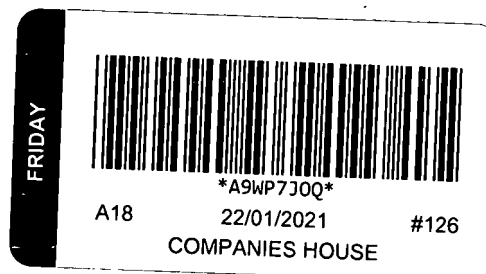


Registered Company Number 02427258

Registered Charity Number 1151578

**Forest Recycling Project Limited**  
**Report and Accounts**  
**for the year ended 31 March 2020**



# **Forest Recycling Project Limited**

## **Company Information**

### **Status**

Forest Recycling Project Limited is a registered charity and a company limited by guarantee and not having share capital.

### **Directors**

The directors of the company (and trustees of the charity) for the year 2019/20 were:

Jo Winyard (Chair)  
Thomas Fox (Company Secretary)  
Nicola Hughes  
Eleanor McDougall  
Mona Vakil  
Michael Blake (resigned July 2019)

Members of the Board of Trustees are trustees for the purpose of charity law and directors for the purpose of company law.

All of the directors/trustees are volunteers who do not receive remuneration.

### **Registered office**

2c Bakers Avenue  
Walthamstow  
London E17 9AW

### **Accountants**

Brookfield & Co  
18 Concanon Road  
London SW2 5TA

**Registered company number 02427258**

**Registered charity number 1151578**

## **Forest Recycling Project Limited**

### **Directors Report for the year ended 31 March 2020**

#### **Introduction**

Forest Recycling Project Limited (FRP) is a registered charity and a company limited by guarantee.

FRP meets environmental challenges with solutions that provide local benefits on both an individual and a community level.

FRP was incorporated on 28<sup>th</sup> September 1989 and is governed by Articles of Association that were adopted on 16<sup>th</sup> January 2013. We are based in Waltham Forest, East London.

At FRP we work with individuals, communities, not-for-profit organisations and other companies to meet our objectives.

The trustees here present their report and accounts for the year ended 31 March 2020. The accounts comply with the accounting policies set out in note 1 of the accounts and with the Charity Commission's 2015 SORP (Statement of Recommended Practice – Accounting and Reporting by Charities).

#### **Chair's Report on the year 2019-20**

We are pleased to be able to positively reflect on the financial year ending 31st March 2020 and beyond. Firstly we would like to thank our staff and volunteers who have worked incredibly hard to deliver on our strategic aims and provide an excellent service to the Community.

With a gratefully received grant from the Big Lottery Community Foundation, we were able to develop and diversify our volunteering and skills opportunities through our Green Champions project. This project enabled us to develop our peer led learning model, expanding our skills based volunteering opportunities in retail, carpentry, paint and fabrics, building people's skills and confidence and leading on to employment and new opportunities. This is outlined in more detail below in the Accounts.

We have been able to build a bigger presence in the Community and work in partnership to deliver community services such as Greener Together, Walthamstow Tool Library, Forest Coats and Give and Take. These projects, run in partnership with William Morris Big Local, London School of Fashion and Hackney Council, have reached out to different members of the Community, providing them with green skills and the opportunity to come together.

We have further developed our sustainable retail model through recycled and repurposed paint, scaffolding and fabric. We continue to address our backlog of paint and improve both our retail sites at 2c Bakers Avenue and the Warehouse, making them more impactful for volunteers, community customers and FRP as a whole. We give special thanks to Garfield Weston for their grant towards particular improvements in this area.

We have continued to improve our financial position and have managed to build up our reserves to within our policy guidelines, enabling us to enter the current financial year and the uncertain times of Covid-19 in a stronger financial position.

The year was not without challenges and we have continued to listen and learn along the journey, learning from mistakes and unforeseen problems and building resilience into the organisation along the way. Our improved financial position has allowed us to absorb increased rental costs due to the renegotiation of our Warehouse lease. We are grateful to Mayer Brown International LLP for generous pro bono legal advice on this issue, and to Trustlaw for arranging it.

As we came to the end of the year, the potential impact of the global coronavirus pandemic became more apparent and rapid operational changes were undertaken. We were confronted with the closure of our retail and volunteering operations for extended periods which continued into the current financial year. This affected our income and delivery of our volunteer model, but we did and continue to do everything we can to ensure we work towards a greener and more inclusive borough. We conducted detailed risk assessments and took necessary measures to ensure we can continue to operate safely for our staff and for the public. We believe our mission is even more relevant now and we will continue to provide the community with the services and support it needs at this difficult time.

A very special thank you should go out to all the volunteers, staff and trustees for their continued hard work and dedication to FRP in these challenging times. We give particular thanks to Ian Malcolm who stepped in as Interim Chief Executive for 3 months whilst we recruited for the position. We are very grateful for his efforts during this time.

We are looking forward to making more impact both environmentally and socially over the coming years.

