

The Forest Upcycling Project Trustees'
report and financial statements
for the year ended 31 May 2025

The Forest Upcycling Project

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The Forest Upcycling Project

Legal and administrative information

Charity number	1158797	
Trustees	Tanya Jenkins	22/01/2024
	Carl Laworth	09/12/2024
	Andrea Davies	03/10/2022
	Roger Burrows	16/11/2019
	Jenifer Jenkins	22/01/2024
Accountants	Oversby & Company Unit 1C Crucible Close Coleford Gloucestershire GL16 8RE	
Bankers	Santander	
	The Co Operative Bank	

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

The Trustees present their report and the financial statements for the year ended 31 May 2025. The Trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Policies and procedures of Trustees

This is the Eleventh Trustees' Annual Report since the Charity was established in June 2014.

The Forest Upcycling Project is a charitable organisation. The Charity was started on 1st June 2014 and registered with the Charity Commission on 6th October 2014.

The charity was established under a constitution which was written in June 2014. Our Registered Charity number is 1158797.

There have been some changes to the board of Trustees with the appointment of Tanya Jenkins (Chair) and Carl Lapworth.

Ashley and Rona Martin have stepped down as Trustees after 10 years. They still volunteer every week and have transformed our newest warehouse, Cwmbran

As existing Trustees, we elect new Trustees in accordance with the terms of our Constitution. On appointment, all new Trustees receive an induction pack, which consists of a copy of the Constitution, together with the Charity Commissions booklet 'Essential Trustee'. Trustees are elected to serve for a maximum of three years, after which time they must seek re-election at the next Annual Meeting. Trustees are free to resign from their post at any time. In the event of the Project being wound up the liability of Members (Trustees) is limited to a sum not exceeding £1.

The affairs of the charity are controlled by the Trustees and meetings occur at least 4 times a year at an agreed location. The decisions of the board are carried out by Matthew Jones (Project Manager).

The charity's organisational structure

The day-to-day management of the project is carried out by the Charity founder and former Trustee Matthew Jones. This includes purchasing necessary equipment, assigning roles to staff and accessing funds available. He is also responsible for recruitment, training and induction of new employees and volunteers.

The Charity is exploring the establishment of a linked charity arrangement, in which a CIC would undertake trading activities to generate income, enabling the CIO to focus exclusively on its charitable purposes and public benefit.

Decisions made regarding purchasing large items such as vehicles, rental agreements and management of employee contracts are made together with Trustees at Trustee meetings.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

The Charity's wider network

The charity has established robust partnerships with Gloucestershire County Council, Torfaen Council, Swindon Council and Monmouthshire Council, particularly collaborating with the waste team-Roger Smith, Tony Privitera, and Carl Tourig - to generate funds through recycling credit. In addition, the charity has formed valuable connections with Monmouthshire Housing and GDAS, strengthening volunteer placements and community support through the Chepstow branch.

Significant collaborations have also been forged with organizations such as Two Rivers Housing Association, Gloucestershire City Housing, Wyedean Housing, Salvation Army, Green Square, Monmouthshire Housing, MENCAP, Gwent Drug and Alcohol Support, and various local churches. These partnerships ensure that vulnerable members of the community have access to essential home furnishings and appliances.

Moreover, the charity has provided numerous work experience opportunities, in partnership with Cinderford, Coleford & Chepstow Job Centre Plus, Volunteers, Mencap, Heart of the Forest School, Forest High School, National Star College, Jobs Growth Wales, and Monmouthshire Housing.

In 2024/25, the charity also hosted 24 Duke of Edinburgh volunteers for six-month placements, as well as seven work experience placements in collaboration with Wyedean School and Cinderford College. Many volunteers found their experiences so rewarding that they chose to continue their involvement even after their official placements concluded.

Risk Management

The project employs several key controls, overseen by the Trustees, to ensure effective governance and risk management. These include:

"Formal Agendas for Board Activities: Structured agendas guide all Board meetings to ensure focused and effective decision-making.

"Budgeting, Planning, and Management of Accounts: Comprehensive financial oversight ensures that the project's funds are managed responsibly.

"Structured Induction and Reporting: New staff and volunteers undergo a formal induction process with clear reporting lines to maintain consistency and accountability.

"Annual Policy Reviews: Detailed written policies are in place and reviewed annually to ensure they remain relevant and effective.

"Training in Safety Procedures: Staff and volunteers receive adequate training in safety, fire safety, and first aid to ensure a safe working environment.

"Peninsula - is employed by the charity to give HR and Health and Safety support

While these systems provide a strong framework, it is acknowledged that they offer reasonable but not absolute assurance against all major risks. The day-to-day risk assessment in each location is the responsibility of Matthew Jones, the project manager, and his management team. Risk management to include 'Fire Strategy' and the need to undertake a Fire Risk Strategy.

The project also seeks yearly advice on fire safety from a designated fire officer, which includes the annual inspection of fire extinguishers. Additionally, new staff and volunteers are trained by the management team in safe lifting techniques and appropriate work attire. Essential safety gear, such as steel toe cap boots and goggles, is provided to staff, while volunteers receive supervision tailored to ensure their safety and well-being.

