

Company no. 01409415
Charity no. 277287

Windmill Hill City Farm Limited
Report and Audited Financial Statements
31 March 2024

Windmill Hill City Farm Limited

Reference and administrative details

For the year ended 31 March 2024

Company number	01409415
Charity number	277287
Registered office and operational address	Windmill Hill City Farm Philip Street Bedminster Bristol BS3 4EA
Trustees	Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: Alice Clarke Jamie Darwen Susanna Dunham Stefan Edwards (resigned 18 April 2023) Stephen Frost (appointed 22 January 2024) Francesca Inman (resigned 17 April 2024) Gemma Instrall (appointed 13 May 2024) Claire Jeffwitz (appointed 22 May 2023) Sally Jones Elizabeth Lewington (resigned on 23 May 2023) Jonathan Lund Karina Nicolson (resigned 18 September 2023) Anne Sharp (Chair) Isobel Wales (appointed 25 March 2024) Elizabeth Warren (appointed 22 January 2024)
Chief executive officer	Stephen Sayers
Company secretary	Stephen Sayers
Key management personnel	Montserrat Buitrago - Café Manager Sara Chapple - Health & Social Care Manager Dale Cranshaw - Deputy CEO (until October 2023) Simone Dougall - Sales, Events and Marketing Manager Nigel Ledson - Facilities Manager (until March 2024) Sarah Mellor - Office/HR Manager Alia O'Callaghan - Finance Manager Nicky Orr - Outdoor Learning Manager (until August 2023) Julie Thorpe - Outdoor Learning Manager (until August 2023) Laura Usher - Children and Family Services Manager

Windmill Hill City Farm Limited

Reference and administrative details

For the year ended 31 March 2024

Bankers	The Co-operative Bank 1 Balloon Street Manchester M60 4EP	Nationwide Building Society Nationwide House Pipers Way Swindon SN38 1NW
Auditors	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD	

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

Reference and administrative information set out on pages 1 and 2 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Legal status

Windmill Hill City Farm is a company limited by guarantee (number 01409415) registered as a charity (number 277287). It is governed by its Memorandum and Articles of Association and the Companies Act 2006. The organisation has a subsidiary trading company, Windmill Hill Farm Community Enterprises Ltd (number 02792746), which is wholly owned by the charity.

Introduction

Windmill Hill City Farm (WHCF) is an independent community organisation established in 1976 that provides a wide range of services and facilities focused around a farm and community gardens. The 4.5-acre inner-city site is leased from Bristol City Council with a peppercorn rent. The current lease was signed on 20 July 2017 and is for 35 years commencing 1 August 2016.

The objects of the charity are:

- To advance for the public benefit the education of all people in the neighbourhoods in and around Windmill Hill Bristol, particularly, but not exclusively, in subjects related to food, farming and the environment through provision of information, courses, activities and facilities for learning; to provide education and nursery care for young children; and training for people in any trade, occupation or service, thereby advancing them in life and enabling them to earn their own livelihood.
- To assist in the treatment and care of persons suffering from mental or physical illness of any description or in need of rehabilitation as a result of such illness, by the provision of services and facilities for work, therapy, education and recreation.
- To provide for the benefit of the public in the neighbourhoods in and around Windmill Hill Bristol facilities including, but not limited to a farm and gardens, and services in the interests of social welfare for recreation, volunteering or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age or disability, financial hardship or social circumstances with the object of improving their conditions of life and wellbeing.
- To develop the capacity and skills of people disadvantaged in any manner in the neighbourhoods in and around Windmill Hill Bristol in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.

Objectives and activities

Vision and Mission: Overview

The organisation works to a three-year plan. A new three-year strategy was published in March 2023 covering 2023 – 2026.

Our vision is for all local people to live active, healthy, and fulfilled lives in a friendly and sustainable neighbourhood. They have fair access to services, to outdoor spaces and nature, to places to meet each other and celebrate as a community, and to resources that enrich their understanding of food farming, and the environment.

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

Our mission is to improve people's lives by curating community spaces and services.

Our values are:

- Welcoming to all;
- Focused on nature;
- Where people grow;
- Bringing people together; and
- For the long term.

Our aims are focused on five inter-related areas:

- Education – people will have greater knowledge, opportunities, skills, and experience through their engagement with us;
- Developing wellbeing – people will be able to live happier, healthier lives and fulfil their potential through a connection to other people and nature in the city;
- Community spaces – more people will access our spaces and services on them, gaining a greater sense of belonging and pride, making our neighbourhood a better place to live for all;
- Community leadership – people will have greater engagement and power in their community improving the neighbourhood as a place to live and work; and
- Stronger organisation – the organisation will be more resilient, better able to achieve its goals, and be a greater contributor to a wider agenda for change.

Our strategy will inform and guide our future activities and initiatives over the next three years.

The organisation aspires to be:

An organisation

- That delivers its mission in several places;
- Responsive to, and a leader within, its community;
- Ambitious to grow its reach, influence, and impact;
- Mindful to operate within its values;
- Engaged in issues that local people care about;
- Aiming for excellence in the quality of services and spaces it provides; and
- Financially robust and sustainable providing secure and meaningful employment.

A place

- A farm for the local community to share;
- A place that inspires, and reaches out to, all people in our community;
- A beacon for sustainable living, where people can experience and learn about animals and plants, their environment, and food production;
- A space for people to visit, enjoy, play, relax and to meet people;
- A place that is safe and accessible to all in our community; and
- A sanctuary for people and nature.

Public benefit

In preparing this report the trustees have complied with the duty under Section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in relation to meeting the public benefit requirement.

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

Developments and achievements in 2023-24

Overview

The challenging financial environment has continued into 2023-24 with the organisation posting a loss of £219,881 for the financial year ended 31 March 2024. The continuing fall out from geo-political and economic instability continued to manifest in high energy costs and food inflation affecting not only the farm but the wider community. Staff costs are a large part of our expenditure and we are committed to paying the Real Living Wage which rose by 10% in October 2023, adding to the previous 10% rise in November 2022.

Recruitment at the nursery continues to be a significant challenge. This is an industry wide issue, not one that is specific to our organisation. We continue to review our recruitment and employment practices, seeking to ensure that we offer a competitive and attractive proposition. The issues with recruitment affect our ability to operate the nursery at full capacity with consequent impact on the farm's overall profitability. However, we are seeing some more positive signs and hope to be near capacity for the 2024 autumn term.

Notwithstanding the challenging environment, the farm has continued to develop and grow. The Windmill Hill Markets are now firmly established, and the Garden Theatre enjoyed a successful first season with most performances being at full capacity. The Orchard Sauna opened during the year attracting growing interest and participation. The Studio is no longer occupied by a single tenant leading to a wider offering of classes that are proving very popular.

The second site at Hartcliffe has seen significant progress both in terms of the infrastructure at the site as well as the offering to the local community. The site now has a small number of animals, gardens, and a flower farm. School groups and families have been welcomed by the Outdoor Learning team and wellbeing placements have been undertaken by WHCF Health & Social Care team. Balancing the ongoing work at WHCF whilst expanding the Hartcliffe site continues to demand a lot from staff.

The trustees recognise the commitment and hard work of all staff throughout the organisation and extend their gratitude and appreciation.

Finance and fundraising

As stated above, the challenging financial situation continued into the 2023-24 year with costs remaining high including energy, food, and employee costs. Ongoing recruitment issues have impacted our childcare provision and our ability to operate at full capacity with negative implications for our overall income levels.

