



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

Bradford Community Environment Project



Report and Accounts

March 31, 2009

Company Number 04111491

Registered Charity 1093783

Chairs report

It has been another exciting year with three new three year "Grow Organic" and "Flint" commissions from Bradford and Airedale NHS starting, the establishment of the Scrap Magic craft and scarp store at Eccleshill Adventure Playground (thanks to our partners in the Play Consortium), the establishment of Creative Spaces (Yorkshire) community interest company and the expansion of Habitat Heroes programme and team (thanks to our partner Be Involved).

Sadly Creative Spaces has not flourished as we hoped, partly due to the recession hitting shortly after Creative Spaces was launched. However the charitable activities within BCEP have performed to a very high standard through the year with many outcomes being exceeded and customer satisfaction levels at a record high.

I wish to thank staff who have moved on during the year for their commitment, time, energy and passion. They include James to a private landscape design practice, Karen who returned to freelancing, Jana to Parks and Landscapes (Bradford Council), Gill to Groundwork, Georgy and Alison's posts were sadly lost in the restructuring of the Urban Design Team. The Works Team (Rob, Paul B, Jane A, Michael, Stephen, Trevor, Bill, Shaun, Rafal, Paul Mand Jason) were all TUPED across to Creative Spaces (Yorkshire) Community Interest Company, BCEP's new subsidiary.

I welcome the many excellent new staff to our programmes: Adele Adams as Senior Landscape Architect, Simon Alderson from Bradford Council Landscape Department and Matthew Pearman from Leeds Council Landscape Department, all qualified at the required levels, to form the basis of the new slimmed down Urban Design Team. Also added to the BCEP team are Becky T to the APE play team and Judy, Tony, Vanessa and the return of Gail to the Grow Organic team and lastly Colin to the Habitat Heroes team.

A few trustees have left the Board, notably Mark Fisher (former chair) left after many years with BCEP and an invaluable contribution to BCEP growth and development over the past decade, who has moved on to concentrate on his Parish Council commitments. Also Lily Horseman had to resign due to a change in Council policy but remained as an advisor to the Board till March when she left the country on her travels. I would like to express the Board and staffs thanks, gratitude and appreciation to both of them for their vision, energy and commitment to BCEP over many years.

I wish to welcome to the Board of Trustees Janet, Nozrul and Ubaid, who have already brought new skills, passion and support to the Board and BCEP.

I hope you find this report stimulating and accept it as an introduction to the work and achievements of Bradford Community Environment Project through the past financial year. Further details of all our programmes and more are available on our recently revamped website at www.bcep.org.uk

Naweed Hussain
21 October 2009

Directors and Trustees Report for the year ended March 31, 2009

The directors have pleasure in submitting their report together with the audited accounts for the year ended March 31, 2009.

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

Mark N Fisher	Resigned - 30 April 2008
Hawarun Hussain	
Alan Keeling	Treasurer
Pam Ashton	Reappointed -14 October 2008
David J Bowles	Reappointed -14 October 2008
Elizabeth Horseman	Resigned - 14 October 2008
Naweed Hussain	Chair
Janet Jewitt	Appointed - 14 October 2008
Nozrul Islam	Co-opted -10 November 2008
Ubaid Naseem	Co-opted -19 January 2009

Secretary

Carlton J Smith

Senior Management Team

Carlton J Smith

Auditor

Andrew S 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

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.

Pam Ashton retired by rotation. Elizabeth Horseman resigned due to a change in Council policy and Mark Fisher resigned so he can concentrate on Parish Council commitments. Pam Ashton, Janet Jewitt and David Bowles offered themselves for election at the 2008 AGM and were unanimously elected. Nozrul Islam and Ubaid Naseem were appointed at the 10 November 2008 and 19 January 2009 Trustees meetings respectively.

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 will be requested to provide a list of their skills (and update it each year) and in the event of particular skills being lost due to retirements, individuals will be approached to offer themselves for election to the Board of Trustees.

Trustee Induction and Training

Most trustees are already familiar with the practical work of the charity, due to their knowledge of its frontline deliveries.

Additionally, 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 lead by the Director 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.
- Resources and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

Library 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 updated. Where appropriate, systems or procedures are established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which allows for the diversification of funding and activities. Internal control risks are minimised by the implementation 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 a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

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 eight 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 services rest with the Chief Executive Officer along with the Programme Team Leaders. 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 partners; this has been particularly prevalent within BCEP's area-based improvements and increasingly within the 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 project 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)

The main areas of charitable activity are the provision of physical urban improvement services; environmental education; healthy eating awareness and support; gardening clubs and adventurous play.

Public Benefit Statement

The Trustees confirm they have complied with their duty in section 4 of the 2006 Charities Act to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Achievements and Performance

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

BCEP global satisfaction rating: 25% Good, 72% Fantastic, (84% response rate).

