

**PLASTIC FREE NORTH DEVON**

**UNAUDITED**

**TRUSTEES' REPORT**

**AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 MARCH 2022**

**REGISTRATION NUMBER**

**CHARITY NUMBER  
1182464**

**Plastic Free North Devon**  
**Registration Number**  
**Charity Number 1182464**

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**Plastic Free North Devon**  
**Registration Number**  
**Charity Number 1182464**  
**Company Limited By Guarantee**

**Legal and administrative information**

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**Status**

Plastic Free North Devon is an incorporated charity registered 14 March 2019

**Charity number** 1182464

**Registered office** Unit 6  
Velator Way  
Velator  
Braunton  
EX33 2FB

**Trustees** Lyn Strahan  
Amanda Jane Duffin  
James Szymankiewicz  
Hamish Ferguson  
Andrew Charles Clee MBE

**Accountants** Westcotts  
47 Boutport Street  
Barnstaple  
Devon  
EX31 1SQ

**Plastic Free North Devon**  
**Registration Number**  
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**Company Limited By Guarantee**

**Report of the trustees (incorporating the Text Switch report)  
for the year ended 31 March 2022**

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The trustees present their report and the financial statements for the year ended 31 March 2022. The trustees, who are also Text Switch of Plastic Free North Devon for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

**Structure, governance and management**

*Organisational Structure*

The legal and administrative details are listed on page 1. The Trustees who served during the year are listed on page 1. The charity trustees are appointed by elected members at the AGM.

*Trustee Training*

Trustees are provided with the necessary charity commission documentation on successful election and are provided training where necessary.

*Governance, Internal Control and Risk Management*

The Trustees have reviewed the major risks of the charity and have taken action and established systems which will mitigate any known risks. All policies and procedures are updated regularly.

*Public Benefit*

The Trustees of PFND have had regard and are aware of the Charity Commissions public benefit guidance when exercising their duties to which the guidance is relevant.

**Objectives and activities**

*Charity Objectives*

By working with local communities, businesses and organisations we aim to:

Tackle plastic pollution head on: Raising awareness, reducing consumption, clearing it away from our environment.

Inspire reconnection with nature.

Facilitate sustainable behavioural change.

By connecting people with their natural surroundings through experience and education; supporting sustainable behaviour change and promoting environmental action we hope to deliver a radical transformation towards a healthier relationship with the natural world.

We have an enthusiastic bank of volunteers who contributed hugely to Plastic Free North Devon activities in 2021 - 2022. From holding events and organising beaches cleans to writing project proposals, creating social media posts and writing content.

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*Belly Board Project*

Launched the 'Protect our Playground' Wooden Bellyboard Project aimed at encouraging the hire or buying of more sustainable boards. This a lobbying process to ban the sale of cheap, polystyrene, brightly coloured bodyboards from sale in North Devon with a very positive response from the North Devon Council, parish councils and the community. We launched a parliamentary Petition gaining 6800 signed and it was discussed in parliament. And a voluntary ban on the sale of these boards in 6 towns/villages across the area including the supermarket Tesco.

*Visitor Campaign*

Built our Visitor Campaign with 181 accommodation providers reaching approximately 120000 people.

*Events*

Organised 33 community events including 14 community cleans.

*Education*

Reached 2500 people with our Ocean Explorer outreach and took 16 students to Lundy Island on an immersive trip to the local marine conservation area.

*Beach and Street Cleans*

548 volunteers collected 1609kg's of waste from across North Devon and Torridge.

*Ocean Explorers Virtual Reality Experience*

Filmed and produced 3 x short local wildlife 360 films from the AONB to help build and expand reach of our VR 'Ocean Explorers programme.

*Volunteer recruitment*

Volunteers are our lifeblood and mean we can reach out to a much wider audience. We have 20 very active volunteers who gave over 988 hours to Plastic Free North Devon. We are regularly contacted by people looking to get involved and take action.

**Achievements and performance**

*Ocean Explorer Academy*

Launched our Ocean Explorer Academy pilot project with Ilfracombe Academy to connect students to the nature right on our doorstep. With children at its heart. With children at its heart, our flagship educational outreach project engages young people in our community to:

- Make a CONNECTION with nature
- Build a COMMUNITY of support
- Take ACTION together

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**Report of the trustees (incorporating the Text Switch report)**  
**for the year ended 31 March 2022**

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*Ocean Explorer Outreach*

Immersing young people and adults alike in our specially created footage of snorkelling with seals around Lundy Island, a rockpooling adventure, and a voyage down the River Taw and out to sea.

We use these experiences as a stepping board to elicit questions from curious minds and start to share ways in which we can shape our daily habits to be kinder to our environment. The aim is to connect individuals with the complex beauty on our doorstep and inspire them to want to protect it.