Jo Winyard, Chair of Trustees, December 2020

## **Trustees and Workforce Team in 2019/20**

### **Board of Trustees (Directors):**

Chair: Jo Winyard

Company Secretary: Thomas Fox

Treasurer: Mona Vakil

Board members: Nicola Hughes, Eleanor McDougall, Michael Blake (resigned July 2019)

### **Staff:**

General Manager to July 2019: Pernille Møller

Operational Manager to July 2019: Nilesh Patel

Finance Officer from August 2019: Nilesh Patel

Interim Chief Executive July to October 2019: Ian Malcolm

Chief Executive from November 2019: Alison Griffin

Operations Manager from November 2019: Scott Taylor

Paint Worker: Clive Henry

Driver and Paint Assistant: Les Nicholas

Green Champions Project Manager, Carpentry Lead and Designated Safeguarding Officer: Greg Dickson

Green Champions Project Mentor and Fabric Lead: Elizabeth Salazar

Retail and Admin Assistant from October 2019: Gosia Rokicka

### **Volunteers**

The staff work with, and are complemented by, a fantastic team of volunteers, whose contribution is greatly appreciated. We extend immense gratitude to all our volunteers for their time, commitment, work and enthusiasm over the past year, and the Board of Trustees acknowledge and greatly appreciate the contribution of each individual who has given their time to us.

### **Governance and Management**

The trustees work closely with the Chief Executive (formerly General Manager), who is responsible for the day-to-day management of the organisation and overseeing the staff team.

Trustees (directors) meet at least four times a year to consider the activities of the organisation. Additional electronic meetings are often held in between these times, plus the chair and trustees have contact with the Chief Executive and staff team regarding projects on which they are working between meetings.

Trustees can be appointed to the Board by the other trustees at any time. The appointment of any new trustees is decided and approved by all existing members. New trustees are briefed on their legal obligations under Charity Law, the decision making processes, the business plan and the recent performance of the charity. They also meet the staff team. Trustees are encouraged to attend appropriate external training and events where these will facilitate the undertaking of their role.

# Annual Report on the year to March 2020

## Forest Recycling Project Limited's Aims

FRP's aims are the protection and preservation of the environment for the public benefit by:

- The promotion of waste reduction, refuse reclamation, recycling, re-use and repair of recycled products.
- Education of the public about all aspects of waste generation, waste management and waste recycling.
- Working together with marginalised members of our community to promote sustainable living and improved mental health.

## Forest Recycling Project Limited's Objectives

**FRP's solution to improve local sustainable living:** At FRP, our main operational area is reclaiming, repurposing and affordably selling waste material that would otherwise fill and pollute local landfill sites, and working alongside and supporting volunteers in this work.

The three main products we recycle are paint, timber and fabrics. We:

**Reclaim:** We take waste items of unwanted paint, timber and fabric, along with waste paper, and we stop them entering local landfill sites.

**Repurpose:**

- Paint is checked, sorted and sometimes re-mixed.
- Timber is cut, sanded and oiled and is used in a variety of ways, including to build items to assist the biodiversity of local ecosystems such as habitat boxes and planters.
- Fabric is sorted and sometimes used for crafting/upskilling workshops or sold affordably as bundles to local schools.

**Re-sell:** We sell a growing range of recycled and repurposed products, offering a cheap alternative to mainstream 'green' products. This ensures all sections of the community, as well as accessing unique products, can afford sustainable living.

## **The Impact and Value of Forest Recycling Project Limited's Work**

At FRP we monitor the impact of our operational work through environmental savings. We are also developing impact measurement for the social benefit of our work.

The weight of reclaimed paint, timber and fabric is measured. Wherever possible, this measurement is converted to the CO2 emissions that would have impacted our environment if this material had been wasted. In this way, the impact of FRP's operations can be presented as the carbon footprint saved. We detail the impact of our work across our different operational areas below.

There are wider positive environmental impacts to FRP's work:

- Reclaimed materials ensure valuable resources are conserved.
- The prevention of additional landfill or incineration of waste reduces the risk of soil and water contamination.
- FRP's work increases awareness of the environmental and economic benefits of reducing, re-using and recycling waste.
- FRP's work with volunteers and the public enables and empowers people to take environmental action.
- FRP's collaboration with donor businesses enables corporate action to support the environment and the community, and raises awareness within their teams.

### **FRP's Work With Paint**

Every year in the UK over 330 million litres of paint are sold. Of these, it is estimated that 50 million litres are unused, stored in homes or garages or thrown away.

FRP's view is that unwanted paint is a resource that can be used to transform local environments, whether through providing an affordable way for low-income households or charities to redecorate, or supporting local artists to create beautiful community murals.

#### **Paint business model:**

Reusable paint is reclaimed from recycling centres or commercial companies.

At the FRP warehouse, our team of staff and volunteers sort, quality check and re-mix the paint, ready for redistribution.

The paint is sold as a sustainable, low-cost alternative to the general public, through our two retail outlets – our paint shop in Walthamstow and our paint warehouse in Leytonstone.

On average, each litre of reclaimed paint is £3 cheaper than the new equivalent – and further discounted paint is also offered via different schemes to:

- Charities, community groups and not-for-profit organisations
- Housing associations
- Council housing tenants

#### **Paint impact 2019-20:**

- Paint collected: 38,578 litres

- Distributed: 23,164 litres
- Representing 51 tonnes of CO2 savings
- 7,915 litres unusable paint derived from collections, which was safely disposed of

As the year came to an end and lockdown was imposed due to Covid-19, our work on the above impact came to an abrupt halt. However, as we were able to return to work - if not to retail opening - in late spring 2020 we had a huge push on organising our paint for sale and also for necessary disposal of unusable paint, hopefully setting us up well for much higher impact in future.