For the fifth year running 100% of clients would recommend BCEP.

Urban design services

Urban Design Team (UDT) continued to be part funded, as part of the Environmental Task Force with Bradford Council, until the end of August 2008. During the period the team completed 9 existing sites and 12 new sites, mainly design work only in view of time restrictions. From 1 September 2008 the UDT became fully dependant on fee earning projects.

Staffing levels have fluctuated during the reporting period as some colleagues have moved on and the UDT was restructured to adapt to its new financing arrangement.

Throughout the year, in addition to the 12 new Task Force obligations, the UDT have undertaken commissions for 26 projects including 7 Play Areas, 1 Multi Use Games Area, 7 Children's Centres external areas, 7 School Grounds, 1 Cycle Track and 3 Community Centres grounds revamps. The UDT has been responsive to community and client request for landscape improvements and helped create a variety of community and ecologically beneficial resources within the district.

In the last quarter the UDT entered in to a consultation support, design and site quality control role with the new Habitat Heroes - Bradford North venture (see below).

Overall satisfaction rating: 21% Good, 71% Fantastic, (79% response rate).

Schools projects

Lower Fields Cathy has continued supporting the school and their grounds in a variety of ways. Gardening club has remained popular with over 450 children attending 60 sessions through the year. The club has a core of enthusiastic committed children. Despite the poor summer weather and slugs, the group won six prizes at the West Yorkshire Organic Growers (WYOG) show. Other produce has been used by the school kitchen, sold in the local butcher's shop and to school staff. The school kitchen also sends it's waste to be composted in the grounds.

The grow beds were also used by the nurture group and Year 2. This enthusiasm led to the decision that every class in the school would have a grow bed. The new growing area was created on the hottest day of the year by Yorkshire Water volunteers through their One Million Green Fingers Project. The group also carried out site maintenance and installed a water butt on one of the down pipes, ensuring that watering can be done easily without the need for mains taps. Classes can grow whatever they like in their beds and some fantastic spring flowers are already blooming.

Directors Report (continued)

Achievements and Performance (continued)

The school now has a clean team where children volunteer each lunch time to ensure that litter is picked. Cathy works with them on the days she is in, taking them to other parts of the grounds. The task is popular and shows a marked improvement in the amount of litter in the grounds.

The nature area and grounds have been used as inspiration for a number of other groups, with an increasing number of people (including schools) coming to visit. The school is a case study for Bradford Sustainable Schools Network.

In July children from six schools came together for a day of Indiana Jones activities. Fun activities supporting the curriculum were provided including tree trail, mini-beast hunt and den building.

Support in maintaining the grounds has been provided by Kevin as well as a volunteer from Supported Lives. Cathy has also had support from a volunteer from Bradford University.

Children from nursery and gardening club participated in the RSPB Big Schools Bird Watch. Sightings that day included lapwings, golden plover and field fares.

Work has continued on the amphitheatre with support from Creative Spaces.

Overall satisfaction rating: **100% Fantastic**, (100% response rate).

Habitat Heroes, is a joint venture between BCEP and BEES (Bradford Environmental Education Services www.bees-ymca.org.uk). Habitat Heroes aims to improve the biodiversity and educational value of school grounds while providing support to integrate outdoor education into the national curriculum. The programme began and continues due to generous funding from the Abbey. Work started with 4 schools in May 2008 with 2 members of staff, but the team has recently expanded to 3 staff and is now working with a total of 16 schools as a result of further funding from Bradford North Area Committee. This work has been enhanced by the addition of Be Involved (Bradford's business engagement programme www.beinvolved.co.uk).

Habitat Heroes ran more than 40 sessions for over 900 children in total – not including 2 whole school assemblies – involved parents, teachers and community figures in its work, had assistance from more than 30 volunteers in creating: 3 orchards, 2 areas of bulb planting, hedges around 2 school boundaries, a bog garden, a mini-beast trail, a wildlife garden, 2 willow domes, a willow fence, dozens of bird boxes made and put up at 2 schools, a bird feeding area, a sensory garden, 2 wildflower meadows, a sensory garden, a woodland classroom and a pond.



“Thanks for arranging the planting of the orchard - it looks great! The children all loved taking part.”

Jill Martin, Long Lee Primary School, Keighley. At Long Lee two classes of children worked with Habitat Heroes to plant a new orchard in their school with apple trees and an area of soft fruit canes.

Overall satisfaction rating: **100% Fantastic**, (100% response rate).

Forest Schools, has future developed this year with many partners joining BCEP staff in Forest school training and provision, particular thanks must go to the Early Years, Childcare and Play for their support of this initiative, which is proving increasingly popular.