Overall, we retain a good balance of income sources with childcare, café and room hire the main source of our traded income. The nature of the businesses is well within the realm of primary purpose, and directly helps to deliver aspects of our charitable aims around education and providing public facilities. We have good relationships with the charitable funders who contribute large amounts of capital investment and the contracts we undertake with healthcare partners are well established. The advantage of stability of longer contracts is currently being challenged by the high inflation rate, which is undermining their value.

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

We continue to appreciate the benefits of a dedicated fundraising function.

Year	Won	Failed
2023-24	28 bids to value £390,049	26 bids to value £1,185,242
2022-23	25 bids to value £308,450	11 bids value £82,480
2021-22	20 bids value £607,550	10 bids value £856,750
2020-21	16 bids value £249,438	14 bids value £486,140
2019-20	14 bids value £233,000	9 bids value £504,000
2018-19	7 bids value £87,057	10 bids value £407,200
2017-18	9 bids value £148,000	11 bids value £225,000
2016-17	19 bids value £772,410	5 bids value £141,510
2015-16	14 bids value £117,000	19 bids value £1,270,000
2014-15	21 bids value £220,000	20 bids value £730,000

The key financial risks to the organisation are:

- the impact of a challenging economic environment and high inflation with potential to reduce demand for childcare, room hire and café services impacting the income to the organisation and increase its costs faster than its income. This is managed through twice yearly review of forecast and monitoring of management accounts as well as ongoing scrutiny by the Board Finance Sub-committee; and
- a shortage of skilled staff in the nursery and café or loss of key personnel resulting in an inability to realise our plans. Managed through systems that share knowledge and enable cross-working between roles, and maintaining a bank of staff who can be called on for ad hoc sessions.

Reserves policy

Windmill Hill City Farm achieves much of its work through grants and donations that help to achieve its mission as earned income alone would not allow the organisation to have the greatest social impact. This means that if there were to be a decrease in funds secured and donations received, the farm would have to reduce its charitable activities and, in the worst case, close.

To maintain effective operations of the organisation the board of trustees has agreed to work towards a financial reserve of 3 months operating costs. This level of reserve would allow staff to continue working to secure new funding and if necessary to allow time to cut services in a way whereby service users are supported to move on. The board has agreed that a period of 6 months' reserves should be the longer-term aim. This is an amount it considers prudent in the event of a major business interruption as determined by an analysis of risks to the charity. This target is balanced alongside our aim of remaining a 'living wage' employer – another important call on any surplus generated by the organisation.

To establish or maintain this level of reserves Windmill Hill City Farm will:

- Ensure that funding bids adequately cover overheads as well as direct costs;
- Ensure that income generation is maximised through efficient operations and sound management; and
- Ensure that the trading operation is focussed on maximising profit.

If all income were to cease, we have calculated that reserves of £600,000 would be needed to continue running current services for at least 3 months.

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

This figure is based on operating costs and fixed liabilities at the time of this policy being reviewed. The finance sub-group reviewed the method used to calculate the reserve and is satisfied that this calculation is robust.

The reserves will be built up from the unrestricted income. The level of reserves will be calculated and monitored and reported to the board. At the end of the year the consolidated unrestricted reserves, excluding fixed assets and investments, stood at £312,108 (2023: £487,380).

The continued pressure on energy and other costs experienced throughout 2023-24 continues to impact the charity, its staff, and people in its community. The trustees have considered the impact of this issue on the charity's current and future financial position. Much of the charity's income is traded through activities where the costs can be scaled to the income. Childcare is its biggest operating area, with healthcare a significant part. Both areas benefit from statutory support making them relatively robust to economic changes. The trustees consider that the charity has sufficient unrestricted reserves and cash flow to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved. For this reason, the accounts have been prepared on a going concern basis.

Education

The activities of our nursery continue to be challenged by a severe shortage across the early years sector of qualified staff. Recruiting and retaining staff takes up a great deal of the time of our senior team and places additional demands on our room-based staff. Despite the challenges, we once again achieved the Bristol Standard quality mark. We also hold a rating of Good from Ofsted.

A survey of nursery parents in December 2023 delivered some gratifying results. 85% of respondents rated their child's key person as excellent and 100% of respondents said they felt listened to and valued. Parent were asked to describe the nursery in three words – caring, friendly, approachable and nurturing were frequently used.

School visits continued at Windmill Hill City Farm with a growing number of visits taking place at our Hartcliffe site. The Outdoor Learning team continue to receive excellent feedback from schools who clearly value the work we do with them. Children in Need funded nurture sessions were set up with two local schools. Halloween sessions across both sites and a Harvest Fair at Hartcliffe were well attended. £10,000 was raised through The Big Give campaign which will fund additional supper clubs.

Wellbeing

Funding from The Henry Smith Charity continues to support our health and social care (H&SC) work. Our WHCF Supported Farm Placement Service is running at full capacity as are our Supported Volunteer groups. H&SC services at Hartcliffe have expanded. We continue to seek additional funding, particularly from the NHS, to support the increase in the scale and scope of our mental health programme.

Our focus remains a combination of work with people with mental health and learning difficulties, working in supported groups in the farm and gardens, including expanding into our site at Hartcliffe.

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

A survey of H&SC participants conducted in May 2023 generated the following results:

- 86% of respondents agree or strongly agree that their mental health has improved;
- 75% of respondents agree or strongly agree that their physical health has improved;
- 80% of respondents agree or strongly agree that they feel less isolated; and
- 77% of respondents agree or strongly agree that their confidence has improved.

Comments such as *'Thank you for providing such a kind, safe and inclusive space for people to learn and heal in.'* reinforce the value of the work being undertaken at the farm.

Community spaces

The capital works on the current Hartcliffe site are largely complete and the farm is now open 7 days a week. As with WHCF, there are no admission charges. A family fun day - Hart Fest – with sheep shearing, live music, and other attractions was a great success. We have agreed heads of terms with Bristol City Council for a 35-year lease which would give us access to 24 additional acres of fields alongside the 6-acres of the main farm site.

The café at Windmill Hill is trading well, particularly at weekends. The Warm Space project continued over the winter.

Monthly Windmill Hill Markets are now firmly established, and the first season of the Garden Theatre was well received. These initiatives, as well as the Orchard Sauna, serve to introduce new visitors to the site.

The pigs at WHCF are enjoying palatial new accommodation provided by the Bristol City Council as recompense for taking a sliver of the site for a new cycle lane on Whitehouse Lane. The disposal of this small parcel of land was fully considered by the trustees after external valuation, which demonstrated it to be of minimal value to the charity.

Trustees also agreed to an easement to allow a district heat pipe to pass under the gardens. This will deliver heat to the Bedminster Green development. In recompense there are several measures, including full restoration of the space, re-surfacing the accessible path around the gardens, a new perimeter fence, new gates and resurfacing the compound area. In addition, a branch pipeline will bring the heat network close to the barn to allow for future connection to the network. Works are anticipated in winter 2024/5.

Community leadership

We continue to be involved in discussions concerning the development of the local area and how this can be used to benefit local people. Discussions with respect to the creation of a community hub on East Street have slowed. In September 2024, the new student accommodation on our boundaries will have its first tenants and we look forward to seeing how the students and the farm can interact.

