

# LONDON ENVIRONMENTAL EDUCATORS' FORUM

England & Wales · Charity number 1168740

## Details

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**Other names** LEEF

**Status** Registered

**Legal form** CIO

**Registered** 2016-08-11

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Office 5651 (LEEF)  
58 Peregrine Road  
Ilford  
Essex  
IG6 3SZ

**Phone** 07592217683

**Email** [leef@leef.london](mailto:leef@leef.london)

**Website** [www.leef.org.uk](http://www.leef.org.uk)

## Activities

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**Objects:** TO ADVANCE THE EDUCATION OF THE PUBLIC IN SUBJECTS RELATING TO THE PROTECTION, ENHANCEMENT AND REHABILITATION OF THE ENVIRONMENT AND SUSTAINABLE DEVELOPMENT AND TO PROMOTE STUDY AND RESEARCH IN SUCH SUBJECTS PROVIDED THAT THE USEFUL RESULTS OF SUCH STUDY ARE DISSEMINATED TO THE PUBLIC AT LARGE. SUSTAINABLE DEVELOPMENT MEANS "DEVELOPMENT WHICH MEETS THE NEEDS OF THE PRESENT WITHOUT COMPROMISING THE ABILITY OF FUTURE GENERATIONS TO MEET THEIR OWN NEEDS."

**Activities:** LEEF is a network for London's Environmental Educators with the aim of improving the quality and quantity of environmental education delivered to Londoners. Our members work together to deliver training, workshops and seminars with the goal of enhancing skills, spreading best practice and networking.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Environment/conservation/heritage
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups

## Geography

- Throughout London

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£2,885	£819	-	-
2023-12-31	£3,226	£548	-	-
2022-12-31	£5,990	£3,183	-	-
2021-12-31	£6,023	£15,651	-	-
2020-12-31	£14,997	£36,228	-	-

## Trustees

Name	Role	Appointed
Dr IAIN BOULTON	Chair	2018-09-12
Dr Justin Dillon		2025-03-26
HELEN ROBERTSON		2018-09-12
Padraig Hayes		2025-03-26
Victor Heng		2025-03-26

**LONDON ENVIRONMENTAL EDUCATORS' FORUM**

England & Wales - Charity number 1168740

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# Accounts

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# **Trustees' Annual Report**

**For the period**

**1 January 2024**

**to**

**31 December 2024**

**London Environmental Educators'  
Forum (LEEF)**

**Charity number: 1168740**

## Objectives and Activities

### Purpose:

LEEF promotes excellence in environmental education and education for sustainable development across London, supporting the development and training of staff, volunteers and others delivering such education by bringing together a range of individuals and organisations that work in this area.

LEEF aims to *'advance the education of the public in subjects relating to the protection, enhancement and rehabilitation of the environment and sustainable development and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large.'*

### Summary of main activities:

To deliver its charitable objects LEEF:

- Delivers an annual programme of low-cost training events which enable LEEF members, other environmental educators and interested members of the public to learn and share experiences about a range of environmental and sustainability topics in order to improve access to urban green space and the natural world for all, particularly those living in significantly deprived areas.
- Provides networking opportunities for professionals and interested parties to swap experiences and best practice, and to make connections/develop partnerships with other groups across London.
- Operates a Fellowship scheme designed to recognise the skills and experience of senior practitioners, provide opportunities to share their wisdom, and create a mentoring network for less experienced professionals.
- Provides a forum for our members to share questions and advice.
- Circulates and conduct research into topics of interest to our members and the wider community with a view to utilising our sector experience to improve policy guidelines in London and other urban areas of the UK.

### Trustee Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

## **Achievements and Performance**

### **Membership**

LEEF membership is open to individuals and organisations. In 2024 membership was as follows:

- Large Organisations: 10, with approx. 80 members
- Small Organisations: 20 with approx. 52 members
- Individuals / Freelancers / Volunteers: 20 members.

### **Annual Training Programme**

Many of our members are one of a small team or the only environmental education in their organisation, LEEF events are an opportunity for face-to-face interaction with others in similar circumstances and enable mutually supportive relationships to develop.

### **Networking**

Networking events have a more social focus and include the annual winter social.

### **Fellowship Scheme**

The Fellowship scheme recognises members and their contribution to environmental and sustainable education. No event was run in this reporting period.

### **Member forum and Communications**

The main member forum is through an email group. This provides an open forum for members to communicate with the rest of the membership, about topics and themes that are of interest. Through this members share jobs and opportunities directly with others.

A mailing list is used to communicate with members and a wider group of people who are interested in LEEF events, but may not have joined.

Wider engagement is through social media channels: Facebook, X and Instagram.

### **Contribution made by volunteers:**

LEEF is supported by the Trustees who undertake their duties in a voluntary capacity. Additional volunteer support was provided for the following activities:

- Newsletter production
- Social media support

## **Financial Review**

### **Financial Position**

The Charity ended the year with a reasonable balance in the bank. This is enough to cover running expenses and ensures the charity is able to operate as we apply for new core funding.

### **Reserves Policy**

The trustees have established a reserves policy commensurate with the activities of a small charity that needs to be flexible to maintain its operations. LEEF aims generally to be solvent and for its expenditure not to exceed income. However, reserves are needed to avoid financial difficulties with the time-limited nature of grant funding, and in recognition that there may be unexpected expenditure or unforeseen operational costs.

There should be adequate funds to meet all current and known future liabilities, and the trustees have established a policy whereby the free reserves held by the charity should be sufficient to cover three months activity of the charity and at minimum one month.

LEEF is currently able to meet the three months' recommended level of reserves and the policy will be reviewed annually.

### **Related Party Transactions**

No remuneration was paid to any trustees or other related parties. There were minimal Trustee expenses. Trustees are also members of LEEF, many as part of the organisation they are employed by. The income from Trustee membership is under £200.

