

Caring for

*God's
Acre*



Annual Report 2019 - 20

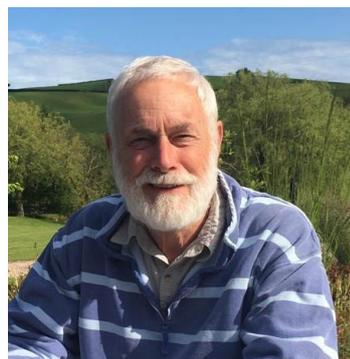
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REPORT FROM THE CHAIR

How pleased I am that you have picked up our Annual Report for 2019-20!

There have been many highlights for me this year, but the one that stands out most in my mind is seeing the video of young people in a burial ground experiencing nature probably for the very first time - they were captivated! That is really the essence of why so many of you volunteer or support us so generously.



Like most Annual Reports this one is full of facts and figures, an essential part of showing **how well we are doing and how incredibly hard the staff and volunteers are working**. But I hope you will be able to see behind these facts and figures because each section gives an **insight into the wonderful stories and surprises that occur whenever people come into contact with the natural world**.

Figures will tell you that we have undertaken so many workshops or lots of visits, but each one holds a different memory for every participant: a special insect, plant, flower or fungus, a captured view or treasured insight.

This is the perfect point to remind you that all these stories **would never happen without the generosity of our raft of funders large and small**. Each of them has enabled strands of our work to develop adding significantly to the impact we have had over the year.

Finally, we have all had to come to terms with living and working within the constraints of Covid 19 over the last few months, I hope that you are all able to stay safe while enjoying all the benefits of those unique repositories of the natural world on your doorstep because now **we need the natural world more than ever**.

I do hope you enjoy reading this Annual Report.

Oliver Goode, Chair, Caring for God's Acre

November 2020

GENERAL INFORMATION

PRESIDENT

HRH The Prince of Wales

PATRONS

Lawrence Banks CBE, DL., VMH.

Sir Roy Strong, CH

The Rt Revd Dr Alan Smith, The Bishop of St Albans

Dr George Peterken OBE

Prof Chris Baines

Prof Stefan Buczacki

TRUSTEES

Oliver Goode Chair

Gillian Binks Vice Chair

Joe Manifold Treasurer

Lisette Davies Secretary

Anni Holden

Judith Leigh

Catherine MacCarthy

Alex Glanville

Simon Cooter

STAFF

Harriet Carty Director

Andrea Gilpin Development & Communications Manager

Alex Logan	Conservation Volunteer Manager
Prue Dakin	Office Manager
Georgina Sharp	Beautiful Burial Ground Community Coordinator
Liam Taylor	Beautiful Burial Ground Data Manager
Anna Wilde	Project Support Officer

BANKERS

HSBC, 6 High Street, Bishop's Castle, Shropshire, SY9 5BJ

INDEPENDENT EXAMINER

S.E. Hardwick, Armstrong Rogers & Co., 45 Etnam Street, Leominster,
Herefordshire, HR6 8AE

CONTACT

11 Drover's House, The Auction Yard, Craven Arms, Shropshire SY7 9BZ
01588 673041, info@cfga.org.uk www.caringforgodsacre.org.uk

Charity Registration Number 1155536

**CfGA commenced operations as a Charitable Incorporated Organisation (CIO) on 1st May 2014 -
CIO Number CE000722.**

OBJECTIVES OF THE CHARITY

OBJECTIVES

The charity's objectives are to promote, for the benefit of the public and for the advancement of education, the conservation, enhancement and interpretation of the natural and built features of burial grounds of all types and denominations.

ACTIVITIES

- **To carry out projects as they arise in the furtherance of the objectives stated above**
- **To encourage the public to investigate, research and record within burial grounds thus adding to the body of information and records made**
- **To assist those with responsibility for burial ground maintenance with advice and support**
- **To promote public awareness of burial ground importance and conservation**

The Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to guidance published by the Commission concerning public benefit.

REVIEW OF PROJECT ACTIVITY

PROJECT ACTIVITY UNDERTAKEN THIS YEAR:

- 1 The Beautiful Burial Ground**
- 2 Caring for God's Acre Conservation Volunteers**
- 3 Biodiversity Hotspots in Mid Wales**
- 4 Celebrating Birmingham's Burial Grounds**
- 5 Welsh Burial Grounds for Wildlife**
- 6 Friends of Longden Road Cemetery Get Active**
- 7 Digital Skills to Bring Burial Grounds to Life**
- 8 The Georgians in Stone – Listed Monument Conservation Project**
- 9 Restoring Shropshire's Verges Project**
- 10 Sowing the Seed of God's Acre**

1 THE BEAUTIFUL BURIAL GROUND

Delivered by Harriet Carty, Georgina Sharp and Liam Taylor, supported by Prue Dakin, Andrea Gilpin and Anna Wilde

This project was running for the whole of this reporting period. It started in May 2018 and is scheduled to end by December 2022.

This is much the largest project taking place this year, it involves two dedicated members of staff plus combined seven days per week from Prue (2 days), Andrea (1 day), Anna (1½ days) and Harriet (2½ days). The second year of the Beautiful Burial Ground Project has gone well with most targets met or exceeded.

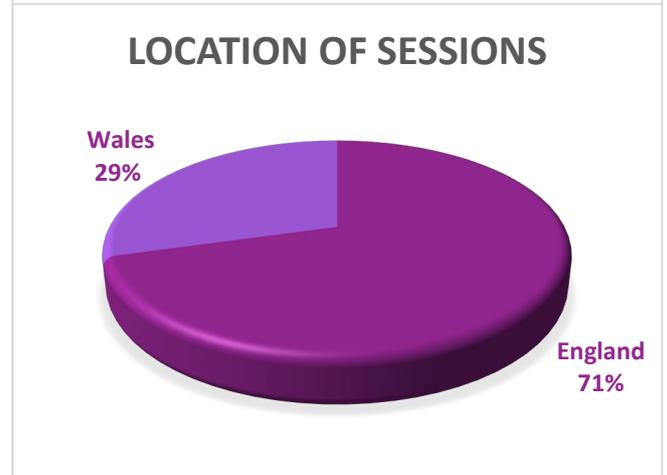
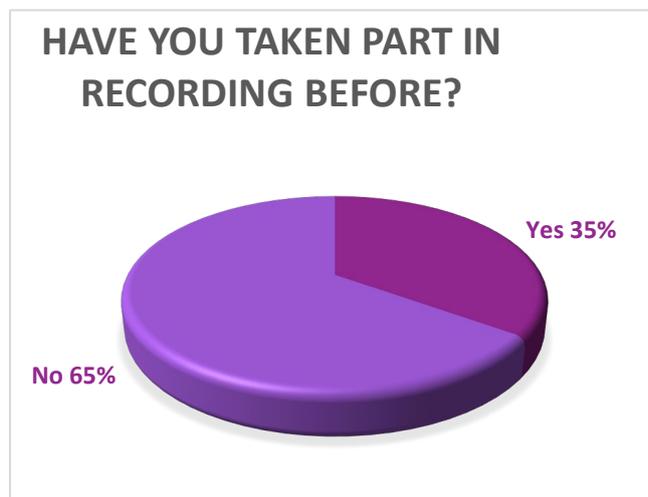
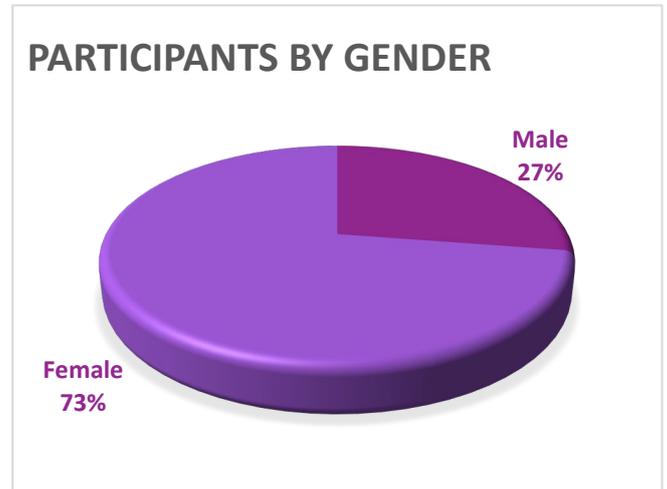
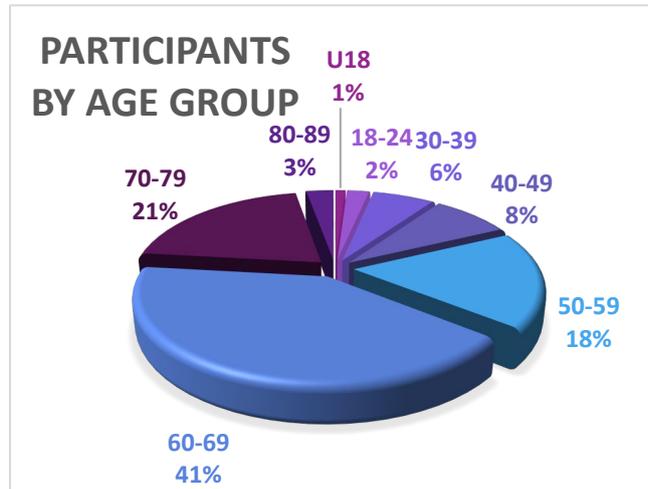
In August our Project Manager Sue Briggs resigned from Caring for God's Acre and started training to be a primary school teacher. Following this we restructured as we and our Investment Manager at the National Lottery Heritage Fund felt that there was no longer a need for a 4-day a week project manager, but other support was needed. We replaced Sue with a Project Support Officer (Anna Wilde) and a Fund-raiser (Mick Clifton) who works on contract for us. Harriet Carty has picked up the project management as a part-time role.

