



Dorset Environmental Records Centre

Annual Report and Financial Statements

Of

The Dorset Environmental Records Centre Trust Company Limited
(A company limited by guarantee)

For the Year Ended 31 March 2024

Registered Charity Number 900287

Company Number 2447393



Thrift on Chesil Beach © Carolyn Steele

Registered in England as Dorset Environmental Records Centre Trust Company Limited
Reg. Office: DERC, Dorset History Centre, Bridport Road, Dorchester, Dorset DT1 1RP
Registered Charity No. 900287 Registered Company No. 2447393 VAT Registration No. 834 5747 06

The Dorset Environmental Records Centre Trust Company Limited

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The Dorset Environmental Records Centre Trust Company Limited

Reference and Administrative Details

| | |
|------------------------------------|---|
| Trustees | Mrs L Cooch Mr K Cook Dr J Cripps Ms I Davenport Mr J Davis Mrs A King Mr J Newbould Mr N Squirrell, for Natural England Dr P Sterling Ms N Taylor (appointed 14/06/2023) Mrs S Welton Mr J White (appointed 14/06/2023) |
| Secretary | Mrs C Steele |
| Charity Registration Number | 900287 |
| Company Registration Number | 02447393 The Charity is incorporated in Wales |
| Registered Office | Dorset History Centre Bridport Road Dorchester Dorset DT1 1RP |
| Independent Examiner | Marcus Cridland B.A.(Hons) F.C.A. Scott Vevers Ltd Chartered Accountants and Registered Auditors 65 East Street Bridport Dorset DT6 3LB |

The Dorset Environmental Records Centre Trust Company Limited

Trustees' Report For the Year Ended 31 March 2024

Chairman's Report for 2023/24

The year of 2023/24 has been one of stability for DERC. The Trustees and Staff remain the same as the previous year and there have been no significant changes to our operation. That does not mean that the Records Centre has not been busy. There has been much more attention given to smaller projects including more SNCI surveys on Dorset Council road verges and around Silverlake and Crossways. Income from contract surveys and grants are an important part of DERC's work and Carolyn reports later on the varied work that has been done including surveys at Oakers Wood, Holt Lodge Farm, Verney's Farm, Eype and Merritown Heath, all ably conducted by Bryan and Fiona. Excellent work too has been done by Jo on the Ancient Woodland Inventory that was completed this year.

Education is part of DERC's remit and this year a tree identification day and hedgerow survey day were conducted. Data management headed by Alison, shows that 129,871 records were received through Living Record, and we now hold, at the end of March 2024, 3,880,336 records. These represent the primary function of the organisation and the work of many individuals who survey and record for personal pleasure, scientific reasons, as part of larger schemes or to monitor their own projects. With nearly 4 million records, it is a true record of the dedication of Dorset's naturalists.

It is difficult to single out individual recorders, but we have to acknowledge the contribution to Dorset's recording made by our Trustee John Newbould. In an email of June 19th 2023 John said to us all:

'I was awarded the British Empire Medal for "Voluntary Services to Ecological Surveying and Reporting" in the King's Birthday Honours List at the weekend.'

He went on to detail the wealth and range of his contribution to wildlife conservation for many organisations including Rotherham Biological Records Centre, the Yorkshire Naturalists Union, the National Trust, The Forum for Biological Recording Council, and as a trustee of DERC for over 15 years. The honour was well deserved, and I am pleased to acknowledge that in my Chairman's Report.

We show a small loss for the year, but this was expected and not a concern. DERC continues to be secure financially. Many thanks to all the staff and trustees and Carolyn for gently steering all of us so capably.



Kevin Cook

The Dorset Environmental Records Centre Trust Company Limited

Trustees' Report For the Year Ended 31 March 2024

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2024.