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Report of the trustees for the year ended 31 May 2025

The original aims of the charity as set out in its constitution

1. To relieve poverty for families and individuals in need by providing furniture or other goods at a highly reduced rate or in extreme cases free of charge.
2. To advance education for people who are unemployed or otherwise in need of such education to equip them with the skills necessary to be able to find employment.
3. To protect and preserve the environment for the public benefit and future generations by the promotion of waste reduction, re-use, reclamation, recycling and use of recycled products.

Public Benefit

The Trustees adhere to the Charity Commission's guidance on Public Benefit, ensuring that their activities meet these requirements and that they report on how this is achieved. The Forest Upcycling Project delivers public benefit across nine key areas:

1. Affordable Access to Household Goods:
 - Those in need can purchase household items at significantly reduced prices compared to other retail outlets in Gloucestershire and Monmouthshire. The project offers a wider selection than most other second-hand stores.
 - A free furniture collection service is available for individuals wishing to donate items.
 - A house-moving service is provided at reduced rates, making it affordable for those moving under challenging circumstances.
2. Education and Work Experience:
 - The project offers education and work experience opportunities for individuals facing long-term unemployment. Additionally, volunteers receive support in CV writing and job application processes.
3. Low-Cost Gardening Services:
 - The project offers gardening services at extremely low costs and actively identifies and assists individuals in need by providing free gardening support.
4. Environmental Conservation:
 - By diverting unwanted goods from landfill and focusing on reuse and recycling, the project contributes to environmental conservation efforts.
5. Support for Marginalized Individuals:
 - The project provides work experience and paid employment opportunities to those on the margins of society, including individuals with disabilities, learning difficulties, substance abuse issues, depression, mental health challenges, and long-term unemployment.
6. Bike Recycling and Servicing:
 - Employing Paul Whitcombe, a bike mechanic with ADD, the project recycles and services bikes, furthering their commitment to sustainability and inclusion.
7. Community Space:
 - The project operates a community café open to all, which serves as a regular meeting place for groups such as a Ukulele group, Welsh group, and Arty Rats.
8. Employment and Support for Vulnerable Individuals:
 - The café employs a Ukrainian refugee and provides support and training to several individuals with disabilities. Evening events are staffed by individuals with profound needs, creating inclusive employment opportunities.
9. Expansion and Success:
 - The latest branch, Upcycle Swindon, has been a tremendous success and continues to experience weekly growth, further extending the project's impact.

Through these initiatives, The Forest Upcycling Project effectively delivers substantial public benefit, supporting diverse communities and promoting sustainability.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Main activities of the Forest Upcycling Project

The project operates by collecting unwanted furniture, household goods, bicycles, and other items from the community. These items are then cleaned, repaired, or upcycled and sold in our showrooms located in Cinderford and Chepstow. The project also has two gardening teams that provide private services for residents and undertake larger contracts for local businesses, with much of their work coming from repeat customers.

In addition to these services, the project runs a Coffee Shop that hosts evening events, including classical music concerts that have been well-received by the local community. The Chepstow Cycling Club also utilizes our venue for their Audax events and evening master classes.

To support our extensive work in Uganda and Jamaica, we have employed Carys to boost our book sales. Furthermore, we collaborated with Wilcox to reuse all bric-a-brac and clothes/fabric, ensuring that even broken TVs are responsibly recycled by a local electrical firm.

The project remains committed to supporting individuals facing economic hardship by providing low-cost or, in many cases, free furniture in the Forest of Dean, Monmouthshire, and Swindon. Our initiative, "Kids Upcycle," has been particularly impactful, assisting low-income and often single parents in setting up for a newborn or a new home, easing the financial burden during these costly times.

Additionally, we offer affordable house clearance and house moving services, which have seen increased demand, particularly during the 2023/24 period. Through these diverse activities, the project continues to make a significant positive impact on the community, both locally and abroad.

Staffing

At the end of our 10th Year, the staff at Upcycle is made up of 43 people in the UK and 1 employee (Joel) in Uganda.

New appointments this year have included:

Carl Morgan - Recycling Coordinator
Caroline Reader - Recycling Coordinator
Charlie White - Recycling Coordinator
Erin Jones - Barista
Freya Freeman – Monmouthshire Upcycle Manager
Gareth Davies - Recycling Coordinator
Katherine Neville - Recycling Coordinator
Lewis Allen - Recycling Coordinator
Mariam Eastwood - Recycling Coordinator
Megan Wood - Recycling Coordinator/Books
Menna Cristie - Recycling Coordinator/Books
Natalia Lutaenko – Coffee Shop Manager
Nia Rathkey - Recycling Coordinator
Oleh Onopa - Recycling Coordinator
Susan Williams – Events Coordinator

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Within our team there are staff with learning disabilities, hearing disabilities, long term unemployment, depression, single parents, autism, PTSD, refugees and those recovering from addiction.

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Monmouthshire Upcycle became the second branch of the Forest Upcycle Project when it opened its doors in 2018. Since then, it has grown into a vibrant hub, supported by more than 20 dedicated volunteers and staff who bring their time, energy, and passion for reuse and community to everything we do.