The project remains on budget with a small underspend in Year 2. During 2019 we were planning for the 'Year of the Burial Ground' which was due to take place in 2020. Whilst this has not been cancelled, we have made it low key as it became inappropriate in the year of Covid-19. We had planned to run 2 conferences, one in Cardiff and one in Sheffield. The Cardiff one went ahead in early March, but attendance was down due to Covid-19. We had 51 attendees although over 70 people had booked on. Following this we made the decision to postpone the Sheffield conference until 2021. We were able to record the talks from the Cardiff conference however, so those unable to attend have been able to access the information digitally.

We have continued to work in partnership with the National Biodiversity Network, the Church of England and the Church in Wales to deliver this project and continue to build relationships with interest groups.

TRAINING AND EVENTS

We have run 85 events in the project so far against a target of 124 for the whole project. Sessions were cancelled from the end of March due to Covid-19 restrictions.



UNDER-REPRESENTED GROUPS

We are working with **three groups of people**, frequently under-represented in heritage projects that we have identified as being particularly suited to our type of activity. These are **families with younger children, people with disabilities and people with mental health issues**. **40** sessions have taken place in the project so far, many facilitated by partner organisations. **757** people have been engaged with the project over **40** sessions.

'The trainers took time to teach me so much of what is around us.'

'And to throw in some Pythagoras we estimated the height of trees by looking at the top of the trees through our legs and measuring how far we were from the tree 😄'

'Thoroughly enjoyed today it was really useful having a talk beforehand. Will definitely get outside more and enjoy nature'





Discovering insects at a family session in Shropshire



Exploring Fungi at a signed session for Deaf participants

DATA MANAGEMENT

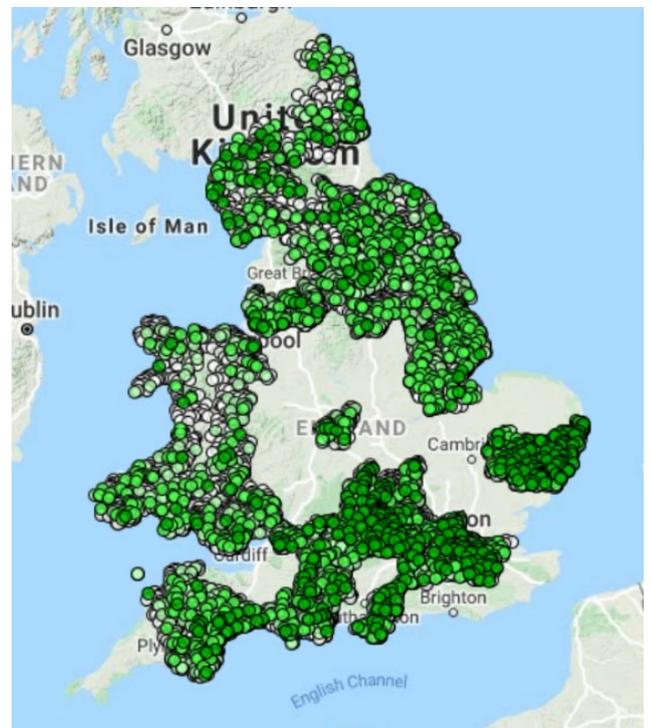
50,942 records have been shared with the project

35,237 gathered independently, and **3,981** generated through BBG sessions

251 recorders submitting data who have not submitted data on burial grounds into systems previously

Volunteer recorder time equivalent to **£188,694**

We have almost finished **mapping the burial grounds of England and Wales**, this is the coverage at the end of this year.



RAISING THE PROFILE OF THE PROJECT



614 subscribers to our 8 e-newsletters



16 articles in partner newsletters



5 radio interviews



34 presentations to interest groups
capturing **1246** people



2221 direct hits to BBG website pages



2629 followers



985 followers,

157 posts reaching **56,217** people



Regularly updated website

THE BEAUTIFUL BURIAL GROUND PROJECT IS FUNDED

BY THE NATIONAL LOTTERY HERITAGE FUND



2 THE CARING FOR GOD'S ACRE CONSERVATION VOLUNTEERS

Delivered by Alex Logan

This project is ongoing and the team have been active now for over a decade. We continue to build our conservation volunteers and to seek funding for their work.

Alex Logan, our Conservation Volunteer Coordinator, has been working for us for about 2 years now. He has continued to expand the work of the CfGA volunteers across Shropshire, thanks to continued funding from the **Jean Jackson Charitable Trust** up to November 2019. With the support of our church contacts and volunteers, the CfGA volunteers completed **110 task days** despite some tasks being cancelled at the start of the Covid lockdown. We've given advice, support or practical assistance to **39** burial grounds in Shropshire, Herefordshire and Powys, having taken on another five sites within this period.

Over 3,200 volunteer hours were given in the management of churchyards and burial grounds, supporting community and church groups and the work of CfGA.

The support of our enthusiastic volunteers was vital in enabling this to happen and thanks go to them for their fantastic efforts and continued support. We have **69** volunteers registered (ten more than the previous year) with us and **35** of these come out on tasks regularly. There are usually between **6** and **16** of our regular volunteers on a task, often joined by local people.

To celebrate our work, we had a volunteers' Christmas lunch in Ludlow followed by a tour of St Laurence's Church tower. At the top we were lucky enough to have a close view of a Peregrine Falcon that roosts on the tower as it circled below us.

PARTNERSHIP WORKING

This year saw the CfGA Conservation Volunteers **working with several partners to deliver conservation management to as many burial grounds as possible**. Partnerships included:

- **The Shropshire Outdoor Team run by Shropshire Council**
- **Shrewsbury Town Council volunteers**
- **Friends of Longden Road Cemetery**
- **South Shropshire Youth Forum**
- **Friends of Cressage Churchyard**

- **Connexus Housing Association**
- **Clun School (St Georges)**
- **Shropshire Dormouse Group**
- **Shropshire Hills Discovery Centre (Grow Cook Learn)**

The volunteer team have always been interested in the biodiversity of the sites they visit and this year we started **recording species more systematically and making biological records** after each task.

