



## ANNUAL REPORT AND ACCOUNTS FOR 2023

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



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## LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity number: 1106814

Legal form: a Charitable Incorporated Organisation

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: Angela Clark (elected March 2023)  
Laura Eddey (resigned January 2023)  
Ben Garlick (elected March 2023)  
Philip Niall Mander (re-elected March 2023)  
Richard Myerscough  
Colin Speakman  
George Sheeran (Chair, re-elected March 2023)  
Nancy Stedman

Chief Executive: Margaret Ann Atherden

## REPORT OF THE TRUSTEES FOR THE PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023

The Trustees are pleased to present their report together with the financial statements of the charity for the period to 31 December 2023. 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.

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.

### Research Projects

Long-term monitoring of vegetation on May Moss continued, with recording along two transects across the site in July and August 2023. Brian Walker produced a news-sheet about the research and began editing a book about the site, to be published in 2024. Research continued on the archaeological survey at Flamborough, for which PLACE is providing a grant.

**The PLACE Annual General Meeting** was a hybrid meeting, held at York St John University on 25<sup>th</sup> March, with some members attending via zoom. At the AGM, Angela Clark and Ben Garlick were elected to the Board, having previously been co-opted. George Sheeran and Philip Mander stood down and were re-elected. In the morning, George Sheeran gave a talk entitled *Travellers in an Antique Land: Heritage Tourism in 18<sup>th</sup> century Yorkshire*. In the afternoon, Andrew Morrison (CEO of the York Civic Society) led a guided tour of the Eye of York Public Realm, focusing on future plans for redevelopment of the area.

### Indoor Events

In January, Nigel Wright of the York Butchers Guild gave a presentation on zoom entitled *Guild Life and the York Mystery Play*. The talk was recorded and made available for members to watch later on the PLACE Youtube channel. In May and June, George Sheeran presented a short course on zoom entitled *Yorkshire's New Rich and their Homes 1800-1900*. The course sessions were recorded and made available via the PLACE Youtube channel. In July, members visited the English Heritage Archaeology Store in Helmsley. In October, PLACE held a conference in Bempton, with eight speakers talking about the geology, wildlife, archaeology and history of Flamborough. In November, members visited the Tapestry Museum in Stamford Bridge, to see the tapestry on the Battle of Stamford Bridge, created by local people. The pre-Christmas event was held in Bedern Hall and featured a talk by Peter Higginbotham on Food in the Workhouse. It was a hybrid zoom meeting and the talk was put on the PLACE Youtube channel.

### Outdoor Events

Third Saturday Walks took place in every month except October (cancelled because of the weather) and December. Other events:

- A walking tour of the buildings of Victorian Bradford, led by George Sheeran, in February
- The York Earth Walk, led by Liam Herringshaw, in April, repeated in October
- A visit to Dalby Forest and the new drystone maze under construction in May, led by Brian Walker
- A fieldtrip to Flamborough in June, led by Richard Myerscough
- A visit to Wentworth Castle in June, led by Patrick Eyres
- A guided walk around Heptonstall in August, led by John Billingsley
- A visit to Wheldrake Ings in September.

PLACE had stands at the Yorkshire Society's Heritage Guardians event in Saltaire in May, the Stillingfleet Lodge Wildlife Day in June and the Yorkshire Dales National Park Archaeology Day in November.

## **Publications and Communications**

No new PLACE books were published in 2023 but book sales increased, especially via the website.

PLACE established a blog in 2023 to enable members and the public to read short articles on the website.

Four blog articles were published in 2023:

- *Saxon Saints and Skirmishes* by Michael Hopkinson in May
- *The Geology of the Yorkshire Coast* by Richard Myerscough in June
- *National – and international - recognition for the Yorkshire Wolds* by Colin Speakman in July
- *A good place to see freshwater plants: the Leeds & Liverpool Canal in central Leeds* by Ray Goulder in November.

Four PLACE newsletters were sent out to members and partner organisations and made available to all via the website. A survey was sent to members in 2023 to gain feedback on PLACE activities.

## **Membership**

Members pay a small annual subscription of £5.00. Membership is open to individuals and organisations. On 31 December 2023 there were 250 paid up members, including several new members who signed up via the website.

## **Partner Organisations**

PLACE has established links with 26 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. Current partner organisations are:

- City of York Council
- Council for British Archaeology
- Council to Protect Rural England, North & East Yorkshire branch
- Environment Agency
- Forestry England
- Friends of the Dales
- 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
- The Yorkshire Society
- 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

PLACE also provides advisory support for the working group on establishment of an East Yorkshire GeoPark.

### **Events Committee**

Four meetings of the Events Committee took place in 2023, on the same days as the Board meetings. The Committee consists of Trustees, independent researchers (PLACE Fellows) and other interested members. The Committee is responsible to planning future PLACE events.

### **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 Board may co-opt other members for a maximum of 12 months, after which they must stand for election or step down. Four meetings of the Board were held in 2023: in January, March, July and October.

