

# Annual Report

Including Trustees' report and financial statements  
**2020/21**



Earthworks St Albans

Registered charity number 1067139

Company Limited by Guarantee 3307683



# Foreword

**Bianca Badham, CEO**



In what was a particularly challenging year globally, it has been a privilege to work alongside our Earthworkers, volunteers, trustees and staff to continue to connect as a community, despite the challenges of Covid-19.

This year we have seen the resilience of our Earthworks community at its best and I've been blown away by the innovation, adaptability and personal resilience shown by all involved, as well as the considerable support received from individuals, local businesses and organisations in our wider community. Our gardens have continued to nurture the wellbeing of our Earthworks community and digital innovations have brought the benefits of social and therapeutic horticulture and nature appreciation into the homes of those who could not be with us on site. We look forward to the year ahead, confident in the strength of our community to continue to grow through the pandemic and beyond.

## **James Burstow, Chair of Trustees**

The Board has overall responsibility and accountability for everything Earthworks does. We ensure that Earthworks is well governed whilst doing what it was set up to do. The Charity Commission publish guidance on this topic known as The Charity Governance Code. Over the past few months, the Board have been working through a self-assessment exercise to establish what we do well and what we could do better.

Our 2019 three-year strategic plan set out what we wanted to do to improve Earthworks. This included items such as developing the new Constitution and improving financial systems. With the onset of the pandemic, we had to revise our priorities and in July 2020 we established a replacement 12-month strategy. This took the form of a new risk register, financial scenario planning, the creation of a strong staffing structure, and a digital strategy. Work has progressed very well on the implementation of this plan.



For some time the Board had wanted to renew and update the Governing documents to reflect current legislation and best practice, allowing Earthworks to operate in a more efficient manner. We were very grateful to Niall McAlister and his colleagues at CMS Law who produced amended Articles of Association (Constitution) at no cost to Earthworks. Whilst this new Constitution dispenses with the need for an AGM, we will ensure that we continue to welcome engagement and input from staff, Earthworkers, volunteers and supporters in a meaningful way.

This year we have had quite a turnover of trustees. Leaving us were Gaynor Cashin, Christopher Eridani Ball, Alistair Holland (Treasurer), Philip Minor, and Pallavi Rose. We thank them all for their contribution to Earthworks, in some cases over many years.

We have been very fortunate in being able to recruit some excellent new trustees to maintain and improve the strength of the Board. We welcome Peter Kordel (Treasurer), Jess Moore, Rebecca Sumner Smith, and Nina Vinther.

As always, my thanks go to my fellow trustees who together form a strong team despite changes in membership, the wonderful staff who work so hard in very difficult circumstances, all volunteers, Earthworkers and supporters. Together we will maintain and enhance the wonderful spirit of Earthworks. It is an honour to be your Chair.





# Legal and administrative information



**Earthworks St Albans**  
(A company limited by guarantee)

**Charity number** 1067139

**Company registration number** 3307683

**Address and registered office**  
Earthworks  
Hixberry Lane  
St Albans  
Herts  
AL4 0TZ

**Trustees**

James Edward Burstow	
Carmen Nevado	
Angela Pankhurst	
Christopher Derek Eridani Ball	Resigned 18/08/2020
Philip David Minor	Resigned 18/08/2020
Alistair David Holland	Resigned 03/09/2020
Gaynor Anne Cashin	Resigned 31/12/2020
Pallavi Rose	Appointed 28/04/2020
	Resigned 31/10/2020
Mary Elizabeth Webb	Appointed 28/04/2020
Peter Kordel	Appointed 03/09/2020
Nina Mai Vinther	Appointed 10/11/2020
Jessica Moore	Appointed 26/01/2021
	Resigned 29/06/2021
Rebecca Sumner Smith	Appointed 18/03/2021
Philip Royston Leach	Appointed 19/07/2021
David Douglas Cole	Appointed 23/09/2021




**Accountants**  
Morgan Rose  
37 Marlowes  
Hemel Hempstead  
Herts HP1 1LD

The trustees present their report and the financial statements for the year ended 31 March 2021. The trustees, who are also directors of Earthworks St Albans for the purposes of company law and who served during the year and up to the date of this report are set out on page 3.