### **Funding**

There has been no external funding in this reporting period.

## **Structure Governance and Management**

**Type of Governing Document:** Constitution

**How the Charity is Constituted:** Charitable Incorporated Organisation (CIO)

### **Trustee Selection**

LEEF is managed by a Board of Trustees drawn from the LEEF network. Our trustees bring a wealth of skills and sector knowledge to their role at LEEF as detailed below and they receive no financial remuneration from the charity in return.

Trustees shall be appointed on the basis of their knowledge and experience of environmental education in London. Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Details of the current trustees is available on the LEEF website.

Further information about LEEF trustees is set out in section 9 of the LEFEF constitution.

## Reference & Administration Details

Charity name: London Environmental Educators Forum  
Other names the charity uses: LEEF  
Charity number: 1168740  
Charity's operating address: Office 5651, 58 Peregrine Road, Hainault, Ilford, Essex IG6 3SZ

### Names of the Charity Trustees who Manage the Charity

	<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1:	Dr Iain Boulton	Chair	11 Aug 2016	
2.	Helen Robertson		11 Aug. 2016	
3.	Richard Pering		1 Oct. 2019	

### Names & Addresses of Advisors

Bank: The Co-operative Bank. P.O. Box 101, 1 Balloon Street, Manchester, M60 4EP  
Independent Examiner: None, as income in 2020 did not reach the required threshold for external examination


### Names of Senior Staff with Delegated Responsibilities

There were no employees in this reporting period.

## Declarations

The trustees declare that they have approved the trustees' report.


Signed on behalf of the charity's trustees

Signature(s): .....  .....

Full name(s): ..... Iain Boulton .....

Position (eg Secretary, Chair, etc): .....Trustee.....

Date: .....22 October 2025.....

Signature(s): .....  .....

Full name(s): .....Helen Robertson.....

Position (eg Secretary, Chair, etc): .....Trustee.....

Date: .....22 October 2025.....



**Receipts and payments accounts**

For the period from	1/1/2024	To	31/12/2024
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Memberships	2,755	-	-	2,755	3,023
Training Events	130	-	-	130	203
Donations/ Other	-	-	-	-	-
Grants	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>2,885</b>	<b>-</b>	<b>-</b>	<b>2,885</b>	<b>3,226</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,885</b>	<b>-</b>	<b>-</b>	<b>2,885</b>	<b>3,226</b>
<b>A3 Payments</b>					
Salary Inc NI and Pensions	-	-	-	-	-
Other staff costs (training & payroll)	-	-	-	-	-
Additional Staff	-	-	-	-	-
Rent & Admin (incl. insurance & ICT)	819	-	-	819	375
Legal / Professional Fees	-	-	-	-	-
Volunteer Expenses	-	-	-	-	-
Events & Training Workshops	-	-	-	-	173
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>819</b>	<b>-</b>	<b>-</b>	<b>819</b>	<b>548</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>819</b>	<b>-</b>	<b>-</b>	<b>819</b>	<b>548</b>
<b>Net of receipts/(payments)</b>	<b>2,066</b>	<b>-</b>	<b>-</b>	<b>2,066</b>	<b>2,678</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>13,800</b>	<b>-</b>	<b>-</b>	<b>13,800</b>	<b>11,122</b>
<b>Cash funds this year end</b>	<b>15,866</b>	<b>-</b>	<b>-</b>	<b>15,866</b>	<b>13,800</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Co-op Bank	15,866		-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	15,866	-	-

(agree balances with receipts and payments account(s))

OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>				
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Bolton	22/10/2025
	Helen Robertson	22/10/2025

**LONDON ENVIRONMENTAL EDUCATORS' FORUM**

England & Wales - Charity number 1168740

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# Accounts

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# **Trustees' Annual Report**

**For the period**

**1 January 2023**

**to**

**31 December 2023**

**London Environmental Educators'  
Forum (LEEF)**

**Charity number: 1168740**

## Objectives and Activities

### Purpose:

LEEF promotes excellence in environmental education and education for sustainable development across London, supporting the development and training of staff, volunteers and others delivering such education by bringing together a range of individuals and organisations that work in this area.

LEEF aims to '*advance the education of the public in subjects relating to the protection, enhancement and rehabilitation of the environment and sustainable development and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large.*'

### Summary of main activities:

To deliver its charitable objects LEEF:

- Delivers an annual programme of low-cost training events which enable LEEF members, other environmental educators and interested members of the public to learn and share experiences about a range of environmental and sustainability topics in order to improve access to urban green space and the natural world for all, particularly those living in significantly deprived areas.
- Provides networking opportunities for professionals and interested parties to swap experiences and best practice, and to make connections/develop partnerships with other groups across London.
- Operates a Fellowship scheme designed to recognise the skills and experience of senior practitioners, provide opportunities to share their wisdom, and create a mentoring network for less experienced professionals.
- Provides a forum for our members to share questions and advice.
- Circulates and conduct research into topics of interest to our members and the wider community with a view to utilising our sector experience to improve policy guidelines in London and other urban areas of the UK.

### Trustee Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

## **Achievements and Performance**

### **Membership**

LEEF has four membership categories, reflecting the breadth of individuals and organisations working across London. In 2023:

- 9 Freelance / volunteer / Students / Retired members
- 5 Individual members
- 17 small organisations, with up to 4 staff members
- 7 large organisations, with up to 10 staff members

### **Annual Training Programme**

Many of our members are one of a small team or the only environmental education in their organisation, LEEF events are an opportunity for face-to-face interaction with others in similar circumstances and enable mutually supportive relationships to develop.

