

The GRAB Trust

GROUP FOR RECYCLING IN ARGYLL & BUTE

**REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015**

FOR

**The GROUP FOR RECYCLING IN ARGYLL AND BUTE TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

Company Number: SC197229

Charity Number: SC029154

The GRAB Trust

GROUP FOR RECYCLING IN ARGYLL & BUTE

The GROUP FOR RECYCLING IN ARGYLL AND BUTE TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

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COMPANY INFORMATION **For the year ended 31 March 2015**

DIRECTORS:

The Directors who served during the period were as follows:

| | |
|-------------------|---------------|
| David Protherough | David Lyon |
| David Kerr | Elaine Walton |
| Roderick McCuish | Amanda Card |
| Mary Turner | |

COMPANY SECRETARY:

Julie Fairbrass

MANAGERS NAME:

Julie Fairbrass

MANAGERS TITLE:

Project Manager

REGISTERED OFFICE:

c/o Argyll and Bute Council
Kilmory
Lochgilphead
Argyll
PA31 8RT

REGISTERED NUMBER:

197229

CHARITY NUMBER:

SC 029154

INDEPENDENT EXAMINER:

Peter Cupples
Finance Manager
Development and Infrastructure
Argyll and Bute Council
Manse Brae
Lochgilphead
PA31 8RT

BANKERS:

Argyll & Bute Council
Kilmory
Lochgilphead
Argyll
PA31 8RT

GROUP FOR RECYCLING IN ARGYLL AND BUTE TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)

REPORT OF THE DIRECTORS
For year ended 31 March 2015

CHARITY LAW SECTION:

Charity and company law requires the directors to prepare financial statements for each financial period which give a true and fair view of the state of the affairs of the company and of the income and expenditure of the company for that period.

In preparing those financial statements, the Directors are required to:

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

The Directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time, the financial position of the company and to enable them to ensure that the company financial statements comply with the Companies Act. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PRINCIPLE ACTIVITIES OF THE CHARITY:

1. Fostering, encouraging and supporting local community involvement and participation in a range of sustainable, recycling and environmental projects across Argyll and Bute.
2. The promotion of beach cleaning and marine issues through continuing delivery of the Argyll and Bute Beaches and Marine Litter project.
3. To promote increased levels of re-use across a wide range of domestic goods in order to achieve the desired outcome of a Zero Waste society.
4. Delivery of community clean-ups around beaches and roadside verges utilising publicly funded litter grants.
5. The delivery of professional waste, recycling and wider environmental education, awareness and training activities to all sectors of the Argyll and Bute public including schools, households, businesses and visitors.
6. To educate and train individuals and communities to undertake local waste and recycling activities that deliver sustainable development and social enterprise objectives.
7. To embrace wider environmental issues such as climate change which compliment the activities as stated.
8. The organisation shall have the power to do all things necessary for the fulfilment of its objects.

ROLE OF VOLUNTEERS:

| | |
|------------|--|
| Directors | Advise on the strategic and operational side of the business |
| Volunteers | Assist in the delivery of reuse and repair |

RESERVE POLICY:

The current policy is to retain sufficient funds required to meet the following;

- Cost of salaries, redundancy payments & sickness cover,
- & other regular commitments for a period of three months.

The 2014-15 Accounts show a Surplus of £4800.

STRATEGY AND RISK REVIEW

It is the policy of the Board to minimise exposure by ensuring that the value of creditors does not exceed the value of debtors and funds at call or short notice. It is usual practice to ensure that funds in hand /overdraft limit are sufficient to pay the following *3 months* payroll, Tax and National Insurance and Direct Debit Payments.

