

Sustainable St Albans

Annual report and financial statements

For the year ended 31 March 2020



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SUSTAINABLE
St Albans



Working together for an environmentally sustainable district

Registered charity 1173118

Introduction

Sustainable St Albans is a group of ordinary people trying to make St Albans District a more environmentally sustainable place to live. Together we find positive and creative ways to act locally to raise awareness and address the challenges of climate change, live more sustainably and move towards a low-carbon economy. There have been significant developments since our last annual report.

Think globally ...

In November 2015 – as Transition St Albans, and working with St Albans Friends of the Earth - we ran the first Sustainable St Albans Week, deliberately in the run up to the UN Climate Conference, COP21. Thousands of the District's residents, mostly schoolchildren, wrote Postcards to Paris, each of them urging the UK to secure a Climate accord, and we handed them to a minister from the Department of Energy and Climate Change in Paris during the Conference. Sustainable St Albans week was an unprecedented success and gave us the charity's name. COP21 gave the world the "Paris Agreement".

... act locally



In the early months of 2020, as our financial year drew to a close, the trustees, like so many others, were looking forward to November 2020 and COP26, which the UK government was to host in Glasgow, and thinking about what kind of event we might promote to coincide with that.

Covid-19 caused the postponement of COP26, and so much more besides. We of course recognise the tragedies of Covid-19, and the many other challenges facing us locally, nationally and globally, but the global need for urgent and sustained reductions in carbon emissions remains.

This report catalogues the efforts taken by Sustainable St Albans to meet its mission and move our District towards a low-carbon economy, and in creating a more environmentally sustainable place to live.

During the first half of the calendar year 2019, working once again with St Albans Friends of the Earth, and with support from our local network of groups we set out to petition St Albans District Council (SADC, the Council) to declare a Climate Emergency. The petition ran online and on paper, and in particular groups taking part in the 2019 Sustainability Festival were urged to help collect signatures.

The 2019 Sustainability Festival (SustFest19)



SustFest19, which, like its predecessors, we organised jointly with the local Friends of the Earth group included over 140 public events across the district, and over 40 private events in schools and faith groups.

SuStFest 19 was a huge success. But you do not have to take our word for that. We carried out three different evaluations. 495 local residents, who between them had attended 56 different events, told us:

- I enjoyed the event I attended – 95% agreed or totally agreed
- I feel part of something positive in my community – 86% agreed or totally agreed
- I learned something new – 89% agreed or totally agreed
- I feel inspired to live more environmentally sustainably – 84% agreed or totally agreed
- Today's event gave me practical help to live more sustainably in some way – 69% agreed or totally agreed.

Respondents gave an indication of the changes they intend to make. Amongst a broad range of things people said they would do, the most common were to:

- eat local and/or organic food, and eat less meat
- reduce, reuse, recycle
- save energy/ install renewables
- tell people, learn about the climate, encourage others, and
- walk /cycle more, use public transport more, use the car less.



SustFest19 – continued

67 of the organising groups gave us detailed feedback:

- 84% said that their objectives were met or exceeded; only 2% said that their objectives were not met.
- The main impacts that organisers had seen were that they had felt part of something positive in their community, and that participants had become better informed about sustainability and were motivated to make changes.
- The organisational changes we had made, based on the previous year's feedback, were well received.
 - The name change (from “week” to “festival”) was not a problem for anyone, and
 - neither was shortening the registration period (provided we give people early notice of the dates).
 - Including May half term wasn't as beneficial as (we had) expected.
 - No one wanted the Festival to go back to 1 week; someone suggested a month!
- The branding, communications, social media, and organisation were very well received, although people would like us to send them fewer emails.
- The Market Takeover was very well received; those surveyed want us to run it again.
- The vast majority want us to keep running SustFest, in the current format.

We estimate that around 14,000 residents engaged with the festival in one way or another (including several thousand pupils at local schools); around 10% of the district. The survey shows that the events encouraged behavioural change such as cycling more and eating less meat, and that the vast majority of participants felt motivated, informed and given practical help to make changes and to live more sustainably. Participants also feel part of something positive in their community; and that there is an intangible increase in community spirit.

The outcome of the Climate Emergency petition

The petition eventually secured over 1,700 signatures, more than enough to oblige the Council to debate it. Petitioners asked the Council to declare a Climate Emergency, to aim to make the City and District as a whole carbon neutral, and to work with all parties to do so. In fact the Council did not just debate our petition but instead proposed a comprehensive Climate Emergency motion in line with our chosen wording.

<p>We are delighted to report that many councillors spoke in favour of the motion, none spoke against, and that on 10 July 2019 St Albans City and District Council voted unanimously to declare a Climate Emergency and to act accordingly.</p>
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We are equally pleased to report that SADC has since formed a **Climate Crisis Response Working Group**, and that this has since produced a “Net zero action plan”. Alongside a number of other local groups and we have a seat at the Working Group meetings and are active participants. As we explain in our blog, [“One Year On... St Albans’ District Council Climate Crisis Declaration – Progress”](#) the Council is doing well in reviewing its own activities, but less well in engaging with the District as a whole to secure community-wide change.

The Market Takeover 2019



SustFest 19 began with our first Market Takeover. The St Albans market area was packed with visitors for a very social occasion, with a stage and entertainment all day, a wide menu of food on offer ...

... and a brilliant mix of commercial and community stallholders to buy from and to engage with. These were just a few of them!



Playing Out

Playing Out is where residents choose to apply to close their road to through traffic for a couple of hours to allow the children to come out onto the street and cycle, scoot and play together in the road. It is an inclusive scheme that builds street communities;

- children engage in active play safely in their street, they make friends, have fun and get to know people of all ages who live in the street;
- all residents, particularly lonely, isolated and elderly residents, get a new opportunity to know their neighbours and build community support networks; and
- this leads to more resilient and environmentally sustainable communities.

Initially a project group worked with the Council to put in place the approval processes, including the necessary liaison with other authorities (the police and the

Highways department at Herts County Council), and to create the on-line application system for Playing Out and the [guidance documentation](#) for applicants.

Playing Out was trialled in 2019. This was highly successful, involving over 500 residents in eleven streets in Harpenden and St Albans, with very positive resident and organiser feedback.

