

Company registration number: 04072259

Charity registration number: 1150808

# Brighton Permaculture Trust

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 June 2019

Hodson and Co.  
Wiston House  
1 Wiston Avenue  
Worthing  
West Sussex  
BN14 7QL

## **Brighton Permaculture Trust**

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## **Brighton Permaculture Trust**

### **Reference and Administrative Details**

<b>Trustees</b>	S M White J Mulreany Ms C Schofield J Coote S S Cumiskey (appointed 23 November 2018 and resigned 20 August 2019)
<b>Secretary</b>	J C Matthews
<b>Principal Office</b>	The Fruit Factory Stanmer Village Stanmer Brighton BN1 9PZ
<b>Company Registration Number</b>	04072259
<b>Charity Registration Number</b>	1150808
<b>Independent Examiner</b>	Hodson and Co. Wiston House 1 Wiston Avenue Worthing West Sussex BN14 7QL

# Brighton Permaculture Trust

## Trustees' Report

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 30 June 2019.

### Objectives and activities

#### *Objects and aims*

To promote sustainable development for the benefit of the public by:

- a. the preservation, conservation and the protection of the environment and the prudent use of resources;
- b. the relief of poverty and the improvement of the conditions of life in socially and economically disadvantaged communities;
- c. the promotion of sustainable means of achieving economic growth and regeneration.

To advance the education of the public in subjects relating to sustainable development and the protection, enhancement and rehabilitation of the environment and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large. Sustainable development means development which meets the needs of the present without compromising the generations to meet their own needs.

#### *Objectives, strategies and activities*

Brighton Permaculture Trust (BPT) is a provider of educational courses about permaculture design, and specific skills-related practice around food growing, eco-building, sustainable living, and community development. The majority of attendees are from the south-east region, most coming from Brighton and Hove, and the wider Sussex area. We have visitors from elsewhere in the country for some of our eco build & other specialist courses.

We run some of our learning activities in partnership with local authorities and with selected non-profit organisations and local partners, most notably Brighton & Hove Food Partnership and Low Carbon Trust. The annual Apple Day event, established in 2007, and regular events such as Green Architecture Day attract a wide range of participants, from families and individuals to people from professions such as architecture, gardening, community development, etc. Various funding grants have helped us establish a series of projects in Brighton and Hove and Sussex-wide over the last fourteen years or so, such as establishing school and community orchards. The Scrumping project - collecting local fruit and turning it into saleable products - began in 2009 and caught the imagination of participants and remains self-financing.



# Brighton Permaculture Trust

## Trustees' Report

### *Public benefit*

1) a. Brighton Permaculture Trust runs public courses in permaculture and sustainable design, promoting the use of strategies and methods that have minimal negative impact on the local and global natural environment, so extending the resources that people need for living sustainably. Brighton Permaculture Trust manages and supports projects for growing food, particularly fruit including heritage varieties and orchard management. Work is carried out in schools and with communities across Sussex. We directly manage orchards and other projects around Brighton the produce from which is made available to volunteers and the general public. We also help in the running of community education facilities and local grass-roots organisations to provide these learning opportunities and experiences to the public.

b. Brighton Permaculture Trust's educational activities in the community have the aim of enabling people's skills and knowledge to be increased, to help them discover sustainable ways out of poverty. For example, we support the alleviation of food poverty by teaching people to grow it for themselves, offering access to sharing this task with others and to promote collaboration, yielding more than simply food by fostering an attitude of self-help & community reliance. An example is the development of the community orchard work, described elsewhere in this report and on the website. We encourage this sense of personal and communal confidence to spread into other areas of people's lives through the concentration of our resources to some geographical areas of Brighton & Hove that come under this definition, such as low income areas (part of a neighbourhood regeneration agenda). Similarly, practical sustainability skills, self-sufficiency and knowledge development can have an impact on the ability to rise above fuel poverty, can offer confidence in job-related contexts, whether seeking work or developing oneself within an occupation, helping to build resilience into the local economy. A number of activities are free to the public, and we offer a sliding scale of fees for our courses.

c. Brighton Permaculture Trust's training events are largely self-financing. They provide work for local trainers and provide volunteers with opportunities for informal learning, to give them skills to help them become more economically active, help them grow their own food, and reduce energy use in their home and at work. Brighton Permaculture Trust works in partnership with compatible organisations where appropriate to share and maximise resources - for example, with the Low Carbon Trust such as building courses and Green Architecture Day. We have partnered with the Brighton and Hove Food Partnership supporting community food growing on various sites across the city, including on the setting up of Racehill Community Orchard that we now manage to provide support for one of the areas ranking highest on the deprivation indices for the city/SE England.

