

GREENING TETBURY
MANAGEMENT REPORT FOR THE YEAR ENDED 31 MAY 2021

The management presents its Trustees' report and financial statements for the year ended 31 May 2021.

Reference and Administrative Information

Charity name:	Greening Tetbury
Charity registration number:	1189693
Registered Office and operational address:	9 Downs Mill, Frampton Mansell, Stroud, Gloucestershire. GL6 8JX

Trustees

Mr F Dignan	Chair/treasurer
Mr B Jackson	
Mrs R Bailey	

Bankers

Triodos Bank, Deanery Rd, Bristol BS1 5AS
Nationwide Building Society, Nationwide House, Pipers Way, Swindon SN38 1NW

Our Aims and Objectives

Purposes and Aims

Our charity's purposes, as set out in the objects contained in the constitution, are:

- The advancement of environmental protection and improvement, for the public benefit, in the town of Tetbury and surrounding villages by such means as the trustees think fit, in particular:

Raising awareness through a website, workshops and other media;

Making grants for environmental projects that protect and improve the environment.

- To relieve the financial hardship of those living in the town of Tetbury and surrounding villages who are in fuel poverty, by the provision of grants for insulation, solar panels, and other forms of renewable energy.

This is to be achieved by focusing on five areas: communication, energy, food, plastic, and transport. A sixth area has recently been added: wildlife.

What the outcomes of the charity's work are:

In the town of Tetbury and surrounding villages, the main outcomes are: a reduction in the greenhouse gas footprint; a more sustainable use of resources; enhancement of the natural environment.

Where these outcomes happen:

These outcomes happen in the town of Tetbury, Gloucestershire, and surrounding villages.

How the outcomes of the charity's work is achieved:

- a) Communication
Providing information, raising awareness, and promoting such subjects as sustainable development, recycling and renewable energy sources. The information will be communicated, in particular but not exclusively, through the following outlets: the Greening Tetbury website, the Tetbury Advertiser (a monthly periodical), and social media. Also visits to local schools; liaising with local authorities, in particular Tetbury Town Council and Cotswold District Council, both of whom have declared a climate emergency; liaising with local businesses and other interested parties involved in the challenge of climate change.
- b) Energy
Encouraging the use of renewable energy and reducing energy consumption in general by: raising awareness, providing information, as stated under a); making grants for environmental projects that protect and improve the environment; the

provision of grants for insulation, solar panels and other forms of renewable energy for those who are in fuel poverty.

c) Food

Providing information on locally produced organic food as stated under a); educational workshops; liaising with local farmers, improving access to local , high-quality food including setting up community-supported agriculture and developing the community orchard. As well as the orchard, other trees will be planted for wildlife and as carbon offsets.

d) Plastic

Providing information as stated under a); liaising with local businesses and encouraging them to stop the sale and use of single-use plastic products. The goal is to achieve single-use, plastic-free status in the town of Tetbury.

e) Transport

Providing information as stated under a); encouraging car sharing; making grants for 'green' modes of transportation such as the provision of electric public buses, new cycle ways, and public footpaths.

f) Wildlife

Providing information as stated under a); encouraging people to make their gardens wildlife-friendly; a bigger and better network of wild places; liaising with Gloucestershire Wildlife Trust for their advice and input; liaising with Tetbury Town Council in planting wildflower areas on the verges of roads and pathways.

Who benefits from these outcomes:

The general public of Tetbury and surrounding villages benefit from these outcomes, but also people in the wider world, as a result of a reduction in the carbon footprint.

Achievements and Performance

The charity has taken the Charity Commission's public benefit guidance into account when making any decision that it is relevant to.

Communication

In 2020 the charity's website was set up. www.greeningtetbury.org

It provides a wide source of information to the public, including:

- membership details, how to join
- minutes of the charity's meetings
- journeys: encouraging people to share their views via the charity's website and social media sites, on walking and cycling around Tetbury. Links on the website to road safety measures and government initiatives

- energy: improving energy efficiency in the home, and other fuel-saving measures; household funding schemes; a list of 'green' electricity suppliers
- plastics: advice on how to influence reduction in plastic use locally
- food: a list of local suppliers of organic produce
- 'Tip of the Month': advice on how to reduce one's carbon footprint
- Upcoming activities of the charity
- A monthly newsletter

Greening Tetbury has its own Facebook page and has more recently signed up to an Instagram account. A code of conduct has been drawn up for both of these sites and they will be monitored for any breaches. The idea of these social media sites is to help to increase the communication between the charity and the public. A particular objective of the Instagram site is to encourage people to upload photographs of the local flora and fauna.

