

# **en-form**

# **Annual Report and**

# **Accounts**

# **2022**

15 Church Walk  
Colchester  
CO1 1NS

Telephone 01206 367776  
e-mail [info@en-form.org.uk](mailto:info@en-form.org.uk)  
Website [www.en-form.org.uk](http://www.en-form.org.uk)

Registered Charity Number 1083216  
Registered Company Number 03881968



en-form

Review of the year.....	3
Mission Statement.....	4
Objectives.....	4
Projects .....	5
ALEO East .....	5
Cycling Projects .....	5
Clean Air Heroes.....	5
Clean Air Colchester .....	5
Eco- Festival .....	5
Environment Hub .....	5
Love Your Flow .....	6
Monkwick .....	6
ReUse Essex Website .....	6
Recycling .....	6
Water Saving Project – Drop 20, Leaky Loos and Keep It Clear.....	7
E Cargo Bike Project.....	7
Publicity.....	7
Visitor Numbers.....	7
Staffing .....	8
Volunteers and Training Placements.....	8
Partnerships .....	8
Significant Events since the Year End.....	9
Future Plans .....	9
Legal and Administrative Information .....	9
Trustees and Management Committee Members .....	9
Funders .....	9
Notes to the Accounts .....	10
1. Accounting Policies .....	10
2. Grants .....	10
3. Staff Costs and Numbers .....	10
4. Fund Accounting .....	11
5. Restricted Funds .....	11
6. Trustees’ Remuneration and Expenses .....	11
7. Tangible Fixed Assets.....	11
8. Related Parties.....	12
9. Reserves Policy .....	12
Statement of Financial Affairs for the year ended 30 November 2022 .....	13
Consolidated Income and Expenditure Account for year ending 30 November 2022.....	14
Consolidated Balance Sheet as at 30th November 2022 .....	15

## Review of the year

The past year continued to be a big challenge with more demands on our limited resources. We continue to experience a large increase in interest in our projects and the environment in recent years and our resources throughout the year again proved inadequate to cope with demand.

The Eco festival, which took place on the 3rd September 2022, although a great success in terms of the number of visitors it attracted and the success of the stallholders, required a huge effort and stretched the resources on the organisation.

We started the Love your Flow project in 2022. This is designed to reduce the environmental impact of disposable period products and to introduce reuseable products.

The partnership with Anglian Water to raise awareness of the environmental impact of water usage continued.

We were offered the opportunity to facilitate both ourselves and other local groups to deliver more environmental projects and more environmental information from Town Centre premises. We hope to be able to expand our projects to these new premises in the coming year.

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

Recycling of hard to recycle items, particularly through Terracycle continued to be popular and increased our engagement with the general public throughout the year.



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**

### **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 increased participation among its members, and it was decided to continue holding the meetings online in future.

### **Cycling Projects**

We have hosted a number of cycling projects over the years, and we continued to offer Dr Bike, cycle maintenance sessions throughout the year. We have also worked with other groups to provide free Bikes to those who cannot afford them.

### **Clean Air Heroes**

This project has been suspended since August 2019 and the decision was taken to close the project.

### **Clean Air Colchester**

Clean Air Colchester was a project set up by Colchester Borough Council to raise awareness of air pollution within the Town. What causes it and how individuals can take action to reduce it.

This project was transferred to en-form in March 2022.

### **Eco- Festival**

The eco festival originally planned for July 2020 which was cancelled due to covid finally took place on the 4<sup>th</sup> 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.

Following the success of the first eco festival, a second festival was held on 3<sup>rd</sup> September 2022. This was even more successful than the previous year and attracted 4,500 visitors and 93 stalls.

### **Environment Hub**

It has long been an ambition for en-form to be part of and manage a hub for the use of other environment groups and for en-form to have more space to develop and host more projects suggested by the local community. The idea was to have a large hub in town centre premises with shared resources to form a better one stop shop for the environment.

We have looked at many potential sites over the past 20 years which for several reasons were both very expensive and proved not viable.