Directors Report (continued)

Achievements and Performance (continued)

Environmental education

Adventurous Play Experience

APE (BCEP's member programme of the Bradford Play Consortium) has continued to operate in its promotion of play with recycled 'loose parts'. APE has worked with schools, children's centres, libraries, nurseries, out of school groups and hostels for homeless families. The project has delivered 60 play sessions with recycled loose parts over the year. 47 loans of loose parts packs to groups have been made and 4 training workshops have been delivered to practitioners. These figures show an improvement on previous years, especially in the area of loans of packs.



The project (APE and Scrap Magic activity) has reached a total of 734 practitioners and 2400 children over the year.

Case Study: Great Horton & Clayton Heights Extended Schools Cluster

"Working as an Extended schools Project Manager in South Bradford I have been fortunate to work closely with BCEP's APE on several occasions. My introduction to APE was in June 2008 when they brought their 'loose parts' activity to a community celebration event I had co-organised in Great Horton. The nature of the event was open ended, and families were free to come and go as the event went on. In these circumstances it can sometimes be difficult to offer activity that can occupy and stimulate children. What was more the event was to encourage parents to attend Neighbourhood Forum, events not noted for the 'child friendly' nature.

The participation of APE was an unequivocal success. The fact that a third of the hall space was covered in loose parts junk seemed a powerful statement of intent in itself! I think most of the adults looking at the giant cardboard boxes, tubes, wheels etc wanted to dive in and start constructing themselves, the children certainly didn't need a second invitation. Quickly the hall was a hive of purposeful, imaginative activity. Some children worked co-operatively, chatting and laughing, others in isolation quietly and with intent. Loose parts created a magical opportunity for differing kinds of personality and temperament to be immersed in a totally creative way. It was this aspect of the Loose Parts activity which most impacted on me.

Loose Parts has amazing effects on the confidence and self-belief of children, it empowers, and gives significance to the child's own viewpoint, it is the beginning of active citizenship and of having a voice. For these reasons I have been keen to involve APE in the holiday activities I have organised as part of the extended schools programme in my cluster of Primary schools. We have been lucky enough to have the team offering the loose parts play at both our Summer and February holiday activities at Grange Sports Centre. In February we were also able to take loan of the Loose Parts equipment for the week-long duration of the 'camp' which was a fantastic extension to what we had been able to offer."

Testimonial from **Matt Hannam an Extended Schools Cluster Manager**.

Scrap Magic

After opening in March 2008 the arts, craft and scrap store, Scrap Magic has gone from strength to strength and proving a remarkable success. By April 2009 the shop had 294 registered members and has taken a total of £3,624.03 from 479 sales. In addition to the static shop the store is in the process of going mobile to reach more of the district. This began by attending events with a stall of typical stock for sale and has now progressed to the development of 'Hubs' of Scrap



Directors Report (continued)

Achievements and Performance (continued)

Magic (in partnership with Play Network Bradford). We now have a hub in Holmewood, which we visit once a month with a stall and facilities to order resources in advance. We also have a hub in Keighley, which we visit weekly with a stall and play resources available for loan.

Case Study: Holy Trinity Church, Idle

Four members of Scrap Magic are from Holy Trinity Church in Idle. They use Scrap Magic frequently to stock up on resources for their mother and toddler group and for their holiday activities for children. For mothers day materials from Scrap Magic were used for the children to make cards to take home. An example of the a holiday activity is a Good Friday workshop where 80 children attended, using stock from Scrap Magic they made Easter bonnets with all the children.

“We currently run playgroups and occasional children’s groups at Holy Trinity Church, Idle. Scrap Magic is now a vital source of material for the group as we run on very limited finances (we only charge 70p per week at play groups and other events are free).

The items at Scrap Magic are good quality and its great as every visit makes us use our imagination. We love the fact that a lot of the items are recycled as it helps sustain the environment. We find the staff very friendly, helpful and always full of good ideas and suggestions. Due to its affordability, I feel we can buy enough for the children to experiment with.

I am always handing out Scrap Magic leaflets to other local groups i.e. rainbows, brownies, school and other playgroups, as I know they will not be disappointed.”

Stella Ashworth, Holy Trinity Church, Idle.

Overall satisfaction rating: 16% Good, 79% Fantastic, (79% response rate).

WASPS (Wild and Safe Play Spaces), is funded by the Big Lottery Fund’s Playful Ideas programme. It has now been running for 18 months and has proven very popular; as there have been large amounts of requests for return visits of both adults and children, also an ever-increasing number of new organisations getting in touch with us. Through the year the programme has worked with 1098 participants in 18 locations, worked with 28 partner organisations and provided 98 sessions ranging from 1 hour to all day. 8 family sessions have also been run where parents have had the opportunity to play alongside their children



The programme has continually promoted outdoor play and has worked with the children to offer them the chance to take risks, manage their own play agenda and experience new opportunities. Activities that have been carried out include: having campfires, tree climbing, mud painting and den building.