The accounts have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, applicable law and the requirements of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Structure, governance and management:

Governing document

The company is a registered charity, Number 900287, limited by guarantee and having no share capital. The company was formed on 29 November 1989 to continue the work of the Dorset Environmental Records Centre (DERC) and all assets were transferred to the company on 1 March 1990. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

DERC Directors and employees

Directors

| | |
|--------------------|---|
| Lyn Cooch | (Dorset Council) |
| Kevin Cook | (Chairman, consultant ecologist) |
| Jennifer Cripps | (Dorset Natural History & Archaeological Society) |
| Imogen Davenport | (Dorset Wildlife Trust) |
| John Davis | (Consultant Ecologist) |
| Annabel King | (Dorset Council) |
| John Newbould | (Dorset Natural History & Archaeological Society) |
| Nicholas Squirrell | (on behalf of Natural England) |
| Phil Sterling | (Butterfly Conservation) |
| Nicky Taylor | (Dorset Council) |
| Sarah Welton | (Dorset Wildlife Trust) |
| Jim White | (independent) |

Employees

| | |
|----------------|--------------------------------|
| Carolyn Steele | Records Centre Manager |
| Jon Corkill | GIS Manager |
| Bryan Edwards | Ecologist |
| Silvia Friere | Records Centre Assistant |
| Hugo Sewill | Records Centre Assistant |
| Jo Stephen | AWI Project Officer |
| Alison Stewart | Environmental Database Manager |
| Fiona Wood | Habitat Surveyor |

Organisation

The Board of Trustees administers the charity and meets quarterly. The Secretary, members of Dorset Environmental Records Centre staff and non-Trustee advisers also attend the quarterly Trustee meetings but do not have voting rights. The Record Centre Manager is appointed by the Trustees to manage the day-to-day operations of the charity, including supervision of staff and volunteers.

Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Trust. The Board of Management manages the affairs of the Trust, with the number of members of the Board being between 6 and 12. The Articles state that there are to be no less than two

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Trustees' Report For the Year Ended 31 March 2024

Board members representing each of Dorset County Council, Dorset Wildlife Trust and Dorset Natural History & Archaeological Society. New trustees are elected by invitation from the Board, who aim to recruit from a diverse background of related organisations and interests. The Trustees meet every quarter to oversee the work of the Records Centre and its continued development.

On 1st April 2019 two new unitary authorities were founded in Dorset. Dorset Council and Bournemouth, Christchurch and Poole Unitary Authority replaced Dorset County Council, two unitary authorities (Bournemouth and Poole) and six district authorities.

Trustee induction and training

Trustees are already familiar with the practical work of the charity and will have been invited to attend management meetings as an observer, prior to becoming a trustee. An induction pack for new trustees has been put together, and includes a copy of the Memorandum and Articles, the Charity Commission guide "The Essential Trustee" and the latest annual report and financial statements.

Related Parties

The Trust works closely with local authorities in Dorset and government organisations (including Natural England and the Environment Agency).

Risk management

Procedures are in place to ensure compliance with health and safety of staff, volunteers and people attending workshops in the field. The Health and Safety Policy is reviewed annually by the Board of Trustees.

Potential external risks to funding have led to consideration of the diversification of funding opportunities. Internal control risks are minimised by the implementation of procedures for co-authorising online payments.

Health and Safety Policy

The Trustees review and update the Health and Safety policy annually in the light of any incidents. It is a requirement that any incidents are reported to the Record Centre Manager; no incidents occurred within the year to 31 March 2024.

Objectives and activities

The principal activity of the company as set out in the Memorandum and Articles of Association is the advancement of public education in the natural history and geology of Dorset. This is achieved through the following objectives:

- to collect and provide quality biological and geological data for the county;
- to ensure that data can be provided quickly and efficiently;
- to provide a service to all professionals involved in conservation and planning within Dorset;
- to provide all amateur naturalists with support for field recording in the county;
- to provide a public service: the principal activities of the charity are to provide environmental services, education and training.

The challenges of a changing environment have been highlighted by many organisations over the past 12 months and access to useful and reliable data is more important than ever. During the year we have added to our information resources with data on both species and habitats. With two ecologists now on the DERC team, we have undertaken field survey work to help update the GIS habitat layers. Additional resources spent on office staff has helped with data extraction from ecological reports. We have also made considerable progress in collating SNCI data to prepare citation statements for each site.

Following redevelopment of the DERC website, we have continued to expand the content of useful information. This has included the addition of a Citizen Science page and updated information for local recording groups.

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Trustees' Report For the Year Ended 31 March 2024

We have provided bi-annual newsletters to update everyone on recording issues, new finds and wildlife to look out for. The newsletters are a useful way to report back on some of our work, like the surveys on Dorset Council farms which will help target environmental grants and funding opportunities.

The work to update the Ancient Woodland Inventory was completed during 2023-24. The final GIS layers have been submitted to Natural England where they will be checked before becoming part of a national update.