Climate change is an important focus for the organisation. The Love East project launched in 2023 at Windmill Hill. We are one of six community organisations in the city that have secured funding for the Community Climate Action Project Learning & Mentoring Programme and are lucky to be working with experts across the city, with support from Bristol Climate and Nature Partnership.

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

Stronger organisation

We have an engaged board who bring a good range of skills and experiences. The board meets bi-monthly and board members are also members of various sub-committees including Finance, Personnel and Health and Safety. We also have a designated Safeguarding lead.

Staff wellbeing continues to be a high priority throughout the year given the more recent challenges so soon after the pandemic. We continue to seek the views of our staff through surveys and conversations, respond with new initiatives where we see those opportunities, and to put measures in place to undertake health reviews where staff show high levels of sickness. Staff wellbeing will remain a high priority for us going forward. We are pleased to be able to say that we have achieved accreditation as a Living Wage Employer.

Plans for future periods

The growth and development of the organisation is likely to focus on building its adaptability and resilience. We intend to undertake a review of mid-term objectives in autumn 2024 and will look to establish our role in the wider community balanced against consolidating our core activities in the challenges that the wider economic conditions throw at us.

The development of our work on our second site at Hartcliffe City Farm with our partners Heart of BS13 will remain a major area of work as we continue to build the independence of HCF from its parents. We are close to signing a 35-year lease for the site with Bristol City Council including a significantly larger plot of land.

The board of trustees

The board of trustees, who are directors for the purpose of company law, who served during the year and since the year end, are shown on page 1.

Members aged 18 and over are eligible to stand for election to the board of trustees at the AGM. The trustees have powers to appoint board members between AGMs, with new board members having to stand for election at the next General Meeting.

Trustees are recruited from the membership of the organisation by open advertisement when vacancies arise, or in response to unsolicited enquiries by prospective trustees. New potential trustees have an initial informal meeting with the Chief Executive (CEO) or Chair to gain a full understanding of the role, its responsibilities and expectations. Potential trustees are invited to attend a board meeting as an observer. Should they wish to join the board they complete an application form and supply two independent referees. If references are satisfactory their appointment is put to the board at the next scheduled meeting. All trustees appointed in this manner must stand for election at the next AGM.

New trustees are encouraged to attend a training course on 'being a good trustee' to ensure that they have a good grasp of their responsibilities and obligations. Trustees are issued with an induction pack that outlines policies and procedures for the organisation and key facts about the organisation (e.g. funding sources, turnover, staff numbers, departments, key risks). New trustees with little board experience may be assigned a 'buddy' from among existing trustees who can offer guidance.

Trustees as a group review their own performance and engage periodically in board development and training. This varies in nature according to the circumstances at the time of assessment.

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

Structure, governance and management

The organisation is a voluntary one with around 280 registered members and is governed by a board of trustees elected from and by the members. Its area of benefit is geographically determined as 'Windmill Hill and the neighbourhood thereof'. The practical boundary, used to determine membership classes, is about a 2-mile radius around its South Bristol location (see <http://g.co/maps/9uepj> for details). The organisation is run on a day-to-day basis by a staff team of an average of 129 full and part-time people led by a full-time Chief Executive.

Day-to-day operation of the organisation is delegated to the Chief Executive according to a scheme of delegation. This document sets out which decisions are made by the CEO and which need to be authorised by the trustees.

The organisation has 9 departments, each with a department head: Central Services; Children & Family Services; Health & Social Care; Café; Facilities, Farm & Gardens; Outdoor Learning, Sales & Marketing and Finance. The role of Deputy CEO created in January 2023 was eliminated in December 2023 due to the uncertain financial situation of the organisation. The Facilities Manager resigned at the end of the financial year, and it is not currently intended to replace this position. The H&SC Manager resigned earlier in the year and her replacement is now in place.

Windmill Hill City Farm Ltd has a wholly owned trading subsidiary, Windmill Hill Farm Community Enterprises, through which the financial activity of the café and room hire is accounted. In practical terms, these areas act as part of the whole enterprise with no visible distinction for customers. The articles of association of the trading company were updated in 2016 to make the charity the sole member, and to bring them in line with current standards.

Windmill Hill City Farm Ltd also has a 50% ownership of a joint venture, Hartcliffe City Farm Ltd, with Heart of BS13 as the other member. Hartcliffe City Farm Ltd became Hartcliffe City Farm C.I.C. on 19 August 2022.

The organisation is a member of Social Farms and Gardens (accredited with the care farm code of practice), Bristol Association for Neighbourhood Daycare, Voscur and Locality.

Remuneration for all staff is undertaken in accordance with the pay and grade policy. This assesses job size according to four criteria (broadly communication, planning, responsibility and knowledge) and benchmarks it against similar jobs internally and externally within the appropriate sector. Staff up to the grade of CEO are assessed by their manager. The trustees use the same criteria to determine the salary for the CEO.

Members

Windmill Hill City Farm has around 221 members who have voting rights at the AGM. This number has been stable for several years. The AGM was well attended with 31 voting members (21 in person plus 10 proxies). Membership is free and open to anyone over the age of 18.

Risk assessment

In accordance with its risk management policy, the board of trustees regularly reviewed the risks faced by the organisation during the year for the charity and its trading company, particularly services, trading, financial, operational and governance risks. Actions to minimise and mitigate risks have been implemented.

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

Key risks to the organisation are typical for an organisation of its size and nature:

- Financial risks – loss of funding; inability to cover costs;
- Staff risks – a reliance on key members of staff; risk of absence of large numbers of staff;
- Reputational risks – outbreak of disease (e.g. zoonoses); accident or injury on site;
- Public order – aggressive behaviour of individual members of public; collective protest; and
- Disruption to access – site closure or part closure due to unexpected circumstances.

The organisation has a risk policy and business continuity plan to manage such issues and monitors the risks to mitigate against them happening.

Volunteers

The organisation makes extensive use of volunteers across all areas of its work and has a detailed programme of activities for groups, independent individuals, and supported volunteers as well as a programme for corporate groups volunteering on-site.

In the 2023-24 year, on our Windmill Hill site, the organisation worked with 153 independent volunteers (engaging 30 new people to become independent volunteers during this period) and 104 supported volunteers (engaging 32 new supported volunteers during this period).

The total number of supported volunteering hours in the year was over 2,098 with a further 3,600 hours of work by independent and gardening group volunteers; a total of 5698 hours on the Windmill Hill site.

Fundraising

The organisation is registered with The Fundraising Regulator.

The charity predominantly fundraises from trusts, foundations, and statutory sources, and receives public donations collected on-site and through digital fundraising. The charity employs two part-time Fundraising Managers who lead the fundraising activities. No professional fundraisers, fundraisers working on the charity's behalf or commercial participators were used. Aside from registering with the Fundraising Regulator for the first time in 2022, neither the charity nor anyone working on the charity's behalf has subscribed to any additional fundraising standards.

The charity has complied with the fundraising standards and code of contact. No complaints have been received regarding the charity's fundraising activities.

The charity is committed to protecting vulnerable people in all areas of work. On-site fundraising uses non-intrusive communication through posters and noticeboards, and staff never place undue pressure on members of the public or volunteers to donate, nor cause an obstruction or nuisance to visitors.

It has been a challenging year for fundraising from grants, but we continue to be well supported by the local community. The Big Christmas Challenge run by the fundraising and marketing teams raised over £11,000 to run weekly supper clubs for families in need. The local community also responded to our call for funds to rebuild two storm-hit shelters raising £2,500.

