

Poulshot Village Trust

Annual General Meeting

Minutes

12 May 2025

In person at Poulshot Village Hall and online with Teams

Members with Paid Subscriptions at as 12 May 25	Members attending the AGM
25 members	4 in person, 4 online, 2 had asked for proxy votes to be exercised by the Chair if necessary

Item No	Agenda Topic	Action	Actionee
1	<p>Chair's Welcome The Chair welcomed members and others attending and explained the meeting would be brief as all the reports were published 24 hours in advance. Apologies had been received in advance of the meeting, from Chris Stark, and the Wright Hurn family. No further apologies were received at the start of the meeting. No conflicts of interest were declared.</p> <ul style="list-style-type: none"> <i>[Secretary's Note: As 1/3 of the paid membership was present, the meeting had a quorum to conduct business in accordance with the extant constitution 2011, proxy votes were not required]</i> 		
2	<p>Minutes of the Last Meeting The minutes of the last Annual General Meeting held on 9 May 2024 were agreed as a fair record. Proposed by Jon Martin and seconded by Geoff Collett, the vote was unanimous.</p>		
3	<p>Matters Arising from the Last Meeting The Secretary explained that there were no matters arising from the last meeting.</p>		
4	<p>Chair's Report The Chair presented her report and reminded those present that the report was available on the website. The Geoff Collett proposed the report be accepted, this was seconded by Chris Henwood; the vote was unanimous with no questions being raised. Copy of the report is attached.</p>		
5	<p>Treasurer's Report The Treasurer gave a summary of the financial position, as filed with the Charity Commission, and also reminded those present that his report had been posted on the Poulshot Village Trust website 24 hours in advance of the meeting, a copy is attached to these minutes. Geoff Collett proposed that the report be accepted and Lucy Russell seconded the motion, the vote was unanimous. No questions were raised.</p>		
6	<p>Election of Officers Nominations had only been received for 4 members, Lucy, Russell, Geoff Collett, Jon Martin and Chris Henwood. There being no further nominations, no election was necessary and the 4 nominated retained their office and confirmed that they were content to carry on in their nominated roles.</p>		
7	<p>Any Other Business No matters to be added to the agenda had been notified to the Secretary 24 hours before the meeting, the Item was closed.</p>		

8	Date of Next General Meeting It was agreed the Secretary would arrange the next Annual General Meeting close to if not on 12 May 2026. The Chair closed the meeting thanking all those attending.		Secretary
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Annexes:

- A. Chair's Annual Report
- B. Treasurer's Report and Accounts

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Poulshot Village Trust Chair's Report Annual General Meeting

12 May 2025

Summary of Our Year

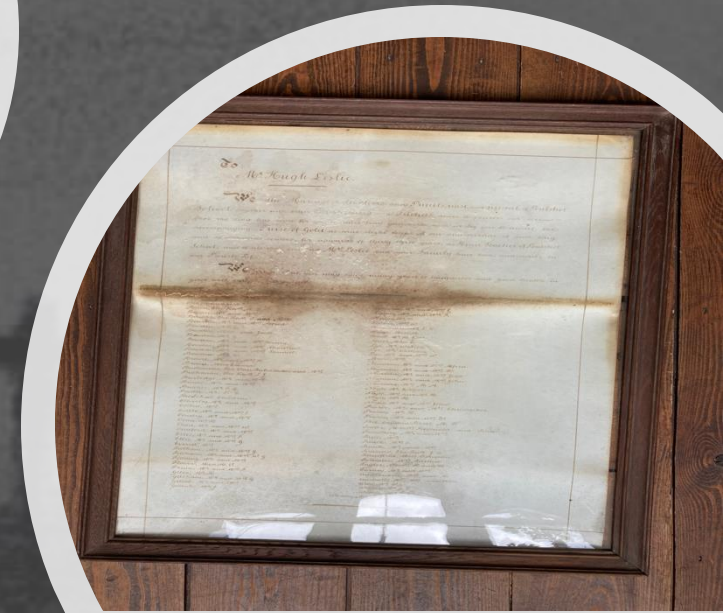
- Organised 15 activities and archive surgeries since 1 May 2024. Activities for younger members of the village continues to encourage their involvement with nature and the village itself.
- Events advertised in Poulshot Village News and Trust website, with bookings on Eventbrite.
- Archive site continues to have items added.