A recent addition to our team is Lewis, who joined us while navigating personal challenges related to mental health, addiction, and chronic fatigue syndrome (CFS). Since becoming part of the Monmouthshire Upcycle family, Lewis has made incredible strides in his confidence, physical wellbeing, and self-esteem. Now a familiar face in the main unit, he warmly greets visitors at the front of the shop and has built meaningful connections with both customers and colleagues. His journey is a powerful testament to the healing impact of community, routine, and social connection.

Over at our Chepstow site, our community café-lovingly managed by Carys and Natalia-has quickly become a favorite gathering spot for locals. With its cozy corners, shelves of hidden treasures, and the ever-popular "talking table" that encourages friendly conversation, the café is about much more than food and drink-it's about connection and belonging. We run a "pay it forward" scheme and offer hearty, homemade soup for a donation, ensuring everyone in the community can enjoy a warm, nourishing meal regardless of their financial situation.

Throughout the summer, the café and its courtyard are transformed into a lively venue for community events, including:

- "Live music evenings
- "Food and drink socials
- "Easter card-making workshops
- "Ukrainian tea parties
- "Spanish conversation meetups

Here's what some of our visitors have said:

""Great coffee spot. Couldn't believe how great value for money was! Lovely atmosphere."

""When we pop over to Chepstow, this is our go-to. Staff are lovely, quality is fab, atmosphere is lovely and relaxed."

""Amazing coffee. Probably the best I've had! Blown away by how nice the café is. I think this will be our meeting place forever."

Monmouthshire Upcycle also plays a vital role in supporting individuals and families facing hardship. Through partnerships with local councils and housing associations, we've developed a voucher system that enables people to select essential household items from our store. When vouchers aren't available, we still provide key furniture like sofas, beds, wardrobes, white goods, and chests of drawers-often alongside bric-a-brac, bedding, and small appliances. Our commitment to community extends beyond individuals. We regularly donate bundles of useful items to local schools, shops, pubs, and small businesses-helping reduce waste and supporting the fabric of our community.

We're especially proud to report that in May alone, Monmouthshire Upcycle diverted more than 14 tonnes of furniture and materials from landfill. This milestone reaffirms our core mission: building a more sustainable, compassionate, and connected future through reuse and community action

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

At Upcycle Cinderford, we're committed to making a tangible difference in our community. Recently, we've had the privilege of assisting individuals transitioning from homelessness by providing essential furniture for their new homes. One particularly touching moment involved donating a large teddy bear to an elderly lady who, after losing her husband, found comfort and companionship in this simple gift.

Our volunteers are the heart of our operations. William, one of our dedicated team members, had an unforgettable experience joining Dan and Ryan in the van for a day, gaining firsthand insight into our outreach efforts. His enthusiasm and joy were truly inspiring.

We're also thrilled to welcome Caitlin to our team. She's been doing an outstanding job managing our children's section, bringing creativity and care to every interaction.

To better serve our community, we've expanded our office space in Cinderford. This enhancement has made our facilities more accessible and efficient, and positive feedback from our customers has been incredibly encouraging. Thank you to everyone who supports Upcycle Cinderford. Together, we're creating a more compassionate and connected community.

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Upcycle Swindon continues to grow into a well-liked, much needed resource in the Swindon area. Whilst it has been a tough year financially, we have seen some great strides in certain areas of our offering and strengthened relationships with other charities in the local area.

Sadly, this year saw us say goodbye to Carlos, our Veteran employee, as he has moved on to concentrate on family life back in Lincolnshire and this left us with a tough challenge to cover the van.

Whilst finances haven't allowed us to employ another driver just yet the team have pulled together to ensure that our collection and delivery offering has remained at 4 days per week consistently, and we have been able to do this thanks to the support of our hardworking and dedicated volunteer team of Hazel, Jill, Teresa, Dave, Linda, Alfie, James, Angela and Sreetika.

We have, however, welcomed 2 new members of the team to help in the warehouse. Charlie joined full-time to take over the running and organisation of the children's area. Since her arrival the children's sales have consistently improved from an average of £30 per day to approx. £75 - £90 per day. The care and consistency she apply to the role has enabled her to create a rapport with our customer base who can trust that all items have been tested and cleaned prior to sale.

We have also employed Katie on a part-time basis to help with the day to day running of the furniture and bric a brac section of the warehouse. Her ideas have shaped how we display smaller, more unusual items and we again have seen an increase in these items being sold, whilst also providing valuable support to our customers.

We have increased our visibility on social media in the past year and hit a milestone of 10,000 Facebook followers which is rapidly growing each day, and we have seen word of mouth recommendations increase also.

We have successfully formed a partnership with New College Swindon to support young 16- 24-year-olds with anxiety, depression, ADHD and autism to gain real life working skills. So far, we have had 2 successful participants through on a 12-week program and both have gone from shy individuals to confident and sociable adults who have both gone on to secure work placements within Swindon Borough Council. We hope to extend this offer to youth justice and one of the local youth centers going into 2025/2026 and offer interview and CV building skills into this. We have also continued to work with Alfie, one of our young volunteers, and he has grown to be a much-loved member of the team and we are proud of how far he has come since starting with us last year.