# Purpose and Aims

Our charity's purposes - consistent with the objects contained in the company's constitution - are to:

-  **Benefit the public by fostering communities and inclusion.**
-  **Focus on those with learning disabilities or mental health issues.**
-  **Provide learning and meaningful work opportunities in horticulture and land-based skills at our 3.5 acre eco site and in the wider community.**

The aims of our charity are to use green care to nurture people to develop skills, build confidence, boost health and wellbeing and promote inclusion.

## Structure, Governance and Management

Earthworks is a registered charity and a company limited by guarantee. It has a Board of Trustees that is responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the charity's memorandum and articles of association and legal guidelines. The Board uses the Charity Governance Code for small charities to ensure good governance.

The current Board is made up of volunteers with a range of different backgrounds, professional experience and expertise to enable the Board to govern effectively. Trustees are all volunteers and receive no payment. Nominations for Trustees are made to the Board for approval. Trustees are supported through an induction programme and Earthworks welcomes local applicants from the community and encourages people from diverse backgrounds to join the Board.

Trustee meetings are held approximately every 6-8 weeks. The CEO attends the Board meetings, contributes progress reports and work with Trustees on the strategic plan. The Board delegates operational responsibilities to the CEO. Our service users (Earthworkers) and volunteers are able to contribute their ideas and feedback at quarterly Project Group Meetings.

### Results

The results for the year are set out in the statement of financial activities on page 17.

The trustees consider the net movement of funds to be satisfactory.

### Equal Opportunities

As responsible employers, the trustees have approved a number of policies relating to equal opportunities, health and safety. These policies are reviewed at least annually.

### Reserves Policy

The trustees have agreed a policy whereby funds not committed or invested in tangible fixed assets held by the company should be maintained at a level sufficient to pay staff costs for one calendar year. This policy allows for a possible reduction in income, as well as a lack of fund-raising success in any particular year, and so would allow the charity to continue its activities at the current level for some months. The trustees will review the policy annually.

### Risk Review

The trustees have considered the risks to which the charity is exposed, and have established systems for mitigating those risks. External risks have been minimised by the adoption of an ongoing monthly review and appraisal policy, which includes a policy for securing funds from a wide range of sources. Internal risks are minimised by implementing procedures for authorising transactions and projects, and for ensuring consistent delivery for all operational aspects of the charity. The trustees will review these procedures periodically.

### Related Party Transactions

There were no related party transactions during the year (none in 2020).

### Political and Charitable Contributions

The company made no political or charitable contributions during the year.





## Safeguarding

Safeguarding the Earthworks operation is a governance priority for the Trustees. The Earthworks CEO Bianca Badham is the designated Safeguarding lead. Our fundamental belief is that everyone at Earthworks - our Earthworkers, staff, volunteers and our visitors - has the right to feel safe and protected from any kind of abuse. We review our safeguarding policy and training plan annually.

## Public Benefit Disclosure

The Board has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. The trustees refer to public benefit throughout this report.

## Statement of trustees' responsibilities

The trustees (who are also directors of Earthworks St Albans for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these 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 estimates that are reasonable and prudent;
- \* state whether applicable UK Accounting Standards 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 charitable company 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 charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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.

### Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

On behalf of the board

Peter Kordel  
**Treasurer/Trustee**



# About Earthworks



## The Natural Place to Grow

Earthworks St Albans is a charity which offers Social and Therapeutic Horticulture and nature-based activities for people with learning disabilities. Our work and our eco-gardens nurture people to develop skills, build confidence, boost health and well-being and promote inclusion.

Earthworks provides day opportunities for people with learning disabilities, who are known as Earthworkers. Earthworkers, volunteers and staff learn and work together to manage 3.5 acres with a focus on sustainability, organic horticulture and traditional countryside skills. Our site encompasses ornamental gardens, allotment market gardens, a heritage orchard, woodland, pond habitats, wildflower meadow and polytunnel, all centred around our oak-framed eco-building.

With a stall at the monthly St Albans farmers' market where we sell our produce and open days and workshops throughout the year, Earthworks engages the wider community to champion inclusivity, learning and sustainable living.