The programme carried out a 10-week block with Thornton Primary School and Children’s centre over the winter period. The children had snow ball fights, made snow angels and went on a bear hunt! The children made comments such as

“I love it out here” and “I don’t want to go back in”. On a recent return visit to the school the children spotted the workers and ran over shouting “Can we go back in to the woods?”

Overall satisfaction rating: 44% Good, 56% Fantastic, (50% response rate).

Cycle Champions, CTC Charitable Trust is working in partnership with BCEP to run this 4 year funded programme. The initial focus has been on community development and networking rather than setting up pools of cycles – building a community base of skills and knowledge rather than hardware.

Directors Report (continued)

Achievements and Performance (continued)

The project has got 863 people on bikes in the 15 months since it started. The 5 Miles to Fabulous women's cycling event, the launch ride with Hawarun Hussain, Deputy Lord Mayor (both June 08) and the Children's University (Dec' 08) event drew in the crowds; and there have been a host of different groups cycling: families groups, Asian women & schools (42 from Feversham College on a wet April morning...and they want more).

The large numbers taking part in the events raised the profile of the Champions programme and enabled ongoing work with groups, essential for sustainable and long-term benefit. One group of workers and volunteers from West Bowling People's Partnership have an ambitious aim to learn to cycle, consolidate their skills and then send 2 of their group to gain the qualification to train others in their community. This model is soon to be replicated by the Keighley Asian Women and Children's Centre.

Three weekend cycle maintenance courses have now run, the trainees will now be mentored and spread their skills to others in their community and beyond.

A new technical off-road track has been commissioned and designed by the Urban Design Team; £10K has been secured from Bradford Council for its construction; and the Manningham Women on Wheels (MWOW) have secured £10K from the Ward investment Fund to set up a cycle hub and training area which they will manage as a community facility.

Partnerships have been set up with the Transport team within Bradford Council, the local tPCT, the Adventure Development Unit in Baildon, schools and cycle providers/trainers across the district.

There have been a number of 'unintended consequences': some of the MWOW have inspired a similar group in Manchester to start cycling – by going there and telling their stories about their cycling achievements in Urdu and Punjabi, given a presentation at the Black Environmental Network Conference and been asked to support an Asian girls group from Titus Salt school who were reluctant cyclists. Another woman who returned to cycling at the 5 Miles to Fabulous event is now organising a similar event in June 09 in partnership with HALE where she now works.

Community Healthy Lifestyles

Food Links Network (FLINT) continued to support nine community greengrocers (Food Co-ops) to increase access to fresh, affordable fruit and vegetables, with training, equipment, support and the 5-A-Day message. Karina delivered Cook and Eat sessions to 319 clients and 18 healthy eating events including talks given to groups and training on healthy eating and activities plus one complete weight management course (vulnerable women). Kevin delivered the wholesale market service providing weekly deliveries to eight groups and occasional deliveries to five groups amounting to £22,844 worth of fruit and vegetables.

Overall satisfaction rating: **100% Fantastic**, (50% response rate).

Grow Organic (Adult) aims to help reduce the inequalities in health and wellbeing by offering food growing, healthy eating and related activities to 'hard to reach' adult groups, such as women of Asian origin and other communities experiencing deprivation across Bradford and District. It also supports teachers, childcare practitioners and others to grow food with children or vulnerable adults through training or consultations, building on our long experience of providing enjoyable, safe and appropriately challenging sessions which afford opportunities for learning, physical exercise, socialising or just fun.



Directors Report (continued)

Achievements and Performance (continued)

During the year April 08 - March 09, this programme provided the following:

- 7 regular groups including 12 cook and eat sessions
- All regular groups take home home-grown, organic food & recipes
- Creative/educational indoor events provided for regular groups
- 17 'taster' sessions aimed at raising awareness of the health benefits of growing your own food.

The outcomes of this programme were exceeded and include:

- The regular Asian women's groups gaining in confidence and independence.
- New ex-homeless men's group now regularly gardening an allotment and overgrown hostel garden, and has made fantastic progress.
- Joint sessions at the Treehouse vegetarian cafe with staff and clients swapping recipes.
- Creation of new recipes for Eid celebration.
- Two of the women's groups won 4 prizes for their produce at the WYOG Show, and one woman for her home-grown chillies.
- New experiences for regular participants, eg a medicinal herb walk in The Yorkshire Dales, Apple Day with its fun activities, Black Environment Network Conference in Manchester (where 2 spoke about their experiences in public!), and learning to cycle via the new programme based with BCEP.

Comments from regular groups:

"I always look forward to the gardening sessions. I love the fresh air - I'm always tensed at home, this relaxes me and I enjoy chatting to my friends."

"[X] recommended this group to me, I have high blood pressure and I feel tired all the time, at home I always go to sleep, don't do much of exercise, now I have joined the group I feel so much better in myself."

