





## GOVERNANCE & MANAGEMENT

### REFERENCE & ADMINISTRATION INFORMATION

Charity Name : - [circularity.org](https://circularity.org)

Charity Registration Number: - 1197109

Principal Office: - CircularityHUB, DE11 7JB

### BOARD OF TRUSTEES

Rob Gillespie (Chair)

Chris Baldwin (Secretary)

Hannah Gillespie (Treasurer)

Katy Lawrence

### ORGANISATIONAL STRUCTURE

Circularity.org is a charity organisation that aims to foster a culture of collaboration and sharing among people and communities. The trustees of circularity.org are the main decision-makers who set the vision, mission, and values of the organisation. They meet quarterly to discuss the running of the organisation and its four main projects: a community hub, a community managed library, a commercial food vehicle, and an allotment complex.

The trustees are also responsible for ensuring the legal, ethical, and financial aspects of the organisation. The four projects of circularity.org are run by communities of volunteers who believe in the power of collective action and mutual support. These volunteers are organised into different groups based on their roles, responsibilities, and interests. They work on various tasks such as planning, organising, delivering, and evaluating the projects. Some of the projects are steered by one or more trustees who provide leadership, guidance, and feedback to the volunteers.

The trustees also help to connect the volunteers with relevant networks, organisations, and resources. By working together, the trustees and the volunteers of circularity.org aim to change people's mindsets from 'Me' to 'We' and create a more sustainable and inclusive society.

## RECRUITMENT & APPOINTMENT OF TRUSTEES

The trustees of circularity.org are responsible for the recruitment and selection of new trustees, as they are the ones who have the authority and accountability for the organisation. They seek to find trustees who are willing to volunteer and help in the overall running of the charity, as well as the governance aspects. The trustees look for candidates who have the following qualities:

A passion for community and sustainability

A commitment to the vision, mission, and values of [circularity.org](https://circularity.org)

A willingness to contribute their time, skills, and expertise to the organisation and its projects

A readiness to learn from others and work as part of a team

A respect for diversity and inclusion

A high standard of integrity and professionalism

The trustees use various methods to recruit and select new trustees, such as:

Advertising on their website, social media, and other platforms

Asking for recommendations from existing trustees, volunteers, partners, and stakeholders

Inviting applications from interested individuals or groups

Conducting interviews and assessments to evaluate the suitability and fit of the candidates

Providing induction and training to the new trustees

The trustees aim to have a balanced and diverse board that reflects the communities they serve and the sectors they work in. They also review their board composition regularly and identify any gaps or needs that they may have. By recruiting and selecting new trustees, the trustees of circularity.org hope to strengthen their organisation and enhance their impact.

## RISK MANAGEMENT

The trustees of a circularity.org manage risk through the use of a risk register, which is a document that lists the potential risks that the charity faces, their likelihood and impact, and the actions that are taken or planned to mitigate them. The risk register helps the trustees to:

1. Identify the major risks that affect the charity's objectives, activities, assets, reputation, and beneficiaries
2. Assess the level of risk and prioritise the most significant ones
3. Decide on the appropriate response to each risk, such as avoiding, reducing, transferring, or accepting it
4. Assign roles and responsibilities for managing and monitoring each risk
5. Review and update the risk register regularly to reflect any changes in the internal or external environment

The Risk Register provides a clear and comprehensive overview of the risks that the charity faces and how they are being addressed using the following elements:

1. A description of each risk and its source
2. A rating of the likelihood and impact of each risk before any action is taken (gross risk)
3. A description of the action that is taken or planned to reduce or eliminate each risk
4. A rating of the likelihood and impact of each risk after the action is taken (net risk)
5. The name of the person or group who is responsible for managing and monitoring each risk
6. The date of the last review and update of each risk

The trustees also consult with their staff, volunteers, partners, beneficiaries, and other stakeholders when identifying and assessing risks, as they may have valuable insights and perspectives. The trustees ensure that the risk register is accessible and communicated to all relevant parties, and that it is reviewed and updated regularly to reflect any changes in the risks or their responses. By using a risk register, the trustees can manage risk effectively and efficiently, and enhance [circularity.org](https://circularity.org)'s performance and resilience.

# AIMS & OBJECTIVES

## GOVERNING DOCUMENT

CIO - FOUNDATION (1197109) Registered 14 Dec 2021

## CHARITABLE OBJECTS

- (1) TO ADVANCE THE EDUCATION OF THE GENERAL PUBLIC IN THE AREA DEFINED BY THE NATIONAL FOREST IN PARTICULAR BUT NOT EXCLUSIVELY BY SUPPORTING THE PROVISION OF A LENDING LIBRARY;
- (2) TO FURTHER BENEFIT THE RESIDENTS OF THE NATIONAL FOREST AND NEIGHBOURHOOD, WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS.