We have provided training days on tree identification to the local residents of Swanage and hedgerow regulation training to Dorset Council staff.

The Records Centre provides a valuable link between local naturalists and professionals. In recent years we have invested in technology to help us improve the efficiency of our work. This has included the development of a data automation tool to extract data from the database and create GIS layers. Some of these data layers are available to the public through Dorset Explorer. Other GIS data layers are provided to local authorities, government agencies and conservation bodies to assist them in their work.

The number of requests for data has remained high. Whether enquiries to the Records Centre come from members of the public, students, consultants, local authorities or government agencies, each time we depend upon information updated largely by voluntary recorders in our local community. We take this opportunity within our annual report to include a note of thanks for everyone who has submitted their records of sightings from the last year.

Achievements and performance in 2023-24

The Record Resource

Much of the data coming into DERC is via Living Record or other online systems. However, some records are received directly, either as Excel spreadsheets, Word documents or emails. These have been the focus for work during 2023-24. They all needed to be collated into spreadsheets for verifiers to check before 54,955 records could be added to the database. The majority of these were for the lower plant groups and DERC contract work.

The total number of records on the database at the end of March 2024 was 3,880,336.

Requests for Data

During 2023-24 DERC received 945 data requests. The proportion of commercial requests remained steady at 88% of all enquiries, with 3% for agreement holders and 9% of enquires uncharged and usually for private individuals, students or conservation organisations. The data automation introduced a few years ago is an essential tool to help staff respond to the high level of enquiries in a timely way.

DERC continue to provide GIS data through the Dorset Biodiversity Information System which allows agreement holders to access data sets multiple times throughout the year or to use data as a screening tool for potential works.

Dorset Explorer is an online system used by Dorset Council (among others) which allows members of the public to view data sets over base maps. DERC has contributed data layers on Local Nature Reserves, Local Geological Sites, Veteran Trees and ecological networks. With Dorset Explorer a viewer can see our information alongside other data sets such as SSSI, rights of way, open access land, data from the Historic Environment team, Natural England, Environment Agency and much more. Recent updates to Dorset Explorer have improved the flexibility for users allowing them to filter data sets and improving access.

Dorset Biodiversity Information System

The Dorset Biodiversity Information System has developed as a way to provide data to local authorities and some of our partner organisations through GIS layers. GIS allows the user to look at species and site data over OS base maps or aerial photos. Through our data agreements, data has been provided to BCP Council, Dorset Council, Dorset Wildlife Trust, the Environment Agency, Forestry England and Wessex Water. DERC also has agreements

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Trustees' Report For the Year Ended 31 March 2024

to provide data to Network Rail and the team managing the Purbeck Heaths NNR. Site boundaries for Sites of Nature Conservation Interest, Local Geological Sites, Local Nature Reserves, Conservation Verges and Habitat Restoration Sites and species data layers have all been updated. The Ecological Network layers have been reviewed and updated with fresh information and feedback from local residents.

Dorset Habitat Layer

The Dorset Habitat Layer has data from a variety of surveys, including SNCI surveys and DERC contract surveys. Using Integrated Habitat System (IHS) all habitats from improved grassland to priority heathland are included in a single layer. A second layer, Dorset Priority Habitats, has also been produced. This only includes those habitats protected through current legislation.

Since 2012 these layers have been made available to Dorset Wildlife Trust, Dorset Council and BCP Council through the Dorset Biodiversity Information System. These habitat layers continue to be updated through ongoing work. With recent changes to planning and the introduction of Biodiversity Net Gain, the next challenge will look at how to present the data for BNG purposes.

Dorset Marine Biodiversity Database

The Dorset Marine Biodiversity Database is held by Dorset Wildlife Trust which responds to requests for marine data (co-ordinated by DERC as appropriate).

DERC Contracts

A significant proportion of our income is through ecological surveys. This year, surveys included lichen monitoring at Oakers Wood Well Site and vegetation surveys at Holt Lodge Farm. A grant from the Silverlake Conservation and Community Fund provided funding for surveying SNCI around Crossways. Surveys for Dorset Council included cycleways and road verges (several of which have been selected as new SNCI), Dinah's Hollow, Verney's Farm and an area at Eype, plus monitoring work following goat grazing at Merritown Heath.