Playing Out St Albans District

“[We] adults were reminiscing on how we used to play everyday.” Resident, Central Harpenden

“I just really like cycling on the road. I’m so happy. It was epic!” 5 yr old, Fleetville, St Albans

11 streets

Over 500 residents

“My retired neighbour who is recently widowed has been invited over for Sunday lunch next weekend by another neighbour - and that is really what it’s all about, isn’t it?” Session Organiser

“It was marvellous to see the kids racing up and down on their bikes, skipping rope and [making] chalk marks on the road.” Resident, Harpenden

“Met lots of people - great opportunity to build neighbourhood feeling.” Resident, St Albans

Playing Out Trial 2019

Sustainable St Albans
Registered charity no 1173118

Playing Out was then [publicly launched](#) district wide in November 2019 and ten information sessions were held up to March 2020.

We are very grateful to Playing Out CIC (the National promoters of the scheme) who provided funding and support to set up Playing Out in the district and to run the trial, and to all the councillors, council officers (at County, District, Town and Parishes) and Policing representatives who have helped us with the setting up and the ongoing running of this project. We are very grateful for grant funding to launch and run the project from St Albans District Council Community Grant Fund, and for grants from their Hertfordshire County Council Locality Budgets that were allocated to us by four Councillors. We are also very grateful for a grant over five years from the St Albans Fund for the Future from Hertfordshire Community Foundation.

Now, Sustainable St Albans promotes and manages the Playing Out Scheme, and processes and checks the applications, before passing the finalised documentation to the council's legal team which then issues the legal Temporary Play Street Orders (TPSO) that give organisers the legal right to close their streets for Playing Out Sessions.

Our aim is to have Playing Out streets in all areas of the District. The St Albans District Council Community Grant funding and funding from Hertfordshire Community Foundation are both aimed at bringing Playing Out to areas of the district addressed in the District's Inclusion strategy, both of these grants will help us spread the reach of Playing Out across the St Albans District.

Five new streets applied to join the Playing Out scheme, from five of the ten county councillor areas in the district, but, unfortunately, those streets were unable to hold their first sessions in March 2020 due to Covid-19 restrictions.

Our Planet Our Future

We have continued the popular series of café scientific-style events in Harpenden, covering a wide variety of topics.

In May 2019 we held a "Climate Emergency Open Mic Night", as part of the Sustainability Festival, followed in July by a discussion of sustainable fashion. The Harpenden Arms was packed one night in July to hear Caroline Jones, of '[#KnickersModelsOwn](#)' and Lara Davis from [All Dressed Up](#). The evening included inspiring discussion with those present making a variety of pledges to reduce the impact of that they wear.

Our September event, 'What can you fix' at The Harpenden Arms, featured inspiring talks from Doug Root of the [The Repair Shed](#), and Philip Le Riche representing the [Restart Project](#), with practical ideas about how the St Albans district can reduce waste and consumption at the same time.

In November we held our first event at Bennet's Club in Harpenden; 40 people joined us at the first Our Planet Our Future film screening. "The Sequel" shows a future built on community, carnival, and conviviality... "The Sequel" looks at the influential work of David Fleming, who dared to re-imagine a thriving civilization after the collapse of our current mainstream economies and inspired the Transition Towns movement.



Fifty people gathered at Bennet's on a cold wet Monday evening in January of this year to hear Heather McNeill, Passivhaus Designer from AdPractice Ltd who spoke about "Retrofitting your home to low carbon standards" and Simon Robinson, Director, Solinvictus, who described "Alternatives to gas boilers". A very clear message from both speakers was the priority need to insulate first!

At our March meeting forty local people heard from local experts about how (and why) to make their town and district more wild. Tim Hill and Heidi Mansell from Herts & Middlesex Wildlife Trust (HMWT) inspired the Our Planet Our Future audience with an update on the Wild Stevenage project and how it could translate to their part of Hertfordshire. By letting nature take its course, HMWT has successfully turned some areas into scientifically important havens for insects and plant-life, including bush crickets, spiders and bee orchids.

In Harpenden, Heidi has worked with the Town Council to introduce children to the natural world, including a novel volunteering project with the Duke of Edinburgh's Award's scheme. Nadia Bishara introduced Wilderhood Watch, a grass-roots project that has sprung up across St Albans for neighbours to work together to create Hedgehog Streets, Pollinator Highways and Buzz Stops.

Open Food Gardens

The 2019 Open Food Gardens comprised 16 events, including seven events during the Sustainability Festival and new openings at Incredible Edible Civic Centre & Russell Avenue, Sandridge Road Open Allotments, Plot 31 Community Garden, Peppercorn Place, St Mary's Church as well as one new residential garden. There were nearly 350 visitors to these events.



2019 also marked the 10th year of Open Food Gardens in the District. The initiative was set up in 2010, in response to a discussion on sharing expertise on growing food in your own gardens and it grew from strength to strength. Over the ten years, there have been over a thousand visitors at our events!



Many volunteers have been involved in the project and we would like to give a big thank you to everyone who has been involved over the last 10 years.

A number of our core volunteers have now retired from the project. If you would like to join a team to help organise Open Food Gardens in 2021 please do contact us at ofg@sustainablestalbans.org.

Thermal Imaging Camera project

Our thermal imaging camera sessions continue to attract new interest, as well as providing previous borrowers with the opportunity to check out the impact of the energy saving measures. We have two thermal imaging cameras which are free for residents of the St Albans district to borrow.

During 2019/20 over 100 people attended more than 20 information sessions held in Harpenden and St Albans and over 70 people have borrowed the camera. Free information sessions were run approximately fortnightly from October 2019 until the middle March 2020 by our small team of volunteers, mostly in their own homes; a few sessions were also held for church groups, at a local business, and with a

Guides group. The final sessions at the end of March had to be cancelled as a result of the Covid-19 social distancing requirements.

The feedback from the information sessions and borrowing the camera was overwhelmingly positive; dozens of residents having indicated that as a result of borrowing the camera they plan to take measures which will reduce their energy usage. We hope to be able to develop the website to show some case studies in the coming year.

We would like to thank our volunteer team who run this project, arranging the information sessions, promoting the sessions and co-ordinating the borrowing of the camera by residents.



Carbon Literacy Awareness

During the financial year, Sustainable St Albans delivered 5 one-day presentations of its Carbon Literacy Awareness course to around 50 delegates. The course content and delivery methods were accredited by the Carbon Literacy Trust, a charity formed by Manchester City Council and the Cooler Projects environmental organisation. It aims to improve the public's general knowledge and confidence to talk about the causes, consequences and solutions to climate change brought about mainly by burning fossil fuels, with their colleagues, friends and families.