2) Brighton Permaculture Trust provides public courses in permaculture and sustainable design. It runs educational projects in schools, to improve children's understanding of how food is grown and sustainability issues. Brighton Permaculture Trust is a member and local partner of the Permaculture Association, the national charity with educational and research aims for the whole of the UK. Through this link we provide accredited courses of study, and we are part of the Association's network of learning and demonstration sites (LAND).

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Achievements and performance**

- Nearly twenty years after its foundation, and in a changing social and political climate in the UK, BPT continues to maintain a successful and popular programme of education and events open to students of sustainability and ecological innovation and the general public.
- BPT's annual Apple Day, now an established date increases in its outreach work within the region's calendar of nature-and food-related events. In its 12th year, this was the first year we had inclement weather, which reduced the footfall, and has affected its income, though not the enthusiasm with which it was greeted. Losses made on the event significantly impacted financial performance for the year.
- The annual Green Architecture Day continues to engage the public and building professionals alike.



# Brighton Permaculture Trust

## Trustees' Report

- BPT's Permaculture Design course programme has maintained its position as quality educational provision for permaculture design and other related subjects, in the national picture. Its tiered 'progression' delivery system comprises a series of Introductory courses, leading to the internationally recognised Permaculture Design courses awarded by the Permaculture Association (UK). This way of engaging a variety of learners has proved popular with people for whom part-time study encourages an action-research approach, an opportunity to apply their knowledge and skills to a range of personal, community or business contexts when developing their practice "in real life".

This year four Introduction to Permaculture courses were delivered to 64 participants. This was followed by one Permaculture Design course with 20 participants.

The course teams (6 tutors overall and four specialist guest teachers) are convened by a tutor each, and all teams meet to review the provision in the light of participant feedback and team evaluation, with a common purpose of aiming to integrate a focus on permaculture principles and practical activities. Their conclusion this year is that they are "Delivering courses that meet people's hopes and expectations and learning needs as well as inspiring people to make positive change in their lives."

The Trustees would like to thank these people for their continued educational work over several years: Christine Wiltshire, Tracy Hinds, Chloe Anthony, Stephan Gehrels, and Bryn Thomas, and for supporting newer tutors such as Hannah Wilde, via the teacher training programme. The volunteers are crucial to the smooth running of the daily teaching, most of whom are PC graduates themselves, some interested in teaching for the future, which helps BPT's succession plan for its core educational business.

- A total of 19 other courses were run in 16 subject areas were attended by over 200 participants. Subjects ranged from Building with Rammed Earth and Chalk to Forest Gardening and Adapt design tool to Mushroom Cultivation. Financially the course programme performed well this year.

- The Permaculture Plot at Stanmer Organics has reached financial solvency through its various activities, including selling plants and products at the Fruit Factory and other events. The range and quality of perennial edible food plants has expanded, and true to the "fair shares" ethic, excess produce has been channelled into 'value added products' such as chutneys and jams, giving an additional income stream to reinvest. The main project has restored a dilapidated pond area, expanding biodiversity by creating new niches and edges, and installing a polytunnel water harvesting system. The Plot supports BPT's core courses, adding Mushroom Cultivation this year; its Forest Schools work is at capacity, bringing in both forestry support and revenue. The Plot is supported by an average of 6 volunteers each Thursday, who benefit from a funded "feed the volunteers" programme, thanks to Robert Gizzi's continued involvement. New coordinators Mercedes Decampo and Denise Osbourne have extended our expertise in plant identification and bat knowledge, and have their travel costs covered. Future plans are to expand the team, consolidate our successes, increase the range and quantity of perennial food plants on site and for sale, grow more winter flowering plants to support active insects and solitary bees, and further practical permaculture training for volunteers.

- BPT's work with community orchards, often in partnership with significant agencies in the area, and some schools, flourishes. 86 fruit trees were planted at 9 locations this winter, 4 in Brighton & Hove, 3 in East Sussex and 2 in West Sussex. Locations included public parks, housing estates, urban fringe, a solar farm, other rural sites and schools. We would again like to thank Trees for Cities and Infinity Foods for their support in orchard planting.

- The Orchard projects encourage the planting of Sussex heritage varieties, thereby committing valuable resources to food security for the benefit of producers and consumers, ensuring carbon sequestration, biodiversity improvements, and creating public spaces by providing activities that bring communities together.



