



ANNUAL REPORT AND ACCOUNTS FOR 2020

The People, Landscape and Cultural Environment Education and Research Centre (PLACE)



CONTENTS

Legal and administrative information	P. 2
Report of the Trustees	P. 2
Statement of Financial Activities	P. 8
Balance sheet	P. 9
Notes to the accounts	P. 10

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity number: 1106814

Legal form: a Charitable Incorporated Organisation (from 27 February 2020; formerly a company limited by guarantee, no. 5086325)

Registered address: PLACE Office, York St John University, Lord Mayor's Walk, York, YO31 7EX

Bankers: Co-operative Bank, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT
Virgin Money, 46 Coney Street, York, YO1 9NQ

Trustees: Linda Blenkinship
Aileen Margery Bloomer (Chair)
David Hawtin
Michael Francis Hopkinson (Treasurer)
Philip Niall Mander
Ann Hilary Moxon
Colin Speakman
George Sheeran
Brian Walker

Chief Executive: Margaret Ann Atherden

REPORT OF THE TRUSTEES FOR THE PERIOD 1 JANUARY 2020 TO 31 DECEMBER 2020

The Trustees are pleased to present their report together with the financial statements of the charity for the period to 31 December 2020. PLACE was originally incorporated as a company limited by guarantee on 29 March 2004 and registered with the Charity Commission on 17 November 2004. It became a Charitable Incorporated Organisation (CIO) on 27 February 2020. For the first two months of 2020, therefore, PLACE was a registered charity and a limited company; for the rest of the year it was a CIO.

As stated in the charity's constitution, its **Objects** are:

1. To promote research into the people, landscape and cultural environment of Yorkshire and elsewhere and to disseminate the useful results for the benefit of the general public
2. To advance the education of the public in the people and the natural and cultural heritage of Yorkshire and elsewhere.

Principal Activities Undertaken and Public Benefit

The charity sets out to achieve its charitable objects through sponsoring, facilitating or undertaking research, organising conferences on subjects relevant to the charity's objects, producing publications, organising short courses and fieldtrips, and through partnership working. In accordance with S17(5) of the

Charities Act 2011, Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. In particular, Trustees consider how the planned activities will contribute to the aims and objectives that have been set. Members' fees are set at a nominal £5 per year in order to encourage the widest possible membership. Equal access is important to PLACE and nearly all activities are open to members and non-members.

The Covid 19 emergency limited activities during most of 2020. In view of this, the trustees decided to make all events that were able to take place from March onwards free to members. Limits on numbers imposed by government legislation meant that only one event could be advertised to non-members and a small charge was made to non-members who attended.

Research Projects

PLACE continued long-term monitoring of vegetation on May Moss on the North York Moors. Only two visits were possible in 2020, both in July and with numbers limited to a maximum of six people on each occasion. A news-sheet is produced each year, reporting progress with the research. Christopher Rainger's work on publication of the archaeological investigation at the old church of St Oswald in Fulford, York, was completed. Other individual research projects continued, including Nancy Stedman's research on the cumulative impact of roadside barn conversions in the Yorkshire Dales National Park. The Board of Trustees awarded two new research grants during the year. The first was £500 to Douglas Mitcham of the Yorkshire Dales National Park for the Quaker Field Project in Bainbridge. The second was to Roger Inman for £500 towards the cost of radiocarbon dates for the archaeological site at Easby Motte.

Outdoor Events

Most of the planned events for 2020 were cancelled. The only one to take place before the first lockdown was the visit to Allerton Waste Recovery Park, near Knaresborough, in February. As numbers were limited to 15 people, the visit was repeated in early March. From then until September, all events were cancelled or postponed until a later date, including both conferences and the Annual General Meeting and Members' Day. In the autumn, outdoor events with up to six people were allowed. PLACE managed to run walks around Roseberry Topping and Newton Wood (four separate groups on two days in September), a guided visit to the Grassington - Linton area (two separate groups) and walks around Huttons Ambo (three separate groups on two days) and Skipwith Common (four separate groups on two days) in October.

Indoor Events

PLACE ran its first on-line event using Zoom in the autumn. Robert Wright's short course on Monastic Yorkshire was shortened to four sessions from the end of October to mid-November. The event was a great success and over 40 people participated, including some members from outside Yorkshire and one non-member from Spain. PLACE also began a project for members, which could be done even in lockdown: a collection of photographs of telephone boxes which have been decommissioned and are re-used for other purposes, e.g. as libraries or to house defibrillators.

