

en-form

Annual Report and

Accounts

2021

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Registered Charity Number 1083216
Registered Company Number 3881968



en-form

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Review of the year

The past year continued to be a big challenge, particularly as we emerged from covid. We have experienced a large increase in interest in our projects in recent years and our resources throughout the year proved inadequate to cope with demand.

As we came out of covid we continued to receive a large increase in activity by e-mail and through social media. In addition, we received increased demand through the office when this reopened. This stretched our resources to the point where we are still catching up.

The Eco festival, that was originally planned for July 2020 took place on the 4th September 2021. Although it was a great success in terms of the number of visitors it attracted and the success of the stallholders, it required a huge effort on the organisation.

The Colchester Food Co-op had expanded its membership and sales since moving into our premises in January 2016 decided to move premises in December 2020.

Our online presence, particularly through social media continued to expand rapidly throughout the year.

We have also extended the number of items we recycle through Terracycle considerably during the year.

A handwritten signature in black ink, reading "Peter Chisnall". The signature is written in a cursive, flowing style.

Peter Chisnall

Chairman of Trustees

Mission Statement

en-form's main mission is to establish an Environment Charity dedicated to the provision of non-biased information. We want to promote a clean environment and increase chances of survival in the future, both for ourselves and the species with whom we share this planet.

Objectives

The advancement of public awareness and the promotion of research (and the publication of useful results of such research) in:

- (a) The conservation and protection and improvement of the environment
- (b) Economic and social development in ways which protect and preserve the environment for future generations
- (c) The links between local and global issues within the subjects described in the foregoing and
- (d) The scope for individual action mentioned in a, b and c

Primary Aims:

A source of environmental information

An attractive and easily accessible environmental and sustainable development centre in central Colchester

An active role in raising the awareness of the issues concerning the environment and sustainable development, both locally and globally

Encouragement for the public to get involved in safeguarding and improving the environment

We will do this by:

Providing information on all aspects of community and environmental issues

Raising awareness of general environmental issues

Educating and training where needed

Making the global to local link

Influencing decision makers, through providing guidance and campaigning on significant issues

Providing a community service and resource

Empowering communities and creating change

Bringing people together, creating partnerships and building consensus

Being a centre of excellence in the development and demonstration of best practice and sustainability

Providing a focal point, space and shared facilities to local groups

Inspiring communities by providing a lead in a shared vision

Providing information on all aspects of community and environmental issues

Building on community participation, assisting in the creation of a sustainable future

Projects

Cycling Projects

We agreed to host a cycling project through en-form in 2017. The project was previously operated by Cycling UK but was discontinued by them. We agreed to transfer the project to en-form to enable the project to continue. The project aims to encourage cycling through various supportive bike rides throughout Essex. The project operated throughout 2018. This project was suspended.

However, it was restarted in April 2021 when we were approached by someone who wanted to set up Dr Bike Sessions.

Clean Air Heroes

The project manager of Eco Race, a project previously hosted by Cycling UK approached us to launch and operate a new project called Clean Air Heroes. It is a project to encourage primary school children to walk, scoot or cycle to school. We agreed to host the project and funding from Essex County Council was received on 24th July 2018. The project operated from September 2018 to August 2019. This project is currently suspended.

ReUse Essex Website

The www.reuseessex.org.uk website was launched on 26th May 2011. It was set up by the Essex Community Reuse and Recycling Network (ECORRN) and the running of this website transferred to en-form when ECORRN was closed on 1st April 2012. The site lists primarily Charity and other Community Organisations that accept unwanted but useable items for resale or to give away. It contains an item and postcode search facility. Although the website still works for visitors a number of technical problems have occurred and the website needs to be reviewed. It received 8500 online visitors during the year.

Recycling

Since becoming a Terracycle collector at the request of our visitors and supporters in November 2018, the number of items we collect for recycling has increased to 26 items

The Terracycled items which includes items such as crisp packets, biscuit wrappers and toothpaste tubes for example are sorted and packaged by volunteers and en-form receives a small payment. Since starting in 2018 we have recycled over 1.5 tonnes of waste and raised £1960 in funds.