This year we have widened the type of work that we do, and our volunteers have been involved in building and **siting of dormouse boxes** at one site known to have dormice. These are regularly checked by Shropshire Dormouse Group. We have also had **built and installed six swift boxes** in Clungunford Church tower, **three owl boxes** have been put up Longden Road Cemetery along with **bat boxes**. Volunteers have been making **open-fronted bird nest boxes to target spotted flycatchers**, which have been installed at several sites.

We continue to manage a **wildflower meadow at Onibury** for Connexus - the local housing association. This meadow has seen huge improvements since we started looking after it and is starting to look like a **species rich wildflower meadow** rather than an impenetrable area full of nettles, teasels and docks as it did at first. We have undertaken several other commercial jobs with the volunteers such as **hedgelaying** at Snead, **drystone wall** repairs at a Quaker burial ground in North Herefordshire and we have provided training in **scything and hedge laying** at the Shropshire Hills Discovery Centre.



Alex Logan of Caring for God's Acre, beside the tomb of Robert Waring Darwin, father of Charles, in the graveyard at St Chad's Church, Montford, Shropshire



3 BIODIVERSITY HOTSPOTS IN MID WALES

Delivered by Andrea Gilpin

The challenge of this project was to support **8** communities to **manage their burial grounds** in an appropriate way in order to:

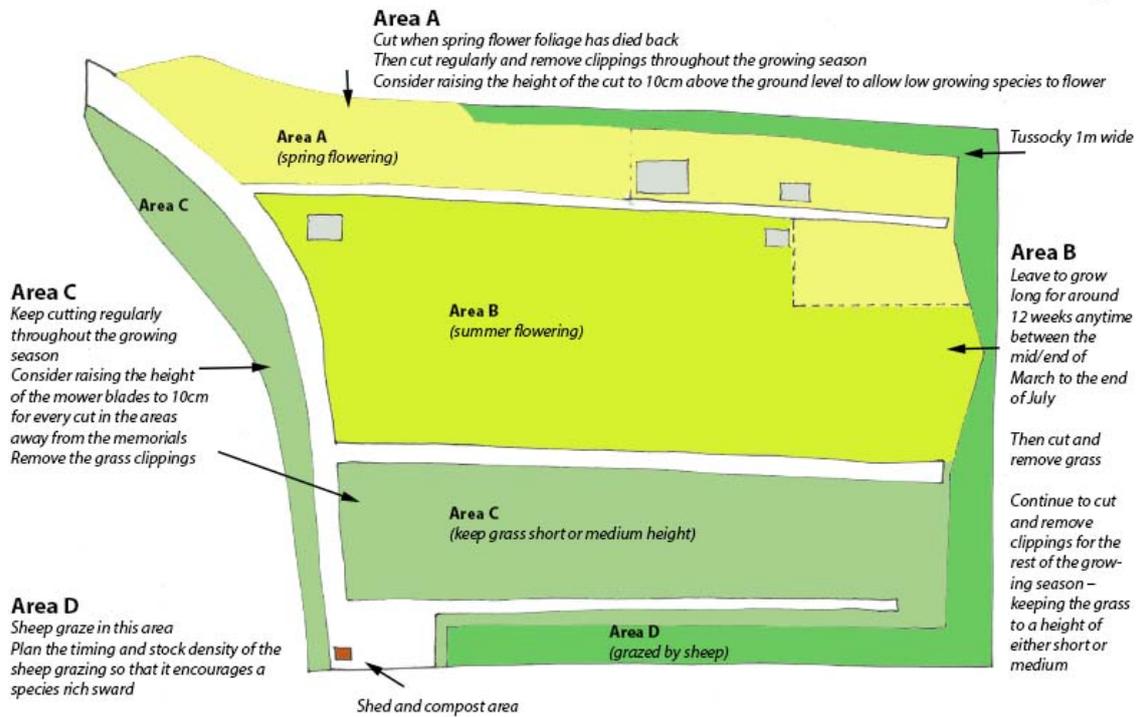
- 1. Halt the loss of lowland meadow habitat in these sites**
- 2. Increase the biodiversity of this habitat**

The project ran from July 2018 until the end of September 2019.



During the year over **100 volunteers** became involved with over **70** attending the training. Participants ranged from 5 to 85 years old. The training sessions on **surveying and practical management** were very popular and we held more than originally planned to meet demand. Some quite **special species** were found. For example, during the fungi survey session at St Peter's in Glasbury the community **discovered olive earthtongue fungi** by the entrance to the church – a **Biodiversity Action Plan** species. Training sessions led to volunteers going on to **survey and submit** records for **9** more Welsh burial grounds (Llanelly, Llanmerewig, Bettws Cedewain, Tregynon, Sarn, Llanllwchaiarn, Forden, Llandinam, Evenjobb).

St Michael's Lower Churchyard



Management briefs for the remaining three sites were written, six sites were identified as **potential seed donor sites** and four have been put forward to be considered as **Local Wildlife Sites** (Norton, Hyssington, Llandre, Llanstephan).

Seven of the sites have been entered on our **Local to You** page which features a selection of burial grounds from across the UK which we recommend people visiting if they want to see a **well managed burial ground rich in wildflowers**.



Caring For God's Acre > Ceredigion > Llandre: St Michael's Church

Llandre: St Michael's Church



About This Churchyard

Address
St Michael's Church
Llandre
Ceredigion
SY24 5BZ
Wales

Opening Times
Open daily (10:00 - 17:30) all year round

Contact Details
Roger Hoggan
rogerhoggan@llandre.org.uk
Tel: 01597 823314

Accessibility
The lower churchyard is on a gentle slope with access to car parking at the bottom. The upper churchyard around the church can be accessed by parking either down the bottom where there are many steps up to the



Caring For God's Acre > Powys > Llanstephan: St Stephen's

Llanstephan: St Stephen's



About This Churchyard

Address
St Stephen's Church,
Llanstephan,
NW Gwent
LD3 0YR
Powys

Opening Times
Daylight Hours

Accessibility
There is level access from a small parking area to the burial ground and church entrance. It has terraces. The churchyard itself is on a slope with grass paths through it.
There are benches on site with back and arm rest.
Baby changing facilities are available at The River Cafe in Glasbury where there are also toilets.

The project has raised the **profile and wildlife value** of the eight sites to the local communities and inspired more **local volunteers to come forward** to help with management. It has increased understanding of what management is needed to **reverse the decline** of this **important grassland habitat**. We are looking to build on this success and roll it out to other parts of Wales.

BIODIVERSITY HOTSPOTS IN MID WALES IS FUNDED BY THE WELSH GOVERNMENT VIA
NATURAL RESOURCES WALES.



4 CELEBRATING BIRMINGHAM'S BURIAL GROUNDS

Delivered by George Sharp, Harriet Carty and Anna Wilde

This new project started in December 2019 so has run for 5 months during this reporting period.

It is funded by Historic England, which match funds the Beautiful Burial Ground project. It is primarily a **social history project** which takes place within **5 burial grounds in Birmingham**, which are:

- **Handsworth Cemetery**
- **Brandwood End Cemetery**
- **Key Hill Cemetery**
- **Warstone Lane Cemetery**
- **St Barnabas Churchyard**

Local people will be encouraged to discover the interesting social history to be explored here and sites were chosen by Birmingham City Council bereavement staff, focusing on sites representing particularly multi-cultural communities. The sites will be mapped using a mapping and recording system called the **Burial Ground Management System** which has been created by a firm called Atlantic Geomatics, which allows users to interrogate data, searching for specific names, dates or other parameters. Once full of monument records, this will be **invaluable for local history research** and will be stored within the Birmingham archive.

Initial work will involve **mapping the 5 sites**, using the Burial Ground Management System. Following this, volunteers will be recruited and trained **to record monument inscriptions, condition and to photograph them all**, uploading this information into the database that is part of the programme. A range of events and activities are planned for both volunteers and the wider local community including **sessions looking at the biodiversity, sessions within the Birmingham archive and Burial Ground Big Events**. Existing 'Friends' groups will be strengthened, and new ones developed.

