

**THE BRIGHTSPACE FOUNDATION**  
(a company limited by guarantee)

**REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2020**

Registered Charity No. 1093558  
Company Registered No. 04188434

**THE BRIGHTSPACE FOUNDATION**

**REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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# THE BRIGHTSPACE FOUNDATION

## REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

for the year ended 31 December 2020

**Charity Name:**

The Brightspace Foundation (formerly The Bulmer Foundation)

**Governing Instrument:**

The Foundation is a company limited by guarantee and not having a share capital. As such it is governed by its Memorandum and Articles of Association dated 23 March 2001, subsequently amended on 15 July 2002.

**Registered Charity Number:**

1093558

**Company Registered Number:**

04188434

**Members:**

The subscribers to the Memorandum of Association and other persons elected by the board of trustees shall, with their agreement, be admitted to membership of the company. The maximum number of members is seven.

**Trustees:**

J Bruce MBE (resigned 30 September 2020)  
B Parkinson (Acting Chairman)  
H Spowers  
D Sowerbutts

**Director:**

N Read OBE (acting in a voluntary capacity from 1 May 2020)

**Registered Office:**

Hereford Cider Museum  
21 Ryelands Street  
Hereford  
HR4 0LW

**Bankers:**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 3JQ

**Solicitors:**

Burges Salmon  
Narrow Quay House  
Narrow Quay  
Bristol  
BS1 4AH

**Independent examiner:**

Sarah J Morley  
Kendall Wadley LLP  
Granta Lodge  
71 Graham Road  
Malvern  
Worcestershire  
WR14 2JS

## THE BRIGHTSPACE FOUNDATION

### REPORT OF THE TRUSTEES

for the year ended 31 December 2020

The trustees (who are also the directors) present the report and accounts for the Foundation for the year ended 31 December 2020. The Report of the Trustees also contains a directors' report as required by company law. These have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Foundation's governing document, applicable law and the requirements of the Statement of Recommended Practice *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 (FRS102)* (as amended for accounting periods commencing from 1 January 2019), and the Companies Act 2006.

#### *Objectives and activities*

##### **Mission**

To enable and demonstrate sustainable development primarily within Herefordshire. Sustainable development is defined as "that which meets the needs of the present generation without compromising the ability of future generations to meet their own needs."

##### **Vision**

The vision is of the community of Herefordshire, and beyond, actively engaged in sustainable living.

##### **Objectives**

The objectives of the Foundation are to promote, incubate and demonstrate sustainable development in education, land use, food and health and to support the development of commercial businesses based upon sustainable development principles. In doing so, the Foundation aims to engage with a wide and diverse range of people, in Herefordshire and other rural areas, to foster debate about and participation in more sustainable living. This has included supporting demonstration and research of more sustainable land use, promoting an understanding of the linkages between farming, food, nutrition and health and support for responsible local food production, and developing and implementing sustainable healthcare initiatives which promote well-being, prevent illness and support recovery.

##### **Activities**

To meet its charitable objectives, within tightening financial circumstances, the Foundation has focused its delivery on two thematic areas: Resilient Communities, trialling community projects that demonstrate enhanced resilience, using the Foundation's Sustainable Route Map as a tool; and a High Quality Environment where projects are designed to show environmental gain, a reduction in aggregated inputs and within that key targets of water quality, carbon reduction and increasing biodiversity. In both themes the Foundation works in partnership with other organisations and delivers through contracts with organisations and individual consultants, including Contractor Associates. At the end of 2019 it had one retained employee, the Director, Nick Read, to whom the trustees delegate the day-to-day management of the charity. From May 2020 the Director continued in a voluntary capacity, rather than as a paid employee.

During 2020 contracts were also in place to secure the services of the following Contractor Associates:

- Mary Burton Consulting
- Damage Limited
- Kyre Oak
- Nick Read (from 1 May 2020)



# THE BRIGHTSPACE FOUNDATION

## REPORT OF THE TRUSTEES

for the year ended 31 December 2020

(continued)

### Public benefit

The trustees confirm that they have paid due regard to the guidance given by the Charity Commission on public benefit and have reviewed the objectives of the Foundation in the context of this guidance. They continue to focus attention on the most effective ways to promote sustainable development with the people in Herefordshire, and beyond, and to work with them towards the vision.

### *Achievements and Performance*

The Foundation's activities throughout the year have furthered its charitable objects and the trustees are grateful to the funders and partners who have supported these achievements. These include, Howard Bulmer Charitable Trust, the Heritage Lottery Foundation, Sustain and several funders of work delivering THE APPLE WORLD partnership project, including the John Ellerman Foundation and Hereford Cider Museum. The report given below explains how the activities undertaken have contributed towards the Foundation's principal objective of supporting sustainable development.

