

Registered number: 03568095
Charity number: 1074469

THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2020

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

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**THE DUCKWORTH WORCESTERSHIRE TRUST
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MAY 2020**

Trustees

Mr C Duckworth OBE (Deceased 15 November 2020)
Mrs B E Duckworth
Mrs S L Brook (Resigned 25 February 2020)
Miss J S Duckworth
Mr Paul Bowman (appointed 28 February 2021)
Mrs Diana Crabtree (appointed 28 February 2021)
Mr Matthew Jenkins (appointed 28 February 2021)
Mr Benjamin Lewing (appointed 28 February 2021)
Mr Timothy Rolph (appointed 28 February 2021)
Mr Michael Webb (appointed 28 February 2021)
Mrs Rebecca White (appointed 28 February 2021)

**Company registered
number** 03568095

**Charity registered
number** 1074469

Registered office 1-3 College Yard
Worcester
Worcestershire
WR1 2LB

Independent Examiners Bishop Fleming LLP
Chartered Accountants
1-3 College Yard
Worcester
WR1 2LB

Bankers National Westminster Bank plc
1 The Cross
Worcester
WR1 3PR

Solicitors Hallmark Hulme LLP
3, 4 & 5 Sansome Place
Worcester
WR1 1UQ

Investment advisors St James' Place
Home Farm Stables
The Berkswell Estate
Meriden Road
Berkswell
CV7 7SL

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MAY 2020**

The Trustees present their annual report together with the financial statements of the company for the 1 June 2019 to 31 May 2020. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

OBJECTIVES AND ACTIVITIES

a. POLICIES AND OBJECTIVES

The principal activities of the Charity are to promote:

- 1- The preservation, protection and improvement of the natural and built environment of the County of Worcestershire
- 2 - Good citizenship among persons resident in the County of Worcestershire who by reason of their social or economic circumstances are in need and who are unemployed or subject to a community service order.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. SUMMARY

It would not be right to produce this year's Trustee's report, covering the period of June 2019 to May 2020, without mentioning my father Cecil, who sadly passed away in November 2020, a few short months ago, at the time of writing.

There was a huge local response to his passing with several articles in the Worcester News but our family favourite headline has been, 'A Statue for Cecil' This is something that surely would have made him chuckle, along with the special committee that was set up to develop plans to commemorate his life. They came up with 48 suggestions which included an annual Duckworth Day and even a Duckworth Beer!

The Pump House Cafe wanted to commemorate Cecil in their Menu and as Dad's last suggestion was hot dogs, they thought about 'Duckworth Dogs.'

All this has led me to imagining a future when the people of Worcester are going to eat hotdogs, drink beer on an annual Duckworth Day - and so, we can be sure that Cecil legacies are going to take some delightful turns. Prior to Dad's death we talked about the Duckworth Worcestershire Trust, Covid 19 and of the damage caused by climate change. Dad hoped that we could continue to play a part in protecting the environment and raising awareness to all that came into contact with the DWT.

Although Dad's passion started with litter collection, where he and Beatrice would go for weekend walks and pick up litter, he was delighted by the work of WRE, the Cafe, the Rangers and all the activities and pursuits of the Pump House and knowing this work would continue was important to him.

In this spirit and with the support of the new trustees I feel like we can move forward and continue what he started.

Jilly Duckworth
Chair

**THE DUCKWORTH WORCESTERSHIRE TRUST
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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

2019/20 has certainly been a mixed year. Litter seemed to have grabbed the public's attention and many events were run, such as collaborations with Worcester BID on Rubbish Lunches and Blitz the Butt, and WASUP (Worcester Against Single Use Plastic), all of which raised awareness of the issue that galvanised Cecil into setting up the Trust. In fact, this year, DWT celebrated achieving 100 active volunteer litter wardens and the numbers continue to grow.

Other community events featured strongly, such as Tree Dressing Day, Car Free Day and WRE's involvement in Love the Arbo light project.

WRE busied itself at trade shows and helped out the Pump House with more handmade bespoke furniture. A highlight of the year was its involvement in a number of school art projects with the Severn Rivers Trust. The Kiosk at the Sons of Rest Pavilion had a much better second year, becoming a well-known point to stop for refreshments in Gheluvelt Park. The Pump House had a successful start to the year with regards events and visitors. After some staff upheaval within the Pump House, by the new year, the team was back to full strength and under new direction.

The warden team went through some major changes, shifting from a warden team to a ranger team, to better represent the focus given to biodiversity, as well as litter and graffiti. and with the warden team, some new members of staff and a former member of staff joined the team. With these new staff in place, and whilst seeking solutions for the struggles WRE were facing at the current location, 2020 seemed the right time to consult on our structure, governance and strategic planning and after a review, plans were afoot to recruit new Trustees to the board.

During this time, the Trust benefitted from the support of 304 volunteers, some long term and some not, who contributed a minimum of 1898 hours on site. Thanks go to all the staff and volunteers for working so hard to continue to make the Trust the success it is throughout all its projects.

However, floods early in the new year and of course, in March 2020, the arrival of Covid 19, put all plans on hold for the next few months. All but the DWT Project Manager and the WRE Manager were furloughed under the Coronavirus Job Retention Scheme. However, work did not stop entirely. WRE helped community groups with donations of material to enable the creation of medical scrubs, wash bags and headbands, when the NHS was desperately short of such supplies. The Trust also aided local communities through Worcester Community Trust, giving a grant of £500 to help make up care packages to the isolated and vulnerable in our communities and across Worcestershire.

This hiatus did also allow time for some staff training and for further reflection on the Trust's vision and in preparing the way for new trustees. At the end of the year, there were 9 permanent staff and 5 non-permanent staff in post in DWT and 7 permanent staff in WRE.