DERC ran a tree identification day for residents through Sustainable Swanage and a hedgerow survey day for Dorset Council staff. Surveys on the Dorset Council farms were completed and FIPL funding (Farming in Protected Landscapes – DEFRA grant) covered several pollinator surveys coordinated by Dorset Wildlife Trust.

Data, GIS and mapping projects included an assessment of Biodiversity Net Gain on the Weymouth Relief Road for Butterfly Conservation and the final mapping of Ancient Woodland for the Woodland Trust and Natural England.

DERC has been working with Dorset Council and others on the preparatory work for a Local Nature Recovery Strategy. DERC has been able to assist on two fronts. Our experience in GIS will help with mapping the most valuable areas for nature, and our knowledge of the county's biodiversity will be used when choosing priorities for action.

Data extraction from ecological reports from Biodiversity Plans and BCP Council applications is ongoing. These have provided a valuable source of data for many sites across Dorset, particularly for protected species including bats.

Dorset Heaths Partnership Project

The Dorset Heaths Partnership Project is derived from the Urban Heaths EU LIFE project which ran from 2002 – 2005 and was established to help combat urban pressures on the internationally important heathlands in southeast Dorset. Within the current partnership are local authorities, emergency services, wildlife organisations and government bodies and it now extends to all heaths throughout Dorset rather than just the urban heaths of the southeast of the county. The work of the Partnership includes monitoring (including bird surveys, incident recording, visitor counts, car park counts and site visitor surveys), and education (field-based learning for primary/secondary key stages, outdoor nature-based experiences and field trips, school visits/assemblies, and arson awareness sessions).

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DERC's role in the project is to disseminate fire records from the Dorset & Wiltshire Fire and Rescue Service (DWFRS) to the partner organisations and to provide figures, reports and other requests for data from the partners.

There are many different types of incidents which are detrimental to the heathland, with the most common being fire, vandalism, fly-tipping, mountain biking, and motor cycling. The data collected on these incidents has been used to reveal trends and patterns in activity on the heaths. This is useful, for instance, in allowing wardening to be targeted to the most affected places and at the times when incidents occur most often, for example, Canford Heath which has had, at 971, more incidents recorded than at any other site.

Living Record – on-line recording for Dorset

Living Record continues to be the main source of online recording used by DERC. During the year 129,871 records were added to Living Record including over 60,000 Moth records, 40,500 Vascular Plant records and 6,200 bird records.

Living Record is used for lots of projects in Dorset. The map below shows new planting for native Black Poplar – part of a county initiative to boost the population with plants generated from cuttings. Black Poplar is dioecious, with separate trees for male and female catkins. Although individual trees may be long-lived, you need both male and female in an area for natural propagation and they can hybridise with other non-native poplar species. True native Black Poplar had become rather few.



Recording Groups

DERC has continued to support the work of local recording groups in Dorset through the provision of data and maps. In recent years this has included maps for Hedgehog Towns – encouraging people to look out for and record Hedgehogs in their local area. We help with data processing, particularly for the Dorset Moth Group and Dorset Flora Group. We maintain the contact database for the Dorset Flora Group, sending out information on events and courses.

During 2023-24 we have made amendments to the DERC website including adding a Citizen Science page with links to several national projects. Volunteers can sign up to Nature's Calendar with the Woodland Trust, the PTES

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Trustees' Report For the Year Ended 31 March 2024

Great Stag Hunt, the New Year Plant Hunt or the Big Seaweed Search with Marine Conservation. We have also updated the Dorset Flora Group events page to make it more accessible.

Public Benefit

In 2023-24 DERC Trustees paid due regard to the Charity Commission guidance on public benefit, overseeing the work undertaken by the Records Centre during the year. DERC's principal aim as a charity is the advancement of public education in the natural history and geology of Dorset. The activities undertaken in the year (as listed above) demonstrate that the Records Centre has been actively involved with local recording groups through promotion of their activities to the wider public and administrative support to co-ordinate the membership. In addition, DERC officers have provided maps for site visits or to monitor recording effort and results, provided space on the DERC website to promote the work of recording groups (or links to recording group websites) and promoted workshops and walks available to group members and members of the public.

Members of the public can access data sets prepared by the Records Centre by using Dorset Explorer. This includes ecological network mapping, Local Geological Sites, Local Nature Reserves, and Veteran Tree Sites.

