

Bradford Community Environment Project

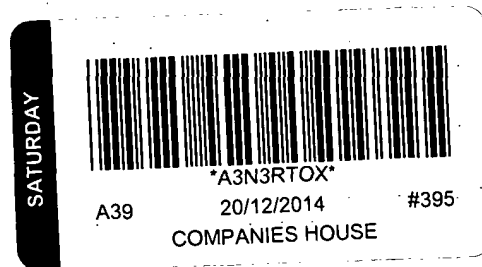
To contribute to the sustainable regeneration of Bradford District,
through effective environmental programmes, inspired by community need.

Report and Accounts

March 31, 2014

Company Number 04111491

Registered Charity 1093783



Bradford Community Environment Project

A company limited by guarantee without a share capital

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Chairs report

BCEP has again drawn on its reserves this year to supplement secured funding of operations. The investment has again been mostly associated with the development of Wibsey Park Community Garden (WPCG). BCEP has kept core costs to a minimum and has made further reductions in overall staff hours. All Bradford Council commissions have been extended for a further year.

Quality improvements have been a focus for the year with successful re-accreditation of Investors In People and an independently reviewed accreditation of PQASSO (Practical Quality Assurance for System for Small Organisation) Level 2 which entitles BCEP to use the Charity Commission's Hallmark of an Effective Charity.

Many new areas of work were developed throughout the year including Tackling the Roughs (a programme of community engagement to rehabilitate an area of woodlands just south of Bowling Park), pre-feasibility research for an Alternative Allotment provision for the district, pre-feasibility surveys of the former Heaton Royds school site (both thanks to support from the Social Investment Business), schools edible boxes (100 seedling vegetable plant plugs) proved a great success with 25 schools.

BCEP took out its first loan with a grant also to develop BCEP Salad courtesy of the Key Fund, Heaton Royds was registered as a Community Asset, Hirst Wood Regeneration CIC named BCEP as its asset lock, and the Urban Design Team created the marvellous and much acclaimed St Lukes Hospital dementia garden. Wibsey Park Community Gardens saw the completion of extensive new resources thanks to funding from WREN Community Landfill Fund and Awards for All, the lease for the site was also agreed and signed off with Bradford Council.

Collaborations through the year including: Buttershaw Business Enterprise College youth provision, Bradford Apple Day, Bradford Play Consortium, Bike day at Buttershaw, Spokeswomen cycle training at Lister Park and cycle training with Safe2Cycle at Wibsey park.

BCEP's trading subsidiary BOCS took on the hosting of Bradford Community RePaint following a request from Bradford PlaySpace. Karen Hutchinson (the only staff member) was TUPED over to BOCS along with RePaint's assets (stock and an aging van). A contract to paint the Jacobs Well underpass was secured from Bradford Councils Regeneration Department and an increase rate for recycling credits was negotiated with the waste management team. The price of a litre of reclaimed paint was also increased. RePaint has performed well through the year capturing and processing nearly 90 tonnes of paint from the waste stream.

Strategic work has continued with further implementation of the Bradford Food strategy and the Forest schools strategy. Representational work has continued with BCEP contributing to the Community Landfill Tax Yorkshire panel, Bradford CVS Board, Bradford Environment Forum and Bradford Assembly.

We have sadly lost colleagues Gail and Tony, both following long periods of ill health and Isobel. Quarton joined the team later in the year to head up the salad growing activities. Hawarun Hussain retired from the Board due to change in her job and potential conflict of interest, Emmerson Walgrove retired due to lack of time to give the position the full attention it deserves. The Board acknowledges their long and varied contributions to BCEP and extends best wishes to them. The BCEP team has been joined by returning member Janet Hulse, who chaired the first BCEP committee back in January 1996.



Janet Hulse
December 15, 2014

Directors and Trustees Report for the year ended March 31, 2014

The directors have pleasure in submitting their report together with the audited accounts for the year ended March 31, 2014.

Reference and Administrative Information

Charity Name: Bradford Community Environment Project

Charity Registration Number: 1093783

Company Registration Number: 04111491

Registered Office and Principal Address: Unit 13, Carlisle Business Centre,
60 Carlisle Road,
Bradford,
West Yorkshire,
BD8 8BD

Board of Trustees

Alan Keeling	Treasurer
Naweed Hussain	Vice chair
Janet Jewitt	Resigned - 10 June 2014
Patsy Hayes	
Emmerson Walgrove	Resigned - 20 January 2014
Hawarun Hussain	Resigned - 8 April 2013
Rory Argyle	Resigned - 16 September 2014
Ashok Nair	
Jude Webb	
Giovanni Ciurleo	Resigned - 12 September 2014
Janet Husle	Appointed - 10 February 2014 - Chair
Taybah Malik	Appointed - 8 September 2014

Secretary

Carlton J Smith

Senior Management Team

Adele Adams, Carlton Smith (CEO), Jane Robinson & Jen Scott.

Auditor

Andrew Parker, 2 Meadow Court, Allerton, Bradford BD15 9JZ

Bankers

The Co-operative Bank Plc, PO Box 101, 1 Balloon Street, Manchester M60 4EP
Ecology Building Society, 7 Belton Road, Silsden, West Yorkshire, BD20 OEE
Unity Trust Bank plc, Nine Brindleyplace, Birmingham, B1 2HB

Solicitors

Gordons, 14 Piccadilly, Bradford BD1 3LX

Directors Report (continued)

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 21 November 2000 and registered as a charity on September 12, 2002. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. The objectives of the charity were unanimously amended at the 14 October 2008 Annual General Meeting. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of the Board of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected to serve for a period of three years after which they must resign. However, resigning trustees can stand for re-election at the next Annual General Meeting.