During the 5 months when this project was running this year, we agreed protocols and systems with Birmingham City Council and started the mapping. We **developed initial links** with another heritage project taking place within the Jewellery Quarter and contacted existing Friends groups. Mapping started in March and had to stop due to Covid-19. The project was due to run for 2 years, ending in November 2021, but due to Covid-19 this has now been extended and it will run until the end of 2022.



CELEBRATING BIRMINGHAM'S BURIAL
GROUNDS IS FUNDED BY THE
HERITAGE LOTTERY FUND AND
HISTORIC ENGLAND.



5 WELSH BURIAL GROUNDS FOR WILDLIFE

Delivered by Harriet Carty

This project started in November 2019 and so has run for 6 months during this reporting period.

It is funded by the Prince of Wales's Charitable Fund. The project will build on the work done by the Beautiful Burial Ground, taking the raw, biodiversity information that is being generated by this project and using it to influence management. Whilst most of the project will be Wales based, some aspects span Wales and England. The project will last 2 years, ending in December 2021 unless extended due to the impacts of Covid-19.

We will:

- Create a **bespoke IT system** which links the Burial Grounds Portal on the NBN Atlas with both the Church Heritage Cymru and the Church Heritage Record which are built heritage systems used in planning change in churches and burial grounds. This will summarise the key biodiversity information that is needed by managers
- Produce **toolkits and minifilms** on topics of interest to burial ground managers such as Veteran Trees, Interpretation and Meadow Management
- Identify the most **important Welsh burial grounds for wildlife** (using the Burial Ground Portal) and contact the people who are managing these sites, offering advice and resources
- Raise the **profile of the charity and increase membership**, including improving our systems for distance working
- Create a **network of excellent sites across England and Wales** which can give inspiration and peer-to-peer support. 'Badge' participating sites and supply resources including publicity material

So far we have made a good start and are close to creating the bespoke IT system linking the Burial Grounds Portal with the two Church Heritage systems.

Wales is now mapped and visible within the Burial Grounds Portal and we are encouraging recorders to **visit sites and submit records**. We launched our

membership drive based on our 20th birthday this year. We have developed a system for selecting the 'excellent' sites across England and Wales and are starting to contact managers of suitable sites.



**THE PRINCE OF WALES'S
CHARITABLE FUND**

6 FRIENDS OF LONGDEN ROAD CEMETERY GET ACTIVE

Delivered by Alex Logan and Harriet Carty

This project closed in July 2019 after a year of delivery, so ran for 3 months during this reporting period.

During this year we have built the capacity of the Friends group, so that they are better able to help manage the site sustainably. We have:

- Run **7** training sessions covering management, biological recording and heritage skills
- Held **24** volunteer tasks, making these regular fortnightly events
- Bought **tools to equip the group** and set up a tool store and break room in the old crypt
- Run **6** public events to engage new members and raise the profile of the site
- Assessed the **condition of a visible Victorian monument**, currently in poor condition
- Drawn up an **access audit of the site** and an **audit of accessibility**

THIS PROJECT IS FUNDED BY THE NATIONAL LOTTERY HERITAGE FUND



7 DIGITAL SKILLS TO BRING BURIAL GROUNDS TO LIFE

Delivered by Sue Briggs and Harriet Carty

This project finished at the end of December 2019, so ran for 8 months during this reporting period.

During this time we have completed this project and produced 5 new mini-films which are now on our website. These are:

- **Using the Starter Guide**
- **Looking at Invertebrates**
- **Why Record Wildlife**
- **Engaging Communities**
- **Learning About Fungi**

We purchased **filming equipment** (camera, sound, editing software etc) to enable us, and our volunteers to **make more mini-films** about our work and the importance of burial grounds. Three members of staff and nine volunteers received training from 7Video who were contracted to deliver this project.

THIS PROJECT IS FUNDED BY THE AVIVA COMMUNITY FUND.



8 THE GEORGIANS IN STONE – Listed Monument Conservation Project

Delivered by Harriet Carty

This project started in April 2019 so ran for the whole of this reporting period, it is due to end in June 2021.

It is a **built heritage project**, based around the restoration of **12 listed Georgian tombs** in St John the Baptist churchyard of Bishop's Castle, Shropshire.

In addition to the **stone conservation work**, the project has seen volunteers from Bishops Castle Heritage Resource Centre **investigating all things to do with Georgian times** in the locality and specifically, what information exists about the people **commemorated by the 12 tombs**. A local folk singer and song writer, **John Kirkpatrick** has been working with **pupils from the local secondary school** and events have taken place including a **heritage drop-in** to showcase the information discovered by the volunteers. A History Day with several speakers was scheduled for March 2020 but has been postponed until 2021, as has the Final Celebration.

THIS PROJECT WAS SUBMITTED BY THE PCC OF ST JOHN THE BAPTIST, BISHOPS CASTLE WITH SUPPORT FROM CFGA, IT IS FUNDED BY THE NATIONAL LOTTERY HERITAGE FUND.



9 RESTORING SHROPSHIRE'S VERGES PROJECT

This project started in August 2019 and was due to run for 12 months but has been extended due to COVID-19 until August 2021. It is a partnership project between CfGA, the National Trust, Plantlife, Shropshire Council and several Parish Councils. The project aims to manage 10km of flower rich verges well, showcasing how this can be achieved, how attractive and good for biodiversity this is and also how cost effective. This is achieved through:

- Raising profile via talks and a Verges Action Day
- Producing a short film
- Assessing verges for biodiversity, safety and suitability for cutting with available volunteers and machinery
- Managing the selected verges by cutting in July or August, collecting and composting the cuttings and then sowing Yellow Rattle seed.

The project was going well until lockdown stopped activity with over 10km of verges selected and managed, 5 talks given by local volunteers. The film and Action Day were planned but halted by lockdown.

THIS PROJECT IS FUNDED BY THE NATIONAL LOTTERY
HERITAGE FUND



10 SOWING THE SEED OF GOD'S ACRE

In April 2019 Caring for God's Acre was awarded £1,500 from the **AONB Conservation Fund** to deliver a citizen science project in the some of the churchyards that are found within the Area of Outstanding Natural Beauty.

Churchyards and cemeteries within the Area of Outstanding Natural Beauty are known to be **exceptional for biodiversity**. This includes ancient trees, flower-rich meadow, rare fungi, lichens and also the invertebrates, amphibians, reptiles, mammals and birds which rely on this rich flora.

Through this project we aimed to learn more about the biodiversity of those sites that are currently unknown and to improve the management of sites where we are already active. We sowed **Yellow Rattle** seed to make the wildflower meadow areas easier and more sustainable to manage and we collected seed from burial grounds to spread their biodiversity further afield within the AONB, including verges and small meadows. We continue to tell people about the **fantastic biodiversity** of these places and encourage **new volunteers** to get involved.

Original targets were exceeded:

- Target to organise **volunteer surveying of the wildlife of 10 burial grounds across the AONB**, we surveyed **15**
- Target to **organise grassland management volunteer sessions in 5 churchyards (scything & raking)**, we organised **31** sessions
- Target to organise one **training session in meadow management** was fulfilled
- Organise **3 seed collecting sessions in churchyards or meadows within or near the AONB followed by 3 seed planting sessions in churchyards, on verges or in meadows including Housing Association land**. We organised **9** in total

The total number of volunteers who attended one or more of our events was **37** with an additional **47** school children. These were from Clun school where years 5 and 6 worked with us in the churchyard on three separate afternoons and then explained and showcased their project work to the younger children from the nursery, reception and year 1. Total number of volunteer days was **553** of which **119** were school children and **24** were young people.