## **FRP's Work With Timber**

Reclaiming scaffolding boards can have significant benefits to the economy and the environment. In 2011, it was estimated that just 60% of the UK's waste wood was recycled – leaving some 2 million tonnes going to waste.

We reclaim and reuse scaffolding boards that are no longer required by industry and building sites.

### **Timber business model:**

Building developers and other industry partners donate used scaffolding to FRP, which would otherwise have been sent to landfill or incinerated.

The boards are sorted and stored in our local yard and workshop.

A small proportion of the reclaimed wood is sold on to local customers in its basic state.

The majority of the timber is repurposed by FRP's team of staff and volunteers, who cut the wood to bespoke size, sand and/or oil it to be sold on to the public.

Timber is often used in our workshops to create planters, biodiversity boxes or raised beds. This provides added social and environmental benefits in our community, as it creates new areas for green growth.

### **Timber impact 2019-20:**

- 1,046 m of scaffold boards were sold, and a further 100 m was used for planters for the WMBL Greener Together project. In total, this equals about 6.99 tonnes of scaffold boards. Using the most conservative figure for calculating CO2 savings compared with new wood, this equates to a little over 2 tonnes of CO2 (based on a minimum of 295kg/tonne).

## **FRP's Work With Fabric**

Greenpeace statistics suggest that globally, an estimated 400 billion square metres of fabric is produced annually, of which 60 billion square metres will immediately end up on cutting room floors as waste (an area four times the size of London!). Much more becomes waste, or sits stored and unused, further down the supply chain. The wasted fabric is all sent to landfill, incinerated or sits unused. FRP believes that any fabric cuts are useful resources with potential for local reuse.



FRP commenced a pilot project in January 2018 to reclaim unwanted fabric in our community, and we have continued to develop this. The aim is to reduce the impact of wasted fabric on landfill and CO2 emissions, and to sort and repurpose the fabric so that it can be sold back into the community.

#### **Fabric business model:**

Sole traders and businesses across London are invited to donate, or offered a collection service, for their waste fabrics. Donors have included interior designers, fashion designers, furniture companies, film production companies, theatres and upholsterers.

Donated fabrics are weighted and sorted by volunteers into fabric type (man-made or natural) and into colour and tone.

The processed fabrics are sold individually to the community at affordable prices, and to community organisations and schools via our membership schemes. Our quarterly fabric sales became so popular that we started running them monthly.

As we have developed this project, we have started to train volunteers with sewing skills and knowledge of fabrics, and to support and mentor them in making and developing products for themselves and for sale. We have also developed a programme of community workshops.

#### **Fabric impact 2019-20:**

- FRP sold around 240kg of fabric, diverting it from landfill, this year - equating to around 1.1 tonnes of CO2 savings.
- Additional impact and savings came from using donated and reclaimed fabrics for events and workshops - an estimated further 40kg of fabric, equating to a further 0.2 tonnes of CO2 savings.

#### **FRP's Work With Volunteers**

FRP's operations and impact have always been made possible by working in collaboration with volunteers and the wider community.

In particular, the processes of handling and repurposing the reclaimed materials are led by our skilled mentors, but predominantly carried out by volunteers. We particularly welcome and support volunteers who are more marginalised in our community, and who can benefit most from our supported programmes – and who in turn make a fantastic contribution to our charity's work. Our team of staff and volunteers work closely together and the unique skills and attributes that each individual brings are valued and fostered.

#### **Green Champions**

We went into this year with some fantastic news - The National Lottery Community Fund (formerly Big Lottery) agreed to fund a new, flagship project that would extend the impact of the charitable and environmental work of FRP. Green Champions builds on the success of Waltham Forest Foundations - a two-year project that Big Lottery had funded - and will run until March 2022.

Green Champions is about encouraging and facilitating a positive life change, through volunteering and learning skills with our environmental charity. We want to take people who sit on the edge of our

community and ask them to lead in this tremendously important transition to a green economy. Being part of the solution is immensely powerful when you are used to being seen as a problem. Building on learning from Waltham Forest Foundations, Green Champions also now enables and encourages some volunteers to stay with FRP for an extended period to further progress, and with an ultimate aim that 10% will gain roles in the green economy.

Over 60 adults participated during the first year of the project, many of whom were vulnerable or marginalised in some way. Each volunteer undertook a pathway and developed skills in one of:

- Carpentry
- Fabrics
- Conservation
- Collecting, mixing and delivering unused paint
- Selling recycled goods in one of FRP's retail outlets

Dedicated project officer time is enabling us to build links and relationships with referral organisations, including those that deliver social prescribing and local mental health support services, so that we can reach some wonderful new volunteers with unique contributions to bring, and who stand to benefit from the inclusion and opportunities that supported volunteering can offer them.

Each individual volunteer registered to the project comes to FRP each week for three months, during which time they learn about how to work with reclaimed materials and develop their contribution to the charity and the environment. In a number of instances, we know this has helped them to gain paid employment, and in many cases we have tracked with volunteers the direct improvements that volunteering with us has brought to their confidence, self esteem and general mental health.

We are hugely grateful to The National Lottery Community Fund for their support.