At the Annual General Meeting held 20 January 2014 Hawarun Hussain resigned as a Trustee due to a change in her job role and Emmerson Walgrove resigned as he could no longer commit sufficient time to the role.

The charity's work focuses on environmental improvements (of people, practices and places) with the communities of Bradford. The Board of Trustees seeks to ensure that the needs of these communities are appropriately reflected through the diversity of the Board of Trustees. To enhance the potential pool of trustees, the charity has, through selective invitation, sought to identify members and other interested parties who would be willing to become Trustees and use their experience to assist the charity.

The more traditional business and environmental skills are well represented on the Board of Trustees. In an effort to maintain this broad skill mix, members of the Board of Trustees are annually requested to update a list of their skills. In the event of particular skills being lost due to retirements training will be offered and encouraged, also individuals with the required skills are approached to be recruited to the Board of Trustees.

Trustee Induction and Training

All trustees are familiar with the practical work of the charity, due to their knowledge of its frontline deliveries. New trustees are invited and encouraged to attend short training sessions (of no more than three hours) to familiarise themselves with the charity and the context within which it operates.

These are led by the Chief Executive Officer of the charity and cover:

- The obligations of members of the Board of Trustees.
- The main documents which set out the operational framework of the charity including the Memorandum and Articles of Association.
- The current activities of the charity.
- Resources and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

Library and training resources are made available and Trustees are directed towards them, including the Charity Commission's guide "The Essential Trustee" as a follow up to the induction session. Feedback from new trustees is periodically sought to review this induction process.

Directors Report (continued)

Structure, Governance and Management (continued)

Risk Management

The Board of Trustees reviews the major risks to which the charity is exposed. A risk register has been established and is annually reviewed and updated. Where appropriate, systems or procedures are established to mitigate the risks the charity faces. Significant external risks to funding have been identified and actions to mitigate them have been incorporated in to the strategic business plan which allows for the diversification of funding and activities. Internal risks are minimised by the application of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors. The continuing implementation of the PQASSO level 2 (Practical Quality Assurance System for Small Organisations) ensures continual improvement operations aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity and its service users.

Organisational Structure

Bradford Community Environment Project has a Board of Trustees of not less than three members who meet monthly and are responsible for the strategic direction and policy of the charity. At present, the Board has eleven members from a variety of professional backgrounds relevant to the work of the charity. The Secretary also sits on the Board but has no voting rights.

A scheme of delegation is in place and day to day responsibility for the provision of the charities services rest with the Chief Executive Officer along with the Programme Team Leaders, who form the senior management team. The Chief Executive Officer is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Programme Team Leaders have responsibility for the day to day operational management of their service areas, individual supervision of their staff team and also ensure that their teams continue to develop their skills and working practices in line with good practice.

Related Parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. Many of the services Bradford Community Environment Project (BCEP) is able to offer provide connections to, or benefits from, other environmental programmes and/or likeminded partners; this has been particularly prevalent within BCEP's area-based improvements, environmental play and schools related programmes. BCEP believes in working closely in a spirit of openness and cooperation with other locally based and national organisations to support the core work of the charity and its partners.

Objectives and Activities

The principal activity of the company is to contribute to sustainable regeneration of the Bradford Metropolitan District by promotion of community based initiatives that enhance the quality of the environment for those living or working in areas of multiple deprivation within the District, without distinction of age, race, religion, politics and other opinions.

The main objectives and activities for the year continued to focus upon the promotion of good environmental practices and the improvement of the physical environment. The strategies employed to assist the charity to meet these objectives included the following:

- Providing a range of services which address the problems related to a poor physical environment and these are reflective of relevant quality standards.
- Focussing upon addressing the harm which comes from poor environmental practices, not only for the individual but also their family and wider community.
- Working towards improving standards of services and the implementation of Quality Assurance Standards.
- Working in partnership with other agencies to ensure the widest range of services is available to best match the needs of its client population.

Directors Report (continued)

Structure, Governance and Management (continued)

Objectives and Activities (continued)

The main areas of charitable activity are the provision of physical urban improvements; environmental education; local food growing, awareness and support; gardening clubs and environmental play and forest schools.

Public Benefit Statement

The Trustees confirm they have complied with their duty in section 17(5) of the 2011 Charities Act to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. See details of the individual programmes achievements below.

Achievements and Performance

The charity has in line with plans retained Investors in People Status and PQASSO (Practical Quality Assurance System for Small Organisations) level 2.

BCEP total overall satisfaction rating: **77% Fantastic**, 21% Good, 2% OK, 0% Poor, 0% Very Poor, 100% recommendation rate (96% response rate, 53 responses).

Urban Design services

Urban Design Team (UDT)

The Urban Design Team has had a busy year supporting schools, community groups, faith buildings, health centers on tangible environmental improvement projects alongside practical environmental action projects such as community growing and feasibility research. We also continue to support in-house teams on project design and development, especially Forest Schools, Gardening for Health and Habitat Heroes

Projects in 2013/14

Competition for funds continues to be very competitive but there have been considerable successes for Awards 4 All grants, WREN, school budgets and a major job for the NHS this year. A number of projects have come to us from returning clients, word of mouth referrals or potential clients seeing our standard of work. A number of projects have stalled waiting for WREN funding grant deadlines but will hopefully have successful bids and carry on to fruition next financial year

Project Examples

Heaton Royds Pre Feasibility Study

A further consultation exercise has been undertaken to make sure BCEP staff, local residents and other stakeholders feed into the development of the Heaton Royds site should BCEP acquire it for office and activity space.