"I've enjoyed finding out about the different ways of growing vegetables. It's interesting to compare it to how we grow food in the Caribbean".

"I enjoy being outdoors in the fresh air and doing physically hard work".

"It's a peaceful place and I'm learning new stuff all the time".

"I really enjoy the allotment sessions because we have a good laugh!"

Overall satisfaction rating: 28% Good, **68% Fantastic**, (85% response rate).

Grow Organic (Youth) aims to help reduce the inequalities in health and wellbeing by offering food growing, healthy eating and related activities to children and young people across Bradford and District, targeting those experiencing highest levels of deprivation. In conjunction with the Cellar Project, it also set up 6 low-tech 'hot boxes' to enable six settings to grow amazingly early crops through the cold spell between January and March.



During the year April 08 - March 09, this programme provided the following:

- 11 regular groups, with 95 children and young people regularly growing and eating their own food.
- All regular groups enjoying the taste of their home-grown, organic food.
- A wide range of creative/educational indoor events provided for regular groups during poor weather.
- 954 children and young people reached through occasional sessions.

Directors Report (continued)

Achievements and Performance (continued)

- 6 settings had hot boxes, which produced salad leaves, radish, potatoes, spring onions etc by March.

The outcomes of this programme were greatly exceeded, and include:

- The best ever Bradford Apple Day on the West Bowling Community Orchard, with apple tasting, games, juicing, buying, pruning/planting demonstrations and an apple café. This day is organised jointly with the WASPS team, BEES and FoB.
- Excellent feedback (see Service Evaluation).
- 27 different settings (children's centres, primary/secondary/special schools, a playground) reached during the year, and activities offered at 6 events. All spread over 5 constituencies.
- Young children at one place transformed a patch of mud into a lush, productive garden - and won 4 certificates for their produce at the Organic Show.
- At a special school, severely disabled children planted up containers with sensory edible plants.
- The hot boxes utilised tonnes of waste in their production (pallets, autumn leaves, manure) and put it to good use.
- The programme brings clear additional benefits, eg Every Child Matters outcomes, Sustainable Schools, Healthy Schools, Citizenship.

Children's comments:

'I like the Gardening Club because I like digging'

'The most enjoyable thing is getting muddy'.

'I like gardening because it is very cool and you can grow amazing things.'

Overall satisfaction rating: 31% Good, 69% **Fantastic**, (93% response rate).

Grow Organic (Manningham and Girlington) is one of four elements of Manningham Healthy Living Initiative. The programme aims to reduce health inequalities in this socially and economically deprived area by encouraging local food growing, gardening and healthy eating by schools and youth groups.

The achievements of this programme from April 2008 to March 2009 include:

- 5 local settings (85 young growers) working regularly, growing food and taking part in outdoor, physical and associated activities.
- 1,232 young people and their families introduced to growing via taster/ occasional sessions or community events.
- 12 cook and eat sessions for young people (and, where possible, their families) to cook their own produce.
- Provision of no-cost, fresh, organic produce for all groups to taste, and many groups to take home.

BCEP's Grow Organic programme shows that, if you grow fresh fruit and vegetables, you enjoy eating them. Children who participate in the programme don't hesitate to taste new things, often straight from the plant, or try out new recipes. Nor do they worry about bad weather - they are always keen to work outside at any time of year. Imaginative indoor activities for when the adults recognise it is unwise to work outdoors include apple tasting (6 different English varieties), fruit and vegetable bingo, composting experiments, craft activities and cooking.

Venues for the work include the settings themselves, but we also utilise community areas such as Westbourne Green Health Centre, and our very much loved but much troubled allotment plots on Scotchman Road, where this year a record 508 people have worked. Produce from these children's allotments won 4 prizes at the annual 2008 Organic Show.

Directors Report (continued)

Achievements and Performance (continued)

The highlights of the year for GO M&G were the allotments Open Day, with 203 visitors, and the Manningham in Bloom best garden competition, with 33 entrants including schools, businesses and community groups. These events bring together people from a wide range of backgrounds and ages, united around a love of growing.

Children's comments:

"That was well good" (after tasting own produce freshly cooked).

'It helps your muscles when you are digging. ... You can eat the fruit, and it will keep you healthy.'

'I like being in the rain, and I don't mind being cold. I like getting wet!'

'This is fun – I didn't think gardening was going to be fun!'

'It's good to feel tired after exercise because then you rest and it's rebuilding your body'

'I liked all the food and I ate it all' (child)



Overall satisfaction rating: 40% Good, 60% Fantastic, (100% response rate).

Grow Organic (Training) 4 professional development sessions in food growing were provided.

Overall satisfaction rating: 27% Good, 73% Fantastic, (83% response rate).