DWT and WRE would like to thank the businesses, organisations, customers and WRE members who maintain support and share the Trust's vision and enthusiasm for promoting environmental issues and creative reuse.

c. YEAR AT A GLANCE

June

Worcester Repair Café - Take Pride event at The Commandery - Evening Clothes Swap event - Sight Concern talk - Bug house creation at Nunnery Wood Primary - Garden regeneration at Our Lady Queen of Peace Church, St Johns - Graffiti removal on Bransford Road Forest School maintenance at St George's RC primary school - Hazardous tree felling at Hollymount primary school.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

July

Worcester Repair Cafe - Gheluveld Friends litter A boards installed at Pump House - Social Sew in - Worcester Connect - Transition Worcester Film Night - 27Kg Terracycle waste stream collection to date - Atch Lench Community orchard restoration with volunteers - Work on Council Sites as part of SLA - Garden regeneration at Our Lady Queen of Peace Church garden, St Johns (continued) - Grounds maintenance at Tolladine Community Centre - Forest school landscaping at Hollymount primary school.

August

Rubbish Lunches with Worcester BID - Worcester Show - Milestone of 100 active Litter Wardens achieved - BBC H&W interview re Litter - Worcester News feature on Rubbish Lunches - Blitz the Butt day litter pick - Work on Council Sites as part of SLA - Creation of Forest school chair for Hollymount primary school - Chapter Meadows site management.

September

Evening Clothes Swap - Transition Worcester Spud Bash - Textile Repair Workshop (Social Sew In) - Apple pressing days at the Pump House - Worcester Repair Café - Car Free Day event in Lowesmoor - Greenpeace Litter Pick - Chapter Meadows site management - Work on Council Sites as part of SLA - Grounds maintenance at Tolladine Community Centre.

October

Community talk at OddFellows Club - Apple pressing days at the Pump House - Worcester Repair Café - Surfers Against Sewage Autumn River Clean - Chapter Meadows site management - Work on Council Sites as part of SLA - Birdbox building and Forest school sessions at St George's RC primary school - Graffiti removal on Bransford Road Staff training (brush cutter) - Malvern Quilt Show.

November

Lantra Brushcutter course for volunteers ? Worcester Repair Café ? Tree Dressing with 240 volunteers in 12 community groups ? Social Sew In ? World Toilet Day raffle ? DWT Rangers and Connect volunteers construct new bird table.

December

Swan Food Project and Worcester Connect Christmas party in the eco café - Worcester Repair Café - Warndon Wood Coppicing Preparation - Work on Council Sites as part of SLA.

January

Volunteer Reward Scheme started - Social Sew In - Worcester Repair Café - Evening Clothes Swap - Worcester University PHSE fair - BBC H&W Tea at 3 radio feature on social sew in - Connect Bird feeding table installed in Pump House back garden - BBCH&W evening feature on DWT and waste streams - Swan sanctuary clean-up following floods - Bramblewood Project - Memorial tree planting at Nunnery Wood primary school and Acorns Hospice with Aqua Bio - Strategy meeting with Environmental consultant - Transition Worcester partnership working discussions - Diglis island Clear up with canals and Rivers Trust - Site maintenance on Apex Park - Wild Goose project site visit - Coppicing in Warndon Wood.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

February

WASUP and Kings School litter event - Worcester Repair Café (busiest session to date with 95 repairs) - Go Green Week at University of Worcester - Worcester Festival event invitation - Work experience student from Pershore High School - Climate Coalition #showthelove interactive exhibition in eco café - Love TheArbo light night event - Hedge laying outside the pump House wildlife garden and training course delivered for Canal & River Trust & Severn River Trust - Site management on Chapter Meadows & Apex Park.

March

Pump House hosted Repair Café Worcester AGM - Partnership working meetings held with the Fold, Worcester Environment Group, Worcestershire Wildlife Trust and a landscape scale management meeting with Warndon Parish Council - SLA visits including tree clearance at Brown Argus Meadow.

All Trust activities halted due to COVID 19.

April & May

No activities due to Covid 19 restrictions.

d. REVIEW OF ACTIVITIES

The Pump House Environment Centre has been open to the public as an environmental centre and meeting venue since 2004. Originally set up to house multiple organisations, all with an environmental training remit, only The Duckworth Worcestershire Trust now remains.

The use of the centre has evolved organically, and it is now a popular venue for families and community groups. It is home to the eco cafe and shop, selling environmental and ethically traded products, it also aims to educate and raise awareness of wider environmental issues. Stock for the café continues to be ordered from our regular suppliers: Essentials cooperative providing vegetarian wholefoods and ethically based products. Local Worcester based suppliers Worcester Produce, for fruit, vegetable and some catering ingredients; Ma Bakers, for breads; Bennetts Farm for ice cream; Elsewhere Blakemore a regional supplier that supports small businesses; Tyrells, a regional snack supplier; Radnor Hills, offering soft drinks. And Bookers wholesale for all other stock requirements.

The use of the Pump House has been severely impacted by a number of factors this year. There were issues in recruiting and retaining staff to work in the kitchen and in front of house. However, by December, a new catering manager was in place as well as 3 new members of staff to replace those who had left. With almost all food preparation done in house, it seemed that a corner was being turned.

However, severe flooding of the River Severn in winter meant that Worcester City Council were forced to close the park for health and safety reasons, which in turn forced the closure of the centre. In March, the national restrictions placed on non-essential businesses due to the Coronavirus pandemic, enforced closure yet again. All café and shop trading halted and meeting room bookings were cancelled with all staff furloughed through the Coronavirus Job Retention scheme. As a result, unsurprisingly, net income from the eco shop and cafe fell this year by almost 15%, with net sales of £123,500 compared to the previous year's income of £145,500. The eco shop provided approximately 5.5% of this income.

Meeting room income also dropped this year from £6,000 to £4,500. Expenditure also rose, with spending on wages going from £103,500 to £120,000. Overall losses were high.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

However, the Pump House benefitted from grant aid for both the flooding event and Covid 19, through the local council, to the tune of £27,500. Furlough payments amounting to just under £17,000, meant that overall losses came to less than £2,000. Fortunately, all staff's jobs were safeguarded, and all staff received a 20 per cent top up to their pay on top of the 80 percent provided by Government, so that they did not suffer any financial hardship.

During open months, the café once again played host to events such as a quarterly seasonal evening clothes swap, bimonthly Social Sew In, Repair Café Worcester AGM, Transition Worcester Film Nights, Climate Coalition interactive installation, Worcestershire Orchard Workers' Apple Pressing sessions and several national litter and environmental events.