St Luke's Hospital-Horton Wing

The creation of dementia-friendly spaces where patients can relax pre or post appointments and as inpatients. The theme of the project has been 'Yorkshire at its Best' which has meant sourcing as many materials/suppliers/contractors from within the boundaries of Yorkshire as possible. The project includes cat's-eyes (designed by a Yorkshire man), Shipley Paints, York stone and some decorative metalwork (produced just over the border in Lancashire) depicting the best of Yorkshire...everything from the dales, moors, and coast to iconic buildings, confectionary, brewing, sheep and rhubarb. There will be an official opening event in May 2014.

Directors Report (continued)

Achievements and Performance (continued)

Urban Design Team (continued)

Bradford Allotment Project

All the allotments across the Bradford district were surveyed at the beginning of the year to ascertain their existing condition and to consider liabilities should an organization other than the Council's allotment team take on their management. The data was incorporated into a report prepared by Jane Robinson for the Allotment Pre-feasibility study.

Wibsey Park Community Garden

Over the past year, the UDT continued to play a significant role in the development of site works funded by WREN, Awards 4 All and Community First. Developed site features include improved growing spaces for organic fruit and vegetables, an edible forest garden, a Forest Schools site, an apiary area, willow/hazel coppice and a Habitat Heroes area including pond, bog garden, and shaded study area. The project was supported by 300 Morrison's corporate volunteers in May and June 2013. The site has suffered set backs with last year's snow and this year's winds destroying some of the site infrastructure.

Crossley Hall Primary School

grounds improvements to include a Kinaesthetic park, wildlife garden, play area, sensory garden and story circle.

Home Farm Primary School

Creating a new learning and growing space at the school including a fully accessible polytunnel with raised planters at different heights, potting areas, outdoor class room facilities and a gravity-fed watering system.

Recent Projects UDT worked on/developing in 2013/14.

Redbeck Allotments.

Park Street Community Garden-Veg on the Edge.

St Paul's Church grounds.

Manningham Mills Community space.

Ryecroft Primary Academy

Lilycroft Primary School

Marshfield Primary School

Incredible Edible Wakefield

Damem's Country Park

Tackling the Roughts-Bowling Park Woodlands

Women's PATH project-cook and eat.

Heaton Royds-building.

Bradford Allotments

St Luke's Horton Wing.

Lynfield Mount NHS Step Forward Centre.

Crossley Hall Primary

Home Farm primary

Sandy Lane Preschool

Poplars Farm School

Quotes

A dementia patient linked with the St Luke's project commented that 'It is clear that a lot of thought and effort has gone into this project and I am very pleased that comments from the group have been taken into account and actioned.'

'It was brilliant to see what has been discussed on paper come to life.'

Directors Report (continued)

Achievements and Performance (continued)

Urban Design Team (continued)

'As a community group led by volunteers, BCEP have always demonstrated their understanding of VotE's circumstances and have been flexible in their approach. They have challenged us to be ambitious, but also ensured their encouragement is linked to a series of realistic actions.'

UDT Statistics for 2013/2014

6	Habitats Created/Improved (excluding HH)-ponds, wildflower meadows, woodlands.
£176,894	Total capital funds secured
7	Improved sites
9	Schools supported
16	Community groups supported
71 tonnes	Recycled materials-quarry waste, skipped doors, top-soil, paint, stone.
15	Local suppliers-, plant nurseries, timber yards, builders merchants, stone yards, playground equipment suppliers, contractors, paint suppliers.

Overall satisfaction rating: **75% Fantastic**, 25% Good, 0% OK, 0% Poor, 0% Very Poor, (80% response rate, 4 response).

Tackling the Roughs

Started in August 2013 its aim is to improve the "Roughs" woodland, adjacent to the historic Bowling Park, and teach skills to local people to sustain it. Inspiring education sessions connect children and young people in learning about their local environment; workshops engage local communities in participating in heritage activities, and skill up those enjoying Bradford's woodlands, to care for them for the future. The work is funded by The Heritage Lottery.

Outputs:

- 42 sacks of litter gathered and removed
- 10 dangerous or damaged trees removed
- 10 bird boxes made and installed
- 4 habitat piles created
- 45 people trained in basic woodland management techniques
- 12 people consulted on how they would like to see the woodland develop
- 6 young people worked over time to improve the woodlands
- 20 children enjoyed Forest Schools sessions
- 205 attendees
- 26 sessions delivered (3 training, 1 consultation, 3 volunteer days, 19 with young people)
- 1 Environmental Impact Assessment.

Directors Report (continued)

Achievements and Performance (continued)

Schools projects

Habitat Heroes

A joint venture with BEES (Bradford Environmental Education Services – www.bees-ymca.org.uk), Habitat Heroes aims to improve the educational and biodiversity value of school grounds while providing support to integrate outdoor education into the national curriculum. Children are engaged in inspiring, exciting, practical outdoor learning opportunities; teachers are supported in gaining confidence with the outdoors and making use of the local environment in curriculum delivery; local businesses and community members contribute through volunteering their time, skills and expertise. The programme has been part-funded by Ernest Cook Trust since March 2013.

