

## **OTTER VALLEY ASSOCIATION**

### **TRUSTEES' REPORT for the year ended 31 March 2010**

#### **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](http://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 is done by committees which report to the Executive Committee. Built Environment Committee, Natural Environment Committee, Events, previously Social Committee and the History Group. We set up ad hoc sub committees when necessary.

OVA activities depend on the commitment and active involvement of many people and we would like to express our appreciation to all those who have contributed to a very busy year. We have a great range of experience and expertise among our volunteers but we do need a regular influx of people prepared to become actively involved. Sue Chapman has recently taken on the role of Talks Organiser while the technical support is provided by Clive Bowman.

Adverse weather conditions necessitated a postponement from Otterton in January. We are encouraging members on email to register through the website to receive updates and reminders or late notice of cancellations. We are very grateful to Alan Huddart for his work in this area and in relation to

the website. Nick Speare, our newsletter editor provides us with a lively and varied quarterly update which will shortly include an item on the work of the committees. It is a family affair as Gill Speare manages the distribution with her splendid team of volunteer deliverers.

Alan Jones, a committed and long standing parish representative for Colaton Raleigh, stood down during the year and we miss his experience and knowledge. We were pleased to welcome Neville Bennett, already secretary to the Natural Environment Committee on to the Exec. George Maddaford, Vice Chairman of Becom joined the EC and gave valuable support during Geoff Aplin's unavoidable absence, and George will become Budleigh Salterton representative for the coming year. Martin Smith has nobly and efficiently continued the work of Treasurer and we are immensely grateful to him. He will remain as Membership Secretary and as advisor to Roger Saunders who has kindly agreed to take on the more onerous role of Treasurer after serving as Secretary for a year, while we welcome Clive Bowman back into that role. My sincere thanks also to Haylor Lass, our Vice Chairman, whose experience and common sense are invaluable.

### **Built Environment Committee**

Members of the Built Environment Committee scrutinise all the planning applications for the five parishes at their monthly meetings. This year nearly 200 applications from our area were submitted to EDDC of which more than a third were discussed. A few prompted letters of objection and even fewer were short listed for the Design Award. Becom aims to focus attention to both ends of the spectrum.

In the two years since May 2008, when the Design Award went jointly to the new CDE Headquarters and the Beach Hut, over 350 planning applications have been reviewed by the Committee. At Becom's January 2010 meeting the list of candidates was examined for completed projects that would be of sufficient design quality to merit further consideration by a panel of judges. At that meeting the Committee assessed that none justified further consideration at this time. A number of potential candidates are to remain on the list to be reviewed in future when building and ground-works are complete. Therefore there is no Design Award being made this year.

We are very grateful to all the members of Becom , especially Chairman, Geoff Aplin and Vice Chairman, George Maddaford.

### **Natural Environment Committee**

The protection of important habitats and natural beauty of the area in which we are fortunate enough to live are this committee's area of responsibility. The annual litter pick on the Otter Estuary was blessed once again with pleasant weather and enthusiastic volunteers. A prize added to the motivation of some litter pickers and we decided to use this to encourage the youngest participants. The wildflower meadow in the Jubilee Field continues to develop, it was not cut in 2009 but should be in 2010. An interpretation board to explain the ongoing developments financed by the Sustainable Development Fund of the AONB has been in place for nearly a year.

We are participating in the Devon Water Vole Recovery Project using 'mink rafts' placed on the banks of the River Otter to check and record numbers of mink, otters and water rats. Traps are then set in places where mink have been detected. Climate change has the potential to affect flooding of the Otter Valley and erosion of the sea cliffs. We have participated in conferences on this topic and have published two articles in the newsletter. We are fortunate to have Norman Crossland's knowledge and experience in

chairing this committee. Bat detectors are available on loan to members after a fascinating evening last May.

### **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. Last summer's boat trip from Exmouth to Exeter via the river and canal and this spring's visits to Sidbury Manor attracted many members as did the Christmas party. Over one hundred members attended Woodbury Park with the traditional and popular Christmas format, it has been booked again for this year. Mo Bowman, who arranged the outing to Lynton and Lynmouth last year and has planned the day out in Dorset in early June, plays a very active and much appreciated part in the OVA. Later this evening she will talk to us about 'Picturing the Otter Valley' and reveal some of the secrets of her photographic expertise.

The talks have been well attended, with Kimmo Evans from the AONB Partnership offering an insight into the locality while Dr Taylor encouraged the longer distance walkers. We are very grateful to John Jones for organising the walks programme and to all the walks leaders, not forgetting David Jannaway whose posters keep us all informed of the month's programme.