PLACE Annual General Meeting

The Board of Trustees decided to cancel the AGM planned for May 2020 and to hold the first AGM as a CIO in May 2021. All existing trustees kindly agreed to stay in post until May 2021.

Publications and Communications

PLACE published five books in 2020. Two of them were the proceedings of the 2019 conferences: *The Changing Nature of Conservation* and *Challenges and Change in the Urban Environment*. A second book of walks was published, *The PLACE Book of Woodland Walks in North and West Yorkshire*, and a book bringing together research and natural history records in part of Langdale Forest, *Deep Dale: making space for nature in a North Yorkshire forest*. PLACE also reprinted a slightly updated version of *Picture Guide to the Wild Flowers of North East Yorkshire* by the late Nan Sykes (with permission before her death).

Three PLACE newsletters were sent out to members and partner organisations in 2020 and made available to all via the website. Most communications with members are now via e-mail but members without internet access receive hard copies.

Membership

Members are known as Friends of PLACE and pay a small annual subscription of £5.00. Membership is open to individuals and organisations. On 31 December 2020 there were 218 paid up members, including nine who had paid before 31 December 2019 and three new members who joined in 2020. This represents a decrease since 2019, probably as a result of the uncertainty caused by the Covid 19 emergency.

Independent researchers working on topics related to the charitable objects of PLACE are invited to become **Fellows of PLACE**. They pay the normal subscription and may participate in the PLACE Advisory Committee (see below). There were 17 Fellows on 31 December 2020.

Partner Organisations

PLACE has established links with 23 partner organisations that have aims related to the people, landscape or cultural environment of Yorkshire. They are not required to be members of PLACE, to prevent any possible conflicts of interest. A review of relationships with partner organisations was postponed until 2021. Current partner organisations are:

- City of York Council
- Council for British Archaeology
- Environment Agency
- Forestry Commission
- Historic England
- Historic Towns Forum
- Huddersfield & Halifax Geographical Association
- Natural England

- North York Moors National Park Authority
- North Yorkshire County Council Heritage Unit
- Royal Geographical Society (Yorkshire and North East Region)
- South Yorkshire EcoNET
- University of Bradford
- University of York
- York St John University
- Yorkshire Archaeological and Historical Society
- Yorkshire Dales Landscape Research Trust
- Yorkshire Dales National Park Authority
- Yorkshire Farming & Wildlife
- Yorkshire Naturalists' Union
- Yorkshire Philosophical Society
- Yorkshire Vernacular Buildings Study Group
- Yorkshire Wildlife Trust

Advisory Committee

Representatives of Partner Organisations, Fellows of PLACE and members of the PLACE Board meet as the PLACE Advisory Committee. This group is responsible for advising the Board on future research projects, publications and events. The Advisory Committee is chaired by the Chief Executive and its minutes are accepted by the Board of Trustees. Both planned meetings in 2020 were cancelled due to the Covid 19 emergency.

Board of Trustees

PLACE is managed by a Board of Trustees, elected by vote from the membership of the Charity. In accordance with the constitution, one third of the Board normally retire by rotation each year. The 2019 Board membership was maintained in 2020. Four meetings of the Board were held in 2020: in January, March, June and October. The first was held face-to-face as normal before any restrictions. The second took place when numbers were limited and was only attended by four trustees and the chief executive. The last two meetings were held on-line by Zoom.

Financial Review and Reserves Policy

All activities are undertaken from the general fund with the main sources of income in 2020 being from sales of books, members' subscriptions and donations. The main items of expenditure were printing costs for publications, printer cartridges and the newsletters, insurance and other office expenditure. Minor expenditure is handled through a petty cash account. Cash not required for immediate use has been placed in a Virgin Money account and interest rates achieved are monitored by the Treasurer and reported to the Trustees.

At the end of 2020 Free Reserves stood at £13,999. Both income and expenditure were reduced because many events could not be run and those that were run were free to members. This resulted in a small deficit for the year. The minimum financial reserve agreed by the Board is £3,000, which would allow

commitments to research and publications to be fulfilled should general income reduce again in future. The level of reserves will be kept under review by the Trustees.

