



St Albans Woodland Burial Trust

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31ST MARCH 2020
FOR
ST ALBANS WOODLAND BURIAL TRUST**

REGISTERED COMPANY NUMBER: 06027734 (England and Wales)

REGISTERED CHARITY NUMBER: 1118216

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**CHAIRMAN'S REPORT
FOR THE YEAR ENDED 31ST MARCH 2020**

Since its opening in early 2007 and consecration by the Bishop of Bedford in June 2007, the St Alban's Woodland Burial Trust continues to see a constant and growing requirement for the care, services and support we offer to the dying and the bereaved.

Originally woodland burial at the St Alban's Woodland Burial Trust took place in 2 acres of a peaceful wooded area of the country side just outside the village of Keysoe in Bedfordshire. In 2014 a significant extension of the Trust's land was made with an additional 9.04 acres being purchased for the provision of additional glades, burial and interment spaces. Burials take place in ground which is specifically set aside and consecrated for the purpose of lying loved ones to rest and the additional land will give space for this activity for a number of years to come. We are pleased that woodland burial at the site continues to be open to people of all faiths, denominations and none. Being consecrated by the Church of England as a sacred space, people who are buried there can lie in this land for ever, until nature runs its natural course.

Graves are marked simply with a wooden plaque or cross, and for those who wish, a tree near the grave can be dedicated as a living memorial to the loved one who lies nearby. The burial is dignified, without rush and in harmony with the nature and ecology of the land in which the deceased are laid. After the service of committal, family and friends can spend as much time as they need at the graveside and are encouraged to visit as frequently as they would like.

As the burial takes place a discrete record is kept of the location of the grave and each year an accurate survey is maintained, ensuring the lying place of a loved one is never lost.

In short, loved ones are buried with an ecologically friendly manner in a managed woodland area. They leave behind them a nature reserve which enhances the environment rather than destroying it. They share in leaving behind something that will be of lasting benefit for our children, grandchildren and for generations to come.

Since the Trust started operations there has been a continued and increasing demand for the services the St Albans Woodland Burial Trust offers. For the financial year ending 31 March 2020, 50 burials (including 3 infant burials) and 47 interments of ashes, plus several loose dispersal of ashes, have taken place. In addition to this, 61 reservations for burials and 39 reservations for the interment or loose dispersal of ashes have been made and a number of memorial plaques and trees have been dedicated on the woodland site. All our activities show steady revenue increases over the previous year, and in total 387 burials and 268 interments of ashes have taken place since the Woodland Burial Ground was opened. Benches have also been purchased by families of the bereaved and placed in the woodland. Our open days attracted people from many different parts of the country, a further testimony to the public demand for such burial sites and further open days are planned when operationally feasible given the current restrictions on movement arising from COVID-19.

Spiritual support has been offered to the family and friends of the deceased and appropriate training undertaken by those engaged in this work. A 'Friends Newsletter' is issued annually to keep subscribers updated on our activities and developments.

During the current year of operations, the new glades which were opened last year have matured and have started to be used and maintained. The planting of trees and hedges and further significant glade development had continued as the Woodland is developed in an appropriate manner. This is in addition to the regular maintenance which has taken place on the site and access routes, coupled with continued active management of the woodland area.

As we look to the future the need to provide dignified burials in consecrated ground which is managed in an environmentally and ecologically sustainable manner continues to increase, as does the need to provide support for those who mourn loved ones departed. We look forward to continuing to offer and provide this service to all who wish to receive it in the years ahead.



Revd Canon Charles Royden

Chairman

7th June 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2020. The trustees have adopted the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015).

INTRODUCTION

Welcome to the St Albans Woodland Burial Trust's Annual Report and Accounts which covers our activities for the period 1 April 2019 to 31 March 2020.

The St Albans Woodland Burial Trust was created at a time of emerging awareness of the importance of sustaining the environment in an ecological friendly manner coupled with an increasing demand on society to meet the spiritual needs of the bereaved. Since our inception we have continued to operate against the backdrop of this need for spiritual and ecological support and care throughout the bereavement process.