#### **Volunteering programmes impact 2019/20:**

- FRP hosted 62 volunteers over the year. The vast majority saw an increase in confidence and wellbeing and many volunteers skill-shared or led mini workshops.
- With the Green Champions programme, we improved and developed how we can host and support volunteers. We have offered some volunteers much longer, more developmental placements (stage 2) and support into employment in the green economy (stage 3). This intensive and rewarding work was already showing some early results by the end of the year - 11 volunteers continued to Stage 2, staying with us for a longer period and most taking more responsibility around helping other volunteers, while some simply needed more time to further build confidence, and 6 of these went on to Stage 3, where they have become sessional leaders for FRP and other environmental organisations (increasingly on a paid basis) and received support towards employment.
- We have had very good feedback and we continue to track volunteers, their wellbeing, their support needs and their feedback to us throughout their time with us and beyond, in the case of the majority who are more than happy to stay in touch and volunteer more casually for FRP after their time on the programme.

## **Green Office**

In addition to FRP's three main reclaimed products, we also offer a paper recycling service.

### **Paper business model:**

FRP collects office paper for recycling from small businesses and not-for-profit organisations within our locality. The paper is taken to a local paper mill to be recycled.

### **Paper impact 2019/20:**

Within the year, FRP collected and recycled 10,110kg of paper and 360kg of cardboard from local businesses and charities.

## **Delivering Through Partnerships**

FRP recognises that the best way to achieve its charitable aims and objectives, and to secure real impact in the community, is often to work in partnership with others, as well as participating in community events, and welcomes the opportunity to do both.

FRP continues to actively seek new partnerships that will be mutually positive and offer further environmental and social solutions. We would like to work with more community organisations to create innovative solutions to complex problems. In addition, FRP is always keen to collaborate with a wider selection of private companies who will donate their reusable waste materials to us and improve their own environmental impact.

### **Give Or Take and Represent Toy Project – Working with Hackney Council**

In partnership with Hackney Council, FRP manages 'Give Or Take' events several times a year. These are popular community-based exchanges where people can give away reusable items they do not need and/or take things they would like.

Also in partnership with Hackney Council, FRP manages a project to provide toys to underprivileged children in the community each new year. Unwanted toys are donated by the public to local collection points in Hackney libraries. Our volunteers and staff collect, sort and redistribute the donations, typically via charity and community partner organisations - who make sure they go to good homes.

### **Greener Together and Walthamstow Tool Library – Working with William Morris Big Local**

FRP is delighted to have been partnering with William Morris Big Local (WMBL) to deliver on their greening and community engagement projects for the William Morris Ward area of Walthamstow.

Greener Together was a flagship 2019 project to deliver greener front gardens and balconies. FRP staff and volunteers created flatpack planters, and then ran community workshops to assemble and plant them. Three streets were shortlisted by the WMBL Open Spaces Group, and Queen Elizabeth Road was picked after some community engagement exercises, and as a street with very good visibility and high public footfall. It also presented a challenge in that it lacked established community groups - one which made our project much more about community engagement - and amongst other things resulted in a new community group directly arising from it, and hugely positive feedback from residents and WMBL about

the experience. People within the new group have also since applied for further funding from WMBL to do some more greening of their local area together. It was a very successful project and one which we very much enjoyed being part of.

Walthamstow Tool Library is a follow-on three year pilot project to develop and deliver a local tool lending library, particularly for garden tools, with the desire that it can become a local greening hub and build on what was started with 'Greener Together'. In 2019-20 we searched for and secured suitable premises at Priory Court, in partnership with WMBL, entering into an agreement with the local authority to use it. We also did planning and consultation with WMBL. The Tool Library was getting ready to launch when lockdown hit - delaying it until later in 2020 - but it promises to be a great project in terms of both its social and environmental impact. We are committed to supporting it to the end of 2021 and potentially beyond.

### **Forest Coats - Working with the London College of Fashion**

FRP's developing partnership with the London College of Fashion (LCF) and the Forest Coats project is part of a bigger project called "1000 Coats", which aims to encourage women to learn sewing and use their new skills to make coats for children. The end products are then donated to the local Baby Bank. The project in Waltham Forest uses our reclaimed fabrics and turns participants into FRP volunteers, who have mainly been from a deprived area and wanting to go back to work, recruited in partnership with the borough's Early Help service for families in need. We are very proud that we have been able to provide a bespoke, inclusive and supportive project, where concepts of sustainability and social contribution are often shared. There were two rounds of coat making (four to six sessions each) in 2019/20. The first one was delivered at the Children and Family Centre in Priory Court E17, and the second, delivered at our FRP fabric space. The project will continue and will develop as soon as the Covid-19 crisis is over and we are able to do so.

### **Community Repaint network**

FRP is a member of the Community Repaint network. This gives us the benefit of being part of a network of reuse paint outlets and the expert support of the small team at Community Repaint, for which we are very grateful. They also promote our outlets and signpost potential bulk paint donors to us.

### **Solar Panels**

FRP continues to host an array of solar panels on the roof space at 2c Bakers Avenue as part of the GREEN community share initiative. 1575MWh of solar electricity was generated through the panels, corresponding to a saving of 0.36 tonnes of CO2 equivalent.

## Financial Review

A successful year ending March 2020 saw a net increase in funds for FRP, strengthening the reserves position. Total income for the year amounted to £223,027 (2019: £178,095), £112,106 of which was unrestricted (2019: £90,991). Expenditure of £168,610 (2019: £166,182) resulted in net incoming resources for the year of £54,417 (2019: £11,913).

