

**PACE Manningtree (Practical Actions for Climate and the Environment)**  
**A Charitable Incorporated Organisation (CIO)**  
**Registered Charity Number 1204980**

**Trustees Report and Financial Statements for the Year ended 30 June 2023**

<b>Contents</b>	<b>Page</b>
<b>Information about the Charity</b>	<b>2</b>
<b>Trustees Annual Report</b>	<b>3 to 8</b>
<b>Financial Review</b>	<b>8</b>
<b>Independent Examiner's Report</b>	<b>8</b>
<b>Statement of Financial Activities</b>	<b>8</b>
<b>Balance Sheet</b>	<b>9</b>
<b>Notes to the Financial Statements</b>	<b>9</b>

**PACE Manningtree**  
**Trustees Annual Report for the year ended 30 June 2023**

**Information about the Charitable Incorporated Organisation (CIO)**

**Registered Name:** PACE Manningtree

**Registered Charity Number:** 1204980

**Registered Address:** 10 Grange Road, Lawford, Manningtree. CO11 2JB

**Website:** [www.pacemanningtree.org.uk](http://www.pacemanningtree.org.uk)

**Bankers:** Metrobank, 31 – 32 High Street, Colchester CO1 1DB

**Members and Trustees of PACE Manningtree**

The Trustees are the only Members of PACE Manningtree, and the following Trustees were all appointed to serve from 29 September 2023 for the following terms

**For 4 years:**

John Morley Hall (Chair of Trustees)

Christopher James Bowden (Treasurer)

Stephen George Norrison Marr (Deputy Treasurer)

Jonathan Michael Wistan Wise

**For 3 years:**

Sarah Louise Smith

Bonny Marie Williams

Rebecca Sheila Jane Bibko

Halford Hewitt (Deputy Chair of Trustees)

**For 2 years:**

Caroline Birgit Rose Hall (Secretary)

Iris Eileen Marr

Rachael Helen Hurst

Tom Moat

**The Charity Objects of PACE Manningtree**

To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment, particularly but not exclusively in Manningtree, by carrying out local environmental conservation action such as tree planting, litter picking, pavement weeding, the use of an electric cargo bike to demonstrate low carbon transport, water quality sampling and other initiatives considered suitable by the trustees.

To advance the education of the public, particularly but not exclusively in Manningtree, in the conservation, protection and improvement of the physical and natural environment for the public benefit, through presentations, meetings and other educational events or means as the trustees may determine.

## **Trustees Annual Report**

### **Governance and Management**

PACE Manningtree was formed as a Local Community Group of volunteers in April 2019 with charitable objects and met approximately once each month through to the public launch on 14 March 2020. COVID curtailed Face-to-Face meetings in 2021 but PACE continued with a range of public on-line events during 2021 such that, by June 2022, the Email Supporter Group numbered over 200 and the Facebook Group numbered over 380.

Between 1<sup>st</sup> July 2022 and 30<sup>th</sup> June 2023, the Trustees held 11 Meetings which were promoted to all Email and Facebook contacts. An application for charitable status was submitted to the Charity Commission in December 2022 and, following detailed discussions with the Charity Commission and support from a charity law solicitor from Ellison's Solicitors, registration as a Charitable Incorporated Organisation (CIO) was finally agreed on 29 September 2023.

In preparation for this, the Trustees had agreed that, from June 2023, there would be bimonthly PACE Trustees Meetings, and monthly PACE Supporters' meetings for both Trustees and volunteers.

A series of training sessions on good governance and Trustee Responsibilities has been planned for November and December 2023

### **Public Benefit Statement**

The Trustees of PACE Manningtree have complied with the duty of the Charities Act to have due regard to the Charity Commission's general guidance on public benefit "Charities and Public Benefit".

The Trustees refer to the Charity Commissions guidance on public benefit when reviewing the aims of PACE and when planning future initiatives and projects.

### **Strategic Vision and Plan**

PACE Manningtree agreed a 5-year Strategic Vision and Plan in November 2021 which set out what the Trustees considered the most important initiatives PACE should undertake towards its overall charitable objects. As a result of this, a number of specific initiatives and projects were identified and, in the year ended 30 June 2023, work has progressed on these as outlined below.