The trial run included a comprehensive discussion of every slide and learning point with trustees and several brave volunteers to whom we extend our grateful thanks for helping us to refine the content covered, the videos and graphics used and workshop discussions.

The first two public courses bookended the Sustainability Festival during May and June 2019 and they further helped us identify more effective ways to present the unavoidable scientific content relating to such as the greenhouse effect, carbon cycle and global warming.

Two courses were presented in November 2019 and February 2020, but the two planned for delivery during the 2020 Sustainability Festival were cancelled due to the Covid restrictions.

In March 2020 we started to review the course content and format in response to comments made by the 50 delegates thus far. The Carbon Literacy Awareness course rightly emphasises reducing personal and organisational carbon footprints, given the accreditation role of the Carbon Literacy Trust. However, delegates have demonstrated a desire for the course to embrace a wider range of issues that compromise the environmental health of our planet – biodiversity threats, consumerism, plastic pollution and more – rather than concentrating only on the direct burning of fossil fuels.



Consequently, our future courses will not be accredited by the Carbon Literacy Trust but we unreservedly acknowledge their generous support and encouragement to Sustainable St Albans during the product development and initial delivery phases of our Carbon Literacy Awareness course.

Sustainable schools

In July 2019, we held an event to follow up on the 2018 Sustainable Schools Training day. We were kindly hosted in the council chamber by St Albans District Council. Primary and secondary schools presented the activities they had undertaken since the training day to make their schools more sustainable. The children presented to a panel of sustainability experts from the local community who acted as a friendly ‘dragon’s den’ to give the children feedback on their activities and ideas on how to develop their work.

This year’s training day, held November 2019, involved 56 pupils and 14 teachers from primary and secondary schools from St Albans and Harpenden who gathered at Annables Farm school in Harpenden. The pupils were mainly those involved in school eco-committees or clubs and all were keen to pick up new ideas on how to make their schools more sustainable.

The day began with an activity where pupils from different schools discussed their achievements and recorded any new ideas in their conference booklet to take back to school. Ideas from the schools were also shared electronically. The day continues with workshops on subjects such as waste, climate change, the benefits of trees and food and the environment.

The feedback from the pupils and staff has been very positive. The pupils particularly enjoyed the practical hands-on activities – building hedgehog houses and creating toys from waste. The tractor rides were also very popular.

- *“Overall it was a fun and very interactive and I really enjoyed it.”*
- *“All of the activities were great, and all of the leaders were really helpful.”*
- *“It was a fun experience finding out what is going on in the world and what we can do.”*

Pupils attending the November 2019 training day.

We continue to develop further support for schools to help them to reduce their environmental impact and specifically to teach children and young people more about climate change and the actions we can take to reduce carbon emissions.

Covid-19 has of course meant that our activities have had to be curtailed and reconsidered. We have nevertheless worked hard develop the creation and sharing of teaching resources through our new webpage

www.sustainablestalbans.org/schools

SuStFest20 and the 2020 Market Takeover – cancelled due to Covid-19

Our plans for the 2020 Sustainability Festival and Market Takeover (MTO) were very well advanced as the financial year came to a close. A big team had worked long and hard to raise funds, and to coordinate and promote what would surely have been the best Festival yet when the full impacts of the Covid-19 pandemic and the consequent lockdown revealed themselves. We had a near final draft of a beautiful and packed programme ready to go to the printers, so a major decision had to be made.

After consulting with the many groups that had been planning events for the Festival, the trustees decided, just before the year end, that cancellation was the only option. Those printing costs were avoided, but a lot of expenditure had been incurred or committed, using the funds of donors and sponsors that would no longer be getting the Festival they were paying for.

The trustees entered into negotiations with grant funders, sponsors, potential stall holders and with the charity’s contractors so as to reach financial solutions that were in the best interests of the charity and at the same time reasonable for all concerned.

The trustees are especially grateful to the grant funders and sponsors that agreed that their financial contributions could be kept and used against the “sunk costs” of Sustfest20. The trustees are also grateful to all parties that expressly agreed that funds could be retained towards SustFest21 and MTO21.

Meanwhile, we have run two smaller scale Market Takeovers since the year end, and hope to run more, lockdown restrictions permitting.

Engaging with the general public

Our events and activities are intended for the benefit of the general public.

We produce a free, colourful and informative monthly newsletter by email (to subscribe please go to <https://sustainablestalbans.org/contact/>) which includes details of all of our activities and other items that we believe will be of interest to our subscribers.

Driven in part by the Covid restrictions we have been very active in increasing the amounts of information and resources on our website, <https://sustainablestalbans.org/>

Membership of the charity

The charity was established with a constitution that includes a voting membership to ensure that the trustees are expressly accountable to the community of its supporters. Individual supporters may become Members of the charity. Members declare their active support for the charity’s objectives and exercise certain governance duties, for example by voting at General Meetings on the appointment and re-appointment of trustees. Members receive no personal benefits, nor is there currently a membership fee.

To find out more about membership please email us at info@sustainablestalbans.org

Thank you

The trustees would like to thank publicly everyone who has assisted Sustainable St Albans in any way during this period, and would particularly like to record our thanks to everyone who has volunteered their help.

Linda Shall resigned her trusteeship on 10 August 2020. Linda created and delivered our popular and successful “Carbon Literacy” training sessions as well as being a member of the organising committee of the ill-fated SuStFest 20. We are very pleased to record that she intends to remain a volunteer and would like to place on record our appreciation of her contribution as a trustee.

Looking forward

Like everyone else, we very much look forward to the end of Covid-19 restrictions, for what that will mean for society, of course, and for the freedom it will give us to organise events where people can meet freely.

We have already adapted well to the Covid-19 environment and will continue to look for ways by which we can further progress our objectives and deliver projects and activities in this socially distanced period.

We have good funding bases, generally and for our largest activities, Playing Out and SuStFest21, and as an organisation we are well placed both to work in the current environment and to return to normal.

We especially look forward to playing our part in supporting the Council as it acts on its plans to reduce its own carbon footprint and in ensuring that its rather wider objective - of the whole district becoming net zero carbon by 2030 - remains front and centre.

This transition will be challenging, but Sustainable St Albans will continue to do all it can to make St Albans District a more environmentally sustainable place to live.

