

CPRE Norfolk

Trustees' Annual Report - Year ended 31 December 2020

CPRE Norfolk
15 Pigg Lane
Norwich
NR3 1RS
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www.cprenorfolk.org.uk

Registered charity no. 210706



The countryside charity
Norfolk

CPRE Norfolk

Trustees' Annual Report - Year ended 31 December 2020

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CPRE Norfolk

Report of the Executive Committee - Year ended 31 December 2020

Reference and Administrative Information

Charity Name:

CPRE Norfolk

Charity Registration Number:

210706

Address of Charity:

15 Pigg Lane
Norwich
Norfolk
NR3 1RS

Further Contact Details of Charity:

Tel: (01603) 761660

Email: info@cprenorfolk.org.uk

Web: www.cprenorfolk.org.uk

Trustees of the Executive Committee during 2020:

Professor Tim O'Riordan	(President)
Christopher Dady	(Chairman)
Robert Lodge	(Vice Chairman) (resigned 11th August 2020)
George Ridgway	(Treasurer)
Richard Turner	(Secretary)
Dr Keith Bacon	
David Hook	
Dr Ian Shepherd	
Faye LeBon	(elected 11th August 2020)
Stephen Picton Pegg	(resigned 13th October 2020)

Vice Presidents

Peter Forbes
Matthew Martin
Rosalie Monbiot
Lady Laurel Walpole

Bankers:

CAF Bank Ltd
25 Kings Hill Avenue, Kings Hill
West Malling
Kent
ME19 4JQ

Virgin Money PLC
Jubilee House
Gosforth
Newcastle Upon Tyne
NE3 4PL

Reporting Accountants:

Make It Count Accountancy Services
3 Malleson Place
East Carleton
Norwich
NR14 8JA

CPRE Norfolk

Report of the Executive Committee - Year ended 31 December 2020

Structure, Governance and Management

CPRE Norfolk is governed by its Constitution and Rules which were adopted in 1933 and registered with the Charity Commission (registration number 210706) on 5 August 1964. The Constitution was last updated in 2019.

A county tier of the national environmental organisation Campaign to Protect Rural England, CPRE Norfolk is part of and works alongside CPRE nationally and regionally but is a separate registered charity. It is a membership organisation with around 920 members and supporters who subscribe or give regular donations. They include individuals, families, parish and town councils and other local amenity bodies.

The charity has an Executive Committee of Trustees with a wide range of expertise, including planning, conservation, farming and landscape, as well as management and charity governance. Vacancies are advertised through regular e-bulletins and newsletters and in the local press.

CPRE Norfolk has an office in Norwich which is staffed by two part-time employees and a part-time Planning Campaigns Consultant.

The branch has a Volunteers Policy and actively encourages the contribution and involvement of volunteers of all ages and backgrounds.

CPRE Norfolk

Report of the Executive Committee - Year ended 31 December 2020

Objectives and Activities

CPRE Norfolk (also known as The Norfolk branch of the Campaign to Protect Rural England) exists to promote the beauty, tranquillity and diversity of rural Norfolk by encouraging the sustainable use of land and other natural resources in town and country. As an independent voice for the landscape, we monitor 'the big picture' of how the land, coast, skies and communities of Norfolk are being affected by development and we engage with decision-makers on a regular basis. In particular we encourage Norfolk MPs, councillors, planning departments and other decision makers to support the countryside, safeguard precious and protected areas, promote urban renewal, restrict development on greenfield sites, protect country lanes and footpaths, preserve rural tranquillity and dark skies. We focus on promoting positive solutions to support the long-term future of Norfolk and its precious countryside.

We provide independent responses to large-scale planning issues, ensuring that development and growth proposals take into account the social, aesthetic, environmental and economic benefits of the countryside. Backed by in-depth research and many years of collective experience, we give evidence at Public Inquiries into complex and long-running Norfolk planning debates and we provide planning support to parish councils, conservation groups and individuals across the county, running seminars and conferences on planning and other issues affecting the countryside. Through the CPRE Awards we reward excellence in best practice of countryside conservation and architectural design which limits the carbon footprint and work to highlight and improve public understanding of exemplary environmental projects.

Further information on the charity's history, objectives and current activities are available from our website www.cprenorfolk.org.uk

CPRE Norfolk

Report of the Executive Committee - Year ended 31 December 2020

Achievements and Performance

2020 has been a year where the Coronavirus epidemic has not only challenged the way we work but brought new perspectives to the opportunities for change.