Although this Strategic Vision and Plan would take PACE Manningtree through to 2026, climate and biodiversity issues are changing rapidly; for example, many scientists now consider that it will be very difficult to keep increase in average global temperatures to 1.5°C or even 2°C, and biodiversity in the UK is under massive pressure. Therefore, the Trustees of PACE Manningtree are planning to review and update the Strategic Vision and Plan in early 2024. A review of the Projects will also follow.

The contribution of volunteers is fundamental to the success of PACE Manningtree and the Trustees are pleased to acknowledge the energy, commitment and work of these volunteers and we take this into account when selecting and planning the most appropriate initiatives and projects which will further the Objects of this charity.

The Trustees of PACE Manningtree are grateful for the grants and donations which have been received during this financial year. Specific grants are acknowledged under particular initiatives and projects below, and in addition the Trustees greatly appreciate the private donations which have been received.

The Trustees continue to take into account the accessibility needs of participants at meetings and projects. For example, all PACE meetings have been relocated to different venues which are accessible to people of all abilities.

The Trustees are aware of the need to identify and manage significant risks to protect the charity and is in the process of undertaking a Risk Register which includes such strategic risks as:

- Governance Risks – we have developed Rules for Trustees to ensure that we meet our governance, regulatory, and legal obligations.
- Reputational Risks – the Trustees are aware of the need to prevent and manage any incident which could lead to reputational damage.
- Operational Risks – we actively and regularly keep track of our different initiatives and projects to help identify any concerns including ensuring that at least one Trustee is engaged in each of the PACE Projects.
- People Risks – we have processes in place to ensure that our Trustees and volunteers are looked after well, and we ensure that everyone works within our Health & Safety and Safeguarding policies to protect people. We have insurance to cover a number of risks and eventualities including Public Liability cover and Trustee indemnity insurance.
- Safeguarding Risks – as we are undertaking some educational work with young people and vulnerable adults, we have policies and procedures in place to consider safeguarding issues and ensure we work within these policies.
- Complaints – PACE Manningtree has a Complaints Policy and procedure in place which, like other policies, is available on the PACE website and any complainant is directed to and encouraged to follow this policy.
- Financial Sustainability – we manage our finances and fundraising to ensure that we can meet our commitments short term (within 1 year), as well as longer term. The Trustees are aware of the need to know about the source of any funds and the Treasurer is mindful to identify each source of income.

### **PACE initiatives and projects 1 July 2022 to 30 June 2023**

#### **Manningtree Earth Festival on 11<sup>th</sup> June**

The aim of this Festival was to provide a wide range of information on practical changes that local people can make to their lives which help tackle the threats of climate change and biodiversity loss.

In October 2022, PACE reviewed the 2022 Earth Festival which had taken place on 26th June 2022 where there had been 40 Stalls, 18 Speakers, 10 Workshops, 8 Family Activities, 5 local bands and over 2000 visitors.

The outcome of the review was to run the Earth Festival again on 11th June 2023 with various improvements including the formal closure of Manningtree High Street to accommodate 56 Stalls, 10 Speakers, and 8 Family Activities. The 2023 Earth Festival was very successful and attracted over 3000 local residents. It was supported by Essex County Council, Tendring District Council, Manningtree Town Council and Lawford and Mistley Parish Councils, and by Manningtree District Chamber and Essex Community Foundation to whom PACE is grateful.

It was, however, a major commitment for the core 15 organisers beforehand, and over 100 volunteers on the day. The 2023 Trustee review concluded that that in future the Earth Festival would be every other year so as to keep it fresh and not to overburden the key volunteers.

### **Wildlife Gardens**

The aim of this initiative was to demonstrate practical steps that gardeners can take to support local biodiversity. In July 2022, PACE organised the opening of 16 gardens in Lawford. Over 400 visitors attended and over £760 in donations were made towards PACE Projects. PACE also organised a Wildlife Gardening Showcase for 32 residents of new properties in Lawford Green in conjunction with Beth Chatto Gardens, to explain that the choice of garden plants for new gardens is important to increase the biodiversity value and to reduce the need for watering.