Activities

The activities this year have included:

- Installing the plaques on the Queen's Platinum Jubilee Oak Tree Walk
- Work in Green Gardens
- Work around the ponds on the Green
- Exploring the verges for medicinal herbs
- Art in Autumn (with Jean Perrett)
- Great Poulshot Spring Clean
- Seed Planting



Activities

Other activities this year have been:

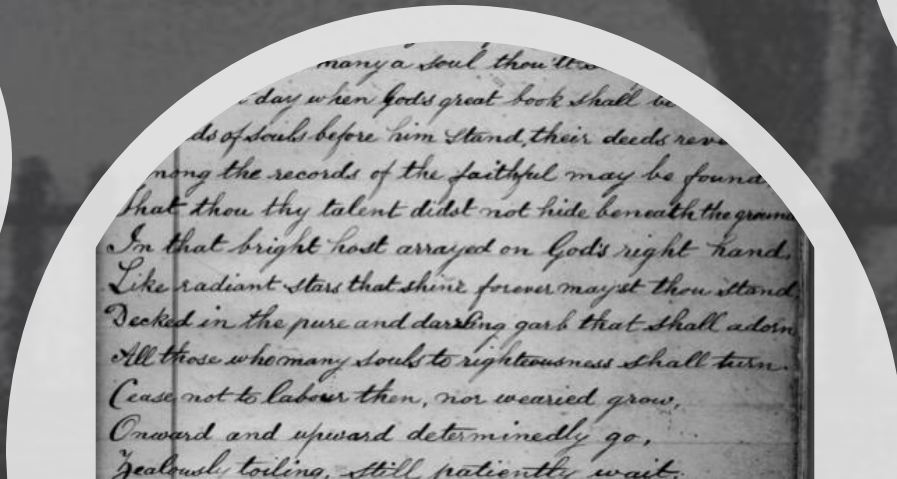
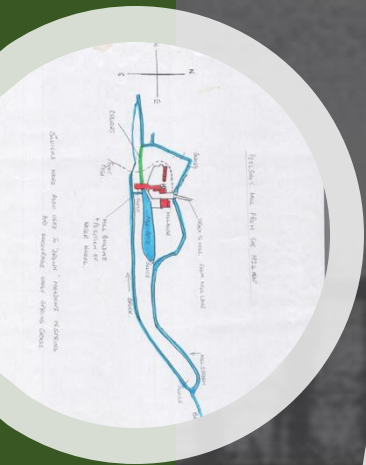
- Stand at the Village Fete
- Care of the oak saplings – including replacements for those that did not thrive
- Continuing hogweed and Spanish Bluebell control in Green Gardens
- Tidying fallen branches into the dead hedges of Green Gardens
- **Illness prevented the usual clean of the ponds**



Archive Activities

The archives this year have :

- Held regular surgeries to upload material
- Transferring the physical archives to the site is a mammoth task and volunteers would be very welcome
- Applying to the BBC for material and the restoration of Hugh Leslie's Testimonial



Looking Forward

10th May

- 8-9:30am Newt Event

12th May

- 7:30pm Annual General Meeting – Village Hall and Online

7th June

- 10am-12pm Medicine in Nature Walk

• Preparing for the Wildflower Meadow

- Seeking grants from Wessex Water Environment Fund, Devizes Area Board, Wiltshire Community Foundation



Thanks for Support

- Poulshot Parish Council
- Poulshot Community Fund
- Townsend Barn Nursery
- Katherene Baldock and Simon Parkes
- Jean Perrett



Parish Council



Poulshot Community Fund

[Grant Applications](#)

The purpose of the Poulshot Community Fund scheme is to promote community activities within the parish by providing financial support for community organisations and individuals for the benefit of residents, the intention being to improve the range of activities available within Poulshot (as defined by the borders of the Parish).