We were fortunate in appointing a new Administrator, Su Waldron, having had a strong response to our recruitment advertisement. And she has brought a new dimension to our work. Su, along with our existing Finance Officer Helen Steed, and our Planning Consultant Michael Rayner, deserve our unreserved thanks for their flexibility and hard work this year.

Campaigning has continued on ongoing issues such as the western extension to the Northern Distributor Road near Norwich, the Greater Norwich Local Plan and onshore cabling for offshore wind farms, and these will continue to keep our attention in 2021. We have continued to develop our campaigns on urban connectivity to the countryside in urban areas, including the pressure for a Green Belt serving Norwich. We have also continued to focus on traditional activities such as light pollution and litter, and we have seen a new threat of carelessly discarded PPE.

The planned Awards for 2020 were postponed to 2021, and the AGM for 2019 was held virtually, as will the AGM for 2021. We have adapted to virtual working, primarily using Zoom, and have seen advantages from the fact we have not needed to travel. This has not only been good for the planet, but it has saved us some costs as well.

Whilst, through our Vision for Norfolk, we have always campaigned to protect the countryside those same measures are critical if we are to move to net zero by 2050. Our work on this in 2020 has been to continue to educate, be involved in discussion and to influence policy makers to take action. This will naturally come to the fore in our future work. One area where we will look for traction is with seeking to continue changes to working practices and lifestyles that emerged as a necessity to slow the spread of Covid-19, which has reduced carbon equivalent emissions albeit not to the degree we really require.

The lockdowns have also highlighted just how vital the countryside is for wellbeing - in other words our mental and physical health. To protect the countryside, we must also look after its biodiversity, and ensure our farming community can do the same. We must also encourage the right kind of tourism too, that support our economy without overwhelming Norfolk. With the continuing fallout from the pandemic, and the potential change arising from Brexit, there will be plenty to challenge us.

Continuing to become more effective and to reach more people is vital for our ongoing work. This involved developing our new website (launched in 2021), and our working relationships with other organisations, such as wildlife charities and parish councils. With regard to the latter, we have continued to grow our alliance and are looking to work more closely with Norfolk Association of Local Councils. We have started to plan for future trustee and volunteer recruitment, and to widen our diversity.

We are in a good place both in financial and people terms to continue our work in 2021, but we do not anticipate the challenges will lessen, and we remain reliant on the support and encouragement of our members and supporters. Our thanks go to them.



Christopher Dady
Chair April 2021

CPRE Norfolk

Report of the Executive Committee - Year ended 31 December 2020

Financial Review

The financial Statements for the year ended 31st December 2020 indicate a surplus of £11,210 [2019 deficit £-15296]

Income and Expenditure

What a strange year!

Despite the restrictions on our operations during Covid19 precautions, the staff and consultant have continued to work very well as a linked team and many developments have been achieved to deliver our primary objectives and enhance the public awareness.

Although we have been precluded from organising major events or “live” meetings, our members’ support, together with generous donations and legacies, has supported our activities and retained funds to continue the longer-term plans and projects.

Naturally, we plan to sustain the charity’s work from its usual annual income and the necessary drive to extend membership remains a key policy because, although we are all immensely grateful for the generosity of specific donors, we cannot expect to rely on the investment of individual benefactors to facilitate our longer-term plans alone.

The investment in the long-term lease of our own premises is now clearly reflected in the financial controls relating to our accommodation costs but even here the major changes in the way we operated during the Covid19 restrictions has allowed CPRE Norfolk to reassess the way we use the offices and facilities to gain the most from our property.

I am very grateful for the support of the Trustees, the staff and our consultant who all remain dedicated to implementing the Executive’s policies in a disciplined and professional manner.

Reserves

Our total charitable funds stand at £239,282 [2019 - £228,072]

Plans for Future Periods

It is the Trustees’ intention to maintain the current high-profile policies to safeguard and protect the countryside of Norfolk and our reserves policy as indicated in the funds statement is set to provide for continuing and longer-term support for those objectives.

Independent Examination of Accounts

The trustees are grateful to Shirley Webb, MAAT, of “Make It Count” who is the Independent Examiner. Shirley has also assisted with preparation of these Financial Statements and provided accountancy advice. The Trustees will seek to reappoint Shirley Webb as the Independent Examiner for 2021 and a resolution will be proposed at the Annual General Meeting.