### **History Group**

Following the launch of OVApedia, David Daniel organised an excellent workshop by Dr Todd Gray on local history research. Currently over 90 articles have been loaded onto the website. Gerald Millington, Hon archivist to Clinton Devon Estate, has submitted several interesting pieces on the Otter Valley as well as leading historic walks for us. The Parishcapes Project is ending now and we have written to congratulate and thank Phil Planell.

### **Other matters**

The OVA's opposition to the planning application to demolish the Longboat Building and publicly owned shelter and replace them with a 2 storey catering facility has occupied much of our time. Guided by our constitutional objectives and consequent EC decisions the OVA made one of 2 (we later discovered) listing applications (the other was by a private individual) to English Heritage in 2009 for the listing of a complex of maritime buildings including the Coastguard Cottages, steps and Longboat House. Subsequent to the listing of the complex in January 2010 a review is under way of the omission of the Longboat House 'because it was too altered'.

After the EDDC's Development Management Committee's meeting in August we sought clarification of the legally unsustainable minutes of the meeting which deferred the decision but allegedly approved scale and mass. Legal advice was sought after efforts to clarify the situation by other means proved unsuccessful. The planning application is due to be decided next month. The opinion of OVA members on this controversial issue is not unanimous but the EC has to decide on the course to take. We resolved to use appropriate channels to express our views but not to comment through the local press.

*Helen Tickle  
Chairman*

## **Treasurer's Report**

The Otter Valley Association has had a satisfactory financial year ending with a small surplus of £308.00. As can be seen from the Statement of Financial Activities incoming resources were just £100.00 down on last year and resources expended were also down by £1600.00.

Most of our transactions were broadly in line with last year and the deficits on 'Other Events' and 'Christmas Dinner' last year have been turned to a surplus of £230.00 this year by the careful budgeting of the Events Committee. ('Other Events' last year included the 'free' New Members' Party and the Green Event which have not been held this year.)

At the end of the year the OVA had 1131 members (last year 1123).

I would like to take this opportunity to thank Alan Collier for his 8 years of hard work as the OVA's publication salesman. Alan has now decided to 'call it a day' and to take a well-earned rest from his sales role.

I would also 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 £18527.00 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.

*Martin Smith  
Acting 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.

## **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
Martin Smith	Hon. Treasurer (Acting)
Roger Saunders	Hon. Secretary
Geoff Aplin	Built Environment
Norman Crossland	Natural Environment
Nicola Daniel	Events
David Daniel	History
Susan Tickle	Publicity
Martin Smith	Membership
John Winson	Otterton
Alan Jones/	
Neville Bennett	Colaton Raleigh
Mitzi Crossland	East Budleigh
Maureen Lister	Minutes Secretary
Clive Bowman	Budleigh Salterton
John Jones	Budleigh Salterton
George Maddaford	Built Environment

By order of the Trustees

*Helen Tickle*  
4 May 2010

**Otter Valley Association**  
Registered Charity No: 278266

**Balance Sheet at 31 March 2010**

	<b>2010</b>	<b>2009</b>
		<b>£</b>
<b>Current Assets</b>		
Stock of books	1079	1380
Debtors & prepayments	653	1047
Cash at bank	<u>16925</u>	<u>15897</u>
	<u>18657</u>	<u>18324</u>
<b>Current Liabilities</b>		
Creditors & accruals	<u>155</u>	<u>130</u>
<b>Net Assets</b>	<u>18502</u>	<u>18194</u>
<b>Represented by:</b>		
<b>General Fund (Unrestricted)</b>	<u>18502</u>	<u>18194</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 27<sup>th</sup> April, 2010 and signed on their behalf by:

*Martin Smith  
Acting Treasurer*

**Otter Valley Association**  
 Registered Charity No: 278266

**Statement of Financial Activities**  
**for the Year Ended 31 March 2010**

	2010	2009
		£
<b>Incoming Resources</b>		
Subscriptions	2989	2969
Donations and grants received	755	783
Surplus on talks	99	100
Surplus on visits	88	184
Deficit on other events		-300
Surplus/Deficit on Christmas Dinner	232	-106
Bank interest		536
Surplus on book sales	384	397
Other receipts		22
Gift Aid	658	745
	5205	5330
<b>Resources Expended</b>		
Newsletters	1701	1565
Publications	271	404
Affiliation fees	115	350
Donation made and prizes		75
Insurance	280	280
Website maintenance		350
Governance costs	33	123
Membership cards	84	93
HP LCD projector		432
New website		1811
Other administration	883	1018
Bat detectors	127	
Legal advice	1403	
	4897	6501
<b>Net Surplus/Deficit for Year</b>	308	-1171
<b>General Fund</b>		
Balance at start of year	18194	19365
Balance at end of year	18502	18194

# **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 2010.

## **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.

BE Leveridge C.A.

44 Honey Park Road  
Budleigh Salterton

EX9 6EG

1<sup>st</sup> May, 2010