Our key aims continue to be to provide and maintain for the benefit of the public and for the advancement of Christian faith and education, woodland sites for the burial of the dead. We wish to develop and preserve such sites in order to provide a semi-natural woodland environment and to ensure diversity in woodland structure to safeguard notable species and communities. We seek to support financially, or otherwise Christian churches and Christian ministers engaged in ministry or providing services and support to the dying and the bereaved.

In short, the trust exists to offer woodland burials in consecrated ground in a dignified and ecologically and environmentally sympathetic manner.

- We act with integrity, respect and dignity towards all people
- We respect people of all cultures, faiths and beliefs
- We respect people of all physical and mental abilities
- We aim to provide an appealing natural choice alternative to conventional burial or cremation
- We aim to provide an ecologically friendly and environmentally sustainable burial service
- We aim to provide a burial service which is cost effective and high quality

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
06027734 (England and Wales)

Registered Charity number
1118216

Registered office
St Mark's Church Community Centre
Calder Rise
Brickhill
Bedford
MK41 7UY

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2020**

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Mrs Kathryn Abrahams
The Revd Dr Graham R (Sam) Cappleman
Mr Michael Cooper
Mr John Day
Mrs Janet Day
Mr Christopher Izzard
Mrs Linda Parry
Mr Edward Parry
The Revd Charles Royden
Mrs Avril Williams
Mr James Williams

Company Secretary

The Revd Dr Graham R (Sam) Cappleman

Independent examiner

C W Little FCA
Keens Shay Keens Limited
Chartered Accountants
2nd Floor Exchange Building
16 St Cuthberts Street
Bedford
Bedfordshire
MK40 3JG

Principal officers

Chairman - Revd Charles Royden
Company Secretary - Revd Dr Graham R (Sam) Cappleman
Company Treasurer - Mrs Janet Day
Company Administrator - Mrs Samantha Ware

Bankers

NatWest Business Services
Floor 1
81 High Street
Bedford
MK40 1YN

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a Memorandum and Articles of Association and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisation

The Trustees are the directors of the company. Trustee meetings are held at regular intervals throughout the year for the direction and management of the trust and its business.

At the first annual general meeting all the nominative trustees retired from office, and at every subsequent annual general meeting one-third of the nominative trustees are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office. Trustees may offer themselves for reappointment. No person other than a trustee retiring by rotation shall be appointed or reappointed as a trustee at any general meeting unless he is nominated by the Chairman, the Revd Charles Royden.

Day-to-day administration of the Trust's operation is undertaken by a team of volunteers.

Trustees and Directors

A full list of trustees and directors is shown earlier in this report. All of the trustees and directors have been active for all of the period of operation.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Charitable Objects

The St Albans Woodland Burial Trust is required by charity and company law to act within the objectives of its Memorandum of Association.

The St Albans Woodland Burial Trust's objects, as laid out in the Memorandum of Association are:

- to provide and maintain for the benefit of the public and for the advancement of Christian faith and education woodland sites for the burial of the dead
- to develop and preserve the sites in order to provide a semi-natural woodland environment
- to ensure a diversity in woodland structure to safeguard notable species and communities
- to support financially or otherwise Christian churches and Christian ministers engaged in ministry or providing services and support to the dying and the bereaved

Public benefits

The directors confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. The directors have referred to this guidance when reviewing the St Albans Woodland Burial Trust aims and objectives, and in planning the future activities of the Trust.

Principle 1: The St Albans Woodland Burial Trust provides a woodland burial site for the burial of the dead in an ecological and environmentally sensitive manner. It develops and maintains the site to provide a semi-natural woodland environment which safeguards notable species and communities. It supports those engaged in providing services and support for the bereaved.

Principle 2: The woodland burial site is open to people of all faiths and those of no faith and can be used by those outside the immediate geographic area of Bedfordshire. It offers affordable and dignified burials to all those who wish to be buried there.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2020**

ACHIEVEMENT AND PERFORMANCE

Financial Basis of Operations

The Trust makes charges for burials, interment of ashes, scattering of ashes, grave digging, and for memorial trees and plaques. These charges are then used for the expenses of operations, chiefly the costs incurred with the operations of the Trust such as capital expenses on coffins, plaques and crosses, maintenance costs such as grave digging, woodland management and administration, and activity based payments to the landowner who donated the land to the Trust. In the current year of operations income has also been received from donations.