George Ridgway FCA ACiM
Honorary Treasurer, April 2021

CPRE Norfolk

Independent Examiner's Report to the members - Year ended 31 December 2020

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b)) of the Charities Act; and
- To state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with General Directions given by the Charity Commission.

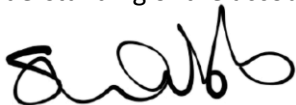
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date 19th April 2021

Shirley Webb MAAT Director
Make It Count (Accountancy Services) Ltd
3 Malleson Place
East Carleton
NR14 8JA

CPRE Norfolk

Statement of Financial Activities for year ended 31st December 2020

	Note	Restricted £	Unrestricted £	Total Funds 2020 £	Total Funds 2019 £
Income and Endowments from:					
Donations and Legacies	1	1,688	47,298	48,986	49,200
Fundraising Income	2		696	696	15,055
Investment income			808	808	1,500
Other					
Total Income		<u>1,688</u>	<u>48,802</u>	<u>50,490</u>	<u>65,755</u>
Expenditure on:					
Charitable Activities:	3	1,688	34,953	36,641	64,957
Raising Funds					
Fund-raising and publicity costs	4		1,235	1,235	11,378
Other					
Governance costs	5		1,404	1,404	4,716
Total Expenditure		<u>1,688</u>	<u>37,592</u>	<u>39,280</u>	<u>81,051</u>
Net income/(expenditure)		0	11,210	11,210	(15,296)
Transfers between funds					
Other Recognised Gains/Losses					
Net movement in funds		<u>0</u>	<u>11,210</u>	<u>11,210</u>	<u>(15,296)</u>
Reconciliation of Funds:					
Total Funds brought forward			228,072	228,072	243,368
Total Funds carried forward		<u>0</u>	<u>239,282</u>	<u>239,282</u>	<u>228,072</u>

CPRE Norfolk

Statement of Assets and Liabilities - Year ended 31 December 2020

	Note	Restricted £	Unrestricted £	Total Funds 2020 £	Prior year 2019 £
Fixed Assets					
Intangible Assets					
Tangible Assets	7		51,861	51,861	54,663
Heritage Assets				0	
Investments				0	
Total Fixed Assets		<u>0</u>	<u>51,861</u>	<u>51,861</u>	<u>54,663</u>
Current Assets	8				
Stocks					
Debtors & Prepayments			349	349	587
Investments:					
Cash at Bank and in hand			187,947	187,947	173,718
Total Current Assets		<u>0</u>	<u>188,296</u>	<u>188,296</u>	<u>174,305</u>
Current Liabilities	9				
Creditors: Amounts falling due within one year					
Accrued Accounting fees			600	600	600
Other Accruals			275	275	296
Total Current Liabilities		<u>0</u>	<u>875</u>	<u>875</u>	<u>896</u>
Creditors: Amounts falling due after more than one year				0	0
Total Net Assets or Liabilities		<u>0</u>	<u>239,282</u>	<u>239,282</u>	<u>228,072</u>
The Funds of The Charity					
Endowment Funds				0	
Restricted Funds				0	
Unrestricted Funds			239,282	239,282	228,073
Total Charity Funds		<u>0</u>	<u>239,282</u>	<u>239,282</u>	<u>228,072</u>

CPRE Norfolk

Notes to the Accounts - Year ended 31 December 2020

	Restricted £	Unrestricted £	Total 2020 £	Total 2019 £
1 Donations and Legacies				
Membership:				
CPRE subscription		16,188	16,188	16,841
Legacies		27,458	27,458	30,387
Friends			0	0
Donations		3,652	3,652	1,947
Appeal / Awards			0	25
Grants *	1,688		1,688	0
Miscellaneous			0	0
	<u>1,688</u>	<u>47,298</u>	<u>48,986</u>	<u>49,200</u>
2 Fundraising Income				
Sales of Goods			0	2,425
Events			0	11,898
100 Club		696	696	732
	<u>0</u>	<u>696</u>	<u>696</u>	<u>15,055</u>
3 Charitable Activities				
Salaries	1,688	12,314	14,002	18,870
Rent/Rates & Utilities		2,652	2,652	707
Insurance		1,435	1,435	661
Repairs and renewals		416	416	65
Stationery		51	51	251
Postage		0	0	16
Telephone		515	515	861
Bank Charges		120	120	120
Employee expenses		100	100	22,525
Volunteer expenses		0	0	14
Recruitment advertising		0	0	0
Fundraiser commission		0	0	0
Small Grants		0	0	0
Project Consultants Fees		13,698	13,698	15,029
Project Resources & Training		68	68	387
Project Publicity & Promotion		485	485	2,387
Subscriptions/regional levy		233	233	20
Light Pollution		63	63	88
Depreciation/Amortisation		2,803	2,803	2,955
	<u>1,688</u>	<u>34,953</u>	<u>36,641</u>	<u>64,957</u>