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the group and the incoming resources and application of resources, including the net income or expenditure, of the charity and the group for the year. 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 Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Windmill Hill City Farm Limited

Report of the trustees

For the year ended 31 March 2024

Auditors

Godfrey Wilson Limited were re-appointed as auditors to the group and parent charity during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 16 September 2024 and signed on their behalf by



Anne Sharp
Chair



Jonathan Lund
Trustee

Independent auditors' report

To the members of

Windmill Hill City Farm Limited

Opinion

We have audited the financial statements of Windmill Hill City Farm Limited (the 'parent charity') and its subsidiary (the 'group') for the year ended 31 March 2024 which comprise the consolidated statement of financial activities, consolidated and parent charity balance sheets, consolidated statement of cash flows and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group and parent charity's affairs as at 31 March 2024 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group or parent charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the group and parent charity financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the group and parent charity financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Independent auditors' report

To the members of

Windmill Hill City Farm Limited

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and the parent charity and their environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charity, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charity financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group and the parent charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Windmill Hill City Farm Limited

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

(1) We obtained an understanding of the legal and regulatory framework that the group and parent charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.

(2) We reviewed the group and parent charity's policies and procedures in relation to:

- Identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
- Detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
- Designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.

(3) We inspected the minutes of trustee meetings.

(4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.

(5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.

(6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.

(7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:

- Testing the appropriateness of journal entries;
- Assessing judgements and accounting estimates for potential bias;
- Reviewing related party transactions; and
- Testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

To the members of

Windmill Hill City Farm Limited

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Alison Godfrey

Date: 17 September 2024

Alison Godfrey FCA
(Senior Statutory Auditor)

For and on behalf of:
GODFREY WILSON LIMITED
Chartered accountants and statutory auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

Windmill Hill City Farm Limited

Consolidated statement of financial activities *(incorporating an income and expenditure account)*

For the year ended 31 March 2024

	Note	Restricted £	Unrestricted £	2024 Total £	2023 Total £
Income from:					
Donations	3	282,786	115,919	398,705	487,685
Charitable activities	5	95,899	1,115,158	1,211,057	1,268,403
Other trading activities	6	-	710,516	710,516	680,426
Investments	7	-	5,880	5,880	5,300
Total income		<u>378,685</u>	<u>1,947,473</u>	<u>2,326,158</u>	<u>2,441,814</u>
Expenditure on:					
Raising funds					
Running subsidiary		-	446,339	446,339	470,940
Other fundraising activities		-	88,464	88,464	77,928
Charitable activities		<u>423,758</u>	<u>1,587,478</u>	<u>2,011,236</u>	<u>1,938,503</u>
Total expenditure	9	<u>423,758</u>	<u>2,122,281</u>	<u>2,546,039</u>	<u>2,487,371</u>
Net income / (expenditure)		(45,073)	(174,808)	(219,881)	(45,557)
Transfers between funds		<u>1,991</u>	<u>(1,991)</u>	<u>-</u>	<u>-</u>
Net movement in funds	10	(43,082)	(176,799)	(219,881)	(45,557)
Reconciliation of funds:					
Total funds brought forward		<u>1,127,583</u>	<u>521,864</u>	<u>1,649,447</u>	<u>1,695,004</u>
Total funds carried forward		<u><u>1,084,501</u></u>	<u><u>345,065</u></u>	<u><u>1,429,566</u></u>	<u><u>1,649,447</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 22 to the accounts.

Windmill Hill City Farm Limited

Consolidated balance sheets

As at 31 March 2024

	Note	The group 2024 £	The group 2023 £	The charity 2024 £	The charity 2023 £
Fixed assets					
Tangible assets	13	1,008,695	1,079,508	1,008,695	1,079,508
Investment in joint venture	14	2,785	2,785	2,785	2,785
		<u>1,011,480</u>	<u>1,082,293</u>	<u>1,011,480</u>	<u>1,082,293</u>
Current assets					
Stocks	17	9,225	9,416	904	904
Debtors	18	95,303	37,438	213,894	346,587
Cash at bank and in hand		579,914	773,693	433,027	436,472
		684,442	820,547	647,825	783,963
Liabilities					
Creditors: amounts falling due within 1 year	19	266,356	253,393	229,752	216,822
Net current assets		<u>418,086</u>	<u>567,154</u>	<u>418,073</u>	<u>567,141</u>
Net assets	21	<u>1,429,566</u>	<u>1,649,447</u>	<u>1,429,553</u>	<u>1,649,434</u>
Funds					
Restricted funds	22	1,084,501	1,127,583	1,084,501	1,127,583
Unrestricted funds					
General funds		345,065	521,864	345,052	521,851
Total charity funds		<u>1,429,566</u>	<u>1,649,447</u>	<u>1,429,553</u>	<u>1,649,434</u>

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 16 September 2024 and signed on their behalf by



Anne Sharp, Chair



Jonathan Lund, Trustee

Windmill Hill City Farm Limited**Consolidated statement of cash flows****For the year ended 31 March 2024**

	2024	2023
	£	£
Cash used in operating activities:		
Net movement in funds	(219,881)	(45,557)
Adjustments for:		
Depreciation charges	93,445	91,064
Interest from investments	(5,880)	(2,515)
Investment in joint venture	-	(2,785)
Decrease / (increase) in stock	191	691
Decrease / (increase) in debtors	(57,865)	2,826
Increase / (decrease) in creditors	12,963	(15,498)
	<u>(177,027)</u>	<u>28,226</u>
Net cash provided by / (used in) operating activities		
Cash flows from investing activities:		
Interest from investments	5,880	2,515
Purchase of tangible fixed assets	(22,632)	(45,710)
	<u>(16,752)</u>	<u>(43,195)</u>
Net cash provided by / (used in) investing activities		
Increase / (decrease) in cash and cash equivalents in the year	(193,779)	(14,969)
Cash and cash equivalents at the beginning of the year	<u>773,693</u>	<u>788,662</u>
Cash and cash equivalents at the end of the year	<u>579,914</u>	<u>773,693</u>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Windmill Hill City Farm Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Group accounts

These financial statements consolidate the results of the charitable company and its wholly-owned subsidiary on a line by line basis. Transactions and balances between the charitable company and its subsidiary have been eliminated from the consolidated financial statements. Balances between the two companies are disclosed in the notes of the charitable company's balance sheet. A separate statement of financial activities, or income and expenditure account, for the charitable company itself is not presented because the charitable company has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006.

c) Going concern basis of accounting

The accounts have been prepared on the assumption that the company is able to continue as a going concern. However, geo-political and economic instability and consequent pressure on energy and other costs experienced throughout 2023-24 continues to impact the charity, its staff and people in its community. The trustees have considered the impact of this issue on the charity's current and future financial position. Much of the charity's income is traded through activities where the costs can be scaled to the income. Childcare is its biggest operating area, with healthcare a significant part. Both areas benefit from statutory support making them relatively robust to economic changes. The group holds unrestricted, general reserves of £345,065 and a cash balance of £579,914. The trustees consider that the charity has sufficient reserves and cashflow to continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of services being delivered is deferred until criteria for income recognition are met.

Turnover from the sale of goods is recognised when goods are delivered and legal title has passed.