# **Brighton Permaculture Trust**

## **Trustees' Report**

- The Racehill Community Orchard in particular has become well-established in fact this year when it won a South East in Bloom award, primarily down to the enthusiasm and constant attention of Kirsty - she in turn thanks the volunteer force, some of whom were regular 'hard grafters', involving Brighton and Hove City Parks Rangers, Green Gym and BCV. It's also used on a weekly basis as an educational site for the Forest School and a local Home Education group.
- The trees of the Sussex apple collection have in general grown well helped by spring and summer rain, always useful on soils that dry out so quickly. Restorative treatment of compost and organic fertiliser will be added next year to those few spots where growth has slowed, and a large Winter Greening felled by autumn storms will be left to regenerate, and pruned to maintain the pathway. Again the South Downs Voluntary Ranger Service has worked with us to maintain the orchards in time for Apple Day.
- The development and establishment of the Fruit Factory working kitchen has been of immense benefit in efficient production of a range of items as income-generators. The Scrumping volunteers are proud to have created no waste, rather they have converted nearly 20 tons of surplus fruit into juice and 4000 litres of cider, which in turn can supply cider vinegar and cleaning products. Increased production combined with poorer sales at Apple Day resulted in greater costs relative to income at the year-end, but retained stock to sell in the following year.
- BPT activities have been included in Brighton & Hove City Council's Stanmer Park HLF bid. This supported Apple Day again this year and will support a new ten-course programme of provision and will also see a longer future for volunteers to learn and practise skills in the following year.
- We would like to thank our funders/sponsors for the year: Infinity Foods, the estate of Neil Smith, the Rampion Fund at Sussex Community Foundation and work delivered in partnership with Trees for Cities as well as individual donors.
- We worked with many organisations over the year & would like to thank them all, some of note are Brighton & Hove Food Partnership, Low Carbon Trust, Stanmer Organics, Trees for Cities, Brighton & Hove City Council, Peacehaven Town Council and Barlavington Estate.

### **1. Staffing and day-to-day management**

A significant change to the management structure of BPT has allowed Bryn Thomas to be confirmed as the Director on a long-term contract this year, from 1st July 2018. The Trustees now meet with Bryn regularly to support his role as overall senior manager, leading and delegating to other people managing the activities of sub-groups. Bryn's management of the course & event programme has led to its reintegration with other aspects of BPT's work under his remit.

The finance group supports administration, so that management group meetings are supplied with appropriate information and resources for decision-making. We are very grateful to George Dean, a retired accountant, who has started advising the finance group this year. We were obliged to retain the reduction in hours and/or remuneration for a number of contractors (tutors); this has continued, and likely to be the same for the foreseeable future with the exception of a few modest increases planned for the coming year.

The administrative team remains stable in composition, and the Company Secretary (John C Matthews) has maintained important issues such as policies, risk assessments and services agreements. Whilst legal and obligatory reporting happens to schedule, effective reporting from part-time and volunteer contractors was proving time-consuming.

### **2. Infrastructure**

During the reporting year we have maintained continuity with four elected Trustees (Jan Mulreany, Susan White, Caroline Schofield, Suzi Silva Cumiskey) and one who was co-opted in year following their longer-term volunteer support for the Trust (John Coote). Although recruiting a member of the Board with a financial remit is still a goal, it's acknowledged that all four Trustees having to oversee the balance etc. is useful in understanding the changes undergone and those required for sound management.



## **Brighton Permaculture Trust**

### **Trustees' Report**

The active management group has increased to five people from the 'branches' of the Trust's operations, the additional person being a course tutor. The administrator continues to oversee the Newsletter, web content etc. One Trustee attends each monthly meeting (on a rota basis). As a small group, it has an effective operating style, each 'branch' being able to work with its members in a devolved capacity. This way plans can be informed and information passed in a two-way structure. From time to time volunteers from the groups will get more involved in planning centrally, reporting etc.

#### **Oversight of operational issues:**

- Work on the Fruit Factory progressed well this year and it has been brought into use.
- A bursary fund to support concessionary places on our courses has been popular. Much of the money allocated from Neil Smith's estate has been spent and a further donation has been added to the fund. The level of subsidy of courses has been reduced to ensure that the fund can be sustained into the coming years. We hope to attract further donations to the fund.
- We continue to recognise a constraint to growth for the organisation is the need to raise funds to pay for core costs; we continue to explore ways to address this, including seeking out new funding sources and awards geared to supporting this function.
- A number of administrative issues required additional attention this year. Incompatibility of software continues to cause problems despite hard work in this area.