### The impact of Covid

Like many organisations, the Brightspace Foundation was significantly affected by the lockdown imposed due to the Covid pandemic. However, many of the meetings and events that would otherwise have been in person were continued through zoom and Microsoft teams, and a significant amount of activity took place.

### Land Use and Food

The land use programme has continued to support the implementation of the Nutrient Management Plan (NMP) for the Rivers Wye and Lugg. Both rivers are Special Areas of Conservation (SAC), a European designation which protects sites of high ecological value. The Lugg is failing water quality targets due to high phosphate levels and the Wye will fail if remedial action is not taken. The NMP is the mechanism by which favourable ecological status will be restored. To support this the Foundation has convened, and chairs, a delivery group called "Farm Herefordshire".

Farm Herefordshire consists of twelve organisations and networks committed to collaborative working to deliver consistent and timely messages to the farming community. In addition to the Brightspace Foundation the partners are the Wye and Usk Foundation, Herefordshire Rural Hub, the National Farmers Union, the Country Land and Business Association, Herefordshire Wildlife Trust, the Herefordshire Meadows Group, Natural England, the Environment Agency, Catchment Sensitive Farming, the Natural Flood Management Project and the Agriculture and Horticulture Development Board (AHDB).

The Foundation's Director, as Chair of Farm Herefordshire, represents its activity on strategic bodies within the locality including the Nutrient Management Plan Steering Group and Technical Advisory Group, the Wye Catchment Management Partnership, Herefordshire Local Nature Partnership and the Natural Flood Management Steering Group.

The Foundation has continued to play an active role in **Herefordshire's Food Alliance**, established after a feasibility study concluded there was a need for a Food Poverty Action Plan for the County. The remit of the Alliance has expanded to include measures to reduce the carbon footprint of local food sources in response to the climate and ecological emergency declared by Herefordshire Council in March 2019. During the year the Alliance has been developing a Sustainable Food County Action Plan and looking at measures to reduce the sector's carbon footprint.



## THE BRIGHTSPACE FOUNDATION

### REPORT OF THE TRUSTEES

for the year ended 31 December 2020

(continued)

The Foundation provided the secretariat to the **Herefordshire Sustainable Food and Tourism Partnership (HSFTP)**. Following the publication of a Destination Management Plan for Herefordshire, HSFTP received a grant from Herefordshire Council to conduct a feasibility study into a county wide Tourism Destination Business Improvement District (BID). A BID is a mechanism by which businesses collectively decide what improvements they wish to make to their business environment beyond that provided by public services. BIDs come into being after a detailed business plan has been prepared and voted upon in a local referendum. The feasibility study was presented in September 2019 and funding was obtained to develop the proposal further. The governance group established to oversee the BID has effectively taken over from the Sustainable Food and Tourism Partnership which was wound up.

#### Well-Being and Community

**THE APPLE WORLD** is a partnership project between the Foundation, Hereford Cider Museum and the National Trust in Herefordshire to develop an exhibition programme describing the global story of the apple and Herefordshire's place in that story. The exhibitions were due to start at the Hereford Cider Museum in the summer of 2020 but were deferred due to the pandemic. Instead, a two-year digital exhibition programme **Apples and People** has been developed, telling a series of stories about the apple from around the world [www.applesandpeople.org.uk](http://www.applesandpeople.org.uk). The Foundation's role is to lead research, networking and evaluation of the programme, and has contracted with a digital exhibition programme curator and digital marketing manager for delivery of Apples and People.

The Foundation is a partner in the **Herefordshire's A Great Place (HAGP)** project, led by Rural Media on behalf of Herefordshire's Cultural Partnership, and focused on the contribution made by heritage, arts and culture to the local economy, health and well-being. The Foundation's role has been to work with the national Audience Agency to support the use of data within the project, to develop training and workshops for participants and the generation of a toolkit supporting data collection and use in the culture, heritage and arts sectors. HAGP finished in 2020, though Covid imposed limitations on the events and workshops that would otherwise have concluded the project.

Support for community engagement with the sustainability agenda continued through the Foundation's participation in the **Herefordshire Green Network (HGN)** and through its activities on the **Herefordshire Local Nature Partnership**. Nick Read, the Foundation's Director, is Chair of the Local Nature Partnership and Co-Chair of Herefordshire Green Network. Herefordshire Green Network had launched "The Great Collaboration" in 2019, approaching local authorities who had declared a climate change emergency and assessing how HGN members could support projects on the ground to reduce carbon emissions. Following lockdown HGN facilitated virtual meetings with its membership and has developed the Great Collaboration website portal to facilitate parish council involvement.