A survey was conducted in May 2020 entitled '*How has lockdown changed our green choices?*' There were 64 responses. Of particular note, it transpired that 78% of the respondents never use public transport, in or out of lockdown.

In response to a question about *changing one thing about the roads and paths in order to encourage walking/cycling?* the commonest answers were: improve the footpaths, restrict speed limits, reduce traffic/prioritise cycling, develop cycle lanes, improve pavements.

The commonest responses to the question *what changes have there been that you'd like to continue after lockdown?* were: walking more, a slower pace of life, decreased travel, cycle more, working from home and increased time with family and friends.

A frequent comment in the survey was that community support has been positive in Tetbury during lockdown.

The survey has proved most useful in informing Greening Tetbury about the environmental needs and wishes of local residents. It has been published on the charity website.

Earth Protector Town status. One of our members brought to the attention of the trustees a global collaborative movement called *Earth Protector Communities*. The aim is to encourage town councils to become Earth Protector Towns (EPT). In signing up to be an EPT one is pledging to protect the land, wildlife, air, soil, and water. Allied to this is the support for the *Stop Ecocide* campaign, the aim of which is to make ecocide an international crime.

There is much commonality between EPT communities and Greening Tetbury and so a petition was organised to encourage the local community to request that the town council agree to EPT status. There were only 36 signatories and this was not felt to be an adequate number to submit to the town council. In any case, the town council did not feel able to commit to EPT status at this time. Nevertheless, after consultation with an EPT member, we were advised that we could declare EPT status for Tetbury ourselves, which we have now done.

Doughnut Economics book event. In March 2021, an online Zoom event was held by Greening Tetbury. The book is a bestseller by Kate Raworth and describes how economic thinking needs to change radically in order for ourselves and the planet to survive. The aim of the event was to increase awareness of the unsustainable nature of modern living. There

were three presentations from different themes in the book. The event is to be put out on YouTube in order to increase its exposure to the wider public.

A follow up online event was held in May 2021, and was designed to allow more interaction amongst the participants.

Greening Tetbury has developed strong links with Tetbury Town Council (TTC). One of our members is on the town council and the council's Climate Action Working Group has two of our members represented.

In February 2020 a Climate Change Action Manager (CCAM) post was approved by Cotswold District Council (CDC). The CDC's Climate Emergency Strategy was approved last year and the CCAM is working on an Action Plan to submit to CDC and wants to engage with Greening Tetbury, amongst other groups.

Energy

During the year one of the local schools wanted to upgrade its old fuel-based central heating system and Greening Tetbury has assisted in this endeavour by sourcing a chartered surveyor who is also an energy-saving advisor. The surveyor kindly agreed to undertake an energy audit of the school *pro bono*. This has now been carried out and insulation has been recommended. Funding for this is currently being sought.

More recently a local arts centre has approached the charity for advice and help in making the centre's building and land more environmentally friendly. The arts centre also includes a café. This is an exciting project for Greening Tetbury as it will involve many of our action groups: energy, food, plastics and wildlife.

When the Green Homes Grant was announced by the government last year, Greening Tetbury saw this as an opportunity to encourage the local community to reduce its carbon footprint, as well as a saving on fuel. Much effort was spent in advertising the scheme: on the charity website, on social media, in the local town magazine, and by putting posters up all around the town. Unfortunately, as is well documented, the scheme folded prematurely because it was too bureaucratic with too many obstacles for the trades people and customers to overcome.

Food

Seed swap. One of our members has started a seed swap facility outside her home in Tetbury. In a box there are labelled seed packets and the public can take these seeds and swap them for others that they bring along.

Communal orchard. There is a communal orchard in Tetbury that one of our members helps to maintain. The trees are mostly of the apple and pear variety and anyone can help themselves when the fruit ripens.