The Directors have examined the major strategic, business and operational risks, which the charity faces and have implemented a risk management strategy, which comprises:

- an annual review of the risks which the charity may face;
 - Current funding ceasing from either political change or under performance.
 - Loss of infrastructure through fire or accident. Including buildings & equipment.
 - Current core funding from Argyll & Bute Council is withdrawn.
 - Negative publicity.
 - Loss of key employee, both temporary or permanently.
- the establishment of systems and procedures to mitigate those risks identified in the plan;
 - Establishing a Service Level Agreement with Argyll & Bute Council for ‘in-kind’ services e.g. payroll, office space and IT support.
 - Establishing a Fire action / accident policy with suitable equipment in place.
 - Health and Safety issues when dealing with Furniture reuse and the Beaches project.
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.
 - Constantly looking for new sources of secure funding either as replacement or as additional income.
 - With any negative publicity it would be necessary to review situation, publicise to alleviate situation & take action to prevent situation occurring.
 - Producing a company Environmental Policy to promote sustainable work practices.

As part of the Risk Review the Aims & Objectives of the charity are reviewed annually as part of the Chair’s annual report.

REPORT OF COMPANY BUSINESS 2014-15

The following report covers the activities of The GRAB Trust from the 1st April 2014 to the 31st March 2015.

FUNDING

During 2014-15 GRAB Managed 4 separate projects; GRAB Beaches & Marine Litter, Argyll & Bute Beach Forum Education Events, Santandar Reuse and Recycling workshops for Oban, and The Lorn & Oban Reuse Initiative (LORI).



The Beaches and Marine Litter Project: Funding for this project came through EB Scotland Ltd, The project continues to provide an education program to schools on the impacts of Marine litter, but in 2014-15 a pilot project called **Beach Schools** introduced an outdoor learning element, as well as still facilitating beach cleans with schools and communities. It also co-ordinates the Argyll & Bute Beach Forum bi-annual meetings that bring local and national groups with an interest in Marine issues together to discuss joint issues.

Argyll & Bute Beach Forum Education Events: Funding for this project came through Crown Estate, (funding finished in March 2015). This project organises and facilitates 4 beaches and marine litter education events, that rota through the local authority area of Argyll & Bute. This project brings together a wide variety of workshop providers and invites local primary schools to participate in a day of organised marine related activities.



Reuse and Recycling Workshops. Funding for this project came through the Santandar's Social Enterprise Development Awards. This project offered reuse and recycling workshops to local primary schools and the secondary schools, to promote reuse and recycling.



Lorn & Oban Reuse Initiative: This project provides low cost reusable furniture to low income families and other members of the public. Furniture is donated and collected from members of the public or local businesses and then sold on. This project is not dependant on grants and is designed to generate income to employ local people and divert waste from landfill. It did receive some funding for Capacity building form Zero Waste Scotland.

PROJECT STAFF

GRAB currently has 5 members of staff equivalent to 4 FTE's. (Full Time Equivalents)

| | | |
|---|-----------------|---|
| Project Manager (4 days) | Julie Fairbrass | 1 day@Kilmory, Lochgilphead & 3 days Lorn House, Oban |
| Administrator (2 days) | Jean Kennedy | Kilmory, Lochgilphead |
| Beaches & Marine Litter Project Worker (3 days) | Aisa Nebreda | “ “ |
| Argyll & Bute Beach Forum Events co-ordinator & LORI assistant site supervisor (5 days) | Cat Newsheller | Lorn House, Oban Moleigh Civic Amenity Centre |
| Site worker (3 days) | John McGurk | Moleigh Civic Amenity Centre |
| Site Worker (4 days) | Daniel Hall | Moleigh Civic Amenity Centre |
| Site Worker (2 days) | Iain Bark | Moleigh Civic Amenity Centre |

PUBLIC AWARENESS

The GRAB team continue to promote The GRAB Trust, and its activities and services, by taking the display boards to a number of shows and public events through the summer months these have included; Agricultural Shows, National Park events & Village Fetes.