Example events

- Natural History GCSE Update and discussion online – March 2023
- Sensory Accessibility workshop at the Natural History Museum – July 23
- Bat and Moth Leader Training – September 2023

### **Networking**

Networking events have a more social focus. We ran the following events in this reporting period:

- Winter Social – December 2023

### **Fellowship Scheme**

The Fellowship scheme recognises members and their contribution to environmental and sustainable education. No event was run in this reporting period.

### **Member forum and Communications**

The main member forum is through an email group. This provides an open forum for members to communicate with the rest of the membership, about topics and themes that are of interest. Through this members are able to share jobs and opportunities directly with others.

A mailing list is used to communicate with members and a wider group of people who are interested in LEEF events, but may not have joined.

Wider engagement is through social media channels: Facebook, Twitter and Instagram.

**Contribution made by volunteers:**

LEEF is supported by the Trustees who undertake their duties in a voluntary capacity. Additional volunteer support was provided by:

- Georgia Prasad – compiling and sending newsletters using Mailchimp

## **Financial Review**

### **Financial Position**

The Charity ended the year with a reasonable balance in the bank. This is enough to cover running expenses and ensures the charity is able to operate as we apply for new core funding.

### **Reserves Policy**

The trustees have established a reserves policy commensurate with the activities of a small charity that needs to be flexible to maintain its operations. LEEF aims generally to be solvent and for its expenditure not to exceed income. However, reserves are needed to avoid financial difficulties with the time-limited nature of grant funding, and in recognition that there may be unexpected expenditure or unforeseen operational costs.

There should be adequate funds to meet all current and known future liabilities, and the trustees have established a policy whereby the free reserves held by the charity should be sufficient to cover three months activity of the charity and at minimum one month.

LEEF is currently able to meet the three months' recommended level of reserves and the policy will be reviewed annually.

### **Related Party Transactions**

No remuneration was paid to any trustees or other related parties. There were minimal Trustee expenses. Trustees are also members of LEEF, many as part of the organisation they are employed by. The income from Trustee membership is under £200.

### **Funding**

There has been no external funding in this reporting period.

## **Structure Governance and Management**

**Type of Governing Document:** Constitution

**How the Charity is Constituted:** Charitable Incorporated Organisation (CIO)

### **Trustee Selection**

LEEF is managed by a Board of Trustees drawn from the LEEF network. Our trustees bring a wealth of skills and sector knowledge to their role at LEEF as detailed below and they receive no financial remuneration from the charity in return.

Trustees shall be appointed on the basis of their knowledge and experience of environmental education in London. Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Details of the current trustees is available on the LEEF website.

Further information about LEEF trustees is set out in section 9 of the LEFEF constitution.

## Reference & Administration Details

Charity name: London Environmental Educators Forum  
Other names the charity uses: LEEF  
Charity number: 1168740  
Charity's operating address: c/o International House, 30 Romford Road, London, E15 4BZ

### Names of the Charity Trustees who Manage the Charity

	<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1:	Dr Iain Boulton	Chair	11 Aug 2016	
2.	Helen Robertson		11 Aug. 2016	
3.	Richard Pering		1 Oct. 2019	
4.	Stuart Walker		4 May 2020	Jan 2023
5:	Shaira Begum		20 Oct. 2020	Jan 2023
6.	Dr Jaya Gajparia		26 May 2021	July 2023

### Names & Addresses of Advisors

Bank: The Co-operative Bank. P.O. Box 101, 1 Balloon Street, Manchester, M60 4EP  
Independent Examiner: None, as income in 2020 did not reach the required threshold for external examination

### Names of Senior Staff with Delegated Responsibilities

There were no employees in this reporting period.

## Declarations

The trustees declare that they have approved the trustees' report.

Signed on behalf of the charity's trustees

Full name(s): ..... Iain Bolton .....

Position (eg Secretary, Chair, etc): .....Chair.....

Date: .....19/10/2024.....

Full name(s): ...Helen Robertson.....

Position (eg Secretary, Chair, etc): .....Trustee.....

Date: .....19/10/2024.....



**Receipts and payments accounts**

**CC16a**

For the period from	1/1/2023	To	31/12/2023
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Memberships	3,023	-	-	3,023	3,535
Training Events	203	-	-	203	1,127
Donations/ Other	-	-	-	-	328
Grants	-	-	-	-	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>3,226</b>	<b>-</b>	<b>-</b>	<b>3,226</b>	<b>5,990</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>3,226</b>	<b>-</b>	<b>-</b>	<b>3,226</b>	<b>5,990</b>
<b>A3 Payments</b>					
Salary Inc NI and Pensions	-	-	-	-	1,068
Other staff costs (training & payroll)	-	-	-	-	-
Additional Staff	-	-	-	-	-
Rent & Admin (incl. insurance & ICT)	375	-	-	375	855
Legal / Professional Fees	-	-	-	-	-
Volunteer Expenses	-	-	-	-	-
Events & Training Workshops	173	-	-	173	1,260
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>548</b>	<b>-</b>	<b>-</b>	<b>548</b>	<b>3,183</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>548</b>	<b>-</b>	<b>-</b>	<b>548</b>	<b>3,183</b>
<b>Net of receipts/(payments)</b>	<b>2,678</b>	<b>-</b>	<b>-</b>	<b>2,678</b>	<b>2,807</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>11,122</b>	<b>-</b>	<b>-</b>	<b>11,122</b>	<b>11,122</b>
<b>Cash funds this year end</b>	<b>13,800</b>	<b>-</b>	<b>-</b>	<b>13,800</b>	<b>13,929</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Co-op Bank	13,800		-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	13,800	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>				
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Bolton	19/10/2024
	Helen Robertson	19/10/2024

**LONDON ENVIRONMENTAL EDUCATORS' FORUM**

England & Wales - Charity number 1168740

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# Accounts

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# **Trustees' Annual Report**

**For the period**

**1 January 2022**

**to**

**31 December 2022**

**London Environmental Educators'  
Forum (LEEF)**

**Charity number: 1168740**

## Objectives and Activities

### Purpose:

LEEF promotes excellence in environmental education and education for sustainable development across London, supporting the development and training of staff, volunteers and others delivering such education by bringing together a range of individuals and organisations that work in this area.