Summary outputs:

- 9 Schools supported
- 173 Education sessions delivered providing 3,412 learning opportunities
- 9 staff training sessions delivered
- 18 biodiversity features created – including ponds, bog gardens, raised beds, seating areas, wildflower meadows, living willow structures, orchards, hedgerows, hibernacula, mini-beast homes, bird feeding stations and sensory gardens.

Impacts

- improved pupils achievement and behaviour
- engaged kinaesthetic learners
- improved pupils' personal, social and emotional development and motivation & concentration
- contributes to children's knowledge and understanding of the environment
- enhanced staff confidence in delivering the curriculum outside the class room.

Quote

"I discussed some ideas with re: further developing our KS1 playground and surrounding area. He was very helpful & enthusiastic. The ideas XX came up with were very useful and what he couldn't help with he came up with suggestions & contacts who might be able to do so."

Environmental Play

Adventurous Play Experience

Throughout the past year APE has continued to operate in its promotion of play with recycled resources known as 'loose parts'. We have worked with schools, children's centres, nurseries, out of school groups and community groups/centres with children aged 0-15.

The project has delivered 44 play sessions with recycled resources over the year. We have made 78 loans of resource packs to groups which were used on 3259 occasions. We have delivered 4 training workshops to 32 practitioners.

The project has reached a total of 3207 practitioners and 12,595 children over the year.

Scrap Magic

Throughout the year Scrap Magic's popularity has increased with local families and practitioners. By March 2014 the shop had 640 registered members and has turned over £15,331 during the period.

This year we have focused on developing craft and theme packs using our scrap supplies i.e. Sock puppet kits, colour theme collage packs. We have been able to diversify the sources of scrap to meet with our growing needs by collecting from more local companies and swapping our common scrap with other scrapstores across the UK.

Directors Report (continued)

Achievements and Performance (continued)

Scrap Magic (continued)

Social Media (e-newsletters, Facebook and twitter) continues to be an effective method for reaching existing and new customers as we can keep them updated regularly on stock available, opening and closing details and play news and events.

We continue to attend children's centres with the mobile shop in Keighley (Low Fold and Strongclose Children's Centres), South Bradford (Holmewood, Tyersal and Bierley Children's Centres), Cottingley (Cottingley Cornerstone) and Manningham (Midland Road Children's Centre). Scrap Magic opens once a month on a Saturday to meet members needs.

Looking forward into 2014-15 we have made plans to add new locations to the mobile shop rounds and pop-ups shops.

The overall aim of the APE and Scrap Magic projects is to encourage practitioners, families and children to use scrap materials in play themselves.

Quotes

"Scrap Magic's innovative use of waste materials is excellent value for organisations like Hive pop up gallery but also an excellent way to teach children and their parents about recycling. It is also a good way to get kids to use their imaginations and turn rubbish into treasure."

"The children really look forward to when our delivery arrives. Summer and our large scrap pack is by far the favourite! The tetra pack was a good new one too."

Overall satisfaction rating: **74% Fantastic**, 24% Good, 2% OK (100% response rate, 42 responses).

Forest Schools

We were able to run various Forest School sessions throughout the year, funded through many different sources.

Lloyds TSB Foundation for England and Wales funded two after school groups a week for the year and 4 weeks of holiday schemes. 57 children attended our holiday schemes of which 13 had additional needs. 160 children attended our afterschool sessions of which 28 had additional needs.

Many of the children commented that it was good to have a place to come after school as they only spend a short amount of time with each other at school. Due to the dark nights and adverse weather some of the sessions had to be run indoors but the activities were still Forest school based.

Garfield Weston Foundation funded sessions from January 2014 for Forest Schools and outdoor learning sessions at 6 schools across district. These were:

- Ashlands Primary
- Laycock Primary
- Worth valley Primary
- Saltaire Primary
- Ryecroft Primary
- Wibsey Primary

Directors Report (continued)

Achievements and Performance (continued)

Forest Schools (continued)

Each school were offered 33 sessions at a 50% subsidised rate, with some schools increasing their sessions at the full rate. Between January 2014 to March 2014 we worked with 449 children and had a total footfall of 965.

The children took part in a wide variety of activities which included:

- Making bird feeder
- Den building
- Fires
- Bird watch
- Tree planting
- Planting

Workforce development

With funding from the Workforce Development Unit at Bradford Council a variety of training was delivered:

- A level 2 Forest Schools course for 32 people
- A level 1 Forest Schools course for 14 people
- ForestFest conference for 28 people
- 4 CPD days for 16 people
- An INSET day for 27 teachers

There was lots of positive feedback from these events:

Helpful, exciting, fun and inspiring

Consistently clear, engaging, enjoyable, humorous, factual, thought provoking and inspiring.

This course has given me even more focus and drive to provide outdoor nature play to children and adults.

Really took me out of my comfort zone in a highly supportive environment.

Forest School strategy

Bradford Department of Children's Services commissioned a review and production of a new 3 year forest school strategy, including implementation plan for 2014-2017. As part of the work a large scale consultation was completed, which included:

- 40 Forest School practitioners
- 50 students from Peel Park Primary with little or no experience of Forest Schools
- 50 children from Hill Top and Home Farm Primary Schools, who regularly take part in Forest Schools.
- 16 children who attend holiday Forest Schools sessions were consulted through Annie Berrington from Get Out More.
- Several head teachers and nominated members of staff from primary schools across the District
- Play Forum meetings

We also mapped where forest schools provision is taking place across the district.

This resulted in 800 strategy's being printed then distributed to Primary schools and childcare settings across the district.