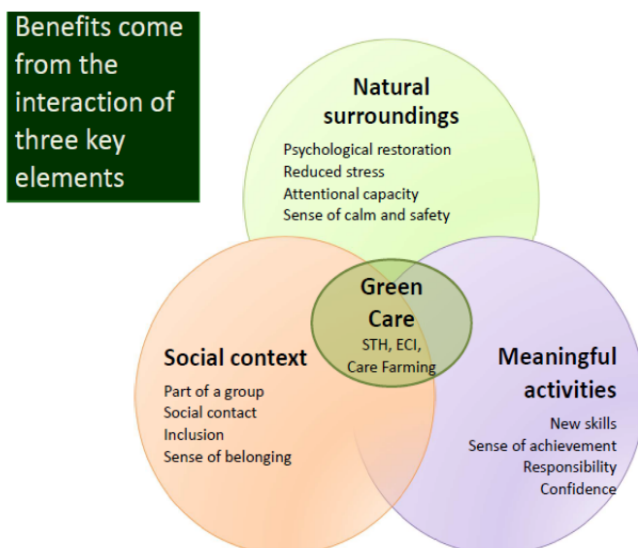
## Earthworks as a Green Care provider

### People of all abilities learning and working together towards a greener future

Green Care is an umbrella term for interventions that use structured nature-based approaches to work with clients who have a defined need. In Green Care interventions the practitioner, the individual and the natural environment contribute to the positive changes experienced through meaningful activity.

Examples of Green Care interventions include Social and Therapeutic Horticulture, Care Farming, Animal Assisted Therapy and Ecopsychotherapy.

Green Care interventions provide a quality service that is both effective and cost effective in that they provide multiple outcomes simultaneously with the interaction of the three elements – nature, social and meaningful activities (Dr Rachel Bragg, Care Farming UK).



STH – Social and Therapeutic Horticulture; ECI – Environmental Conservation Interventions; Source: Bragg and Atkins, 2016

### What is Social and Therapeutic Horticulture (STH)?

*"Social and therapeutic horticulture is the process of using plants and gardens to improve physical and mental health, as well as communication and thinking skills. It also uses the garden as a safe and secure place to develop someone's ability to mix socially, make friends and learn practical skills that will help them to be more independent."*

Thrive ([www.thrive.org.uk](http://www.thrive.org.uk))

At Earthworks our staff practitioners are multi-skilled, having a working knowledge of social care and horticulture / land-based

skills. Earthworkers are supported to meet their aims as well as overcome difficulties and problems in a holistic way, improving general well-being. In this 'helping role' our practitioners do not provide formal psychotherapy or counselling.





Horticultural therapy is distinct from Social and Therapeutic Horticulture in that it centres around a pre-defined clinical goal, similar to occupational therapy.





## Nature Affinity








Our therapeutic activities take place in a natural environment, harnessing people's nature affinity with well researched benefits on health and well-being.

-  **Biophilia**, *Wilson 1984*: human beings have an innate affinity with nature and our evolved biological need to seek connection with the natural world.
-  **Attention Restoration Theory**, *Kaplan and Kaplan 1995*: Natural spaces are restorative environments that facilitate recovery from directed attention fatigue. Time spent in nature improves concentration and ability to perform tasks, reduces mental fatigue and restores directed attention capacity.
-  **Psycho-evolutionary theory**, *Ulrich 1991*: Natural environments allow recovery from psychophysiological stress. Restoration occurs when environments elicit a sense of pleasantness, interest and calm.
-  **Organic horticulture, conservation and green technologies**: working together with nature to protect and improve the environment for all.







## Key components of the theories behind what we do at Earthworks

### Meaningful Activity

Our activities are interactive, experiential and stimulating and have many attributes in common with paid







-  **Occupation** – a sense of purpose: tasks have an outcome
-  **Making a difference** – skills development, social interaction, reduced behaviours of distress
-  **Active and interactive** – plants, people and nature
-  **Sense of identity and competence** as an Earthworker rather than a 'service user'
-  **Productivity** in an environment that is not pressured
-  **Achievement, success, value, worth and positive self-esteem**
-  **Opportunity** for Earthworkers to take home and eat the produce from their individual plots

## Social Interaction




-  **Social skills development**
-  **A sense of connection**
-  **Working with people of different ages and abilities for a common purpose**
-  **Engagement with the local community**
-  **Routine, structure and a sense of belonging**
-  **Having a say and being heard**—engagement in the development of Earthworkers e.g. project group meetings

## Person-Centred

Valuing people by meeting the needs of the individual, offering choice and control.