LEEF aims to '*advance the education of the public in subjects relating to the protection, enhancement and rehabilitation of the environment and sustainable development and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large.*'

### Summary of main activities:

To deliver its charitable objects LEEF:

- Delivers an annual programme of low-cost training events which enable LEEF members, other environmental educators and interested members of the public to learn and share experiences about a range of environmental and sustainability topics in order to improve access to urban green space and the natural world for all, particularly those living in significantly deprived areas.
- Provides networking opportunities for professionals and interested parties to swap experiences and best practice, and to make connections/develop partnerships with other groups across London.
- Operates a Fellowship scheme designed to recognise the skills and experience of senior practitioners, provide opportunities to share their wisdom, and create a mentoring network for less experienced professionals.
- Provides a forum for our members to share questions and advice.
- Circulates and conduct research into topics of interest to our members and the wider community with a view to utilising our sector experience to improve policy guidelines in London and other urban areas of the UK.

### Trustee Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

## **Achievements and Performance**

### **Membership**

2022 was the first year of the calendar year membership, which has seen a reduction in administration time. As part of the transition some members continued to pay a pro rata rate to end Dec 2022, with all members moving to the new Calendar year membership from Jan 2023.

### **Annual Training Programme**

Many of our members are one of a small team or the only environmental education in their organisation, LEEF events are an opportunity for face-to-face interaction with others in similar circumstances and enable mutually supportive relationships to develop.

Though a number of events were planned, some were cancelled. Events delivered were:

- Leading Bat Walks (May)
- First Aid (November)

### **Networking**

Networking events have a more social focus. We ran the following events:

- Winter Social (December)

LEEF was also a partner organisation in the City Nature Challenge Event in April.

### **Fellowship Scheme**

The Fellowship scheme recognises members and their contribution to environmental and sustainable education. No event was run in this reporting period.

### **Member forum and Communications**

The main member forum is through an email group. This provides an open forum for members to communicate with the rest of the membership, about topics and themes that are of interest. Through this members are able to share jobs and opportunities directly with others.

A Mailing list is used to communicate with members and a wider group of people who are interested in LEEF events, but may not have joined.

Wider engagement is through social media channels: Facebook, Twitter and Instagram.

**Contribution made by volunteers:**

LEEF is supported by the Trustees who undertake their duties in a voluntary capacity. There was no additional volunteer support in this reporting period.

## **Financial Review**

### **Financial Position**

As the sector continued to recover to a new normal following the pandemic, income from membership and training events was reduced from a 'normal' operating year. Expenditure was carefully monitored.

The Charity ended the year with a comfortable balance in the bank. This comfortably covers running expenses and ensures the charity is able to operate as we apply for new core funding.

### **Reserves Policy**

The trustees have established a reserves policy commensurate with the activities of a small charity that needs to be flexible to maintain its operations. LEEF aims generally to be solvent and for its expenditure not to exceed income. However, reserves are needed to avoid financial difficulties with the time-limited nature of grant funding, and in recognition that there may be unexpected expenditure or unforeseen operational costs.

There should be adequate funds to meet all current and known future liabilities, and the trustees have established a policy whereby the free reserves held by the charity should be sufficient to cover three months activity of the charity and at minimum one month.

LEEF is currently able to meet the three months' recommended level of reserves and the policy will be reviewed annually.

### **Related Party Transactions**

No remuneration was paid to any trustees or other related parties. There were minimal Trustee expenses. Trustees are also members of LEEF, many as part of the organisation they are employed by. The income from Trustee membership is under £200.

### **Funding**

A grant of £1,000 was secured in March 2022 from the Chapman Charitable Trust towards supporting the delivery of training and events for LEEF members. The terms and conditions of the grant have been complied with and the grant supported a number of training events throughout the year of this report.

## **Structure Governance and Management**

**Type of Governing Document:** Constitution

**How the Charity is Constituted:** Charitable Incorporated Organisation (CIO)

### **Trustee Selection**

LEEF is managed by a Board of Trustees drawn from the LEEF network. Our trustees bring a wealth of skills and sector knowledge to their role at LEEF as detailed below and they receive no financial remuneration from the charity in return.

Trustees shall be appointed on the basis of their knowledge and experience of environmental education in London. Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Details of the current trustees is available on the LEEF website.

Further information about LEEF trustees is set out in section 9 of the LEFEF constitution.

## Reference & Administration Details

Charity name: London Environmental Educators Forum  
Other names the charity uses: LEEF  
Charity number: 1168740  
Charity's operating address: % Horniman Museum and Gardens, 100 London Road,  
London. SE23 3PQ

### Names of the Charity Trustees who Manage the Charity

	<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1:	Dr Iain Boulton	Chair	11 Aug 2016	
2.	Helen Robertson		11 Aug. 2016	
3.	Richard Pering		1 Oct. 2019	
4.	Stuart Walker		4 May 2020	
5:	Shaira Begum		20 Oct. 2020	
6.	Dr Jaya Gajparia		26 May 2021	

### Names & Addresses of Advisors

Bank: The Co-operative Bank. P.O. Box 101, 1 Balloon Street,  
Manchester, M60 4EP

Independent Examiner: None, as income in this reporting period did not reach  
the required threshold for external examination

### Names of Senior Staff with Delegated Responsibilities

LEEF did not have any employees in this reporting period.