4 Fundraising and Publicity Costs

Meetings	150	150	794
Gifts & Prizes (incl. 100 Club)	406	406	390
Printing (Incl. communications)	679	679	1,333
Planning	0	0	0
Awards	0	0	46
Events	0	0	8,815
	<u>0</u>	<u>1,235</u>	<u>11,378</u>

5 Governance costs

Committee expenses inc Misc	0	0	1,240
AGM	(27)	(27)	419
Accountancy	600	600	600
Legal & Professional	831	831	2,457
	<u>0</u>	<u>1,404</u>	<u>4,716</u>

** The £1,688 restricted grant was awarded as part of the Coronavirus Job Retention Scheme and was allocated entirely to paying employee salaries.*

CPRE Norfolk

Analysis of Opening and Carrying Amounts - Year ended 31 December 2020

	Notes	Freehold Land and Buildings	Leasehold Land and Buildings	Plant and Machinery	Fixtures, Fittings & Equipment	Total
6 Tangible Fixed Assets		£	£	£	£	£
Cost or Valuation						
At beginning of the Year		58,712	0	0	4,427	63,139
Additions						0
Disposals						0
Revaluations						0
Transfers						0
At End of the Year		58,712	0	0	4,427	63,139
Depreciation and Impairment						
At beginning of the Year		5,867		0	2,608	8,475
Disposals						0
Depreciation		2,348			455	2,803
Impairment						0
Transfers						0
At End of the Year		8,215	0	0	3,063	11,278
Net book value at beginning of the year		52,845	0	0	1,819	54,664
Net book value at end of the year		50,497	0	0	1,364	51,861

8 Current Assets

Current Assets		
Debtors		0
		<u>0</u>
Cash and Bank Deposits		
		<u>187,947</u>
		<u>187,947</u>
Prepayments	W Denis Trustees Indemnity Insurance Sept 20	235
	NFU Liability Insurance Sept 20	<u>114</u>
		<u>349</u>

9 Current Liabilities

Current Liabilities		
Accruals	HMRC and Pension contributions Dec	(45)
	Accounts & Independent Examiners Fee	600
	100 Club Uncashed cheques 2018	240
	100 Club Uncashed cheques 2019	<u>80</u>
		<u>875</u>

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Outline Summary of Fund Movements - Year ended 31 December 2020

Fund name	Fund balances brought forward	Income	(Expenditure)	Transfers	Gains and (Losses)	Fund Balances Carried Forward
	£	£	£	£	£	£
Designated for the operational offices and headquarters	56,791					56,791
Projects incl. V4N, Planning & Consultancy 2017 - 2024	49,990		(14,733)	39,743		75,000
All Other Unrestricted Funds	121,292	50,490	(24,547)	(39,743)		107,492
Total Funds	228,073	50,490	(39,280)	0	0	239,283

CPRE Norfolk

Acknowledgement of Donors, Patrons and Sponsors - Year ended 31 December 2020

CPRE Norfolk would like to thank all our members, friends, supporters and volunteers for their invaluable contribution to the charity's success in 2020.

Patrons 2020

Sir Nicholas Bacon Bt.
Charles Barratt
Ivor Braka
The Marquess of Cholmondeley
Thomas Cook
The Reverend Paul Gismondi
The Earl of Leicester
Sir Rupert Mann
Rosalie Monbiot, OBE
Professor Timothy O'Riordan, OBE
Lord & Lady Walpole

Other Patrons have asked to remain anonymous.

Ambassadors 2020

Patrick Barkham
John Bullard
Kit Martin CBE
Gerard Stamp