-  The person-centred approach originates in humanistic psychotherapy with the work of Carl Rogers in the 1950s. This approach centres around the concept of individuals' innate "actualising tendency", a drive towards fulfilment of their personal possibilities and relies on three core
  -  **Empathy** – to feel, sense and experience the world from another's perspective, understanding their personal meanings without judgement
  -  **Unconditional positive regard** – to fully accept individuals and their experience of the world
  -  **Congruence** – to be genuine or "real"
-  In the person-centred approach the individual is the expert; we provide the environment and support to help people achieve their aspirations.
-  The person-centred approach in social care emphasises choice and control. Care is personalised, coordinated and enabling, with the person at the centre treated with dignity, compassion and respect.

## Outcomes Based Approach

-  **Individualised outcomes** – goals met / distance travelled for an individual
-  **Collective outcomes** – project / programme evaluation
-  **Health, social, educational, developmental**

# Our Earthworkers



Earthworks provides 60 regular weekly placements for adults with learning disabilities across the week. Some individuals attend more than one placement per week, with Earthworks currently supporting 43 individuals. Referrals to Earthworks can be made by prospective Earthworkers, their carers or social care professionals, with the placements being commissioned under the umbrella of 'day opportunities' through Hertfordshire County Council's Adult Care Services (HCC ACS).

## Earthworker Support and Covid-19

Many people with learning disabilities experience health inequalities and are at high risk from Covid-19. Throughout March 2020, increasing numbers of Earthworkers opted to stay at home and stay safe and did not attend Earthworks. As the community infection rate rose and when lockdown began, we took the difficult decision to close our site to Earthworkers and volunteers, effective from 23 March 2020. Although lockdown was a difficult time for our Earthworkers, their families and carers, Earthworks' staff rose to the challenge of adapting our services to support Earthworkers remotely at home.

With our **Stay at Home and Grow** project, funded by HCF's Coronavirus Relief Fund, we delivered growing packs to Earthworkers at home and supported activities through **daily virtual tea breaks, postcards from our gardens, weekly phone calls and journaling projects.**

Our activities maintained a sense of purpose, learning, community, and social interaction during a stressful and isolating time, and were celebrated by Earthworkers, carers and families.

To enable a safe return to site in June and July 2020, we secured funding and support to adapt our site and services. We installed additional sheltered work spaces, hand wash sinks and sanitiser stations and adhered to strict Covid-19 policies and procedures including 2m social distancing and increased cleaning and hand hygiene. We sectioned the site into three work zones and purchased pinch point mirrors and individual issue items.

In line with the 2m social distancing requirements in care services, we adapted to offer Earthworkers half a day at Earthworks in place of their usual whole days and worked in 1:2 support ratios to ensure social distancing and safe shared use of the site.





# Our Volunteers



Earthworks is supported by volunteers in a range of valuable roles across the organisation, including as trustees, site-based volunteers, events / markets volunteers and expert consultants.



This year our volunteers adapted to new ways of Covid-safe working and were instrumental in getting our site back up and running after the first Government lockdown and keeping the Earthworks spirit alive. With the dedicated attention of our volunteers, the allotment gardens have never looked better! We would like to express our appreciation to the wonderful volunteers who give their time, skills and expertise to empower us to improve the Earthworker experience, develop the site and grow as an organisation.



## Our Staff

Earthworks employs a small team of staff to meet the operational needs of the organisation. In May 2020 Stephen Pike stepped down from his Joint Project Leader role and we restructured, appointing Bianca Badham as CEO and Stephen Pike as deputy CEO. Kate Mackay has continued in post as Fundraising Development Manager, successfully navigating the pandemic's impact on the fundraising environment.

Our Earthworker support staff have adapted and innovated to continue to provide high quality support to our Earthworkers through a difficult year, working outdoors in all weathers, keeping to strict infection control measures and keeping our site and activities running throughout the pandemic. Coordinators Michele Seymour and Angelina Jenkins have



remained in post and we have said goodbye to Harriet Stebbens, who relocated out of the area in December. Harriet originally joined Earthworks as a placement student before returning to employment at Earthworks in 2017. We were able to bid her a fond farewell at our virtual Christmas party.

Due to the impact of the pandemic, our Placement Project Workers Kira and Elizabeth left Earthworks a couple of months early at the end of May, achieving their "year in industry" award as part of their undergraduate studies.

In October we welcomed Steven Shelley to our staff team. Steve is a longstanding member of our Earthworks community, having previously served as a trustee and more recently as a volunteer on site, we are delighted to welcome Steve in the new capacity of Support Worker.

