



Trustees' Annual Report for the period

From 1st October 2020 To 30th September 2021

Charity name: The Society of Brownfield Risk Assessment (SoBRA)

Charity registration number: 1180875

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<ol style="list-style-type: none">1. To support technical excellence in the assessment, estimation & evaluation of risks and associated uncertainties from land affected by contaminants;2. To encourage best practice in the practical applications of risk assessment to support decisions regarding the appropriate management of land contamination;3. To facilitate and widen access to the dissemination of knowledge regarding risk assessment which will benefit members and the wider public;4. To form relationships and work in a constructive manner with other organisations and professional bodies involved in land contamination and remediation, as well as the environmental sciences in general;5. To assist in the development of future guidance, either through coordinated responses to consultation documents or by providing direct input to guidance;6. To identify areas of future research that would benefit the assessment of land contamination; and7. To co-ordinate and encourage such research and where appropriate identify funding/funding partnerships to support it.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• Early Careers webinar series• Summer conference (online only due to Covid restrictions)• December conference joint with Royal Society of Chemistry (RSC) (online only due to Covid restrictions)• Collaboration on National Land Quality Mark Steering Group• Collaboration on National Brownfield Forum• Part of the Soil and Groundwater Technology Association (SAGTA) Category 4 Screening Level (C4SL) Phase 2 Steering Group• Two Accreditation windows and ratification of newly accredited members• Continued work within the asbestos, NAPL, ground gases, and vapour intrusion subgroups

		<ul style="list-style-type: none"> Creation of a new controlled waters and climate change subgroup and development of their Terms of Reference.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes. the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The eligibility criteria, application process and prioritisation criteria for bursaries and scholarships are laid out on the SoBRA.org.uk website.
Policy on social investment including program related investment	Para 1.38	There is no mechanism currently available for social investment, other than through trustee discussions and formal amendment to the society financial procedures.
Contribution made by volunteers	Para 1.38	The society is run entirely by volunteers whose activities include executive committee meetings and conference calls, conference organisation and subgroup work/support. The subgroups are also comprised of society member volunteers. Without volunteers, SoBRA would cease to exist.
Other		NA.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>One of SoBRA's objectives is to form relationships and work in a collaborative manner with other organisations and professional bodies. The trustees confirmed SoBRA would support the groups where SoBRA was part of the Steering Group (National Quality Mark Scheme, statistics, C4SL, Brownfield Land Forum) and the trustees have attended meetings and contributed to them. The trustees are actively looking for and are open to supporting other forums where appropriate. Being part of these groups has a positive impact and a benefit to public and society as a whole. The trustees and SoBRA members have been building and maintaining these relationships for several years, creating trust and collaborative working.</p> <p>Since October 2020 SoBRA has organised the following for the benefit of its members and the wider industry:</p> <p>Organised a successful summer workshop (held virtually on 16th June): "Juggling the emerging</p>

		<p>contaminant time bomb—understanding the risks” for which we sold 138 tickets</p> <p>Held two accreditation scheme application windows (January and August) – there are now a total of 82 accredited (either RSoBRA or ASoBRA) risk assessors</p> <p>Organised the December 2020 conference jointly with the RSC Toxicology Group and the AGM</p> <p>Represented SoBRA at the National Brownfield Forum, C4SL steering group and NQMS steering group meetings</p> <p>Maintained collaborative working with other industry organisations by submitting an article on asbestos in soil risk assessment for the AGS Magazine (published in July issue), presenting SoBRA’s work on asbestos in soil risk assessment at a CIRIA LACL event in April.</p> <p>The early careers sub-group (formed during 2021) has held five early careers webinars so far in 2021 in association with Ground & Water who has kindly provided their Zoom platform for the delivery of these webinars. These have been on human health risk assessment, controlled waters risk assessment, ground gas risk assessment, vapour intrusion risk assessment, and asbestos in soil risk assessment. Two more webinars are planned before the end of 2021, one on NAPL, and one on the accreditation scheme. The webinars are free to members and non-members and the recordings of these webinars are freely available on the SoBRA website https://sobra.org.uk/resources/early-careers-webinars/.</p> <p>SoBRA currently has the highest number of sub-groups in our history (six), two of which formed during 2021.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The trustees set a number of specific objectives this year, most of which have been achieved or were not achievable due to the coronavirus pandemic.
Performance of fundraising activities against objectives set	Para 1.41	Funds are generated through membership fees and conference fees. SoBRA has a carefully considered bursary and scholarship system with which to utilise surplus funds and are working towards building a sufficient sum for this to be meaningful. The society not run at a loss during the period and was therefore a successful year.
		Not relevant.

