

REGISTRAR OF COMPANIES

**The
Cleanaway
Havering
Riverside
Trust**

Annual Report and Accounts

31 March 2001



Buzzacott

Company Limited by Guarantee
Registration Number
3617355 (England and Wales)

Charity Registration Number
1084805

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Legal and administrative information

Trustees	Douglas Benjafield (Chair) Ray Emmett (Deputy Chair) Geoffrey Ennals John Hall Simon Read Reginald Warner
Secretary	Eric Dear
Principal office	Rainham House Manor Way Rainham Essex RM13 8RH
Telephone:	01708 520061
Facsimile:	01708 520083
Entrust registration number	293151
Company registration number	3617355 (England and Wales)
Charity registration number	1084805
Auditors	Buzzacott 12 New Fetter Lane London EC4A 1AG
Bankers	Barclays Bank plc PO Box 165 Crawley West Sussex RH10 1YX
Solicitors	Stone King 39 Cloth Fair London EC1A 7JQ

Trustees' report Year to 31 March 2001

The trustees present the statutory report with the accounts of The Cleanaway Havering Riverside Trust for the year ended 31 March 2001.

Constitution

The trust is a company limited by guarantee (registration number 3617355) and was incorporated on 12 August 1998. The trust has also been granted charitable status (registration number 1084805).

Principal aims and activities

The following principal objectives of the trust are for the benefit of the public in the London Borough of Havering and adjacent land comprising the Wennington and Aveley Marshes:

- ◆ Protection or conservation of the natural environment by restoring or reclaiming polluted or damaged land;
- ◆ The protection and preservation of the environment by educating the public about the benefits of sustainable waste management practices and conducting research into sustainable waste management and disseminating the results of that research;
- ◆ The protection and preservation of the environment by provision, maintenance or improvement of a public open space or the provision of other public amenities in the vicinity of the landfill site; and
- ◆ The protection and preservation of the built environment by the maintenance, repair and restoration of buildings which are of historic or architectural interest.

Organisation

The trust has administrative and financial control procedures in place in order to ensure that its affairs are in good order. A Secretary, Project Officer and Administrative Assistant are in post and the trust operates from an office in Rainham, Essex. The staff and the office also deal with the affairs of the Cleanaway Pitsea Marshes Trust.

Entrust

The trust is registered with Entrust (registration number 293151), a regulatory organisation which oversees the operation of environmental bodies registered under the landfill tax scheme. Entrust charges a levy of 2% of the trust's landfill tax related receipts from Cleanaway Limited, the landfill site operator.

Progress during the year

During the year 27 projects were approved by the trust and endorsed by Entrust, making a total of 58 projects since the trust was incorporated. By 31 March 2001, 26 of these projects had been completed, 14 were in progress and 18 had yet to start. The projects cover a wide range, including education and research, development and improvement of open spaces, community projects and the renovation of ancient and historic buildings. The majority of these projects are located in the priority area which covers the wards of Rainham, Airfield and South Hornchurch. All projects are located within the area of benefit.

Trustees' report Year to 31 March 2001

Progress during the year (continued)

Three of the major projects which commenced in the year are the Kerbside Recycling Scheme, the contribution to the RSPB for the purchase of the MOD land at Rainham Marshes and the purchase of agricultural land for a Community Forest.

Financial report for the year

The trust received contributions of £2,342,333 (2000 - £1,880,844) from Cleanaway Limited during the year on which a levy of £46,847 (2000 - £37,617) was payable to Entrust. Total direct charitable expenditure amounted to £2,156,188 (2000 - £1,766,469) of which £2,017,849 (£2000 - £1,657,376) related to grants for projects. Management and administration costs totalled £82,780 (2000 - £64,691).

Future plans

The coming year is likely to see the continuation of the increased activity experienced in the year of account which is making an important contribution to the improvement of the environment in Havering. These include the Kerbside Recycling Scheme which will be rolled out into the whole of the Borough and further funding for infra-structure works to enable the RSPB to open the new nature reserve at Rainham to the public. In addition to these large projects the trust will wish to continue to fund community projects, particularly in the priority area. The trust is likely to commit all the funds it receives from Cleanaway Limited and trustees will need to look carefully at the priority of projects coming forward for approval.

