

PLACE
Registered Charity number 1106814
Company Registration number 5086325

**PEOPLE, LANDSCAPE & CULTURAL
ENVIRONMENT EDUCATION AND
RESEARCH CENTRE
(PLACE)**

Annual Report and Financial Statements

For the year ended 31 December 2019

Registered Charity number: 1106814

Company Registration number: 5086325



PLACE members on a tour of Halifax Town Hall

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PLACE
Legal and Administrative Information
As at 31 December 2019

Name of Charity:	People, Landscape and Cultural Environment Education and Research Centre (PLACE)
Registered Charity number:	1106814
Legal Form:	Company limited by guarantee and not having a share capital. Incorporated 29 March 2004
Company registration number:	5086325
Trustees (Directors):	Linda Blenkinship Aileen Margery Bloomer (re-elected 11/5/19, Chair) Jean Mavis Dixon (until 11/5/19) David Hawtin Michael Francis Hopkinson (Treasurer) Philip Niall Mander Ann Hilary Moxon (re-elected 11/5/19, Company Secretary) Colin Speakman (elected 11/5/2019) George Sheeran Brian Walker
Chief Executive:	Margaret Ann Atherden
Registered address:	PLACE Office York St John University Lord Mayor's Walk YORK YO31 7EX
Bankers:	Cooperative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT Virgin Money 2 New Street York YO1 8RA

PLACE
Report of the Trustees
For the period to 31 December 2019

The Trustees, who are also directors of the charity for the purposes of the Companies Act, are pleased to present their report together with the financial statements of the charity for the period to 31 December 2019. Legal and administrative information set out on page 3 forms part of this report.

Objects

People, Landscape and Cultural Environment Education and Research Centre is a charitable company that was incorporated on 29 March 2004 and registered with the Charity Commission on 17 November 2004. It is governed by a memorandum and articles of association, copies of which are available via the PLACE website (www.place.uk.com). In September 2018 the Board of Trustees, following instruction from the AGM in May, applied to the Charity Commission for Charitable Incorporated Organisation status. At the end of the year a response to this application was under consideration.

The Charity's 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 all activities are open to members and non-members equally. In view of the continuing poor global economic situation, the costs of events have been maintained at similar levels to those of the previous few years, with significant discounts on some events for the retired and unwaged.

In pursuance of the first charitable object, PLACE members continued with **research** at May Moss on the North York Moors. This involves long-term monitoring of vegetation and climate change, in collaboration with the Forestry Commission, Natural England and the North York Moors National Park Conservation Volunteers. The Board of Trustees is keen to support research by PLACE members and others. During the year, several research projects funded by PLACE continued: Helen Kitson's work on a book on wild flower sites in East Yorkshire; Nancy Stedman's research on the cumulative impact of roadside barn conversions in the Yorkshire Dales National Park; Christopher Rainger's work on publication of the archaeological investigation at the old church of St Oswald in Fulford, York. A visit to the old church was organised for trustees during the summer.

In pursuance of the second charitable objective, PLACE organised two **conferences** in 2019 for members and the general public. The first was a major event, held in York in April and attended by over 90 people. The theme was 'The Changing *Nature* of Conservation', with Sir John Lawton as the keynote speaker and seven other presenters. The proceedings will be published early in 2020. The second conference was organised jointly with the Royal Geographical Society and held in Leeds in September. The theme was 'Challenges of the Urban Environment'.

For the **2019 Annual General Meeting and Members' Day**, we returned to Hull. The day included a talk on the history of Hull by David Neave and a guided tour of the city in the afternoon.

PLACE ran one **short course** on Georgian Yorkshire in 2019, led by Dr Robert Wright, who was supported by other members of local theatre group *Ars Ludendi*.

PLACE held six **field visits** in 2019: to Halifax in February; to Foxglove Covert nature reserve in Catterick Garrison in March; to Parcevall Hall gardens and Troller's Gill in June; a return visit to Kildale in July; a walk on the Wolds in August, and to Deepdale in September. There were three **indoor events**: two tours of the stained glass in the Chapter House of York Minster and a pre-Christmas event featuring music and readings appropriate to the time of year.