In March we welcomed Susi Williams to the staff team as a Support Worker. Susi is a longstanding associate of Earthworks through her work with disability groups in St Albans, we look forward to bringing her wealth of experience in learning disability engagement to the team.

Recruitment of administrative support was paused due to the unknown financial landscape as we navigated the pandemic, with administrative tasks being undertaken within the wider staff team.

## Events

Unfortunately the planned schedule of events to celebrate our 25th year was paused due to the pandemic and restrictions on gatherings. In order to celebrate with our community we accelerated digital developments and took many of our events online.



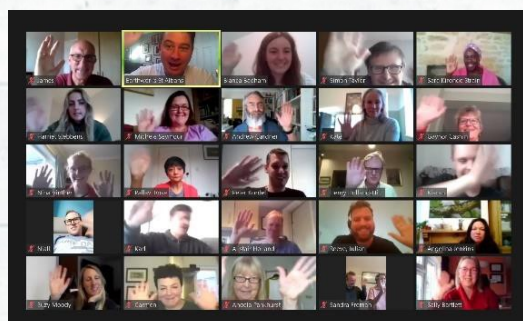
### Virtual Open Garden

In May, our Virtual Open Garden took the place of our usual in-person event. The virtual event created a buzz on social media, and generated donations. The day included a virtual tour, and two videos about Earthworks, created by Earthworkers and Deloitte staff as part of our partnership with Deloitte. Also on the bill were performances from the Purple All Stars and Alison MacFarlane and friends, videos from Earthworks staff about how to grow pea shoots, and take part in No Mow May, and messages of support from the local community.



### Annual celebration and AGM

Our annual celebration and AGM moved online this year. The event was very well attended and enabled us to reach those who might not have been able to attend in person. Alongside our Earthworks community and supporters, we were delighted to be joined by the High Sherriff of Hertfordshire. We shared photo and video content depicting developments and highlights from the previous year, which brought the unique Earthworks spirit to the virtual event.



### Earthworks Marathon

Staff, volunteers and Earthworkers set out to walk in their homes, gardens and parks to contribute to an entire marathon, and, together, ended up walking the equivalent of more than two marathons! This event was a great way to stay active during lockdown, and to raise much-needed funds for Earthworks. Thank you to everyone who walked, supported each other, and sponsored our walkers.



### Earthworker and Volunteer Parties

Our Halloween and Christmas parties moved to Zoom this year. Earthworkers, volunteers and staff enjoyed the usual fancy dress and festive elements of these celebrations and the jokes segment proved to be a firm favourite at both! At the Christmas party we were able to share a sing-a-long introduced by Santa, who also presented the 2020 achievement certificate to Earthworkers. Individuals received their certificates and gifts back on site or via doorstep visit.





# Polar Bear Plunge Sustainable Icy Bucket Challenge

Earthworks' annual challenge event, the Polar Bear Plunge, rose to the challenge of lockdown and invited supporters to celebrate the New Year by plunging at home in a Sustainable Icy Bucket Challenge. To ensure sustainability, water use could be offset by foregoing a shower, but many supporters chose to plunge in ice-topped rainwater – including Daisy Cooper MP, and one experienced swimmer even plunged in the river.



Young veteran plunger Stanley won the Plunge's fancy dress competition. After his trip to Australia to see relatives was cancelled, he decided to plunge in his holiday clothes and sunglasses! Stanley won £100, sponsored by Affinity Water, but bravely offered the funds back to this year's Plunge charities.

The Plunge raised a total of £968.70 plus Gift Aid. As this year's guest charity, Youth Talk received 30% of this income. A huge thank you to all who kept the Polar Bear Plunge spirit alive in lockdown, whether you plunged, sponsored someone to plunge, or shared the social media posts! If you would like to follow the Plunge, you can find our social media accounts at [www.polarbearplunge.org.uk](http://www.polarbearplunge.org.uk)





## Project Group Meetings

Our quarterly Project Group Meetings are an opportunity for everyone at Earthworks to record their contributions, share ideas and help shape the development of Earthworks. We adapted and ran these virtually on Zoom during lockdown and in small groups when back on site.

**This year we have progressed these PGM ideas:**

		
<b>Sponsored walk</b>	<b>Getting back to site safely</b>	<b>New "better" toilets</b>

## Our new flushing toilets

Following requests in our Project Group Meetings for improved toilet facilities we developed a two-phase plan for replacing our old, inefficient composting toilets with a flushing alternative that would still be true to our sustainability ethos.