There are plans afoot for a major event in Tetbury at the local arts centre in September 2021. The theme will be organic and sustainable farming and there will be three speakers,

all of whom are experienced on these topics. The arts centre has a capacity for 180 people and it is to be hoped that there will be no restrictions by that time.

Plastics

Before the charity was registered, in its previous form one of the members paid regular visits to local businesses and retailers, encouraging them to stop using single-use plastic. Unfortunately, due to the lockdowns and various government restrictions this has become impractical during the last year.

A litter pick campaign was conducted last summer by the charity, in which local residents were encouraged to pick up litter during a two week period and to submit photographs of their work. The event was publicised on the website, social media, use of emails, and with posters displayed around the town. There was a prize of a book token for the best picture. TTC kindly donated litter picking kits, including high-viz jackets. Residents were encouraged to leave large items of litter at the back of the town council offices for subsequent collection.

A similar campaign started on 28th May 2021, again for two weeks.

Transport

Greening Tetbury has been engaging with the town council with regard to a cycle/pedestrian pathway linking Tetbury and Kemble, where the nearest railway station is. Furthermore there are plans to develop a similar pathway between Tetbury and Westonbirt Arboretum.

‘A better Tetbury for Pedestrians and Cyclists’. This is the title on one of Greening Tetbury’s website pages. Using an interactive map, residents can mark where they see potential hazards on the roads in and around the town. They can also report issues on the website’s forum or voice their concerns on the charity’s Facebook page. There is the potential for CDC to be able to make use of this information in the future.

Through the ‘*Twenty is Plenty*’ campaign, one of the trustees has been communicating via emails with the County Council, District Council and the police commissioner in order to try to improve road safety locally.

Greening Tetbury is collaborating with an organisation called Co-Cars to see whether electric car-sharing is a feasible option in Tetbury. Co-Cars is a not for profit community-led co-operative based in Exeter. It was recommended to us by the Manager of Climate Action at CDC and one of our members has been very active in taking this forward. In May 2021, a questionnaire has been put on the Greening Tetbury website as well as on social media, requesting local residents to give their views as to whether they would be interested in an electric car-sharing scheme. The closing date for completing the survey is the 31st July 2021.

Wildlife

It was agreed at a general meeting on the 9th March 2021 that another sub-group (now called 'action group'), *Wildlife*, needed to be created, as there was demand locally for help and advice with enhancing wildlife as well as the potential for working with other like-minded organisations in this subject area.

The Charity Commission was contacted for advice as to whether the Objects in the governing document needed to be updated and resubmitted to the Charity Commission, but we were informed that as long as the wildlife action group fell within the remit of the charity's aims this wasn't necessary. No further action was therefore taken.

The first success of the wildlife action group was when TTC was informed that there was rubbish falling into the river near the arts centre. This area of the river bank is the site of an old rubbish tip. The town council has agreed to clean up this stretch of the waterway.

Greening Tetbury has encouraged TTC to create wildflower verges around the town. Seeds have been sown and it is hoped that this summer the public will be able to see an enhancement to the appearance of roadside verges and pathways.

The charity has now developed links with Gloucestershire Wildlife Trust (GWT). One of the Trust's projects is *Wild Towns* and Tetbury is included in this scheme of protecting and enhancing wildlife in some of the towns of Gloucestershire. The Trust is very keen for Greening Tetbury to become involved.

As part of the scheme GWT is keen for towns to develop wildlife walking maps and on the 29th March 2021 a representative from their organisation met up with Greening Tetbury and other interested parties to walk one of the proposed routes. One of our members has provided significant input in developing these maps. Three routes in total will be mapped out and information will be provided on the maps of wildlife to look out for on these walks. There are plans for environmental interpretation boards on the ground to link to Greening Tetbury's website. The maps will be a real asset to the local community and will help the wildlife by encouraging walkers to stick to the designated paths, thereby reducing damage to the flora.

The charity has developed links with local religious organisations in the context of ecology. The project is called '*Eco Church*'. On the 12th June 2021 Greening Tetbury will be taking part in an audit of the flora and fauna in the grounds of churches in Tetbury.

