

OVA



The Otter Valley Association

TRUSTEES' REPORT

for the year ended 31 March 2011

Reference and administrative information

Name of Charity: Otter Valley Association
Correspondence address: PO Box 70, Budleigh Salterton, EX9 6WN
Registered Charity No: 278266
Independent Examiner: Brian Leveridge, 44 Honey Park Road,
Budleigh Salterton EX9 6EG
Bankers: National Westminster Bank Plc, Budleigh Salterton
Scottish Widows Bank Plc, Edinburgh

Trustees

The following people served as Trustees during the year:

Helen Tickle	Chairman
Haylor Lass	Vice Chairman and Newton Poppleford
Roger Saunders	Hon. Treasurer
Clive Bowman	Hon. Secretary
Geoff Aplin	Built Environment
Norman Crossland	Natural Environment
Nicola Daniel	Events
David Daniel	History
Maureen Lister	Minutes Secretary
Susan Tickle	Publicity
Martin Smith	Membership
John Winson	Otterton
Neville Bennett	Colaton Raleigh
Mitzi Crossland	East Budleigh
George Maddaford	Budleigh Salterton
John Jones	Budleigh Salterton

**Independent Examiner's Report
to the Trustees of The Otter Valley Association
Charity No: 278266**

I report on the accounts of the Otter Valley Association for the year ended 31 March 2011.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) Of the Charities Act 1993 (the 1993 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed
BE Leveridge

Aims

The Otter Valley Association was established in 1979 as a civic amenity society covering the civil parishes of Budleigh Salterton, East Budleigh with Bicton, Otterton, Colaton Raleigh, Newton Poppleford and Harpford.

Its principal aims are:

- To promote high standards of planning and architecture
- To educate the public in local geography, history, natural history and architecture
- To secure the preservation, protection, development and improvement of features of historic or public interest
- To conserve, protect and restore natural features of ecological or scientific importance.

Organisation

The OVA's activities are governed by a written Constitution, which sets out its objects and regulations. It is registered with the Charity Commission, and is subject to the legislation applicable to charities, in particular The Charities Act 2006.

A copy of the Constitution is always available on request and can be downloaded from our website www.ova.org.uk.

Management

The management and administration of the OVA is carried out by the Executive Committee, which this year met ten times. This Committee normally consists of the Chairman, Vice-Chairman, Hon. Treasurer, Hon. Secretary, and up to twelve other members of the Association. Members of the Executive Committee, all of whom are Charity Trustees, are elected annually at the Annual General Meeting. They include representatives from each parish. The names of those who served as Trustees during the year under review are listed elsewhere in this report. Much of the OVA's work has been carried by sub committees which report to the EC but the Constitution makes it clear that the Executive Committee is responsible for all the decisions made on behalf of the Association. During the year advice and clarification about the interpretation of the Constitution and the Rules was sought from the Charity Commission who made it clear that EC members acting together was the appropriate way to discuss and resolve matters.

Built Environment Committee

The Built Environment Committee (Becom) reviewed planning applications and responded to East Devon District Council until October. Then a difference of opinion over the response to significant planning applications and related procedural issues resulted in the resignation of the Chairman and members of Becom. Since that time the Executive Committee has examined significant planning matters, including the EDDC's Local Development Framework, and continued to comment on those matters considered important within our constitutional objectives.

Natural Environment Committee

The Natural Environment Committee's role is the protection of the important habitats and natural beauty of the area in which we are fortunate enough to live. The annual litter pick on the Otter Estuary was very successful attracting many volunteers including the Mayor and garnering much detritus. Prizes were awarded to two adults and one child. The wildflower meadow in the Jubilee Field continues to develop, it was cut and baled in

2010 by new machinery available to EDDC. The consequent reduction of fertility and the introduction of yellow rattle seed should enhance the development of wild flowers. An initial photographic survey of transections of the area should enable comparative studies to be made in subsequent years. We are very grateful to Roger Saunders and Mo Bowman for starting this study. Monitoring water voles and their predators has been another task for members and the rafts have shown clear evidence of otter activity in our area. We made a financial contribution to the information packs produced by EDDC's Water Vole Project under Mervyn Newman which have been distributed locally to enhance understanding of the needs of these animals.

Norman Crossland stood down as Chairman during the year but remains on the committee while Patrick Hamilton has taken over the helm. We are very grateful to both.

Otter Valley Association Registered Charity No: 278266
Statement of Financial Activities for the Year Ended 31 March 2011

	2011	2010
	£	£
Incoming Resources		
Subscriptions	2986	2989
Donations and grants received	862	755
Surplus on talks	245	99
Surplus on visits	514	88
Deficit on other events		
Surplus/Deficit on Christmas Dinner	109	232
Surplus on book sales	255	384
Other receipts	2359	
Gift Aid	710	658
	<u>8040</u>	<u>5205</u>
 Resources Expended		
Newsletters	1879	1701
Publications	3782	271
Affiliation fees	185	115
Donation Bud Salt Festival	50	
Insurance	250	280
Website maintenance	235	
Governance costs	0	33
Membership cards	101	84
New Member Party	195	
Jubilee Field Survey	7	
Other administration	961	883
Bat detectors	0	127
Legal advice	0	1403
	<u>7645</u>	<u>4897</u>
 Net Surplus/Deficit for Year	 395	 308
 General Fund		
Balance at start of year	<u>18502</u>	<u>18194</u>
 Balance at end of year	 <u>18897</u>	 <u>18502</u>

Otter Valley Association
Registered Charity No: 278266

Balance Sheet at 31 March 2011

	2011	2010
	£	£
Current Assets		
Stock of books	848	1079
Debtors & prepayments	1288	653
Cash at bank	17854	16925
	<u>19,991</u>	<u>18,657</u>
Current Liabilities		
Creditors & accruals	<u>1093</u>	<u>155</u>
Net Assets	<u>18,897</u>	<u>18,502</u>
Represented by:		
General Fund (Unrestricted)	<u>18,897</u>	<u>18,502</u>

Notes:

1. The accounts are prepared on an accruals basis under the historical cost convention.
2. The stock of books is recorded at the lower of cost or realisable values.
3. No remuneration has been paid to any Trustee during the year.