*Visitor Campaign*

Continuing to build on our Visitor Campaign resources to holiday accommodation providers on how to have a less impactful holiday. Including a discount on our Protect our Playground Wooden bellyboards encouraging providers to supply sustainable beach toys to their guests.

*Repair Cafes*

Launched our Repair Café in Braunton to help people repair and reuse their textiles with volunteers skills in order to help communities create resilience to the climate crisis. This is now a regular feature in the PFND calendar.

*The Plastic Free Water Bar*

A bespoke water bar providing an alternative to plastic water bottles at events.

*Volunteering*

We have a strong team of core volunteers who help keep our charity running.

*Events*

As well as attending events with our education stand and water bar we organise our own events e.g. film nights.

*Education*

We have built long-lasting partnerships with schools and colleges and deliver assemblies as well as supporting policy changes in schools and seeing the effect rippling out into the wider community.

*Cleanse and Clean*

We regularly organise community cleans under our Cleanse and Clean banner, with the local community using data collected to inform national surveys such as the Marine Conservation Society and Surfers Against Sewage. Including a Day of Action on the last weekend of January.

*PFND Website/Directory*

Our website is a go to for the local community (businesses and people) to find out how to get involved and how to reduce their plastic footprint.



**Plastic Free North Devon**  
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**Report of the trustees (incorporating the Text Switch report)  
for the year ended 31 March 2022**

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**Financial review**

PFND has had a successful year with some substantial grants and sponsorship.

This has left the charity in a very good financial position and we have continued to receive support from the local community and partnerships we have made.

At the end of the financial year, we have £41,103 in the bank and in cash.

*Reserves policy*

The Trustees policy for holding reserves is to maintain 6 months of running costs. As at the year end, there was unrestricted reserves of £36,331 (2021: £30,440), which is equivalent to over 7 months of unrestricted expenditure.

Restricted reserves were £4,772 (2021 Nil).

*Principle Source of Funds*

- Fundraising through events, raffles and activities
- An ongoing programme of grant applications
- We are building on our business sponsorship programme to help secure a sustainable source of income into the future.

**Plans for future periods**

The Trustees continue to seek new Committee Members to promote the growth of the Charity.

The Charity remains committed to promoting and publicising the Charity to create greater public aware of the Charity's aims and achievements to date.

**Plastic Free North Devon**  
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**Report of the trustees (incorporating the Text Switch report)**  
**for the year ended 31 March 2022**

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**Statement of trustees' responsibilities**

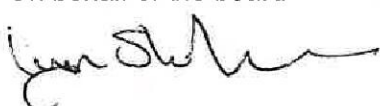
The trustees (who are also directors of Plastic Free North Devon for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board



**Lyn Strahan**  
**Trustee**

**Dated:** 30/1/23



Plastic Free North Devon  
Registration Number  
Charity Number 1182464

## Receipts and Payments Account

For the year ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
<b>Receipts</b>					
Incoming resources from generating funds:					
Donations	2	56,167	29,993	86,160	41,922
Activities for generating funds	3	6,229	-	6,229	1,462
<b>Total receipts</b>		<u>62,396</u>	<u>29,993</u>	<u>92,389</u>	<u>43,384</u>
<b>Payments</b>					
Merchandise		-	-	-	1,580
Staff costs	6	44,486	10,900	55,386	22,419
Premises costs		2,501	-	2,501	-
Office Costs		1,256	180	1,436	1,576
Development costs		52	-	52	55
VR Kit		-	-	-	1,700
Body board project		3,064	-	3,064	567
Other projects		-	-	-	134
Ambassadors		893	14,141	15,034	-
SBR		387	-	387	-
Repairs and maintenance		3,866	-	3,866	-
<b>Total payments</b>		<u>56,505</u>	<u>25,221</u>	<u>81,726</u>	<u>28,031</u>
<b>Net of receipts/(payments)</b>		5,891	4,772	10,663	15,353
Cash funds brought forward		<u>30,440</u>	-	<u>30,440</u>	<u>15,087</u>
<b>Cash funds carried forward</b>		<u>36,331</u>	<u>4,772</u>	<u>41,103</u>	<u>30,440</u>

All of the above amounts relate to continuing activities.

The notes on pages 9 to 13 form an integral part of these financial statements.

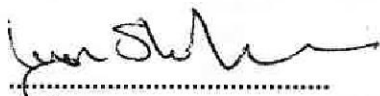
Plastic Free North Devon  
Registration Number  
Charity Number 1182464

**Statement of Assets and Liabilities**

**As At 31 March 2022**

	Notes	£	2022 £	£	2021 £
<b>Cash funds</b>					
Bank and cash		41,103		30,440	
		<u>41,103</u>		<u>30,440</u>	
<b>Assets and liabilities</b>			<u>41,103</u>		<u>30,440</u>
<b>Funds</b>	<b>8</b>				
Restricted income funds			4,772		-
Unrestricted income funds			<u>36,331</u>		<u>30,440</u>
<b>Total funds</b>			<u>41,103</u>		<u>30,440</u>

The financial statements were approved by the Trustees on 26/01/2023..... and signed on its behalf by



Lyn Strahan  
Trustee

The notes on pages 9 to 13 form an integral part of these financial statements.