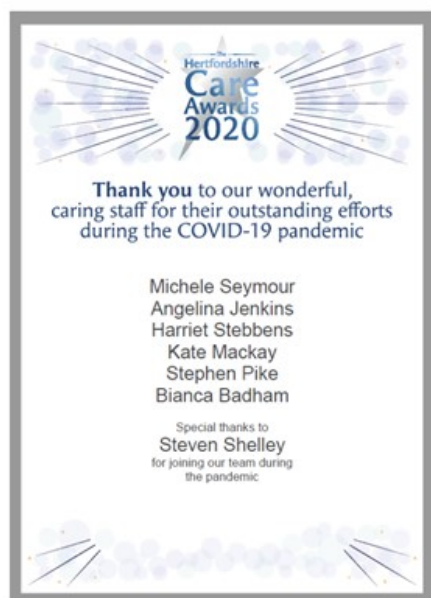
Grants from the Screwfix Foundation, HCF and the Neighbourly Charitable Trust, alongside donations from supporters, all contributed to funding phase one of our new toilets build, connecting us with the mains sewerage system and upgrading our existing toilet block with new units and plumbing, which was completed in early 2021. Thank you to everyone who supported this much-needed and exciting project!

Watch this space for phase two, which will include the addition of a rainwater flushing system!

## Hertfordshire Care Awards

On Friday 20 November HCPA's Hertfordshire Care Awards were live broadcast on YouTube. The efforts of staff and care services across the county were recognised and a heartfelt video of Earthworkers

thanking the staff team for their support was included in the celebrations. Earthworks' Hertfordshire Care Award recognises the hard work and dedication of our wonderful staff team during the pandemic.



## Bunting: adding colour to social distancing

In the summer we appealed to the local community to support our Covid-19 site adaptations by donating bunting.

We received an incredible response and used the bunting to create work zones in our gardens. We would like to thank everyone who contributed and brought some colour to our social distancing.





EARTHWORKS  
**25**

# Please help us nurture our Earthworkers for another year



Donate at:

[www.earthworksstalbans.co.uk](http://www.earthworksstalbans.co.uk)

Or text **EARTHWORKS** to **70085** to donate £5  
Texts cost £5 plus one standard rate message.





# Thank you to our community



We are grateful for the support of many organisations and individuals in our wider community. Thank you all for supporting Earthworks at a time when we are most needed, but which has been especially difficult for so many.

Community fundraising	Corporates	Grant funders
Round Table	Deloitte	Abbey Mission
St Albans Friends of the Earth	Tony Gee	Hertfordshire Community Foundation
Radio Verulam	Morgan Sindall	Neighbourly Charitable Trust
Lewis and Rhys Wynne and friends	Blackdog	Tesco's Carriers for Causes
Sandridge WI	Affinity Water	Screwfix Foundation
Cranbourne Masonic Lodge	Aylett Nurseries	St Albans District Council
Soroptimist International St Albans	Ember Designs	Herts Valley Clinical Commissioning Group
Councillor Dreda Gordon	The Print Shop	Charities Aid Foundation
Purple All-Stars	Total Legacy Care	Colney Heath Parish Council
Alison MacFarlane and friends	Waitrose & the John Lewis Partnership	Hertfordshire County Council
	John O'Connor	PayPal Giving Fund
	Ye Olde Fighting Cocks	
	Carpenter's Nursery	
	Smallford Farm Shop	

## Deloitte Five Million Futures Partnership

Deloitte continue to have a huge impact for Earthworks. Local staff from the St Albans raised an incredible £2,850 through creative virtual fundraising including a 12 Days of Christmas competition, and a further £2,500 was donated from Deloitte's central team. Earthworks was able to take advantage of a free coaching session through We Are Futures, and Deloitte's pro bono work helped to establish our Gift Aid claiming system, which will continue to have a positive financial impact into the future.

In 2021/22, our partnership is looking forward to a Deloitte staff member riding for Earthworks in the Ride Across Britain, further Christmas fundraising and digital pro bono work.