**Receipts and payments accounts**

**CC16a**

For the period  
from

1/1/2022

To

31/12/2022

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Memberships	3,535	-	-	3,535	3,569
Training Events	1,127	-	-	1,127	2,425
Donations/ Other	328	-	-	328	29
Grants	1,000	-	-	1,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,990</b>	<b>-</b>	<b>-</b>	<b>5,990</b>	<b>6,023</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,990</b>	<b>-</b>	<b>-</b>	<b>5,990</b>	<b>6,023</b>
<b>A3 Payments</b>					
Salary Inc NI and Pensions	1,068	-	-	1,068	10,657
Other staff costs (training & payroll)	-	-	-	-	330
Additional Staff	-	-	-	-	-
Rent & Admin (incl. insurance & ICT)	855	-	-	855	2,695
Legal / Professional Fees	-	-	-	-	350
Volunteer Expenses	-	-	-	-	-
Events & Training Workshops	1,260	-	-	1,260	1,419
LEEF Conference	-	-	-	-	200
	-	-	-	-	-
<b>Sub total</b>	<b>3,183</b>	<b>-</b>	<b>-</b>	<b>3,183</b>	<b>15,651</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,183</b>	<b>-</b>	<b>-</b>	<b>3,183</b>	<b>15,651</b>
<b>Net of receipts/(payments)</b>	<b>2,807</b>	<b>-</b>	<b>-</b>	<b>2,807</b>	<b>- 9,628</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,315	-	-	8,315	17,944
<b>Cash funds this year end</b>	<b>11,122</b>	<b>-</b>	<b>-</b>	<b>11,122</b>	<b>8,316</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Co-op Bank	11,122		-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>11,122</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK



Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Bolton	25/10/2023
	Helen Robertson	25/10/2023

**LONDON ENVIRONMENTAL EDUCATORS' FORUM**

England & Wales - Charity number 1168740

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# Accounts

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**Trustees' Annual Report**

**For the period**

**1 January 2021**

**to**

**31 December 2021**

**London Environmental Educators'  
Forum (LEEF)**

**Charity number: 1168740**

## **Objectives and Activities**

### **Purpose:**

LEEF promotes excellence in environmental education and education for sustainable development across London, supporting the development and training of staff, volunteers and others delivering such education by bringing together a range of individuals and organisations that work in this area.

LEEF aims to '*advance the education of the public in subjects relating to the protection, enhancement and rehabilitation of the environment and sustainable development and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large.*'

### **Summary of main activities:**

To deliver its charitable objects LEEF:

- Delivers an annual programme of low-cost training events which enable LEEF members, other environmental educators and interested members of the public to learn and share experiences about a range of environmental and sustainability topics in order to improve access to urban green space and the natural world for all, particularly those living in significantly deprived areas.
- Provides networking opportunities for professionals and interested parties to swap experiences and best practice, and to make connections/develop partnerships with other groups across London.
- Operates a Fellowship scheme designed to recognise the skills and experience of senior practitioners, provide opportunities to share their wisdom, and create a mentoring network for less experienced professionals.
- Provides a forum for our members to share questions and advice.
- Circulates and conduct research into topics of interest to our members and the wider community with a view to utilising our sector experience to improve policy guidelines in London and other urban areas of the UK.

### **Trustee Declaration**

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

## **Achievements and Performance**

### **Impact on operations**

2021 continued to be disrupted by the pandemic. Lockdown from Jan – March 2021 closed many of our members workplaces. As things reopened, many of our members who work with schools were unable to fully operate until Autumn 2021.

### **Membership**

We introduced a change to our membership with members paying a pro rata rate to end 31 December 2021. From 2022, all members will move to a calendar year membership (1 Jan – 31 Dec), which will significantly improve administration.

### **Annual Training Programme**

Many of our members are one of a small team or the only environmental education in their organisation, LEEF events are an opportunity for face-to-face interaction with others in similar circumstances and enable mutually supportive relationships to develop. Despite this we held the following very successful events:

#### Online events

- Self Care for Environmental Educators (February)
- Roots and Rebellion: tricks and tips for Rewilding teens (March)
- A Climate of Change (March)
- Climate Film Festival: The Need to Grow (April)
- Marketing to Schools (June)

#### In Person Events

- Outdoor First Aid (June)
- Trees for Life (July)
- Learning and Growing Forest school skills (September)

### **Networking**

Networking events have a more social focus> We ran the following events in 2021:

- Summer Social (July)
- Winter Social (December)

### **Fellowship Scheme**

The Fellowship scheme recognises members and their contribution to environmental and sustainable education.

- Fellowship Evening (November)

### **Member forum and Communications**

The main member forum is through an email group. This provides an open forum for members to communicate with the rest of the membership, about topics and themes that are of interest. Through this members are able to share jobs and opportunities directly with others.

A Mailing list is used to communicate with members and a wider group of people who are interested in LEEF events, but may not have joined.

Wider engagement is through social media channels: Facebook, Twitter and Instagram.

### **Contribution made by volunteers:**

LEEF is supported by the Trustees who undertake their duties in a voluntary capacity. There was no additional volunteer support in this reporting period.

## **Financial Review**

### **Financial Position**

Due to the pandemic, income from membership and training events was reduced from a 'normal' operating year. Expenditure was carefully monitored.

To support the work of the charity in 2021, it was agreed to use some of the charity reserves to extend the project managers contract on reduced hours to end 2021. This extension was to continue the administration of the charity, run some events and focus on funding applications.

The Charity ended the year with a balance of £8k in the bank. This comfortably covers running expenses and ensures the charity is able to operate as we apply for new core funding.

### **Reserves Policy**

The trustees have established a reserves policy commensurate with the activities of a small charity that needs to be flexible to maintain its operations. LEEF aims generally to be solvent and for its expenditure not to exceed income. However, reserves are needed to avoid financial difficulties with the time-limited nature of grant funding, and in recognition that there may be unexpected expenditure or unforeseen operational costs.