Jack Easton, Dan Fletcher, Lesley Flowers, Gail Jackson, and Catherine Ross

(The trustees)

24 November 2020

This trustees' report for the year ended 31 March 2020 is prepared in compliance with the requirements of the Charities SORP, taking advantage of the exemptions and simplified disclosures permitted to a smaller charity.

Objectives and activities

Sustainable St Albans is incorporated as a Charitable Incorporated Organisation (CIO). The objects of the CIO are:

- 1) to promote the conservation protection and improvement of the physical and natural environment, acting primarily within the City and District of St Albans, by promoting, for the benefit of the public, the sustainable use of resources; and
- 2) to advance the education of the public in the sustainable use of resources and the conservation, protection and improvement of the physical and natural environment, acting primarily within the City and District of St Albans.

The charity has been active throughout this, its second full year of operation.

In determining what activities to undertake, the trustees have had regard to the Charity Commission's guidance on public benefit.

The principal *charitable activities* during the period are described in the Annual Review (pages 2 to 16 above), and in note 8 to the financial statements (beginning on page 29 below).

Sustainable St Albans took control of events initiated by our predecessor unincorporated association, Transition St Albans (TSA) following our launch in January 2018. TSA was finally dissolved on 6 April 2020, when its remaining funds were distributed to the charity.

Achievements and performance

The charity's achievements and (non-financial) performance are also described in the Annual Review (pages 2 to 16 above).

Financial review

Our income and expenditure for the year is summarised in the Statement of Financial Activities on page 22. In short, this shows the increasing levels of income and expenditure that flow from our increased levels of activity. The key features are:

- surpluses for the year on both unrestricted and restricted fund balances, and
- how the net surplus on activities delivered using unrestricted funds, some £8,300, ensured that we were able to use approximately £4,800 of unrestricted funds to make good the specific deficits attributable to SuStFest19 and in particular SuStFest20, which had been accounted for in restricted funds.

The 2020 year end position is shown in the balance sheet on page 23. The key features are:

- that we have more than sufficient funds available to settle our liabilities (net current assets are approximately £22,000), and
- that we have aggregate reserves of nearly £24,000, approximately £18,000 of which are restricted.

The balance sheet takes account of all the income and expense of the cancelled SuStFest20, as well as reflecting the reserves and the deferred income that we expect to be able to use towards SuStFest21, Market Takeover21 and future Playing Out activities. (The 2019 year end position is not closely comparable as it includes some but by no means all of the income and expenditure relating to the 2019 Sustainability Festival and the 2019 Market Takeover, both of which took place shortly after that year end, in May 2019, and for both of which further costs were incurred.)

The Statement of Financial Activities therefore, and similarly, includes income and expenditure for more than one Festival, which means that the overall surplus or deficit for the year is better considered in detail rather than in simple overview.

Analyses of income and expenditure as between the charity's various activities is provided in notes 9 and 10 on pages 31 and 34. In particular, these show how the older SustFest and Market Takeover surpluses and deficits are temporary. These also show that the net cost to the Charity of the cancelled SustFest20 was approximately £4,600, and that we were able to meet that cost from reserves accumulated through the surpluses of earlier events, as discussed above.

The notes on pages 31 and 34 also show the detail of income and expenditure on all other projects and activities. It is important to appreciate that the trustees have discretion over the use of unrestricted and designated funds (note 9 on page 31) so that any fund deficit is more notional than real. This principle is made visible by the various reclassifications of reserves shown in these accounts – not only the £4,600 transfer relating to SuStFest20 but also some smaller transfers to absorb the deficits on other closed projects back into general or unallocated reserves.

The financial results and the financial position represent something of an achievement given the cancellation of SuStFest20 due to Covid-19 and the resultant loss, and show the charity to be in good financial health.

Subsequent to the year end, the Covid-19 restrictions have severely curtailed our customary forms of activity and much of what we have done instead has been online and delivered at relatively little cost. Accordingly our financial position in November 2020 is largely as set out in these accounts, save for the settlement of amounts owed and owing.

Reserves policy

The trustees seek to maintain unrestricted reserves, excluding designated reserves that relate to planned future charitable activities, of approximately £5,000, to enable the charity to undertake unfunded activities from time to time. As we are at an early stage in our development as a charity, this policy will remain under close review.

Structure, governance and management

The charity is constituted as a Charitable Incorporated Organisation (CIO) with voting members other than its charity trustees.

It is governed by a constitution that was prepared from the Charity Commission model constitution for a CIO with a voting membership, adapted only in the sense that the founding trustees determined which of the model's alternative provisions should be adopted.

The appointment of charity trustees is provided for in section 13 of the constitution as follows:

- (1) At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire;
- (2) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;
- (3) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (5) of this clause;
- (4) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 12(3) on the number of charity trustees [*which is 12*] would not as a result be exceeded; and
- (5) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (2) and (3) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the

purpose of determining which of the charity trustees is to retire by rotation at that meeting.

No external body has a right to appoint any trustee.

One trustee, Linda Shall, has been appointed since incorporation (and has since resigned). This followed a number of informal meetings, including Linda observing a trustee meeting, and a formal interview. To date a more fully defined process has not been set out, but this is the substance of how we will approach the recruitment of new trustees.

The trustees welcome expressions of interest from individuals who might wish to become trustees.

Reference and administrative details

Sustainable St Albans is a Charitable Incorporated Organisation that was registered by the Charity Commission on 19 May 2017, with registration number 1173118.

Sustainable St Albans has no premises of its own, but correspondence can be sent to its registered address, 21 Marlborough Gate, St Albans, Herts, AL1 3TX, the home of one of the trustees. The trustees, and therefore the charity, can also be contacted by email using the address trustees@sustainablestalbans.org

General information about the charity can be obtained from our web site: <https://sustainablestalbans.org/>

The trustees that acted during the year were:

- Jack Easton
- Daniel Fletcher
- Lesley Flowers
- Gail Jackson
- Catherine Ross
- Linda Shall (appointed 19 March 2019; resigned 10 August 2020)

Approval

This trustees' report was approved by the current trustees as a body on 24 November 2020 and signed on their behalf by

Jack Easton
Trustee and treasurer

Catherine Ross
Trustee

Independent examiner’s report to the trustees of Sustainable St Albans

I report to the trustees on my examination of the accounts of Sustainable St Albans (the Charity) for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (‘the Act’).