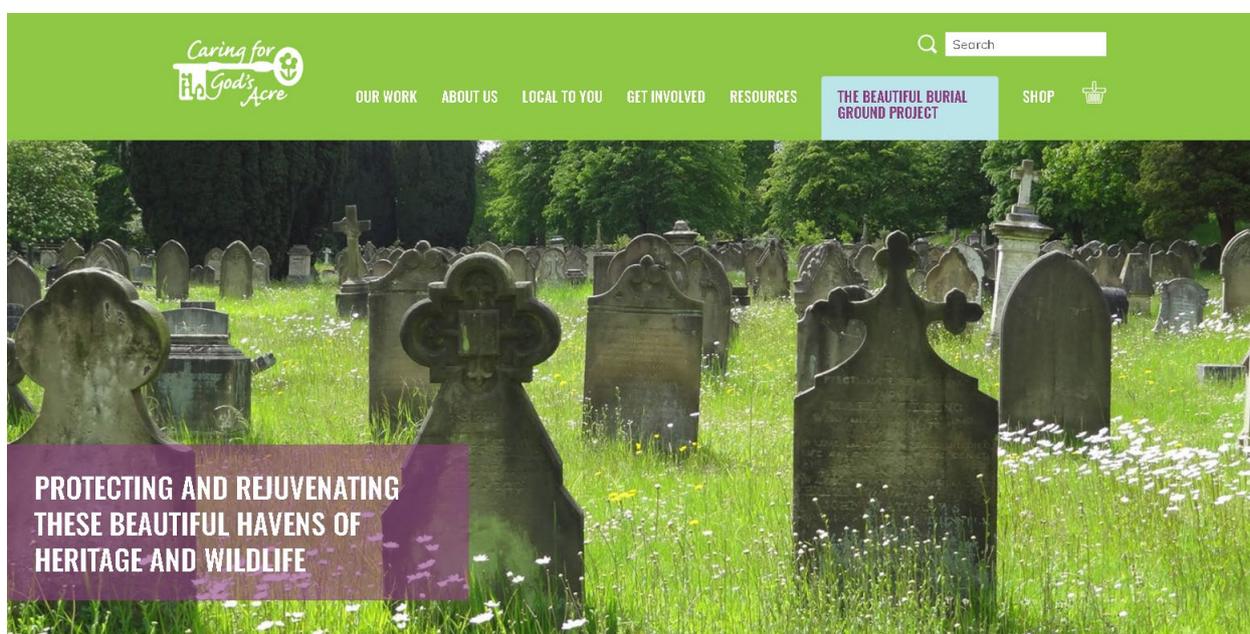
THIS PROJECT IS FUNDED BY THE AONB CONSERVATION FUND

REVIEW OF CORE ACTIVITIES

Delivered by Andrea Gilpin and Harriet Carty with office support from Prue Dakin and Anna Wilde.

We have continued to update our website, using analytics to improve it. This has a positive effect on all of our core and project work. From 1st Oct 19 – 31 March 2020 nearly **9,000 people have visited our website**, looking at 33,700+ pages – around 3 pages per person. We have had **5 expert blog posts** during the year.

The Burial Ground Portal can now be reached via our website and biological records can be uploaded directly.



- 1 Support local communities, groups and individuals who manage burial grounds**
- 2 Charity and project development plus general fundraising**
- 3 General management of the charity, its staff, governance, office**
- 4 Organising Love Your Burial Ground Week**
- 5 Publicity and promotion**
- 6 Supporting and increasing membership including Diocesan Membership**
- 7 Responding to the Covid-19 pandemic**

1 SUPPORT LOCAL COMMUNITIES, GROUPS & INDIVIDUALS WHO MANAGE BURIAL GROUNDS

We offer **support and guidance** to anybody involved in **managing a burial ground**. We encourage them to consider the full range of features within their site; **biodiversity, built heritage and social history** plus the opportunities to involve their local communities and inform their visitors. We advocate **investigation, recording and research** within burial grounds, to increase the body of knowledge about these fascinating places.

This is achieved through a combination of **phone calls, emails, public speaking and visits**, and through the **provision of resources** including written material, video, website content and social media.

CfGA also supports burial ground managers through the resources that we provide: our **Action Pack, Education Pack, Field Studies Council Fold-out Chart, Botanical Companion and Beautiful Burial Ground DVD**. These are available to download and/or buy via our website. A new addition this year is our **Starter Guide** which is sent out to anyone who requests it.

In addition, we now have **11 mini-films available** on our website.



2 CHARITY & PROJECT DEVELOPMENT PLUS GENERAL FUNDRAISING

During this year, focus has been on continuing the delivery of the Beautiful Burial Ground project plus **building resources via grant applications** and increasing the income raised by staff through management planning and paid practical work for our volunteer manager. We have been building projects which were submitted during this financial year or shortly afterwards.

These include:

Opening the Ark: a project aimed at spreading the biodiversity from within a burial ground into the wider community, involving people in improving their locality.

Hotspots for Wales: expanding the successful Hotspots project to new areas of Wales including Mid Wales and North-East Wales.

3 GENERAL MANAGEMENT OF THE CHARITY

Core staff are charged with management of the charity including:

- **Managing the finances of the charity to ensure best value for all expenditure**
- **Maintaining and improving office systems to maximise effectiveness of human resources**
- **Reducing our carbon footprint and increasing sustainability**
- **Following CfGA policies and updating and checking those policies**
- **Organising meetings and reporting to trustees to allow robust governance**
- **Keeping up to date with changes in charity policies and systems. This year this has included training staff and one trustee in safe-guarding via on-line training**
- **Organising the AGM**

4 ORGANISING LOVE YOUR BURIAL GROUND WEEK

This national event takes place in the second week of June, spanning two weekends. People are encouraged to run **an event of their choice to encourage the public to visit their burial ground**, learn something about it and have an enjoyable time. Events are logged on the CfGA website.

Over **23** events took place in **15** counties.

5 PUBLICITY & PROMOTION

Articles were produced for websites, magazines and newsletters of other charities and organisations.

Publicity and communication via social media continues with:

- **1,763** subscribers to our E-newsletter
- **2,631** followers on Twitter
- **1,106** followers on Facebook

6 SUPPORTING & INCREASING MEMBERSHIP INCLUDING DIOCESAN MEMBERSHIP

INDIVIDUAL AND GROUP MEMBERSHIP

The individual and group membership of CfGA stood at **106 individual or group members** at the end of April 2020. Two editions of the members' newsletter, *The Lychgate* were produced and distributed.



The speaker at our AGM this year was **Brigit Strawbridge Howard** whose talk was titled Dancing with Bees. **72** people attended the AGM.

DIOCESAN MEMBERSHIP WITH LICHFIELD DIOCESE

We have a rolling membership with the **Lichfield Diocese** through which CfGA supply a range of services including **advice, support, communications** and our **printed resources**. The Lichfield Diocese commit to monthly financial support of the charity.

We have:

- Produced a 'Lichfield Lychgate' bi-annually. This is an amended version of our members' newsletter – The Lychgate – with separate branding, a full-page article specific to the Lichfield diocese and a section of Lichfield news on the back page
- Produced a monthly article for the Bishop's Letter
- Taken on the role of Environmental Adviser to the diocese, fielding enquiries on environmental matters
- Publicised Lichfield activity and key messages that fit with CfGA aims

- **Held a joint meeting to look at improving accessibility within churchyards which included people from the Shropshire Disability Network**
- **Offered a reduction on printed material and membership**

7 RESPONDING TO THE COVID-19 PANDEMIC

From March 2020 onwards our actions were greatly affected by the Covid-19 pandemic. During April of 2020 we furloughed 3 members of staff who became unable to do their work as a result of lockdown. We have developed **distance working systems and protocols for working and for volunteers returning** once it became safe to do so. We kept up to date with advice from a variety of sources including government websites, ACAS website and the Small Charities Coalition. **The Finance and Risk Committee** gave governance to the decision-making taking place which needed to react to rapidly changing conditions.

