

PLACE
Registered charity number 1106814



ANNUAL REPORT AND ACCOUNTS FOR 2022

The People, Landscape and Cultural Environment Education and Research Centre (PLACE)



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LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity number: 1106814

Legal form: a Charitable Incorporated Organisation

Registered address: PLACE Office, York St John University, Lord Mayor's Walk, York, YO31 7EX

Bankers: Co-operative Bank, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT
Virgin Money, 46 Coney Street, York, YO1 9NQ

Trustees: Joe Bailey (resigned September 2022)
Angela Clark (co-opted July 2022)
Laura Eddey (from May 2022)
Ben Garlick (co-opted July 2022)
David Hawtin (until May 2022)
Michael Francis Hopkinson (until May 2022)
Philip Niall Mander
Richard Myerscough (elected May 2022)
Colin Speakman
George Sheeran (Chair)
Nancy Stedman (elected May 2022)

Chief Executive: Margaret Ann Atherden

REPORT OF THE TRUSTEES FOR THE PERIOD 1 JANUARY 2022 TO 31 DECEMBER 2022

The Trustees are pleased to present their report together with the financial statements of the charity for the period to 31 December 2022. PLACE was originally incorporated as a company limited by guarantee on 29 March 2004 and registered with the Charity Commission on 17 November 2004. It became a Charitable Incorporated Organisation (CIO) on 27 February 2020.

As stated in the charity's constitution, its **Objects** are:

1. To promote research into the people, landscape and cultural environment of Yorkshire and elsewhere and to disseminate the useful results for the benefit of the general public
2. To advance the education of the public in the people and the natural and cultural heritage of Yorkshire and elsewhere.

Principal Activities Undertaken and Public Benefit

The charity sets out to achieve its charitable objects through sponsoring, facilitating or undertaking research, organising conferences on subjects relevant to the charity's objects, producing publications, organising short courses and fieldtrips, and through partnership working. In accordance with S17(5) of the Charities Act 2011, Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. In particular, Trustees consider how the planned activities will contribute to the aims and objectives that have been set. Members' fees are set at a nominal £5 per year in order to encourage the widest possible membership. Equal access is important to PLACE and nearly all activities are open to members and non-members.

Research Projects

The PLACE long-term monitoring of vegetation on May Moss on the North York Moors continued, with visits in June, July and August 2022. A news-sheet is produced each year, reporting progress with the research. Douglas Mitcham produced an interim report on the Quaker Field Project in Bainbridge, supported by a research grant from PLACE. A new research grant was agreed for Andrew Jones' research project on locating the site of the Roman signal station at Flamborough.

The PLACE Annual General Meeting was held in Huddersfield in May. It was a hybrid meeting, with some members present at the Heritage Quay in Huddersfield and others joining the meeting on zoom. At the AGM David Hawtin and Michael Hopkinson stood down as trustees and did not seek re-election. Laura Eddey, Richard Myerscough and Nancy Stedman were elected as trustees, having previously been co-opted to the Board. In the morning, there was a talk by Professor Richard Morris on *Yorkshire: a lyrical history of England's greatest county*. In the afternoon, Christopher Marsden (formerly of the Huddersfield Civic Society) led a guided tour of the Huddersfield University campus and immediate surroundings.

Indoor Events

Robert Wright presented a short course on *Yorkshire Battles* in spring 2022. It was a hybrid course, with some people present in Bedern Hall and others joining the course on zoom. In November, there was a joint lecture with the Yorkshire Philosophical Society and the Royal Geographical Society by Professor John Vogler on *International Climate Politics after Glasgow*. In December, we held another hybrid pre-Christmas event in Bedern Hall and/or on zoom. Our speaker was Roger Lee, who spoke on *From Priests to Pork Pies: Bedern Hall across the years*.

Outdoor Events

2022 was the first full year of our Third Saturday Walks, with walks in every month except December. Attendances varied from six to 20; weather conditions ranged from freezing fog and a snow storm to light rain and hot sunshine. Other outdoor events took place in most months:

- Ellerburn Church and Thornton Dale – March.
- A second tour of Scarborough – April
- A visit to Museum Gardens in York – April.
- A conducted tour of Shandy Hall, Coxwold – June.

- The Leeds & Liverpool Canal and the Bingley Five Rise Locks – July.
- A guided walk around Harrogate Spa – October.
- A tour of Knaresborough – November.