I report in respect of my examination of the Charity’s accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner’s statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with the accounting records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a ‘true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Rajinder Gataora, FCA

40 Falconers Field
Harpenden
AL5 3ES

24 November 2020

Statement of financial activities

	Notes	1 April 2019 to 31 March 2020			1 April 2018 to 31 March 2019		
		Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
		£	£	£	£	£	£
Income from							
Donations and legacies		6,269	28,872	35,141	3,490	19,123	22,613
Charitable activities		0	4,369	4,369	0	1,270	1,270
Other trading activities		7,560	1,750	9,310	4,094	0	4,094
Total income	4	13,829	34,991	48,820	7,584	20,393	27,977
Expenditure on							
Raising funds		0	0	0	0	0	0
Charitable activities		5,540	32,532	38,072	5,757	11,273	17,030
Total		5,540	32,532	38,072	5,757	11,273	17,030
Net income (or deficit)		8,289	2,459	10,748	1,827	9,120	10,947
(Net transfers between funds in the year)		(4,780)	4,780	0	0	0	0
Total funds brought forward		2,367	10,870	13,237	540	1,750	2,290
Total funds carried forward		5,876	18,109	23,985	2,367	10,870	13,237

Balance Sheet at

	Notes	31 March 2020 £	31 March 2019 £
Fixed Assets			
Playing out resources	5	1,660	622
Tangible fixed assets		1,660	622
Current assets			
Debtors	6	7,119	1,399
Cash at bank		36,814	25,315
Total current assets		43,933	26,714
Liabilities			
Creditors		13,214	6,219
Deferred income	7	8,394	7,880
Total creditors*		21,608	14,099
<i>*falling due within one year</i>			
Net current assets		22,325	12,615
Total assets less liabilities		23,985	13,237
Funds			
Unrestricted funds	9	5,876	2,367
Restricted funds	10	18,109	10,870
Total charity funds		23,985	13,237

These financial statements were approved by the trustees as a body on 24 November 2020 and signed on their behalf by:

Jack Easton
 Trustee and treasurer

Catherine Ross
 Trustee

1. Administrative details

Basic administrative details are set out in the statutory trustees' report on page 20.

2. Basis of preparation

Applicable accounting regulation

These financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s).

These financial statements have been prepared in compliance with the Charities Act, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities SORP (FRS 102), and taking advantage of the exemptions and simplifications available to smaller charities, including the exemptions from preparing a statement of cash flows and from preparing consolidated accounts. The charity is a "Public Benefit Entity" as defined by FRS 102.

Adoption of the going concern basis

The trustees have prepared these financial statements on a going concern basis. The trustees have made their assessment of the charity's ability to continue as a going concern by having regard to the following key factors:

- The charity has neither premises nor staff. The only material annual operating cost is expected to be public liability insurance.
- The trustees seek specific funding for any charitable activities that will require material expenditure.
- The charity has a satisfactory level of reserves.

Preparation of "single entity" accounts

Although most of the charity's trustees were the entirety of the steering group of its predecessor unincorporated association, Transition St Albans (TSA), the charity itself does not own or control TSA, and has in any case taken advantage of the exemption from the requirement to prepare group accounts available to smaller charities. Accordingly the charity's accounts are those of the charity alone, and do not consolidate any of the transactions, assets or liabilities of TSA. TSA was finally dissolved on 6 April 2020, and its remaining funds are included as a debtor in these accounts and were received on that date.

Restricted and designated funds

In accordance with the requirements of the Charities SORP, restricted and unrestricted funds are classified and presented separately. Funds are restricted when received on terms that limit their use to identifiable and specified purposes. The restriction may be identifiable from the terms of the appeal or request for funding, or from the terms of the grant disbursement, or both.

Where a donation is received under an expressed but non-binding preference, these are unrestricted funds, but the trustees designate that such funds are held and used for the expressed purpose and towards allocated support costs. When that activity is completed, any residual surplus is available to charity for use in any of its charitable activities.

The trustees may also designate existing unrestricted funds so as to “ earmark” them for an intended future activity.

The designation of unrestricted funds from any source is not binding on the trustees, and may be reversed on the completion of an activity or otherwise if the trustees consider that it is in the best interests of the charity to do so.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Significant judgments and estimates

Covid-19 and its financial consequences – SuStFest and Market Takeover

Consequent upon the outbreak of Covid-19 and the introduction of the government imposed “lockdown” the trustees cancelled SuStFest20 and the Market Takeover20 (MTO20). This of course meant that the charity could not meet its obligations to provide advertising and promotional services to its sponsors, nor utilise grants received towards their intended purpose. Further, material costs had already been incurred, and others were committed or contractually owed.

The trustees cancelled SustFest20 and MTO20 before the year end, and before incurring the costs of printing the Festival programme. The trustees entered into negotiations with grant funders, sponsors, potential stall holders and with the charity’s contractors so as to reach financial solutions that were in the best interests of the charity and at the same time reasonable for all concerned.

The trustees are especially grateful to the grant funders and sponsors that agreed that their financial contributions could be kept and used against the “sunk costs” of Sustfest20. The trustees are also grateful to all parties that expressly agreed that funds could be retained towards SustFest21 and MTO21. These amounts are included as deferred income in the balance sheet. The trustees fully understood and respect that some parties required their money to be returned. Those amounts are included as creditors in the balance sheet.

We were able to contact the majority, by number and by value, of our many individual donors. Those we contacted have agreed that their donations can be used to fund SuStFest21, and the trustees have assumed for the purposes of preparing these accounts that other donors similarly expect that their donations will help to fund SuStFest21. These amounts are therefore also included as deferred income in the balance sheet.

Costs incurred after the year end in closing down SuStFest20 have been treated as onerous contracts and have been provided for in these accounts.

Covid-19 and its financial consequences – Playing Out

No Sustainable St Albans activity has been more obviously curtailed than Playing Out. Immediately before Covid-19 the charity was extremely well positioned to support streets around the District in setting up a 2020 summer of Playing Out; instead, the programme has necessarily been “on hold” since the year end.

However, since the year end we have obtained the agreement of funders to the retention and then application of funds towards comparable community based projects that are

possible during lockdown, or are otherwise confident that funds already received will in time be used towards Playing Out as it was originally intended. Accordingly all unspent, restricted grant income is included in restricted reserves, in accordance with our normal accounting policy, and no allowance has been made for the possibility of funds having to be returned unspent.