Volunteer review

Volunteer review 2008-2009

During the year 14 volunteers and 8 trustees have contributed 111 working days of time to BCEP's mission. Volunteers have given 10 working days towards governance and approximately 101 working days towards programme support and delivery. 2 school/college and/or university placements were supported. Total volunteer contributions given had the equivalent added value of £8,850. More importantly BCEP has contributed developing volunteers' skills and enhance their awareness of BCEP's mission and the needs of our clients. Trustees and staff would like to thank: Jeff Hindle, Kiran Naz, Marion Pencavel, Shammas Uldin, Alan Scully, Ali Raza, Allyson Lewis, Simon Fletcher, Lee Timpson, Rita Gray, Edward Nykolajczuk, Victoria Barber, Josh Walsh, and Samantha Mukumbvu for their valued contributions, it has been a pleasure working with them and we wish them each success in their future endeavours.

Financial review

The charity has continued to perform well both in terms of outcomes but has had a bad year financially. Principally due to the launch and subsequent failure of BCEP's trading subsidiary Creative Spaces the charity has generated a negative financial outcome for the period with a net decrease in funds of £159,869 as compared with £5,855 increase in the previous year. £609,000 of grants have been successfully obtained for 2008/09 from the Environment Partnership of Bradford Local Strategic Partnership, Bradford Council, Bradford and Airedale teaching Primary Care Trust, the Big Lottery and others. Individual grants are for specific programmes, as detailed above. The continuing support of these funding bodies reflects the quality and impact of services provided. During the year 55% of funding applications were successful raising 68% of funds requested. Income exceed budgetary target by 0.2%. BCEP aims to keep Overhead costs to less than 8% of total expenditure, with 92% of expenditure on programme Staff and Direct programme costs.

Directors Report (continued)

Principal Funding Sources

The principal funding sources for the charity are currently by way of grant and contract income from Bradford Council Environment Partnership, the Big Lottery Fund, Bradford Council, Bradford and Airedale teaching Primary Care Trust and Abbey Charitable Trust. 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 to its maximum allowable amount of £135,000 and the remainder is deposited with the Co-operative Bank's 14 day high interest account. Both these institutions ethics and practices are felt to be aligned with the aims of BCEP. Both investments have performed inline with expectations for the year.

During the year BCEP established new trading subsidiary Creative Spaces (Yorkshire) Community Interest Company with a purchase of £50,000 of shares and a debenture loan of £50,000. The aims and proposed activities of Creative Spaces supported the aims of the charity. Subsequent to this reporting period Creative Spaces sadly ran out of cash flow and it's directors have taken the decision to cease trading and settle it's liabilities. Both the cost of the investment and the loan have been written off in the accounts.

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 2009/10 is £662,000 and therefore the target is £166,000 to £331,000 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 £179,841 a designation of £25,449 is restricted to meet commitments on co-financed projects and £33,000 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 £121,392. The balance of reserves therefore falls £44,600 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.

Approximated figures from SOFA

	Unrestricted £(000)	Restricted £(000)	Total £(000)
Fund balances carried over from last year	320	20	340
Incoming resources	639	135	774
Resources expended	805	129	934
Net (outgoing)/incoming resources	(166)	6	(160)
Fund balances carried forward to next year	154	26	180

Directors Report (continued)

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 school grounds development programmes. Partnership programmes including joint funding bids and supported by joint working agreements are being developed with: BEES (Bradford Environmental Educations Service), Be Involved, HALE (Health Action Local Engagement), BEAT (Bradford Environmental Action Trust) and WEN (Women's Environmental Network).

Plans are also being developed to further develop BCEP's subsidiary Bradford Organics Composting Service (BOCS) a composting social enterprise, and also to secure a land/building resource for BCEP and partners activities in a Bradford based environment centre.

In July BCEP established a new subsidiary hard landscaping service social enterprise "Creative Spaces (Yorkshire) Community Interest Company" to compliment BCEP's Urban Design Team activities. Unfortunately the financial markets down turn and resulting halt of building activity in the winter and spring severely stretched the fledging company's cash flow and operations were closed down in July 2009.

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;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the accounts and
- 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 1985. 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 have expressed their 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 special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Trustees on October 21, 2009 and signed on its behalf by

Naweed Hussain (Chair)

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

I have audited the accounts of Bradford Community Environment Project for the year ended March 31, 2009 which comprise of the statement of financial activities, the balance sheet and related notes. The accounts have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. My audit work has been undertaken so that I might state to the company'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 company and the company's members as a body, for my audit work, for this report, or for the opinion I have formed

Respective responsibilities of directors and auditor

As described on page 14, the charity's trustees, who are also the directors of Bradford Community Environment Project, are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards. (United Kingdom Generally Accepted Accounting Practice).

My responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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

I read the Directors' Report and consider the implications for my report if I become aware of any apparent misstatements within it.