*The financial performance reflects a further successful year of fundraising, business development and income diversification, as well as always seeking to keep our costs to a minimum, supporting the charity's strategic aims and vision. FRP has achieved the target level of reserves at the end of the year, which is especially and hugely important going into the uncertainties of the Covid-19 lockdown at the start of the new financial year, including the temporary closure of FRP's retail services.*

FRP has worked hard in recent years to make significant positive cultural and operational changes at all levels, to both improve our finances and build on existing beneficiary outcomes. We have a range of income generating activities, allowing us to work with a range of partners and reduce our financial risk, alongside successful and ambitious grant fundraising. Developing further income streams and partnerships is an ongoing priority within our organisation.

FRP is both a charity and a social enterprise, and this is clearly demonstrated in our annual accounts, with typically an approximate 50:50 split between trading and grant-funded income generation within the organisation throughout history. During the year, successful grant fundraising has adjusted the balance towards increased grant activity, whilst we were able to maintain trading income close to prior year levels to build up unrestricted reserves for financial security.

As a result of a strong performance during the year, total funds carried forward at the end of this year hit our reserves target at £66,550 (2019: £12,133), all of which are unrestricted.

### Reserves Policy and Reserves Position

It is the policy of the charitable company to maintain reserves of the charitable company at a level to provide sufficient funds to cover unforeseen circumstances. The Reserves Policy of the company, as reviewed and updated in 2018 by the trustees (directors), is that the trustees maintain that it is appropriate to maintain free reserves of approximately 3-6 months of overheads. The important aim at this juncture was to build reserves up to comfortably within the target range, and to actively work towards this by diversifying and building income sources.

In 2017-18 the free reserves at year end were £220, in 2018-19 they were £12,133 and this year has seen the achievement of the reserves that we set out to build, for the security of the charity, at between 3 and 6 months of running costs; £66,550 at March 2020. This was alongside all of the charitable activity and environmental impact, as described in this report.

*We are immensely grateful to all of our staff, volunteers and supporters for enabling FRP to achieve this, and proud as trustees that we have worked with them to guide the charity to this position of much greater security and prospects for the future.*

## **Investment policy**

The main objectives of FRP's Investment Policy are: to ensure that the funds at FRP's disposal are managed effectively, to meet the operational needs of the charity, and to reduce liquidity risk. FRP also has a financial objective to increase income generating activities to provide increased financial stability.

The Trustees of the charity are responsible for making decisions regarding investment matters.

FRP is currently operating with a surplus, but is reliant on several large grants to fund expenditure. There can be uncertainty over grant income and the timing of cash receipts and therefore it is important that assets are readily available to fund operations in times of uncertainty.

FRP currently holds assets in cash where possible to fund operations. There are currently no non-cash investments and no assets available for investment. Cash is held in readily accessible current accounts.

In such a case in the future that working capital substantially exceeds the needs of FRP, the investment policy will be reconsidered by the Board of Trustees. If and when this happens, the risk appetite, investment type, decision hierarchy, and investment management will all be considered and defined.

## **Risk Management**

The trustees (directors) are aware of their obligations to make a statement in respect of the management of risks faced by FRP. The trustees regularly review potential risks associated with the charity's activities and the following risks are currently identified:

### **Finance**

The key risks facing the charity, especially in the current economic climate, relate to income generation. We have been building and diversifying our sources of income in order to manage this risk and we are working on building our earnings as a priority, alongside grant funding. We were delighted, as we went into this financial year 2019/20, to secure a further three-year grant from the National Lottery Community Fund (formerly Big Lottery) to support our core work with volunteers and recycling. We have meanwhile achieved our important goal, at year end, of holding at least 3 months' running costs in reserves to underpin the future work of the charity.

### **Covid-19**

The Covid-19 crisis and accompanying lockdown, which hit as this financial year came to an end, represents many risks to FRP, as to the whole community in which we operate. We have had to close our retail outlets, representing a loss of all retail income - and to this end we are enormously grateful to our other funders and donors who bolster our position as a charity. Staff and their families are at risk from the virus, and from the challenges and stresses that the new situation brings, and we are doing everything that we can to support them. Our volunteer programmes have had to temporarily close and we are seeking to offer support to each volunteer and Green Champion remotely, and put virtual training and meetups in place for all those who wish to join them.

At the time of writing this report, later in 2020, we know that we have been able to reopen for retail to the community, start collecting paint/wood/fabric/paper again to divert it from landfill, provide huge amounts

of contact and support to many of our volunteers, and bring our staff team back together (still with some working from home) - at least for the time being. We have also secured a government retail grant towards our lost income. Covid-19 continues to be our biggest challenge and concern, of course, but we are proud of how well the charity and our whole team have weathered the storm so far. This gives us confidence for the future.

Covid-19 was also an opportunity for FRP to build on its position as a respected and well-connected community charity, to help support the wider community. As a charity with a lot of fabrics and textile specialists and volunteers, we have been producing items like masks for the community and washbags for the NHS, and sharing fabric supplies with local community scrubs and mask making initiatives. Meanwhile our paint, fabric and scaffolding shop in Bakers Avenue turned into an important community food hub with our active support, run by our partners next door at the Hornbeam Centre whilst we were closed for retail.