We have continued to work closely with our local recycling centre and regularly pick up items of furniture from them to resell in our warehouse, typically we pick up 500 - 600kg of items each time which mutually helps the local council meet its greener goals and saves items from landfill.

We have also maintained our support of Ukrainian refugees by working with the local team within the council to provide free/ low cost furniture through our voucher scheme and have presently helped 25 families who have been displaced by the ongoing war within Ukraine. We have also donated children's items to local church groups, and kindergartens, a ping pong table to a local youth centre and multiple items of household furniture through our referrals process.

Lastly, we have secured a £10,000 grant from Nationwide to enable us to begin construction of a mezzanine floor to house either children's items or the bric a brac section. The mezzanine will be a much-needed addition to help us expand and increase our large furniture sales as more floor space becomes available.

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Since opening Cwmbran in December 2025, we have gained a number of volunteers, each with a backstory we currently have: -

"Julie, who has retired and loves coming in Julie works super hard sorting the clothes section out. She loves talking to the customers and feels part of the team in Cwmbran.

"Jack, who is accompanied by a member of his care team, Jack loves coming in to sort through donations and is often found talking to customers about their weekend.

"Andrew loves books, he comes in to sort them weekly and said that they remind him of good memories, he also said he loves coming and seeing the staff at Cwmbran.

"Leo volunteers when they feel they can due to their mental health, they find comfort in coming into upcycle as they have made friends with the staff, they love to do most jobs, and say they are learning more and more each time they come.

"Kieran has a stressful day-to-day job, so finds volunteering with partner Abbie on a Saturday very therapeutic and enjoyable. They said it's great for their mental health to do something for charity that they enjoy.

"Abbie is lovely, she comes in when she can and is always a massive help, especially in the kid's section.

Cwmbran wouldn't have been possible without Ashley and Rhona our wonderful, retired trustees, they were instrumental in the building work done in the months before opening. Building shelves and a sold area out of recycled doors, which looks amazing. Since our opening, they are still volunteering around the shop.

Good things we have done

"We have helped multiple families who are starting out with nothing to furnish their houses. These families have been refused leave from us by local organisations who have little funding and need extra help.

"We have donated dresses and items to make a dressing room for a local school who were making a prom shop so every student could go to prom no matter what the budget.

"We regularly donate items to schools for their mud kitchens.

"Given a huge discount on kids' items to local nurseries.

"One of our elderly customers was on a mission to find 100 soft toys for a local charity tombola, so of course we donated a bin liner full to get her past her goal. She was so thankful and said we were the first charity to donate some to her, which made her day.

"We donated tea sets to a local tea rooms who do afternoon teas for elderly people with declining memory.

"A local community theater group with a very small budget came to see what they could get for the props for their show. We lent them the items we needed and they will be returning them once they have finished. This was a massive help to them and the show to make it more realistic; unfortunately, without places like this, it wouldn't be possible for them. "Donated a lot of items to dog homes, ie, towels, bowls, toys.

"Our Delivery guys go the extra mile; they stayed on to help an elderly lady to build a bed as she had no one else to help her.

"Julie, our lovely volunteer, is a massive supporter of cat protection, and she makes little gift sets for them to raffle off. We donate some items to help her on her way. She loves to help charity and is always so thankful for the few bits she can get.

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Report of the trustees for the year ended 31 May 2025

A few comments from customers:

"Communication with Upcycle Torfaen is great - a date was set for a pickup; we were told a window of 10am-3pm and told to expect a call on the day. Sure enough, the call came before 9am and we were given a much narrower window 1-3pm. Another call to flag they were half hour away. When O'Neil and Gareth arrived, they worked like Trojans with smiles and laughter. Removing some items was challenging in terms of exits and stubborn screws etc. that needed removing for items to be maneuvered through tight spaces - but they persevered cheerfully. Good job guys."

"I just want to say what wonderful people that work for this charity organisation from the lady I spoke to on the phone to the two gentlemen who I met in person. I had some household items to donate but couldn't get them to the upcycling place. I spoke to someone on messenger and they said that they would come and collect them, so we arranged for today. The two gentlemen Gareth and O'Neil (AKA Mr Upcycle) came, and they were just so warm, friendly and bubbly!! They asked how my day was going and were just having a laugh enjoying themselves whilst moving the items out. I asked them about a few more items and they offered to take those too for a small charge which massively helped me out!! I ended up crying because of their kindness as I was so stressed about getting things out of my house as it all had to be gone by tomorrow and it's hard work moving with a child Please always be yourselves guys because you most certainly made my day 100x better"

"Fab place to go treasure hunting, or have a coffee and a chat. love this place"

"Been there for the first time today, lovely set up, really good deals and lovely people working in there, definitely be coming back xxxx"

"Amazing place for all you needs, lovely staff"

"Very friendly, great atmosphere, extremely welcoming and excellent prices. Will definitely recommend and go again myself."

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Report of the trustees for the year ended 31 May 2025

Main achievements of the Forest Upcycling Project

We employ Joel Ekaunhannington, who oversee our Ugandan Upcycle program in Uganda. The following piece is his report.