I am not required to consider whether the statement in the Directors' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

Basis of audit opinion

I conducted my audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts and whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

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

Opinion

In my opinion:

- the accounts give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities, of the state of the charities affairs at March 31, 2009 and of its outgoing resources and application of resources, including its income and expenditure for the year then ended.
- the accounts have been properly prepared in accordance with the provisions of the Companies Act 1985.
- the information provided in the Trustees' Annual Report is consistent with the accounts.

**Independent auditor's report
to the members of Bradford Community Environment Project (continued)**

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Report under Section 248 of the Companies Act 1985

In addition, I have examined the accounts of the charity and each of its subsidiaries for the year ended March 31, 2009.

Basis of opinion

The scope of my work for the purpose of this report was limited to confirming that the charity is entitled to the exemption from preparing group accounts.

Opinion

In my opinion the charity is entitled to the exemption from the requirement to prepare group accounts conferred by Section 248 of the Companies Act 1985.

Andrew S Parker
Chartered Accountant and Registered Auditor
2 Meadow Court
Allerton
Bradford
BD15 9JZ

October 21, 2009

Bradford Community Environment Project
Statement of Financial Activities (including Income and Expenditure Account)
for the year ended March 31, 2009

	Unrestricted £	Restricted £	2009 £	2008 £
Incoming resources				
Incoming resources from generating funds:				
Donations	4,332	-	4,332	5,223
Bank interest received	12,250	-	12,250	12,069
Fees received	120,477	-	120,477	226,299
Incoming resources from charitable activities:				
Grants for projects – see schedule	<u>502,409</u>	<u>134,709</u>	<u>637,118</u>	<u>788,890</u>
Total incoming resources	<u>639,468</u>	<u>134,709</u>	<u>774,177</u>	<u>1,032,481</u>
Resources expended				
Charitable activities				
Projects – see schedule	704,819	129,227	834,046	1,026,626
Cost of investment written off	50,000	-	50,000	-
Creative Spaces loan written off	<u>50,000</u>	<u>-</u>	<u>50,000</u>	<u>-</u>
Total resources expended	<u>804,819</u>	<u>129,227</u>	<u>934,046</u>	<u>1,026,626</u>
Net incoming resources				
- net income for the year	(165,351)	5,482	(159,869)	5,855
Total funds at April 1, 2008	<u>319,743</u>	<u>19,967</u>	<u>339,710</u>	<u>333,855</u>
Total funds at March 31, 2009	<u>154,392</u>	<u>25,449</u>	<u>179,841</u>	<u>339,710</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, 2009**

	Note	2009 £	2008 £
Fixed assets			
Tangible assets	8	3,066	38,631
Investments	9	<u>-</u>	<u>-</u>
		<u>3,066</u>	<u>38,631</u>
Current assets			
Other debtors		10,275	34,454
Prepaid expenses		3,436	1,168
Loan to subsidiary		-	45,363
Bank and cash		<u>310,950</u>	<u>325,672</u>
		324,661	406,657
Creditors: amounts due within one year	10	<u>147,886</u>	<u>105,578</u>
Net current assets		<u>176,775</u>	<u>301,079</u>
Net assets	11	<u>179,841</u>	<u>339,710</u>
Funds			
Unrestricted funds		154,392	319,743
Restricted funds		<u>25,449</u>	<u>19,967</u>
Total funds	12	<u>179,841</u>	<u>339,710</u>

The accounts have been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 applicable to small companies.

Approved by the board of directors on October 21, 2009
and signed on its behalf

Naweed Hussain

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 January 2007), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in 2008.

The company is exempt from the requirement to prepare group accounts by virtue of Section 248 of the Companies Act 1985. These accounts therefore present information about the company as an individual undertaking and not about its group.

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

	2009	2008
	£	£
The net incoming resources are stated after charging:		
Depreciation	1,022	9,998
Directors' emoluments	-	-
Auditor's remuneration	<u>4,468</u>	<u>4,112</u>

4. Total resources expended

	Basis of Allocation	Urban works & Urban design	School projects	Community healthy lifestyle projects	2009	2008
		£	£	£	£	£
Direct project costs	direct	234,191	8,757	89,439	332,387	385,618
Staff costs	staff time	204,126	50,393	200,277	454,796	600,494
Overhead costs	agreed %	<u>15,590</u>	<u>5,772</u>	<u>25,501</u>	<u>46,863</u>	<u>40,514</u>
		<u>453,907</u>	<u>64,922</u>	<u>315,217</u>	<u>834,046</u>	<u>1,026,626</u>

5. Staff costs and directors remuneration

	2009	2008
	£	£
Wages and salaries	418,366	553,613
Social security costs	<u>36,430</u>	<u>46,881</u>
	<u>454,796</u>	<u>600,494</u>

No employees earned more than £60,000 per annum (2008 - £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:

	2009	2008
	No	No
Project workers	16	28
Administration	<u>2</u>	<u>3</u>
	<u>18</u>	<u>31</u>

7. Taxation

The charity has no liability to taxation.