TOWNSEND BARN NURSERY

Trust Resume



- Trust is operating under the approved 2011 constitution
 - A copy is lodged with the Charity Commission
- Under this Constitution the Trust is led by an Executive Committee of 4 elected members who are also the registered trustees
 - Chair – Lucy Russell
 - Vice Chair – Geoff Collett
 - Treasurer – Jon Martin
 - Secretary – Chris Henwood
- The purposes of the Trust are to:
 - To stimulate public interest in the Parish of Poulshot
 - To promote high standards of planning and architecture in the Parish
 - To secure the preservation, protection, development and improvement of features of historic or public interest or rural amenity in the Parish

Trust Resume



- Trust offers family or individual membership, £10 or £5 respectively
 - The Trust is registered for Gift Aid
- Events and Activities
 - Events are typically talks and membership meetings
 - Activities are typically focused on maintenance or development of parish features or amenities
 - All events and activities are insured
- The Trust is an interest/volunteer organisation
 - What the Trust can achieve without paying for others to help is limited to the skills of its members and the numbers that volunteer of any activities
 - The Trust cannot therefore take on any responsibilities that lie outside its constitution or its members abilities and willingness to support activities

Poulshot Village Trust: Annual Accounts for the Year Ended 30 April 2025

Prepared on 11 May 2025

Statement of Financial Activities (SOFA) for the Year Ended 30 April 2025

	Unrestricted Funds (£)	Restricted Funds (£)	Total 2024-25 (£)
Income and Endowments			
Donations	243.00	0.00	243.00
Charitable Activities:			
Membership Fees	150.00	0.00	150.00
Events (Bat Walk, etc.)	10.00	0.00	10.00
Trading Activities:			
Bat Boxes	83.00	0.00	83.00
Entertainment	-0.31	0.00	-0.31
Investment Income:			
Interest Earned	67.80	0.00	67.80
Total Income	553.49	0.00	553.49
Expenditure			
Charitable Activities:			
Events (Bat Walk, Art Workshop, etc.)	278.86	0.00	278.86
Projects (QGC)	286.90	0.00	286.90
Raising Funds:			
Trading (Entertainment)	56.82	0.00	56.82
Governance Costs:			
Bank and Card Processing Fees	82.02	0.00	82.02
ICO	35.00	0.00	35.00
Other Expenditure:			
Hall Hire	120.00	0.00	120.00
Insurance	169.08	0.00	169.08
Website & IT	237.73	0.00	237.73
Asset Depreciation	80.00	0.00	80.00
Total Expenditure	1,289.59	0.00	1,289.59
Net Income/(Expenditure)	-736.10	0.00	-736.10
Funds Brought Forward	3,813.33	0.00	3,813.33
Funds Carried Forward	3,077.23	0.00	3,077.23

Table 1: *

All funds are unrestricted. Comparative figures for 2023-24 are available in prior accounts.

Balance Sheet as at 30 April 2025

	2025 (£)	2024 (£)
Fixed Assets		
Tangible Assets (Projector)	82.40	162.40
Total Fixed Assets	82.40	162.40
Current Assets		
Unity Trust Savings	1,777.04	2,709.24
Unity Trust Current	849.81	669.89
Stock	209.44	266.26
Cash Held	179.05	16.05
Total Current Assets	3,015.34	3,661.44
Current Liabilities		
Future Payments Owed	20.51	10.51
Total Current Liabilities	20.51	10.51
Net Current Assets	2,994.83	3,650.93
Total Assets Less Current Liabilities	3,077.23	3,813.33
Creditors: Amounts Falling Due After One Year	0.00	0.00
Net Assets	3,077.23	3,813.33
Funds of the Charity		
Unrestricted Funds	3,077.23	3,813.33
Total Charity Funds	3,077.23	3,813.33

Notes to the Accounts

1. Accounting Policies

- **Basis of Preparation:** The accounts are prepared under the historical cost convention and in accordance with the Charities Act 2011, FRS 102, and the Charities SORP (FRS 102).
- **Income Recognition:** Income is recognized when the charity is entitled to it, receipt is probable, and the amount can be measured reliably.
- **Expenditure Recognition:** Expenditure is recognized once there is a legal or constructive obligation to make a payment.
- **Fixed Assets:** Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on the projector at a rate of 20% per annum on a straight-line basis.
- **Funds:** All funds are unrestricted and available for general charitable purposes.

2. Tangible Fixed Assets

3. **Debtors:** No debtors are recorded as at 30 April 2025.

	2025 (£)	2024 (£)
Cost at 1 May	162.40	242.40
Depreciation Charge	80.00	80.00
Net Book Value at 30 April	82.40	162.40

4. **Creditors:** Future payments owed represent invoices received but not yet paid.
5. **Stock:** Stock comprises items held for resale, valued at the lower of cost and net realizable value.