In addition, we have received several approaches from a number of environment groups in recent years asking if they could share our existing small premises. These included GEMS, The Textile Collective, Together We Grow and Abberton Rural Training (ART). We have attempted to

accommodate some of them in the past including the Green Network, the Colchester Volunteer Centre and Timebank, the Colchester Food Co-op and GEMS. This had proved challenging for space and operational reasons. Members of the Colchester Climate Alliance, which is a network of individuals and groups interested in environmental issues were also interested in setting up a Climate Emergency Centre in Colchester.

en-form was represented on the Colchester Climate Alliance network and indeed had an existing Facebook group set up in July 2020, Colchester Climate and Environment Action Group – Admins with the same objectives.

In May 2022, we received an approach from Avire offering us large Town Centre premises rent and rate free on a short term lease for a maximum of 36 months.

The Trustees decided to take up this lease in June 2022, to set up an environment hub to move some existing en-form projects to the new premises and invite other groups to host projects from the hub. In particular, to move the swap shop from Church Walk and offer The Textile Collective, who wanted to use part of our existing Church Walk ground floor office space to sell reclaimed textiles.

The premises had several problems that needed to be resolved and the utility bills have proved more expensive than we anticipated, but we hope to make progress in the coming year.

## **Love Your Flow**

This project was set up to provide information on period products particularly reuseable products and their impact on health and the environment. It started in March 2022.

## **Monkwick**

This is a sustainable transport project set up by Colchester Borough Council in the Monkwick Estate area. A number of activities and services were provided by en-form during the year.

## **ReUse Essex Website**

The [www.reuseessex.org.uk](http://www.reuseessex.org.uk) website was launched on 26<sup>th</sup> 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 1<sup>st</sup> 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 6800 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 is 24 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 1.998 tonnes of waste and raised £2730 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.

### **Water Saving Project – Drop 20, Leaky Loos and Keep It Clear**

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 1<sup>st</sup> June till 30<sup>th</sup> 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. The project was extended to include 'Keep it Clear' to reduce environmental problems caused by sewage and continued throughout the year.

### **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. We have continued to offer support services throughout the year.

### **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 30<sup>th</sup> 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 33,500 unique visitors since launch and 5500 unique visitors during the year. This equates to around 15 visitors per day.

We also launched a Colchester specific site [www.ecocolchester.org.uk](http://www.ecocolchester.org.uk) on 11<sup>th</sup> May 2020 and has received 2000 unique users during the year ending 30<sup>th</sup> November 2022.

## **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.

Because of the nature of the paid for tasks we are involved with and the costs and burden of employing staff we will be discontinuing as an employer at the end of the tax year and all tasks will be paid for on a self-employed invoice 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 including 35 who helped us to deliver the Eco Festival. 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 to deliver water saving advice. However, we continue to work closely with other local organisations and local authorities in the Colchester area. Particularly Colchester City Council.



## **Significant Events since the Year End**

### **Future Plans**

We will continue to look for ways to utilise our resources more efficiently by sharing them with other local groups and projects.

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:

Peter Chisnall (Chairman and Secretary)

Adam Rose

Oliver King

Lisa Cross

### **Funders**

We received grants totalling £43846 from the following funders over the past 12 months:

Colchester Borough Council Clean Air Colchester	£ 752
Colchester Borough Council Monkwick Project	£11582
Colchester Borough Council Cultural Fund	£ 1500
Colchester Borough Council Locality Budget	£ 800
Colchester Borough Council	£2200
Essex County Council Love Essex Fund	£ 500
Essex County Council Locality Budget	£ 175
Essex County Council	£ 2000
Essex County Council Cultural Fund	£ 3132
Suffolk County Council	£ 750
Chelmsford City Council	£ 320
East of England Co-op	£ 3495
Cycling UK	£ 3000
National Lottery	£ 9840
Inclusion Ventures	£ 1335
Hiscox	£ 500
Together We Grow	£ 1290

## **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 or designated 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	24386	0	24386
Grant Funders	0	19460	0	19460
	0	43846	0	43846

### **3. Staff Costs and Numbers**

	2022	2021
Salaries and Wages	£29847	£14405
Social Security Costs	£ 0	£ 0
Expenses	£ 141	£ 10
Pension Costs	£ 0	£ 0
	£29988	£14415

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 (2021 – nil). These figures include self employed staff who deliver projects for us.

## 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 <sup>st</sup> December 2021	Incoming	Outgoing	At 30 <sup>th</sup> November 2022
Total Restricted Funds	0	0	0	0

Balances on restricted funds at 30<sup>th</sup> November 2022 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.