Directors Report (continued)

Achievements and Performance (continued)

Community Healthy Lifestyles

Food Co-ops

Support to four community greengrocers (Food Co-ops) has continued to increase access to fresh, affordable fruit and vegetables, with training, equipment, support and the 5-A-Day message. The wholesale market service provided weekly deliveries to seven regular groups and a variety of occasional community events amounting to £12,861 worth of fruit and vegetables, a 36% decrease on last year. This work is supported through delivery charges.

Grow Organic (GO) & Pro-active Approach to Health (PATH)

These NHS Bradford and Airedale commissioned programmes aim to reduce local inequalities in health and wellbeing by encouraging food growing and healthy eating among residents from high risk or 'hard to reach' groups. The life expectancy of a male living in Ilkley is 12 years longer than a male living in BD3 or BD8. BME communities face particular health issues and do not always access other services. Especially vulnerable clients are also targeted, eg those in mental health units, refugees/asylum seekers, those who have experienced homelessness or drug/alcohol abuse. It is widely recognised that physical activity, mental wellbeing and healthy diet can contribute to improved health outcomes, and growing addresses all of these.

Both programmes achieved or exceed their quarterly targets, are well respected in the field and have received excellent client feedback. Staff old and new continue to be dedicated, creative and innovative, coping with any kind of weather, and/or difficult growing situations.

Clients' postcodes show that we have excellent coverage across the District, concentrating efforts on the most deprived communities and/or those who do not access other facilities promoting healthy lifestyles.

Regular group members and many one-off clients eat home-grown fruit and vegetables and take some home to share with family and friends. Cooking sessions are incorporated in all regular groups, and the list of recipes is constantly expanding and incorporate own-grown produce wherever possible so that clients know what to do with their fruit and veg. In addition, 'Pick and eat' is a feature at most sessions, encouraging people to taste whatever is available that day.

Group members take part in all aspects of growing food, including composting, soil improvement, seed sowing, planting, harvesting, seed saving. They also get the opportunity to do plant-based craft activities, particularly in poor weather.

Special activities are opportunities to bring together members of our diverse groups. Apple Day and the Appley Cafe, Wibsey Open Days, Sowing New Seeds sessions, various parties and the Allotments Open Day all encourage community cohesion. Regular groups also enjoy a variety of visits - eg to The Roughts for woodland maintenance, to Cartwright Hall to use a bronze age quern to grind our home-grown wheat, to plant up our new community orchard on Scotchman Rd, or to local greenspace for walks.

Produce from our groups always does well in the West Yorkshire Organic Group annual show, and groups support scooped 23 certificates. We have had good media coverage, with regular articles in the Telegraph & Argus and occasional ones in Growing Places magazine. Grow Organic has a popular Facebook page, and the team contributes to Twitter, e-newsletter and BCEP website.

Directors Report (continued)

Achievements and Performance (continued)

GO and PATH (continued)

Groups change according to circumstances, and we are constantly working to find new opportunities to support. The Haycliffe Lane group was merged with the Queen's Road group. New groups being set up in Bradford Moor and Ashwell Medical Centre. Taster sessions and taking part in events help to recruit new group members, eg working with the Council and other partners on the Good Food Advice Stall, providing taster sessions to Womenzone, parents at schools/children's centres, a domestic violence project and a women's refuge.

We also offer out free starter plots to local residents on Scotchman Rd Allotments and Grosvenor Ground.

Our network of contacts are ever increasing, including national, District and local agencies. Partners include Manningham Master Plan, CNET, Project 6, Bradford Action for Refugees, BEES, Airedale Hospital, The Hive and Lynfield Mount. The team continues to contribute to the Health Partnership's Health and Wellbeing Hubs, Bradford Council's Allotments Forums & Scrutiny Committee, Food Network, Bradford District Community Growers Network amongst others.

Comments from our clients:

- *'It's better than going to the gym, doing something useful and keeping fit!'*
- *[From a case study] 'I found it quite difficult being on the ward all the time not having the freedom to do things The weekly sessions give me something to look forward to... I'll be leaving soon but it's definitely helped me to keep focused on my recovery and stopped me getting depressed about my situation.'*
- *'I found the information on healthy eating really useful and it has made me really think more carefully about what I eat, especially my portion sizes.'*
- *'I've made friends here.'*
- *I really enjoy coming to these sessions and feel better after working outside in the fresh air.'*
- *'I'm going to make this at home instead of getting takeaway pizzas all the time.'*
- *'I feel that gardening helps me to lower my [blood] pressure and diabetes.'*
- *'It is a great idea, it's a really good service.'*
- *[From a case study] He started crying and explained in broken English that his young children, wife, mother and sister "all gone". He continued working on the allotment, but silently cried for the rest of the session. The following week, he said this.... "[I] live [in] city centre, BD4. No green, no place [to] grow. No like home, not good. [I] like come here. No problem. Happy come. Work. [I] take fruit, food, eat. Like [to] dig. ... [I] come every day [if I could]."*

Numbers 2013-14

	GO	PATH	Total
No of clients accessing any part of service	1835	417	2252
No of regular groups	10	5	15
No of cook & eat sessions	44	108	152
Sampled clients reporting improved physical health	52/55=95%	52/54=96%	104/109=95%
Sampled clients reporting improved awareness of healthy eating	93/95=98%	92/95=97%	185/190=97%
Sampled clients reporting improved mental wellbeing	64/64=100%	127/128=99%	191/192=99%

Directors Report (continued)

Achievements and Performance (continued)

GO and PATH (continued)

GO schools and other paid work

The team are also specifically funded for particular pieces of work. For example the Federation of City Farms and Community Gardens pay for fieldwork – through which over 40 community growers from 26 different agencies are now in touch with each other via the Bradford and District Community Growers Network - and initiatives such as Yorkshire Food Discovery, The Hive's Fabric of Bradford project and Garden Organic's Sowing New Seeds.