Other significant judgments and estimates

No other significant judgment was necessary in applying the accounting policies below, nor are there any estimated amounts that might require material adjustment on their final determination.

3. Accounting policies

3.1 Income from grants and donations

Income from grants is recognised when the charity becomes entitled to a determinable amount of grant and it is also probable that the funding will be received. *(This can and often does have the effect that income is included in the financial statements in an earlier accounting period than the related expenditure.)*

Income from other donations is recognised when it is received.

3.2 Donated goods and services

Where it is practical to identify the value of donated goods or services, their estimated fair value is included in income when the goods or services are received.

Except to the extent of specific contracts that are let to enable larger projects to take place, the charity relies very substantially on the contributions of unpaid volunteers (including trustees when acting as volunteers) to carry out its activities. It is not practical to make a reliable estimate of the value of volunteer services received, and accordingly the hugely significant and essential contribution of volunteers is not given a monetary value in the financial statements.

Other than volunteer time, examples of the types of donated goods and services that are not recognised in these accounts include: approximately 15 free meeting spaces in supportive commercial venues (and three at reduced rates), guest speakers at events, the hosting of organisational and some operational meetings by volunteers, and the travel and domestic costs of volunteers whilst active in the charity's affairs.

3.3 Income from commercial sponsors

When a commercial sponsor is rewarded with a substantive degree of publicity, such sponsorship income is regarded as the sale of advertising and promotional services by the charity.

The income is apportioned over the duration of the promotional period, which for practical purposes is regarded as the period from the publication of the event programme until the end of the relevant event.

3.4 Income from the supply of charitable services

Where the charity has a contract to supply particular services that are charitable activities, income is recognised to the extent that the charity has completed the contracted activity.

Any funds received in advance of completing part or all of the specified activity is deferred and included in the balance sheet as a creditor.

3.4 Income from event entry charges

Income from ticket sales, and from similar charges for other forms of participation in events, is recognised in the period in which the event took place.

3.5 Expenditure

Expenditure is written off in the period in which it is incurred, except to the extent that an asset has been purchased for continuing use by the charity.

Support costs The charity's principal support costs are public liability insurance, IT (including domain and website) costs, general promotion, and other costs such as the AGM and other open meetings not directly attributable to the activities that are separately analysed in these accounts. Restricted funds may not be used on general costs, and so, with that limitation, support costs are allocated in approximate proportion to the time spent on the activities undertaken in the year.

3.6 Tangible Fixed Assets

Playing out resources comprise metal road signs, which are expected to have a very long life, vinyl road closed signs and "kitbags" of equipment which are loaned to the organisers of playing out sessions for as long as their street remains part of the scheme. The resources shown in the balance sheet are shown at cost less depreciation of 20% per annum.

Tangible fixed assets are reviewed for impairment as at the year end and any identified impairment loss is charged to expenditure as additional depreciation. (Impairment losses to 31 March 2020 - £Nil, to 31 March 2019 – £Nil.)

3.7 Financial instruments

The charity is party only to certain basic financial instruments (as defined in paragraph 10.7 of FRS 102) – being cash at bank, short term debtors and creditors for expenditure incurred, and complies with the accounting requirements applicable to financial instruments. These are accounted for at the transaction price, which is also the expected settlement amount.

Financial assets are reviewed for impairment as at the year end and any identified impairment loss is charged to expenditure. (Impairment losses to 31 March 2020 – £Nil, to 31 March 2019 – £Nil.)

4. Additional notes on income

Income	1 April 2019 to 31 March 2020			1 April 2018 to 31 March 2019		
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	£	£	£	£	£	£
Income from						
Donations and legacies	6,269	28,872	35,141	3,490	19,123	22,613
Charitable activities	0	4,369	4,369	0	1,270	1,270
Other trading activities	7,560	1,750	9,310	4,094	0	4,094
Total income	13,829	34,991	48,820	7,584	20,393	27,977

The income attributable to each individual fund is shown in notes 9 and 10; those notes give further analysis of the sources of the charity's income.

Donations and legacies includes grants; no legacy income was received.

(Local) **government grants** received in the year to 31 March 2020 amounted to £8,900 towards various activities. (31 March 2019 £3,500, comprising restricted donations towards SuStFest19).

Income from *charitable activities* comprises income earned from contracts or performance-related grants which have conditions that specify the provision by Sustainable St Albans of particular (charitable) goods or services. Currently this applies only to Playing Out.

Income from *other trading activities* comprises both trading activities that raise funds for the charity (such as ticket sales relating to events) and corporate sponsorships.

5. Tangible fixed assets

Playing out resources	Road signs	Kit bags	Total
	£	£	£
Cost at the beginning of the year	422	240	662
Additions	784	679	1,463
Cost at the end of the year	1,206	919	2,125
Depreciation at the beginning of the year	0	40	40
Depreciation charged in the year	241	184	425
Depreciation at the end of the year	241	224	465
Net book value at the end of the year	965	695	1,660
Net book value at the beginning of the year	422	200	622

6. Debtors

	2020	2019
	£	£
Receivable from Transition St Albans	5,524	1,158
Other debtors	1,040	0
Accrued income	555	241
	7,119	1,399

7. Deferred income

	2020	2019
	£	£
At the beginning of the year	7,880	1,000
Released to income in the period	(7,880)	(1,000)
Received during the period	8,394	7,880
	8,394	7,880

8. Charitable activities

Sustainable St Albans undertook the following charitable activities during the year under review:

Open Food Gardens (OFGs) This is a series of garden openings at which visitors are able to see and learn from examples of domestic food growing.

Thermal imaging cameras (TICs) Sustainable St Albans owns two thermal imaging cameras which are loaned free of charge to local residents (and others) so that they can identify sources of heat loss in their homes (or other buildings) and then make improvements as necessary.

Carbon literacy The charity developed an accredited one day learning programme that enables participants to better understand how human activity is causing global heating. The first such courses were given during the 2019 Sustainability Festival. The charity has more recently received and earmarked funds towards other forms of **Community education (Comm Educ)**.

Our Planet Our Future (OPOF) OPOF began with the all day, speaker-led event held at Rothamsted that opened the April 2018 Sustainable St Albans Week. It continues as a series of informed discussion evenings. (See also note a below.)