Connect Worcester regularly assisted the Trust with gardening around the Pump House and with help to bag up Swan food for sale in the café.

A 'Love Your Park' A board for a '2minutebeachclean' style park litter pick was installed and funded by Gheluvelt Friends and the DWT Community Coordinator, for visitors to temporarily borrow equipment whilst visiting the park in order to raise litter awareness.

The Pump House continued to be a public drop off point for the Terracycle UK KP crisp and snack waste stream. 19 core volunteers helped out in various roles within the Pump House: 1 office admin support; 3 café and event volunteers; 9 textile project volunteers involved with the social sew in and seasonal clothes swaps and 6 Worcester Connect volunteers donating over 474 hours of their time to the environment centre.

Use of social media to share information about the Pump House and the Duckworth Worcestershire Trust maintained its growth; the Pump House Facebook page at the time of writing has almost 1850 followers, and the Duckworth Worcestershire Trust 480.

SONS OF REST KIOSK, GHELUVELT PARK

The second year of operation of the kiosk was much more successful than the previous. Lessons had been learned regarding staffing levels and opening times and by the end of the financial year, the kiosk had turned a small profit. Income was down from £24,000 to almost £19,000 for the year, however this can be accounted for due to the national lockdown in March 2020, losing 2 months of trade and 2 crucial trading opportunities of Easter and May half term holidays. However, expenditure was also down to £16,500, a drop of 100 per cent. The decision to keep the kiosk only open during school holidays, if the weather was suitable, paid off.

CHAPTER MEADOWS

Due to unprecedented impacts on the Trust's work this year; from both our immediate environment and wider global events, there were reduced management activities on Chapter Meadows. Staff time on the Meadows reduced by 60% from the previous year's 459 hours, with volunteer support at the site down to 102 hours from 293 in the preceding year.

Tasks completed included an overhaul of the water system serving the field troughs, livestock fencing repairs, and litter picking. Litter was dramatically reduced despite the increased use of the site during periods of lockdown, indicating generally responsible use of this important open space by the public. Additionally, this made more clear, the significant negative impact that rough sleepers ordinarily have on litter levels was evident, with this demographic absent due to emergency housing measures implemented during the pandemic.

2020 saw record flooding, a resultant poor hay cut, a hiatus in cattle grazing at Chapter Meadows, and the end of our partnership with our long-term grazier. Having issued a 2021 grazing licence to a young farmer who is passionate about progressive, organic land management and native breed cattle, we will extend our Environmental Stewardship agreements in the coming year and look forward to continuing responsible custody of this ancient meadow, with renewed vigour.

**THE DUCKWORTH WORCESTERSHIRE TRUST
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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

ENVIRONMENTAL RANGERS TEAM

2019/20 saw changes in the team, both conceptually and tangibly. The transition from "wardens" to "rangers", signified a realignment of our public image towards the predominant ranger profile familiar in environmental organisations such as The Wildlife Trust and Natural England. It was also a year of changes in our staff; with the departure of our warden with 20 years' service, and the return of a former warden with five years' previous experience with DWT, to continue the Trust's work in the community.

With the team reduced to a sole ranger for much of this period, the 416 hours of support dedicated by our 6 core conservation volunteers and 1 work experience student has been crucial to recent community projects, including the restoration of the grounds at Our Lady Queen of Peace Church. Volunteer assistance also made it possible to conclude five years of service level agreement work across Worcester City Council's (WCC) conservation sites, which was also allocated 205 hours of ranger time in this final year. DWT rangers have dedicated nearly 3150 hours to this service contract over the past five years, and the end of this agreement with WCC provides an opportunity to reallocate and focus ranger work on new directions in 2021.

Our strong connections with schools in the city continued, with the rangers completing an extensive landscaping project at Hollymount Primary. Grounds improvement works were also completed at St George's Primary, where the rangers subsequently hosted a forest school session in the revamped area. Nunnery Wood Primary benefited from installation of hibernacula and our ranger lead a memorial tree planting event at the school, with trees donated by local firm, Aquabio. The remaining donated trees were planted at Acorns Children's Hospice, with Cecil Duckworth and our ranger in attendance at the ceremony.

The initial ranger core activities of litter picking and graffiti removal continued their declining trend, with litter picking activities reduced by 25% over the previous year's, to just 40 hours in 2019/20. Graffiti removal services were not called on once during the same period. The steady decline in the need for these services indicates an improving trend in the levels of antisocial behaviour in Worcester.

While events in 2020 necessarily required the Trust to reduce outreach projects; prior to lockdown in the spring, our ranger engaged in networking to discuss potential partnership projects with organisations including Canal & River Trust (CRT), Severn River Trust (SRT), Worcester Environment Group, Wild Goose Rural Training (WGRT), The Fold and The Worcestershire Wildlife Trust (WWT). As a result, our ranger has delivered rural skills courses for CRT staff and volunteers, constructed a polytunnel for groups with special needs at the Wild Goose farm, hosted SRT volunteers at Chapter Meadows, and continued development of potential long-term projects with WWT via their Natural Networks scheme.

WORCESTERSHIRE RESOURCE EXCHANGE (WRE)

Covid 19, unsurprisingly, had a detrimental effect on WRE. Classed as non-essential retail, WRE closed to the public due to the COVID 19 pandemic in March in accordance with government instruction. However, through the Coronavirus Job retention Scheme, all staff were furloughed apart from the WRE Manager who remained to monitor the building and develop online activities and means of selling online. WRE also benefited from the Government's Local Restrictions Support Grant for businesses forced to shut due to the pandemic.

On a positive note, WRE supported local community initiatives by providing WRE resources, such as fabrics, threads and buttons, to make face masks and scrubs for the NHS and care homes.

During the 10 operational months of this financial year June 2019 to May 2020, WRE sustained a 10% decrease in income generated by sales and workshops. This can be attributed to not attending the Sewing for Pleasure trade event at the NEC at the end of March. Sales in wood and paint have increased slightly, but sales in scrap resources have dropped. Our Bronze (individual membership) continues to grow but there has been a small decrease in school (Gold) memberships.