## THE BRIGHTSPACE FOUNDATION

### REPORT OF THE TRUSTEES

for the year ended 31 December 2020

(continued)

Strategic engagement remains an essential part of the Foundation's remit, enabling best practice to be reflected in policy development and seeking to ensure that policies are developed that promote sustainable development. The Foundation belongs to a wide array of strategic partnerships within Herefordshire and beyond. Various strategic networks continued into 2020 (as virtual networks following lockdown):

- The Wye Catchment Management Partnership (CMP), the strategic partnership overseeing the management of the River Wye Catchment.
- The Wye Special Area of Conservation (SAC) Nutrient Management Plan Steering Group and Technical Advisory Group.
- The Herefordshire Natural Flood Management project advisory group
- Herefordshire Local Nature Partnership (HLNP), comprising the organisations and networks that plan and deliver nature conservation in the county. The Foundation's Director Chairs HLNP.
- HLNP has entered into a partnership arrangement with the Shropshire, Telford and Wrekin Local Nature Partnership, collectively known as the Marches Nature Partnership. This has fostered close links with the Marches Local Enterprise Partnership. The Foundation's Director is a Vice Chair of the Marches Nature Partnership.
- The Herefordshire Sustainable Food and Tourism Partnership
- The Director is a member of the Herefordshire Rural Hub advisory group.
- Herefordshire Green Network (HGN), the Foundation's Director is Co-Chair of HGN.
- Farm Herefordshire, the Foundation's Director Chairs Farm Herefordshire
- Herefordshire Food Poverty Alliance
- Herefordshire Council Climate Emergency Project Group

However, new initiatives also developed and the has been providing input into two new local responses to the climate and ecological emergency. The first is the **South Shropshire Climate Action** (SSCA) group. The Foundation's Director became convenor of the Land Use and Biodiversity Group for SSCA and presented on land use issues at their online conference held on 26<sup>th</sup> September 2020. As a result of the interest generated from the event a Climate Action Plan is being developed for the area, to be published in 2021. The second is **Eco-Diocese**, an initiative launched by Hereford Diocese to make the church zero carbon by 2030. The Foundation's Director sits on the governance group established by the Diocese.

#### *Financial review*

For the year ended 31 December 2020, net outgoing resources amounted to £10,035 (2019: £28,205).

The Statement of Financial Activities summarises the incoming resources and resources expended and these are analysed between unrestricted funds and restricted funds. Restricted funds are funds subject to specific usage and comprise grant funded projects as described in Note 11. Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the Foundation.

The trustees have fully reviewed the strategic priorities of the Foundation in the context of its resources and the difficult economic climate. The trustees are confident that that the assets of the Foundation are adequate to fulfil its obligations.

#### **Grants and Donations**

All grants and donations received by the Foundation are applied according to its objects. The trustees agree annually, as part of the budgeting process, as to where to apply these funds and monitor their application during the year. The funds are either restricted or unrestricted depending on the nature of the grant or donation. Restricted funds are applied in accordance with the terms of the restriction placed upon the grant or donation.



# THE BRIGHTSPACE FOUNDATION

## REPORT OF THE TRUSTEES

for the year ended 31 December 2020

(continued)

### Risk Management

Following the withdrawal of funding by HEINEKEN UK and the impact of Covid, the Foundation has acted to mitigate risks:

- The Director, the only employee, had been contracted for two days a week. In April 2020 he was made redundant but agreed to continue to act as Director in a voluntary capacity. He has been contracted as an Associate for specific project-based work, principally involving Farm Herefordshire.
- The Foundation gave notice to its landlord for its Herefordshire office, which was no longer required as it moved to an Associate and home-working model.
- Two dormant Community Interest Companies were struck off the Companies Register.

These measures have significantly reduced the financial risk to the Foundation which nevertheless continues to operate effectively but without significant financial overheads.

The approach to annual budgeting and project management remains as previously:

- A "worst case" scenario budget is adopted, so that risks are identified fully from the outset.
- Project work is only undertaken if full cost recovery is in place, and project work is delivered by Contractor Associates. Therefore, the risk to the organisation through employment liabilities has been removed.

Although the financial situation remains challenging due to Covid, the organisation has restructured, significantly reduced its overheads, minimised areas of risk, and continues to operate effectively.

### Reserves Policy

At the balance sheet date, the total reserves were £71,685 (2019: £81,720) of which £51,153 (2019: £64,120) are restricted and not available for general purposes of the charity. "Free" reserves, being unrestricted funds other than fixed assets, amounted to £20,532 (2019: £17,600). The trustees aim to retain free reserves of at least two months' expenditure. Following the actions mentioned above, free reserves held at the end of the year were significantly in excess of this.

### *Structure, governance and management*

#### Constitution and objects

Incorporation as a company limited by guarantee took place on 27 March 2001. Registration as a charity took place on 27 August 2002. The change of name to the Brightspace Foundation was made on 7 November 2016.