Publications and Communications

PLACE published three books in 2019: *The Yorkshire Wolds Landscape: past, present and future* (based on the 2016 conference); *Canals, Plants and People: a Yorkshire Perspective* by Ray Goulder; and *Roadside Flowers through the Seasons around Ryedale* by Nan Sykes. The Board also approved two more publications: a book based on the research in Deepdale, and a reprint of Nan Sykes' book *Wild Flowers of North East Yorkshire*. Three newsletters were produced in 2019, the first sent out as hard copy and most copies of the other two distributed to members and partner organisations by e-mail. The PLACE website was updated regularly and the publicity leaflet was distributed widely.

Membership and Partners

Members are known as 'Friends of PLACE' and pay an annual subscription. Membership is open to individuals and organisations. On 31 December 2019 there were 255 paid up members, including seven who had paid before 31 December 2018 and nine who joined PLACE in autumn 2019 and whose subscriptions were carried forward to 2020.

Independent researchers working on topics related to the charitable objects of PLACE are invited to become '**Fellows of PLACE**'. They do not pay a separate subscription but they may participate in meetings of the PLACE Advisory Committee (see below). There were 20 Fellows on 31 December 2019.

PLACE has established links with 23 **Partner Organisations** that have aims related to the people, landscape or cultural environment of Yorkshire:

- City of York Council
- Council for British Archaeology
- Environment Agency
- Forestry Commission
- 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
- 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

Partner Organisations are not required to be members of PLACE, so as to prevent any possible conflicts of interest.

Advisory Committee

Representatives of Partner Organisations, Fellows of PLACE and members of the PLACE Board meet as the PLACE Advisory Committee. This group is responsible for advising the Board on future research projects, publications and events. The Advisory Committee was chaired by the Chief Executive and met twice during 2019, in March and October. Its minutes were accepted by the Board of Trustees.

Board of Trustees

PLACE is managed by a Board of Directors (Trustees), elected by vote from the membership of the Charity. In accordance with the Memorandum and Articles of Association, one third of the Board retire by rotation each year. At the AGM in May 2019, Jean Dixon stood down and did not seek re-election. Colin Speakman was elected as a new trustee. Aileen Bloomer and Hilary Moxon stood down and were re-elected. The rules governing the nomination and election of trustees are set out in the Memorandum and Articles of Association. Board members re-elected Aileen Bloomer as Chair of the Board. The Board appoints a Chief Executive, a Company Secretary and a Treasurer. The full list of Board Members/Trustees on 31 December 2019 is shown on page 3. The Board met 4 times during 2019, in January, March, June and October. The new Trustee received appropriate induction.

Financial Review and Reserves Policy

All activities are undertaken from the general fund with the main sources of income being from conference fees, sales of books, short course fees, members' subscriptions, donations and gift aid. The main items of expenditure were hire of venues, printer cartridges, printing costs for publications and the newsletters, insurance, photocopying and other office expenditure. Minor expenditure is handled through a petty cash account. 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 2019 Free Reserves stood at £14,018.00. This is higher than the minimum financial reserve agreed by the Board of £3,000, which would allow commitments to research and publications to be fulfilled should general income reduce. Trustees have considered how the additional funds might be used in support of their Charitable Objects and have resolved to publicise and offer further research grants as well as supporting the publication of members' research and maintaining the current discount arrangements for people on low incomes. The level of reserves will be kept under review by Trustees.

Trustees' Responsibilities

Company and Charity Law require 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 and enable it to ensure that the financial statements comply with the Companies Act 2006. 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. A draft **Safeguarding Policy** was agreed by the Board of Trustees in October 2019.

Data Protection

Trustees were 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 was communicated to members via the newsletter to ensure compliance with the GDPR.

Strategic Objectives

The Strategic Plan for 2017-19 has the following objectives:

- a. to undertake research projects and surveys on topics relevant to the people, landscape and cultural environment of Yorkshire
- b. to support those wishing to carry out projects relevant to PLACE
- c. to organise conferences, short courses, field trips and other events to advance the education of the public
- d. to publish proceedings from events and findings from research projects
- e. to co-operate with other related organisations, charities and academic institutions

The following specific objectives for 2019 were set out in the 2018 annual report:

- To complete the transition to a Charitable Incorporated Organisation [ongoing at the year end, achieved February 2020]
- To review the relationship with Partner Organisations [deferred until CIO status is achieved]
- To encourage new applications for research projects [two agreed for publications]
- To publish the proceedings of the 2016 autumn conference, the book on Yorkshire Canals and *The PLACE Book of Woodland Walks* [the first two were published in 2019; the third is due for publication in 2020]
- To organise at least one major conference [two held]
- To offer at least one short course [one held]
- To organise at least six fieldtrips and site visits [six field visits and three indoor events held]
- To collaborate with Partner Organisations in research projects and events [ongoing research at May Moss; joint conference with Royal Geographical Society held]
- To maintain membership, update the website regularly and circulate three newsletters [achieved]

