



EARTHWORKS

THE NATURAL PLACE TO GROW

Earthworks St Albans

Annual Report and Accounts

March 2018



Earthworks St Albans
Hixberry Lane
St Albans
Hertfordshire
AL4 0TZ

Registered Charity:	1067139
Company number:	3307683
Auditors:	Morgan Rose Hemel Hempstead

1. Chair's Report

This is my last report as Chair, and I am delighted to report another triumphant year. Earthworks continues to develop, but what never changes are the commitment and energy from everyone involved in this fabulous and valuable project.

Enormous thanks go from the Trustees to the staff for their continued dedication. Trustees will be reviewing working patterns, with a view to increasing manpower and creating opportunities for staff to explore their own talents and continue learning.

Immense thanks to our superb volunteers who turn up week in, week out offering their time and skills both patiently and quietly. Their acts of kindness make a vital difference to the experience of the Earthworkers.



"It has been a privilege to serve as Chair, and I wish all the very best to the new Trustee Board. I have every confidence that Earthworks will continue to thrive and prosper throughout the coming years."

Mandy Marson

2. Earthworks St Albans: Overview

Earthworks St Albans is a registered charity, established in 1995, which provides horticultural training for adults with learning disabilities or mental health difficulties (Earthworkers).

We have a 3.5 acre site in the outskirts of St Albans where our Earthworkers work and learn alongside staff and volunteers. The site has a wealth of productive and beautiful areas, as well as tranquil spots, and contains a heritage orchard, a woodland and log storage area, sheltered workshops, lawns and wildflower meadows. Allotments, the polytunnel and our market garden area are used to grow produce.

The site is maintained in an environmentally sustainable manner. Solar energy is used for electricity and hot water generation, rainwater is collected for irrigation purposes and composting toilets are used. The site building is equipped with a log burning stove for heating, using waste wood provided by local tree surgeons. Recycled or repurposed materials are used in preference to buying new products.

In 2017, Earthworks was awarded the St Albans Chamber of Commerce 'Green Business Award'.



3. The Earthworks' Year

The site has continued to evolve, whilst maintaining its great beauty. The **Water Conservancy Project** was completed this year with a York stone patio (generously funded by the Morrison's Foundation) being installed over the previously sunken 10,000 litre water tank (needed for irrigation purposes). This space can now be used and enjoyed by people regardless of mobility issues.

A repeated and popular request from the Earthworkers has been to resume our contract work. We are delighted that, after much research and planning, **Earthworks on Wheels** is on course to become a reality. This project will take Earthworkers into the community to complete garden clearance and maintenance work for vulnerable older people.

The project will enhance the Earthworkers' experience, with the added benefit of addressing loneliness and isolation in our community. We will pilot the scheme before applying for a grant to fund the ongoing project.



Earthworks on Wheels!

One of our most exciting initiatives this year has been the **Office Pod**, an ambitious project to move the Earthworks' office onto the Hixberry Lane site. The design is a real hit and another enhancement to our site. We expect it greatly to increase efficiency and communication for everyone.

The 2017 **Summer Scheme** was funded by The Neighbourly Trust and offered young adults with learning disabilities an introduction to Earthworks during the summer when colleges are closed.

The **Hear My Voice** project, funded by St Albans City and District Council, has allowed Earthworkers to use digital technology to communicate, develop skills and create photo and video content, presenting their experiences to the wider community.



Dig for Plenty

The **Earthworker Progression and Development Project** and the associated **Dig for Plenty** continued throughout this year. Earthworkers have relished the opportunity to grow their own choice of fruit, vegetables and flowers in their own personal plots. Harvesting time was exciting for all, with lots of fresh produce taken home to be enjoyed.

Away from the site, staff and Trustees have been working hard to produce a clear strategy. We commissioned Deloitte to support us with this on a pro bono basis and their report gave us much to consider. Other external training has helped to develop our management and governance.

The Earthworks’ Day

The Earthworks’ day runs from 9:30am to 3:00pm. Earthworkers usually attend on either one or two full days per week. The level of daily fees charged depends on the level of care each individual requires. Funding is either via Hertfordshire County Council (HCC) or via individual direct payments. Site capacity means that there are up to 12 places available each day.

During 2017/18, five placements were vacated. Two of these have been filled from our waiting list. Places are filled based on availability and level of need. Reasons given for Earthworkers leaving were:

- Moving on to a volunteering opportunity
- Accessing similar services closer to home
- House move and change in service package
- Personal choice to access other opportunities relevant to changing interests



Earthworker Development

Staff attended the annual ‘Whole Life Review’ meetings arranged with Earthworkers by their care teams and the Adult Disability Team at Hertfordshire County Council. Earthworks continues to be a positive influence in the lives of Earthworkers, providing social and personal development as well as specific skills training. The Earthworkers continue to help shape the development of the site and the activities offered, providing feedback and ideas at regular project group meetings.