Trustees' Responsibilities

Charity 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 Charity at the year end and of the Net Incoming Resources for the year then ended. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed
- Prepare financial statements on a going concern basis unless it is inappropriate to do so.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Health and Safety

Trustees are aware of their responsibilities in regard to Health and Safety and produce risk assessments for events, as approved by the charity's insurance company. Participants are alerted to any anticipated hazards before each event. However, all PLACE members are adults and the primary responsibility rests with individuals for their own health and safety. PLACE has a **Safeguarding Policy**, agreed in 2020.

Data Protection

Trustees are mindful of the General Data Protection Regulation (2018). PLACE maintains a database of members, which is updated regularly and held securely. The minimal information supplied by members is used only for administrative purposes and is never shared with or sold to third parties. Information about data protection is communicated to members via the newsletter to ensure compliance with the GDPR.

Strategic Objectives

The last strategic plan ran out at the end of 2019 but has not yet been updated, in view of the ongoing uncertain situation. A new strategic plan will be devised after the 2021 AGM.

The following specific objectives for 2020 were agreed by the Board of Trustees in 2019:

- To complete the transition to a Charitable Incorporated Organisation [achieved]
- To produce a new Strategic Plan for 2020-2025, to include refocusing PLACE [postponed]
- To review the relationship with Partner Organisations [postponed]
- To continue working with members on their interests and readiness to contribute to the work of PLACE
- To publish proceedings of the two conferences held in 2019 and *The PLACE Book of Woodland Walks* [achieved]
- To organise at least one major conference [postponed]
- To offer at least one short course [achieved via Zoom]
- To organise at least three fieldtrips and site visits [achieved]
- To maintain membership, update the website regularly and circulate three newsletters [achieved].

The following specific objectives for 2021 were agreed by the Board of Trustees:

- To produce a Strategic Plan for 2020-2025
- To review the relationship with Partner Organisations
- To continue working with members on their interests and readiness to contribute to the work of PLACE
- To work towards future PLACE publications
- To organise indoor and outdoor events, as allowed by government guidelines
- To organise at least one short course
- To produce a revamped PLACE website and update it regularly
- To increase membership and circulate three newsletters.

People, Landscape and Cultural Environment, Education and Research Centre
Statement of Financial Activities
Including income and expenditure account
For the year ended 31 December 2020

	Notes	2020	2019
		Total £	Total £
Incoming Resources			
Voluntary Income			
Donations & Gift Aid		487	730
Friends Subscriptions	4	1,090	1,275
Incoming resources from			
Charitable Objects			
Conference/ Field trip Fees		0	2,222
Short Course Fees		50	555
Publications – Sales & Royalties		3,775	2,149
Investment Income – Bank interest		51	79
Total Incoming Resources		5,453	7,010
Resources Expended			
Postage, stationery, newsletter and other office costs		582	1336
Insurance		345	334
Companies House Costs		0	13
Trustee Travel expenses	6	0	50
Trustee training/Board expenses/AGM		0	351
Conference/ Field trip costs		0	1,604
Short Course Costs		250	600
Research Costs	7	686	0
Advertising/Publicity/website		324	399
Publication costs		3,285	3,201
Total Resources Expended		5,472	7,888
Net incoming/(outgoing) resources for the year/movement in funds		(19)	(878)
Total funds brought forward		14,018	14,896
Total Funds carried forward		13,999	14,018

Note:

All activity is within the general objects of the charity and therefore within unrestricted funds.
There were no recognised gains or losses for 2020 and 2019 other than those included in the income and expenditure account. All activities derive from continuing operations.