BEACHES & MARINE LITTER PROJECT Activities

Outputs & Activities achieved in 2014-15:

| | |
|---|--|
| <i>Application and joint management of Seaside Awards</i> | 2 |
| <i>Community Group Clean ups</i> | 49 |
| <i>Number of people involved in community clean ups</i> | 976 |
| <i>Mileage covered on all clean ups</i> | 183 |
| <i>Number of bags of rubbish collected</i> | 1496 |
| <i>Beach Schools</i> | 2 schools (6 week programme) |
| <i>ABBF education events</i> | 4, number of pupils seen > 400 |

LORN & OBAN REUSE INITIATIVE Activities

Outcomes and Activities achieved in 2014-15

| | |
|---|--------------|
| <i>Number of volunteers</i> | 4 |
| <i>Training placements</i> | 0 |
| <i>Community Service placements</i> | 6 |
| <i>Number of waste streams diverted (Furniture, White goods, wood, bikes)</i> | 4 |
| <i>Tonnage Diverted from Landfill</i> | 52.16 |

PUBLICITY

Newsletter: The Flotsam and Jetsam (Beaches and Marine Litter Project), provides a updated bulletin of activity and any issues arising with respect to Marine litter

Social Media & website: Website update bi-annually, Facebook utilised to advertise furniture and update on any changes in service.

Press Coverage: GRAB has continued to receive regular coverage in the local newspapers for a variety of events and features.

CONFERENCES / TRAINING EVENTS

The GRAB Trust continues to attend conferences and training events. Encouraging the staff to actively seek and partake in relevant training e.g:

Forest Schools Training for Beach School project – 2 qualified to level 3
Goldtech Bike Refurbishment

Portable Appliance Testing
CEIS waste and recycling conference.
Supported National Campaigns, e.g. Keep Scotland Clean, Marine Conservation Big Beach Clean, Waste Reduction Week etc;

COMMITMENTS TO COMMUNITY GROUPS & NETWORKS

The Community Resource Network for Scotland (CRNS). This is a membership organisation that offers information and support for local community resource groups.

Argyll & Bute Recycling Groups.

The GRAB continues to work with other local groups that include, Fyne Futures, Kintyre Recycling

The Argyll, Lomond & the Isles Energy Agency (ALLenergy)

The organisation promotes energy efficiency and renewable energy technologies including biomass. There is a clear link between the two organisations which should remain in place for the future.

Mull and Iona Community Trust (MICT)

Work with this Community Trust to help promote Composting on the Island, loaning resources e.g. Virtual compost bin game, jigsaw and cut through compost bin.

ACHIEVEMENTS SINCE 2013-14 ANNUAL REPORT:

- The GRAB Trust has been able to continue to carry out its environmental aims and objectives, even though there has been a reduction in funding.
- The Beaches project continued to be funded and improves on its deliverables each year. Providing an outdoor learning experience for Primary schools through Beach Schools Programme. (2 qualified Level 3 Forest Schools)
- The LORI (Lorn & Oban Reuse Initiative) Project has continued to support agencies and tenants going into new tenancies and continues to divert furniture from landfill. gained
- Gained Revolve Accreditation for quality standards for Furniture reuse and employee working conditions.
- Bike Refurbishment project, 3 qualified to Goldtech level bike mechanics.

SHORT TERM AIMS ARE:

Look for new funding for our core activities, to continue to support and encourage projects that will divert tonnage from landfill and increase reuse and repair rates.
Continue to look for financial sustainability for all GRAB projects.
Continue to identify and support new project opportunities (e.g. Re-use initiatives and Waste Prevention)
Support and develop the use of volunteers and trainees to support local initiatives.

LONG TERM AIMS ARE:

Evolve and adapt to continue to meet our environmental objectives, but develop the group for future security.

SMALL COMPANY EXEMPTION

This report has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies for the Period of 01/04/2013 – 31/03/2014

By Order of the Board

Signature:

Print Name:

Position

Date:

Secretary

Print Name:

Date.....