Reporting Period: June 1, 2024 - May 31, 2025

Prepared by: Joel Hannington Ekaun & Professor Ben Jones

Executive Summary

This report highlights the community development initiatives implemented by Upcycle Uganda in Eastern Uganda, made possible through generous financial donations. Projects ranged from large-scale capital investments in education and training to targeted support for vulnerable individuals through livestock and small cash grants.

Major Projects (Capital Investment)

1. Construction of a Teacher's House - Kaikamosing Primary School (Katakwi District)

"Budget: £6,818.90 (UGX 30,000,000)

"Partners: Fr. Olivier Uwayesu (Katakwi Mission)

"Impact: A new permanent house now accommodates two teachers (male and female), improving retention and learner performance in this remote village.

2. Solar Power Installation - Onyede Primary School

"Budget: £2,045.50 (UGX 9,000,000)

"Partners: School Management Committee (SMC), PTA

"Impact: Lighting installed in two staff houses has enabled teachers to prepare lessons and stay connected, marking the first solar power source at the school.

3. Tailoring Training - St. Andrews Community (Ngora District)

"Budget: £2,272.70 (UGX 10,000,000)

"Partners: Executive Church Committee

"Impact: Ten sewing machines were provided to train 21 vulnerable youth. Some graduates are already earning an income through tailoring.

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Small-Scale Livelihood Projects

4. Livestock Distribution - Multiple Communities

"Kaderun (St. John's Church)

o33 Sheep | Budget: £1,136.40 (UGX 5,000,000)

"Nyamongo (St. Leo's Catholic Church)

o32 Goats | Budget: £1,136.40 (UGX 5,000,000)

"Odwarat (St. Andrews Community)

o12 Sheep | Budget: £568.18 (UGX 2,500,000)

"Ngora Town (Pentecostal Assembly of God)

o32 Goats | Budget: £1,136.40 (UGX 5,000,000)

Impact: Livestock donations have empowered vulnerable households-especially orphans, widows, and elderly individuals-to improve their food security and generate income. Some recipients have grown their herds, creating sustainable sources of livelihood.

5. Direct Cash Assistance to Vulnerable Individuals

"Budget: £390.90 (UGX 1,720,000)

"Recipients: 12 individuals

"Use Cases: Food, medication, transport to medical facilities.

"Impact: Targeted support to elderly, widows, and critically ill individuals-many without family or government support.

Community Voices

"With this goat, I now have hope of paying school fees for my children." - Susan, widow, Nyamongo

"Tailoring skills changed my life. I can now support my family." - Sarah, young mother, Odwarat

"Thank you, Upcycle, for remembering the elderly and sick. Your support is a blessing." - Rose, Kaderun

Conclusion

Upcycle Uganda continues to make meaningful, measurable change in underserved communities across Eastern Uganda. From education infrastructure and renewable energy to economic empowerment and emergency support, each project reflects our mission to uplift the most vulnerable.

We thank all donors, partners, and local leaders who make this work possible.

The Bike Project

We are now in our six year of the Upcycle Bike Project,

Paul Whitcombe started working at Upcycle on a part time basis in November 2023 involved with upcycling and servicing of bicycles. This developed into full-time employment in March this year.

In 2023 he suffered a range of health issues hinging gastric problems, hiatus hernia and trigeminal neuralgia. He has ADD (Attention Deficit Disorder), the symptoms amplify when under stress and especially over the pandemic lockdown period.

His health issues have largely disappeared since working for the Upcycle Bike Project.

Our bike project works closely with Chepstow Cycling Club and our Community on a Thursday evening. We have also established ourselves as a hub for Audax cycling events from Chepstow.

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Our charity thrives thanks to the dedication, expertise, and generosity of our trustees and volunteers. We are deeply grateful for the contributions of the following individuals:

Tanya Jenkins (Chair) & Jennifer Jenkins (Trustee)

Tanya, recently appointed as Chair, leads with energy and commitment. Both she and Jennifer remain actively involved in day-to-day tasks, from maintaining high standards in the café to cooking for our successful cycling Audax events. Their willingness to contribute hands-on support is a significant strength for the charity.

Ashley Martin & Rona Martin (Former Trustees, now Volunteers)

As long-standing supporters, Ashley and Rona played an important role in shaping the charity's early direction during their time as Trustees. Now serving as volunteers, they continue to give generously of their time and enthusiasm, ensuring their legacy of leadership continues to make a difference.

Andrea Davies (Trustee)

Andrea is a driving force for new ideas and initiatives, providing valuable input into HR and staffing matters. Her insights are central to ensuring that the coffee shop remains both welcoming and financially sustainable, and she continues to be a key figure in guiding future growth.

Roger Burrows (Trustee)

Roger provides practical support with van operations and transport, often stepping in when needed most. Known for lifting team morale-sometimes with refreshments from his Lucozade connection-he adds both reliability and good humour to the organisation.

Carl Lapworth (Trustee)

Carl contributes deep knowledge of buildings and management structures, alongside being a long-term and generous customer. His professional expertise and ongoing support are instrumental to the charity's development and continued expansion.

Trustees have recognised that although staff are supported and developed within the charity, additional investment in structured staff training is required.

Grants:

£20,000 Awards for All - To establish a permanent Repair Café and Community Hub at our newly opened Upcycle unit in Cwmbran. This will provide residents with a space to bring broken household items for repair by skilled volunteers.