We had previously decided to discontinue collecting mobile phones and printer cartridges for recycling at our office. This was because the number of outlets accepting these items for recycling had declined and were no longer paying for them. However, we decided to restart collecting printer inkjet cartridges and mobile phones as we have found new paying outlets for these items.

We continue to collect corks for the recorked network.

We continue to encourage the public to reduce, reuse and recycle as much as possible,

ALEO East

We became the Secretariat for HECA East in September 2015. The name of this network was changed in 2017 to ALEO East and we continue to be the Secretariat.

Because of Covid, ALEO member meetings were held online. This actually increased participation among its members, and it was decided to continue holding the two meetings online in future.

Colchester Food Coop

We agreed to use our resources, primarily our premises more efficiently to enable us to achieve our objective to help other local environment groups and projects and promote sustainable lifestyles amongst the local population.

The Colchester Food Coop were without premises and we agreed to base them in our office using the under utilised adjacent garage with effect from 1st January 2017. Although the Food Coop is a separate organisation run by its members, it promotes sustainable lifestyles and complements our existing environmental objectives. The Food Coop project is also a drop off and collection point for a local organic vegetable box scheme.

Since moving to en-form both the number of Food Co-op members and the turnover increased substantially. Turnover increased by 20% in 2017, 35% in 2018, 12% in 2019 before declining 7% in 2020 as a result of covid.

Because of this growth the Colchester Food Co-op decided to review their premises requirements for the future. They had originally intended to move into our main office but decided to move premises altogether in December 2020.

Water Saving Project – Drop 20 and Leaky Loos

We were approached by Anglian Water to run a water saving project in Colchester in 2020. Water use in Colchester is higher than average and a lot above what it needs to be. Colchester currently uses 169 litres per person per day. The average in the Anglian Region is 142 and it needs to drop to 120 litres. The first project took place from 1st June till 30th September 2020.

The project was extended with a focus on Leaky Loos, and we continue to run a water saving project throughout the year in partnership with Anglian Water.

E Cargo Bike Project

In January 2021 we were approached by somebody who wanted to set up and run an E Cargo bike project. Our original intention was to set this up under en-form which for insurance reasons was not possible. However, we offered support and provided functions to enable this project to set up as it's own community group and we continue to offer support.

Eco- Festival

The eco festival originally planned for July 2020 which was cancelled due to covid finally took place on the 4th September 2021. It was a huge success with over 3,500 visitors. It included local music and dance acts, a children's area, a speakers tent, a sustainable transport and try out area and a health and wellbeing area. It also included 79 stalls from local eco related businesses and environment groups.

Publicity

We now tend to promote our projects and environmental information through electronic means, particularly through the website and social media. We have found all other means to be both less effective and costly. Also, as an environment centre we aim to reduce the amount of paper we use. However, a broader range of publicity, including leaflets and posters was used to promote the Eco Festival.

Visitor Numbers

Most of our enquiries are via e-mail, social media or telephone. We originally aimed to reply to all enquiries within a week although due to the number now being received this is no longer possible. Our website was revamped in 2015. The original website was launched on 30th November 2001 and received 110,555 visitors until it was withdrawn in February 2016. The new site went live in March 2015 and has attracted over 28,000 unique visitors since launch and 6700 unique visitors during the year. This equates to around 18 visitors per day.

We also launched a Colchester specific site www.ecocolchester.org.uk on 11th May 2020 and has received 552 unique users during the year ending 30th November 2021.

Staffing

We have 2 permanent paid members of staff; both are part time Project Managers. The main source of income has been from grants for a range of projects. The Projects Manager oversees and develops all projects. During 2020 Anglian Water approached us to deliver a water saving project locally. A part time member of staff was recruited from our volunteers to deliver this project.

When we require extra staff for projects, they are employed on a temporary contract basis. Where we are asked to carry out functions for other parties, such as Colchester Borough Council, staff are engaged on a casual basis.