The Sustainability Festival (SustFest) SuStFest19 income and expenditure relates to the preparation, promotion and delivery of the 2019 Sustainability Festival, excluding the Market Takeover (below). During SustFest, which ran from 11 May to 1 June 2019, any other organisation that wished to participate put on an event or events of their own design relating to sustainability for the general public. (See also note a below.)

SuStFest20 income and expenditure relates to the preparation, promotion and then close down costs of the cancelled 2020 Sustainability Festival.

Market Takeover (MTO or Mkt TO) This income and expenditure relates to the major event held in St Peter's Street during the 2019 Sustainability Festival. The 2019 Market Takeover was arranged by the charity to allow dozens of local groups linked to the environment to reach a wide audience amongst local residents; exhibitors also included sustainable businesses. (See also note a below.)

Playing Out (P Out) The charity set up a Playing Out trial in the District, ahead of the launch of Playing Out district wide in 2020. This is a scheme by which residents can obtain permission to close roads for the purpose of allowing children to play freely in their street. The charity has a short term funding agreement with Playing Out CIC, the national organisation supporting resident-led street play and the wider movement for children's freedom across the UK, to deliver such activity in the district of St Albans during the trial period. Because this arrangement is contractual in nature, such funding is not a gift and in legal terms does not comprise "restricted funds". However, the SORP permits a charity to present such an activity as falling within a restricted fund so as to reflect the substance of the income being for a restricted purpose, and the trustees have adopted this basis of presentation.

Sustainable Schools (Schools) This income and expenditure relates primarily to a day of sustainability learning made available to children attending local primary schools, encouraging them to run environmental projects within their schools.

Past activities that are relevant to understanding the application and transfers of funds

Plastic free St Albans (Plastic free St A) Sustainable St Albans helped to launch Plastic free St Albans, provided a small grant, and funded one film screening during the year to 2019. The only activity in the year to 2020 was the refund to the charity of the film security deposit.

Sustainable St Albans Week (SustWeek) This income and expenditure relates to the preparation, promotion and delivery of the April 2018 Sustainable St Albans Week, excluding OPOF, but including the charity's contribution to the Know How Festival, the Week's closing event. During SustWeek any other organisation that wished to participate put on an event or events relating to sustainability for the general public. The Know How Festival was an umbrella event specifically organised by the charity jointly with Friends of the Earth, showcasing how to live more sustainably; exhibitors also included sustainable businesses, charities and campaigning groups. (See also note a below.)

Note a The initial Our Planet Our Future event, Sustainable St Albans Week, the Sustainability Festival and the Market Takeover were or are each funded by a mix of restricted and unrestricted funds. For each activity, some income is received, and some expenditure is incurred in the year before the event. Accordingly the year end positions are not indicative of the financial outcomes of these activities (except for SuStFest20).

In these accounts certain past surpluses and deficits have been consolidated.

9. Charitable activities applying unrestricted (including designated) funds

Year ended 31 March 2020	General	OFGs	TICs	Plastic free StA	Carbon literacy	Comm Educ	OPOF (unr)	SustWeek (unr)	Mkt TO 19 (unr)	SuStFest 19 (unr)	SuStFest 20 (unr)	Total
	£	£	£	£	£	£	£	£	£	£	£	£
INCOME												
Grants												0
Donations	1,977	260	394							357		2,988
Sponsors										4,300		4,300
Ticket sales					578		91		2,591			3,260
From TSA	2,685					596						3,281
TOTAL INCOME	4,662	260	394	0	578	596	91	0	2,591	4,657	0	13,829
EXPENDITURE ON CHARITABLE ACTIVITIES												
Contractors												0
Printing and publicity	399	40	55				253		230			978
Design									75			75
Venues and sundry	1,277	60		(51)	500		80		2,621			4,487
Subtotal, direct expenditure	1,676	100	55	(51)	500	0	333	0	2,926	0	0	5,540
Allocation of support costs	(1,676)	186	186	0	186	0	186	0	186	373	373	0
TOTAL EXPENDITURE	0	286	241	(51)	686	0	519	0	3,112	373	373	5,540
Surplus/(deficit) in the year	4,662	(26)	153	51	(108)	596	(428)	0	(521)	4,284	(373)	8,289
Surplus/(deficit) brought fwd	2,419	48	235	(125)	(246)	0	1,184	(511)	(14)	(624)		2,367
Reclassify TSA balances	(1,647)		1,139				(1,306)	1,814				0
Utilise reserves on SuStFest20								(1,303)		(3,279)		(4,582)
Reclassify balances on ...	(725)								535	(381)	373	(198)
... completed activities	(428)			74	354							0
Surplus/(deficit) carried fwd	4,281	22	1,527	0	0	596	(550)	0	0	0	0	5,876

Note 9 continued, Charitable activities applying unrestricted (including designated) funds

Year ended 31 March 2019	General	OFGs	TICs	Plastic free StA	Carbon literacy	OPOF (unr)	SustWeek (unr)	Mkt TO (unr)	SuStFest (unr)	Unrestricted funds total
	£	£	£	£	£	£	£	£	£	£
INCOME										
Grants	500						50			550
Donations	1,399	328	359				150	493	260	2,990
Sponsors						1,500	1,900			3,400
Ticket sales				141		503				644
TOTAL INCOME	1,899	328	359	141	0	2,003	2,100	493	260	7,584
EXPENDITURE ON CHARITABLE ACTIVITIES										
Contractors							950			950
Printing and publicity	32	139	33					70	697	972
Design						54	540	300		894
Venues and sundry	789	50		170	200	627	1,005		51	2,892
Subtotal, direct expenditure	822	189	33	170	200	681	2,494	370	748	5,707
Grant funding to others				50						50
Allocation of support costs	-822	91	91	46	46	137	137	137	137	-
TOTAL EXPENDITURE	0	280	124	266	246	818	2,631	507	885	5,757
Surplus/(deficit) in the year	1,899	48	235	(125)	(246)	1,184	(531)	(14)	(624)	1,827
Surplus/(deficit) brought fwd	520	0	0	0	0	0	20	0	0	540
Surplus/(deficit) carried fwd	2,419	48	235	(125)	(246)	1,184	(511)	(14)	(624)	2,367

The tables in note 9 include a small number of rounding differences

Note 9 continued, Assets and liabilities attributable to unrestricted funds

	31 March 2020	31 March 2019
	£	£
Fixed Assets		
Tangible fixed assets	0	0
Current assets		
Debtors	2,839	1,399
Cash at bank	5,642	12,311
Total current assets	8,481	13,710
Liabilities		
Creditors	1,343	6,219
Deferred income	1,262	5,124
Total creditors*	2,605	11,343
<i>*falling due within one year</i>		
Net current assets	5,876	2,367
Total assets less liabilities	5,876	2,367
Unrestricted funds	5,876	2,367