People can either have items fixed or learn how to repair them themselves, gaining valuable skills. To enhance the community, feel, we also plan to introduce a bean-to-cup coffee machine, creating a welcoming space for people to connect and share knowledge. A dedicated staff member will be hired to manage the project. Our project will reduce waste, increase sustainability, and provide skill development opportunities. By repairing instead of discarding, we will save more household items from landfill, while also helping people develop practical repair skills.

The café will serve as a social hub, reducing isolation and encouraging community participation. This initiative will benefit Cwmbran residents, local volunteers, and individuals looking to gain hands-on experience. It will also provide a stable job for one person, supporting employment in a town which is in the 30% most deprived areas of Wales. We intend this

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project to be long-term and self-sustaining, building on the success of our monthly Repair Café in Chepstow. We will promote it through social media, local press, community groups, and partnerships with local organizations. To measure impact, we will track participation, gather feedback, and assess skill development. This learning will shape future projects, expand our reach and refining our approach. This project is both a continuation and an expansion-our Chepstow Repair Café has been successful, and this will be a larger, more permanent version that deepens our impact on the local community. With funding, we can create a lasting, meaningful change in Cwmbran, empowering people and promoting sustainability.

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Helping the environment

In 2024/25 we saved over 650 tonnes of furniture from going to landfill, it roughly breakdown as follows: Chepstow -

210 tonnes

Cinderford - 220 tonnes

Swindon - 120 tonnes

Cwmbran - 100 tonnes

"Wood Recycling: Scrap wood is creatively repurposed, with most of it being transformed into kindling. This kindling is then sold in pillowcases, providing a practical product while minimizing waste. Any wood that isn't suitable for kindling is sent to the local recycling centre, where it is converted into soil conditioner.

"Metal Recycling: We prioritize salvaging all recyclable metals from waste products before they are discarded, ensuring minimal environmental impact.

Our volunteers play a crucial role in these efforts, helping to make the most out of every material and supporting your mission to reduce waste.

Reserves policy

The trustees have reviewed the charity's reserves policy in line with Charity Commission guidance.

The charity holds unrestricted reserves to ensure that it can continue to operate and meet its obligations in the event of unexpected reductions in income, unforeseen expenditure, or delays in cash receipts. In particular, reserves are held to cover ongoing staffing costs, premises costs, vehicle running costs, and essential operational expenditure.

The Trustees consider it prudent to maintain unrestricted reserves equivalent to approximately **one to two months of normal operating expenditure**, which at the year-end equates to a minimum target reserve of **£120,000**. This level of reserves provides an appropriate balance between financial security and the need to apply funds to charitable activities.

The Trustees review the reserves policy annually and will adjust the target level where appropriate considering operational needs, risk assessment, and future plans.

Sources of funding

Sales of furniture have been our key income, followed by gardening, house moves, house clearances, organic produce, book sales, coffee shop events, bric-a-brac, fabric, metal recycling, vintage clothing and bike sales and servicing.

Expenditure

Our main costs are operational and include running vehicles (the Charity now has fleet of 6 vans), donations, paying rent and utility bills and most importantly wages. Income from our products and services support these costs each month.

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Plans for future periods

. There have been no serious incidents at Forest Upcycling Project this year and we continue to review our policies and risk assessments throughout the operational year.

Moving into Year 12 we have some exciting projects lined up:

- Selling Upcycle Swindon to another Charity in order that we can pursue growth nearer to our center
- Building a School in Uganda
- Running larger cycling events
- Developing an Eco shop to go alongside our café
- Running workshops in Upcycling
- Expanding the selling of books to fund our increasingly ambitious Ugandan program
- Providing employment for more people in need
- Expanding our free food off for those most at need in society
- Exploring the idea for another unit

The Forest Upcycling Project

Report of the trustees for the year ended 31 May 2025

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

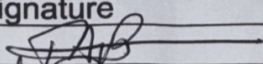
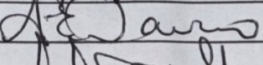
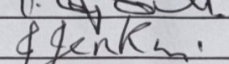
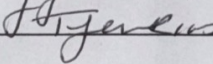
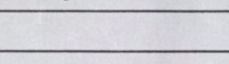
Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP (FRS 102);
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. 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

Trustees' declaration.

The trustees declare that they have approved this end of year report.

Name	Signature	Date
Roger Burrows		16/9/25
ANDREA DAVES		16/9/25
CARL LARSON		16/9/25
Jennifer Jenkins		16/9/25
Tanya Jenkins		16/9/25

On behalf of the board

The Forest Upcycling Project

**Report of the trustees
for the year ended 31 May 2025
Secretary**

The Forest Upcycling Project

Independent examiner's report to the trustees on the unaudited financial statements of The Forest Upcycling Project.

I report on the accounts of The Forest Upcycling Project for the year ended 31 May 2025 set out on pages 2 to 27.

Basis of independent examiner's statement

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the **Charities Act 2011** ("the Act").

I report in respect of my examination of the charity's accounts carried out under **section 145 of the Charities Act 2011** and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 which give me reasonable cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the **Charities (Accounts and Reports) Regulations 2008**, 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.