There should be adequate funds to meet all current and known future liabilities, and the trustees have established a policy whereby the free reserves held by the charity should be sufficient to cover three months activity of the charity and at minimum one month.

LEEF is currently able to meet the three months' recommended level of reserves and the policy will be reviewed annually.

### **Related Party Transactions**

No remuneration was paid to any trustees or other related parties. There were minimal Trustee expenses. Trustees are also members of LEEF, many as part of the organisation they are employed by. The income from Trustee membership is under £200.

### **Impact of Covid-19 on 2021**

The Trustees consider the charity finances as part of their regular meetings and are confident that the plans in place are sufficiently robust to safeguard LEEF through 2022 and beyond.

### **Funding**

There has been no external funding in 2021.

## **Structure Governance and Management**

**Type of Governing Document:** Constitution

**How the Charity is Constituted:** Charitable Incorporated Organisation (CIO)

### **Trustee Selection**

LEEF is managed by a Board of Trustees drawn from the LEEF network. Our trustees bring a wealth of skills and sector knowledge to their role at LEEF as detailed below and they receive no financial remuneration from the charity in return.

Trustees shall be appointed on the basis of their knowledge and experience of environmental education in London. Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Details of the current trustees is available on the LEEF website.

Further information about LEEF trustees is set out in section 9 of the LEFEF constitution.

## Reference & Administration Details

Charity name: London Environmental Educators Forum  
Other names the charity uses: LEEF  
Charity number: 1168740  
Charity's operating address: % Horniman Museum and Gardens, 100 London Road,  
London. SE23 3PQ

### Names of the Charity Trustees who Manage the Charity

	<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1:	Dr Iain Boulton	Chair	11 Aug 2016	
2.	Helen Robertson		11 Aug. 2016	
3.	Richard Pering		1 Oct. 2019	
4.	Stuart Walker		4 May 2020	
5:	Shaira Begum		20 Oct. 2020	
6.	Dr Jaya Gajparia		26 May 2021	

### Names & Addresses of Advisors

Bank: The Co-operative Bank. P.O. Box 101, 1 Balloon Street,  
Manchester, M60 4EP  
Independent Examiner: None, as income in 2021 did not reach the required  
threshold for external examination

### Names of Senior Staff with Delegated Responsibilities

Name, Role: Zaria Greenhill, Project Manager





**Receipts and payments accounts**

For the period from	1/1/2021	To	31/12/2021
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Memberships	3,569	-	-	3,569	3,515
Training Events	2,425	-	-	2,425	11,437
Donations	29	-	-	29	-
	-	-	-	-	-
	-	-	-	-	45
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>6,023</b>	<b>-</b>	<b>-</b>	<b>6,023</b>	<b>14,997</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,023</b>	<b>-</b>	<b>-</b>	<b>6,023</b>	<b>14,997</b>
<b>A3 Payments</b>					
Salary Inc NI and Pensions	10,657	-	-	10,657	15,868
Other staff costs (training & payroll)	330	-	-	330	230
Additional Staff	-	-	-	-	-
Rent & Admin (incl. insurance & ICT)	2,695	-	-	2,695	4,000
Legal / Professional Fees	350	-	-	350	300
Volunteer Expenses	-	-	-	-	-
Events & Training Workshops	1,419	-	-	1,419	1,233
LEEF Conference	200	-	-	200	14,597
	-	-	-	-	-
<b>Sub total</b>	<b>15,651</b>	<b>-</b>	<b>-</b>	<b>15,651</b>	<b>36,228</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>15,651</b>	<b>-</b>	<b>-</b>	<b>15,651</b>	<b>36,228</b>
<b>Net of receipts/(payments)</b>	<b>- 9,628</b>	<b>-</b>	<b>-</b>	<b>- 9,628</b>	<b>- 21,231</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>17,944</b>	<b>-</b>	<b>-</b>	<b>17,944</b>	<b>29,026</b>
<b>Cash funds this year end</b>	<b>8,316</b>	<b>-</b>	<b>-</b>	<b>8,316</b>	<b>7,795</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Co-op Bank	8,316		-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>8,316</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Project Manager salary		1,068	06 January 2022
				-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Bolton	22/10/2022
	Helen Robertson	22/10/2022

**LONDON ENVIRONMENTAL EDUCATORS' FORUM**

England & Wales - Charity number 1168740

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# Accounts

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**London Environmental Educators' Forum  
(LEEF)**

Charity Number: 1168740

**Trustees' Annual Report**

**1 January 2020 to 31 December 2020**

## Reference & Administration Details

**Charity name: London Environmental Educators Forum (LEEF)**

Charity number: 1168740

Charity's operating address: % Horniman Museum and Gardens, 100 London Road, London

Postcode: SE23 3PQ

### Names of the Charity Trustees who Manage the Charity

	<i>Trustee Name</i>	<i>Office</i>	<i>Appointed</i>	<i>Retired</i>
1:	Dr Iain Boulton	chair	11 August 2016	
2.	Trevor Bowyer		11 August 2016	September 20
3.	Catherine Miller		11 August 2016	February 2020
4.	Anna Portch		11 August 2016	March 2020
5.	Helen Robertson		11 August 2016	
6.	Neil Herrington		November 2019	November 2020
7.	Richard Pering		11 November 2019	
8.	Stuart Walker		May 2020	
9:	Shaira Begum		October 2020	

### Names & Addresses of Advisors

	<i>Name</i>	<i>Address &amp; Postcode</i>
Bank:	The Co-operative Bank	P.O. Box 101, 1 Balloon Street, Manchester, M60 4EP
Independent Examiner:	None, as income in 2020 did not reach the required threshold for external examination	

### Names of Senior Staff with Delegated Responsibilities

<i>Name</i>	<i>Role</i>
Zaria Greenhill	Project Manager

## Structure, Governance & Management

### Description of the Charity's Trusts

**Type of Governing Document:** Constitution

**How the Charity is Constituted:** Charitable Incorporated Organisation (CIO)

### Management structure

LEEF is managed by a Board of Trustees drawn from the LEEF network. Our trustees bring a wealth of skills and sector knowledge to their role at LEEF as detailed below and they receive no financial remuneration from the charity in return. The members of our Board of Trustees are as follows.

