



Trustees' Annual Report for the period

From: 1st October 2024 To: 30th September 2025

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 Workshop on advanced DQRA (July)• Winter conference (December) joint with Royal Society of Chemistry (RSC) (hybrid event – in person and online to improve accessibility to members)• Collaboration on National Quality Mark Scheme (NQMS) Steering Group• Collaboration and National Brownfield Forum (NBF)

		<ul style="list-style-type: none"> • Part of the Soil and Groundwater Technology Association (SAGTA) Category 4 Screening Level (C4SL) Phase 2 Steering Group • Two SoBRA Accreditation Scheme windows and ratification of newly accredited members • Continued work within the SoBRA NAPL, ground gases and radon, and controlled waters & climate change subgroups, and associated publications throughout the year. • Commenced a new sub-group on vapour intrusion and risk assessment. • Collaboration with Geological Society, IES and RemSoc to support a joint Early Careers networking event (June).
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		N/A

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.</p> <p>The trustees confirmed SoBRA would support groups where SoBRA was part of the Steering Group (NQMS, Phase 2 C4SLs, NBF) and the trustees have attended meetings and contributed to them.</p> <p>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>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
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	<p>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.</p> <p>Two research grants were awarded in August 2025. No payments were made during this reporting period.</p> <p>The society did not run at a loss during the period and was therefore a successful year.</p>
Investment performance against objectives	Para 1.41	Not relevant.
Other		N/A

Financial Review

	SORP reference	
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	<p>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.</p> <p>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 do not break even.</p> <p>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.</p>
Amount of reserves held	Para 1.22	£77k with £50k committed spend on research grants for 2025/2026.
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:

	SORP reference	
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	<p>If the membership drops below a critical level, then the society will be unable to meet its objective and will naturally fold.</p> <p>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.</p> <p>Financial risks are considered and actions to mitigate risks are decided during the quarterly meetings, or during meetings/calls convened for that purpose.</p>
Other		N/A

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	<p>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).</p> <p>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).</p> <p>New trustees are elected prior to, and confirmed at, the December AGM.</p>

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		N/A

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 24-Sept 25

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kate Baker	Chair (2025)		
2	Jo Wilding	Chair (2024) Out-going Chair (2025)		
3	Rachel Dewhurst	Treasurer		
4	Melinda Evans	Secretary		
5	Tim Rolfe	Data Protection Officer		
6	Fiona Townley	Membership and Website Co-Ordinator		
7	Lawrence Bowden		Until 31 st December 2024	
8	Greg Gibson			
9	Sarah Bannon	Incoming Secretary		
10	Melanie Lyons			
11	Sarah Harris neé Poulton		From 1 st January 2025	
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
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

N/A

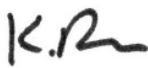

Other optional information

N/A

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)	Kate Baker	Sarah Bannon
Position	Chair	Incoming Secretary

Date	30 th January 2025
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Date

from 1 October 2024 to 30 September 2025

	<u>2024-2025</u>	<u>2023-2024</u>
Opening / End of 2023/24 Year Balance (at bank close 30/9/24)	£19,019.62	£47,586.77
Paypal	£3,873.09	£6,210.31
Savings Account	£40,322.94	
Income	<u>2024-2025</u>	<u>2023/2024</u>
Membership Fees (Not for Profit)	£670.00	£590.00
Membership Fees (Standard)	£10,550.00	£10,690.00
Membership Fees (Accredited)	£4,700.00	£4,725.00
Membership Fees (Accredited - NFP)	£315.00	£280.00
Accreditation Fees	£1,400.00	£2,370.00
Joint December RSC Event (direct payments)	£187.50	£75.00
Joint December RSC Event (50% of profit)	£1,470.02	£1,109.54
Summer Conference Income	£9,149.99	
Lloyds Bank Inconvenience Payments		£50.00
Interest on Savings Account	£1,241.31	£322.94
Total Income	£29,683.82	£20,212.48
Expenditure	<u>2024-2025</u>	<u>2023/2024</u>
Refunds	£200.00	£150.00
Paypal Fees	£700.83	£727.22
Website	£5,228.00	£4,963.00
Summer Workshop 2025	£6,929.89	
Christmas Conference	£352.99	£327.20
Insurance	£216.32	£210.85
Scholarship/Bursary		£1,838.00
Scrutineering Expenses	£1,800.00	£2,400.00
Committee Expenses (marketing, travel to meetings)	£174.00	£177.64
Support to Specialist Groups	£50.00	
Total Expenditure	£15,652.03	£10,793.91
Current Balance	£77,247.44	£63,215.65
Cash in bank at end 30/9/25	£34,600.93	£19,019.62
Balance on paypal at end 30/9/25	£1,082.26	£3,873.09
Balance in Savings Account at end 30/9/25	£41,564.25	£40,322.94
	£77,247.44	£63,215.65

2024-2025

Year End Auditors Report

1. Non-executive Auditor 2024-2025

My name is Dr Tatiana Cocerva, and I have volunteered to audit the Society of Brownfield Risk Assessment (SoBRA) accounts for the period 1st October 2024 - 30th September 2025. Currently, I work as an Environmental Consultant at WSP UK Ltd. As part of my role, I manage purchase orders, review and process invoices, and regularly scrutinise project financial records and accounts spreadsheets to ensure consistency and accuracy.

2. Documents submitted for audit

The following documents have been submitted by SoBRA's Treasurer, Rachel Dewhurst, for scrutiny in 2025:

- Combined SoBRA income and balance sheet and PayPal balance sheets in Excel format (October 2024 - September 2025);
- Payment records (scanned documents) for the period October 2024 - September 2025; and
- Bank statements for the period October 2024 - September 2025 (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.

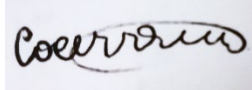
4. Audit findings

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 2025. 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			
Non-executive Auditor	Signature	Print Name	Date
		Dr Tatiana Cocerva	8 December 2025