Volunteers and Training Placements

We have a core of 11 volunteers primarily working on sorting recycling, contributing around 1700 hours per year. We also have several volunteers working on various projects on an ad hoc basis. We are very grateful for their assistance. As we are a small organisation, we would find it almost impossible to function without the support of volunteers. At the present time we do not have the staff resources to support a larger number of volunteers or placements.

Partnerships

We are currently operating in partnership with Anglian Water. However, we continue to work closely with other local organisations and local authorities in the Colchester area. Particularly Colchester Borough Council.

Significant Events since the Year End

Future Plans

We will be looking to utilise our resources more efficiently by sharing them with other local groups and projects.

We have continued to expand the number of items recycled through Terracycle.

We will consider holding another Eco Festival.

Legal and Administrative Information

The Charity is registered and is a company limited by guarantee governed by its memorandum and articles of association. Charity number: 1083216. Registered Company Number 03881968.

Trustees and Management Committee Members

The Directors of the charitable company (the Charity) are its trustees for the purposes of charitable law and throughout this report are collectively referred to as the trustees.

There are currently 4 Trustees, who meet quarterly to decide overall policy.

The trustees serving during the year were as follows:
John Buchanan BSc(hons)(Dunelm) MSc PGCE FHEA MIET
(Registered BREEAM Sustainable Communities Assessor)
Peter Chisnall (Chairman and Secretary)
Adam Rose
Oliver King

Funders

We received grants totalling £27683 from the following funders over the past 12 months:

Colchester Borough Council Covid Business Restart Grant	£ 2667
Colchester Borough Council Monkwick Project	£ 2500
Colchester Borough Council – Cultural Fund	£ 235
Essex County Council (Active Essex)	£ 2468
Essex County Council Locality Budget	£ 1987
Anglian Water	£ 10000
Our Colchester	£ 1500
Cycling UK	£ 4826
Friends of the Earth	£ 500
Neighbourly – Virgin Fund	£ 1000

Notes to the Accounts

1. Accounting Policies

Projects are set up as a separate cost centre within the Charity accounts. As most projects are funded on a restrictive basis, separate bank accounts are held and consolidated figures are entered into the report and accounts as restricted funds.

The Trustees have decided to build up a reserve in future years to cover one years running costs of approximately £28,000. This is to limit risk to the Charity and ensures it continues should income streams be lost in future.

Financial systems have been implemented where all projects are set up on a self-contained basis. Resources of the Charity are charged to the project in accordance with our scale of charges. This both simplifies and adds transparency to the financial accounts and removes the need for an arbitrary allocation accounting system.

2. Grants

	Restricted	Designated	Unrestricted	Total
Local Government Grants	0	7190	2667	9857
Grant Funders	0	17826	0	17826
	0	25016	2667	27683

3. Staff Costs and Numbers

	2021	2020
Salaries and Wages	£14405	£8361
Social Security Costs	£ 0	£ 0
Expenses	£ 10	£ 8
Pension Costs	£ 0	£ 0
	£14415	£8369

The average number of staff employed by the charity and the projects it undertakes (including casual and part-time staff) was as follows:

Projects	2	2
Total	2	2

The number of employees earning over £50,000 during the year was nil (2019 – nil)

4. Fund Accounting

Funds held by the Charity are either:

- Restricted – these are funds that can only be used for particular restricted purposes within the objects of the charity. They are incoming resources on which the donor or funder has laid down conditions relating to the expenditure thereon or when funds are specifically raised for particular restricted purposes.
- Designated – incoming resources set aside by the trustees out of unrestricted general funds for specific future purposes.
- Unrestricted general – incoming resources on which there is no restriction or designation.
- Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

5. Restricted Funds

	At 1 st December 2019	Incoming	Outgoing	At 30 th November 2020
Total Restricted Funds	0	0	0	0

Balances on restricted funds at 30th November 2020 were nil. Although funds have been donated for specific projects and are designated funds which will be applied to the appropriate project in the coming year.

6. Trustees' Remuneration and Expenses

The directors of the charitable company are the trustees under charity law and received no remuneration, emoluments, or reimbursed expenses from the charity during the year.