The primary objects of the Foundation are:

- a) to advance the education of the public in the principles of sustainable development in land and estate management and use, sustainable methods of agriculture, horticulture, silviculture and organic farming.
- b) to conduct research into the social, economic and environmental effects of land and estate management and use conducted in accordance with the principles of sustainable development and sustainable methods of agriculture, horticulture, silviculture and organic farming, and to disseminate the useful results of such research.
- c) the promotion, for the benefit of the public, of urban or rural regeneration in areas of social and economic deprivation (and in particular but not limited to the county of Herefordshire).



# THE BRIGHTSPACE FOUNDATION

## REPORT OF THE TRUSTEES

for the year ended 31 December 2020

(continued)

### Recruitment and appointment of trustees

The charity is governed by a Board comprising not less than 3 and not more than 7 trustees. The trustees may at any time co-opt any person duly qualified to be appointed as a trustee to fill a vacancy in their number or to act as an additional trustee, but a co-opted trustee holds office only until the next AGM, when the members of the company can elect new trustees. At each AGM one third (or the number nearest one third) of the trustees must retire – those longest in office retiring first. Retiring trustees may be re-elected.

### Trustee induction and training

New trustees are issued with an induction pack and are given sufficient orientation into the work of the charity and the role of trustees to ensure that they are equipped to perform their responsibilities effectively. Ongoing trustee training is subject to the skill requirements specified by the Board, informed by the charity's annual risk assessment.

### Organisational structure

The Board of trustees is responsible for agreeing the direction and organisation of the charity, its financial probity and for establishing the Foundation's strategy and monitoring progress against its strategic plan. The Board of trustees meets at least quarterly. Day-to-day management is delegated to the Director.

### Remuneration

The remuneration of the Director was set by the trustees. Salaries were reviewed annually in preparation for the budget and cost of living awards were considered by the Board based on the annualised August RPI, in accordance with the Charity's Policy on Staff Remuneration. However, since May 2020 the Foundation has had no employees following the transition to an Associate-based approach.

### Related Parties

In 2020, application was made to strike off two Community Interest Companies which had common directors with The Brightspace Foundation and these were removed from the Companies Register.

### Small Company Exemption

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

In approving the Report of the Trustees, we also approve the Strategic Report included therein, in our capacity as company directors.

On behalf of the Board of trustees



6 September 2021

Hereford Cider Museum  
21 Ryelands Street  
Hereford  
HR4 0LW

B Parkinson  
Trustee

## THE BRIGHTSPACE FOUNDATION

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

for the year ended 31 December 2020

The trustees (who are also directors of The Brightspace Foundation 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 year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board of trustees



6 September 2021

B Parkinson  
Trustee



**THE BRIGHTSPACE FOUNDATION**  
**INDEPENDENT EXAMINER'S REPORT**

to the Trustees of the Brightspace Foundation

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2020 which are set out on pages 10 to 24.

**Responsibilities and basis of report**

As the charity trustees of the company (and also 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 your company's accounts as 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.

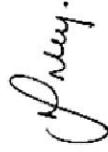
**Independent examiner's statement**

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 that in any material respect:

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.

Signed:



Sarah J Morley ACA  
Kendall Wadley LLP  
Granta Lodge  
71 Graham Road  
Malvern  
Worcestershire  
WR14 2JS

6 September 2021





# THE BRIGHTSPACE FOUNDATION

## BALANCE SHEET

at 31 December 2020

	2020	2019
	£	£
<b>Fixed assets</b>		
Tangible assets		
Investments		
6	-	-
7	-	-
	-	-
<b>Current assets</b>		
Debtors	1,341	6,919
Cash at bank and in hand	77,079	81,974
	78,420	88,893
Creditors: amounts falling due within one year	(6,735)	(7,173)
<b>Net current assets</b>	71,685	81,720
<b>Total net assets</b>	<u>71,685</u>	<u>81,720</u>
<b>Funds of the charity:</b>		
Unrestricted funds	20,532	17,600
Restricted funds	51,153	64,120
<b>Total charity funds</b>	<u>71,685</u>	<u>81,720</u>

The notes on pages 12 to 24 form part of these accounts.

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

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

The accounts on pages 10 to 24 were approved by the board of trustees and authorised for issue on 6 September 2021.

B Parkinson Trustee

Company Registration No. 04188434

# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

### 1 Principal accounting policies

#### Basis of accounting

The Brightspace Foundation is a charitable company limited by guarantee incorporated in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the Reference and Administrative Details on page 1 of these financial statements. The nature of the charity's operations and principal activities relate to the promotion of sustainable development within seven broad areas as described in the Report of the Trustees on pages 2 to 7.