Four primary schools commissioned GO to work with them on an ongoing basis. The team works regularly with Nessfield (in Keighley), Ryecroft (in Holme Wood), Margaret McMillan and Lilycroft (in Manningham). The latter two benefit from subsidies from the NHS commission due to the pupils living in Manningham.

Each school works in its own way: in curriculum time, in lunch time or after school; with regular children in a gardening club or with a rota covering the whole school or year group, or offering it to children who want or need it most. Children work enthusiastically to dig, enrich, weed, compost, plant, harvest and eat – and along the way, gain knowledge about the eco-system in the garden, but most of all - they have fun!

The team also tried a new initiative: 'Magic Boxes', whereby schools could buy in a tray of over 100 young seasonal plants of different varieties.

Overall satisfaction rating: **86% Fantastic**, 14% Good, 0% OK, 0% Poor, 0% Very Poor, (88% response rate, 7 responses).

Volunteer review

Volunteer review 2013-2014

Howard Allen and Catherine Jarmola Of Schofield Sweeney solicitors gifted £2,000 of pro-bono work in the preparation and negotiation of the Wibsey Park Community Garden lease.

During the year 198 volunteers and 9 trustees have contributed 6,482 hours of time to BCEP's mission. Volunteers have given 14 working days towards governance and approximately 1,066 working days towards programme support and delivery. Total volunteer contributions given had **the equivalent added value of £64,822** (based at £10 per hour – 6 hour day). More importantly BCEP has contributed developing volunteers' skills and enhanced their awareness of BCEP's mission and the needs of our clients. Trustees and staff would like to thank: Bilal Ahmed, Melanie Tattersall, Iulia Patrut, Lynn Wiles, Jackie Nichol, Jenny Dunbar, Maxine Delorme, Rachel Forbes, Neelam Jabbar, Raphael-Andres Pavel, Carmel Newby, Diane Hickey, Jane Sims, Maria Crowley, Steve Moore, Neil Hatton, Tony, David Mitchell, Mo Ilyas, Damian Peyton, Bill Jones, Margaret Rozee, Julie Mitchel, Brenda Johnson, Margaret Mellors, Manita Rai, Dhan Maya Tommy, Sansi Rai, V Russell, Q. It has been a pleasure working with them and we wish them each success in their future endeavours.

Directors Report (continued)

Achievements and Performance (continued)

Volunteer review (continued)

Volunteers have participated in a range of activities including; supporting our playschemes, helping out our scrap store, digging over the allotments, extensive developments at Wibsey Park Community Gardens, supporting our many groups and sessions we run and helping with the general upkeep of BCEP.

Financial review

The charity has performed well in terms of outcomes and impact but financially has again had to draw upon its reserves. The charity has generated a negative financial outcome for the period with a net decrease in funds of £87,181. The principal losses are due to Wibsey Park Community Garden and a failure to develop a viable Social Therapeutic Horticulture offer and the Urban Design Team who experienced a drop in the number and size of site projects. Wibsey has seen a major reduction in staff allocation to negate further losses and the Urban Design Team has since experienced reduced hours combined with a marketing drive to stimulate extra project activity and thus fee income. £245,558 of commissions has been successfully maintained for 2013/14 from the Bradford and Airedale PCT and Bradford Council, for specific programmes, as detailed in the attached schedule. The continuing support of these funding bodies reflects the quality and impact of services provided. During the year 29% of funding applications were successful raising 12% £127,372 of funds requested. Income achieved 82% of the budget target. BCEP aims to keep overhead costs to less than 12% of total expenditure (2013-14 actual 8%), with 92% of expenditure on programme Staff and Direct programme costs.

Principal Funding Sources

The principal funding sources for the charity are currently by way of grant and contract income from Bradford Council Public Health Funds (formerly NHS), the Heritage Lottery Fund, Wren, Bradford Council and Garfield Weston Foundation and Lloyds TSB Foundation for England and Wales. The charity continues to secure funding from a wide group of agencies and trusts.

Investment Policy

Aside from retaining a prudent amount of reserves each year most of the charity's funds are to be spent in the short term so there are limited funds for long term investment. Having considered the options available, the Board of Trustees has decided to invest the majority of amount that it has available in the Ecology Building Society's Charity Deposit Trust account. The remainder is deposited with the Co-operative Bank. Both institutions ethics and practices are felt to be aligned with the aims of BCEP. Investments have performed in line with expectations for the year.

Reserves Policy

The Board of Trustees has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of expenditure. Forecast budgeted expenditure for 2014/15 is £690,000 and therefore the target is £172,000 to £345,000 in general funds. The reserves are needed to meet the working capital requirements of the charity and the Board of Trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding. Whilst total reserves stand at (£3,656) a designation of £30,000 is restricted to meet commitments on co-financed projects and £50,000 to safeguard the charity's service commitment in the event of delays in receipt of grants or accrued legacies. The present level of reserves available to the charity is £0. The balance of reserves therefore falls short of the lower end of the target set by the Board of Trustees. BCEP will continue to seek full cost recovery for its programmes in all its funding applications.