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.

.....
Mr Daniel J. Oversby
Certified Public Accountants Association
Independent examiner
Unit 1C Crucible
Close Coleford
Gloucestershire
GL16 8RE

The Forest Upcycling Project

Statement of financial activities

For the year ended 31 May 2025

	Notes	Unrestricted funds £	2025 Total £	2024 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	2,798	2,798	16,779
Activities for generating funds	3	965,466	965,466	909,066
Incoming resources from charitable activities	4	29,997	29,997	-
Total incoming resources		<u>998,261</u>	<u>998,261</u>	<u>925,845</u>
Resources expended				
Purchases		53,998	53,998	90,151
Staff costs	5	636,469	636,469	614,375
Establishment costs		189,351	189,351	127,797
Motor and travelling expenses		31,427	31,427	36,313
Accountancy fees		1,495	1,495	1,495
Legal and professional fees		11,308	11,308	13,451
Communications and IT		5,450	5,450	2,600
Other office expenses		11,493	11,493	19,606
Depreciation and impairment		20,979	20,979	23,253
Total resources expended		<u>961,970</u>	<u>961,970</u>	<u>929,041</u>
Total funds brought forward		<u>289,184</u>	<u>289,184</u>	<u>292,382</u>
Total funds carried forward		<u>325,475</u>	<u>325,475</u>	<u>289,186</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 22 to 27 form an integral part of these financial statements.

The Forest Upcycling Project

Income and expenditure account

For the year ended 31 May 2025

	Notes	2025 £	2024 £
Income		998,261	925,845
Operating expenditure		(961,970)	(929,041)
Operating surplus/(deficit)		<u>36,291</u>	<u>(3,196)</u>
Retained surplus/(deficit) for the financial year		<u><u>36,291</u></u>	<u><u>(3,196)</u></u>

All activities derive from continuing operations.

The notes on pages 22 to 27 form an integral part of these financial statements.

The Forest Upcycling Project

The notes on pages 22 to 27 form an integral part of these financial statements.

The Forest Upcycling Project

Balance sheet as at 31 May 2025

	Notes	£	2025 £	£	2024 £
Fixed assets					
Tangible assets	7		118,883		139,863
Current assets					
Debtors	8	8,558		3,147	
Cash at bank and in hand		215,960		159,389	
		<u>224,518</u>		<u>162,536</u>	
Creditors: amounts falling due within one year	9	(17,928)		(13,212)	
Net current assets			<u>206,590</u>		<u>149,324</u>
Net assets			<u>325,473</u>		<u>289,187</u>
Funds	10				
Unrestricted income funds			<u>325,473</u>		<u>289,187</u>
Total funds			<u>325,473</u>		<u>289,187</u>

The financial statements were approved by the trustees on and signed on its behalf by

Tanya Jenkins
Trustee

The notes on pages 22 to 27 form an integral part of these financial statements.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2025

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities (FRS 102), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from the charity shop is included in the year in which it is receivable.

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2025

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery	- 15% Reducing Balance
Fixtures, fittings and equipment	- 15% Reducing Balance
Motor vehicles	- 15% Reducing Balance

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

2. Voluntary income

	Unrestricted funds £	2025 Total £	2024 Total £
Ugandan Donations	2,798	2,798	16,779
	<u>2,798</u>	<u>2,798</u>	<u>16,779</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2025

3. Activities for generating funds

	Unrestricted funds £	2025 Total £	2024 Total £
Sales – Furniture	651,514	651,514	709,318
Sales – Gardening	21,466	21,466	34,965
Sales - House moves	21,232	21,232	21,947
Sales – Café	61,032	61,032	78,005
Sales - Bike income	11,655	11,655	3,132
Other Income	198,567	198,567	61,699
	<u>965,466</u>	<u>965,466</u>	<u>909,066</u>

4. Incoming resources from charitable activities

	Unrestricted funds £	2025 Total £	2024 Total £
Grants	29,997	29,997	-
	<u>29,997</u>	<u>29,997</u>	<u>-</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2025

5. Employees

Employment costs	2025 £	2024 £
Wages and salaries	581,650	567,957
Social security costs	44,064	34,366
Pension costs	10,755	12,052
	<u>636,469</u>	<u>614,375</u>

No employee received emoluments of more than £60,000 (2024 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2025 Number	2024 Number
Project Manager	1	1
Overseas Staff	1	1
Co Workers	35	35
	<u>37</u>	<u>37</u>

6. Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2025 £	2024 £
Pension charge	<u>10,755</u>	<u>12,052</u>

The Forest Upcycling Project

Notes to financial statements for the year ended 31 May 2025

7. Tangible fixed assets	Plant and machinery £	Fixtures, fittings and equipment £	Motor vehicles £	Total £
Cost				
At 1 June 2024 and				
At 31 May 2025	<u>13,937</u>	<u>78,156</u>	<u>127,203</u>	<u>219,296</u>
Depreciation				
At 1 June 2024	8,599	29,277	41,557	79,433
Charge for the year	801	7,332	12,847	20,980
At 31 May 2025	<u>9,400</u>	<u>36,609</u>	<u>54,404</u>	<u>100,413</u>
Net book values				
At 31 May 2025	<u>4,537</u>	<u>41,547</u>	<u>72,799</u>	<u>118,883</u>
At 31 May 2024	<u>5,338</u>	<u>48,879</u>	<u>85,646</u>	<u>139,864</u>