STAFF AND GOVERNANCE

TRUSTEES

The trustees who held office during the financial year and at the date of this report are:

Oliver Goode	Chair
Gillian Binks	Vice Chair
Joe Manifold	Treasurer
Lisette Davies	Secretary
Anni Holden	
Judith Leigh	
Catherine MacCarthy	
Alex Glanville	
Simon Cooter	

Two of our long-standing trustees stepped down during this year, Keith Wilson and Dr Ian Dormor. We were very sad to hear in February of Keith's death. We miss him very much and are very grateful for his many years of service to the charity. A new trustee, Simon Cooter joined the team in November 2019. New trustees are recruited as needed, either by appointment at the AGM or by co-option. In 2015 we carried out an initial **skills audit of trustees** which is updated annually. New trustees are **recruited as needed**. The charity is governed by its constitution.

Trustee Recruitment

CfGA Director or existing trustees suggest potential new trustees and identify the skills and experience which they would bring to the group. This is then considered by the Director and Chair of Trustees, assessing whether the new individual will fit with the existing skills of the trustees and whether a balance is being maintained regarding skills and experience and the objectives of the charity. If the potential new trustee is deemed to be suitable then either the Director or Chair of Trustees will approach them to see if they will be willing to stand and the other trustees are informed of this by email or post. If interested, the individual is invited to the next trustees meeting to learn more about the charity and the role of trustees. They are then invited to join.

New trustees meet with the Director prior to their first trustees meeting, who explains the work and objectives of the charity. They are given a full set of our publications and also a copy of the Roles of Trustees and generic guidelines on being a trustee from the Charity Commission. One new trustee

was recruited during this financial year; this is Simon Cooter who brings with him a great deal of experience in conservation, land management and biodiversity. He is the Senior Reserve Manager for the Stiperstones National Nature Reserve.

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to its operations and finances, and are satisfied that systems are in place to minimise exposure to those risks.

GOVERNANCE ACTIVITY

During the year trustees held four trustees' meetings in June, September, December and March. Our **Finance & Risk Committee** meets a few weeks in advance of each of these meetings and then reports to full trustees. Trustees are also sent the minutes of the Finance & Risk Committee meetings.

The Finance and Risk Committee oversees the management of the finance, monitoring expenditure against budget over the financial year. This includes the **preparation of the charity's annual accounts** and the routine financial management. This committee also considers **the risks to the charity** and the projects being delivered by the charity. The risk log is considered and updated at each meeting.

This committee reports to the **full board of trustees** which is responsible for approval of the budget and the **annual accounts**. This committee met four times this year.

Members: Oliver Goode, Joe Manifold, Alex Glanville. Also attending: Harriet Carty, Prue Dakin.

The Communications Task-and-Finish Group

This group looked at our **key messages**, what we were communicating and to whom. The group checked and agreed our Communications Plan which was then presented to the **full board of trustees**. This group met twice this year, prior to disbanding.

Members: Anni Holden, Gill Binks, Joe Manifold. Also attending: Andrea Gilpin, Harriet Carty.

Following disbanding in September 2019 the decision was made that there would not be a follow-on task-and-finish group from September 2019 to September 2020. 2020 is the year of the **mid-term review** of the Beautiful Burial Ground and marks the start of the development of the new **Business Plan**, both of which will involve considerable trustee input and time. Once these are completed a **new task-and-finish group** will be initiated.

The **Project Champions** meet or speak to the member of staff responsible for a project prior to the full board of trustees' meetings. They then **present the report** written by staff on their particular project and **add their views and information**. They take a lead in the governance of the projects for which they are champion.

- **The Beautiful Burial Ground champion is Catherine McCarthy**
- **Biodiversity Hotspots in Mid Wales champion is Alex Glanville**
- **Welsh Burial Grounds for Wildlife champion is Alex Glanville**
- **The CfGA Conservation Volunteers champion is Anni Holden**
- **Celebrating Birmingham's Burial Grounds champion is Judith Leigh**

Governance and support for the Director is given via the full board of trustees and also through quarterly informal meetings between the **Chair of Trustees** Oliver Goode, the **Vice Chair of Trustees** Gill Binks and the **Director** Harriet Carty.

We have a **Steering Group** for the **Beautiful Burial Ground** project in delivery, which met once in July. The group should have met twice, with a meeting planned for early April but this was postponed until July due to lockdown and the furloughing of staff.

This group includes experts in **ecology, built heritage, recording systems** as well as the Church of England, Church in Wales plus two of our trustees.

Members: Jo Judge (NBN), Jenifer White (Historic England), Catherine Ross (CofE), James Miles (CofE), Tina Andrews (CinW), Sue Townsend (FSC), Charlie Bell (FSC), Caroline Uff (National Trust), Dan Wrench (Shropshire Council), Judith Leigh, Gill Binks, Oliver Goode, Catherine MacCarthy

STAFF

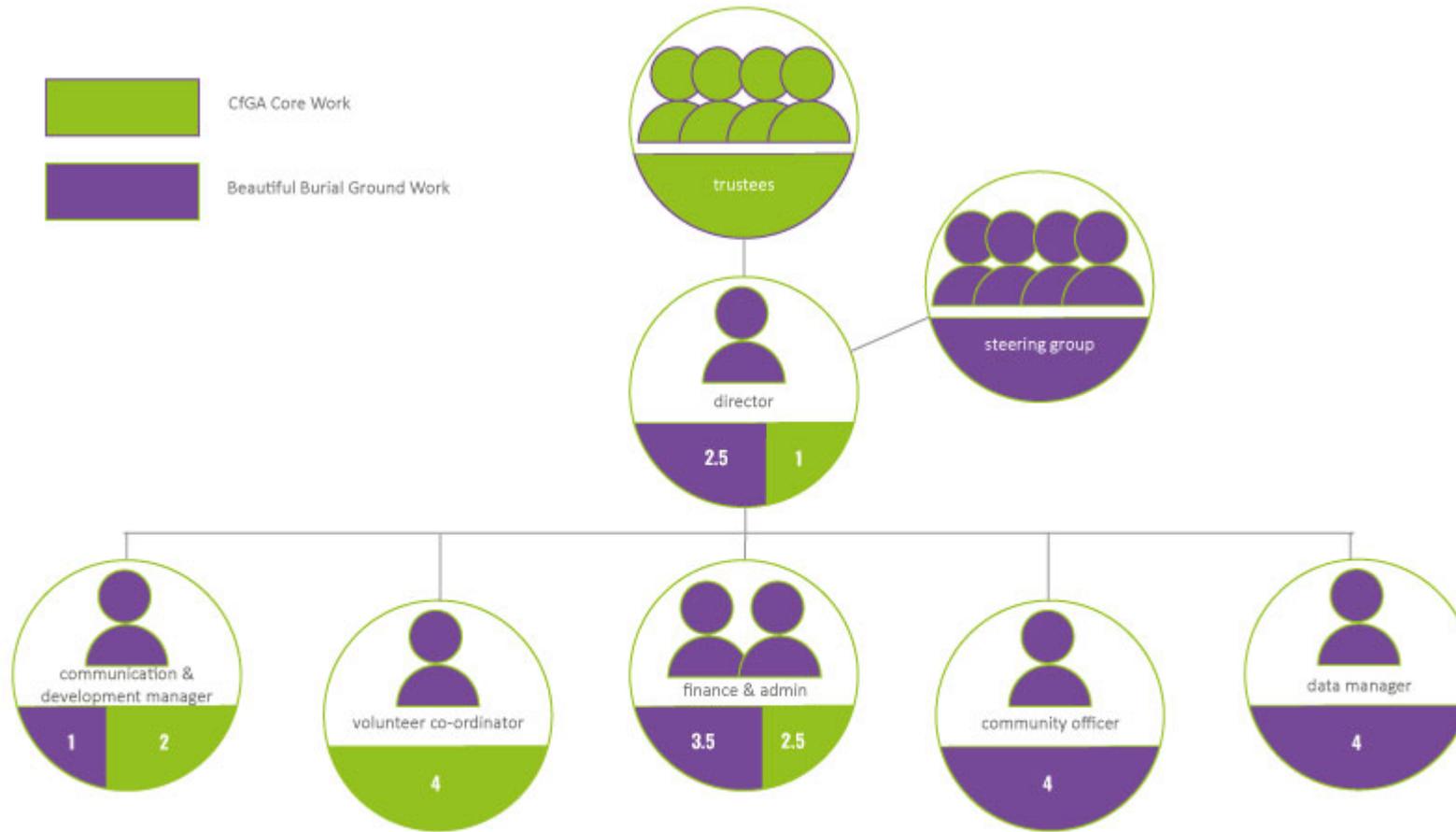
One member of staff made the decision to leave CfGA in August 2019, this was **Sue Briggs our Beautiful Burial Ground project manager** who left to train to become a teacher. Following this we restructured the Beautiful Burial Ground project. Harriet Carty took over project management and we recruited a Project Support Officer (Anna Wilde) who started working for us in November 2019.