**Deloitte.**

*giftaid it*



# Lewis and Rhys Wynne and friends challenge



In February, supporters Lewis and Rhys Wynne and their friends in St Albans and Germany were supposed to be on a trip to St Albans' twin town Worms in Germany. Instead, together they ran or cycled the equivalent distance of their return trip (926 miles), raising funds for Earthworks. They smashed their original target of £1,000, reaching a final £2,664 plus Gift Aid. Huge thanks to everyone involved for their incredible effort and support, which was a huge encouragement to us all as well as having a practical impact.



## Christmas Campaign

Our Christmas campaign was a great success, raising just under £2,000, and partly match-funded by Affinity Water. These donations were especially appreciated at such a difficult time for all. Thank you to everyone who supported this campaign.

## Looking Forward

As we move into the 2021-22 year, the coronavirus pandemic continues to present all charities with unanticipated and unprecedented challenges. Our Board and senior leadership have re-prioritised the elements of our strategic plan to account for the changing external environment. We will continue to work reflectively and responsively towards our strategic aims of developing the Earthworker experience, supporting and developing our workforce and improving our governance. Alongside unexpected challenges, we anticipate a number of exciting opportunities this year, many catalysed by the pandemic. We look forward to further developing our digital strategy, diversifying beneficiary opportunities and working with HCC to develop our social care services under the new framework agreement for community opportunities.

Our Earthworkers are valuing their time spent onsite engaging in activities, however while coronavirus restrictions remain in place we are unable to welcome the general public to the site. We will continue to engage remotely and virtually in innovative and novel ways, to share the magic of Earthworks with those who cannot be with us. To make the most of this please follow us on social media.

# Annual Accounts



**For the year ended 31st March 2021**

## **Accountants' report to the trustees on the unaudited financial statements of Earthworks St. Albans.**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Earthworks St. Albans for the year ended 31 March 2021 which comprise the statement of financial activities, the statement of changes in equity and the related notes from the company's accounting records and from information and explanations you have given us.

As a practicing member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the board of directors of Earthworks St. Albans, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Earthworks St. Albans and state those matters that we have agreed to state to the board of directors of Earthworks St. Albans as a body, in this report in accordance with the ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Earthworks St. Albans and its board of directors as a body for our work or for this report.

## **Respective responsibilities of the trustees and auditors**

As described in the statement of trustees' responsibilities the company's trustees (who also act as directors for the charitable activities of Earthworks St. Albans) are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Stephen Humphreys

**Morgan Rose**

**Chartered Accountants and Statutory Auditors**

**37 Marlowes**

**Hemel Hempstead**

**Herts, HP1 1LD**



# Statement of financial activities (incorporating the income and expenditure account)



For the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	2	35,743	58,269	94,012	48,991
Activities for generating funds	3	156,824	-	156,824	168,313
Investment income	4	102	-	102	489
<b>Total incoming resources</b>		<b>192,669</b>	<b>58,269</b>	<b>250,938</b>	<b>217,793</b>
<b>Resources expended</b>					
Purchases		1,415	3,192	4,607	5,722
Staff costs	6	146,110	15,518	161,628	178,292
Establishment costs		6,594	-	6,594	5,806
Motor and travelling expenses		1,919	49	1,968	3,002
Accountancy fees		4,122	-	4,122	3,368
Legal and professional fees		1,628	-	1,628	408
Communications and IT		1,013	888	1,901	3,277
Other office expenses		1,771	9,696	11,467	8,428
Depreciation and impairment		17,652	3,419	21,071	20,503
Prior year adjustment		(81,245)	81,245	-	-
<b>Total resources expended</b>		<b>100,980</b>	<b>114,008</b>	<b>214,988</b>	<b>228,806</b>
<b>Net income / (expense) for the year</b>		<b>91,690</b>	<b>(55,739)</b>	<b>35,951</b>	<b>(11,013)</b>
Total funds brought forward		171,769	86,834	258,603	269,616
<b>Total funds carried forward</b>		<b>263,459</b>	<b>31,095</b>	<b>294,554</b>	<b>258,603</b>

## Balance Sheet



As at 31 March 2021

		2021		2020	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		46,846		42,138
<b>Current assets</b>					
Debtors	9	1,512		27,475	
Cash at bank and in hand		255,923		190,940	
		<u>257,435</u>		<u>218,415</u>	
Creditors: amounts due within one year	10	<u>(9,727)</u>		<u>(1,950)</u>	
<b>Net current assets</b>			247,708		216,465
<b>Net assets</b>			<u>294,554</u>		<u>258,603</u>
<b>Funds</b>	11				
Restricted income funds			31,095		86,834
Unrestricted income funds			263,459		171,769
<b>Total funds</b>			<u>294,554</u>		<u>258,603</u>

### Trustees statements required by the Companies Act 2006 for the year ended 31 March 2021

In approving these financial statements as trustees of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2021.