## VISION

The Circularity.org Vision is about connection to each other, nature and the world around us. It is about creating a world where we are not just consumers, but also contributors. It is about living in harmony with our environment and each other.

## MISSION

The mission of Circularity.org is to create a more sustainable and inclusive society by fostering a culture of collaboration and sharing among people and communities. Changing mindsets from 'Me' to 'We'. Circularity is a fulcrum of power, an equitable way of providing power from systems with excess to systems with too little.

## STRATEGY

We provide spaces and places for people to have connecting experiences and for charities and non-profits to provide their services.

- **Imagineering:** This stage involves imagining and designing a solution for a specific problem or a vision for a better world. For example, Circularity.org imagined a circular economy and community wellbeing hub in Woodville, where people can access various projects and services that promote sustainability, resilience, and learning. Circularity.org also designed the CircularityHUB, a multifunctional space that houses these projects and services.
- **Asset or funding acquisition:** This stage involves acquiring the necessary resources and support to implement the solution or vision. For example, Circularity.org acquired the building for the CircularityHUB from Derbyshire County Council, as well as funding from various sources such as grants, donations, sponsorships, etc. Circularity.org also acquired equipment and materials for the projects and services from local businesses, organisations, and individuals who donated or lent them.
- **Community building:** This stage involves engaging and involving the community in the solution or vision. For example, Circularity.org recruited and trained volunteers who run and maintain the projects and services at the CircularityHUB. Circularity.org also reached out to the residents of Woodville and the surrounding areas and invited them to join or support the projects and services. Circularity.org also created a sense of ownership and participation among the community members by listening to their needs, interests, and feedback.
- **Connection:** This stage involves linking and integrating the solution or vision with other existing or potential initiatives that share the same values and goals. For example, Circularity.org connected the CircularityHUB with other projects such as the Wellbeing Wagon, the GROW Project, the Repair Café, etc. that are also part of its vision to create contribution over consumerism. Circularity.org also connected with other organisations such

as the National Forest Company, Derbyshire County Council, etc. that are also working towards similar causes.

- **Enlarging the gestalt:** This stage involves expanding and enhancing the impact and reach of the solution or vision. For example, Circularity.org enlarged the gestalt of its vision by producing and sharing multimedia content that showcases its work and stories on its website, social media platforms, YouTube channel, podcast, newsletter, etc. to raise awareness, engagement, and support for its work. Circularity.org also enlarged its gestalt by organising and participating in events and festivals that promote its work and values to a wider audience. Circularity.org also enlarged its gestalt by inspiring and empowering other communities to create their own circular economy inspired community wellbeing hubs and activities.



## CURRENT PROJECTS & ACTIVITIES

### THE HUB

The CircularityHUB is a community managed venue that is run and maintained by volunteers who are passionate about creating a positive social and environmental impact in Woodville and the surrounding areas. The CircularityHUB is a multifunctional space that houses various projects and services that aim to promote circular economy, community wellbeing, and lifelong learning. Some of the projects and services that are based at the CircularityHUB are:

- The Woodville Community Managed Library: A volunteer-run library service that provides access to books, information, and digital resources for the residents of Woodville and the surrounding areas.
- The Wellbeing Wagon: A mobile service that promotes social connection, mental health, and community resilience in Woodville and the surrounding areas.
- The Studio: A creative space where people can express themselves through podcast, music, film, and other forms of artistic expression. The Studio offers a range of equipment and materials for people to use, as well as peer to peer training and workshops for different ages and abilities. The Studio also showcases the work of local artists and performers and engages with local cultural events and festivals.
- The Dedicated Health and Wellbeing Space: A space where people can practice holistic health and wellbeing activities such as yoga, meditation and callisthenics. The Dedicated Health and Wellbeing Space offers a calm and relaxing environment where people can improve their physical, mental, emotional, and spiritual health. The Dedicated Health and Wellbeing Space also hosts a weekly group who discuss and practice various health and wellbeing topics.
- The Warm Space: A space where people can enjoy a warm drink and refreshments in a cosy and comfortable setting.

- The Repair Café: A monthly event where people can bring their broken items and learn how to fix them with the help of volunteers. The Repair Café aims to reduce waste, save money, and share skills. The Repair Café also offers advice on how to reuse, recycle, or upcycle items that cannot be repaired.
- The GROW Project: A volunteer-led project that aims to promote food security, sustainability, and community wellbeing in Woodville and the surrounding areas.

## WOODVILLE COMMUNITY MANAGED LIBRARY

Woodville Community Managed Library is a volunteer-run library service that provides access to books, information, and digital resources for the residents of Woodville and the surrounding areas. The library is part of the Derbyshire library network and is supported by Derbyshire County Council. The library is located at The CircularityHUB, 1 Hartshorne Road, DE11 7JB.