### **Safeguarding of vulnerable adult service users and our staff members**

All staff have undergone safeguarding training and FRP has invested in an employee support programme with Education Support Partnership, which provides mental health and wellbeing support face-to-face and over the telephone. We have updated our safeguarding policy and will continue to review this regularly. We undertook a thorough review of our Safeguarding Policy and Procedures this year and trained the staff in them.

### **GDPR**

Training has been undertaken by senior staff and the appropriate policies are in place. These policies are reviewed regularly and will be updated when appropriate.

### **Health and Safety**

All staff receive up-to-date Health and Safety training, and we undertook a thorough review of our Health and Safety policies and procedures this year, implementing a number of improvements.

### **Liabilities**

FRP's operational work sometimes necessitates the disposal of paint which is unusable for re-sale. This paint poses a liability risk to FRP. FRP has steps in place to reduce the collection of unusable paint in the first instance. Procedures are also set up to ensure the disposal of any waste paint is appropriate and as environmentally friendly as it can be.

### **Employees**

FRP strives to be an equal opportunities employer and applies objective criteria to assess merit. It aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, race, colour, nationality, religion, ethnic or national origin, gender, marital status, sexual orientation or disability.

Selection criteria and procedures are in place to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees are given equal opportunities training to enable them to develop their skills and knowledge. FRP is committed to a programme of action to make this policy effective, and brings it to the attention of all employees.

FRP is extremely grateful to its team of employees for all their excellent work.

### **Contribution by, and appreciation of, supporters**

The Trustees appreciate the support of all FRP's funders, partners and supporters, as well as the dedicated staff team and volunteers.

### **Independent examiner**

Brookfield & Co. has been appointed as independent examiner for this accounting period.

### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

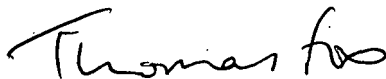
#### **Registered office:**

2c Bakers Avenue

Walthamstow

London E17 9AW

#### **Signed on behalf of the trustees**



**Thomas Fox**

**Trustee, Director and Company Secretary**



# Brookfield & Co

18 Concanon Road London SW2 5TA  
Tel: 020 8771 6710  
e-mail: enquiries@brookfieldaccountants.com

Fax: 020 8771 8722

Chartered Accountants

J A Brookfield B Comm ACA ATII

Consultant J E Pickard BA AIT

## INDEPENDENT EXAMINER'S REPORT

to the trustees of Forest Recycling Project Limited

We report on the accounts of the company for the year ended 31 March 2020 which are set out on pages 1 to 7.

## RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The trustees, who are also the directors of the company for the purpose of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Companies Act and that an independent examination is needed.

Having satisfied ourselves that the company is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

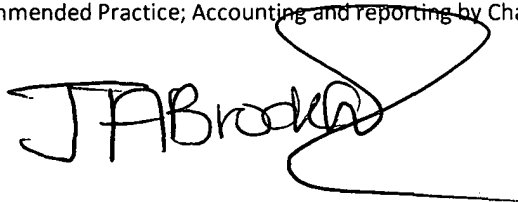
- examine the accounts under the Companies Act and
- to state whether particular matters have come to our attention

## BASIS OF INDEPENDENT EXAMINER'S REPORT

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## INDEPENDENT EXAMINER'S STATEMENT

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe in any material respect the requirements:  
to keep accounting records in accordance with section 386 of the Companies Act 2006; and  
to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and reporting by Charities  
have not been met.



Brookfield & Co  
Chartered Accountants  
18 Concanon Road  
London  
SW2 5TA

20 January 2021

**Forest Recycling Project Limited**  
**Statement of Financial Activities**  
**for the year ended 31 March 2020**

|   |              | <b>Restricted<br/>Funds</b> | <b>Unrestricted<br/>Funds</b> | <b>Total<br/>Funds</b> | <b>Total<br/>Funds<br/>year to<br/>31 March<br/>2019<br/>£</b> |
|---|--------------|-----------------------------|-------------------------------|------------------------|--|
|   | <b>Notes</b> | <b>2020<br/>£</b>           | <b>2020<br/>£</b>             | <b>2020<br/>£</b>      |  |
| <b>Incoming resources</b>                       |              |                             |                               |                        |  |
| <i>Incoming resources from generated funds:</i> |              |                             |                               |                        |  |
| Voluntary Income - Grants and donations         | 5            | 110,921                     | 28,246                        | 139,167                | 90,286   |
| Activities for generating funds                 |              | -                           | 83,818                        | 83,818                 | 87,768   |
| Investment income                               |              | -                           | 42                            | 42                     | 41   |
| Other Income                                    |              | -                           | -                             | -                      | -  |
| <b>Total Incoming Resources</b>                 |              | <b>110,921</b>              | <b>112,106</b>                | <b>223,027</b>         | <b>178,095</b>   |
| <b>Resources expended</b>                       |              |                             |                               |                        |  |
| <i>Costs of generating funds</i>                |              |                             |                               |                        |  |
| Charitable activities                           |              | 110,921                     | 56,164                        | 167,085                | 164,762  |
| Governance                                      |              | -                           | 1,525                         | 1,525                  | 1,420  |
| <b>Total resources expended</b>                 | 6            | <b>110,921</b>              | <b>57,689</b>                 | <b>168,610</b>         | <b>166,182</b>   |
| Net incoming resources for the Year             |              | -                           | 54,417                        | 54,417                 | 11,913   |
| Transfers between funds                         |              | -                           | -                             | -                      | -  |
| Funds brought forward                           |              | -                           | 12,133                        | 12,133                 | 220  |
| <b>Total Funds carried forward</b>              |              | <b>-</b>                    | <b>66,550</b>                 | <b>66,550</b>          | <b>12,133</b>  |

All of the above results derive from continuing charitable grants and activities and there were no recognised gains or losses other than the above results

The notes on pages 4 to 8 form part of these accounts.