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a positive financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	One of SoBRA's purposes is to lead/arrange conferences/workshops, support learning and development in brownfield risk assessment and the trustees have an objective to ensure the society has money to do so. Some money is required to run the conferences/workshops/events/support the accreditation scheme. SoBRA also has a bursary and scholarship system to ensure that funds are spent on areas which would advance and promote the society purpose/objectives. Holding funds so that they can be utilised in this way is in accordance with the SoBRA financial procedures governing document.
Amount of reserves held	Para 1.22	£46,634.51
Reasons for holding zero reserves	Para 1.22	Allowance for a 'failed event' where an insurance claim is not appropriate, allow for bursary/scholarship/research opportunities.
Details of fund materially in deficit	Para 1.24	NA
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	NA

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Funds are generated through membership contributions, the accreditation scheme and conference/workshop profit.
Investment policy and objectives including any social investment policy adopted	Para 1.46	There is no investment.
A description of the principal risks facing the charity	Para 1.46	If the membership drops below a critical level, then the society will be unable to meet its objective and will naturally fold. Likewise, if there are insufficient volunteers to deliver the required objectives, the society will fold. This is actively monitored by the executive committee at committee meetings.

		Financial risks are considered and actions to mitigate risks are decided during the quarterly meetings, or during meetings/calls convened for that purpose.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution (association model)
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	New trustees are invited to nominate themselves on an annual basis – the number of new trustees depends on the number of gaps on the board of trustees (in accordance with the constitution). Applicants must be seconded by another member and must provide a short biography explaining who they are and why they would be an excellent trustee. Where there are more applicants than spaces, the whole society membership is invited to vote (a simple majority vote). New trustees are elected at the December AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	As detailed in the constitution. Relevant matters are discussed in the first executive committee (trustee) meeting following the AGM.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Whilst SoBRA networks with other organisations to meet our objectives, SoBRA is an independent organisation to others.
Relationship with any related parties	Para 1.51	SoBRA works alongside other charitable organisations on occasions in the spirit of collaborative working. Should it be necessary, SoBRA will form a Memorandum of Understanding (MoU) to clearly define roles and responsibilities for the delivery of the objective (e.g. conference, workshop).
Other		

Reference and Administrative details

Charity name	Society of Brownfield Risk Assessment
Other name the charity uses	SoBRA
Registered charity number	1180875

Charity's principal address	c/o Soilfix, 10 St Martin's Industrial Park, Avonmouth BS11 0RS

Names of the charity trustees who manage the charity Oct 20-Sept 21

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Hannah White	Out-going Chair	Retired December 2021	
2	Simon Cole	Chair	Role changed January 2020	
3	Rachel Dewhurst	Treasurer		
4	Chris Taylor	Accreditation Secretary		
5	Geraint Williams	Event coordinator	Retired December 2020	
6	Jo Wilding	Secretary		
7	Melinda Evans	Website Coordinator	Started January 2020	
8	Jenny Mullen		Started January 2020	
9	Eleanor Walker	Data Protection Officer	Retired December 2020	
10	Olayinka Ekundayo		Started January 2020	
11	Tim Rolfe		Started January 2021	
12	Aliyssa Glen		Started January 2021	
13				
14				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None.		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None.		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
None		