The charity constitutes a public benefit entity as defined by FRS 102. The accounts have been prepared in accordance with the Statement of Recommended Practice *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 (FRS102)* (as amended for accounting periods commencing from 1 January 2019), the Companies Act 2006, and the Charities Act 2011.

The charity has applied Update Bulletin 1 and does not include a cash flow statement as permitted by FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

These accounts for the year ended 31 December 2020 are prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland.

#### Consolidation

In the opinion of the trustees, the company and its subsidiary undertakings comprise a small group. The company has therefore taken advantage of the option provided by Section 398 of the Companies Act 2006 not to prepare group accounts. The accounts of The Brightspace Foundation present information about the charity as an individual undertaking and not about its group.

#### Funds

General funds are unrestricted funds which are available for use at the discretion of the trustees to further the general objectives of the Foundation and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Foundation for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of any restricted fund is set out in Note 11 to the financial statements.

#### Incoming resources

All incoming resources, including grants, are included in the Statement of Financial Activities when the Foundation is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received. For donations and grant income to be recognised, the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation or grant that requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.



# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

### 1 Principal accounting policies (continued)

Gifts in kind relating to office services have been shown gross in the accounts, included in grant income and office costs. Gifts in kind relating to unclaimed trustees' expenses have been included in donations and trustees' expenses. All such gifts are included at their fair value when their economic benefit is probable, where fair value is determined on the basis of the open market value of the gift to the company.

#### **Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably. Expenditure on charitable activities includes all the costs required to deliver the charitable objectives. Support costs are those which assist the work of the company but do not directly represent charitable activities, including office costs and governance costs, those costs associated with meeting the constitutional, statutory and strategic requirements of the company. When support costs cannot be directly attributed to charitable activity headings, they have been allocated based upon the estimated management time allocated to the charitable activities undertaken. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination and audit fees and costs linked to the strategic management of the charity.

Any grants are made in accordance with the objects of the Foundation and are authorised at meetings of the trustees. They are charged in the year in which the offer is conveyed to the recipient or, if specific conditions are attached, when the conditions have been fulfilled or are outside the control of the company.

#### **Operating leases**

Rentals payable under operating leases, where substantially all of the benefits and risks of ownership remain with the lessor, are charged to statement of financial activities on a straight line basis over the period of the lease.

#### **Employment benefits**

When employees have rendered service to the company, short-term employee benefits to which the employees are entitled are recognised at the amount expected to be paid in exchange for that service.

The Foundation operates a group stakeholder pension plan which is a defined contribution pension scheme. The assets of the scheme are held separately from those of the Foundation in an independently administered fund. Contributions payable by the Foundation to the fund are expensed as they become payable.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

### 1 Principal accounting policies (continued)

#### **Tangible fixed assets**

Tangible fixed assets are stated at cost. Depreciation is charged by equal annual instalments commencing with the date of acquisition at rates estimated to write off their cost or valuation less any residual value over the expected useful lives which are as follows:-

Office furniture and equipment	3 years
--------------------------------	---------

Grants received as a contribution towards expenditure on a fixed asset are treated as deferred income and amortised on a basis consistent with the depreciation policy.

#### **Debtors and creditors**

Debtors and creditors are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

#### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

#### **Taxation**

The company is an exempt charity within the meaning of schedule 3 of the Charities Act 2011.

#### **Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and that expected level of income and expenditure for twelve months from authorising these accounts and consider that, with the level of reserves, this is sufficient for the company to be able to continue as a going concern. The key assumption regarding the future relates to the continued core funding of the company. To ensure going concern, the level of core expenditure has been significantly reduced, management is now provided in a voluntary capacity, and services are delivered on an associate basis.

#### **Financial Instruments**

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

#### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.



# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

### 1 Principal accounting policies (continued)

#### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Critical accounting estimates and judgements**

In the application of the charitable company's accounting policies, the Trustees make estimates and assumptions in relation to certain assets and liabilities. Such estimates are based on historical experience and other factors that are considered to be relevant. The amounts involved are not material to the financial statements and are not considered to carry significant risk.

### 2 Grants and donations

	2020		2019	
	Unrestricted	Restricted	Unrestricted	Restricted
	£	£	£	£
<b>Unconditional grants and gifts:</b>				
Howard Bulmer Charitable Trust	10,000	-	-	-
Office sharing	-	-	1,674	-
Other	1,312	-	12	-
<b>Total donations</b>	<b>11,312</b>	<b>-</b>	<b>1,686</b>	<b>-</b>

#### **Performance-related grants for charitable activities:**

Well-being & community	-	31,060	-	40,147
Land use & food	-	1,000	-	23,100
<b>Total grants</b>	<b>-</b>	<b>32,060</b>	<b>-</b>	<b>63,247</b>

<b>Total grants and donations</b>	<b>11,312</b>	<b>32,060</b>	<b>1,686</b>	<b>64,933</b>
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# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

### 3 Analysis of charitable expenditure

The charity apportions its support costs on the basis of estimated management time allocated to the charitable activities undertaken.