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies (continued)

e) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

For Google AdWords, the charity measures the value of the gift at 50% of the market value provided by Google. Where the market value is given in foreign currency, this is translated in line with the charity's foreign exchange policy (note 1r).

f) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

g) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

h) Expenditure and irrecoverable VAT

Expenditure is accounted for on an accruals basis and have been classified under headings that aggregate all costs related to that activity. Expenditure includes attributable VAT which cannot be recovered. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of the resource.

Direct costs, including directly attributable salaries, are allocated on an actual basis to the activities.

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies (continued)

i) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs include the cost of governance arrangements which relate to the general running of the charity. These costs are associated with constitutional and statutory requirements and include costs associated with the strategic management of the charity's activities. These costs have been allocated between charitable activities on the following basis which is an estimate, based on staff time, of the amount attributable to each activity:

	2024	2023
Raising funds: other fundraising activities	3.3%	2.5%
Charitable activities		
Children, young people & family services	21.4%	18.3%
Community involvement	60.7%	64.4%
Farming activities	14.6%	14.8%

j) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Leasehold property	3.3% straight line
Equipment, furniture and fittings	Between 10% and 20% straight line

Items of equipment are capitalised where the purchase price exceeds £5,000.

k) Investments

The charitable company has an investment in a joint venture, Hartcliffe City Farm C.I.C. (registered company number 13497886). The principal activities of the joint venture are given in note 14 to the accounts. The investment in Hartcliffe City Farm C.I.C. is valued at cost less any cumulative impairment losses and accounted for using the equity method in the group and parent charitable company's accounts.

l) Stock

Stock is included at the lower of cost or net realisable value.

m) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

n) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

1. Accounting policies (continued)

o) Creditors

Creditors and provisions are recognised where there is a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

p) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

q) Pension costs

The company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the statement of financial activities.

r) Foreign currency transactions

Transactions in foreign currencies are translated at rates prevailing at the date of the transaction. Balances denominated in foreign currencies are translated at the rate of exchange prevailing at the year end.

s) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are the depreciation rates as described above.

t) Operating leases

Rentals payable under operating leases are charged on a straight-line basis over the lease term.

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2023 Total £
Income from:			
Donations	358,351	129,334	487,685
Charitable activities	75,501	1,192,902	1,268,403
Other trading activities	-	680,426	680,426
Investments	-	5,300	5,300
Total income	433,852	2,007,962	2,441,814
Expenditure on:			
Raising funds			
Running subsidiary	-	470,940	470,940
Other fundraising activities	-	77,928	77,928
Charitable activities	421,292	1,517,211	1,938,503
Total expenditure	421,292	2,066,079	2,487,371
Net income / (expenditure)	12,560	(58,117)	(45,557)
Transfers	48,475	(48,475)	-
Net movement in funds	61,035	(106,592)	(45,557)

3. Income from donations

	Restricted £	Unrestricted £	2024 Total £
Donations	25,942	35,204	61,146
Gifts in kind (Google AdWords and app development)	-	51,862	51,862
Grants (note 4)	256,844	28,853	285,697
Total income from donations	282,786	115,919	398,705

	Restricted £	Unrestricted £	2023 Total £
Prior period comparative:			
Donations	-	63,882	63,882
Gifts in kind (Google AdWords)	-	37,252	37,252
Grants (note 4)	358,351	28,200	386,551
Total income from donations	358,351	129,334	487,685

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

4. Grants receivable

	Restricted £	Unrestricted £	2024 Total £
The Underwood Trust	25,000	25,000	50,000
Henry Smith	46,000	-	46,000
National Lottery	19,635	-	19,635
Foundation for Children	18,800	-	18,800
Veolia	18,129	-	18,129
The Big Give	17,771	-	17,771
Sirona Foundation	15,518	-	15,518
Football Foundation	13,461	-	13,461
Nisbets Trust	11,000	-	11,000
Middlesex University	10,000	-	10,000
BBC Children In Need	9,712	-	9,712
Bristol City Council	6,650	-	6,650
Bristol Green Capital Partnership	6,250	-	6,250
Westport	6,200	-	6,200
Quartet	5,593	-	5,593
Nineveh Trust	5,000	-	5,000
The 29th May 1961	5,000	-	5,000
Knowle West Health	4,000	-	4,000
Power to Change	4,000	-	4,000
Avon Wildlife Trust	3,125	-	3,125
Realise Learning and Employment	-	3,000	3,000
Souter	3,000	-	3,000
Tesco Groundworks	1,500	-	1,500
Centre for Sustainability	1,000	-	1,000
DWP	-	853	853
Bristol Pride	500	-	500
	<u>256,844</u>	<u>28,853</u>	<u>285,697</u>

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

4. Grants receivable (continued)

Prior period comparative

	Restricted £	Unrestricted £	2023 Total £
National Lottery	50,358	-	50,358
The Underwood Trust	25,000	25,000	50,000
West of England Combined Authority	49,065	-	49,065
Henry Smith	45,000	-	45,000
Foundation for Children	37,600	-	37,600
Clothworkers	37,000	-	37,000
Veolia	33,667	-	33,667
Bristol City Council	16,748	-	16,748
Quartet	14,220	-	14,220
Power to Change	14,000	-	14,000
BBC Children in Need	9,587	500	10,087
Nisbets Trust	10,000	-	10,000
John James Foundation	9,500	-	9,500
Nineveh Trust	5,000	-	5,000
Aspiration Training Ltd	-	2,000	2,000
Co-op Foundation	1,606	-	1,606
Other grants	-	700	700
	<u>358,351</u>	<u>28,200</u>	<u>386,551</u>

5. Income from charitable activities

	Restricted £	Unrestricted £	2024 Total £
Children, young people & family services	-	950,623	950,623
Community involvement	95,899	162,545	258,444
Farming activities	-	1,990	1,990
Total income from charitable activities	<u>95,899</u>	<u>1,115,158</u>	<u>1,211,057</u>

Prior period comparative:

	Restricted £	Unrestricted £	2023 Total £
Children, young people & family services	-	1,032,725	1,032,725
Community involvement	75,501	157,599	233,100
Farming activities	-	2,578	2,578
Total income from charitable activities	<u>75,501</u>	<u>1,192,902</u>	<u>1,268,403</u>

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

6. Income from other trading activities

	Restricted £	Unrestricted £	2024 Total £
Fundraising income	-	59,138	59,138
Café income and other income of trading subsidiary	-	651,378	651,378
Total income from other trading activities	-	710,516	710,516

Prior period comparative:

	Restricted £	Unrestricted £	2023 Total £
Fundraising income	-	75,250	75,250
Café income and other income of trading subsidiary	-	605,176	605,176
Total income from other trading activities	-	680,426	680,426

7. Income from investments

	2024 £	2023 £
Investment in joint venture	-	2,785
Bank interest	5,880	2,515
Total income from investments	5,880	5,300

8. Government grants

The charitable company receives government grants, defined as funding from Bristol City Council, DWP, HMRC, and National Lottery to fund charitable activities. The total value of such grants in the period ending 31 March 2024 was £414,036 (2023: £490,829). There are no unfulfilled conditions or contingencies attaching to these grants in the current or prior year.

