



# **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><b>Trustee Name</b></i>	<i><b>Office (if any)</b></i>	<i><b>Appointed</b></i>	<i><b>Retired</b></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.

## 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 Bolton.....

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

Date:

.....25/10/23.....

Signature(s):

.....  .....

Full name(s):

...Helen Robertson.....

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

Date:

.....25/10/23.....





CHARITY COMMISSION  
FOR ENGLAND AND WALES

LONDON ENVIRONMENTAL EDUCATORS FORUM

1168740

## 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>
<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>8,315</b>	<b>-</b>	<b>-</b>	<b>8,315</b>	<b>17,944</b>
<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 £
B1 Cash funds	Co-op Bank	11,122		-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	11,122	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
			-	

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