Grants policy

The trust makes grants within the Entrust criteria for projects within the area of benefit. Each project submitted to the trust for grant funding is appraised to ensure that:

- ◆ the project gives value for money;
- ◆ the outputs and benefits can be achieved;
- ◆ the applicants can carry out the project efficiently and effectively;
- ◆ the project has local support.

Reserves policy

Total funds of the trust at 31 March 2001 amounted to £2,062,088. Of these funds, a total of £750,000 has been designated for the long term aftercare of the Rainham Landfill Site after Cleanaway Limited have completed their statutory obligations. The remaining reserves are held in the general fund which totalled £1,312,088 at 31 March 2001.

It is the policy of the trust to commit all the landfill tax credits it receives for grants to projects which meet the criteria set out in its grants policy. At 31 March 2001 further projects were in the process of being approved by Entrust. The ongoing costs of the trust are solely related to the approval and monitoring of the grants.

Trustees' report Year to 31 March 2001

Trustees' responsibilities statement

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the trust's financial activities during the year and of its financial position at the end of the year. In preparing accounts giving a true and fair view, the trustees should follow best practice and:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the trust will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the trust and which enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees

The trustees constitute directors of the company for the purposes of the Companies Act 1985 and trustees of the charity for the purposes of charity legislation.

The following trustees served throughout the year:

Trustees

Douglas Benjafield (Chair)
Ray Emmett (Deputy Chair)
Geoffrey Ennals
John Hall
Simon Read
Reginald Warner

Company secretary

Eric Dear

No trustees received any remuneration or expenses from the trust. No trustee had any beneficial interest in any contract with the trust during the year.

Trustees' report Year to 31 March 2001

Auditors

The auditors, Buzzacott, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

Signed on behalf of the trustees:

Trustee

A handwritten signature in black ink, appearing to read 'P. W. Bejzpeil'.

Approved by the board of trustees on:

13th September 2001

Report of the independent auditors to the members of The Cleanaway Havering Riverside Trust

We have audited the accounts on pages 8 to 16 which have been prepared under the historical cost convention and the accounting policies set out on page 10.

Respective responsibilities of trustees and independent auditors

As described on page 4 the trustees, who are also the directors of the trust for the purposes of company law, are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the trustees' report is not consistent with the accounts, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read the trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of opinion

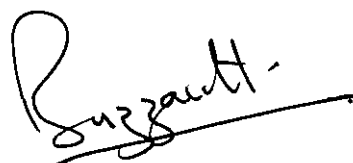
We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

Independent auditors' report 31 March 2001

Opinion

In our opinion the accounts give a true and fair view of the charity's state of affairs as at 31 March 2001 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

A handwritten signature in black ink, appearing to read 'Buzzacott', with a horizontal line drawn underneath it.

Buzzacott
Chartered Accountants and Registered Auditors
12 New Fetter Lane
London
EC4A 1AG

13 September 2001

Statement of financial activities Year to 31 March 2001

	Notes	General fund	
		2001 £	2000 £
Income and expenditure			
Incoming resources			
Contribution from Cleanaway Limited		2,342,333	1,880,844
Interest receivable		208,189	110,073
Total incoming resources		2,550,522	1,990,917
Resources expended			
Direct charitable expenditure	1	2,156,188	1,766,469
Management and administration of the charity	3	82,780	64,691
Total resources expended		2,238,968	1,831,160
Net incoming resources for the year	4	311,554	159,757
Balances brought forward at 1 April 2000		1,750,534	1,590,777
Balances carried forward at 31 March 2001		2,062,088	1,750,534

There is no difference between the net movement in funds stated above, and the historical cost equivalent.

All of the trust's activities derived from continuing operations during the above two financial periods.

The trust has no recognised gains and losses other than those shown above and therefore no separate statement of total recognised gains and losses has been presented.