CfGA Core Work



Beautiful Burial Ground Work



Caring for God's Acre Organisational Chart

TREASURER'S REPORT 2019 - 20

RESERVES POLICY

The Trustees believe that the Charity should hold financial reserves because:

- **It is promoted as best practice by the Charity Commission**
- **It has no endowment funding for its various projects and is dependent upon income from donor funding, which is inevitably subject to fluctuation**
- **It requires protection against and the ability to continue operating despite any possible future damaging events**

The Trustees believe that the minimum level of balance on Reserves should be the equivalent of at least three months' operating costs for the charity as a whole. This will be calculated, reviewed and approved annually. The Reserve should be built up to the desired level in stages consistent with the Charity's overall financial position and its need to maintain and develop its objectives. Based on the latest Financial Statements, three months' operating costs amount to approximately £60,000.

TREASURER'S REPORT FOR THE FINANCIAL YEAR 1ST MAY 2019 TO 30TH APRIL 2020.

This year's accounts show a small surplus, which is part of an improving trend over the last couple of years. This is a testament to the significant work put in by the staff in continuing to find sources of funds in what continues to be a difficult funding environment. There is a clear strategy to find longer term funding to secure the future of the organisation, but this will be hard to maintain as the impact of Covid continues.

Our year end reserves stand at £113,000, which is well above the minimum set in our policy and represents approximately 6 months operating costs.

Quarterly management accounts have been established and continue to be developed, which enables regular monitoring and control of financial operations through reviews by trustees.

We are grateful for the support we have received from a range of sources and particular mention should be made of:

- The National Lottery Heritage Fund
- The Millichope Foundation
- National Resources Wales
- The Prince of Wales Charitable Trust
- GML Ltd
- Shropshire Hills AONB Partnership
- Aviva Community Fund

Many church groups give us donations in thanks for the work of the CfGA volunteers, as do some individuals. We are grateful to all funders, large and small.

As we have moved into 2020-21 we have, like all organisations, had to deal with the impact of lockdown. Management's quick response has enabled us to protect jobs and maintain a stable financial position with good and appropriate use of the furlough scheme.

Joe Manifold, Treasurer

CARING FOR GOD'S ACRE

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF CARING FOR GOD'S ACRE

I report on the Accounts of the Charities for the year ended 30 April 2020, which are set out on pages 3 to 19.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The Charities' Trustees are responsible for the preparation of Accounts. The Charities' Trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:-

- examine the Accounts under Section 145 of the Charities' Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS' REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charities and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosure in the Accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all 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 EXAMINERS' STATEMENT

In connection with my examination, no matter has come to my attention: -

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with Section 130 of the Charities Act; and
- to prepare Accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act;

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

S. E Hardwick
Accountant

45 Etnam Street
Leominster
Herefordshire
HR6 8AE

CARING FOR GOD'S ACRE

STATEMENT OF ACCOUNTING POLICIES YEAR ENDED 30 APRIL 2020

The Financial Statements have been prepared under the historical cost convention as modified by the revaluation of investments and in accordance with the Statement of Recommended Practice, Accounting by Charities.

INCOMING RESOURCES

All incoming resources are recognised when the charity becomes entitled to them, virtually certain of receipt and the amount can be measured with sufficient reliability.

Investment income is recorded when receivable.

RESOURCES EXPENDED

Expenditure is included in the accounts on an accruals basis. Irrecoverable VAT is charged to the Statement of Financial Activities as incurred.

FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Restricted funds are those donated for use in a particular area or for a specific purpose, the use of which is restricted to that area or purpose.

TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are stated at cost less depreciation. Where tangible assets have been donated they are stated at their market value at the date of the donation.

Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Equipment	15%	Reducing Balance Basis
Computer Equipment	33%	Reducing Balance Basis
Website	3 Years	Straight Line Basis

INVESTMENTS

These are stated at the market value at the Balance Sheet date. Realised and unrealised gains and losses on investments are taken to the Income and Expenditure Account.

CARING FOR GOD'S ACRE

**STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 APRIL 2020**

	Notes	Un- Restricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income and Endowments					
Grants and Donations		59,558	156,682	216,240	193,551
Other Income:					
Investment Income		219	-	219	157
Other Income		2,351	2,002	4,353	1,159
Members Subscriptions		3,288	-	3,288	2,598
Charitable Activities					
Operational Programmes		11,016	5,461	16,477	8,459
Total Income		£76,432	£164,145	£240,577	£205,924
Expenditure:					
Expenditure on Charitable Activities	8	29,717	164,245	193,962	168,061
Support Costs	9	37,988	2,724	40,712	46,250
Total Expenditure		£67,705	£166,969	£234,674	£214,311
Net Expenditure before Gains on Investments		8,727	(2,824)	5,903	(8,387)
(Losses)/Gains on Investment Assets					
Realised		(118)	-	(118)	-
Unrealised		-	-	-	1,303
Transfers between Funds		1,869	(1,869)	-	-
NET MOVEMENT IN FUNDS		10,478	(4,693)	5,785	(7,084)
TOTAL FUNDS BROUGHT FORWARD		69,813	37,108	106,921	£114,005
TOTAL FUNDS CARRIED FORWARD	10	£80,291	£32,415	£112,706	£106,921

The Accounting Policies and Notes on pages 14 and 17 to 19 form an integral part of these Accounts.

CARING FOR GOD'S ACRE

**BALANCE SHEET
30 APRIL 2020**

	NOTES	2020		2019	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	1		7,832		6,263
Investments	2		-		26,500
			7,832		32,763
CURRENT ASSETS					
Debtors	3	11,620		20,562	
Cash at Bank and In Hand		95,383		55,860	
		107,003		76,422	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	4	(2,129)		(2,264)	
NET CURRENT ASSETS			104,874		74,158
TOTAL ASSETS LESS CURRENT LIABILITIES			112,706		106,921
FUNDS					
Unrestricted Funds	10		80,291		69,813
Restricted Funds	10		32,415		37,108
			112,706		106,921

Approved by the Trustees on
and signed on their behalf

Mr O Goode

Chairman

The Accounting Policies and Notes on pages 14 and 17 to 19 form an integral part of these Accounts.