**Dr Iain Boulton (Chair)** has 19 years' experience of working in local government within London. He has been an active LEEF member for many years and has been Chair of the LEEF Management Committee since 2010, and now the Chair of its Board of Trustees since 2018.

**Trevor Bowyer** is an experienced environmental educator who has worked in the sector for over 10 years. Currently working at Holland Park Ecology Centre and leading the development and teaching of the Environmental Education programme. Trevor stepped down in September 2020

**Catherine Miller** has over 20 years' experience of working with London's community gardens and their various funding and policy environments. She co-ordinated a London network for 12 years and organised training, advice and events including a large annual community festival. Catherine stood down early in 2020.

**Anna Portch** is a long-term environmental educator with a passion for urban sustainability education and primates. She was LEEF Co-ordinator for seven successful years from 2008-15 and is currently Eco-Schools Co-ordinator at Keep Britain Tidy. Anna stepped down in March 2020

**Helen Robertson** is an experienced environmental educator, having worked in the sector for over 18 years, currently as manager of FSC London and FSC Epping Forest.

**Neil Herrington** Neil is a lecturer in the Cass School of Education and Communities at the University of East London, where he tutors on teacher development programmes. He has an interest in place based and sustainability education and integrates these into his work at UEL.

**Richard Pering** is education manager for the Royal Parks: His background is in geography and informal STEM education, notably with the Science Museum and he's also managed a nation-wide robotics-based learning programme for children.

**Stuart Walker** is former chair and current trustee of the Woodcraft Folk, director of Natterjack outdoors, and forest school, forest bathing and nature-awareness leader and educator. He was appointed in May 2020.

**Shaira Begum** is a long-term LEEF member and freelance educators and social justice organiser, working with protest, civil society, empowering youth projects and supporting justice campaigners. She was among a list of outstanding individuals identified as part of the Climate Reframe project. She was appointed in autumn 2020.

## Objectives & Activities

LEEF aims to promote excellence in environmental education and education for sustainable development across London, supporting the development and training of staff, volunteers and others delivering such education. We work for the benefit of the inhabitants of Greater London by bringing together statutory authorities, voluntary groups, other organisations and the public at large, in order to:

' . . .advance the education of the public in subjects relating to the protection, enhancement and rehabilitation of the environment and sustainable development and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large.' (see governing document)

Sustainable development means "development which meets the needs of the present without compromising the ability of future generations to meet their own needs".

### Summary of Main Activities

What we do:

- Deliver an annual programme of low-cost training events which enable LEEF members, other environmental educators and interested members of the public to learn and share experiences about a range of environmental and sustainability topics in order to improve access to urban green space and the natural world for all, particularly those living in significantly deprived areas.
- Provide networking opportunities for professionals and interested parties to swap experiences and best practice, and to make connections/develop partnerships with other groups across London.
- Operate a Fellowship scheme designed to recognise the skills and experience of senior practitioners, provide opportunities to share their wisdom, and create a mentoring network for less experienced professionals.
- Circulate and conduct research into topics of interest to our members and the wider community with a view to utilising our sector experience to improve policy guidelines in London and other urban areas of the UK.
- Provide a forum for our members to share questions and advice.
- Answer questions and provide advice for a range of related professionals and the wider public on environmental and sustainability matters.

## Achievements & Performance

### Statutory Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

### Main Achievements of the Charity for the Year

#### **The delivery of the highly successful National Urban Environmental Education Conference at the Natural History Museum, 7 February 2020**

This conference, with a capacity of 190 delegates, sold out and feedback was very enthusiastic. We provided an interesting range of keynote speakers and panel discussions and LEEF members offered a variety of workshops for delegates across the Natural History Museum grounds. We were offered exclusive use of the Flett theatre for the event. Contributors were paid for their work, and LEEF benefitted from a Natural England grant of £4500, and a specific Esmee Fairbairn grant of £6500 to support the event. LEEF's overall financial profit from the event was in the region of £5000.

### Trustees

Anna Portch, previous LEEF Coordinator and long-term trustee, stood down in the spring. Trevor Bowyer also stood down in the autumn and Catherine Miller stood down in February. All were long-standing and appreciated trustees. Stuart Walker was appointed, bringing a helpful perspective from the management of the Woodcraft Folk. Shaira Begum was also appointed, and brings useful perspectives from the world of environmental campaigning and social justice campaigning. The trustee body ended the year slightly depleted but with fresh energy and a more diverse composition.

### Training and networking events

The pandemic obviously put huge restrictions on how LEEF events were to work throughout 2020. A strong element of LEEF events is about the face-to-face relationships that members develop, and how they feel supported by others similar to them in comparable circumstances. The pandemic imposed on all us unfamiliar circumstances and LEEF responded by developing free online events to suit the times.

We **delivered 11 training and networking days** between January and December 2020, **3 face-to-face and 8 online**. These included:

- **'Reuse- -Recycle-Repeat-Resolve?'** on 3 March 2020, hosted by Western Riverside Waste Authority and attended by 11 LEEFers. The last face-to-face event before the pandemic struck.
- An initial **zoom-based informal 'check in'**, in April 2020. "How's your pandemic going?" attended by over 20 LEEF members
- **Monthly LEEF zoom chats**, facilitated, usually with a focus member contributor who offered their perspective on how they were adapting professionally, or other relevant aspects of our work. They were held on 25/06, 23/07, 03/09 and 24/09. They all attracted between 19 and 38 members. All these events were free and membership of LEEF was not followed up over this time as so many members were furloughed and/or had all their income curtailed.