#### **3. Volunteers Strategy**

As in previous year, volunteers continue to be our principle workforce, supporting our main objectives by providing help to the organisation where needed. The strategy also supports Brighton Permaculture Trust's other objectives by providing free informal access to learning, skill development and other opportunities. The number of courses on which we offer volunteers a discount was increased and they remain willing to share their enthusiasm for the work we do, for which we thank them. Statistics show that there has been a dropping off this year, but that the Trust has maintained its service to outreach and food/horticultural products production.

Permaculture in Pubs (PiP) continued as a monthly social organised to recognise the contribution made by the members and volunteers for the charity; some of these evenings have been well attended, with two Brighton Permaculture Trust volunteer members always hosting the events.

#### ***Principal risks and uncertainties***

The trustees actively review the major risks that the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with the annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### **Achievements and performance**

Nearly twenty years after its foundation, and in a changing social and political climate in the UK, BPT continues to maintain a successful and popular programme of education and events open to students of sustainability and ecological innovation and the general public.

- BPT's annual Apple Day, now an established date increases in its outreach work within the region's calendar of nature-and food-related events. In its 12th year, this was the first year we had inclement weather, which reduced the footfall, and has affected its income, though not the enthusiasm with which it was greeted. Losses made on the event significantly impacted financial performance for the year.
- The annual Green Architecture Day continues to engage the public and building professionals alike.

## **Brighton Permaculture Trust**

### **Trustees' Report**

#### **Financial review**

Total incoming resources for the year were £123,543 (2018 £202,808). Resources expended for the year amounted to £146,427 (2018 £152,136).

Expenditure is analysed under three main categories: charitable activities, governance and management of the charity, and costs of generating funds. Charitable activities comprise the main work of the charity. Expenditure on charitable activities for the year was £146,427 (2018 £152,136).

Expenditure on the governance of the charity contains the cost of complying with regulations such as the independent examination, as well as the AGM and trustees' expenses. Expenditure for the year was £2,065 (2018 £1,990).

The financial year ended with a deficit of £22,884 (Surplus 2018 £50,672) and total unrestricted funds were in surplus by £15,278 at 30 June 2019 (2018 surplus £17,379).

Some notable successes are:

We welcome a further reduction in support costs this year, which partly relates to improved efficiencies and changes in accounting procedures.

Project funding has continued, but at a lower level, and all direct and indirect costs for projects has been covered.

Again our decision to only take on new projects that are fully financed from the outset, has been continued successfully.

We are very grateful to have received significant donations again this year.

#### ***Policy on reserves***

The trustees have exercised their duty in examining the charity's requirements for reserves in light of the main risks to the organisation. We will continue to review the financial affairs of the charity with the aim to increase income, cut costs and to improve overall control of its operations.

The majority of costs incurred by the charity are either directly related to charitable activities or support costs. The trustees try to ensure that any activities undertaken are fully funded. However, the trustees continue to work towards a reserves policy based on 3 months current expenditure of the charity.

The trustees consider that the present level of funding will be adequate to support the continuation of the charity and for it to fulfil its obligations. The board of trustees monitors the level of reserves quarterly.

#### ***Investment policy and objectives***

The objects of the company authorises it to invest and deal with moneys not immediately required for its purposes in and upon such investments securities and property as may be thought fit



# Brighton Permaculture Trust

## Trustees' Report

### Plans for future periods

#### *Activities planned to achieve aims*

Priorities and plans for the forthcoming year 2019-2020

The trustees and management group have identified the following priorities, related to urgency and timing, financial capability, political situation and current climate crisis:

1. To review our IT provisions and consider more compatible and labour saving alternatives.
2. To consider new formats for Apple Day(s), to reduce the weather risk associated with a single day event.
3. To recruit a part-time communications officer to further our reach and marketability.
4. To establish the Fruit Factory as hub for our activities and recoup investment costs from rental income.
5. To confirm the potential of the Scrumping Project, preparing it to become a trading arm of the charity.
6. To investigate the feasibility of accepting an offer of land, which could afford the opportunity for BPT to consolidate its operating premises and educational resources.
7. To explore an ethical sponsorship policy as part of projects and events.
8. To review BPT's equality, diversity and inclusion policies, ensuring a robust development strategy across courses, volunteering and other provision.