### **Community Allotment**

The aim of the community allotment is to encourage local people to grow-their-own vegetables to reduce food miles and carbon emissions, and to provide nutritious organic food. Six volunteers have worked every Sunday morning throughout the year. Summer crops such as runner beans, potatoes, cabbage were poor because of drought conditions; Winter crops were reasonable such as parsnips, leeks, celeriac, broccoli; Spring crops were good such as onions, shallots, garlic, broad beans, beetroot. Manure and compost have been added to improve soil fertility.

### **Electric Cargo Bike**

The aim of this project is to encourage local people to use the cargo bike for local journeys to reduce carbon emissions. A Rayleigh Cargo bike was purchased in April 2022 with support from Essex Climate Action Fund. A committed PACE volunteer and experienced cyclist looks after the bike and organises the hiring, however, the number of hirings was disappointing during the year and the Project is under review.

### **Water Sampling on the River Stour and River Brett**

The aim of this project is to investigate the local concerns about the release of untreated sewage into the River Stour and River Brett. It measures the impact of this on the freshwater biodiversity of the river and the risks to the health of local people using the river

for swimming, boating, paddleboarding etc.

The Environment Agency (EA) has confirmed that there were over 60 releases of untreated sewage from Dedham sewage works in the year of 2021, but the EA did not have sufficient resources to undertake regular water sampling. The EA agreed to train 9 PACE volunteers to take the samples and they completed their training in June 2022. These volunteers have since then been taking samples at least once each month throughout the year. Their results are posted on the national website called "Riverfly". Where PACE volunteers identified an issue with water quality, the EA followed up with their own testing and remedial action.

### **Local Tree Planting**

The aim of this initiative is to support the planting of trees in our local community because trees help to reduce carbon dioxide levels as well as providing important habitats for biodiversity and important greenspaces for local people. PACE volunteers checked the young trees at Owls Flight Dell where over 600 trees were planted in 2021/22 and the volunteers replaced trees which had died from the drought. During 2022/3, PACE volunteers have also assisted in the planting of over 1000 trees under the Essex County Council Forest initiative at Waterhouse Lane, Ardleigh and supported Highfields Primary School with the planting of their orchard trees.

### **Workshops on Climate Change**

The aim of these workshops is to ensure that the knowledge of our PACE Trustees and volunteers is up to date by having a visiting expert to speak and answer questions. Professor Jules Pretty from University of Essex and Chair of the Essex Climate Action Commission held a 3-hour Workshop on Climate Change in September 2022 attended by 32 volunteers and Dr Chris Tuppen a specialist in electronics held a 3-hour Workshop in February 2023 on the Circular Economy attended by 28 volunteers.

### **Field Trips for Local Schools.**

The aim of the Field Trips is to provide environmental studies which support school staff and complement elements of the National Curriculum. PACE volunteers worked closely with schoolteachers to work out what would provide the best support for their curriculum activities. PACE then organised activities for 4 local Primary Schools at Lawford, Manningtree, Brantham and Wix and led these with the support of the School staff delivering, for example, a local Tree Survey and an Insect Biodiversity project. PACE volunteers prepared Lesson Plans and Worksheets with the staff and addressed safeguarding and Health & Safety issues in advance of the practical work.

All 4 Schools – over 600 children - also took part with their staff in the Manningtree Earth Festival.

### **40 Ways to cut your carbon emissions.**

The aim of this project was to produce a Booklet and Poster which explain 40 different ways

that local people can reduce their carbon emissions and emphasise that people with different circumstances should choose which ways are manageable for their household.

A core group of 8 volunteers developed a detailed design for a booklet and poster; 7,500 copies were printed with the support of University of Essex and Essex County Council Climate Challenge Fund. 28 volunteers carried out the door-to-door delivery to every household in Manningtree, Mistley, Lawford and other surrounding villages.

### **Presentations and Talks.**

As part of the PACE Object to advance education of the public, PACE volunteers gave presentations during the year to Tendring District Council, Essex County Council, Lawford Parish Council, Great Bentley Parish Council, Great Bromley Women's Institute, Ardleigh Horticultural Society, Hadleigh Environment Action Team, Stowmarket Eco-futures, Greening Glensford.