Grants and funds received for specific projects that will be spent or allocated within 12 months are allocated as designated funds.

## 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 27<sup>th</sup> 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 18<sup>th</sup> 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 2022

			2022	2021
	GENERAL FUND	RESTRICTED FUND	TOTAL	
<b>INCOME</b>				
Grants	43171		43171	27683
Restricted Funds		0	0	0
Projects	0		0	500
Membership donations	9889		9889	2188
Sales	11439		11439	1832
Sponsorships and Stall Fees	5725		5725	5784
Bank Interest	27	0	27	2
Rent Received	1040		1040	820
Other	0			
<b>Total</b>	<b>71291</b>	<b>0</b>	<b>71291</b>	<b>38809</b>
<b>EXPENDITURE</b>				
Rent	5369		5369	5264
Rates	244		244	58
Insurance	957		957	1036
Heating & Lighting	497		497	637
Telephone/Broadband	889		889	816
Water	160		160	181
Postage/Stationery/Consumables	0		0	239
Sundries	495		495	92
Advertising	347		347	147
Projects      Designated Projects	18230		0	0
Other	18230		18230	13453
Salaries & Employment Costs	29988	0	29988	14416
Depreciation Furniture/Fittings	0		0	0
<b>Total</b>	<b>57176</b>	<b>0</b>	<b>57176</b>	<b>36339</b>
<b>Surplus of Income over Expenditure</b>	<b>14114</b>	<b>0</b>	<b>14114</b>	<b>2470</b>
Transfer From Restricted Funds	0	0	0	0
<b>Net Surplus of Income over Expenditure</b>	<b>14114</b>	<b>0</b>	<b>14114</b>	<b>2470</b>
<b>Reconciliation of year ended 30th November 2022</b>				
Balance brought forward 1st December 2021	25707	22894	47577	45107
Net Movement detailed above	14114	0	14114	2470
<b>Total</b>	<b>39821</b>	<b>22894</b>	<b>61691</b>	<b>47577</b>

**Consolidated Income and Expenditure Account for year ending 30 November 2022****INCOME**

Grants	General	0	
	Designated	43171	43171
Restricted Funds			
	Restricted Fund Total	0	0
Project			
Membership and Donations			9889
Legacies			0
Sales			11439
Rent Received			1040
Sponsorships and Stall Fees			5725
Bank Interest			27
Other			0
<b>Total</b>			<b>71291</b>

**EXPENDITURE**

Rent			5369
Rates			244
Insurance			957
Heating & Lighting			497
Telephone/Broadband			889
Water			160
Postage/Stationery/Consumables			0
Sundries			495
Advertising			347
Volunteers Expenses			0
Projects			
	Other	18230	18230
Restricted Funds			
		0	0
Designated Funds			
Salaries			29988
Depreciation Furniture/Fittings			0
<b>Total</b>			<b>57176</b>

<b>Surplus of Income over Expenditure</b>	<b>14114</b>
---	--------------

Restricted Funds Transfer	0
---------------------------	---

<b>Net Surplus of Income over Expenditure</b>	<b>14114</b>
---	--------------

**Reconciliation of year ended 30th November 2022**

Balance brought forward 1st December 2022	47577
Net Movement detailed above	14114
<b>Total</b>	<b>61691</b>

Consolidated Balance Sheet as at 30th November 2022

		2022	2021
<b>Fixed Assets</b>			
Furniture, fixtures & fittings	Cost	0	0
	Depreciation at 100%	0	0
	<b>Total</b>	0	0
<b>Current Assets</b>			
Prepayments	0		0
Cash in hand and Bank	61691		31045
Cash at Bank for Restricted Funds	0		16587
	<b>Total</b>	61691	47632
<b>Debtors- amounts owed within one year</b>			
Debtor	0	0	0
<b>Total Assets</b>		<b>61691</b>	<b>47632</b>
<b>Creditors- amounts falling due within one year</b>			
Accruals	0	0	56
<b>Total Assets less Current Liabilities</b>		<b>61691</b>	<b>47576</b>
Capital Account			
Balance at 30th November 2022 being surplus of income over expenditure in year		<b>61691</b>	<b>47576</b>

For the year ending 30/11/2022 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