Balance sheet 31 March 2001

	Notes	2001 £	2001 £	2000 £	2000 £
Tangible fixed assets	7		6,402		8,695
Current assets					
Debtors	8	32,217		7,447	
Cash at bank and in hand		<u>4,602,024</u>		<u>3,304,198</u>	
		4,634,241		3,311,645	
Creditors: amounts falling due within one year	9	<u>2,578,555</u>		<u>1,569,806</u>	
Net current assets			<u>2,055,686</u>		<u>1,741,839</u>
Total net assets			<u>2,062,088</u>		<u>1,750,534</u>
Represented by:					
Funds and reserves					
Unrestricted funds					
. Designated funds	10		750,000		—
. General fund			<u>1,312,088</u>		<u>1,750,534</u>
			<u>2,062,088</u>		<u>1,750,534</u>

Approved by the trustees
and signed on their behalf by:

Trustee



Approved on:

13th September 2001

Principal accounting policies 31 March 2001

Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable Accounting Standards and the Statement of Recommended Practice on Accounting by Charities issued by the Charity Commission in October 1995.

Income

Contributions from Cleanaway Limited are credited to the statement of financial activities in the year of receipt.

Interest is credited to the statement of financial activities on a receivable basis.

Expenditure

Direct charitable expenditure comprises grants for projects and other direct expenses incurred on the defined charitable purposes of the charity. This includes costs attributable to the activity and an allocation of the general management and overhead costs. Grants for projects are included within the accounts following approval of the project by Entrust and notification being given to the recipient of the grant.

Management and administration costs include expenditure on general administration and management and of compliance with constitutional and statutory requirements.

Tangible fixed assets

Depreciation is provided on cost at the following annual rates in order to write off each asset over its estimated useful life:

- ♦ Office equipment - 33.33%
- ♦ Furniture and fittings - 20%

Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities on a straight-line basis over the lease term.

Cash flow

The accounts do not include a cash flow statement because the trust, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

Fund accounting

The general fund comprises those monies which may be used towards meeting the charitable objectives of the trust at the discretion of the trustees.

The designated funds are monies set arise out of general funds and designated for specific purposes by the trustees.

Notes to the accounts 31 March 2001

1 Direct charitable expenditure

	2001 £	2000 £
Grants for projects (note 2)	2,017,849	1,657,376
Entrust levy	46,847	37,617
Annual review costs	28,651	27,125
PR fees	25,622	10,025
Staff costs	25,287	6,898
Insurance	1,312	1,050
Plaques	6,590	—
Project officer fees	—	12,472
Project appraisal	—	11,016
Miscellaneous costs	4,030	2,890
	2,156,188	1,766,469

Notes to the accounts 31 March 2001

2 Grants for projects

	2001 £	2000 £
Aveley Bay Wetlands	—	39,200
Brights Avenue Day Centre	620	4,470
Brookway Children's Play Area	34,750	57,750
Central Park Children's Play Area	—	51,600
Chafford School		
- Grounds	(1,603)	63,000
- Internet Café	60,219	—
Cranham Marshes Fencing		
- First Phase	—	4,184
- Second Phase	7,200	—
Crow Lane Environmental Project	45,800	—
Dagnam Park Moat	19,500	—
Fairview Estate – Tree Planting	325	1,858
Great Barn – Woodland	114,700	—
Harold Hill – Greenspace	15,000	—
Havering Facade Project	(675)	27,270
Havering Methodist Church	8,000	—
Havering Pensioners' Bench	—	514
Havering Ponds Project	—	28,400
Hilldene Shopping Centre	51,020	—
Hornchurch Country Park	—	2,688
Hornchurch Methodist Church	39,932	—
Ingrebourne Valley Greenway	56,100	—
Kerbside Recycling	—	440,000
Mardyke Games Area	(1,261)	47,434
Pages and Mount Pleasant Farms		
- Woodland	649,270	—
Planet Havering		
-2000	(2,146)	18,000
-2001	25,000	—
Rainham Bowls Club		
- Pavilion and Fencing	—	(16)
- Grounds	49,337	—
Rainham Church	—	5,110
Rainham Creek Open Space	7,819	—
Rainham Cricket Club	—	3,900
Rainham Marshes	—	500,000
Rainham Methodist Church	—	71,010
Rainham Schools Project	(13,125)	13,127
Regeneration Diver	930	12,700
Riverside Path – Access Road	29,725	—
ROYALS	—	80,000
Carried forward	1,196,437	1,472,199