The library plays an important role in the small community setting of Woodville, as it offers a welcoming and inclusive space where people can read, learn, socialise, and participate in various activities.

The regular volunteers are empowered to contribute towards the running of the library by being involved in various aspects of the service, such as book selection, shelving, cataloguing, issuing, customer service, activity organisation, promotion, and fundraising. The volunteers receive training and support from Circularity.org and Derbyshire County Council, and have the opportunity to develop their skills, confidence, and employability. The volunteers also have a say in the decision-making process of the library and can share their ideas and feedback with the management team.

The library is open on Mondays (except Bank Holidays), Fridays, and Saturdays. The opening hours are:

- Mondays: 2pm - 7pm
- Fridays: 2pm - 7pm

- Saturdays: 10am - 1pm

## GROW

GROW is a volunteer powered project that aims to promote food security, sustainability, and community wellbeing in Woodville and the surrounding areas. The project is based at CircularityHUB and also operates a network of local allotments where volunteers can grow their own fruit and vegetables, learn new skills, and meet new people.

The food grown by the project is donated to local food banks and other initiatives that help those who are struggling with the cost of living crisis. The project aims to reduce food waste, carbon footprint, and food poverty, while increasing health, happiness, and resilience.

The project welcomes anyone who wants to get involved, whether they have gardening experience or not. The volunteers receive training and support from [circularity.org](https://circularity.org) and other partners, and have the opportunity to shape the direction and development of the project. The volunteers also benefit from the therapeutic effects of being outdoors, connecting with nature, and being part of a friendly and supportive community.

## THE WELLBEING WAGON

The Wellbeing Wagon is a mobile service that promotes social connection, mental health, and community resilience in Woodville and the surrounding areas.

The Wellbeing Wagon offers a friendly and welcoming space where people can enjoy a cup of tea or coffee and a chat, as well as access information, advice, and support on various topics such as wellbeing, employment, education, and volunteering. The Wellbeing Wagon also hosts social eating workshops, activities, and events that aim to inspire creativity, compassion, and collaboration among the community members. The Wellbeing Wagon helps to reduce loneliness, isolation, and stigma, while increasing confidence, happiness, and empowerment.

The Wellbeing Wagon is available for charities and non-profits to hire for projects that align with the values and vision of Circularity Association. The Wellbeing Wagon can also be booked for private functions such as parties, weddings, and festivals. The Wellbeing Wagon can be equipped with catering facilities, a sound system, a projector, a screen, and a generator.

## COMMUNITY HEALTH

The Community Health Project is a peer-to-peer support group that empowers and supports its members to make better choices around their mental and physical health. The project is based on the principles of mutual aid, self-help, and recovery. The project offers a safe and confidential space where people can share their experiences, challenges, and goals with others who have similar or related issues. The project also provides information, resources, and referrals to other services that can help the members improve their health and wellbeing.

The project aims to help the members overcome the barriers and stigma that they may face due to their health conditions, such as depression, anxiety, addiction, chronic pain, diabetes, obesity, etc. The project also encourages the members to adopt healthy habits and lifestyles, such as eating well, exercising regularly, managing stress, quitting smoking, reducing alcohol consumption, etc. The project also organises activities and events that promote social interaction, fun, and learning among the members, such as walks, workshops, games, etc.

The project is run by volunteers who are experienced in facilitating classes and peer support groups. The volunteers are also members of the project who have personal knowledge of the health issues that the project addresses. The volunteers are empowered to contribute towards the running of the project by being involved in various aspects such as planning, organising, leading, promoting, and evaluating the groups. The volunteers also receive ongoing support and supervision from the trustee project coordinator and other partners.

The project is open to anyone who wants to join, regardless of their age, gender, ethnicity, religion, or background. The project respects the diversity and individuality of its members and does not judge or discriminate anyone. The project values the voice and choice of its members and does not impose any rules or expectations on them. The project believes that everyone has the potential to change and grow and that peer support can be a powerful tool for achieving that.

## OUR STUDIO

The recording studio and film making facilities enable Circularity.org to produce high-quality audio and video content that showcases the impact and achievements of its various projects and services, such as The Fellowship of the Woods. The content also highlights the stories and experiences of the volunteers and community members who are involved in or benefit from these projects and services. The content is then shared on Circularity.org's website, social media platforms, YouTube channel, podcast, flyers, etc. to raise awareness, engagement, and support for its work.