6. **Funds Reconciliation**

Opening Balance at 1 May 2024	3,813.33
Net Income/(Expenditure)	-736.10
Closing Balance at 30 April 2025	3,077.23

Trustees' Responsibilities Statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102. The trustees are required to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees maintain proper accounting records, comply with the Charities Act 2011, and select suitable accounting policies applied consistently.

Approval

The accounts were approved by the trustees on 11 May 2025 and signed on their behalf by:

Lucy Russell, Chair

Jon Martin, Treasurer

Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	1 st	May	2024		30 th	April	2025

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

72 The Green	
Poulshot	
Devizes, Wiltshire.	
Postcode	SN10 1RT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lucy Russell	Chair	Whole Year	N/A
2	Geoff Collett	Vice-Chair	Whole Year	N/A
3	Jon Martin	Treasurer	Whole Year	N/A
4	Chris Henwood	Secretary	Whole Year	N/A
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None.		

Name of chief executive or names of senior staff members (Optional information)

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Conveyance & Deeds 9/2/1978 1 st Amendment May 2011 (Registered August 2021)
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	4 Elected

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>Implemented the following Policies and Procedures</p> <p>Trustee Induction</p> <p>Safeguarding Policy</p> <p>The Trust produces a Risk Assessment for all events.</p>
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Section C Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p>	<p>The Society is established for the public benefit for the following purposes in the area comprising the Parish of Poulshot</p> <p>a) To stimulate public interest in the area of benefit.</p> <p>b) To promote high standards of planning and architecture in the area of benefit.</p> <p>c) To secure the preservation, protection, development, and improvement of features of historic or public interest or rural amenity in the area of benefit.</p>
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Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trust organised 11 events, activities, and public meetings during the year.

The Trust maintained its Social Media presence to update members and the wider community on events, environmental interest items and to release some elements of the Village Archive to a wider audience.

The Trust maintained its website <https://poulshotvt.org> to support its Social Media presence. It wrote news articles and collated useful information about the charity and the area of benefit for wider public consumption including digital maps of trees and other village artifacts.

The Trust also maintained a website to host the Village Archive <https://poulshotvillagearchive.org>

The Trust had 30 members through the year.

The Trustees have regard to Public Benefit

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The Trust organised 11 events, activities and archive surgeries since 1 May 2023. Activities for younger members of the village continues to encourage their involvement with nature and the village itself.

The activities this year have included:

- Medicine in Nature Walk (with Katherene Baldock and Simon Parkes)
- Pond Margin Tidy
- Art in Autumn (with Jean Perrett)
- Oak Tree Walk Plaque Installation
- Great Spring Clean
- Seed Planting
- Stand at the Village Fete
- Care of the oak saplings – including replacement for two.
- Continuing hogweed control in Green Gardens
- Tidy of Green Gardens

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The Trust maintained its website <https://poulshotvt.org> to support its Social Media presence. It wrote news articles and collated useful information about the charity and the area of benefit for wider public consumption including digital maps of trees and other village artifacts.

The Trust also maintained a website to host the Village Archive <https://poulshotvillagearchive.org> For the archives, the Trust

- Held regular surgeries to upload material
- Uploaded Hugh Leslie's School Diary
- Uploaded the Booklet of Thomas Boulter

The Trust has refocussed onto a broader spectrum of the population in the area of benefit running several events for Children to encourage their involvement with nature and the village itself.

The Trust received around £250 in donations.

Section E Financial review

Brief statement of the charity's policy on reserves

The Trust has approximately £500 of fixed costs (Insurance, Websites and Hall Hire) per annum.

£2191 held as reserves.

- £830 held as part of the Dan Baber bequest,
- £500 held as a Contingency Fund,
- £400 held to future-manage the archives,
- £461 held from a donation for the Wildflower Area

The Trust holds approximately £600 in operational funds and £200 in stock (Down Poulshot Book)

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charity's primary source of income is from Donations and Membership Fees.

In the current year, £150 was collected in membership, and £250 in donations.

The Trust ran 11 events and donations were received at many of these. All events were free to members but talks and workshops attached a small donation request (set at a minimum of £4 for non-members).

£170 of donations were collected as part of these events against a cost of £220 to run them.

The Trust sold bat boxes surplus from a workshop.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Lucy Russell	Jon Martin
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 12-May-2025