**People, Landscape and Cultural Environment, Education and Research Centre
Balance Sheet as at 31 December 2020**

	Notes	2020	2019
		£	£
Fixed Assets			
Laptop	8	787	787
Depreciation on laptop		(787)	(787)
Total Fixed Assets		0	0
Current Assets			
Book Stock	8	2,539	1,434
Debtors – Gift Aid	4	577	317
Debtors - prepaid insurance		284	270
Debtors – book sale payments outstanding		0	19
Cash at bank & in hand		10,864	12,028
Total Current assets		14,264	14,068
Creditors: amounts falling due within one year			
Prepaid Subscriptions	4	(15)	(50)
Short Course Fees owed		(250)	0
Total Creditors		(265)	(50)
Net Current Assets		<u>13,999</u>	<u>14,018</u>
Total Net Assets		<u>13,999</u>	<u>14,018</u>
Represented by:			
Unrestricted funds		13,999	14,018
Fund balance		<u>13,999</u>	<u>14,018</u>

These financial statements were approved by the Trustees on 18th March 2021 and are signed on their behalf by:

A. M. Bloomer

Chair: Aileen Bloomer

Date: 18/03/2021

Notes forming part of the financial statements for the year ended 31 December 2020

1. **a. Accounting Policies**
The charity constitutes a public benefit entity as defined by FRS 102. These financial statements have been prepared on an accruals basis in accordance with the Accounting & Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015 as updated 2 February 2016) -(Charities SORP (FRS 102), The Charities Act 2011 and The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
- b. Going Concern**
The Trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. Trustees have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for at least the next 12 months, and have adequate contingency plans in the event that income streams are reduced. The accounts have therefore been prepared on the basis that the charity is a going concern.
- c. Financial Instruments including cash and bank balances**
The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Cash held by the charity is included at the amount held and counted. Bank balances are shown at the amounts properly reconciled to the bank statements
- d. Change of accounting policy/estimates**
The accounts present a true and fair view and no changes have been made to the accounting policies adopted. No changes to accounting estimates have occurred in the reporting period. (3.46 FRS 102 SORP)
- e. Offsetting**
There has been no offsetting of assets and liabilities or income and expenditure, unless required or permitted by the FRS 102 SORP or FRS102
2. **Organisation status**
On the 27th February 2020 the company was registered by the Charity Commission as a Charitable Incorporated Organisation (CIO) retaining its charity registration number but ceasing its registration with Companies House as a limited Company. In the event of the CIO being wound up the members of the CIO have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.
3. **Funds**
The Charity has only one fund a general unrestricted fund. All movements in the fund are fully disclosed in the Statement of Financial Activities.
4. **Income and Expenditure.**
Income has been included in the accounts when receivable. Subscriptions from new members received after 1st October in any year are applied to the following year and run to 31 December of that year. These have been deferred.

Gift Aid receivable is included in income when there is a valid declaration from the donor and is treated as an addition to the same fund as the original donation.

Expenditure has been classified according to the type of expenditure using natural classifications in accordance with paragraph 4.23 of the Charity SORP 2015 (FRS 102). No expenditure has been incurred during the year on generating funds.

5. **Employees and volunteers**
The charity has no paid employees. The Charity currently has a governing board of 9 Trustees all of whom are volunteers. The day to day running of the Charity is administered by its Chief Executive who is also unpaid. However, placing a monetary value on the contribution presents significant difficulties and makes it impractical for their contribution to be measured reliably for accounting purposes. Therefore, this contribution is not included as either income or expenditure in the accounts.
6. **Transactions with Trustees**
No Trustee received any remuneration. No Trustee claimed expenses during the year. (2019 £50.05)
7. **Research costs**
Research costs of £685.55 were expended during the year. This comprised a grant of £300 towards producing a leaflet on the archaeological investigation of Old St Oswald's Church and travel in connection with research on the cumulative effect of barn conversions in the Yorkshire Dales National Park. There were no research costs in 2019.
8. **Fixed Assets and Stocks**
The capitalisation limit for fixed assets has been set at £500. Depreciation of equipment is over three years.

Book stock consists of 363 publications comprising copies of Deep Dale, the Place book of Woodland Walks, Guide to the Wild Flowers of NE Yorkshire, The Changing Nature of Conservation, Challenges and Change in the Urban Environment, Canals, Plants & People, The Mosque in the City, The Place book of Winter Walks and Wildflowers on the Edge. Stock has been valued at the lower of cost and net realisable value.
9. **Debtors and Creditors**
Full details of debtors and creditors are shown on the Balance Sheet.
10. **Liability to taxation**
As a registered charity the organisation is exempt from income and corporation tax falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that its income and gains are applied towards the charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity and is therefore included in the relevant costs in the Statement of Financial Activities and the Balance Sheet.
11. **Winding up or dissolution of the charity**
If upon winding up or dissolution of the charity there remain any assets after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.