ALERC

DERC is a member of the Association of Local Environmental Records Centres (ALERC). ALERC provides a central voice on behalf of UK LERCs developing and promoting accreditation and advocating good standards of practice. Each year ALERC runs a conference, giving ALERC members and opportunity to discuss national initiatives and see the work of other records centres.

Financial Review

Total reported income was £283,259 (2023: £228,514). The net surplus for the year, before the movement on the revaluation of fixed asset investments, was £13,625 (2023: net deficit of £18,535). Unrestricted reserves at 31 March 2024 were £368,489 (2023: £332,959).

Copies of the Report of the Directors and Financial Statements for the year ended 31 March 2024 are available from the DERC office.

The Independent Examiner's Report to the Trustees has been prepared by Scott Vevers Chartered Accountants, 65 East Street, Bridport, Dorset DT6 3LB. DERC's bankers are Lloyds, Dorchester Branch, 1 High West Street, Dorchester, Dorset DT1 1UG.

DERC wishes to acknowledge contributions received from Dorset Council and BCP Council, Environment Agency, Wessex Water and Dorset Wildlife Trust.

Reserves Policy

Dorset Environmental Records Centre (DERC) maintains a stable pattern of expenditure from month to month, the majority of its costs being staff salaries, tax and national insurance. However, a significant amount of DERC's income is from grants funded by other organisations, who themselves are subject to a fluctuating financial climate. The reserves policy requires that DERC should hold instant access funds at a level that will cover three months' expenditure and any surplus has been transferred to COIF investments. This will maximise the potential to earn investment income whilst ensuring retention of the staff that have the skills and local knowledge that are key to the on-going work of DERC. DERC's Reserves Policy is considered at each quarterly Trustees meeting in relation to actual income and expenditure and the policy is renewed annually. Reserves are held by CCLA Investment Management Ltd, 80 Cheapside, London EC2V 6DZ.

DERC's activities in the year to 31 March 2024 continued to provide a good and reliable information and survey service with no significant changes or developments during the year. At 31 March 2024, reserves held by the company were £368,489, being in accordance with the above policy. All of the company's reserves are considered by the trustees to be unrestricted. However, some years ago the trustees earmarked funds of £8,000 to cover the

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Trustees' Report For the Year Ended 31 March 2024

future costs involved in producing DERC publications on the species and habitats of the county. This sum is treated within these financial statements as a designated fund within the unrestricted reserves.

Investment Policy

DERC's Reserves Policy states that it is desirable to hold reserves at a level that will cover 3 months expenditure. Therefore, it is DERC's policy to invest the moneys of the Trust not immediately required for its purposes in funds that:

- are in accordance with the Trustee Investment Act 2000,
- provide reasonable access,
- provide income at a competitive rate for current needs, and
- preserve or increase the value of investments for the future.

To minimise risk, DERC funds are invested through a specialist charity investment fund approved by the Charity Commission, with due regard to ethical investments whilst maximising the return on capital.

Plans for the future

The charity plans on continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Statement of Trustees' responsibilities

The Trustees are required under Charity law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the financial activities of the Charity for that period. In preparing those 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 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 company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for ensuring that the Charity maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against loss or unauthorised use and to prevent and detect fraud and other irregularities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

On behalf of the board:


.....
Mr K Cook
Chairman

Date: 13th November 2024

**Report of the Independent Examiner
To the Trustees of The Dorset Environmental Records Centre Trust Company Limited
For the Year Ended 31 March 2024**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024, which are set out on pages 11 to 20.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.


.....
Marcus Cridland B.A.(Hons) F.C.A.
Scott Vevers Ltd.
Chartered Accountants and Registered Auditors
65 East Street
Bridport
Dorset
DT6 3LB

Date: 12/11/24

The Dorset Environmental Records Centre Trust Company Limited

**Statement of Financial Activities (Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2024**

| | | Unrestricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|---|-------|----------------------------|-----------------------------|-----------------------------|
| | Notes | | | |
| INCOME | | | | |
| Income and endowments from: | | | | |
| Donations and legacies | 3 | 58,959 | 58,959 | 2,870 |
| Charitable activities | 4 | 213,704 | 213,704 | 216,920 |
| Investment income | 5 | 10,596 | 10,596 | 8,724 |
| Total incoming resources | | 283,259 | 283,259 | 228,514 |
| EXPENDITURE ON: | | | | |
| Charitable activities | 6 | 269,634 | 269,634 | 247,049 |
| Total expenditure | | 269,634 | 269,634 | 247,049 |
| Net income/(expenditure) before transfers | | 13,625 | 13,625 | (18,535) |
| Other recognised gains and losses | | | | |
| Gains / (losses) on revaluation of fixed assets | 12 | 21,905 | 21,905 | (16,099) |
| Net Movement in Funds for the year | | 35,530 | 35,530 | (34,634) |
| Total Funds: | | | | |
| Brought Forward | | 332,959 | 332,959 | 367,593 |
| Carried Forward | | 368,489 | 368,489 | 332,959 |

All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 to 20 form an integral part of these financial statements.