PLACE had a stand at the Yorkshire Society's Heritage Guardians event in Pontefract in March. PLACE also had stands at the Stillingfleet Lodge Wildlife Day in June and the Three Hagges Woodmeadow Nature Fair in July, when we sold books and organised events for children.

Publications and Communications

No new publications were produced in 2022 but the Board of Trustees approved three new books, planned for publication in 2024. Sales of books took place in person at events and also on-line via the website. Four PLACE newsletters were sent out to members and partner organisations and made available to all via the website. Most communications with members are now via e-mail but members without internet access receive hard copies.

Membership

Members pay a small annual subscription of £5.00. Membership is open to individuals and organisations. On 31 December 2022 there were 263 paid up members, including several who signed up via the website.

Independent researchers working on topics related to the charitable objects of PLACE are invited to become **Fellows of PLACE**. They pay the normal subscription and may participate in the PLACE Advisory Committee/Events Committee (see below). There were 16 Fellows on 31 December 2022, two of whom were currently also trustees.

Partner Organisations

PLACE has established links with 26 partner organisations that have aims related to the people, landscape or cultural environment of Yorkshire. They are not required to be members of PLACE, to prevent any possible conflicts of interest. The CPRE North & East Yorkshire was welcomed as a new partner in 2022.

Current partner organisations are:

- City of York Council
- Council for British Archaeology
- Council to Protect Rural England, North & East Yorkshire branch
- Environment Agency
- Forestry England
- Friends of the Dales
- Historic England
- Historic Towns Forum
- Huddersfield & Halifax Geographical Association
- Natural England
- North York Moors National Park Authority
- North Yorkshire County Council Heritage Unit
- Royal Geographical Society (Yorkshire and North East Region)
- South Yorkshire EcoNET
- The Yorkshire Society

- University of Bradford
- University of York
- York St John University
- Yorkshire Archaeological and Historical Society
- Yorkshire Dales Landscape Research Trust
- Yorkshire Dales National Park Authority
- Yorkshire Farming & Wildlife
- Yorkshire Naturalists' Union
- Yorkshire Philosophical Society
- Yorkshire Vernacular Buildings Study Group
- Yorkshire Wildlife Trust

PLACE also provides advisory support for the working group on establishment of an East Yorkshire GeoPark.

Advisory/Events Committee

A meeting of the Advisory Committee took place in March 2022. The Board of Trustees decided in July to replace the Advisory Committee with an Events Committee, which would consist of Fellows of PLACE, Trustees and interested members. The Committee would be responsible for planning the programme of PLACE events and be chaired by the Chief Executive. Representatives of Partner Organisations would not be members of the Committee but might be invited to attend particular meetings, if appropriate. The first meeting of the Events Committee took place in October 2022.

Board of Trustees

PLACE is managed by a Board of Trustees, elected by vote from the membership of the Charity. In accordance with the constitution, one third of the Board normally retire by rotation each year. The Board may co-opt other members for a maximum of 12 months, after which they must stand for election or step down. Two members were co-opted on to the Board in 2022: Angela Clark and Ben Garlick. Four meetings of the Board were held in 2022: in January, March, July and October.

Financial Review and Reserves Policy

All activities are undertaken from the general fund with the main sources of income in 2022 being from sales of books, members' subscriptions and donations. The main items of expenditure were printing costs for publications, printer cartridges, the newsletters, insurance and other office expenditure. Cash not required for immediate use has been placed in a Virgin Money account and interest rates achieved are monitored by the Treasurer and reported to the Trustees.

At the end of 2022 Free Reserves stood at £14,943. The minimum financial reserve agreed by the Board is £3,000, which would allow commitments to research and publications to be fulfilled should general income reduce in future. The level of reserves will be kept under review by the Trustees.

Trustees' Responsibilities

Charity Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity at the year end and of the Net Incoming Resources for the year then ended. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies

- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed
- Prepare financial statements on a going concern basis unless it is inappropriate to do so.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Health and Safety

Trustees are aware of their responsibilities in regard to Health and Safety and produce risk assessments for events, as approved by the charity's insurance company. Participants are alerted to any anticipated hazards before each event. However, all PLACE members are adults and the primary responsibility rests with individuals for their own health and safety. PLACE has a **Safeguarding Policy**, agreed in 2020.