Our online following continues to grow nationally across Facebook and Instagram.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

WRE Educational Workshops and Projects

This year WRE facilitated the following projects: -

- Love the Arbo - Community light festival.
- Severn Rivers Trust – Fish Tales Project working with Powick CE Primary and Broadwas Primary facilitating fish sculpture workshops using reclaimed materials.
- Pump House Environment Centre Refurbishment - to build furniture using reclaimed materials.
- RHS Autumn Show – Malvern Showground facilitating environmentally friendly children's activities.
- Christmas Foraged and Reclaimed Wreath Workshop – WRE Scrapstore facilitating festive wreath workshops to 60 participants.
- Chamber of Commerce – Sustainability Networking Event talking to local businesses about creative reuse.

Wremade

Wremade continued to develop new products to sell at the scrapstore, online and at events in response to the resources that have been donated, but due to volunteering being suspended at the end of March through COVID 19 restrictions, progress has been limited.

Wremade attended several events this year and is looking to expand to more events in the future.

- Festival of Quilts Malvern Three Counties Showground
- Cathedral Christmas Fair

Partnerships

Bromsgrove Carnival shopping trolleys are still on loan to WRE and Worcestershire County Council continues to lend a van.

Staff

Staffing remains without change in this last financial year.

9 core volunteers and 1 work experience student donated over 1004 hours of volunteering of which 478 were to support the Wremade project.

VOLUNTEER CO-ORDINATION AND COMMUNITY ACTIVITY

Community

Talks were given to Sight Concern Worcester and the Worcester District Oddfellows Society who kindly chose DWT as their nominated charity and donated £200.

Community group litter equipment loans - 10 community groups requested the loan of litter picking equipment for community activities this year, including the National Citizen Scheme volunteers, Greenpeace local campaigning group, Plastic Free Worcester and Benniman Construction Group for a corporate litter pick on the Worcester Relief Road construction site.

The Pump House hosted quarterly clothes swaps, a bimonthly Social Sew In, Transition Worcester's Spud Bash in preparation and for the promotion of the Worcester Show, two Worcestershire Orchard Workers Apple Pressing events, Transition Worcester film nights and the Repair Café Worcester AGM.

The Pump House is a public drop off point for Terracycle UK KP crisp and snacks national waste stream, which this year collected and sent off 52Kg of crisp and snack packets to be recycled. Terracycle donations are converted into points which are then redeemed in monetary donations to DWT.

Tree Dressing Weekend event - Tree Dressing packs were created in partnership with Worcester City Council's Community Engagement Team and WRE, for the annual Tree Dressing weekend in Gheluveld Park in December 2019. 240 volunteers from 12 community groups got involved using WRE resources and reused old pull up banners to create a #tributetotrees display for the Forestry Commission centenary. Lichen art made from pull up banners was installed around the cherry tree outside the Gheluveld Kiosk, with a ribboned skirt interactive installation which had poems and wishes written on by the groups involved. Groups included Perdiswell Primary Year 6, Pitmaston Forest School, Worcestershire Wildlife Watch group, Worcester Belles W.I., 25th Worcester Guides and Rainbows, 8th and 9th Worcester Rainbows and Brownies and local Beavers clubs. The Facebook posts associated with this event reached more than 920 likes.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

Swan Sanctuary – DWT worked in partnership with Connect Worcester and the Pump House Café to enable the Connect service users to bag up swan food into retail bags for sole purpose of selling in the shop at the eco café. Profits from the sale of this swan food goes to Worcester Swan Sanctuary.

Worcester Show - DWT continued its involvement in the planning committee of Worcester's Take Pride Campaign, and in the Worcester Show (formerly the Worcester Flower Show). The Show which brought in excess of 10,000 visitors to Gheluvelt Park showcased produce of local producers, growers, artisans and hobbyists. DWT also had a stall in the eco zone at the show and liaised with WRE to provide displays on the work of the Trust, national litter awareness events and reuse inspiration. Some 120 free 'MORS bags', made by volunteers, were given out to the public, to encourage 'a life less plastic'.

Rubbish Lunches – in partnership with Worcester BID who funded £1577 worth of litter picking equipment, DWT engaged with 30 volunteers over four weekly 1-hour litter picking events, based at Worcester's South Quay fountains over the 2019 summer holidays. The aim was to increase community engagement in keeping the City Centre and riverside pedestrian walkways clean and clear of litter, by encouraging office workers and City Centre visitors to go on an active 'rubbish lunch' break and litter pick instead.

DWT staff facilitated these events in the month of August 2019, erecting a gazebo in Quay St gardens for one hour at the same time and same day each week. Litter picking equipment and PPE were provided for a '2-minute beach clean' style community participatory event. A circular route was agreed with BID partners and included: Copenhagen St, High St, Cathedral Plaza, College Green, Worcester Cathedral, Severn Way and South Quay, all in the BID district.

Each participant had their litter weighed on return, and the weekly weight of litter picked was shared on social media using the hashtags #rubbishwalks #trashtalk #rubbishlunches #WorcesterBID.

2492 people were reached by the social media posts. 17 Kg of litter was collected, and 2210 cigarette butts were removed from the streets. Corporate volunteers included staff from Bishop Fleming, The Kiln and F8create.

A BBCH&W radio interview to promote the summer events coincided with the litter warden scheme reaching 100 active volunteers.

Blitz the Butt Day was a one-day open litter pick focusing on the global litter problem of discarded cigarette butts. Three sites were identified with help from the City's Civil Enforcement Officer and litter picks were held during this national event. Data was logged into the Blitz the Butt day website and shared on social media. In total 1083 cigarette butts were collected in 3 hours.

Car Free Day

2019 was the inaugural Car Free Day organised by Worcester City Council in partnership with DWT, Freedom Leisure and the Worcester University's Suss Things Out Team. This annual international event is held on 22nd September and Lowesmoor was closed for the day, allowing it to become a play street between 12 noon and 3pm. It was a free open event allowing local businesses, residents and passers-by to experience a street without motor traffic and to reimagine the space for people.

Approximately 150 people were engaged in the activities and there was a very positive response from the local community to the street closure and event.