### **Financial Review and Reserves Policy**

All activities are undertaken from the general fund with the main sources of income in 2023 being from sales of books, members' subscriptions and donations. The main items of expenditure were printing costs for publications, printer cartridges, the newsletters, insurance and other office expenditure. 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 2023 Free Reserves stood at **£16,168**. 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 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 Board of Trustees worked in line with the 3-year Strategic Plan agreed in 2022:

- Revising relationships with Partner Organisations
- Replacing the Advisory Committee with an Events Committee
- Increasing the use of IT
- Instigating a survey of members
- Changing the timing of the AGM
- Continuing support for research by awarding grants to individuals
- Exploring closer links with HE institutions.

**The following specific objectives for 2023 were agreed by the Board of Trustees in March 2022:**

- To continue to develop the Strategic Plan [ongoing]
- To continue to review the relationship with Partner Organisations [ongoing]
- To carry out a survey of members' views and analyse the results [achieved]
- To offer grants for research and continue to support new PLACE publications [no new grants requested or awarded in 2023]
- To continue to support existing research projects and promote new areas of PLACE research [ongoing]
- To organise a series of indoor and outdoor events covering a wide diversity of topics and range of locations [achieved]
- To increase or maintain membership of PLACE

**The following specific objectives for 2024 were agreed by the Board of Trustees in January 2024:**

- To continue to develop the charity in line with the Strategic Plan
- To continue to work with and foster relationships with Partner Organisations
- To maintain and extend funding for new research projects and support existing ones

- To widen the skills and expertise of the Board
- To ensure a continuity of trustees
- To expand the capacity for on-line and digital payment for events
- In line with the findings of the 2023 survey of members, to continue to organise some events via zoom
- To continue to disseminate PLACE research and publications via the website
- To organise a series of indoor and outdoor events, including at least one short course
- To maintain or, if possible, increase PLACE membership.

## STATEMENT OF FINANCIAL ACTIVITIES

Including income and expenditure account *(For the year ended 31 December 2023)*

	Notes	2023 <i>Total</i> £	2022 <i>Total</i> £
<b>Incoming Resources</b>			
<i>Voluntary Income</i>			
Donations & Gift Aid		848	873
Friends Subscriptions	4	1,250	1,315
<i>Charitable Objects</i>			
Conference/ Field trip Fees		2,009	1,264
Short Course Fees		270	480
Publications – Sales & Royalties		1,077	1,771
<i>Investment Income – Bank interest</i>		49	20
<b>Total Incoming Resources</b>		<b>5,503</b>	<b>5,723</b>
<b>Resources Expended</b>			
Postage, stationery, newsletter and other office costs		667	724
Insurance		367	364
Trustee Travel expenses	6	16	0
Trustee training/Board expenses/AGM	6	0	127
Conference/ Field trip costs		1,339	648
Short Course Costs		0	587
Research Costs	7	0	0
Advertising/Publicity/website		1,270	933
Publication costs		619	1,122
<b>Total Resources Expended</b>		<b>4,278</b>	<b>4,505</b>
<b>Net incoming/(outgoing) resources for the year/movement in funds</b>		<b>1,225</b>	<b>1,218</b>
Total funds brought forward		14,943	13,725
<b>Total Funds carried forward</b>		<b>16,168</b>	<b>14,943</b>



**Note:**

All activity is within the general objects of the charity and therefore within unrestricted funds.

There were no recognised gains or losses for 2023 and 2022 other than those included in the income and expenditure account. All activities derive from continuing operations.

**Balance Sheet as at 31 December 2023**

	Notes	2023 £	2022 £
<b>Fixed Assets</b>			
Laptop	8	787	787
Depreciation on laptop		(787)	(787)
Website		2,500	2,500
Website Depreciation		(2,500)	(1,666)
<b>Total Fixed Assets</b>		<b>0</b>	<b>834</b>
<b>Current Assets</b>			
Book Stock	8	2,530	2,451
Debtors – Gift Aid	4	584	306
Debtors - prepaid insurance		302	288
Cash at bank & in hand		12,767	11,099
<b>Total Current assets</b>		<b>16,183</b>	<b>14,144</b>
<b>Creditors: amounts falling due within one year</b>			
Prepaid Subscriptions	4	(15)	(35)
Short Course Fees owed		0	0
<b>Total Creditors</b>		<b>(15)</b>	<b>(35)</b>
<b>Net Current Assets</b>		<b><u>16,168</u></b>	<b><u>14,109</u></b>
<b>Total Net Assets</b>		<b><u>16,168</u></b>	<b><u>14,943</u></b>
<b>Represented by:</b>			
<b>Unrestricted funds</b>		16,168	14,943
Fund balance		<b><u>16,168</u></b>	<b><u>14,943</u></b>

These financial statements were approved by the Trustees on the 22<sup>nd</sup> March 2024 and are signed on their behalf by:

Chair Dr George Sheeran

Date: 22/03/2024

**Notes forming part of the financial statements for the year ended 31 December 2023**

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 1<sup>st</sup> 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 27<sup>th</sup> 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 are on a rolling 12 month basis with one subscription payment per year.

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 7 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. One Trustee claimed expenses during the year (£25). (2022 £5) This is shown under conference/fieldtrip costs and Trustee travel.

7. There were no research costs in the year (2022 £0).

8. Fixed Assets and Stocks

The capitalisation limit for fixed assets has been set at £500. Depreciation of equipment and website costs is over three years.

Book stock consists of 430 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, Roadside Wildflowers through the Seasons, The Yorkshire Wolds Landscape: past, present & future, Canals, Plants & People, 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.