Data Protection

Trustees are mindful of the General Data Protection Regulation (2018). PLACE maintains a database of members, which is updated regularly and held securely. The minimal information supplied by members is used only for administrative purposes and is never shared with or sold to third parties. Information about data protection is communicated to members via the newsletter to ensure compliance with the GDPR.

Strategic Objectives

The Board of Trustees worked on a new Strategic Plan in 2022. This included:

- Revising relationships with Partner Organisations
- Replacing the Advisory Committee with an Events Committee
- Increasing the use of IT
- Instigating a survey of members
- Changing the timing of the AGM
- Continuing support for research by awarding grants to individuals
- Exploring closer links with HE institutions.

The following specific objectives for 2022 were agreed by the Board of Trustees in March 2022:

- To produce a Strategic Plan for 2020-2025 [achieved/ongoing]
- To review the relationship with Partner Organisations [achieved/ongoing]
- To continue responding to members on their interests and readiness to contribute to the work of PLACE [members survey to be carried out in 2023]
- To work towards future PLACE publications [three future publications approved]
- To organise indoor and outdoor events [achieved]
- To organise at least one short course [achieved]
- To increase or maintain membership and circulate four newsletters [achieved]

The following specific objectives for 2023 were agreed by the Board of Trustees in January 2023:

- To continue to develop the Strategic Plan
- To continue to review the relationship with Partner Organisations
- To carry out a survey of members' views and analyse the results
- To offer grants for research and continue to support new PLACE publications
- To continue to support existing research projects and promote new areas of PLACE research
- To organise a series of indoor and outdoor events covering a wide diversity of topics and range of locations
- To increase or maintain membership of PLACE

People, Landscape and Cultural Environment, Education and Research Centre
Statement of Financial Activities
Including income and expenditure account
For the year ended 31 December 2022

| | Notes | 2022 | 2021 |
|---|-------|---------------|---------------|
| | | Total £ | Total £ |
| Incoming Resources | | | |
| Voluntary Income | | | |
| Donations & Gift Aid | | 873 | 689 |
| Friends Subscriptions | 4 | 1,315 | 1,300 |
| Incoming resources from Charitable Objects | | | |
| Conference/ Field trip Fees | | 1,264 | 865 |
| Short Course Fees | | 480 | 1,355 |
| Publications – Sales & Royalties | | 1,771 | 2,955 |
| Investment Income – Bank interest | | 20 | 10 |
| Total Incoming Resources | | 5,723 | 7,174 |
| Resources Expended | | | |
| Postage, stationery, newsletter and other office costs | | 724 | 669 |
| Insurance | | 364 | 360 |
| Trustee Travel expenses | 6 | 0 | 0 |
| Trustee training/Board expenses/AGM | 6 | 127 | 40 |
| Conference/ Field trip costs | | 648 | 492 |
| Short Course Costs | | 587 | 570 |
| Research Costs | 7 | 0 | 1,000 |
| Advertising/Publicity/website | | 933 | 930 |
| Publication costs | | 1,122 | 3,387 |
| Total Resources Expended | | 4,505 | 7,448 |
| Net incoming/(outgoing) resources for the year/movement in funds | | 1,218 | (274) |
| Total funds brought forward | | 13,725 | 13,999 |
| Total Funds carried forward | | 14,943 | 13,725 |

Note:

All activity is within the general objects of the charity and therefore within unrestricted funds. There were no recognised gains or losses for 2022 and 2021 other than those included in the income and expenditure account. All activities derive from continuing operations.

**People, Landscape and Cultural Environment, Education and Research Centre
Balance Sheet as at 31 December 2022**

| | Notes | 2022 | 2021 |
|---|-------|----------------------|----------------------|
| | | £ | £ |
| Fixed Assets | | | |
| Laptop | 8 | 787 | 787 |
| Depreciation on laptop | | (787) | (787) |
| Website | | 2,500 | 2,500 |
| Website Depreciation | | (1,666) | (833) |
| Total Fixed Assets | | 834 | 1,667 |
| Current Assets | | | |
| Book Stock | 8 | 2,451 | 2,269 |
| Debtors – Gift Aid | 4 | 306 | 315 |
| Debtors - prepaid insurance | | 288 | 288 |
| Cash at bank & in hand | | 11,099 | 9,196 |
| Total Current assets | | 14,144 | 12,068 |
| Creditors: amounts falling due within one year | | | |
| Prepaid Subscriptions | 4 | (35) | (10) |
| Short Course Fees owed | | 0 | 0 |
| Total Creditors | | (35) | (10) |
| Net Current Assets | | <u>14,109</u> | <u>12,058</u> |
| Total Net Assets | | <u>14,943</u> | <u>13,725</u> |
| Represented by: | | | |
| Unrestricted funds | | 14,943 | 13,725 |
| Fund balance | | <u>14,943</u> | <u>13,725</u> |