Directors Report (continued)

Approximated figures from SOFA

	Unrestricted £(000)	Restricted £(000)	Total £(000)
Fund balances carried over from last year	53	30	83
Incoming resources	478	155	633
Resources expended	565	155	720
Net (outgoing)/incoming resources	(87)	0	(87)
Fund balances carried forward to next year	(34)	30	(4)

Plans for Future Periods

The charity plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements, with particular emphasis on extending capacity to support food growing and training, green space improvements and environmental play.

Company law requires the Board of Trustees to prepare financial statements for each financial development and sustainability programmes. Partnership programmes remain a key value for the organisation and BCEP will continue to work to strengthen relationships with partner organisations.

The establishment of Wibsey Park Community Gardens as a centre of sustainable food growing and training remains a particular focus for the coming year, as does the investigation of alternative models for allotment service provision.

BCEP's ambition to establish a Bradford based environment centre remains.

Responsibilities of the Board of Trustees

Company law requires the Board of Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board of Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board of Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Trustees is 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.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Directors Report (continued)

Auditor

Andrew S Parker was re-appointed as the charitable company's auditors during the year and has expressed his willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in 2008) and in accordance with the small companies regime of the Companies Act 2006.

Approved by the Board of Trustees on December 15, 2014 and signed on its behalf by



Janet Hulse (Chair)

Independent auditor's report to the members of Bradford Community Environment Project

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I have audited the accounts of Bradford Community Environment Project for the year ended March 31, 2014, which comprise the Profit and Loss Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. My audit work has been undertaken so that I might state to the charity's members those matters I am required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for my audit work, for this report, or for the opinion I have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require me to comply with the Auditing Practices Board's [(APB's)] Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances, and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies, I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;

have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and

have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In my opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I have nothing to report in respect of the following matters where the Companies Act 2006 requires me to report to you if, in my opinion:

adequate accounting records have not been kept or returns adequate for my audit have not been

received from branches not visited by me;

the financial statements are not in agreement with the accounting records and returns;

certain disclosures of trustees' remuneration specified by law are not made; or

I have not received all the information and explanations I require for my audit.



Andrew Parker
Senior Statutory Auditor

For and on behalf of Andrew S Parker
Chartered Accountant and Statutory Auditor
2 Meadow Court
Allerton
Bradford
BD15 9JZ

December 15, 2014

Bradford Community Environment Project

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**Statement of Financial Activities (including Income and Expenditure Account)
for the year ended March 31, 2014**

	Unrestricted £	Restricted £	2014 £	2013 £
Incoming resources				
Incoming resources from generating funds:				
Donations	7,130	-	7,130	1,975
Bank interest received	144	-	144	1,243
Incoming resources from charitable activities:				
Projects – see schedule	<u>470,429</u>	<u>154,864</u>	<u>625,293</u>	<u>622,628</u>
Total incoming resources	<u>477,703</u>	<u>154,864</u>	<u>632,567</u>	<u>628,846</u>
Resources expended				
Loan interest paid	975	-	975	-
Charitable activities				
Projects – see schedule	<u>564,069</u>	<u>154,704</u>	<u>718,773</u>	<u>716,759</u>
Total resources expended	<u>565,044</u>	<u>154,704</u>	<u>719,748</u>	<u>716,759</u>
Net incoming/(outgoing) resources				
- net income/(deficit) for the year	(87,341)	160	(87,181)	(87,913)
Total funds at April 1, 2013	<u>53,071</u>	<u>30,454</u>	<u>83,525</u>	<u>171,438</u>
Total funds at March 31, 2014	<u>(34,270)</u>	<u>30,614</u>	<u>(3,656)</u>	<u>83,525</u>

The income and expenditure account has been prepared on the basis that all the operations are continuing.

There were no gains or losses recognised in these accounts other than through the income and expenditure account.

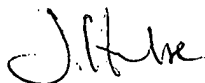
Bradford Community Environment Project
Balance sheet as at March 31, 2014

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	Note	2014 £	2013 £
Fixed assets			
Tangible assets	8	1,379	1,837
Investments	9	-	-
		<u>1,379</u>	<u>1,837</u>
Current assets			
Debtors	10	80,489	82,548
Bank and cash		<u>36,347</u>	<u>70,544</u>
		116,836	153,092
Creditors: amounts due within one year	11	<u>119,371</u>	<u>71,404</u>
Net current (liabilities)/assets		<u>(2,535)</u>	<u>81,688</u>
Total assets less current liabilities		(1,156)	83,525
Creditors: amounts falling due after more than one year	12	<u>2,500</u>	-
Net (liabilities)/asset		<u>(3,656)</u>	<u>83,525</u>
Funds			
Unrestricted funds		(34,270)	53,071
Restricted funds		<u>30,614</u>	<u>30,454</u>
Total funds	14	<u>(3,656)</u>	<u>83,525</u>

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies' regime.

Approved by the board of directors on December 15, 2014
and signed on its behalf



Janet Hulse (Chair)

1. Status and scope

Bradford Community Environment Project is a company limited by guarantee without a share capital. The members of the company have each guaranteed its liabilities up to £1.

2. Accounting policies

2.1 Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities and the Charities Act 2011.

2.2 Incoming resources

Income from grants and donations, including capital grants, are included in incoming resources when receivable.

Where grant income for a specific project has not been spent at the year end the balance is deferred to the next accounting period to match against the relevant expenditure.

2.3 Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT that cannot be recovered.

Certain expenditure is attributable to specific projects and has been included in those cost categories. Certain other costs including governance costs, which are attributable to more than one project, are apportioned across cost categories on the basis of an agreed percentage at the time the project applications are submitted.