**Forest Recycling Project Limited**  
**Balance Sheet**  
**as at 31 March 2020**

|  | Notes | 2020<br>£      | 2019<br>£     |
|--|-------|----------------|---------------|
| Fixed Assets - Equipment                                 | 7     | -              | -             |
| <b>Current assets</b>                                    |       |                |               |
| Debtors  | 8     | 12,555         | 17,665        |
| Cash at bank and in hand                                 |       | 94,320         | 49,480        |
|  |       | <u>106,875</u> | <u>67,145</u> |
| <b>Creditors: amounts falling due within one year</b>    | 9     | (36,198)       | (46,842)      |
| <b>Net current assets</b>                                |       | <u>70,677</u>  | <u>20,303</u> |
| <b>Creditors: amounts falling due more than one year</b> |       | (4,127)        | (8,170)       |
| <b>Net assets</b>  |       | <u>66,550</u>  | <u>12,133</u> |
| <b>Funds of the Charity</b>                              | 12    |                |               |
| General Funds  |       | 66,550         | 12,133        |
| <b>Total Funds</b>                                       |       | <u>66,550</u>  | <u>12,133</u> |

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

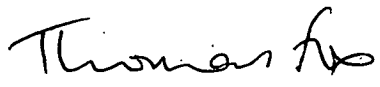
Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for

complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

The notes on pages 4 to 8 form part of these accounts

  
**THOMAS FOX**

Director

Approved by the board on 8 January 2020

**Forest Recycling Project Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2020**

**1. Basis of accounting and accounting policies**

**a) Accounting Conventions**

The financial statements have been prepared under the historical cost convention and on a going concern basis, which is dependent upon the availability of adequate continued funding. The nature of the company's funding is inherently uncertain as it is only agreed by the funding bodies every one to three years. Should grant funding be discontinued in future years, the company would have to find other sources of funding, or significantly curtail its activities. The financial statements have been prepared in accordance with *Accounting and Reporting by Charities: Statement of Recommended Practice* and with *FRS 102, The Financial Reporting Standard* applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

**Change in basis of accounting**

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

**b) Incoming resources**

Incoming resources are included in the SOFA when the company becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient certainty. Where incoming resources have related expenditure (as with fundraising for contract income), the incoming resources and related expenditure are stated gross in the SOFA. Grants and donations are only included in the SOFA when the company has unconditional entitlement to the funds. The value of any volunteer help received is not included in the accounts, but is described in the Trustee's annual report. Investment income is included when receivable.

**c) Resources Expended**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the company to pay out resources. Resources expended include attributable VAT which cannot be recovered. Governance costs include costs on the preparation and examination of statutory accounts, the costs of Trustee meetings and costs of any legal advice to the Trustees on governance or constitutional matters. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources e.g. Staff costs by the time spent and other costs by their usage.

**d) Restricted and Unrestricted Funds**

The accounts distinguish between restricted and unrestricted funds. Restricted funds are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

**e) Tangible Fixed Assets, Depreciation and Amortisation**

They are stated at cost less depreciation. Depreciation is calculated to write off the cost of fixed assets less their estimated residual value over their expected useful life on the following basis:

|                  |                   |
|------------------|-------------------|
| Office equipment | 25% straight line |
|------------------|-------------------|

**f) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**g) Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**h) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**i) Legal status of the Trust**

The trust is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

**Forest Recycling Project Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2020**

|  | <b>2020</b>    | <b>2019</b>   |
|--|----------------|---------------|
|  | <b>£</b>       | <b>£</b>      |
| <b>2 Net Income for the year is stated after charging:</b>                 |                |               |
| Rentals under operating leases   | 22,873         | 20,250        |
| Independent Examiners' Remuneration ( Inc VAT) - Brookfield & Co           | 1,525          | 1,420         |
| <b>3 Expenses paid to trustees or persons connected with trustees</b>      |                |               |
| The aggregate amount of expenses paid to trustees was                      | 0              | 0             |
| <b>4 Staff Costs and Emoluments</b>  | <b>2020</b>    | <b>2019</b>   |
|  | <b>£</b>       | <b>£</b>      |
| Gross Salaries   | 101,467        | 89,618        |
| Social security costs  | 6,821          | 6,186         |
|  | <u>108,288</u> | <u>95,804</u> |
| <b>Numbers of full time employees or full time equivalents</b>             | <b>2020</b>    | <b>2019</b>   |
| None of the Trustees received any remuneration during the year (2019: Nil) | <b>Nos</b>     | <b>Nos</b>    |
| No employees earned more than £60,000 pa or more. (2019: Nil)              |                |               |
| <b>The average number of employees/ full-time equivalents</b>              |                |               |
| Engaged on Project Service   | <u>5</u>       | <u>4</u>      |