These financial statements were approved by the Trustees on the 13th March 2023 and are signed on their behalf by:

G. Sheeran

Chair: George Sheeran

Date: 13/03/2023

Notes forming part of the financial statements for the year ended 31 December 2022

1.
 - a. Accounting Policies
The charity constitutes a public benefit entity as defined by FRS 102. These financial statements have been prepared on an accruals basis in accordance with the Accounting & 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 1st January 2015 as updated 2 February 2016) -(Charities SORP (FRS 102), The Charities Act 2011 and The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).
 - b. Going Concern
The Trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. Trustees have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for at least the next 12 months, and have adequate contingency plans in the event that income streams are reduced. The accounts have therefore been prepared on the basis that the charity is a going concern.
 - c. Financial Instruments including cash and bank balances
The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Cash held by the charity is included at the amount held and counted. Bank balances are shown at the amounts properly reconciled to the bank statements
 - d. Change of accounting policy/estimates
The accounts present a true and fair view and no changes have been made to the accounting policies adopted. No changes to accounting estimates have occurred in the reporting period. (3.46 FRS 102 SORP)
 - e. Offsetting
There has been no offsetting of assets and liabilities or income and expenditure, unless required or permitted by the FRS 102 SORP or FRS102
2. Organisation status
On the 27th February 2020 the company was registered by the Charity Commission as a Charitable Incorporated Organisation (CIO) retaining its charity registration number but ceasing its registration with Companies House as a limited Company. In the event of the CIO being wound up the members of the CIO have no liability to contribute to its assets and no personal liability for settling its debts and liabilities.
3. Funds
The Charity has only one fund a general unrestricted fund. All movements in the fund are fully disclosed in the Statement of Financial Activities.
4. Income and Expenditure.
Income has been included in the accounts when receivable. Subscriptions from new members received in the bank after 31st October in any year are applied to the following year and run to 31 December of that year. These have been deferred. Subscriptions via Paypal through the website are on a rolling 12 month basis with one subscription payment per year.

Gift Aid receivable is included in income when there is a valid declaration from the donor and is treated as an addition to the same fund as the original donation.

Expenditure has been classified according to the type of expenditure using natural classifications in accordance with paragraph 4.23 of the Charity SORP 2015 (FRS 102). No expenditure has been incurred during the year on generating funds.

5. **Employees and volunteers**
The charity has no paid employees. The Charity currently has a governing board of 8 Trustees all of whom are volunteers. The day to day running of the Charity is administered by its Chief Executive who is also unpaid. However, placing a monetary value on the contribution presents significant difficulties and makes it impractical for their contribution to be measured reliably for accounting purposes. Therefore, this contribution is not included as either income or expenditure in the accounts.
6. **Transactions with Trustees**
No Trustee received any remuneration. One Trustee claimed expenses during the year (£5). (2021 £0)
7. **There were no research costs in the year (2021 £1,000).**
8. **Fixed Assets and Stocks**
The capitalisation limit for fixed assets has been set at £500. Depreciation of equipment and website costs is over three years.

Book stock consists of 385 publications comprising copies of Deep Dale, the Place book of Woodland Walks, Guide to the Wild Flowers of NE Yorkshire, The Changing Nature of Conservation, Challenges and Change in the Urban Environment, Canals, Plants & People, The Place book of Winter Walks and Wildflowers on the Edge. Stock has been valued at the lower of cost and net realisable value.
9. **Debtors and Creditors**
Full details of debtors and creditors are shown on the Balance Sheet.
10. **Liability to taxation**
As a registered charity the organisation is exempt from income and corporation tax falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that its income and gains are applied towards the charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity and is therefore included in the relevant costs in the Statement of Financial Activities and the Balance Sheet.
11. **Winding up or dissolution of the charity**
If upon winding up or dissolution of the charity there remain any assets after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.