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

9. Total expenditure

	Cost of running subsidiary £	Other fundraising activities £	Community involvement £	Children, young people and family services £	Farming activities £	2024 Total £
Staff costs (note 11)	275,680	51,089	323,145	917,492	220,142	1,787,548
Other direct costs	170,659	30,364	113,514	85,573	150,908	551,018
Support and governance costs						
Premises	-	771	4,878	13,850	3,324	22,823
Communications and IT	-	485	3,068	8,711	2,091	14,355
Office costs	-	438	2,772	7,872	1,889	12,971
Bank charges and interest	-	65	411	1,167	279	1,922
Professional fees	-	249	1,574	4,468	1,072	7,363
Other	-	1,589	10,050	28,535	6,847	47,021
Governance	-	256	1,619	4,596	1,102	7,573
Depreciation of fixed assets	-	3,158	19,973	56,708	13,606	93,445
Total expenditure	<u>446,339</u>	<u>88,464</u>	<u>481,004</u>	<u>1,128,972</u>	<u>401,260</u>	<u>2,546,039</u>

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

9. Total expenditure (continued)

Prior period comparative	Cost of running subsidiary £	Other fundraising activities £	Community involvement £	Children, young people and family services £	Farming activities £	2023 Total £
Staff costs (note 11)	297,721	34,961	249,270	878,855	201,525	1,662,332
Other direct costs	173,219	37,252	161,169	105,093	125,288	602,021
Support and governance costs						
Premises	-	425	3,027	10,674	2,448	16,574
Communications and IT	-	348	2,478	8,737	2,003	13,566
Office costs	-	785	5,595	19,725	4,523	30,628
Bank charges and interest	-	62	441	1,554	356	2,413
Professional fees	-	232	1,657	5,841	1,340	9,070
Other	-	1,361	9,702	34,205	7,844	53,112
Governance	-	169	1,204	4,245	973	6,591
Depreciation of fixed assets	-	2,333	16,634	58,649	13,448	91,064
Total expenditure	470,940	77,928	451,177	1,127,578	359,748	2,487,371

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

10. Net movement in funds

This is stated after charging:

	2024	2023
	£	£
Depreciation	93,445	91,064
Operating lease payments	628	1,630
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Auditors' remuneration:		
▪ Statutory audit	6,750	6,100
▪ Other services	4,912	4,444
	<u>4,912</u>	<u>4,444</u>

11. Staff costs and numbers

Staff costs were as follows:

	2024	2023
	£	£
Salaries and wages	1,624,324	1,489,003
Social security costs	96,464	86,581
Pension costs	28,341	22,155
	<u>1,749,129</u>	<u>1,597,739</u>
Agency staff costs	38,419	64,593
	<u>1,787,548</u>	<u>1,662,332</u>

No employee earned more than £60,000 during the current and prior year.

The key management personnel of the charitable company comprise the Trustees, Chief Executive and Senior Management Team. The total employee benefits of the key management personnel were £324,873 (2023: £321,758).

During the year, no redundancy payments were made (2023: £691 was paid to one employee). No amounts were outstanding at year end.

	2024	2023
	No.	No.
Average number of employees (headcount)		
Number of charity staff	102	93
Number of trading staff	27	24
	<u>129</u>	<u>117</u>

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

12. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes. The charity's trading subsidiary, Windmill Hill Farm Community Enterprises Limited, donates its available profits to the parent charity.

13. Tangible fixed assets

Group and charity	Leasehold property £	Furniture & equipment £	Total £
Cost			
At 1 April 2023	2,520,378	107,151	2,627,529
Additions in year	<u>14,292</u>	<u>8,340</u>	<u>22,632</u>
At 31 March 2024	<u>2,534,670</u>	<u>115,491</u>	<u>2,650,161</u>
Depreciation			
At 1 April 2023	1,472,569	75,452	1,548,021
Charge for the year	<u>83,578</u>	<u>9,867</u>	<u>93,445</u>
At 31 March 2024	<u>1,556,147</u>	<u>85,319</u>	<u>1,641,466</u>
Net book value			
At 31 March 2024	<u>978,523</u>	<u>30,172</u>	<u>1,008,695</u>
At 31 March 2023	<u>1,047,809</u>	<u>31,699</u>	<u>1,079,508</u>

14. Investments

	2024	2023
	£	£
Investments in joint venture	<u>2,785</u>	<u>2,785</u>

Details of undertakings

The charity holds a 50% shareholding in Hartcliffe City Farm CIC (company no. 13497886).

The principal activity of Hartcliffe City Farm CIC is to provide a community city farm and gardens that advances the lives of all people in the neighbourhoods in and around Hartcliffe, Bristol, through the provision of services and facilities for work, education and recreation.

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

15. Subsidiary undertakings

Windmill Hill Farm Community Enterprises Limited

A summary of the trading company's profit and loss account is shown below and reflects both external and intercompany sales and purchases.

	2024	2023
	£	£
Turnover	655,991	609,820
Cost of sales	<u>(147,298)</u>	<u>(141,689)</u>
Gross profit	508,693	468,131
Administrative expenses	<u>(307,419)</u>	<u>(337,367)</u>
Operating profit	201,274	130,764
Tax on profit on ordinary activities	<u>-</u>	<u>-</u>
Profit for the financial year after taxation	<u>201,274</u>	<u>130,764</u>
The aggregate of the assets, liabilities and funds was:		
	2024	2023
	£	£
Assets	169,309	352,544
Liabilities	<u>(169,296)</u>	<u>(352,531)</u>
Net assets	<u>13</u>	<u>13</u>

16. Parent charity

The parent charity's gross income and the results for the year are disclosed as follows:

	2024	2023
	£	£
Gross income	1,884,432	1,975,517
Surplus / (deficit) for the year	<u>(219,881)</u>	<u>(45,557)</u>

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

17. Stock

	The group		The charity	
	2024	2023	2024	2023
	£	£	£	£
Stocks for resale	9,225	9,416	904	904

18. Debtors

	The group		The charity	
	2024	2023	2024	2023
	£	£	£	£
Trade debtors	53,337	18,002	43,422	11,907
Prepayments	18,150	10,937	18,150	10,937
Accrued income	19,630	6,909	19,630	6,193
Other debtors	4,186	1,590	-	1,590
Owed from subsidiary undertaking	-	-	132,692	315,960
	95,303	37,438	213,894	346,587

19. Creditors : amounts due within 1 year

	The group		The charity	
	2024	2023	2024	2023
	£	£	£	£
Trade creditors	33,519	46,746	24,749	34,592
Accruals	52,123	37,521	41,748	28,707
Other taxation and social security	47,297	42,840	44,380	39,961
Other creditors	108,742	104,452	94,883	91,928
Deferred income (see note 20)	24,675	21,834	23,992	21,634
	266,356	253,393	229,752	216,822

20. Deferred income

	The group		The charity	
	2024	2023	2024	2023
	£	£	£	£
At 1 April 2023	21,834	42,458	21,634	41,530
Deferred during the year	24,675	21,834	23,992	21,634
Released during the year	(21,834)	(42,458)	(21,634)	(41,530)
At 31 March 2024	24,675	21,834	23,992	21,634

Deferred income relates to income received in advance for contracts relating to the provision of Increasing Access to Psychological Therapies services, school visits and corporate volunteering days.

