to be able to tender for woodland management contracts from the Borough and County Council who both try, within ever reducing budgets, to sensitively manage their woodlands to enhance the habitat value, encourage greater diversity and public use.

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Continued on Continuation Sheet 2

CIC 34

CONTINUATION SHEET

*Please
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**Company Name in
full**

Woody (Hyndburn) C.I.C.

Company Number

07984087

Year Ending

31st March 2017

PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE

Continuation Sheet Number 2 - Part 1

TO MANAGE, PROTECT & ENHANCE THE AMENITY VALUE OF WOODLANDS IN HYNDBURN FOR HEALTHY LIFESTYLES:

As in previous years all our work was conducted in woodlands that are held in public ownership. This means that the public has open access to use the woodlands and this is actively encouraged by the Borough and County Councils. The works that we undertook during the year were primarily for the benefit of the woodland habitat but we feel also help to contribute to an overall woodland environment that is more pleasant and welcoming for the general public.

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Continued on Continuation Sheet 3

CIC 34

CONTINUATION SHEET

Please complete in typescript, or in bold black capitals.

Company Name in full

Woody (Hyndburn) C.I.C.

Company Number

07984087

Year Ending

31st March 2017

PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE

Continuation Sheet Number 3 - Part 1

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ENDS