	Well-being & community	Land use & food	Sustainable route map & strategic engagement	Total 2020	Total 2019 (analysed below)
	£	£	£	£	£
<b>Direct charitable costs</b>					
Staff costs	175	900	-	1,075	8,038
Consultancy Services	22,367	5,919	-	28,286	55,967
Conferences, events, and training	-	-	-	-	16
Advertising, films and websites	10	8,634	-	8,644	605
Office Supplies	-	-	-	-	15
Travel and subsistence	44	97	-	141	594
Office costs	150	-	-	150	744
Insurance	-	-	-	-	454
Other	-	-	-	-	-
	<b>22,746</b>	<b>15,550</b>	<b>-</b>	<b>38,296</b>	<b>66,433</b>
<b>Support Costs</b>					
<i>Governance</i>					
Staff costs	582	437	437	1,456	1,752
Meeting costs	-	-	-	-	41
Statutory accounting fees	-	-	-	-	1,500
Examination and audit fees	318	238	238	794	900
	<b>900</b>	<b>675</b>	<b>675</b>	<b>2,250</b>	<b>4,193</b>
<i>Management</i>					
Staff costs	3,301	2,476	2,476	8,253	9,925
Insurance	506	379	379	1,264	1,330
Office Costs	784	587	587	1,958	5,828
Consultancy	-	-	-	-	733
Travel and subsistence	87	66	66	219	464
Legal and professional fees	69	52	52	173	532
Website and promotion	168	126	126	420	180
Depreciation	-	-	-	-	-
Other	24	18	18	60	60
	<b>4,939</b>	<b>3,704</b>	<b>3,704</b>	<b>12,347</b>	<b>19,052</b>
<i>Finance</i>					
	206	154	154	514	3,460
	<b>6,045</b>	<b>4,533</b>	<b>4,533</b>	<b>15,111</b>	<b>26,705</b>
<b>Total charitable expenditure</b>	<b>28,791</b>	<b>20,083</b>	<b>4,533</b>	<b>53,407</b>	<b>93,138</b>



# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

### 3 Analysis of charitable expenditure (continued)

The analysis of the previous year's balances was as follows:

	Well-being & community	Land use & food	Sustainable route map & strategic engagement	Total 2019
	£	£	£	£
<b>Direct charitable costs</b>				
Staff costs	3,988	4,050	-	8,038
Consultancy Services	31,616	23,851	500	55,967
Conferences, events, and training	16	-	-	16
Advertising, films and websites	413	192	-	605
Office Supplies	15	-	-	15
Travel and subsistence	344	250	-	594
Office costs	466	278	-	744
Insurance	-	454	-	454
Other	-	-	-	-
	<b>36,858</b>	<b>29,075</b>	<b>500</b>	<b>66,433</b>
<b>Support Costs</b>				
<i>Governance</i>				
Staff costs	700	526	526	1,752
Meeting costs	17	12	12	41
Statutory accounting fees	600	450	450	1,500
Audit fees	360	270	270	900
	<b>1,677</b>	<b>1,258</b>	<b>1,258</b>	<b>4,193</b>
<i>Management</i>				
Staff costs	3,969	2,978	2,978	9,925
Insurance	532	399	399	1,330
Office Costs	2,332	1,748	1,748	5,828
Consultancy	293	220	220	733
Travel and subsistence	186	139	139	464
Legal and professional fees	212	160	160	532
Website and promotion	72	54	54	180
Depreciation and amortisation of grant	-	-	-	-
Other	24	18	18	60
	<b>7,620</b>	<b>5,716</b>	<b>5,716</b>	<b>19,052</b>
<i>Finance</i>	<b>1,384</b>	<b>1,038</b>	<b>1,038</b>	<b>3,460</b>
	<b>10,681</b>	<b>8,012</b>	<b>8,012</b>	<b>26,705</b>
<b>Total charitable expenditure</b>	<b>47,539</b>	<b>37,087</b>	<b>8,512</b>	<b>93,138</b>

Management costs in the analysis of charitable expenditure include costs relating to the Director and central overheads.

The reduction in staff costs is due to reduction of the number of employees. The lower consultancy costs are primarily due to the end of the Foundation's involvement in the Helping Britain Blossom project.

# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

### 4 Net incoming resources

Net incoming resources are stated after charging:

	2020	2019
	£	£
Independent examiner's fee	794	900
Operating lease rentals	845	3,290

No trustees claimed expenses.

In the previous year, the trustees had trustee liability insurance cover at a cost of £1,309.