7. Tangible Fixed Assets

Fixed assets are depreciated on a straight-line basis over their estimated useful lives as follows:

Type of Asset	Annual Rate
Office equipment and Fixtures	25%

At the Trustee meeting of the 27th October 2005 it was decided to increase the rate of depreciation to 25% so that the balance sheet reflects the assets more accurately.

8. Related Parties

At the present time en-form operates projects with the help of a number of partners but operates entirely independently.

9. Reserves Policy

At the Trustee meeting of 27 October 2005, it was decided to transfer a sum equivalent to one years running costs for en-form and one year of salary costs totalling £28,000. This was transferred to the reserves fund on the 18th April 2006. The reserves will be reviewed each year with consideration given to setting up a new building fund. Due to lower income, we have had to withdraw all funds from the Reserves account. The Reserves now stand at £0.

Statement of Financial Affairs for the year ended 30 November 2021

			2021	2020
	GENERAL FUND	RESTRICTED FUND	TOTAL	
INCOME				
Grants	27683		27683	13940
Restricted Funds		0	0	0
Projects	500		500	0
Membership donations	2188		2188	274
Sales	1832		1832	0
Sponsorships and Stall Fees	5784		5784	0
Bank Interest	2	0	2	35
Rent Received	820		820	840
Other	550			0
Total	38810	0	38810	15089
EXPENDITURE				
Rent	5264		5264	5430
Rates	58		58	30
Insurance	1036		1036	504
Heating & Lighting	637		637	567
Telephone/Broadband	816		816	868
Water	181		181	80
Postage/Stationery/Consumables	239		239	0
Sundries	92		92	235
Advertising	147		147	30
Projects Designated Projects	13453		0	0
Other	13453		13453	0
Salaries & Employment Costs	14416	0	14416	8369
Depreciation Furniture/Fittings	0		0	0
Total	36340	0	36340	16113
Surplus of Income over Expenditure	2470	0	2470	-1024
Transfer From Restricted Funds	0	0	0	0
Net Surplus of Income over Expenditure	2470	0	2470	-1024
Reconciliation of year ended 30th November 2021				
Balance brought forward 1st December 2020	23237	22894	45107	46131
Net Movement detailed above	2470	0	2470	-1024
Total	25707	22894	47577	45107

**Consolidated Income and Expenditure Account for year ending
30 November 2021**

INCOME

Grants	General	2667	
	Designated	25016	27683
Restricted Funds			
	Restricted Fund		
	Total	0	0
Project			500
Membership and Donations			2188
Sales			1832
Rent Received			820
Sponsorships and Stall Fees			5784
Bank Interest			2
Other			550
Total			38810

EXPENDITURE

Rent			5264
Rates			58
Insurance			1036
Heating & Lighting			637
Telephone/Broadband			816
Water			181
Postage/Stationery/Consumables			239
Sundries			92
Advertising			147
Projects	Designated Funds	13453	13453
Restricted Funds		0	0
Salaries			14416
Depreciation Furniture/Fittings			0
Total			36340

Surplus of Income over Expenditure **2470**

Restricted Funds Transfer 0

Net Surplus of Income over Expenditure **2470**

Reconciliation of year ended 30th November 2021

Balance brought forward 1st December 2020	45107
Net Movement detailed above	2470
Total	47577

en-form Company No 03881968

Consolidated Balance Sheet as at 30th November 2021

		2021	2020
Fixed Assets			
Furniture, fixtures & fittings	Cost	0	0
	Depreciation at 100%	0	0
	Total	0	0
Current Assets			
Prepayments	0	0	0
Cash in hand and Bank	31045	29377	
Cash at Bank for Restricted Funds	16587	15731	
	Total	47632	45107
Debtors- amounts owed within one year			
Debtor	0	0	0
Total Assets		47633	45107
Creditors- amounts falling due within one year			
Accruals	56	56	0
Total Assets less Current Liabilities		47577	45107
Capital Account			
Balance at 30th November 2021 being surplus of income over expenditure in the year		47577	45107

For the year ending 30/11/2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts have been prepared in accordance with the micro-entity provisions.



Peter Chisnall
Chairman of Trustees
30th April 2022

