



Trustees' Annual Report for the period

From 1st October 2021 To 30th September 2022

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/workshop held in Birmingham• December conference joint with Royal Society of Chemistry (RSC) (hybrid event – in person and online to improve accessibility to members)• 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 NAPL, ground gases, vapour intrusion and controlled waters & climate change subgroups

		<ul style="list-style-type: none"> Creation of a new CSM and statistics 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, scholarships and research grants 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	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 groups where SoBRA was part of the Steering Group (National Quality Mark Scheme, Phase 2 C4SLs, National Brownfield Forum) and the trustees have attended meetings and contributed to them. SoBRA has also agreed to be part of the SuRF-UK Steering Group that advocates sustainable remediation in the UK. 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.

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, including the annual summer and winter conferences, early careers webinar series, and support of the various working groups. These have all been achieved.
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, scholarship, and research grant system with which to utilise surplus funds and are working towards building a sufficient sum for this to be meaningful. This year we entered into contract negotiations with the University of Greenwich to fund a post-doctorate research project on NAPL mobility. The society did not run at a loss during the period and was therefore a successful year.
Investment performance against objectives	Para 1.41	Not relevant.
Other		NA

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. Funds are required to pay for upfront costs associated with the conferences/workshops/events/support the accreditation scheme and cover the costs of events that don't break even. SoBRA also has a bursary, scholarship and research grant 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	£58k
Reasons for holding zero reserves	Para 1.22	NA
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		NA

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 prior to, and confirmed 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		Whilst SoBRA networks with other organisations to meet our objectives, SoBRA is an independent organisation to others.

network with which the charity works	Para 1.51	
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		NA

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 21-Sept 22

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Simon Cole	Chair		
2	Rachel Dewhurst	Treasurer		
3	Jo Wilding	Secretary and Vice Chair		
4	Melinda Evans	Website Coordinator		
5	Jenny Mullen			
6	Olayinka Ekundayo			
7	Tim Rolfe	Data Protection Officer		
8	Aliyssa Glen			
9	Lawrence Bowden		Started January 2022	
10	Fiona Townley		Started January 2022	
11	Hannah White	Outgoing chair	Retired December 2021	
12				
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
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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

NA



Other optional information

NA

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

12 th December 2022

Financial Statement

from 1 October 2021 to 30 September 2022

Opening / End of 2020-2021 Year Balance (at Paypal)		£33,236.92 £13,397.59	£30,295.38 £5,604.94
Income		2021/22	2020/2021
Membership Fees (Not for Profit)	68	£680.00	£650.00
Membership Fees (Standard)			
	456	£11,500.00	£10,250.00
Membership Fees (Accredited)	66	£3,335.00	£3,050.00
Accreditation Fees	14	£2,380.00	£2,550.00
Summer Workshop 2022		£6,050.00	£5,220.00
Joint December RSC Event (50% of profit)		£1,030.63	£0.00
Total Income		£24,975.63	£21,720.00
Expenditure		2020/2021	2020/2021
Refunds	7	£252.50	
Paypal Fees		£896.65	£835.79
Eventbrite Fees		£506.84	£421.56
Website		£4,398.00	£5,454.00
Summer Workshop 2022		£4,101.00	£2,232.00
Insurance		£0.00	£692.46
Miscellaneous (Christmas Conference Cake and Scrutineering Expenses			
Committee Expenses (marketing, travel to meetings)		£2,670.00	£1,350.00
Total Expenditure		£12,824.99	£10,985.81
Current Balance		£58,785.15	£46,634.51
Cash in bank at end 30/9/20		£42,623.55	£33,236.92
Balance on paypal at end 30/9/20		£16,161.60	£13,397.59
		£58,785.15	£46,634.51
		£0.00	
Liabilities			
Insurance @£800; Yinka Travel £48.40; Xmas			
Available Sums		£58,785.15	