### 5 Staff costs and numbers

#### Staff costs

Wages and salaries	2020	2019
	£	£
Social security costs	10,297	18,255
Pension costs	-	-
	487	1,460
	<u>10,784</u>	<u>19,715</u>

#### Average number of staff

Charitable activities	2020	2019
	Number	Number
	-	1

The Director was the only employee. In April 2020, the position of Director was made redundant. Redundancy costs of £4,212 are included in wages and salaries. Since then, there have been no employees.



# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

### 6 Tangible fixed assets

Office furniture and equipment	2020	2019
Cost	£	£
At the beginning of the year	9,714	14,559
Disposals	-	(4,845)
At the end of the year	9,714	9,714
Depreciation		
At the beginning of the year	(9,714)	(14,559)
Eliminated on disposals	-	4,845
At the end of the year	(9,714)	(9,714)
Net book value at the end of the year	-	-
Net book value at the beginning of the year	-	-

There are no future capital commitments.

### 7 Fixed asset investments

	2020	2019
	£	£
Share in group undertakings	-	-

The Foundation previously held the issued ordinary share capital of The Bulmer Foundation Trading Community Interest Company, which was dissolved on 10 March 2020.

### 8 Debtors

	2020	2019
	£	£
Other debtors	1,000	5,677
Prepayments and accrued income	341	1,242
	1,341	6,919

All amounts fall due within one year.

Full provision had been made against the amount owed by group investments (see Note 16).

THE BRIGHTSPACE FOUNDATION

NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

9 Creditors – amounts falling due within one year

	2020 £	2019 £
Other creditors	543	4,023
Accruals and deferred income	6,192	3,150
	<u>6,735</u>	<u>7,173</u>

10 Unrestricted funds

	Balance 31 December 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance 31 December 2020 £
General fund	17,600	11,312	(11,824)	3,444	20,532

The General Fund exists to support the day to day running costs of the Foundation and has not been designated for other purposes.

The movements on unrestricted funds in the previous year were as follows:

	Balance 31 December 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance 31 December 2019 £
General fund	37,465	1,686	(21,630)	79	17,600

11 Restricted funds

	Balance 31 December 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance 31 December 2020 £
<i>Well-being and community</i>					
Bottletop	546	-	(10)		536
Evaluation	6,831	-	-		6,831
Orchard Art	6,955	350	(69)		7,236
THE APPLE					
WORLD	5,475	25,825	(17,478)		13,822
Great Place	6,578	4,885	(8,019)	(3,444)	-
Leominster EDAP	257	-	(257)		-
<i>Land Use &amp; food</i>					
Farm Herefordshire	37,121	-	(15,750)		21,371
Good Food for All	-	1,000	-		1,000
Tree Forum	357	-	-		357
	<u>64,120</u>	<u>32,060</u>	<u>(41,583)</u>	<u>(3,444)</u>	<u>51,153</u>



# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

### 11 Restricted funds (continued)

*Restricted funds related to well-being and community:*

The Bottletop peer-led alcohol awareness website continued to be showcased using funding that had been received from Herefordshire Community Safety Partnership.

The Evaluation work, funded by HEINEKEN UK, Safer Herefordshire, Powys Association of Voluntary Organisations and West Midlands Regional Improvement and Efficiency Partnership has continued to develop and trial a new approach to evaluation of project effectiveness.

The Orchard Art project engages with people with learning disabilities.

THE APPLE WORLD exhibition programme, led by the Brightspace Foundation, will be delivered in partnership with the Cider Museum and the National Trust in Herefordshire. During the year further funding was received for the partnership and in response to the pandemic a digital programme was developed called Apples & People.

The Brightspace Foundation was a partner in the delivery of the Herefordshire's a Great Place project, one of 16 projects across the country aimed at further embedding culture in community. The Foundation is leading on the open data work of the project.

Leominster EDAP is the Energy Descent Plan created by Transition Leominster as a route map towards a zero carbon Leominster. The work is being facilitated by the Brightspace Foundation.

In the previous year, the Community Art project received funding from the Pippin Trust, administered by Herefordshire Community Foundation, to assess the impact on the lives of local people of art in the area around the Cider Museum and to promote further art work.

*Restricted funds related to land use and community:*

Farm Herefordshire, managed by the Brightspace Foundation, continues to deliver best practice guidance with funding from the Environment Agency.

Good Food for All, funded by Food Power and the Pippin Trust and Sustainweb, is assessing food poverty in Herefordshire, including the impact of the pandemic.

The Brightspace Foundation is a founder member of Herefordshire's Tree Forum. Members of the Tree Forum seek to protect and increase tree cover and green infrastructure in Herefordshire. The funding is used to cover associated costs.

*Restricted funds related to the Sustainable Route Map:*

The development of the Sustainable Route Map for Herefordshire was completed during the previous year, using funding from HEINEKEN UK.

# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

The movements on restricted funds in the previous year were as follows:

	Balance 31 December 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance 31 December 2019 £
<i>Well-being and community</i>					
Bottletop	806	-	(260)	-	546
Evaluation	7,919	-	-	(1,088)	6,831
Golden Valley					
Supportive					
Communities	(775)	1,100	(1,444)	1,119	-
Orchard Art	8,143	-	(1,188)	-	6,955
THE APPLE					
WORLD	6,319	9,000	(9,844)	-	5,475
Great Place	4,841	22,097	(20,360)	-	6,578
Community Art	-	4,000	(3,969)	(31)	-
Leominster EDAP	-	3,950	(3,693)	-	257
<i>Land Use &amp; food</i>					
Farm Herefordshire	39,512	15,000	(17,391)	-	37,121
Good Food for All	4,759	8,100	(12,859)	-	-
Tree Forum	- 357	-	-	-	357
<i>Sustainable route map &amp; strategic engagement</i>					
Sustainable route map	579	-	(500)	(79)	-
	72,460	63,247	(71,508)	(79)	64,120

## 12 Analysis of net assets between funds

	31 December 2020		31 December 2019	
<i>Balances are represented by:</i>	Unrestricted funds	Restricted funds	Unrestricted funds	Restricted funds
	£	£	£	£
Net current assets	20,532	51,153	71,685	17,600
Total net assets	20,532	51,153	71,685	17,600
			64,120	81,720
			64,120	81,720



# THE BRIGHTSPACE FOUNDATION

## NOTES ON ACCOUNTS

for the year ended 31 December 2020

(continued)

### 13 Share capital

The Brightspace Foundation is a company limited by guarantee and does not have a share capital.

### 14 Guarantee

Every member of the company undertakes to contribute to the assets of the company in the event of it being wound up during the time that he or she is a member or within one year afterwards for payment of the debts and liabilities of the company contracted before he or she ceases to be a member, and of the costs, charges and expense of winding up the same and for the adjustment of the rights of contributors amongst themselves, such amount as may be required not exceeding, in the case of any member, the sum of £1.

### 15 Financial commitments

At 31 December 2020 the company was committed to making the following payments under non-cancellable operating leases in the following year:

	2020	2019
	£	£
Operating leases which expire:		
Less than one year	-	1,645

### 16 Related parties

The Foundation previously had control over two community interest companies. Food for Growth Community Interest Company and The Bulmer Foundation Trading Community Interest Company were both dissolved on 10 March 2020.

In the previous year, the Brightspace Foundation paid expenses of £28 on behalf of the Food for Growth Community Interest Company of £28 and expenses of £28 on behalf of The Bulmer Foundation Trading Community Company. Full provision had been made against the balance due to the Brightspace Foundation. No management fees were charged to the community interest companies.

No remuneration or reimbursement of expenses was paid to the trustees.

**THE BRIGHTSPACE FOUNDATION**  
**NOTES ON ACCOUNTS**

for the year ended 31 December 2020

(continued)

**17 Community Interest Companies**

Food for Growth Community Interest Company and The Bulmer Foundation Trading Community Interest Company were both dissolved on 10 March 2020.

Food for Growth Community Interest Company, a company limited by guarantee (registered number 06252667), was incorporated on 18 May 2007. The Brightspace Foundation had control of Food for Growth Community Interest Company. The object of the Company was to carry on activities which benefit the community and in particular (without limitation) to : - promote the rural economy in Herefordshire, Worcestershire and the West Midlands by funding and letting incubator workshop units for the preparation and production of fresh, healthy and nutritious food to farmers and rural food businesses; collaborate with farmers, food producers, wholesalers and consumers in developing a healthy food economy initiative; educate the public in the health and nutrition benefits of consuming locally-produced food and to develop food and health programmes for schools and hospitals. The aggregate capital and reserves for Food for Growth Community Interest Company at the date of its last financial statements in 31 May 2019 was a deficit of £10,454 and the operating loss for the period ended 31 May 2019 was £153.

The Bulmer Foundation Trading Community Interest Company, a company limited by shares (registered number 06272206), was incorporated on 7 June 2007. The Brightspace Foundation held the £1 ordinary share in issue and had control of The Bulmer Foundation Trading Community Interest Company. The object of the Company was to carry on activities which benefit the community and in particular (without limitation) to develop profitable, environmental and socially benign enterprises by: - recycling waste products from industrial processes; the development, production and sale of sustainable, healthy, safe and environmentally sound products for application in agriculture, horticulture and food production, and the development of sustainable sources of energy. The aggregate capital and reserves for The Bulmer Foundation Trading Community Interest Company at the date of its last financial statements at 30 June 2019 was a deficit of £22,056 and the operating loss for the period to 30 June 2019 was £153.