8. Debtors	2025 £	2024 £
Trade debtors	480	899
Other debtors	8,078	2,248
	<u>8,558</u>	<u>3,147</u>

9. Creditors: amounts falling due within one year	2025 £	2024 £
Pension fund loan	1,714	2,380
Other taxes and social security	13,739	9,293
Other creditors	980	44
Accruals and deferred income	1,495	1,495
	<u>17,928</u>	<u>13,212</u>

The Forest Upcycling Project

Notes to financial statements
for the year ended 31 May 2025

10. Analysis of net assets between funds

	Total funds £
Fund balances at 31 May 2025 as represented by:	<div></div>
	-

11. Unrestricted funds

	At 1st April 2024 £	Incoming resources £	Outgoing resources £	At 31st March 2025 £
General Funds	289,184	998,261	(961,970)	325,475

Purposes of unrestricted funds

Running cost funds

The Forest Upcycling Project

The following pages do not form part of the statutory accounts.

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2025

	2025 £	2024 £
Charitable activities Activity		
1		
<i>Activities undertaken directly</i>		
Activity1 - Direct - Staff - Wages & Salaries	581,650	567,957
Activity1 - Direct - Staff - Employer's NIC	44,064	34,366
Activity1 - Direct - Staff - Pension costs	10,755	12,052
Activity1 - Direct - Establishment - Rent	149,199	108,788
Activity1 - Direct - Establishment - Rates & water	8,657	1,863
Activity1 - Direct - Establishment - Light & heat	12,888	10,839
Activity1 - Direct - Establishment - Rep. & maint.	3,221	3,963
Activity1 - Direct - Establishment - Insurance	15,386	2,344
Activity1 - Direct - Motor vehicle expenses	31,427	36,313
Activity1 - Direct - Office expenses - Telephone	5,450	2,600
Activity1 - Direct - Printing, Postage and Station	1,219	8,724
Activity1 - Direct - Computer Costs	2,432	1,109
Activity1 - Direct - Hire of Equipment	5,664	1,257
Activity1 - Direct - Staff Welfare	1,588	3,166
Activity1 - Direct - Training Costs	590	1,200
Activity1 - Direct - Subscriptions	-	1,524
Activity 1 - Direct - Licenses	-	180
Activity 1 - Direct - Staff entertainment	-	2,448
Activity1 - Direct - Depreciation & impairment	20,979	23,253
	<u>895,169</u>	<u>823,946</u>
Activity 1 total expenditure	<u>895,169</u>	<u>823,946</u>
Activity 2		
<i>Activities undertaken directly</i>		
Activity2 Bike - Direct - Purchases	<u>3,238</u>	<u>1,372</u>
	<u>3,238</u>	<u>1,372</u>
Activity 2 total expenditure	<u>3,238</u>	<u>1,372</u>
Activity 3		
<i>Activities undertaken directly</i>		
Activity3 Cafe - Direct - Purchases	<u>18,334</u>	<u>35,875</u>
	<u>18,334</u>	<u>35,875</u>
Activity 3 total expenditure	<u>18,334</u>	<u>35,875</u>
Total charitable activity expenditure	<u><u>916,741</u></u>	<u><u>861,193</u></u>

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2025

Governance costs

Activities undertaken directly

Professional - Accountancy fees

1,495

1,495

Professional - Other

11,308

13,451

12,805

14,944

Total governance costs

12,805

14,944

Net incoming/(outgoing) resources for the year

(40,469)

(82,646)

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2025

	2025		2024	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
Ugandan Donations		2,798		16,779
		<u>2,798</u>		<u>16,779</u>
<i>Activities for generating funds</i>				
Sales - Furniture		651,514		709,318
Sales - Gardening		21,466		34,965
Sales - House moves		21,232		21,947
Sales - Cafe		61,032		78,005
Sales - Bike income		11,655		3,132
Other Income		198,567		61,699
		<u>965,466</u>		<u>909,066</u>
Total incoming resources from generating funds		<u>968,264</u>		<u>925,845</u>
Incoming resources from charitable activities				
Grants		29,997		-
		<u>29,997</u>		<u>-</u>
Total incoming resources		<u>998,261</u>		<u>925,845</u>
Resources expended				
Costs of generating funds:				
Cost of generating voluntary income				
<i>Donations</i>				
Donations - Purchases	28,698		37,781	
		<u>28,698</u>		<u>37,781</u>
Total cost of generating voluntary income		<u>28,698</u>		<u>37,781</u>
Fundraising trading:				
cost of goods sold and other costs				
<i>Activity 1</i>				
Activity 1 - Shop Purchases	3,728		15,123	
		<u>3,728</u>		<u>15,123</u>

The Forest Upcycling Project

Detailed statement of financial activities

For the year ended 31 May 2025

Total fundraising trading		
cost of goods sold and other costs	3,728	15,123
Total costs of generating funds	32,426	52,904