8. Fixed assets

	Vehicles £	Equipment and fittings £	Furniture £	Total £
Cost:				
At April 1, 2008	43,179	19,968	3,983	67,130
Transfer to Creative Spaces	<u>(43,179)</u>	<u>-</u>	<u>-</u>	<u>(43,179)</u>
At March 31, 2009	-	<u>19,968</u>	<u>3,983</u>	<u>23,951</u>
Depreciation:				
At April 1, 2008	8,636	16,834	3,029	28,499
Transfer to Creative Spaces	<u>(8,636)</u>	<u>-</u>	<u>-</u>	<u>(8,636)</u>
Charge for the year	-	<u>784</u>	<u>238</u>	<u>1,022</u>
At March 31, 2009	-	<u>17,618</u>	<u>3,267</u>	<u>20,885</u>
Net book value:				
At March 31, 2009	-	<u>2,350</u>	<u>716</u>	<u>3,066</u>
At April 1, 2008	<u>34,543</u>	<u>3,134</u>	<u>954</u>	<u>38,631</u>

9. Investments

	2009 £	2008 £
As at April 1, 2008	-	-
Additions	50,000	-
Amount written off during the year	<u>(50,000)</u>	-
As at March 31, 2009	-	-

The charity is the sole member of Bradford Organics Composting Service (formerly Bradford Organics Collection Scheme). 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 incurred a surplus of £11,725 for the year ended March 31, 2009 and the net assets were £3,881 at March 31, 2009.

The charity acquired the entire share capital of Creative Spaces (Yorkshire) CIC during the year. The cost of the investment represented the cost of 50,000 £1 shares at par. Since the year end, this company went into liquidation and therefore the investment has been written off in the accounts.

	2009 £	2008 £
10. Creditors: amounts falling due within one year		
Other creditors	91,211	53,124
Accruals	<u>56,675</u>	<u>52,454</u>
	<u>147,886</u>	<u>105,578</u>

Bradford Community Environment Project
Year ended March 31, 2009
Schedule of projects

Income Received

<u>Project Name</u>	<u>Funders</u>	Restricted Income	Unrestricted Income	Total Income	Restricted Expenditure	Unrestricted Expenditure	Total Expenditure
<u>Community Urban Design</u>							
	Bradford Council- Environment Partnership		67,500	67,500		67,500	67,500
	Fees		76,623	76,623		139,214	139,214
			144,123	144,123		206,714	206,714
<u>Habitat Heroes</u>							
	Abbey	50,000		50,000	43,926		43,926
	Bradford Council - CFU		12,459	12,459			
		50,000	12,459	62,459	43,926	0	43,926
<u>Go Organic</u>							
	Bradford & Airedale PCT - Youth		51,582	51,582		43,194	43,194
	Bradford & Airedale PCT - Adult		35,401	35,401		34,568	34,568
	Manningham Healthy Living Initiative - M & G		44,373	44,373		42,709	42,709
			131,356	131,356		120,471	120,471
<u>Food Co-ops</u>							
	Fruit and Veg Groups		27,253	27,253		26,922	26,922
			27,253	27,253		26,922	26,922
<u>BCEP Van</u>							
	Van Hire		5,894	5,894		3,766	3,766
			5,894	5,894		3,766	3,766
<u>Flint</u>							
	Bradford & Airedale PCT		49,519	49,519		38,887	38,887
			49,519	49,519		38,887	38,887
<u>Creative Spaces</u>							
	Expenses		4,075	4,075		71,728	71,728
	Gift					53,644	53,644
		0	4,075	4,075	0	125,372	125,372
<u>CUW Gardens</u>							
	Community Works and Gardens	15,717	158,508	174,225	15,717	106,104	121,821
		15,717	158,508	174,225	15,717	106,104	121,821
<u>Adventurous Play Experience</u>							
	Scrap Magic Store Takings		3,335	3,335			
	Bradford Council - EYCS via play Network		58,422	58,422		53,878	53,878
			61,757	61,757		53,878	53,878
<u>Lower Fields</u>							
	Lower Fields Primary School		10,520	10,520		11,044	11,044
			10,520	10,520		11,044	11,044
<u>Wasps</u>							
	Big Lottery Fund	68,992		68,992	69,584	1,279	70,863
		68,992		68,992	69,584	1,279	70,863
<u>Cycle Champions</u>							
	Bradford & Airedale PCT		10,000	10,000		8,492	8,492
	Bradford Council - Be Active		2,500	2,500			0
			12,500	12,500		8,492	8,492
<u>Small Projects</u>							
	Recycling		1,504	1,504		105	105
	Donations		4,332	4,332			
	Others		3,418	3,418		1,785	1,785
			9,254	9,254		1,890	1,890
Totals		134,709	627,218	761,927	129,227	704,819	834,046