Everyone involved in Earthworks has an opportunity to share what they have been doing and to suggest ideas for future activities. The following are just some highlights from our Earthworkers:

Growing plants and flowers	Weeding and cutting back brambles	
Building a pergola	Clearing the pond	Willow weaving
Selling to customers	Sowing seeds	
Working in the wood yard	Making cards	Mowing the lawn and strimming

School and College Groups

Watling View SLD School and Radlett Lodge NAS School attended regular outdoor learning workshops at Earthworks. This was part of the **Schools Project** funded by the Bedfordshire and Luton Community Foundation. Both groups gave positive feedback and wish to continue the relationship.

A partnership with the nearby Links Academy has been established. Student engagement has included craft production for the Earthworks **Christmas Fair** and student visits to the site. This partnership has helped to develop understanding of difference for both user groups.

Earthworks hosted groups of students with learning disabilities from Oaklands College in St Albans. Classes attended one session weekly as a form of community work experience and skills development. Another, smaller group of students attended Earthworks as part of a supported internship course. Earthworks plans to continue hosting such groups where resources allow.



St Albans Chamber of Commerce 'Green Business Award'

Volunteers

Earthworks continues to receive the invaluable support of volunteers who share their time and skills to support the charity. Staff and Trustees would all like to extend their thanks to these individuals who are so generous with their time and expertise.

Our volunteers are vital in the planning and delivery of our day-to-day activities, and in the successful running of fundraising events, farmers markets, sourcing donations and championing Earthworks in the wider community.

We would like to welcome our new volunteers and extend our thanks for the continued support of more seasoned volunteers – they are all fantastic and greatly appreciated.



Our Volunteer Thank You

Staff Development

Earthworks staff have been able to attend training courses and development opportunities relevant to their continuous professional development within the care and environmental sectors.

Training courses and other opportunities have been accessed through Hertfordshire County Council, Hertfordshire Care Providers Association, Deloitte, St Albans CVS, Computer Friendly and independent trainers.

Courses attended by staff and Trustees during the year have covered topics that include:

- First Aid at Work
- GDPR Preparedness / IT and GDPR
- The Care Certificate
- Mental Capacity Act and Deprivation of Liberties
- Personal safety and lone working
- Teamwork and delegation
- Employment Law and Health & Safety

Events and Opportunities

Various internal events were held during the year to add value to Earthworker placements and bring our volunteers, staff, trustees and Earthworkers together to celebrate success. Events have included:

- Presentation skills workshops for Earthworkers held by Deloitte
- Spring Friendship Day
- Thank You BBQ for volunteers
- Friends of Earthworks picnic
- Smile (HCPA) led Earthworker sessions covering therapeutic horticulture, 'A Healthier You' and retail skills
- Halloween Party for Earthworkers and volunteers
- Deloitte Ride Across Britain participants thank you party
- Christmas Party for Earthworkers and volunteers



Celebrating the Deloitte Ride Across Britain

Financial Summary

Reserves Policy

Trustees have agreed a target that those funds not committed to or invested in assets should be maintained at a level sufficient to pay staff costs for one calendar year. This policy allows for a possible reduction in income, as well as a lack of fundraising success, and so would allow Earthworks to manage a smooth transition of Earthworkers to other placements if it were necessary to do so.

Income Classification

Restricted income, which includes most grants, is for specific activities or assets and must be used for the purpose for which it has been provided. All other income, including fees, donations and income from fundraising activities is said to be *Unrestricted* and can be spent on any Earthworks activity.

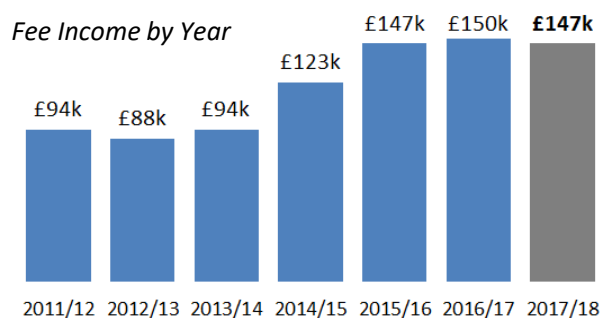
Fee Income of £147k was £3k lower than last year

Daily fees depend on the level of care. Funding is either via Hertfordshire County Council (HCC) or via individual direct payments.

Income from HCC was £123k with a further £24k invoiced directly. There were seven directly invoiced placements, compared with 10 at the start of the 2016/17 financial year.

We expect fee income to be maintained in 2018/19.

Vacancies are generally filled quickly and we have limited capacity to increase Earthworker numbers. Earthworks recognises that HCC, as a key service user, regularly reviews providers for quality and value for money.



Earthworks-Generated Income and Activities raised over £9,600

Each year, Earthworks hold several on-site, community based events which successfully combine PR and fundraising. The Summer Fair, Open Gardens and Christmas Fair together raised almost £6,000.

Earthworks sells produce to site visitors, and has a stall at the monthly St Albans farmers market. These activities generated £3,754 across the year, with many loyal customers.