Notes to the accounts 31 March 2001

2 Grants for projects (continued)

	2001 £	2000 £
Brought forward	1,196,437	1,472,199
Salvation Army – Romford Citadel	70,500	—
Second Chance Theatre	5,795	—
Schools Booklet	(1,527)	39,230
School Grounds Project	19,750	—
Silt Project		
- First Phase	273,020	—
South Airfield and Hornchurch Hall	10,789	—
South Havering Bulb Planting	28,863	—
St Andrews Church Hornchurch	24,900	—
St Edwards Church Romford	18,960	—
St Mary Magdelene South Ockenden	80,000	—
Stubbers Adventure Centre		
- Children's Play Area	43,671	—
- Reception and Picnic Area	—	42,748
- Showers, Changing and Toilets	245,425	—
- Vehicle Control	10,000	—
- Young Mariners Equipment Store	3,756	—
Thames Chase Tree Nursery	—	6,295
Upminster Windmill	(7,496)	19,764
Wennington Church	(4,994)	58,785
Wennington Village Improvements	—	18,355
	2,017,849	1,657,376

Notes to the accounts 31 March 2001

3 Management and administration of the charity

	2001 £	2000 £
Fees for administrative support	33,000	34,539
Legal professional fees	19,177	10,667
Office costs	4,160	2,992
Staff costs	6,732	1,440
Rent, rates and service charge	7,459	4,505
Audit and accountancy	9,659	7,050
Depreciation	2,293	3,213
Bank charges	300	285
	82,780	64,691

4 Net incoming resources for the year

This is stated after charging:

	2001 £	2000 £
Staff costs (note 5)	32,019	8,338
Depreciation	2,293	3,213
Operating lease costs – land and buildings	7,459	4,505
Auditors' remuneration (excluding VAT)		
. Audit	3,500	3,500
. Other services	4,720	2,500

5 Staff costs and trustees' remuneration

	2001 £	2000 £
Wages and salaries	27,273	7,062
Social security costs	2,539	700
Other pensions' costs	2,207	576
	32,019	8,338

Two employees (2000 – two) were employed by the trust during the year.

No trustee received any remuneration in respect of their services during the period nor were any expenses reimbursed to trustees during the period.

6 Taxation

The trust is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as they fall within the various exemptions available to registered charities.

Notes to the accounts 31 March 2001

7 Tangible fixed assets

	Office equipment £	Furniture and fittings £	Total £
Cost			
At 1 April 2000 and 31 March 2001	6,231	5,677	11,908
Depreciation			
At 1 April 2000	2,077	1,136	3,213
Charge for the year	1,385	908	2,293
At 31 March 2001	3,462	2,044	5,506
Net book value			
At 31 March 2001	2,769	3,627	6,402
At 31 March 2000	4,154	4,541	8,695

8 Debtors

	2001 £	2000 £
Accrued interest	21,845	7,447
Sundry debtors	10,372	—
	32,217	7,447

9 Creditors

	2001 £	2000 £
Project creditors	2,556,583	1,551,642
Social security and other taxes	—	716
Accruals	21,972	17,448
	2,578,555	1,569,806

10 Designated funds

	Mainten- ance fund £
At 1 April 2000	—
New designations in the year	750,000
At 31 March 2001	750,000

The trustees have set aside the above designated fund out of the unrestricted funds of the charity for the maintenance of the Rainham landfill site once Cleanaway Limited have fulfilled their obligations in ten years time.

Notes to the accounts 31 March 2001

11 Lease commitments

At 31 March 2001, the trust had annual commitments under operating leases, as set out below:

	Land and buildings	
	2001	2000
	£	£
Operating leases which expire within:		
One to two years	7,290	—
Two to five years	—	7,290

12 Trustees' indemnity insurance

During the year the trust purchased insurance to protect the trust from loss arising from any wrongful or dishonest act of any trustee or employee and to indemnify the trustees against the consequence of any wrongful act. The total cover provided by such insurance is £1,000,000 and the total premium paid by the trust in respect of such insurance was £1,312 (2000 - £1,050).

13 Liability of members

The trust is constituted as a company limited by guarantee. In the event of the trust being wound up members are required to contribute an amount not exceeding £1.

14 Cleanaway Limited

Cleanaway Limited, the landfill site operator, also funds two further entities which operate from the same premises as The Cleanaway Havering Riverside Trust: The Cleanaway Pitsea Marshes Trust, a company limited by guarantee (registration number 3970281) and registered charity (registration number 1084804); and The Cleanaway Pitsea Marshes Maintenance Company Limited, a company limited by guarantee (registration number 3949296).