Review of Activities

The directors are pleased to report that in the period ended 31 March 2020 income from the St Albans Woodland Burial Trust activities was £137,947, up 8% on the previous year. This income was received from the operations of the Trust, and from a small number of donations. Details of these are shown in the accounts below. Key expenses in the current year of operations were incurred against ongoing operations, continued glade development and site and access maintenance. During the year biodegradable flower pots continue to have been made available and have been well received. 10% of the proceeds from these pots are earmarked for reinvestment in the trees and flora for the site. Professional advice on planting and bio-diversity continues to be used by the Trust.

The statement of financial activities shows a surplus of £40,063 from operational activities. This surplus is smaller than the previous year due a slight increase in expenses mainly relating to staff salaries, it is fully in line with plans and we have continued to maintain a prudent balance to fund ongoing day-to-day operations and cash flow and maintenance of the site and access.

Once again, we would like to thank all those who have made donations, and especially those individuals who have made personal donations including those who have completed gift aid forms where appropriate to enable tax to be reclaimed from these donations.

The Trust's website (www.woodlandburialtrust.com) continues to receive significant traffic and is an increasing means of communication and advertisement for the Trusts Services and source of enquiries.

The Trust's objectives were achieved through the activities of the Trust, namely the provision of a woodland burial site for those people and families wishing to be buried in consecrated ground in an environmentally and ecologically sustainable manner. Support has been provided for the family and friends of the bereaved and training and support has been provided for those engaged in the work of services and support to the dying and the bereaved. Through active management of the woodland, the site has been developed and preserved in order to provide a semi-natural woodland environment which thus ensures diversity in woodland structure to safeguard notable species and communities.

During the year the Trust's key policies, including Safeguarding, were reviewed and confirmed.

FUTURE DEVELOPMENTS

The St Albans Woodland Burial Trust remains open to future developments within the context of its Memorandum of Association and the vision and objectives of the Trust. With significant glade development having been undertaken on the site it is envisaged that the next year of operation will focus on the core activities of the Woodland Burial Trust through use of the land available, and the optimisation of management of the entire site and associated services such as care and support for the bereaved and planning for the future.

POLICY AND CHARITY GOVERNANCE

Rates and Taxation

The St Albans Woodland Burial Trust is a registered charity and had previously received 80% Mandatory Rate Relief and 20% Discretionary Rate Relief (Total 100%) from Bedford Borough Council. The current 20% Discretionary Rate Relief was terminated at 31 March 2019. Application for Discretionary Rate Relief for 2020 has been made.

Independent Examiner

Charles Little, who is a director of the accountancy practice Keens Shay Keens Limited, has been appointed as the Independent examiner for the St Albans Woodland Burial Trust. His report appears on page 7 of the accounts.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2020**

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of St Albans Woodland Burial Trust for the purposes of company law) are responsible for preparing the financial statements in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE BOARD:


.....
Revd Dr Graham (Sam) Cappleman
Company Secretary

7th June 2020

I report on the accounts for the year ended 31st March 2020 set out on pages eight to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities under FRS 102.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



C W Little FCA
Keens Shay Keens Limited
Chartered Accountants
2nd Floor Exchange Building
16 St Cuthberts Street
Bedford
Bedfordshire
MK40 3JG

7th June 2020

		2020 Unrestricted fund £	2019 Total funds £
INCOMING RESOURCES	Notes		
Incoming resources from generated funds			
Voluntary income		512	1,563
Activities for generating funds	2	<u>137,435</u>	<u>126,497</u>
Total incoming resources		137,947	128,060
RESOURCES EXPENDED			
Costs of generating funds			
Costs of generating voluntary income		78,192	73,563
Governance costs	3	924	1,359
Other resources expended		<u>18,768</u>	<u>10,125</u>
Total resources expended		97,884	85,047
NET INCOMING RESOURCES		40,063	43,013
RECONCILIATION OF FUNDS			
Total funds brought forward		189,123	146,110
TOTAL FUNDS CARRIED FORWARD		<u>229,186</u>	<u>189,123</u>


BALANCE SHEET
AT 31ST MARCH 2020

		2020 Unrestricted fund £	2019 Total funds £
FIXED ASSETS	Notes		
Tangible assets	5	47,000	47,000
CURRENT ASSETS			
Cash in hand		185,133	146,047
Debtors		47	-
CREDITORS			
Amounts falling due within one year	6	(2,994)	(3,924)
NET CURRENT ASSETS		<u>182,186</u>	<u>142,123</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>229,186</u>	<u>189,123</u>
NET ASSETS		<u>229,186</u>	<u>189,123</u>
FUNDS	7		
Unrestricted funds		<u>229,186</u>	<u>189,123</u>
TOTAL FUNDS		<u>229,186</u>	<u>189,123</u>



The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015).