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

21. Analysis of group net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds £
Tangible fixed assets	978,523	30,172	1,008,695
Investment in joint venture	-	2,785	2,785
Current assets	105,978	578,464	684,442
Current liabilities	-	(266,356)	(266,356)
Net assets at 31 March 2024	<u>1,084,501</u>	<u>345,065</u>	<u>1,429,566</u>
Prior year comparative			
	Restricted funds £	Unrestricted funds £	Total funds £
Tangible fixed assets	1,047,809	31,699	1,079,508
Investment in joint venture	-	2,785	2,785
Current assets	79,774	740,773	820,547
Current liabilities	-	(253,393)	(253,393)
Net assets at 31 March 2023	<u>1,127,583</u>	<u>521,864</u>	<u>1,649,447</u>

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

22. Movements in funds

	At 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 March 2024 £
Restricted funds					
Capital funds	1,047,809	-	(83,578)	14,292	978,523
<i>Other funds</i>					
BCC Bristol Short Breaks	6,928	9,590	(6,929)	-	9,589
Bristol Early Years	150	-	(150)	-	-
Bristol Impact Fund 2	5,711	78,077	(68,577)	219	15,430
Children in Need Nurture Groups	624	9,712	(10,144)	-	192
CIL - Mural	-	6,650	(2,200)	-	4,450
Climate Action Project	-	6,250	(4,500)	-	1,750
Community Asset Manifesto	-	25,000	(15,537)	-	9,463
Football Foundation	-	13,461	(18,083)	4,622	-
Foundation for Children	12,562	18,800	(31,362)	-	-
Nineveh Trust	-	5,000	(2,083)	-	2,917
Nisbet Trust	-	11,000	(6,417)	-	4,583
NL One World Garden Growing & Cooking	1,927	-	(1,927)	-	-
NL Platinum Jubilee	-	19,635	(19,635)	-	-
Positive Activities	-	6,200	(5,150)	-	1,050
Sirona	-	15,518	(2,336)	-	13,182
Social Enterprise Food System (SEFS)	-	10,000	(10,000)	-	-
Supper Club	-	9,993	(3,405)	-	6,588
The Big Give	-	8,720	(7,720)	-	1,000
The Henry Smith Charity	17,912	46,000	(46,741)	-	17,171
The Underwood Trust HCF	9,216	25,000	(23,894)	-	10,322
Theatre project grant funding	12,743	18,129	(13,730)	(17,142)	-
Other restricted projects	<u>12,001</u>	<u>35,950</u>	<u>(39,660)</u>	-	8,291
Total restricted funds	<u>1,127,583</u>	<u>378,685</u>	<u>(423,758)</u>	1,991	1,084,501
Unrestricted funds					
General funds	<u>521,851</u>	<u>1,296,095</u>	<u>(1,470,903)</u>	(1,991)	345,052
Total charity funds	<u>1,649,434</u>	<u>1,674,780</u>	<u>(1,894,661)</u>	-	1,429,553
Non-charitable trading funds	<u>13</u>	<u>651,378</u>	<u>(651,378)</u>	-	13
Total unrestricted funds	<u>521,864</u>	<u>1,947,473</u>	<u>(2,122,281)</u>	(1,991)	345,065
Total funds	<u>1,649,447</u>	<u>2,326,158</u>	<u>(2,546,039)</u>	-	1,429,566

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

22. Movements in funds (continued)

Purposes of restricted funds

Capital funds represent (i) the leasehold property and improvements which are restricted on the basis that the underlying assets could not be sold by the charity; (ii) the Nursery Expansion to provide additional nursery spaces; (iii) the Visitors Centre which was the redevelopment of an information area, reception, exhibition space and visitors centre; (iv) The log cabin for the outdoor classroom; (v) the café redevelopment and interaction centre; and (vi) the Outdoor Theatre. They have a value in use for the charity but no re-sale value.

BCC Bristol Short Breaks funds activities and support sessions targeted at children ages 8-12 with learning difficulties.

Bristol Early Years funding provided training materials for the nursery.

Bristol Impact Fund 2 is a project to create the infrastructure for a rejuvenated community hub in Hartcliffe that will inspire and connect local people, enable them to develop their own way to tackle the inequality they face, and create a confident community organisation, playing an active role in the city.

Children in Need nurture groups is a project focusing on the development of confidence and social skills in children facing hardship.

CIL - Mural is funding for a mural on the wall of Mail Marketing offices and accent to Malago Greenway.

Climate Action Project is funding from Bristol Green Capital Partnership - Learning and Mentoring Programme for participating organisations who wish to build climate confidence and capacity to develop community insights and leadership on climate and nature within Bristol.

Community Asset Manifesto is funding for promoting the work of Bristol Community Organisations.

Football Foundation funded football pitch improvements.

Foundation for Children supports a project to create infrastructure to enable school activities at Hartcliffe City Farm.

Nineveh Charitable Trust supported educational activities in the farm and gardens.

Nisbet Trust supported education activities in the farm and gardens.

NL One World Garden Growing & Cooking Together 2022 funding provided weekly growing and cooking sessions specifically for families from BAME community that live in nearby flats with limited outdoor spaces.

NL Platinum Jubilee funding supported a project to kickstart health and wellbeing activity for the local community.

Positive Activities funding would provide unique sessions based on a city farm, with access to fresh produce, animals and cooking, whilst the green space provides a sense of calm and well-being.

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

22. Movements in funds (continued)

Purposes of restricted funds (continued)

Sirona funds Wellbeing Wednesdays Project at Hartcliffe City Farm.

Social Enterprise Food System (SEFS) is funding to participate in a research project on how food provision that is inclusive, healthy and environmentally sustainable is being supported by social enterprises.

Supper Club represents funding for a weekly Supper Club to provide a safe, warm and welcoming indoor space for local parents and their young children to use from 5.30-8.30pm during the colder, winter months.

The Big Give funding received was for the supper club.

The Henry Smith Charity funding helped to deliver our 'supported volunteer programme' – an ongoing core programme that accepts up to 100 people a year who are close to, or recovering from, mental health crisis.

The Underwood Trust funding supported the development of Hartcliffe City Farm.

Theatre project grant funding is the upsent funds for the outdoor theatre that is currently under construction.

Other restricted projects consists of various smaller restricted projects for funding under £10,000 which includes funding from Children In Need, The Big Give, Nisbets and others.

Transfers between funds

Transfers between funds represent the movement of capitalised restricted expenditure from the Theatre project grant restricted fund to the restricted capital funds and the transfer of unrestricted income to top up restricted projects where needed.