Other events included Go Green Week, Worcester University PHSE fair, Worcester Volunteer Fair, Take Pride and VOW meetings.

Work continued with the University of Worcester, where DWT supported Go Green Week and the PHSE fair, the Canal and Rivers Trust and Transition Worcester, Repair Café Worcester, the Swan Food Project and Worcester Connect, whose service users bag up swan food into retail bags for the sole purpose of selling in the Pump House Eco shop. Other partnerships continued with Arboretum Residents' Association, where DWT and WRE supported a 'Love The Arbo' community light festival and Worcester Canal Group. DWT maintained its links with Safer Worcester, Take Pride, Mencap, St Richards Hospice, Worcester Community Action, Worcester City Council, and Worcestershire County Council's sustainability team.

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**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

The Pump House, DWT and Social Sew and sewers social media feeds were populated on Facebook and Twitter with average 'likes' of at least 500 per post. Global and national events were promoted across the Trust liaising with the WRE blog volunteer and using posters and social media posts to inform in house and online communities with the aim to inspire further interest and research. A raffle with donated prizes from the 'Who Gives A Crap' eco toilet paper company was held in the eco café to raise awareness for the 2019 World Toilet Day.

Volunteer Litter Warden Scheme

As of May 2020, there were 248 active litter wardens, with 44 new recruits over a 12-month period, an increase of 100% from the previous year. This included 3 Duke of Edinburgh bronze award students who signed up to complete their 1 hour a week volunteering commitment. Each litter warden receives equipment worth £37, for them to carry out the clear ups in their adopted area. August saw the number of active registered litter warden volunteers reach 100. The scheme was promoted at the Rubbish Lunches events, at the Worcester Show, at VOW network meeting, at community talks and on BBCH&W in radio interviews.

PooWatch

The PooWatch app provides a campaigning and signposting tool for complaints of dog fouling in Worcester. Reports are submitted by the community to develop an interactive hotspot map of Worcester City. This collated information is used as a campaigning and patrolling tool. Campaigning tools include bag dispensers that can be erected temporarily in hot spot areas by the Worcester City Council Community Safety team or loaned out to community groups. Chalk spray paint is used by PooWatch volunteers and the City Council Community Safety team who survey and spray dog poo found in their adopted areas. Stencilled messages are also used with chalk spray paint to highlight hotspot areas. Regular hot spot information is shared with Worcester City Council's Civil Enforcement Officers and local policing teams to aid their patrols.

This year, 623 reports were generated, with a monthly average of 51, a 30% reduction from the previous year, continuing the trend, which could signify a drop in actual offences. PooWatch data is used as evidence by Worcester City Council for PSPO (Public Space Protection Order) purposes.

The Worcester City Council Community Safety team now have admin access to the backend of the website and can directly collate data for reporting and actioning purposes. Bag dispensers and bags were lent out to community groups and interested parties to promote responsible dog ownership.

Textile Repair events – Social Sew In and Seasonal Clothes Swap

In the 9 months from June 2019 to January 2020, the Social Sew and Sew-ers held 7 events and gained 81 new registered users, bringing the total of registered users to 211, an increase of 60%. Most users found out about the events through word of mouth and social media. Due to its increased popularity and a need to accommodate more people and clothes rails, the clothes swap was separated from the Social Sew In and was held in the eco café as a separate evening event, with refreshment provision from the eco café, supported by café staff. Due to the large increase in attendee numbers, there was a limit imposed of up to 6 items of clothing to swap per person, to save on waiting times and space. The Facebook site reached over 1,106 likes for these events.

Up until January 2020 the clothes for swapping were primarily female. There has been an increase in men attending, which will require future events to promote the need for more men to increase the variety and amount of men's clothing on offer. Children's clothes are not included in the swap as community churches and community children's groups in Worcester City already provide donated clothes to those in need.

Four Social Sew ins were held on a Saturday morning in the meeting room and 3 seasonal clothes swaps were held in the evening with the support of a team of 9 volunteers, with the last clothes swap and sew in events held in January 2020.

In 9 months, 22 items of clothing were repaired (19 in 2018/2019), 942 pieces of clothing were swapped (548 in 2018/2019) and 507kg of textiles diverted from landfill (388Kg in 2018/2019).

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

The number of repairs increased slightly due to promotion on local radio of the free access to equipment and its DIY ethos.

January 2020 was the busiest swap event to date with 66 visitors, 11 new registered users, 383 pieces of clothing swapped with a total of 205Kg diverted from landfill in one single session.

After a continued effort to reinforce what clothing was acceptable to swap, the weight of textiles ragged remained low at 6.5Kg.

Volunteers supported the group by attending 2 maintenance sessions, culling unsuitable clothes from the clothes swap and using a textile bank to recycle the fabric. Events were promoted on BBC H&W radio, social media, local newspapers and in park notice boards.

The group promoted Oxfam's Second Hand September as well as Second Hand First week, an annual campaign by Traid the textile charity to promote reuse, plus Fashion Revolution Week which promotes awareness of clothing provenance and What's in my wash? - a campaign about clothing micro fibres discharged in hot washes.

Repair Cafe Worcester

DWT continued its support of this scheme with Transition Worcester, through hosting meetings and the AGM at the Pump House and promotion through staff time, DWT projects, social media and community liaison stalls. The Repair Café has a dedicated textile repair service supported by some of the social sew in volunteers and DWT also helps with the provision of sewing equipment, normally used at the social sew ins. February 2020 saw the busiest ever session with 95 repairs at a 75% repair success rate and a visit from the DWT trustees, Cecil and Beatrice Duckworth.

Schools and Educational Establishments

Only two schools applied to the Schools' Environment Fund this year but due to staff shortages and the emerging Covid 19 crisis, it was decided to carry the applications forward to the next financial year. However, as no grants were given to schools, the Trust was able to give a grant to Worcester Community Trust, to help their efforts in dealing with the Covid 19 crisis in the local Worcester Community.

Volunteers

In December 2019, the DWT Trustees accepted a proposal to recognise the work of our diverse range of volunteers, with the aim of acknowledging their commitment and increasing their knowledge and experience of all the Trust's projects.