- The first face-to-face event we held was **Level 2 Food Safety training with Outdoor Emphasis**, held on 14/09 in Holland Park Ecology Centre. 13 participants came and gained certificates.
- We resumed **online meetings in October**, with zoom meetings on 29 October and November 26. This last was focussed around using online platforms to deliver education and how to negotiate the intricacies of zoom. This attracted 35 participants, and was free. Many thanks to Stuart Walker who offered valuable support with using online means to communicate with LEEF members.
- Our last online event of 2020 was **2 December**, to discuss the content of an education-related conference '**Conversations at a Time of Emergency**'.

### **Communications**

Emails to members have continued to go out on a regular basis, usually to alert members to the events going on. As online events were free and membership updates were in abeyance, there was a good open rate. The open rate varied between at lowest 29.6% and at highest 61.5%, but averaged at just over 40%, notwithstanding the growth in numbers receiving the emails. This is good news, meaning that the content was relevant to a growing number of contacts. 2020 was obviously an abnormal year, but the mailing list grew by about 90 people, while the open rate slowed to around 39% (lowest 31%, highest 47%). This probably reflects members being on furlough, with unmonitored inboxes, and the covid-related slide in membership renewals.

LEEF gained about 200 new Twitter followers in 2020, and ended the year with 1451 followers. Our Instagram presence is less profuse with 236 followers.

### **Volunteer numbers:**

The February 2020 conference was supported by 12 volunteers drawn from LEEF members, and in some cases their staff, colleagues and contacts. Since the pandemic, there have been no LEEF volunteers to assist the coordinator.

### **Fellowship programme**

One fellowship event was planned for March 2020 but was postponed indefinitely as the situation was so uncertain.

### **Funding and finances**

We are grateful to The Esmée Fairbairn Foundation for funding LEEF's core work and overheads until June 2020.

## **Financial Review**

### **Reserves policy**

The trustees have established a reserves policy commensurate with the activities of a small charity that needs to be flexible to maintain its operations. LEEF aims generally to be solvent and for its expenditure not to exceed income. However, reserves are needed to avoid financial difficulties with

the time-limited nature of grant funding, and in recognition that there may be unexpected expenditure or unforeseen operational costs.

There should be adequate funds to meet all current and known future liabilities, and the trustees have established a policy whereby the free reserves held by the charity should be sufficient to cover three months activity of the charity and at minimum one month.

LEEF is currently able to meet the three months' recommended level of reserves as of "date" and the policy will be reviewed annually.

Related party transactions:

Anna Portch was paid £200 to deliver at the LEEF conference in 2020. No other remuneration was paid to any trustees or other related parties. There were no Trustee expenses. Trustees are also members of LEEF, many as part of the organisation they are employed by. The income from Trustee membership is under £200.

### **Impact of Covid-19 on 2020 and 2021**

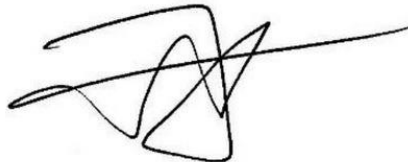
Covid-19 significantly impacted on activities in 2020 and continues to impact into 2021. The Trustees considered the impact of covid during our meetings and are confident that the plans in place are sufficiently robust to safeguard LEEF through 2021 and beyond.

## **Declaration**

**The Trustees declare that they have approved the Trustees' Report above.**

Signed on behalf of the Charity's Trustees

**Signature(s):**



**Full Name(s):** Ian Boulton

Helen Robertson

**Position(s):** Chair of Trustees

Trustee

**Date:** 27/10/2021

27/10/2021



**Receipts and payments accounts**

CC16a

For the period from	1/1/2020	To	31/12/2020
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**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Memberships	3,515	-	-	3,515	3,232
Training Events	11,437	-	-	11,437	3,635
Esmee Fairbairn Foundation Grant	-	-	-	-	20,000
Natural England Grant	-	-	-	-	4,500
Donations	45	-	-	45	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>14,997</b>	<b>-</b>	<b>-</b>	<b>14,997</b>	<b>31,367</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>14,997</b>	<b>-</b>	<b>-</b>	<b>14,997</b>	<b>31,367</b>
<b>A3 Payments</b>					
Salary Inc NI and Pensions	15,868	-	-	15,868	11,505
Other staff costs (training & payroll)	230	-	-	230	140
Additional Staff	-	-	-	-	2,516
Rent & Admin (incl. insurance & ICT)	4,000	-	-	4,000	4,111
Legal / Professional Fees	300	-	-	300	137
Volunteer Expenses	-	-	-	-	141
Events & Training Workshops	1,233	-	-	1,233	2,669
LEEF Conference	14,597	-	-	14,597	-
	-	-	-	-	-
<b>Sub total</b>	<b>36,228</b>	<b>-</b>	<b>-</b>	<b>36,228</b>	<b>21,219</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>36,228</b>	<b>-</b>	<b>-</b>	<b>36,228</b>	<b>21,219</b>
<b>Net of receipts/(payments)</b>	<b>- 21,231</b>	<b>-</b>	<b>-</b>	<b>- 21,231</b>	<b>10,148</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>39,174</b>	<b>-</b>	<b>-</b>	<b>39,174</b>	<b>29,026</b>
<b>Cash funds this year end</b>	<b>17,944</b>	<b>-</b>	<b>-</b>	<b>17,944</b>	<b>39,174</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Co-op Bank	17,944		-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	17,944	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Membership Income Dec 2019 (paypal)	224	-	-
	Co-ordinator	16	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Membership Income Dec 2019 (paypal)	11		
	Horniman	164.5		
	HMRC	1105.85		
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Bolton	27/10/2021
	Helen Robertson	27/10/2021