**Forest Recycling Project Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2020**

**5 Voluntary Income - Grants and donations**

|                                     | 2020           | 2019          |
|-------------------------------------|----------------|---------------|
|                                     | £              | £             |
| The National Lottery Community Fund | 105,421        | 80,728        |
| Tool Lending Library WMBL           | 5,500          | -             |
| Garfield Weston                     | 25,000         | -             |
| Other grants for projects           | -              | 6,376         |
| Donations                           | 3,246          | 3,182         |
|                                     | <u>139,167</u> | <u>90,286</u> |

**6 Resources Expended**

|   | 2020           | 2019           |
|---|----------------|----------------|
|   | £              | £              |
| Total   | Total          | Total          |
| <b>Charitable Expenditure</b>                 |                |                |
| Other administration and office running costs | 7,254          | 6,999          |
| Project and direct costs                      | 14,577         | 33,423         |
| Premises costs                                | 34,567         | 29,091         |
| Staff and volunteer expenses                  | 110,687        | 95,249         |
| <b>Governance Costs</b>                       |                |                |
| Independent examination                       | 1,525          | 1,420          |
|   | <u>168,610</u> | <u>166,182</u> |

**7 Fixed Assets - Equipment**

|                          |               |
|--------------------------|---------------|
| <b>Cost</b>              |               |
| Balance at 31 March 2019 | 25,744        |
| Additions in the year    | -             |
| Balance at 31 March 2020 | <u>25,744</u> |
| <b>Depreciation</b>      |               |
| Balance at 31 March 2019 | 25,744        |
| Charge for the year      | -             |
| Balance at 31 March 2020 | <u>25,744</u> |
| <b>Net Book Value</b>    |               |
| Balance at 31 March 2020 | <u>-</u>      |
| Balance at 31 March 2019 | <u>-</u>      |

**Forest Recycling Project Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2020**

|                               | 2020<br>£     | 2019<br>£     |
|-------------------------------|---------------|---------------|
| <b>8 Debtors</b>              |               |               |
| Trade debtors                 | 10,602        | 11,081        |
| Grants receivable             |               |               |
| Other debtors and prepayments | 1,953         | 6,584         |
|                               | <u>12,555</u> | <u>17,665</u> |

**9 Creditors: amounts falling due within one year**

|                                 | 2020<br>£     | 2019<br>£     |
|---------------------------------|---------------|---------------|
| Trade creditors                 | 9,305         | 10,963        |
| Loan from London Re-use Limited | 4,043         | 3,827         |
| Other creditors and accruals    | 7,218         | 18,943        |
| Other taxes and social security | 1,184         | 1,697         |
| Deferred grants                 | 14,448        | 11,412        |
|                                 | <u>36,198</u> | <u>46,842</u> |

**10 Creditors: amounts falling due more than one year**

|                                 | 2020<br>£    | 2019<br>£    |
|---------------------------------|--------------|--------------|
| Loan from London Re-use Limited | 4,127        | 8,170        |
|                                 | <u>4,127</u> | <u>8,170</u> |

The loan came into effect in August 2012. It is repayable over a ten year period and interest is charged at 4% per year. There is a fixed and floating charge over the assets of the company in respect of this loan.

**11 Analysis of net assets between funds**

|   | Restricted<br>Funds<br>2020<br>£ | Unrestricted<br>Funds<br>2020<br>£ | Total<br>Funds<br>2020<br>£ |
|---|----------------------------------|------------------------------------|-----------------------------|
| Tangible fixed assets                             | -                                | -                                  | -                           |
| Current Assets                                    | -                                | 106,875                            | 106,875                     |
| Current Liabilities                               | -                                | (36,198)                           | (36,198)                    |
| Creditors: amounts falling due more than one year | -                                | (4,127)                            | (4,127)                     |
|   | -                                | <u>66,550</u>                      | <u>66,550</u>               |

**Forest Recycling Project Limited**  
**Notes to the Accounts**  
**for the year ended 31 March 2020**

**12 Funds of the charity**

|                                     | At<br>1/4/19  | Incoming<br>Resources | Outgoing<br>Resources | Transfers | At<br>31/3/20 |
|-------------------------------------|---------------|-----------------------|-----------------------|-----------|---------------|
| <b>Restricted Funds:</b>            |               |                       |                       |           |               |
| Tool Lending Library WMBL           |               | 5,500                 | (5,500)               |           | -             |
| The National Lottery Community Fund |               | 105,421               | (105,421)             |           | -             |
| <b>Total Restricted Funds</b>       | -             | <b>110,921</b>        | <b>(110,921)</b>      | -         | -             |
| <b>Unrestricted Funds:</b>          |               |                       |                       |           |               |
| <b>Total Unrestricted Funds</b>     | 12,133        | 112,106               | (57,689)              |           | 66,550        |
| <b>Total Funds</b>                  | <b>12,133</b> | <b>223,027</b>        | <b>(168,610)</b>      | -         | <b>66,550</b> |

**PURPOSES OF RESTRICTED FUNDS HELD DURING THE YEAR AND AT 31<sup>ST</sup> MARCH 2020.**

**Tool Lending Library WMBL**

William Morris Big Local restricted grant for development and piloting of a Tool Lending Library in Walthamstow

**The National Lottery Community Fund**

The National Lottery Community Fund restricted grant for the FRP Green Champions project.

**13 Related party transactions and trustees' remuneration**

**Trustees' Remuneration**

Trustees received no remuneration in respect of their services as Trustees (2019 £nil). Expenses of £Nil were paid in the period (2019 £Nil).

**14 Related Party Transactions**

There were no related party transactions in the year