Approved by the Committee on 26th April, 2011 and signed on their behalf by:

Roger Saunders
Treasurer

Events Committee

Nicky Daniel and her team have done an excellent job in putting together a very varied programme, usually with good weather, which has been well supported. Equal opportunities to secure a place on our trips are promoted by scheduling a day to open the mail to allow for the newsletter to be received over a period of a few days. Even so some events are oversubscribed, repeat visits the following year have been organised for Sidbury Manor and the Met Office. Sue Chapman has provided a stimulating programme of talks, skilfully choosing snow free days. John Jones has continued to organise the local walks programme with David Jannaway providing our distinctive monthly posters. The Christmas party was at Woodbury Park once more with the traditional and popular format but this year it will move to the East Devon Golf Club. Excursions further afield exploring the coast path using minibuses have proved popular, especially furnishing the opportunity to walk in one direction and then being picked up which the independent walker cannot do alone. The biennial New Members' Party successfully combined the opportunity to thank active members with the provision of more information about our activities to newcomers.

History Group

OVApedia continues to expand with David Daniel's commitment and enthusiasm. With about a hundred and thirty articles attracting interest from as far afield as Australia, it is showing the way forward for local history research. An introductory session at Budleigh Salterton library attracted a small group of novices and also enabled the library staff to become more aware of it. A workshop on the bench ends in East Budleigh parish church led by David Jenkinson gave a good insight into the Renaissance influence in our area.

Contacts via the website are increasing both for OVApedia and general OVA matters. Our Webmaster, Alan Huddart, emails updates about the programme and other matters to those who have supplied their contact details.

OVA activities only take place with the commitment and active involvement of many volunteers and we would like to express our appreciation to all those who have contributed to a very busy year. We have benefited from a great range of experience and expertise among our active members but we do need a regular influx of people prepared to sustain this.

Volunteering and the organisation of work parties locally were raised at the AGM last year and we have been investigating the issues involved. We are grateful to David Lindsey Halls for exploring this for us and he will update us under an AOB item later in this meeting.

Nick Speare has taken the newsletter forward both in terms of content and layout and we appreciate his efforts in creating the excellent publication it has become. Gill Speare is very kindly continuing to organise the distribution for another year.

During the year Neville Bennett and Mitzi Crossland ceased to be Parish Reps but have kindly continued to deal with the monthly posters for us. Martin Smith passed on the baton of membership secretary to Clive Bowman who undertook it in addition to the role of Secretary. We will hear later from Roger Saunders, our able Treasurer.

Surrendering their roles after giving sterling service for four years and three years respectively are Maureen Lister, Minutes Secretary and Sue Tickle, Publicity Secretary. Sue volunteered over a year ago to develop a leaflet on the history of the Otter Valley and with the help of the Making it Local grant scheme we were able to employ designer, Neil Rogers. The results can be seen here tonight and we regard it as a valuable addition to our publications. It should encourage further research and more contributions to OVApedia.

Haylor Lass has served as Vice Chairman for three years but we are grateful that he will continue as Newton Poppleford Representative and has also agreed to be interim Newsletter Editor.

Treasurer's Report

The Otter Valley Association has had a satisfactory financial year, ending with a surplus of £395. As can be seen from the Statement of Financial Activities, incoming resources and expenditures were both significantly increased compared to last year. The majority of this increase in cash flow activity was due to publications. The Historical Guide to the Lower Otter Valley, and a reprint of the River Otter leaflet were both produced this year, and grants were received from Making it Local and the East Devon AONB towards some of the costs.

Most of our other transactions were broadly in line with last year. Events (talks and visits) showed a significant profit (£759), some of which was offset against the deficit from AGM expenses and the New Members Party.

At the end of the year the OVA had 1133 members (last year 1131).

I would like to thank Brian Leveridge for examining the accounts again this year and ensuring that everything is in order.

At the end of the year the Balance Sheet shows a balance of £18,897, which will be available for suitable projects in the Lower Otter Valley.

The OVA's cash balance is held in a Scottish Widows account (that currently does not pay interest) and that account is covered by the Financial Services Authority guarantee.

Roger Saunders
Treasurer

Policy on Reserves

The OVA aims to build up sufficient reserves:

1. to meet occasional shortfalls arising from its regular activity
2. to be responsive to local needs and opportunities as they arise
3. to fund worthwhile projects up to £10,000 from time to time.

Risk management

The major risks to which the Association is exposed are reviewed on a regular basis. Policies and controls have been established to mitigate those risks. These include appropriate property and public liability insurance. In addition, all payments over £100 are countersigned by two Trustees, one of whom is normally the Hon. Treasurer.