Our operational plans are:

1. To increase and maintain the number of Trustees on the Board to an optimum five. The existing recruitment strategy will be evaluated and the information pack reviewed.
2. To continue to support the existing structure of the management of the organisation, whilst overseeing the accountability of managed projects with limited autonomy, within Brighton Permaculture Trust. To seek advice from various agencies on the effectiveness of this as a structure and possible developments.
3. To continue to explore how to resource project managers for specific projects without consistent funding.
4. To expand course and event provision into a wider sphere locally, diversifying in terms of subjects and activities, including those related to climate change, eg rainwater harvesting
5. To explore the availability of funds and seek specific support for funding core roles
6. To develop a strategy that will attract corporate sponsorship and partnership, supporting organisations aspirations towards greener practice
7. To continue exploring opportunities for future orchard planting including an extension of the Sussex Heritage Apple Collection, thus developing a greater community impact through school and community orchards,
8. To evaluate and celebrate the profile, role and reputation of the Trust, and contribution to the sustainability of the City of Brighton and Hove, and neighbouring areas of East and West Sussex.

### Going concern

The charity has reviewed its financial performance and general reserves position. The charity has adequate financial resources and is able to manage its business risks. The charity's planning process has taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure.

Taking into account all factors the charity has reasonable expectation that it has adequate resources to continue in operational existence for the foreseeable future and believe that there are no material uncertainties that call into the charity's ability to continue in operation.

Accordingly, the accounts have been prepared on the basis that the charity is a going concern.



# **Brighton Permaculture Trust**

## **Trustees' Report**

### **Structure, governance and management**

#### ***Nature of governing document***

Brighton Permaculture trust is a charitable company limited by guarantee; it was incorporated on 15 September 2000 and amended by a special resolution dated 16 April 2012. Brighton Permaculture Trust was registered as a Charity in England and Wales on 14 February 2013.

Brighton Permaculture Trust was established under a Memorandum of Association, which describes the objects and powers of the charitable company; it is governed under its Articles of Association. Under those Articles, the Trustees are elected by the votes of members at the AGM, standing in a cycle based on longevity of service, as long as there is a minimum of three Trustees at any one time. This allows for resignations and reappointments as necessary.

The Members have guaranteed to contribute a maximum of £10 each in the event of the company being wound up.

#### ***Recruitment and appointment of trustees***

All directors of the company are also trustees of the charity, and there are no other trustees. The Board has the power to appoint additional trustees as it considers fit to do so.

#### ***Induction and training of trustees***

The Trustee Board has established some procedures for recruiting and supporting trustees, as previously reported, and this is available to read on the Brighton Permaculture Trust website:

<https://brightonpermaculture.org.uk/getinvolved/become-a-trustee/>

Trustees are recruited by announcing vacancies in the regular newsletter that is received by all members, and inviting people who express an interest in becoming a Trustee to apply to us in time for possible election at an AGM. Many of these have been involved with the Trust's activities for some time; in addition trustees can be co-opted to the Board during the year, to provide particular expertise. A statement of interest and commitment written by the prospective Trustee is then presented to members, for consideration, and a vote is called for election of the person to the Board, at the AGM. Trustees are appointed with a view to ensuring Brighton Permaculture Trust has a wide variety of skills, knowledge and experience, including charity, business management, legal, financial, marketing and fund-raising. The induction and training of trustees is provided by existing Trustees and the management group, on an incremental basis, depending on the appointee's previous experience of trusteeship of a charity. If free or low-cost training is available from within the local area, such as through Community Service Volunteers, then it is recommended the potential or new Trustee attends. We recommend they also become involved in a Brighton Permaculture Trust project to embed themselves in the workings of the charity, to support the project and to learn and their role in governance of the whole.

#### ***Arrangements for setting key management personnel remuneration***

The directors and trustees have not received any remuneration or reclaimed any expenses during the financial year. All members of the Trustee Board have given their time voluntarily and received no benefits from the charity.

## Brighton Permaculture Trust

### Trustees' Report

#### *Organisational structure*

The charity is organised so that the trustees meet regularly to manage its affairs. The board of Trustees governs Brighton Permaculture Trust and meets at least quarterly to discuss and review strategy, planning, development and financial matters. The Director is present at most of those meetings, although Trustees can meet as a governing group separately, and have done to discuss personnel issues related to the Director.

Day-to-day management of the organisation is delegated to a monthly project-representative management group. Decisions about operational matters are made in this group. Those proposals requiring policy or strategic decisions are discussed at these meetings also, and then passed to the trustees with recommendations to accept or reject. Normally a representative of the trustees is present at these meetings, on a planned rota basis, which allows information to be passed in two directions, and to give context to items requiring decisions.