Future Plans

Thanks to the enthusiasm and skills of our volunteers the communication side of the charity has gone from strength to strength in the last year. The charity website, as the main example, is full of information about carbon-saving measures, recycling, rewilding etc. However, lockdown restrictions have severely curtailed the charity's ability to meet with the public. This, hopefully, is going to change very shortly. In the month of June 2021, the

charity is undertaking a '*Paint the Town Green*' campaign. All of the local businesses have been encouraged to display in their windows, on a card designed by Greening Tetbury, what measures they are taking to fight climate change. We will also have a stall on each Saturday in June in the town centre and we will be encouraging people to take part in an environmental-themed quiz. A local school has already committed to providing a similarly themed quiz as well.

As previously mentioned we are organising an event at the arts centre on organic and sustainable farming. We are also hoping to have representation at the same arts centre on the 31st October 2021 at a community environment day that is being held there.

These are all examples of how the charity is going to engage with the public 'physically' now that restrictions are lifting.

It is to be hoped that more grants will become available as a result of the government's 'green' policy plans and we will be particularly interested in applying for grants that have the potential to fund renewable energy projects in the local community.

Financial Review

The Covid-19 lockdown restrictions over the last year have had a significant impact on the ability of the charity to raise funds. The total raised in the year was £2045 and all of this was through the generosity of donations from our members. All of the outgoings were from administrative expenses.

The financial contraction of the economy also meant that there were fewer grants available and the charity did not raise any money through this channel during the financial year.

There are two current accounts, one with Triodos Bank and the other with the Nationwide Building Society. Most of the transactions take place with the former. The Nationwide Building Society is used to provide easy access to cash.

Administrative expenses are currently very low for several reasons: everyone who works for Greening Tetbury is a volunteer, we have no paid employees; often volunteers do not claim for expenses even though they are entitled to; the charity neither owns nor rents any premises.

Investment Policy

There are insufficient funds available at present to consider long term investment.

Reserves Policy

A Reserves Policy was established six months after the registration of the charity. This gave time to observe the initial income and outgoings. As per the Charity Commission guidance, the charity recognises the importance of having a reserve fund as a safety net against sudden, unforeseen expenses which could not otherwise be met. However, income and expenditure have been relatively low. This is for two main reasons: Covid-19 restrictions as already stated, and the fact that we are a new charity. Consequently we do not as yet have a reserve fund. It is anticipated that when sufficient funds, circa £2,500 are in the Triodos Bank account, a separate account will be established for the reserve fund. At the present

time £500 is considered a reasonable amount to hold in the Triodos Bank current account to cover unforeseen expenses.

Structure, Governance and Management

Structure

The Management Committee consists of three Trustees. There is also a Steering Group, with representatives from each of the Action Groups (Communication, Energy, Food, Plastics, Transport and Wildlife). There is also an Earth Protector Town representative, who is also a member of Greening Tetbury, and she will have a presence in the Steering Group Meetings. The Trustees meet up whenever there are particular issues to resolve. There is usually a monthly General Meeting, most of the attendees being members. Although the Action groups, as previously described, have undertaken much work in the last year, the Steering Group itself has not had any meetings. This issue will be addressed at the next General Meeting.

There is a Google Working Document which enables any member to access and update current projects/events that they are involved with.

Governing Document

Greening Tetbury is a Charitable Incorporated Organisation, registered by the Charity Commission on the 28th May 2020. The governing document is a Constitution of a Charitable Incorporated Organisation with voting members other than its charity trustees.

Recruitment and Appointment of Management Committee

There are currently three trustees, all of whom, as per the constitution, have to resign on the 1st June 2021. They will have the opportunity of seeking re-election at the June Annual General Meeting. They all give their time voluntarily and receive no benefits from the charity.

The charity is actively advertising through social media, emails and the charity website for further trustees, at least two, with particular reference to financial and social media communication skills. The constitution allows for a minimum of three and a maximum of eight Trustees.

Risk Management

The trustees are aware of their responsibility in regards to risk management of the charity. At present, bearing in mind that Greening Tetbury was only registered by the Charity Commission a year ago, the organisation is relatively small with a financial turnover of under £3,000. As such, we do not have a Risk Management Register, but this will be reviewed as the charity expands. We do though have a copy of a risk assessment heat map (impact v likelihood), taken from the Charity Commission's website (CC26).