The Dorset Environmental Records Centre Trust Company Limited

Balance Sheet At 31 March 2024

| | | 2024 | 2023 |
|---|-------|-----------------|-----------------|
| | Notes | £ | £ |
| Fixed Assets | | | |
| Tangible assets | 11 | - | - |
| Investments | 12 | 277,976 | 251,071 |
| | | <u>277,976</u> | <u>251,071</u> |
| Current assets | | | |
| Debtors | 13 | 62,029 | 36,332 |
| Cash at bank and in hand | | 58,576 | 122,052 |
| | | <u>120,605</u> | <u>158,384</u> |
| Creditors: Amounts falling due within one year | 14 | <u>(30,092)</u> | <u>(76,496)</u> |
| Net current assets | | 90,513 | 81,888 |
| Total assets less current liabilities | | <u>368,489</u> | <u>332,959</u> |
| The funds of the charity: | 15 | | |
| Unrestricted funds | | 253,904 | 240,279 |
| Revaluation reserve | | 114,585 | 92,680 |
| Total charity funds | | <u>368,489</u> | <u>332,959</u> |

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

For the financial year ending 31 March 2024 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 financial statements for the year ended 31 March 2024 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts:

The financial statements were approved by the Board of Trustees on 7th Nov 2024 and signed on its behalf by:



Mr K Cook - Trustee

The notes on pages 13 to 20 form an integral part of these financial statements.

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Notes to the Financial Statements For The Year Ended 31 March 2024

1 General information

Dorset Environmental Records Centre is a charity limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation. The charity is incorporated in England and Wales under the Companies Act 2006 and Charities Act 2011. The address of the registered office is provided in the Reference and Administrative Details on page 1.

2 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a. Statement of compliance and basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared under the historical cost convention and includes the results of the charity's operations which are described in the Trustees' Report and all of which are continuing. The financial statements are prepared under the historical cost convention and in accordance with the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

b. Accounting convention

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements.

c. Income

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Charitable activities

All voluntary income and donations are accounted for on receipt by the charity. Donated assets and services are included at open market value.

Investment income

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

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Notes to the Financial Statements For The Year Ended 31 March 2024

2 Accounting policies (continued)

d. Classification of expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff cost allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

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.

e. Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

f. Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

| | |
|-------------------------|------------------------|
| Furniture and equipment | - 50% reducing balance |
|-------------------------|------------------------|

g. Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

h. Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

i. Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

j. Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

The Dorset Environmental Records Centre Trust Company Limited

Notes to the Financial Statements For The Year Ended 31 March 2024

2 Accounting policies (continued)

k. Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangement entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transactions. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for similar debt instruments.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Fair value measurement

The best evidence of fair value is a quoted price for identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Donations and legacies

| | 2024 | 2023 |
|-------------------|---------------|--------------|
| | £ | £ |
| Grants receivable | 58,959 | 2,870 |
| | <u>58,959</u> | <u>2,870</u> |

The Dorset Environmental Records Centre Trust Company Limited

Notes to the Financial Statements For The Year Ended 31 March 2024

4 Income from charitable activities

| | 2024 | 2023 |
|------------------------|----------------|----------------|
| | £ | £ |
| Data agreements | 66,668 | 63,452 |
| Contracts | 49,708 | 42,011 |
| Data searches | 96,638 | 111,417 |
| Workshops and training | 655 | - |
| Publications | 20 | 40 |
| Other income | 15 | - |
| | <u>213,704</u> | <u>216,920</u> |

5 Investment income

| | 2024 | 2023 |
|---------------------------|---------------|--------------|
| | £ | £ |
| Dividends and interest | 8,330 | 8,143 |
| Interest on cash deposits | 2,266 | 581 |
| | <u>10,596</u> | <u>8,724</u> |