Restricted Funding for Operating Activities

Earthworks received a grant of £11,000 from the Sobell Foundation towards staff salaries. £1,500 from the Neighbourly Charitable Trust was restricted to the Summer Scheme. This income was spent during the financial year.

Restricted Funding for Other Projects

Earthworks received £8,000 from the Wm. Morrison Foundation towards the new patio. This income was also spent during the financial year.

Unrestricted Grants & Donations

Earthworks again benefitted from extremely generous financial support from several contributors. In addition to providing pro bono strategy advice, Deloitte and its employees have donated over £23,000. St Albans Abbey & Cathedral donated £11,000. Others to have made valuable contributions include:

St Albans FC	Other sponsors		St Albans School
	Mistra Trust	Kingston Smith	
Alpha Cinema	BPH Wealth Management		St Albans Round Table
St Stephen’s Church	Trinity Church	XL Catlin	St Columba’s College

Although unrestricted, much of this funding has been designated towards either the new office hub or the Earthworks on Wheels initiative.

Operating Costs of £167k were £18k higher than last year

Staff payroll of £125k was in line with last year, though the number of staff employed (full- and part-time) went down from seven to six during the year. Earthworks also uses ‘bank’ staff as required to supplement the permanent staff. Significant other costs include rent and rates, utilities, vehicles, site materials and tools, insurance and accountancy support. These were all at a similar level to 2016/17.

This year, the Trustees approved additional professional fees to support strategic initiatives. Earthworks paid £1,000 to a marketing consultancy and £1,500 to a fundraising specialist for advice on improving impact and effectiveness. £4,000 was spent on HR advice and £500 on branding and logo design.

Other Investments

For several years, Earthworks has rented off-site office space. Although adequate, there have been some disadvantages, particularly with staff having to work in two locations. In addition, the rental cost of the office space has been steadily increasing, with rent and utilities now over £5,000 per year.

Earthworks has decided to build an ‘Office Hub’ on site and spent £8,000 on establishing the necessary electrical infrastructure and £5,000 initial payment on the building. A further £20,000 will be required to complete this project. As part of the office move, laptops for staff were purchased for £4,400.

Our water conservancy project was completed early in the year, at a cost of £11,000. The majority of funding for this project had been restricted.

Current Assets

At 31st March 2018, Earthworks had £195k in current and deposit bank accounts. £33k of Earthworker fees were outstanding (with £20k of these received in April 2018) and £10k of creditor bills had to be paid, giving net current assets of £218k.

Statement of Financial Activities

For the year ended 31st March 2018

	2018	2017
	£	£
<u>Income</u>		
Incoming resources from generating funds:		
Voluntary income	58,092	57,465
Activities for generating funds	168,867	173,503
Investment income	132	44
Total Income	<u>227,091</u>	<u>231,012</u>
<u>Expenditure</u>		
Purchases	3,628	4,386
Staff costs	124,679	124,818
Establishment costs	11,231	10,373
Motor and travelling expenses	1,719	1,250
Audit and accountancy	3,368	3,302
Legal and professional fees	7,836	327
Communications and IT	3,135	2,940
Miscellaneous costs	11,384	7,283
Depreciation and impairment	29,425	24,355
Total Expenses	<u>196,406</u>	<u>179,034</u>
Net Income / (Expense) for the year	<u>30,685</u>	<u>51,978</u>
Total funds brought forward	229,657	177,679
Total funds carried forward	<u>260,342</u>	<u>229,657</u>

Balance Sheet

As at 31st March 2018

	2018		2017	
<u>Fixed Assets</u>	£	£	£	£
Tangible Fixed Assets		<u>42,043</u>		<u>39,668</u>
<u>Current Assets</u>				
Debtors and Prepayments	33,324		27,783	
Bank and Cash in Hand	194,888		166,495	
	<u> </u>	228,212	<u> </u>	194,278
<u>Liabilities due within One Year</u>				
Creditors		(9,913)		(4,289)
Net Current Assets		218,299		189,989
Net Assets		<u>260,342</u>		<u>229,657</u>
<u>Funds</u>				
Restricted income funds		97,100		107,642
Unrestricted income funds		163,242		122,015
Total Funds		<u>260,342</u>		<u>229,657</u>

Selected Notes to the Accounts

	2018	2017
	£	£
1. Voluntary income		
Donations	37,092	31,791
Awards for All	-	10,000
St Albans District Council	-	4,674
The Sobell Foundation	11,000	11,000
St Albans Abbey & Cathedral	10,000	-
Total Voluntary Income	<u>58,092</u>	<u>57,465</u>
	2018	2017
	£	£
2. Activities for generating funds		
Earthworker fees	146,968	150,240
Fundraising events	17,321	17,921
Site sales	2,701	2,452
Farmers market	1,053	1,536
Miscellaneous income	824	1,354
Total Activities for generating funds	<u>168,867</u>	<u>173,503</u>
	2018	2017
	£	£
3. Employment costs		
Wages and salaries	124,679	124,818
Other costs	-	-
Total Employment costs	<u>124,679</u>	<u>124,818</u>