We do discuss risk at our monthly General Meetings, at which any of our members is able to raise concerns. For example, we wanted to have a Greening Tetbury Instagram account, as well as the Facebook one. We discussed the potential for social media 'trolling' and as a result, a set of rules of behaviour on the two social media outlets was created. Anyone contributing to these accounts are able to see these rules. Furthermore, three of our members agreed to monitor the site and will remove anything considered offensive. Another example: a member of the public wanted to use the charity's logo when leaving recycled items outside their house for anyone's use. At one of our meetings it was felt that whilst we agreed with the general principle, it was a risk for our charity as we would have no control over what the items would be. Therefore we did not give permission for our logo's use.

Finally, the charity's main risk at the present time is a governance one in that we do not have a qualified accountant to manage our finances. We are actively trying to recruit one, hopefully as a volunteer member.

On behalf of the trustees, I wish to thank all of our members and other volunteers for their excellent work in the last year in helping to establish Greening Tetbury as a vibrant charity.

F. Dignan (Chairperson)

Greening Tetbury (registered charity number: 1189693)

GREENING TETBURY (Charitable incorporated organisation)

REPORT AND FINANCIAL STATEMENTS

31 MAY 2021

REGISTERED CHARITY NUMBER 1189693

Greening Tetbury (registered charity number: 1189693)

The trustees present the financial statements for Greening Tetbury ("the Charity") for the year ended 31 May 2021.

The Report and Accounts are compliant with the Charities SORP (FRS 102).

The accounting period starts on the 28th May 2020 as this was the day on which the charity was registered by the Charity Commission.

The principal activity of the charity in the year under review was the advancement of environmental protection and improvement for the town of Tetbury and surrounding villages.

The surplus for the year amounted to

The Trustees are satisfied that the charity has adequate resources to continue in operational existence for the foreseeable future and, accordingly, it is appropriate to continue to use the going concern basis in preparing the financial statements.

The Trustees who served during the year were:

Fergus Dignan

Benjamin Jackson

Rosemary Bailey

By order of the Board:

Treasurer.....SIGNED BY HAND.....

Fergus Dignan

Date.....10/06/2021.....

Secretary.....SIGNED BY HAND.....

Rosemary Bailey

Date.....12/06/2021.....

Greening Tetbury

INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 May 2021

	Note	2021 £
Income		2,045.01
Maintenance costs	3	___(0)___
Gross Surplus		2,045.01
Administrative Expenses	4	(494.80)

(Deficit)/Surplus for the Financial Year		1550.21

All amounts are in respect of continuing operations.

The charity has no recognised gains or losses in the year, other than the surplus stated above, therefore no statement of total recognised gains and losses has been prepared.

Greening Tetbury

BALANCE SHEET

At 31 May 2021

	Note	2021 £
<u>Current Assets</u>		
Debtors	5	0
Cash at Bank and in Hand		<u>1550.13</u>
		1550.13
Creditors: Amounts Falling Due Within One Year	6	—
		—(0)—
Net Current Assets		1550.13
		—
Net Assets		1550.13
		—

For the year ending 31 May 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities.

The financial statements on pages 3 to 7 were approved by the Board on June 2021 and were signed on its behalf by:

Fergus Dignan Trustee Greening Tetbury.....

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting Policies

1.1 Basis of Presentation

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and applicable United Kingdom accounting standards.

1.2 Income

Income represents donations, the sources being membership donations and general donations.

1.3 Taxation

As a registered charity Greening Tetbury is exempt from corporation tax.

2. Trustees Remuneration

The remuneration of the Trustees for services to the charity during the year was £nil.

3. Maintenance Costs

There were no maintenance costs in the year. The charity neither owns nor rents a property.

4. Administrative Expenses

	2021 £
Website annual charge	86.4
Stationary	93.6
Greening Tetbury T-shirts, for events	170.0
Donation to other charities/NGOs	70.1
Flag	74.72
	494.82

5. Debtors

2021 £

0

6. Creditors: Amounts Falling Due Within One Year

2021 £

0

7. Reserves

Balance as at 31 May 2020	0
Triodos Bank as at 31 May 2021	1470.29
Nationwide Building Society as at 31 May 2021	79.84
Balance as at 31 May 2021	<u>1550.13</u>