#### *Major risks and management of those risks*

The trustees actively review the major risks that the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with the annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

The annual report was approved by the trustees of the charity on 9 December 2019 and signed on its behalf by:

  
.....  
J Mulreany  
Trustee



## Brighton Permaculture Trust

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Brighton Permaculture Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

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

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

Approved by the trustees of the charity on 9 December 2019 and signed on its behalf by:

.....  
J Mulreany  
Trustee



## Brighton Permaculture Trust

### Independent Examiner's Report to the trustees of Brighton Permaculture Trust

I report on the accounts of the charity for the year ended 30 June 2019 which are set out on pages 13 to 25 .

#### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



M J Hodson FCA  
Independent Examiner

Wiston House  
1 Wiston Avenue  
Worthing  
West Sussex  
BN14 7QL

9 December 2019

## Brighton Permaculture Trust

### Statement of Financial Activities for the Year Ended 30 June 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	9,128	11,201	20,329
Charitable activities	4	103,214	-	103,214
Total Income		112,342	11,201	123,543
<b>Expenditure on:</b>				
Charitable activities	5	(114,443)	(31,984)	(146,427)
Total Expenditure		(114,443)	(31,984)	(146,427)
Net expenditure		(2,101)	(20,783)	(22,884)
Net movement in funds		(2,101)	(20,783)	(22,884)
<b>Reconciliation of funds</b>				
Total funds brought forward		17,379	46,894	64,273
Total funds carried forward	12	15,278	26,111	41,389
	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	14,642	75,324	89,966
Charitable activities	4	112,842	-	112,842
Total Income		127,484	75,324	202,808
<b>Expenditure on:</b>				
Charitable activities	5	(113,991)	(38,145)	(152,136)
Total Expenditure		(113,991)	(38,145)	(152,136)
Net income		13,493	37,179	50,672
Net movement in funds		13,493	37,179	50,672
<b>Reconciliation of funds</b>				
Total funds brought forward		3,886	9,715	13,601
Total funds carried forward	12	17,379	46,894	64,273

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2018 is shown in note 12.



## Brighton Permaculture Trust

(Registration number: 04072259)

### Balance Sheet as at 30 June 2019

	Note	2019 £	2018 £
<b>Current assets</b>			
Debtors	10	2,107	4,160
Cash at bank and in hand		59,149	78,517
		61,256	82,677
<b>Creditors: Amounts falling due within one year</b>	11	(19,867)	(18,404)
<b>Net assets</b>		41,389	64,273
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		26,111	46,894
<b>Unrestricted income funds</b>			
Unrestricted funds		15,278	17,379
<b>Total funds</b>	12	41,389	64,273

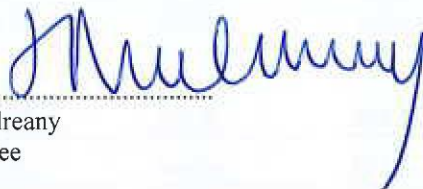
For the financial year ending 30 June 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 13 to 25 were approved by the trustees, and authorised for issue on 9 December 2019 and signed on their behalf by:

  
.....  
J Mulreany  
Trustee



## **Brighton Permaculture Trust**

### **Notes to the Financial Statements for the Year Ended 30 June 2019**

#### **1 Charity status**

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

Brighton Permaculture Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Judgements**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

## **Brighton Permaculture Trust**

### **Notes to the Financial Statements for the Year Ended 30 June 2019**

#### **2 Accounting policies (continued)**

##### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

##### ***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.

##### ***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.

##### ***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.

##### ***Support costs***

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources on a reasonable, justifiable and consistent basis.

##### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

##### ***Taxation***

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.



## **Brighton Permaculture Trust**

### **Notes to the Financial Statements for the Year Ended 30 June 2019**

#### **2 Accounting policies (continued)**

##### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

##### **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.

##### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Fund structure**

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

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### **Financial instruments**

###### ***Classification***

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

# Brighton Permaculture Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 3 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	General £	£	£	£
Donations and legacies;				
Donations	9,128	-	9,128	44,642
Grants, including capital grants;				
Grants	-	11,201	11,201	45,324
	<u>9,128</u>	<u>11,201</u>	<u>20,329</u>	<u>89,966</u>

### 4 Income from charitable activities

	Unrestricted funds	Total 2019	Total 2018
	General £	£	£
Fruit/orchard planting projects	10,431	10,431	31,335
Courses and events	70,641	70,641	65,122
School projects	4,777	4,777	1,291
Scrumping project	17,365	17,365	15,094
	<u>103,214</u>	<u>103,214</u>	<u>112,842</u>