(c) that we acknowledge our responsibilities for ensuring that the company keeps proper accounting records which comply with the requirements of the Act with respect to accounting records and the preparation of financial statements and

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements were approved by the board 24th November 2021 and signed on its behalf by

**Peter Kordel**

**Treasurer / Trustee**





### 1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

#### 1.1 Basis of accounting

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

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### 1.2 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included. Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

#### 1.3 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	10/20% straight line
Plant and machinery	-	33% straight line
Fixtures, fittings and equipment	-	33% straight line
Motor vehicles	-	25% straight line



## 2. Voluntary income

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Donations	35,743	-	35,743	35,954
Grants receivable	-	58,269	58,269	13,037
	<u>35,743</u>	<u>58,269</u>	<u>94,012</u>	<u>48,991</u>

## 3. Activities for generating funds

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Fundraising events	1,892	-	1,892	8,991
Earthworker fees	152,372	-	152,372	154,315
Site sales	550	-	550	2,061
Farmers market	133	-	133	2,304
Miscellaneous income	1,877	-	1,877	642
	<u>156,824</u>	<u>-</u>	<u>156,824</u>	<u>168,313</u>

## 4. Investment income

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Bank interest receivable	102	-	102	489
	<u>102</u>	<u>-</u>	<u>102</u>	<u>489</u>

## 5. Net incoming resources for the year

	2021 £	2020 £
Net incoming resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	<u>18,263</u>	<u>20,503</u>





## 6. Employees

Employment costs	2021 £	2020 £
Wages and salaries	161,628	178,292

No employee received emoluments of more than £60,000.

## Number of employees

The average monthly numbers of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2021 Number	2020 Number
Employees	6.3	8

## 7. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

## 8. Tangible fixed assets

	Land and buildings freehold £	Plant and machinery £	Fixtures, fittings and equipment £	Motor vehicles £	Total £
<b>Cost</b>					
At 1 April 2020	202,894	30,693	22,556	29,152	285,295
Additions	12,458	-	10,514	-	22,972
At 31 March 2021	215,352	30,693	33,070	29,152	308,267
<b>Depreciation</b>					
At 1 April 2020	176,824	30,663	17,535	18,135	243,157
Charge for the year	10,719	-	2,459	5,085	18,263
At 31 March 2021	187,543	30,663	19,995	23,220	261,421
<b>Net book values</b>					
At 31 March 2021	27,809	30	13,075	5,932	46,846
At 31 March 2020	26,070	30	5,021	11,017	42,138



## 9. Debtors

	2021 £	2020 £
Trade debtors	1,512	27,475

## 10. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	7,777	-
Other taxes and social security	-	-
Accruals and deferred income	1,950	1,950
	9,727	1,950

## 11. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2021 as represented by:			
Tangible fixed assets	22,642	24,204	46,846
Current assets	250,544	6,891	257,435
Current liabilities	(9,727)	-	(9,727)
	263,459	31,095	294,554



**12. Unrestricted funds**

	<b>At 1 April 2020</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>At 31 March 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	171,769	192,669	(100,980)	263,459

The incoming resources figure contains a prior year adjustment to correct the unrestricted funds balance. This has been identified from the implementation of a new accounting system which has given greater transparency on the outstanding unrestricted funds. This adjustment is to the allocation of funds as restricted/unrestricted and has no impact on the organisation's total funds.

**13. Restricted funds**

	<b>At 1 April 2020</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>At 31 March 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Restricted funds	86,834	58,269	(114,008)	31,095

The outgoing resources figure contains a prior year adjustment to correct the restricted funds balance. This has been identified from the implementation of a new accounting system which has given greater transparency on the outstanding restricted funds.

**14. Company limited by guarantee**

Earthworks St Albans is a company limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.



**Earthworks St Albans, Hixberry Lane, St Albans, Hertfordshire AL4 0TZ**

[www.earthworksstalbans.co.uk](http://www.earthworksstalbans.co.uk)

01727 847311

**Registered charity number 1067139**

**Company Limited by Guarantee 3307683**