The financial statements were approved by the Board of Trustees on 7th June 2020 and were signed on its behalf by:

Revd Dr Graham R (Sam) Cappleman
Company Secretary and Trustee

1. ACCOUNTING POLICIES**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015).

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

The only asset held by the charity is freehold land. The trustees will carry out an annual impairment review of the carrying value and adjust the accounts accordingly. The land will not be subject to an annual depreciation charge.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	2020	2019
	£	£
Burials	56,800	56,600
Internment of ashes	12,930	8,040
Reservations	59,300	53,570
Memorial plaques, benches and trees	7,320	6,593
Bio container	930	830
Other	155	864
	<u>137,435</u>	<u>126,497</u>

3. GOVERNANCE COSTS

	2020	2019
	£	£
Accountancy	924	924
Professional fees	-	435
	<u>924</u>	<u>1,359</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

During the year Honoraria payments of £1,000 (2019: £Nil) were paid to trustees in relation to their role as trust administrators.

There were no further trustees' remuneration or benefits for the year ended 31st March 2020.

Trustees' expenses

During the year reimbursed expenses of £2,192 (2019: £2,398) were paid to the trustees.

5. TANGIBLE FIXED ASSETS

	Freehold Land £
COST	
At 1st April 2019 and 31 March 2020	<u>47,000</u>
NET BOOK VALUE	
At 31st March 2020	<u>47,000</u>
At 31st March 2019	<u>47,000</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Other creditors	<u>2,994</u>	<u>3,924</u>

7. MOVEMENT IN FUNDS

	At 01.04.19 £	Net movement in funds £	At 31.03.20 £
Unrestricted funds			
General fund	189,123	40,063	229,186
	<u>189,123</u>	<u>40,063</u>	<u>229,186</u>
TOTAL FUNDS	<u>189,123</u>	<u>40,063</u>	<u>229,186</u>

7. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	137,947	(97,884)	40,063
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>137,947</u>	<u>(97,884)</u>	<u>40,063</u>

8. RELATED PARTY DISCLOSURES

There are no transactions with related parties to be disclosed under the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015).

9. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee as a consequence the member liability is limited to £1. There were 11 (2019: 12) members as at 31 March 2020.

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2020**


	2020 £	2019 £
INCOMING RESOURCES		
Voluntary income		
Donations	512	1,563
Activities for generating funds		
Burials	56,800	56,600
Internment of ashes	12,930	8,040
Reservations	59,300	53,570
Memorial plaques, bench trees	7,320	6,593
Bio container	930	830
Other	155	864
	<u>137,435</u>	<u>126,497</u>
Total incoming resources	137,947	128,060
RESOURCES EXPENDED		
Costs of generating voluntary income		
Commission	34,107	27,152
Grave digger	19,070	17,666
Plaques and crosses	5,342	5,862
Events and refreshments	-	73
Advertisement	-	950
Sundry	703	187
Site maintenance	17,970	21,673
Honorarium	1,000	-
	<u>78,192</u>	<u>73,563</u>
Governance costs		
Accountancy	924	924
Professional fees	-	435
	<u>924</u>	<u>1,359</u>
Support costs		
Other		
Insurance	814	811
Rent	1,200	-
Telephone	170	-
Printing, postage and stationery	1,507	1,402
Mileage allowance	1,436	1,507
Computer expenses	80	1,250
Subscriptions and donations	750	712
Employers pension contributions	17	-
Salaries and Employers National Insurance	12,794	4,443
	<u>18,768</u>	<u>10,125</u>
Total resources expended	97,884	85,047
Net income	40,063	43,013