### **Supporting other community initiatives**

PACE volunteers have supported several other important initiatives which met PACE Objects, but which were not organised by PACE but by other local community groups, for example:

- *Street keepers of Manningtree* - organised by Manningtree Town Council, this initiative keeps the streets of the town free from weeds so that the Council no longer needs to spray weedkiller Glyphosate which would otherwise reduce local biodiversity and raise concerns regarding health risks.
- *Plastic Free Manningtree Mistley and Lawford* – organised under strict protocols of the Surfers Against Sewage charity, this project has reduced the use of single-use plastic in our community, and hence reduced the use of plastics derived from oil and reduced nonrecyclable waste.
- *Essex County Council Green Day* – PACE volunteers ran an insect biodiversity project in 3 local Primary Schools in Tendring to show the children the variety of insects in their school grounds.

### **Our aims for 2024**

As mentioned above, the Trustees will be reviewing the Strategic Vision and Plan in early 2024.

Trustees will continue to review the progress we are making on the existing initiatives and projects. Any new initiatives or projects which come forward will be assessed by the Trustees against agreed criteria which will help Trustees select those which will best achieve the Objects of the charity. Again, each new initiative or project will engage at least one Trustee. The Trustees have agreed to meet at least bimonthly and will receive regular reports on any significant progress or decisions that need to be made.

We will also hold PACE monthly open meetings for supporters and the general public which

are designed by the Trustees to encourage and support the work on the agreed initiatives and projects. Through these meeting, supporters and the general public will be educated and informed of the issues and concerns of climate change and the environment.

We will identify what resources are needed for each initiative or project in terms of volunteer power and financial or other support needs, and aim to secure the resources needed. We will endeavour to increase the number of Supporters through these meetings and through the website, social media, other press and publicity.

We will construct a financial budget for the funds needed to progress the work of the charity, and the Treasurer will monitor the income (checking the source of grants, donations etc) and the expenditure to ensure that PACE operates within its financial means. Every Trustee meeting will receive a report by the Treasurer on PACE’s latest financial position.

We will review the skills of the existing Trustees by conducting a Skills Audit so that, in the future, we are ready to appoint any new Trustees who can fill any skills gaps which are identified by the Skills Audit.

Other policies, rules and procedures will be developed and agreed by the Trustees as these are required, and we will review them on a regular basis. Every Trustee meeting will have a standing agenda item to report any Safeguarding or Health and Safety issues.

#### **Financial Review.**

The Financial Statements for the year ending 30 June 2023 are set out below.

#### **Independent Examiner’s Report.**

The Independent Examiner is currently undertaking their examination of these Financial Statements for the year ending 30 June 2023

#### **Statement of Financial Activities for the year ended 30 June 2023**

<u>Income</u>		<u>Expenditure</u>	
Donations	£1,537.41	Administration	£215.97
Grants	£1,362.41	Insurance	£232.72
Earth Festival Income	£1,593.60	Earth Festival	£6,179.88
Earth Festival Grants	£6,000.00	40 ways booklet	£2,504.80
Earth Festival Donations	£300.00		<hr/> £9,133.37
E Cargo bike rental	£20.00	Depreciation	£2,526.46
		Deficit	(£846.41)
	<hr/> £10,813.42		<hr/> £10,813.42



**Balance Sheet as at 30 June 2023**

<u>ASSETS</u>		<u>LIABILITIES</u>	
E cargo bike	£2,280.59	Creditors	£574.78
Water monitoring kits	£1,240.35		
Sundry assets	£0.00		
Balance of grant re cargo bike	£102.32		
Bank	£3,655.09		
Cash	£90.40	Total Reserves	£6,793.97
	<hr/>		<hr/>
	£7,368.75		£7,368.75

**Notes to the Accounts for the year ending 30 June 2023**

Depreciation – capital items (E cargo bike & Water monitoring kits) depreciated over 5 years  
Sundry assets depreciated in full in year of purchase.

Grants – any monies relating to grants awarded to PACE have been applied in line with any conditions set down at the time of the award.

This Trustees Report and Financial Statements agreed by the Board of Trustees of PACE Manningtree and signed on their behalf by:



.....  
John Hall, Chair of Trustees

Date 11 January 2024