During exit interviews volunteers state that they were surprised on how diverse the work of DWT was, but this only applies to the WRE and Pump House volunteers, as they get a structured exit process. Most of our volunteers work autonomously. Occasions to initiate volunteer socials have not been positively received and only a small percentage of volunteers attend. Volunteer feedback was a wish to see a physical acknowledgement other than biscuits.

In January 2020, a volunteer reward scheme was initiated via a monthly news and events email direct to our active volunteers. This newsletter contains a password which changes on a monthly basis and links to that month's awareness day or global events. This password allows active volunteers access to a free drink from the Pump House eco café and shopping at WRE, without the need of a prepaid membership. This WRE shopping experience is the equivalent to a bronze membership.

In the 3-month period before the national lockdown in March 2020; 49 free drinks were served in the eco café and 6 shopping experiences were had at WRE.

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

Within DWT, 304 volunteers (including 248 active litter wardens), contributed over 1898 hours, within the 9 months of the report period before lockdown. This does not include time spent by litter wardens, which is very difficult for DWT to measure. An estimate of 4,702 litter picking hours was given to the Take Pride event in recognising the volunteers that agree to litter pick their adopted area on a daily, weekly, fortnightly and monthly basis.

The Pump House Environment Centre hosted 16 volunteers this year. In all, these were 1 admin volunteer, 3 cafe baristas including 2 café event volunteers, 1 work experience student, 6 fortnightly seasonal Garden maintenance volunteers from Worcester Connect supporting adults with learning difficulties and 9 textile event volunteers supporting the social sew in and clothes swap events. The total time devoted by volunteers at the Pump House amounted to 474 hours.

Fewer people volunteered with the warden team in 2018-19, this year the number was 7. However, the 6 core volunteers and 1 work placement student from Pershore High School managed to accrue 420 hours. The DWT Warden practical environmental tasks continued as weekly sessions with the 6 core conservation volunteers.

The number of volunteers helping WRE this year were 10, with a core volunteer group of 9 (2 scrap store volunteers, 6 Wremade volunteers, 1 Sew at Home volunteers (micro volunteering). It also hosted 1 work experience student. The total number of volunteering hours given to WRE was 1004, with 478 given directly to the Wremade project.

The Friday Wremade session continued weekly, where volunteers processed fabric for sale at the Malvern Quilt Fair, the Worcester Christmas Fair and the NEC Sewing for Pleasure Show. Four of these volunteers gave their time to help support the Cathedral Cloisters stall at the Christmas Fair.

9 Textile Repair volunteers (Social Sew and Sew-ers) gave up a total of 147 hours of their time over 3 clothes swaps and 4 Social Sew In events at the Pump House Environment Centre.

Recruitment was successful through local press and Radio coverage, Worcester Community Action (Volunteer Bureau) and weekend Worcester News 'Lend a Hand' column, do-it.org, Worcester University Student Union and 'All about Worcester' community magazine. Posters were also posted in the local park and all the social media platforms were used; PooWatch, Social Sew In, Pump House Environment Centre, WRE and DWT Facebook pages, DWT twitter feed, Pump House Instagram account and the WRE and DWT website.

Some of the comments given by volunteers and community groups are listed below.

Social Sew In and Clothes Swap

'Great community initiative and great for the environment too...well organised with friendly staff'

- comment on the clothes swap

'What a wonderful atmosphere. Everyone was very helpful, kind and welcoming and everything was mended that I wanted mending' - comment on the Social Sew In

Volunteer Litter Warden Scheme

Duke of Edinburgh student litter warden volunteer commented:

'I think a large part of the issue we have with litter is that people only care about it when others are watching. When I walked down main roads, or in parks where there are always lots of people, there was very little litter.

However, when I walked down back alleys or down paths to business estates where no one ever is, that's where I would find the majority of rubbish. I think if people really started caring about the issue and helping the environment, rather than only doing it when there is social pressure to, it would make a huge difference.

It was disheartening to see the rubbish turning up back at the main spots every time, but I just had to brush the thoughts hollow hopelessness to the side and focus on the task at hand, knowing that even if the litter returns next week, the little I am getting rid of makes a huge impact.

Thank you for the opportunity to help, and to get my Duke of Edinburgh volunteering section completed.'

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

OBJECTIVES AND ACTIVITIES (CONTINUED)

Work Experience Student commented:

'As a student on work experience, on arrival at the Pump House, I was instantly struck by a sense of community and wellbeing. I felt comfortable and right at home, as I'm sure all the customers do too. I decided to take some photos of the site and café which show a bright and welcoming atmosphere to visit. Although the floods did sit right on the doorstep, the Pump House stays active and is a great place to seek shelter from the weather.'

Pump House

Worcester Connect support the Pump House through gardening and swan food bagging for the eco shop. The Services team leader comments:

'The difference the work experience at the Pump House makes to our individuals' confidence and self-esteem is immense, not to mention the new skills they have learnt, which has enabled them to become more independent and fulfilled people. The work opportunities really make a difference in so many ways and we cannot thank you enough'.

Worcester Connect service users' comments:

'The work makes me happy to feel part of the community'.

'I feel important'.

'I am happy to do a job and be part of the Pump House team'.

FINANCIAL REVIEW

a. GOING CONCERN

After making appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. RESERVES POLICY

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between six and nine month's expenditure, which is currently between £227,000 and £272,000. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. Unrestricted funds as at 31 May 2020 were £937,085 (2019: £937,085).

The Trust had a net decrease in funds of £217,969 (2019: £46,092 increase in funds) over the past twelve months as shown on the Statement of Financial Activities. The total funds have reduced to £807,396 from £1,025,365.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. CONSTITUTION

The Duckworth Worcestershire Trust is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association.

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MAY 2020**

STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)

b. METHODS OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Memorandum of Association.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of the company 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 (United Kingdom Generally Accepted Accounting Practice).


Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Miss JS Duckworth
Trustee
Date: 26 May 2021

 26 May 2021

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MAY 2020**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE DUCKWORTH
WORCESTERSHIRE TRUST ('the company')**

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 May 2020.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of (enter body here), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

Signed:



Dated: 26th May 2021

A Wood FCCA

Bishop Fleming LLP
1-3 College Yard
Worcester
WR1 2LB

THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MAY 2020

	Note	Endowment funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	-	124,362	124,362	200,573
Charitable activities	4	-	214,069	214,069	240,398
Investments	5	-	5,541	5,541	33,334
TOTAL INCOME AND ENDOWMENTS		-	343,972	343,972	474,305
EXPENDITURE ON:					
Charitable activities		-	494,946	494,946	543,124
TOTAL EXPENDITURE		-	494,946	494,946	543,124
NET EXPENDITURE BEFORE NET (LOSSES)/GAINS ON INVESTMENTS					
		-	(150,974)	(150,974)	(68,819)
Net (losses)/gains on investments		-	(12,000)	(12,000)	22,727
NET MOVEMENT IN FUNDS		-	(162,974)	(162,974)	(46,092)
RECONCILIATION OF FUNDS:					
Total funds brought forward		88,280	937,085	1,025,365	1,071,457
Net movement in funds		-	(162,974)	(162,974)	(46,092)
TOTAL FUNDS CARRIED FORWARD		88,280	774,111	862,391	1,025,365

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 31 form part of these financial statements.

THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:03568095

BALANCE SHEET
AS AT 31 MAY 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible assets	9	183,501	199,190
Investments	10	414,383	700,383
		<u>597,884</u>	<u>899,573</u>
CURRENT ASSETS			
Stocks	11	4,080	3,229
Debtors	12	228,121	135,619
Cash at bank and in hand		57,711	13,306
		<u>289,912</u>	<u>152,154</u>
Creditors: amounts falling due within one year	13	(25,405)	(26,362)
NET CURRENT ASSETS		<u>264,507</u>	<u>125,792</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>862,391</u>	<u>1,025,365</u>
TOTAL NET ASSETS		<u>862,391</u>	<u>1,025,365</u>
CHARITY FUNDS			
Endowment funds	15	88,280	88,280
Unrestricted funds	15	774,111	937,085
TOTAL FUNDS		<u>862,391</u>	<u>1,025,365</u>

The company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Miss J S Duckworth
Trustee
Date: 26 May 2021



26th May 2021

The notes on pages 18 to 31 form part of these financial statements.

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020**

1. GENERAL INFORMATION

The Duckworth Worcestershire Trust, registered number 03568095, is a charitable company incorporated in the UK and registered in England and Wales. The registered office is 1-3 College Yard, Worcester, Worcestershire, WR1 2LB. The company is limited by guarantee.

These financial statements cover the individual entity only.

The company's presentational and functional currency is GBP. The financial statements are rounded to the nearest GBP.

2. ACCOUNTING POLICIES

2.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Duckworth Worcestershire Trust 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.

2.2 GOING CONCERN

After making appropriate enquiries, the Trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

2.3 COMPANY STATUS

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2.4 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020**

2. ACCOUNTING POLICIES (continued)

2.5 INCOME

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.6 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Charitable activities and Governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

2.7 GOVERNMENT GRANTS

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities as the related expenditure is incurred.

2.8 INTEREST RECEIVABLE

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

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020**

2. ACCOUNTING POLICIES (continued)

2.9 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives on the following bases.

Depreciation is provided on the following bases:

Freehold land	- Not Depreciated
Leasehold Property	- Over the period of the lease
Motor Vehicles	- 20% straight line
Fixtures & Fittings	- 20% straight line

2.10 INVESTMENTS

Investments are stated at market value at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year.

2.11 STOCKS

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.12 DEBTORS

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

2.13 CASH AT BANK AND IN HAND

Cash at bank and 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.

2.14 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020**

2. ACCOUNTING POLICIES (continued)

2.15 FUNDS ANALYSIS

Designated funds comprise of capital expenditure on the Pump House Environmental Centre project.

Restricted funds are comprised of income and expenditure relating to the Worcester Resource Exchange project.

Expendable endowment funds; income is available for general purposes. The fund is represented by investments and freehold land situated in Chapter Meadows.

Transfers from endowment funds to other reserves are made to support the charity's annual expenditure.

2.16 FINANCIAL INSTRUMENTS

The 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.17 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

2.18 PENSIONS

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

3. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	41,423	41,423	200,573
Government grants	82,939	82,939	-
	<u>124,362</u>	<u>124,362</u>	<u>200,573</u>

THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Activities for generating funds	214,069	214,069	240,398

5. INVESTMENT INCOME

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Rental income	5,541	5,541	19,325
Income from listed investments	-	-	5,773
Bank and other interest receivable	-	-	8,236
	5,541	5,541	33,334

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Direct costs	378,857	-	378,857	436,413
Support costs	-	116,089	116,089	106,711
	378,857	116,089	494,946	543,124

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020**

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

Analysis of direct costs

	Total funds 2020 £	Total funds 2019 £
Staff costs	303,840	308,738
Grants payable	500	-
Activities undertaken directly	1,293	42,827
Postage and stationery	455	924
Sundry	85	90
Stock purchased	56,752	70,766
Closing stock	4,080	3,229
Governance costs	11,852	9,839
	378,857	436,413

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020**

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

Analysis of support costs

	Total funds 2020 £	Total funds 2019 £
Depreciation	33,610	33,256
IT expenditure	5,372	3,157
Postage and stationery	1,806	1,616
Repairs and renewals	1,659	15
Professional fees	9,432	5,962
Telephone	5,465	4,644
Insurance	12,051	11,073
Sundry	14,810	18,856
Rent and rates	17,965	18,500
Marketing	1,031	842
Security and maintenance	559	755
Transport and vehicle costs	3,202	4,535
Bank charges	9,127	3,500
	116,089	106,711

7. STAFF COSTS

	2020 £	2019 £
Wages and salaries	277,606	282,013
Social security costs	15,902	16,306
Other pension costs	10,332	10,419
	303,840	308,738

The average number of persons employed by the company during the year was as follows:

	2020 No.	2019 No.
Environmental Wardens	1	2
Management and Administration	9	17
Duckworth Worcestershire Trust	11	7
	21	26

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020**

7. STAFF COSTS (CONTINUED)

No employee received remuneration amounting to more than £60,000 in either year.

8. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 May 2020, no Trustee expenses have been incurred (2019 - £NIL).

THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020

9. TANGIBLE FIXED ASSETS

	Freehold land £	Leasehold Property £	Motor Vehicles £	Fixtures & Fittings £	Total £
COST OR VALUATION					
At 1 June 2019	88,281	444,177	20,516	118,943	671,917
Additions	-	-	12,294	5,627	17,921
Disposals	-	-	(7,450)	-	(7,450)
At 31 May 2020	88,281	444,177	25,360	124,570	682,388
DEPRECIATION					
At 1 June 2019	-	371,069	20,516	81,142	472,727
Charge for the year	-	20,889	2,459	10,262	33,610
On disposals	-	-	(7,450)	-	(7,450)
At 31 May 2020	-	391,958	15,525	91,404	498,887
NET BOOK VALUE					
At 31 May 2020	88,281	52,219	9,835	33,166	183,501
At 31 May 2019	88,281	73,108	-	37,801	199,190

10. FIXED ASSET INVESTMENTS

	Listed Investments £
COST OR VALUATION	
At 1 June 2019	700,383
Disposals	(274,000)
Revaluations	(12,000)
AT 31 MAY 2020	414,383
NET BOOK VALUE	
AT 31 MAY 2020	414,383
AT 31 MAY 2019	700,383

THE DUCKWORTH WORCESTERSHIRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020

11. STOCKS

	2020 £	2019 £
Finished goods and goods for resale	4,080	3,229

12. DEBTORS

	2020 £	2019 £
DUE WITHIN ONE YEAR		
Trade debtors	127	9,413
Amounts owed by participating interests	75,000	-
Other debtors	35,716	7,023
Prepayments and accrued income	117,278	119,183
	228,121	135,619

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	20,364	21,371
Accruals and deferred income	5,041	4,991
	25,405	26,362

14. FINANCIAL INSTRUMENTS

	2020 £	2019 £
FINANCIAL ASSETS		
Financial assets measured at fair value through income and expenditure	57,711	13,306

Financial assets measured at fair value through income and expenditure comprise of cash at bank or in hand.

**THE DUCKWORTH WORCESTERSHIRE TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020**

15. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 June 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 May 2020 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Designated Funds - all funds	155,186	-	-	-	155,186
GENERAL FUNDS					
General Funds	781,899	343,972	(494,946)	(12,000)	618,925
TOTAL UNRESTRICTED FUNDS	937,085	343,972	(494,946)	(12,000)	774,111
ENDOWMENT FUNDS					
Endowment Funds - all funds	88,280	-	-	-	88,280
TOTAL OF FUNDS	1,025,365	343,972	(494,946)	(12,000)	862,391

Endowment funds comprise of income available for general purposes. The fund is represented by freehold land situated in Chapter Meadows.

Designated funds comprise of capital expenditure on the Pump House Environmental Centre Project.

THE DUCKWORTH WORCESTERSHIRE TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020

15. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 June 2018 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 May 2019 £
UNRESTRICTED FUNDS						
DESIGNATED FUNDS						
Designated Funds	155,186	-	-	-	-	155,186
GENERAL FUNDS						
General Funds	327,991	474,305	(543,124)	500,000	22,727	781,899
TOTAL UNRESTRICTED FUNDS	483,177	474,305	(543,124)	500,000	22,727	937,085
ENDOWMENT FUNDS						
Endowment Fund	588,280	-	-	(500,000)	-	88,280
TOTAL OF FUNDS	1,071,457	474,305	(543,124)	-	22,727	1,025,365

16. SUMMARY OF FUNDS

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 June 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 May 2020 £
Designated funds	155,186	-	-	-	155,186
General funds	781,899	343,972	(494,946)	(12,000)	618,925
Endowment funds	88,280	-	-	-	88,280
	1,025,365	343,972	(494,946)	(12,000)	862,391

THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020

16. SUMMARY OF FUNDS (CONTINUED)

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 June 2019	Income	Expenditure	Transfers in/out	Gains/ (Losses)	Balance at 31 May 2019
	£	£	£	£	£	£
Designated funds	155,186	-	-	-	-	155,186
General funds	327,991	474,305	(543,124)	500,000	22,727	781,899
Endowment funds	588,280	-	-	(500,000)	-	88,280
	<u>1,071,457</u>	<u>474,305</u>	<u>(543,124)</u>	<u>-</u>	<u>22,727</u>	<u>1,025,365</u>

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT PERIOD

	Endowment funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	88,280	95,221	183,501
Fixed asset investments	-	414,383	414,383
Current assets	-	289,912	289,912
Creditors due within one year	-	(25,405)	(25,405)
TOTAL	<u>88,280</u>	<u>774,111</u>	<u>862,391</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR PERIOD

	Endowment funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	88,280	110,910	199,190
Fixed asset investments	-	700,383	700,383
Current assets	-	152,154	152,154
Creditors due within one year	-	(26,362)	(26,362)
TOTAL	<u>88,280</u>	<u>937,085</u>	<u>1,025,365</u>

**THE DUCKWORTH WORCESTERSHIRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2020**

18. PENSION COMMITMENTS

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £10,332 (2019: £10,419).

19. OPERATING LEASE COMMITMENTS

At 31 May 2020 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Not later than 1 year	<u>13,250</u>	<u>13,708</u>

20. RELATED PARTY TRANSACTIONS

During the year C Duckworth OBE (deceased), a Trustee of The Duckworth Worcestershire Trust was a director and shareholder of WRFC Trading Limited. There is a value of £75,000 due to the charity at end of the year, which is cleared in the 2021 year end.

WRFC Trading Limited performed payroll services on behalf of The Duckworth Worcestershire Trust. During the year salary and other sundry costs of £304,740 (2019: £308,738) were recharged to the charity.

The Duckworth Worcestershire Trust is owed £110,778 (2019: £110,778) in relation to interest accrued on a loan to WRFC Trading Limited; this loan was repaid in 2019. This is shown in Accrued Income note 12.