**Notes to the financial statements**  
**for the year ended 31 March 2022**

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**1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

**1.1. Basis of accounting**

The financial statements are prepared under the receipts and payments basis and in accordance with FRS102, the Charities SORP (FRS102) and the requirement of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Charities SORP (FRS102) and the Charities Act 2011.

**1.2. Cashflow**

The charity has taken advantage of the exemption in FRS102 from the requirement to produce a cashflow statement as it is classed as a small charity.

**1.3. Fund accounting**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specific purpose and which the charity may use for its purpose at its discretion.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**1.4. Incoming resources**

All incoming resources are included in the statement of financial activities when the charity receives the income. The following specific policies are applied to particular categories of income:

Donations are received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when received.

Donated services and facilities are included at the value to the charity where this can be quantified.

The value of services provided by volunteers has not been included.

**Notes to the financial statements**  
**for the year ended 31 March 2022**

**1.5. Resources expended**

Expenditure is recognised on a payments basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**1.6. Defined contribution pension schemes**

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

**2. Donations**

	Unrestricted funds	Restricted funds	2022 Total	2021 Total
	£	£	£	£
Donations	7,417	-	7,417	3,787
Grants	4,599	29,993	34,592	21,250
Corporate Sponsorship	44,151	-	44,151	16,885
	<u>56,167</u>	<u>29,993</u>	<u>86,160</u>	<u>41,922</u>

**3. Activities for generating funds**

	Unrestricted funds	2022 Total	2021 Total
	£	£	£
Merchandise	2,264	2,264	487
Talks	1,240	1,240	545
Body Board Income	2,725	2,725	430
	<u>6,229</u>	<u>6,229</u>	<u>1,462</u>

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**Notes to the financial statements**  
**for the year ended 31 March 2022**

**4. Costs of charitable activities - by activity**

	Activities undertaken directly £	Grant funding activities £	2022 Total £	2021 Total £
Operations of Plastic Free North Devon	81,655	71	81,726	28,031
	<u>81,655</u>	<u>71</u>	<u>81,726</u>	<u>28,031</u>

**5. Net incoming resources for the year**

	2022 £	2021 £
Net incoming resources is stated after charging: Research and development - expenditure in current year	<u>52</u>	<u>55</u>

**6. Employees**

Employment costs	2022 £	2021 £
Wages and salaries	48,357	22,419
Social security costs	5,429	-
Pension costs	1,600	-
	<u>55,386</u>	<u>22,419</u>

No employee received emoluments of more than £60,000 (2021 : None).

**Number of employees**

The average monthly numbers of employees during the year was as follows:

	2022 Number	2021 Number
Employees	<u>7</u>	<u>7</u>



**Notes to the financial statements**  
**for the year ended 31 March 2022**

**7. Taxation**

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

**8. Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2022 as represented by:			
Current assets	36,331	4,772	41,103
	<u>36,331</u>	<u>4,772</u>	<u>41,103</u>

**9. Unrestricted funds**

	At 1 April 2021 £	Incoming resources £	Outgoing resources £	At 31 March 2022 £
Unrestricted funds	<u>30,440</u>	<u>62,396</u>	<u>(56,505)</u>	<u>36,331</u>

**Purposes of unrestricted funds**

Unrestricted funds are used to further the objects of the charity, but are subject to no restrictions on their use within those objects.

**10. Restricted funds**

	At 1 April 2021 £	Incoming resources £	Outgoing resources £	At 31 March 2022 £
Restricted donations and grants	<u>-</u>	<u>29,993</u>	<u>(25,221)</u>	<u>4,772</u>

**Purposes of restricted funds**

Restricted donations and grants have been given for the use towards the costs of the ambassadors and towards the staff costs in relation to certain projects.

**Plastic Free North Devon**  
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**Notes to the financial statements**  
**for the year ended 31 March 2022**

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**11. Company limited by guarantee**

Plastic Free North Devon is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

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**Independent examiner's report to the trustees on the unaudited financial statements of Plastic Free North Devon.**

I report on the accounts of Plastic Free North Devon for the year ended 31 March 2022 set out on pages 2 to 13.

**Respective responsibilities of Text Switch and independent examiner**

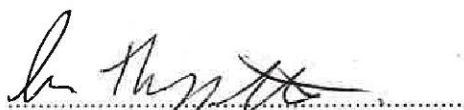
The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended; and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep proper accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Ian Huggett FCA**

**Independent examiner**

Westcotts  
47 Boutport Street  
Barnstaple  
Devon  
EX31 1SQ

30/1/23