The recording studio and film making facilities also provide an opportunity for the volunteers and community members to learn and improve their digital skills, such as audio editing, video editing, script writing, storytelling, interviewing, etc. The volunteers and community members can participate in the production process of the content, either by being interviewed, narrating, acting, filming, editing, or providing feedback. The volunteers and community members can also use the facilities to create their own content for personal or professional purposes, such as music, podcasts, documentaries, short films, etc.

The recording studio and film making facilities are available for local creatives to use at no cost or for a nominal donation. The local creatives can access the industry standard equipment such as microphones, headphones, speakers, mixers, cameras, tripods, lights, green screens, etc. to produce their own audio and video content. The local creatives can also collaborate with Circularity.org or other local organisations to create content that promotes social or environmental causes or showcases local talent or culture.

The recording studio and film making facilities are part of Circularity.org's vision to create a circular economy and community wellbeing hub in Woodville. The facilities aim to empower people to express their creativity, share their stories, learn new skills, and connect with others through multimedia. The facilities also aim to inspire people to take action towards creating a more sustainable and resilient future for themselves and their community.

## VOLUNTEERS



The volunteers are a key aspect of success for Circularity.org, as they are the driving force behind its various projects and services that aim to change mindsets from Me to We. The volunteers are involved in every stage of the

project cycle, from planning, organising, leading, promoting, to evaluating. The volunteers also contribute their skills, time, energy, and passion to the projects and services, making them more effective, efficient, and engaging.

The volunteers not only benefit the projects and services they are involved in, but also themselves and the community. The volunteers receive training and support from Circularity.org and other partners, and have the opportunity to develop their skills, confidence, and employability. The volunteers also have a say in the decision-making process of the projects and services they are involved in and can share their ideas and feedback with the management team. The volunteers benefit from the social interaction, fun, and satisfaction that come from volunteering. They inspire others to join or support the projects and services they are involved in or create their own initiatives.

The volunteers are therefore a key aspect of success for Circularity.org, as they are the heart and soul of its vision to create a circular economy and community wellbeing hub in Woodville. Without the volunteers, Circularity.org would not be able to achieve its goals or make a positive impact on the environment and society.

Circularity.org is grateful for the volunteers' dedication and contribution and celebrates their achievements and stories.

## ACCOUNTS

	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	Total
	January	February	March	April	May	June	July	August	September	October	November	December	
Income	3133.55	1847.16	366.19	5147.48	2171.08	1063.2	1157.65	753.21	377.24	2025.36	4178.84	2489.05	<b>24710.01</b>
Outgoings	3880.24	1372.58	1395.68	794.89	5066.27	1700.11	2811.2	1119.17	2814.64	1007.22	3263.49	1410.35	<b>26635.84</b>
Balance	11455.28	11958.91	10954.47	15242.36	12467.02	11830.36	10176.76	9817.34	7377.58	8400.72	9350.05	10428.75	

## VOLUNTEER HOURS

Volunteer Hours	January	February	March	April	May	June	July	August	September	October	November	December
Grow	7:10:00	15:00:00	15:15:00	24:45:00	27:10:00	29:52:00	31:30:00	117:39:00	49:10:00	102:15:00	21:50:00	22:50:00
Library	179:15:00	239:45:00	196:20:00	134:01:00	116:15:00	188:13:00	224:45:00	371:13:00	214:17:00	227:30:00	136:58:00	130:16:00
Repair Café	30:25:00	34:00:00	20:20:00	18:50:00	38:55:00	45:47:00	24:38:00	187:53:00	120:20:00	42:40:00	22:39:00	21:49:00
Maintenance	69:05:00	56:30:00	44:35:00	24:20:00	31:10:00	17:37:00	15:35:00	20:19:00	30:39:00	31:26:00	48:07:00	27:00:00
Wellbeing Wagon	0:00:00	7:45:00	7:50:00	0:00:00	29:05:00	3:05:00	0:00:00	23:30:00	30:25:00	57:45:00	4:00:00	0:00:00
Studio	7:00:00	24:15:00	94:25:00	56:00:00	38:05:00	39:31:00	55:00:00	63:07:00	16:55:00	2:00:00	0:00:00	9:40:00
Play	0:00:00	14:00:00	21:00:00	4:00:00	7:30:00	2:00:00	11:10:00	2:10:00	4:00:00	7:20:00	0:00:00	0:00:00
Key = Hours/Minutes/Seconds												
<b>Total</b>	<b>292:55:00</b>	<b>391:15:00</b>	<b>399:45:00</b>	<b>261:56:00</b>	<b>288:10:00</b>	<b>326:05:00</b>	<b>362:38:00</b>	<b>785:51:00</b>	<b>465:46:00</b>	<b>470:56:00</b>	<b>233:34:00</b>	<b>211:35:00</b>

Total Hours for 2023 = 4490:26:00 (4,490 hours)