2.4 Tangible fixed assets and depreciation

Fixed assets are included at cost less depreciation. Depreciation is provided to write off the cost or valuation, less estimated residual values, of all fixed assets over their expected useful lives, as follows:

Equipment - 25% reducing balance basis

Furniture and fittings - 20% reducing balance basis

Where fixed assets are funded by grant income, the assets are written off in the period in which the grant is received.

2.5 Interest receivable

Interest is included when receivable by the charity.

2.6 Fund accounting

Funds held by the charity are either:

Unrestricted funds – these are funds that can be used in accordance with the charitable objectives at the discretion of the directors.

Restricted funds – these are funds that can only be used for particular restrictive purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2.7 Pension

The company operates a stakeholder pension scheme for its employees. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

3. Net incoming resources

	2014 £	2013 £
The net incoming resources are stated after charging:		
Depreciation	458	612
Directors' emoluments	-	-
Auditor's remuneration	<u>4,200</u>	<u>4,200</u>

4. Total resources expended

	Basis of Allocation	Urban design £	School projects £	Community healthy lifestyle projects £	Wibsey projects £	2014 £	2013 £
Direct project costs	direct	92,601	130,666	66,408	5,851	295,526	256,471
Staff costs	staff time	52,941	122,005	141,342	49,381	365,669	404,519
Governance	agreed %	561	1,292	1,519	672	4,044	4,330
Overhead costs	agreed %	<u>7,420</u>	<u>17,101</u>	<u>20,106</u>	<u>8,907</u>	<u>53,534</u>	<u>51,439</u>
		<u>153,523</u>	<u>271,064</u>	<u>229,375</u>	<u>64,811</u>	<u>718,773</u>	<u>716,759</u>

5. Staff costs and directors remuneration

	2014 £	2013 £
Wages and salaries	347,734	378,436
Social security costs	<u>17,935</u>	<u>26,083</u>
	<u>365,669</u>	<u>404,519</u>

No employees earned more than £60,000 per annum (2013 - £Nil)

No directors received any remuneration or were paid any expenses during the year.

6. Number of employees

The average number of full-time equivalent employees during the year was made up as follows:

	2014 No	2013 No
Project workers	13	13
Administration	<u>2</u>	<u>2</u>
	<u>15</u>	<u>15</u>

7. Taxation

The charity has no liability to taxation.

8. Fixed assets

	Equipment and fittings £	Furniture £	Total £
Cost:			
At April 1, 2013	22,061	3,983	26,044
Additions	-	-	-
At March 31, 2014	<u>22,061</u>	<u>3,983</u>	<u>26,044</u>
Depreciation:			
At April 1, 2013	20,451	3,756	24,207
Charge for the year	<u>402</u>	<u>56</u>	<u>458</u>
At March 31, 2014	<u>20,853</u>	<u>3,812</u>	<u>24,665</u>
Net book value:			
At March 31, 2014	<u>1,208</u>	<u>171</u>	<u>1,379</u>
At April 1, 2013	<u>1,610</u>	<u>227</u>	<u>1,837</u>

9. Investments

	2014 £	2013 £
As at April 1, 2013	-	-
Additions	-	-
Amount written off during the year	-	-
As at March 31, 2014	-	-

The charity is the sole member of Bradford Organics Composting Service. Bradford Organics Composting Service is a single member private limited company. Bradford Community Environment Project has agreed to guarantee its liabilities up to £1.

The principal activities of Bradford Organics Composting Service are to capture and compost organic waste, to produce soil improvers and to provide community-based services for the benefit of the local community in and around the City of Bradford. Bradford Organics Composting Service was incorporated in England and Wales.

Bradford Organics Composting Service generated a surplus of £4,242 for the year ended March 31, 2014 and the net assets were £6,937 at March 31, 2014.

10. Debtors

	2014 £	2013 £
Other debtors	76,789	82,548
Loan to subsidiary company	<u>3,700</u>	-
	<u>80,489</u>	<u>82,548</u>

During the year the company loaned £3,700 to its subsidiary company, Bradford Organics Composting Services. The loan is interest free with no fixed repayment terms.

Bradford Community Environment Project

Notes to the accounts at March 31, 2014

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	2014 £	2013 £
11. Creditors: amounts falling due within one year		
Other creditors	40,804	15,531
Loan	10,000	-
Other taxes and social security costs	4,416	-
Accruals	<u>64,151</u>	<u>55,873</u>
	<u>119,371</u>	<u>71,404</u>

	2014 £	2013 £
12. Creditors: amounts falling due after more than one year		
Loan	<u>2,500</u>	-

The loan is repayable in monthly instalments of £942. Interest at 6.5% is charged on the loan

13. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	1,379	-	1,379
Current assets	50,204	66,632	116,836
Creditors: due within one year	<u>(85,853)</u>	<u>(36,018)</u>	<u>(121,871)</u>
	<u>(34,270)</u>	<u>30,614</u>	<u>(3,656)</u>

14. Movements in funds

	At April 1 2013	Incoming Resources	Outgoing Resources	At March 31 2014
Restricted funds:				
Projects	<u>30,454</u>	<u>154,864</u>	<u>154,704</u>	<u>30,614</u>
Unrestricted funds:				
Projects	<u>53,071</u>	<u>477,703</u>	<u>565,044</u>	<u>(34,270)</u>
Total funds	<u>83,525</u>	<u>632,567</u>	<u>719,748</u>	<u>(3,656)</u>

Purposes of restricted funds

These relate to funds received that will be applied to projects that will be completed in the year ended March 31, 2015.