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not relevant

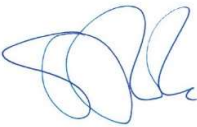

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Simon Cole	Rachel Dewhurst
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

14 th February 2022

Financial Statement

from 1 October 2020 to 30 September 2021

Opening / End of 2020-2021 Year Balance (at bank close Paypal)		£30,295.38 £5,604.94	£24,037.67 £5,187.68
Income			2019/2020
Membership Fees (not for profit)	65	£650.00	£620.00
Membership Fees (normal)	410	£10,250.00	£9,750.00
Membership Fees (accreditation)	61	£3,050.00	£1,450.00
Accreditation Fees	15	£2,550.00	£1,870.00
Summer Workshop 2021		£5,220.00	
Joint December RSC Event (50% of profit)		£0.00	£1,720.34
Total Income		£21,720.00	£15,410.34
Expenditure		2020/2021	2019/2020
Refunds			£227.50
Paypal Fees		£835.79	£545.24
Eventbrite Fees		£421.56	
Website		£5,454.00	£3,575.00
Summer Workshop 2021		£2,232.00	
Insurance		£692.46	£632.75
Miscellaneous (Christmas Conference Cake and Decorations)			£324.71
Scrutineering Expenses		£1,350.00	£3,199.53
Committee Expenses (marketing, travel to meetings)			£230.64
Total Expenditure		£10,985.81	£8,735.37
Current Balance		£46,634.51	2019/2020 £35,900.32
Cash in bank at end 30/9/20		£33,236.92	£30,295.38
Balance on paypal at end 30/9/20		£13,397.59 £46,634.51 £0.00	£5,604.94
Liabilities			
None currently, although planning for Xmas Conference			
Available Sums		£46,634.51	

2020-2021

Year End Auditors Report

1. Non-executive Auditor 2020-2021

My name is Simon Firth and I have volunteered to audit the Society of Brownfield Risk Assessment (SoBRA) accounts for the period 1st October 2020 - 30th September 2021. This is my second year as auditor for SoBRA but I have previously served a seven year term (2009-2015) on the SoBRA Executive Committee in the roles of Secretary and Chair for the Society. As the owner and sole director of Firth Consultants Limited, I regularly scrutinise accounts.

2. Documents submitted for audit

The following documents have been submitted by SoBRA's Treasurer Rachel Dewhurst for scrutiny in 2021:

- Combined SoBRA income and balance sheet and PayPal balance sheets in Excel format (October 2020 - September 2021);
- Payment records (scanned documents) for the period October 2020 - September 2021; and
- Bank statements for the period October 2020 - September 2021 (scanned documents - Lloyds Bank Account No. 13943560).

3. Audit process

The audit has been carried out through the reconciliation of account spreadsheets with bank statements, invoices and other documentation as outlined above.


4. Audit findings

The income and balance spreadsheet presents current account entries and PayPal activity in an easy to audit format. Documents scrutinised correlate with the balance sheets submitted for audit. The manner in which documents have been produced and managed would appear to be in accordance with the Financial Procedures of SoBRA.

5. Declaration

The declaration below is provided in recognition of the audited accounts for SoBRA for the year ending 30th September 2021. I confirm that the records are correct and comply with SoBRA's procedures.

Please note this audit is a 'good will' informal audit, undertaken in order to verify the approximate status of SoBRA accounts. This audit is not intended to constitute a formal accounts audit for submission in relation to tax. Any such audit should be undertaken by a specialist accountancy practitioner.

I the undersigned, certify that the account documentation viewed for the Society of Brownfield Risk Assessment appears to be a correct record and comply with the Financial Procedures of SoBRA			
	Signature	Print Name	Date
Non-executive Auditor		Simon Firth	22 November 2021