## Brighton Permaculture Trust

### Notes to the Financial Statements for the Year Ended 30 June 2019

#### 5 Expenditure on charitable activities

	Unrestricted funds			
	General	Restricted	Total	Total
	£	funds	2019	2018
	£	£	£	£
Fruit/orchard planting projects	7,813	-	7,813	6,268
School projects	3,954	-	3,954	1,056
Courses & Events	57,936	4,173	62,109	81,097
Funded projects	-	23,512	23,512	30,708
Scrumping project	28,242	4,000	32,242	15,617
Support costs	16,498	299	16,797	17,390
	<u>114,443</u>	<u>31,984</u>	<u>146,427</u>	<u>152,136</u>
	Activity undertaken directly	Grant funding of activity	Total	Total
	£	£	2019	2018
	£	£	£	£
Fruit/orchard planting projects	7,813	-	7,813	6,268
School projects	3,954	-	3,954	1,056
Courses & Events	57,936	4,173	62,109	81,097
Funded projects	-	23,512	23,512	30,708
Scrumping project	28,242	4,000	32,242	15,617
Support costs	16,498	299	16,797	17,390
	<u>114,443</u>	<u>31,984</u>	<u>146,427</u>	<u>152,136</u>

£114,443 (2018 - £113,991) of the above expenditure was attributable to unrestricted funds and £31,984 (2018 - £38,145) to restricted funds.

Included in the expenditure analysed above, there are also governance costs of £2,065 (2018 - £1,990) which relate directly to charitable activities. See note 6 for further details.

## Brighton Permaculture Trust

### Notes to the Financial Statements for the Year Ended 30 June 2019

#### 6 Analysis of governance and support costs

##### Support costs allocated to charitable activities

	Finance costs £	Information technology £	Administration costs £	Premises costs including depreciation £	Total 2019 £	Total 2018 £
Fruit/orchard planting projects	610	120	1,109	69	1,908	1,768
School projects	327	24	472	10	833	62
Funded projects	-	270	29	-	299	-
Courses & Events	3,328	1,275	5,786	530	10,919	14,550
Scrumping Project	842	196	1,691	109	2,838	1,010
	<u>5,107</u>	<u>1,885</u>	<u>9,087</u>	<u>718</u>	<u>16,797</u>	<u>17,390</u>

##### Governance costs

	Unrestricted funds General £	Total 2019 £	Total 2018 £
Independent examiner fees			
Examination of the financial statements	1,590	1,590	1,590
Other fees paid to examiners	475	475	400
	<u>2,065</u>	<u>2,065</u>	<u>1,990</u>

#### 7 Trustees remuneration and expenses

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

#### 8 Staff costs

The aggregate payroll costs were as follows:

	Note	2019 £	2018 £
Wages and Salaries		<u>5,400</u>	<u>5,400</u>
		<u>5,400</u>	<u>5,400</u>



## Brighton Permaculture Trust

### Notes to the Financial Statements for the Year Ended 30 June 2019

#### 8 Staff costs (continued)

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

	2019 No	2018 No
Number of staff	<u>1</u>	<u>1</u>

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

## Brighton Permaculture Trust

### Notes to the Financial Statements for the Year Ended 30 June 2019

#### 9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 10 Debtors

	2019 £	2018 £
Trade debtors	412	1,613
Prepayments	1,284	1,260
Other debtors	411	1,287
	<u>2,107</u>	<u>4,160</u>

#### 11 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	913	7,537
Other creditors	-	(1)
Accruals	18,954	10,868
	<u>19,867</u>	<u>18,404</u>

#### 12 Funds

	Balance at 1 July 2018 £	Incoming resources £	Resources expended £	Balance at 30 June 2019 £
<b>Unrestricted funds</b>				
<i>General</i>				
General funds	17,379	112,342	(114,443)	15,278