6 Expenditure on charitable activities

| | 2024 | 2023 |
|----------------------------------|----------------|----------------|
| | £ | £ |
| Staff costs (including travel) | 239,772 | 218,605 |
| Direct costs | 15,941 | 17,391 |
| Support costs | 8,490 | 6,800 |
| Governance costs | 5,431 | 4,253 |
| | <u>269,634</u> | <u>247,049</u> |
| <u>Direct costs:</u> | | |
| Contract costs | 2,470 | 3,680 |
| Consulting | 1,348 | - |
| Subscriptions | 1,333 | 1,528 |
| Computer consumables and repairs | 4,098 | 6,156 |
| Insurance | 6,602 | 6,027 |
| Bad debts | 90 | - |
| | <u>15,941</u> | <u>17,391</u> |
| <u>Support costs:</u> | | |
| Office service charge | 1,911 | 1,879 |
| Rent | 3,940 | 3,940 |
| Rates | 379 | 290 |
| Printing, postage and stationery | 1,860 | 638 |
| Sundry expenses | 400 | 53 |
| | <u>8,490</u> | <u>6,800</u> |
| <u>Governance costs:</u> | | |
| Accountancy fees | 5,431 | 4,253 |
| | <u>5,431</u> | <u>4,253</u> |

The Dorset Environmental Records Centre Trust Company Limited

Notes to the Financial Statements For The Year Ended 31 March 2024

7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

8 Staff costs

The aggregate payroll costs were as follows:

| | 2024 | 2023 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 203,745 | 184,181 |
| Social security costs | 13,162 | 12,491 |
| Pension costs | 21,529 | 20,365 |
| | <u>238,436</u> | <u>217,037</u> |

No employee received remuneration of more than £60,000 during the year.

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

| | 2024 | 2023 |
|-----------------|-------------|-------------|
| | No. | No. |
| Administration | <u>6.00</u> | <u>5.00</u> |
| Field surveyors | <u>2.0</u> | <u>2.0</u> |

9 Pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £21,529 (2023: £20,365). At the year end there were contributions of £1,545 outstanding (2023: £nil).

10 Net income/ (expenditure) for the year

This is stated after charging:

| | 2024 | 2023 |
|---|--------------|--------------|
| | £ | £ |
| (Profit) / loss on disposal of tangible assets | - | - |
| (Profit) / loss on fair value movement of investments | (21,905) | 16,099 |
| Independent examiner's remuneration | <u>1,300</u> | <u>1,434</u> |

The Dorset Environmental Records Centre Trust Company Limited

Notes to the Financial Statements For The Year Ended 31 March 2024

11 Tangible fixed assets

| | Furniture and equipment £ | Total £ |
|--------------------------|--|--------------------|
| Cost or valuation | | |
| As at 1 April 2023 | 13,901 | 13,901 |
| Disposals | (13,901) | (13,901) |
| As at 31 March 2024 | - | - |
| Depreciation | | |
| As at 1 April 2023 | 13,901 | 13,901 |
| Eliminated on disposals | (13,901) | (13,901) |
| As at 31 March 2024 | - | - |
| Net book value | | |
| As at 31 March 2024 | - | - |
| As at 31 March 2023 | - | - |

12 Fixed asset investments

| | 2024 £ | 2023 £ |
|--------------------------|-------------------------------------|--------------------|
| Other investments | 277,976 | 251,071 |
| | | |
| | Listed investments £ | Total £ |
| Cost or valuation | | |
| As at 1 April 2023 | 251,071 | 251,071 |
| Additions | 5,000 | 5,000 |
| Revaluation | 21,905 | 21,905 |
| As at 31 March 2024 | 277,976 | 277,976 |
| Net book value | | |
| As at 31 March 2024 | 277,976 | 277,976 |
| As at 31 March 2023 | 251,071 | 251,071 |

The market value of the listed investments at 31 March 2024 was £277,976 (2023: £251,071).