10. Charitable activities applying restricted funds

Year ended 31 March 2020	OPOF (R)	Mkt TO (R)	SuStFest 19 (R)	SuStFest 20 (R)	SuStFest 21 (R)	Playing Out (R)	Schools (R)	Community education	Restricted funds total
	£	£	£	£	£	£	£	£	£
INCOME									
Grants			7,000	5,150	9,800	4,535		1,740	28,225
Donations				9		38	600		647
Sponsors				1,750					1,750
Contract income						4,369			4,369
TOTAL INCOME	0	0	7,000	6,909	9,800	8,942	600	1,740	34,991
EXPENDITURE ON CHARITABLE ACTIVITIES									
Contractors			5,800	9,102		3,653			18,555
Printing and publicity			7,035	1,250		152			8,437
Design				980					980
Venues and sundry	0	2,000	1,376	159		**471	554		4,560
TOTAL EXPENDITURE		2,000	14,211	11,491	0	4,276	554	0	32,532
Surplus/(deficit) in the year	0	(2,000)	(7,211)	(4,582)	9,800	4,666	46	1,740	2,459
Surplus/(deficit) brought fwd	227	2,000	7,013	0		630	1,000		10,870
Utilise reserves on SuStFest20				4,582					4,582
Reclassify balances			198						198
Surplus/(deficit) carried fwd	227	0	0	0	9,800	5,296	1,046	1,740	18,109
Represented by									
Tangible fixed assets						1,660			1,660
Debtors			1,000	500		1,040		1,740	4,280
Cash	227	4,000	(1,000)	7,056	16,411	3,432	1,046		31,172
Creditors		(4,000)		(7,556)		(315)			(11,871)
Deferred income					(6,611)	(521)			(7,132)
Total net assets	227	0	0	0	9,800	5,296	1,046	1,740	18,109

**For Playing Out, sundry expenditure includes £425 of depreciation.

Restrictions arise when a donor identifies precisely the nature of expenditure that their funds must be applied to

Note 10, continued, Charitable activities applying restricted funds

Year ended 31 March 2019	OPOF (R)	SustWeek (R)	Mkt TO (R)	SuStFest (R)	Playing Out (R)	Schools (R)	Restricted funds total
	£	£	£	£	£	£	£
INCOME							
Grants		713	2,000	13,310		1,000	17,023
Donations				1,500		600	2,100
Sponsors							0
Contract income					1,270		1,270
TOTAL INCOME	0	713	2,000	14,810	1,270	1,600	20,393
EXPENDITURE ON CHARITABLE ACTIVITIES							
Contractors		750		5,400	600		6,750
Printing and publicity	173			597			770
Design		500		1,800			2,300
Venues and sundry	600	213			**40	600	1,453
TOTAL EXPENDITURE	773	1,463	0	7,797	640	600	11,273
Surplus/(deficit) in the year	(773)	(750)	2,000	7,013	630	1,000	9,120
Surplus/(deficit) brought fwd	2,500	1,770					4,270
Reclassify brought forward	(1,500)	(1,020)					-2,520
Surplus/(deficit) carried fwd	227	0	2,000	7,013	630	1,000	10,870
Represented by							
Tangible fixed assets					622		622
Cash	227	0	2,000	7,013	2,764	1,000	13,004
Less deferred income					(2,756)		(2,756)
Total net assets	227	0	2,000	7,013	630	1,000	10,870

The tables in note 10 include a small number of rounding differences

**For Playing Out, sundry expenditure includes £40 of depreciation.

11. Events occurring after the balance sheet date

Apart from the settlement of debtors and creditors included in these accounts, there have been no financially significant activities since the year end.

12. Related parties and related party transactions

The trustees consider that the charity's related parties are (or were):

- The trustees, and persons closely connected to them (as defined more precisely in the Charities SORP FRS 102)
- Transition St Albans (TSA) – finally dissolved on 6 April 2020.

Trustees

The trustees receive no remuneration from the charity for their work as trustees (and nor do these financial statements include as a donation any amount in recognition of the value of the time that they have given). Trustees are authorised to settle expenditure directly where this is necessary; when this has occurred, they have been reimbursed.

No trustee has been re-imbursed for expenses incurred in fulfilling their duties as a trustee.

Payment to trustees by a charity for (other) services received is permitted by the Charity Commission, subject to appropriate safeguards. Payment to the trustees of Sustainable St Albans by the charity for services received is permitted by the charity's constitution, which in this regard adopts the Charity Commission's standard wording. The trustees have careful regard to the relevant Charity Commission guidance before contracting to acquire any services from any trustee.

Transition St Albans (TSA)

The charity is the successor organisation to *Transition St Albans (TSA or the association)*, an unincorporated association that was founded in 2009.

The founding trustees of the charity were previously and remained the "steering group" of the association. TSA continued to exist alongside the charity, with TSA winding down and completing its activities and the charity taking responsibility for activities that commenced in their entirety after January 2018. The steering group used its authority to dissolve TSA only after it had received a clear direction on the use of certain restricted funds held by TSA. Although an instruction was issued to the relevant bank in January 2020, the residual assets were finally transferred to the charity on 6 April 2020.

From time to time TSA funds were applied to activities that took place during the period of parallel existence, or were utilised in settling some of the charity's expenditure (2020 - £586).

Prior to June 2018, various activities, particularly the Sustainable St Albans Week 2018 and its opening event, Our Planet Our Future, were commenced by TSA and completed by the charity, with the consequence that income and expenditure relating to various activities was raised or disbursed by both the charity and TSA. In accordance with the basis of preparation of these financial statements, the statement of financial activities and the balance sheet reflect only the transactions specifically undertaken by the charity.

The trustees have allocated the funds received from TSA to those of the joint activities that are relevant to the preparation of these accounts.

The Transition Network

Notwithstanding the name change, the charity is a member of the Transition Network, as was the association. Our membership of the Transition Network does not grant the Transition Network any authority over the charity, which is controlled and directed by its constitution and its trustees.

The Transition Network is not a related party of the charity, and in any case there have been no transactions between the charity and the Transition Network to date.