# Brighton Permaculture Trust

## Notes to the Financial Statements for the Year Ended 30 June 2019

### 12 Funds (continued)

	Balance at 1 July 2018 £	Incoming resources £	Resources expended £	Balance at 30 June 2019 £
<b>Restricted funds</b>				
BHCC	29	-	(29)	-
People Health Trust	625	1	(626)	-
Postcode Local Trust	14,199	-	(14,199)	-
Rampion 1 Fund at Sussex Community Foundation	9,478	-	(4,627)	4,851
Neil's educational activities	22,563	5,000	(8,703)	18,860
Apple Day	-	3,000	(3,000)	-
Rampion 2 Fund at Sussex Community Foundation	-	1,400	-	1,400
The Homity Trust	-	800	(800)	-
Chapman Trust	-	1,000	-	1,000
<b>Total restricted funds</b>	<b>46,894</b>	<b>11,201</b>	<b>(31,984)</b>	<b>26,111</b>
<b>Total funds</b>	<b>64,273</b>	<b>123,543</b>	<b>(146,427)</b>	<b>41,389</b>
	Balance at 1 July 2017 £	Incoming resources £	Resources expended £	Balance at 30 June 2018 £
<b>Unrestricted funds</b>				
<i>General</i>				
General funds	3,886	127,484	(113,991)	17,379
<b>Restricted funds</b>				
BHCC	29	-	-	29
Awards for All	9,062	-	(9,062)	-
People Health Trust	-	15,596	(14,971)	625
Postcode Local Trust	624	19,938	(6,363)	14,199
Rampion 1 Fund at Sussex Community Foundation	-	9,790	(312)	9,478
Neil's educational activities	-	30,000	(7,437)	22,563
<b>Total restricted funds</b>	<b>9,715</b>	<b>75,324</b>	<b>(38,145)</b>	<b>46,894</b>
<b>Total funds</b>	<b>13,601</b>	<b>202,808</b>	<b>(152,136)</b>	<b>64,273</b>

## **Brighton Permaculture Trust**

### **Notes to the Financial Statements for the Year Ended 30 June 2019**

#### **12 Funds (continued)**

The specific purposes for which the funds are to be applied are as follows:

##### **Brighton & Hove city council (BHCC)**

In 2016-17 £2,500 was awarded from Brighton & Hove City Council under their community grants programme. The funds were almost entirely used in that period for core development work including project development, building partnerships and seeking out project development funding.

##### **Awards for All**

In 2016-17 £10,000 was awarded under the Big Lottery Fund Awards for All grants. Spending of this fund was completed in the year 2017-2018 and were used to buy kitchen & food processing equipment for the Fruit Factory for use by the scrumping project and courses.

##### **People's Health Trust**

The funding is for the engagement and provision of activities for the community living in the part of Whitehawk immediately adjacent to Racehill Community Orchard, which is considered to be one of the most disadvantaged communities in the UK.

##### **Postcode Local Trust**

£20,000 was awarded from Postcode Local Trust for spending in the year at Racehill Community Orchard. The funding was for biodiversity improvements and activities; projects including the installation of a green roof on the container and a pond.

##### **Rampion Fund 1 at Sussex Community Foundation**

This funding is to help support the establishment and development of six community orchards we have helped to plant in Brighton. £9,790 was awarded for the period to spring 2020 and will include the planting of a further 40 fruit trees.

##### **Neil Smith's educational activities**

£40,000 was kindly gifted from the estate of Neil Smith, of which £30,000 is restricted to be used as follows:

£12,000 Fruit Factory to help deal with some historical issues with completion and equipping;

£10,000 For volunteers and people who would qualify for the concessionary places to do course for lower fees;

£4,000 For the Scrumping Project, to cover the purchase of equipment;

£4,000 For Racehill community orchard, to cover miscellaneous items not covered by funding;

£10,000 For general reserves

## Brighton Permaculture Trust

### Notes to the Financial Statements for the Year Ended 30 June 2019

#### 12 Funds (continued)

##### Apple Day

£3,000 were received from a Heritage Lottery Fund bid administered by Brighton & Hove City Council towards the cost of running Apple Day.

##### Rampion Fund 2 at Sussex Community Foundation

A second award was received from the Rampion Fund at Sussex Community Foundation towards the end of the year. This is for the installation of solar electric lighting and rainwater harvesting at Racehill Community Orchard.

##### The Homity Trust

A grant of £800 was given for costs associated with supporting volunteers at the Permaculture Plot at Stanmer Organics.

##### Chapman Trust

£1,000 for upgrades to the Fruit Factory to allow access to the activities of the Scrumping Project by the public.

#### 13 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Current assets	61,256	61,256
Current liabilities	<u>(19,867)</u>	<u>(19,867)</u>
Total net assets	<u>41,389</u>	<u>41,389</u>

#### 14 Analysis of net funds

	At 1 July 2018 £	Cash flow £	At 30 June 2019 £
Cash at bank and in hand	78,517	(19,368)	59,149
Net debt	<u>78,517</u>	<u>(19,368)</u>	<u>59,149</u>