The following specific objectives for 2020 were agreed by the Board of Trustees:

- To complete the transition to a Charitable Incorporated Organisation
- To produce a new Strategic Plan for 2020-2025, to include refocusing PLACE
- To review the relationship with Partner Organisations
- To continue working with members on their interests and readiness to contribute to the work of PLACE
- To publish proceedings of the two conferences held in 2019 and *The PLACE Book of Woodland Walks*
- To organise at least one major conference
- To offer at least one short course
- To organise at least three fieldtrips and site visits
- To maintain membership, update the website regularly and circulate three newsletters.

N.B. Owing to the Covid 19 emergency, these objectives can only be provisional ones.

This report was approved by the Trustees on 16th May 2020 and signed on their behalf by the Chair of the Board.

Aileen M. Bloomer

A. M. Bloomer

People, Landscape and Cultural Environment, Education and Research Centre
Statement of Financial Activities
Including income and expenditure account
For the year ended 31 December 2019

	Notes	2019	2018
		Total £	Total £
Incoming Resources			
Voluntary Income			
Donations & Gift Aid		730	535
Friends Subscriptions	4	1,275	1,245
Incoming resources from			
Charitable Objects			
Conference/ Field trip Fees		2,222	1,800
Short Course Fees		555	1,280
Publications – Sales & Royalties		2,149	1,526
Investment Income – Bank interest		79	59
Total Incoming Resources		7,010	6,445
Resources Expended			
Postage, stationery, newsletter and other office costs		1,336	756
Insurance		334	330
Companies House Costs		13	13
Trustee Travel expenses	6	50	32
Trustee training/Board expenses/AGM		351	277
Conference/ Field trip costs		1,604	906
Short Course Costs		600	716
Research Costs	7	0	412
Advertising/Publicity/website		399	304
Publication costs		3,201	1,415
Total Resources Expended		7,888	5,161
Net incoming/(outgoing) resources for the year/movement in funds		(878)	1,284
Total funds brought forward		14,896	13,612
Total Funds carried forward		14,018	14,896

Note:

All activity is within the general objects of the charity and therefore within unrestricted funds.

There were no recognised gains or losses for 2019 and 2018 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 2019**

	Notes	2019	2018
		£	£
Fixed Assets			
Laptop	8	787	787
Depreciation on laptop		(787)	(787)
Total Fixed Assets		0	0
Current Assets			
Book Stock	8	1,434	830
Debtors – Gift Aid	4	317	290
Debtors - prepaid insurance		270	262
Debtors – book sale payments outstanding		19	0
Cash at bank & in hand		12,028	13,599
Total Current assets		14,068	14,981
Creditors: amounts falling due within one year			
Prepaid Subscriptions	4	(50)	(35)
Conference Costs Owed		0	(50)
Total Creditors		(50)	(85)
Net Current Assets		<u>14,018</u>	<u>14,896</u>
Total Net Assets		<u>14,018</u>	<u>14,896</u>
Represented by:			
Unrestricted funds		14,018	14,896
Fund balance		<u>14,018</u>	<u>14,896</u>

For the year ended 31st December 2019 the company 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 company to obtain an audit of its accounts for the year in question in accordance with section 476.
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

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

Chair

Aileen M. Bloomer

Date: 16th May 2020

Notes forming part of the financial statements for the year ended 31 December 2019

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 Companies Act 2006 relating to small charitable companies, 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) 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. Company status
As at the 31st December 2019, the charity is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

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 after 1st October in any year are applied to the following year and run to 31 December of that year. These have been deferred.

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 9 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. Two Trustees claimed expenses during the year. This amounted to £50.05 and is shown on the SOFA in Trustee Travel (2018 £36.90)
7. **There were no Research costs in the year.** In 2018, Research costs included stakes for May Moss and researcher travel.
8. **Fixed Assets and Stocks**
The capitalisation limit for fixed assets has been set at £500. Depreciation of equipment is over three years.

Book stock includes 7 copies of the Mosque in the City, 56 copies of Wildflowers on the Edge, 52 copies of The PLACE book of Winter Walks in North Yorkshire and 84 copies of Canals; Plants & People. 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.