The Dorset Environmental Records Centre Trust Company Limited

**Notes to the Financial Statements
For The Year Ended 31 March 2024**

13 Debtors

| | 2024 | 2023 |
|----------------|---------------|---------------|
| | £ | £ |
| Trade debtors | 57,522 | 32,743 |
| Prepayments | 4,330 | 3,483 |
| Accrued income | 177 | 106 |
| | <u>62,029</u> | <u>36,332</u> |

14 Creditors: Amounts falling due within one year

| | 2024 | 2023 |
|---|---------------|---------------|
| | £ | £ |
| Social security and other taxes | 15,716 | 20,463 |
| Other creditors | 1,545 | 2,100 |
| Accruals and income received in advance | 12,831 | 53,933 |
| | <u>30,092</u> | <u>76,496</u> |

15 Funds

| | At 01.04.23 | Incoming resources | Resources expended | Other recognised gains/(losses) | At 31.03.24 |
|----------------------------|--------------------|---------------------------|---------------------------|--|--------------------|
| | £ | £ | £ | £ | £ |
| Unrestricted funds | | | | | |
| General | 232,279 | 283,259 | (269,634) | - | 245,904 |
| Designated | 8,000 | - | - | - | 8,000 |
| | <u>240,279</u> | <u>283,259</u> | <u>(269,634)</u> | <u>-</u> | <u>253,904</u> |
| Revaluation reserve | | | | | |
| Revaluation reserve | 92,680 | - | - | 21,905 | 114,585 |
| | <u>92,680</u> | <u>-</u> | <u>-</u> | <u>21,905</u> | <u>114,585</u> |
| Total funds | <u>332,959</u> | <u>283,259</u> | <u>(269,634)</u> | <u>21,905</u> | <u>368,489</u> |

| | At 01.04.22 | Incoming resources | Resources expended | Other recognised gains/(losses) | At 31.03.23 |
|----------------------------|--------------------|---------------------------|---------------------------|--|--------------------|
| | £ | £ | £ | £ | £ |
| 2023 | | | | | |
| Unrestricted funds | | | | | |
| General | 250,814 | 228,514 | (247,049) | - | 232,279 |
| Designated | 8,000 | - | - | - | 8,000 |
| | <u>258,814</u> | <u>228,514</u> | <u>(247,049)</u> | <u>-</u> | <u>240,279</u> |
| Revaluation reserve | | | | | |
| Revaluation reserve | 108,779 | - | - | (16,099) | 92,680 |
| | <u>108,779</u> | <u>-</u> | <u>-</u> | <u>(16,099)</u> | <u>92,680</u> |
| Total funds | <u>367,593</u> | <u>228,514</u> | <u>(247,049)</u> | <u>(16,099)</u> | <u>332,959</u> |

The Dorset Environmental Records Centre Trust Company Limited

**Notes to the Financial Statements
For The Year Ended 31 March 2024**

16 Analysis of fund balances between net assets

| | Unrestricted funds £ | Total £ |
|------------------------------|-------------------------------------|--------------------|
| Tangible fixed assets | - | - |
| Fixed asset investments | 277,976 | 277,976 |
| Current assets | 120,605 | 120,605 |
| Current liabilities | (30,092) | (30,092) |
| Total funds | 368,489 | 368,489 |
| <i>2023</i> | <i>£</i> | <i>£</i> |
| <i>Tangible fixed assets</i> | - | - |
| <i>Investments</i> | 251,071 | 251,071 |
| <i>Current assets</i> | 158,384 | 158,384 |
| <i>Current liabilities</i> | (76,496) | (76,496) |
| <i>Total funds</i> | <i>332,959</i> | <i>332,959</i> |

17 Financial instruments

The carrying amounts of the charity's financial instruments measured at fair value through net income / expenditure are as follows:

| | 2024 £ | 2023 £ |
|--|-------------------|-------------------|
| Financial assets | | |
| Measured at fair value through net income / expenditure: | | |
| - Fixed asset investments | 277,976 | 251,071 |
| Measured at amortised cost: | | |
| - Debt instruments | 116,098 | 154,795 |
| | 394,074 | 405,866 |
| Financial liabilities | | |
| Measured at amortised cost | 30,092 | 76,496 |

The income, expenses, net gains and net losses attributable the charity's financials instruments are summarised as follows:

| | | |
|--|--------|----------|
| Income and expense: | | |
| Financial assets measured at fair value through net income / expenditure | 8,330 | 8,143 |
| Financial assets, that are debt instruments, measured at amortised cost | 2,266 | 581 |
| Net gains and losses | | |
| Financial assets measured at fair value through net income / expenditure | 21,905 | (16,099) |

18 Related party transactions

There were no related party transactions in the year.