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

22. Movements in funds (continued)

Prior year comparative	At 1 April 2022 £	Income £	Expenditure £	Transfers between funds £	At 1 April 2023 £
Restricted funds					
Capital funds	1,051,123	-	(82,213)	78,899	1,047,809
<i>Other funds</i>					
Baily Thomas	4,000	-	(4,000)	-	-
BCC Bristol Short Breaks	-	8,973	(2,045)	-	6,928
Bristol Early Years	150	-	-	-	150
Bristol Impact Fund 2	373	58,855	(53,517)	-	5,711
Children in Need Nurture Groups	-	9,587	(8,963)	-	624
Clothworkers	-	37,000	(37,000)	-	-
Foundation for Children	7,471	37,600	(32,509)	-	12,562
Lets Create Jubilee	-	9,993	(9,993)	-	-
Little Roots	3,431	-	(3,431)	-	-
Nineveh Trust	-	5,000	(5,000)	-	-
Nisbet Trust	-	10,000	(10,000)	-	-
NL One World Garden					
Growing & Cooking	-	10,000	(8,073)	-	1,927
NL Platinum Jubilee	-	30,365	(30,365)	-	-
PTC Resilient Community Fund	-	10,000	(10,000)	-	-
The Henry Smith Charity	-	45,000	(27,088)	-	17,912
The Underwood Trust HCF	-	25,000	(15,784)	-	9,216
Theatre project grant funding	-	43,167	-	(30,424)	12,743
WECA Community Support Fund	-	49,065	(49,065)	-	-
Other restricted projects	-	44,247	(32,246)	-	12,001
Total restricted funds	<u>1,066,548</u>	<u>433,852</u>	<u>(421,292)</u>	<u>48,475</u>	<u>1,127,583</u>
Unrestricted funds					
General funds	<u>628,443</u>	<u>1,398,142</u>	<u>(1,456,259)</u>	<u>(48,475)</u>	<u>521,851</u>
Total charity funds	1,694,991	1,831,994	(1,877,551)	-	1,649,434
Non-charitable trading funds	<u>13</u>	<u>609,820</u>	<u>(609,820)</u>	<u>-</u>	<u>13</u>
Total unrestricted funds	<u>628,456</u>	<u>2,007,962</u>	<u>(2,066,079)</u>	<u>(48,475)</u>	<u>521,864</u>
Total funds	<u><u>1,695,004</u></u>	<u><u>2,441,814</u></u>	<u><u>(2,487,371)</u></u>	<u><u>-</u></u>	<u><u>1,649,447</u></u>

Windmill Hill City Farm Limited

Notes to the financial statements

For the year ended 31 March 2024

23. Operating lease commitments

The group and charity had operating leases at the year end with total future minimum lease payments as follows:

The group and the charity	Land and buildings		Equipment	
	2024	2023	2024	2023
	£	£	£	£
Amount falling due:				
Within 1 year	126	126	502	1,504
Within 1 - 5 years	504	504	4,051	752
Payable after 5 years	2,774	2,900	-	-
	<u>3,404</u>	<u>3,530</u>	<u>4,553</u>	<u>2,256</u>

24. Related party transactions

Windmill Hill Farm Community Enterprises Limited, a company limited by guarantee, forms the trading arm for the charity. Two of the charity's trustees, and the Chief Executive serve on the board of directors of the trading company. During the year the charity provided goods and services to the trading company amounting to £2,378 (2023: £2,115) and recharged overheads of £6,000 (2023: £6,000). In addition, the charity received goods and services totalling £4,614 (2023: £4,644) from the trading company during the year and the trading company made a gift aid payment to the charity of £201,274 (2023: £130,764). At the balance sheet date the trading company owed Windmill Hill City Farm Limited £132,692 (2023: £315,960).

Stephen Sayers, Chief Executive, is also a Trustee of Locality (company number: 2787912). During the year, the charity purchased membership from Locality for £250 (2023: £250). No amounts were outstanding at year end.

During the year, the charity group provided goods and services to the charity's joint venture, Hartcliffe City Farm CIC, amounting to £37,559 (2023: £39,219), of which £7,672 (2023: £5,472) was outstanding at year end. In addition, the charity received goods and services totalling £9,473 (2023: £10,444), of which £1,754 (2023: £1,566) was outstanding at year end.



Alison Godfrey FCA
Godfrey Wilson Limited
Chartered Accountants & Statutory Auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

16 September 2024

Dear Alison

Letter of Representations on the Financial Statements for the Year Ended 31 March 2024

This representation letter is provided in connection with your audit of the financial statements of the charity for the year ended 31 March 2024.

We confirm that the following representations are made on the basis of enquiries of the trustees, management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you:

1. We have fulfilled our responsibilities as trustees, as set out in the terms of your engagement letter dated 3 October 2022, under the Companies Act 2006 for preparing financial statements, in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

We confirm that in our opinion the financial statements give a true and fair view and in particular that where any additional information must be disclosed in order to give a true and fair view that information has in fact been disclosed. We confirm that the selection and application of the accounting policies used in the preparation of the financial statements are appropriate, and we approve these accounts for the year ended 31 March 2024.

2. We confirm that all accounting records have been made available to you for the purpose of your audit, in accordance with your terms of engagement, and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, trustees' and members' meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain audit evidence and have provided any additional information that you have requested for the purposes of your audit.
3. We acknowledge that it is a criminal offence to make a false statement in this regard, and where any director either makes a false statement; is aware that the statement is false; is reckless in preventing this statement; or fails to take reasonable steps to prevent the trustees' report from being approved, we acknowledge that each director will be guilty of a criminal offence.

4. We confirm the charity has satisfactory title to all assets and there are no liens or encumbrances on the assets, except for those disclosed in the financial statements.
5. We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We confirm that we have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.
6. We confirm that the charity has no liabilities or contingent liabilities other than those disclosed in the financial statements.
7. We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the applicable financial reporting framework.
8. We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
9. We confirm that we are aware that a related party of the charity is a person or organisation which either (directly or indirectly) controls, has joint control of, or significantly influences the charity or vice versa and as a result will include: trustees/directors, other key management, close family and other business interests of the previous. We confirm that the related party relationships and transactions set out in appendix 1 are a complete list of such relationships and transactions and that we are not aware of any further related parties or transactions.
10. We confirm that the charity neither had, at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including advances and credits granted by the charity) for trustees, nor provided guarantees of any kind on behalf of the trustees.
11. We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.
12. We confirm that the charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
13. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its activities and which are central to the charity's ability to conduct its activities, except as explained to you and as disclosed in the financial statements.
14. We acknowledge our responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud. We confirm that we have disclosed to you the results of our risk assessment of the risk of fraud in the organisation. There have been no deficiencies in internal control of which we are aware.
15. We confirm that there have been no actual or suspected instances of fraud involving trustees, management or employees who have a significant role in internal control or that could have a material effect on the financial statements. We also confirm that we are not aware of any allegations of fraud by trustees, former trustees, employees, former employees, regulators or others.
16. We confirm that, in our opinion, the charity's financial statements should be prepared on the going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. In reaching this conclusion, we have taken into

account all relevant matters of which we are aware, and have considered a period of at least one year from the date on which the financial statements will be approved.

17. We confirm that in our opinion the effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is set out in the management letter.
18. We confirm that we are not aware of any matters of material significance that should be reported to regulators. We confirm that all correspondence with the Charity Commission has been made available to you.
19. We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.
20. We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that: (a) so far as each trustee is aware, there is no relevant audit information of which you as auditors are unaware; and (b) each trustee has taken all the steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that you are aware of that information.
21. We acknowledge that it is a criminal offence to knowingly or recklessly make you as an auditor, a statement (oral or written) that conveys, or purports to convey, information or explanations that you require in your capacity as auditor, or are entitled to require, that is misleading, false or deceptive in a material particular.

Yours sincerely



Anne Sharp - Chair
For and on behalf of the trustees of Windmill Hill City Farm Limited

Appendix 1: Summary of Related Parties

Connected Organisation	Name	Nature of Connection
Locality	S Sayers	CEO / Trustee
Windmill Hill Farm Community Enterprises	J Darwen S Jones S Sayers	Trustee / Director Trustee / Director CEO / Director

Windmill Hill City Farm Ltd.
Philip Street, Bedminster, Bristol, BS3 4EA. Tel 0117 963 3252
Email info@windmillhillcityfarm.org.uk Website www.windmillhillcityfarm.org.uk
Registered Charity 277287 VAT Reg. GB701205108