CARING FOR GOD'S ACRE

**NOTES TO THE ACCOUNTS
30 APRIL 2020**

1. TANGIBLE FIXED ASSETS	Equipment	Total
	£	£
COST		
Brought Forward	18,458	18,458
Additions	7,385	7,385
Disposals	(5,657)	(5,657)
As at 30 April 2020	20,186	20,186
DEPRECIATION		
Brought Forward	(12,195)	(12,195)
Charge for Year	(4,552)	(4,552)
On Disposals	4,393	4,393
As at 30 April 2020	(12,354)	(12,354)
NET BOOK VALUE		
As at 30 April 2020	7,832	7,832
As at 30 April 2019	6,263	6,263
 2. FIXED ASSETS INVESTMENTS	2020	2019
Quoted Investments:	£	£
Market Value at 1 May	26,500	25,125
Additions	-	-
Disposals	(26,382)	-
Realised Investment Losses	(118)	-
Net Unrealised Investment Gains	-	1,375
Market Value at 30 April	-	£26,500
Historical Cost at 30 April	-	£20,000
 3. DEBTORS	2020	2019
	£	£
Debtors	10,915	19,868
Other Debtors	705	694
	11,620	20,562
 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2020	2019
	£	£
Accruals	2,129	2,264
	2,129	2,264

CARING FOR GOD'S ACRE

NOTES TO THE ACCOUNTS 30 APRIL 2020

5. STAFF COSTS	2020 £	2019 £
Wages and Salaries	143,114	152,006
	143,114	152,006
	143,114	152,006
The average number of full time equivalent employees was 7, in respect of which expenditure was in the following ratios:-	%	%
Direct Charitable Expenditure	84	84
Management and Administration	16	16
	100	100
	100	100

6. TRUSTEES REMUNERATION AND EXPENSES

None of the Trustees received any remuneration in respect of their activities as Trustees.

7. NET EXPENDITURE FOR THE YEAR

This is stated after charging:

	£	£
Depreciation	4,552	3,003
Loss on Disposals	1,264	-
Independent Examiners Fees	1,642	1,594
	7,458	4,597
	7,458	4,597

8. CHARITABLE ACTIVITIES

	£	£
Salaries	120,216	127,685
Fundraising Costs	1,549	-
Small Projects	-	449
Training & Events	41,452	13,144
Travel Expenses	10,752	14,235
Repairs & Renewals	-	2,600
Publicity & Information	8,623	6,945
Professional Fees	5,554	-
Loss on Disposals	1,264	-
Depreciation	4,552	3,003
	193,962	168,061
	193,962	168,061

CARING FOR GOD'S ACRE

NOTES TO THE ACCOUNTS
30 APRIL 2020

9. SUPPORT COSTS

	2020 £	2019 £
Salaries	22,898	24,321
Development & Management	2,011	5,960
Rent & Office Expenses	11,508	13,617
Accountancy Fees	2,171	2,067
Sundry Expenses	2,124	285
	<u>40,712</u>	<u>46,250</u>

10. MOVEMENT ON FUNDS

Restricted	Fund Balance B/F	Incoming Resources	Outgoing Resources	Transfer Funds	Fund Balance C/F
Churchyard Task Team	35,838	19,249	(25,073)	(625)	29,389
Beautiful Burial Grounds	1,270	144,896	(141,896)	(1,244)	3,026
	<u>37,108</u>	<u>164,145</u>	<u>(166,969)</u>	<u>(1,869)</u>	<u>32,415</u>
Unrestricted	Fund Balance B/F	Incoming Resources	Outgoing Resources	Transfer Funds	Fund Balance C/F
General	63,550	76,432	(67,823)	300	72,459
Designated Funds: Fixed Assets	6,263	-	-	1,569	7,832
	<u>69,813</u>	<u>76,432</u>	<u>(67,823)</u>	<u>1,869</u>	<u>80,291</u>

CARING FOR GOD'S ACRE

CHARITY NO: 1155536

DETAILED MANAGEMENT ACCOUNTS

YEAR ENDED 30 APRIL 2020

ARMSTRONG ROGERS & CO
Accountants
LEOMINSTER

**CARING FOR GOD'S ACRE
FUNDING INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 30 APRIL 2020**

	Total	General	Churchyard Task Team	Beautiful Burial Ground
	£	£	£	£
INCOME				
Grants & Donations	216,240	59,558	13,788	142,894
Interest Received	219	219	-	-
Members Subscriptions	3,288	3,288	-	-
Other Income	4,353	2,351	-	2,002
Operational Programmes	16,477	11,016	5,461	-
Total Income	240,577	76,432	19,249	144,896
CHARITABLE ACTIVITIES				
Salaries	120,216	12,258	20,664	87,294
Fundraising Costs	1,549	1,423	36	90
Small Projects	-	-	-	-
Training & Events	41,452	4,761	335	36,356
Travel Expenses	10,752	1,612	4,038	5,102
Repairs & Renewals	-	-	-	-
Publicity & Information	8,623	3,847	-	4,776
Professional Fees	5,554	-	-	5,554
Loss on Disposals	1,264	1,264	-	-
Depreciation	4,552	4,552	-	-
	193,962	29,717	25,073	139,172
MANAGEMENT & ADMINISTRATION				
Salaries	22,898	22,898	-	-
Development & Management	2,011	2,011	-	-
Rent & Office Expenses	11,508	9,263	-	2,245
Accountancy Fees	2,171	2,171	-	-
Sundry Expenses	2,124	1,645	-	479
	40,712	37,988	-	2,724
Total Expenditure	234,674	67,705	25,073	141,896
EXCESS EXPENDITURE OVER INCOME	5,903	8,727	(5,824)	3,000
REALISED LOSSES ON INVESTMENT ASSETS	(118)	(118)	-	-
FUNDS BROUGHT FORWARD	106,921	69,813	35,838	1,270
TRANSFERS BETWEEN FUNDS	-	1,869	(625)	(1,244)
FUNDS CARRIED FORWARD	112,706	80,291	29,389	3,026

CARING FOR GOD'S ACRE

**DETAILED INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 30 APRIL 2020**

	2020		2019	
	£	£	£	£
INCOME				
Un-restricted - Grants & Donations	59,558		28,820	
- Interest Received	219		157	
- Members Subscriptions	3,288		2,598	
- Other Income	2,351		1,159	
- Operational Programmes	11,016		6,181	
		76,432		38,915
Restricted - Grants & Donations	156,682		164,731	
- Operational Programmes	5,461		2,278	
- Other Income	2,002		-	
		164,145		167,009
CHARITABLE ACTIVITIES				
Salaries	120,216		127,685	
Fundraising Costs	1,549		-	
Small Projects	-		449	
Training & Events	41,452		13,144	
Travel Expenses	10,752		14,235	
Repairs & Renewals	-		2,600	
Publicity & Information	8,623		6,945	
Professional Fees	5,554		-	
Loss on Disposals	1,264		-	
Depreciation	4,552		3,003	
		(193,962)		(168,061)
MANAGEMENT & ADMINISTRATION				
Salaries	22,898		24,321	
Development & Management	2,011		5,960	
Rent & Office Expenses	11,508		13,617	
Accountancy Fees	2,171		2,067	
Sundry Expenses	2,124		285	
		(40,712)		(46,250)
EXCESS OF EXPENDITURE OVER INCOME		£5,903		(£8,387)

**SCHEDULE OF FIXED ASSETS
YEAR ENDED 30 APRIL 2020**

	-----C O S T-----				-----D E P R E C I A T I O N-----				NET BOOK VALUE 30.4.2020 £	
	As at 1.5.2019	Additions	Disposals	As at 30.4.2020	As at 1.5.2019	On Disposals	Rate	This Year		As at 30.4.2020
	£	£	£	£	£	£	£	£		£
EQUIPMENT										
Scythes	1,073	888		1,961	(823)		15	(171)	(994)	967
Garden Tools	449			449	(361)		15	(13)	(374)	75
Wheeled Trimmer	839			839	(805)		33	(11)	(816)	23
Hand Hay Baler	220			220	(211)		33	(3)	(214)	6
Wheeled Trimmer	839			839	(805)		33	(11)	(816)	23
Hand Hay Baler	350			350	(336)		33	(5)	(341)	9
19" TFT Monitor	129			129	(104)		33	(8)	(112)	17
3 Dual Core Computers	1,353		(1,353)		(1,316)	1,316				
Olympus Camera	430			430	(419)		33	(4)	(423)	7
Toshiba Notebook & Printer	1,693		(1,693)		(1,672)	1,672				
Computer Equipment	800			800	(768)		33	(11)	(779)	21
2 Book cases	336			336	(315)		33	(7)	(322)	14
3 Tables and Chairs	586			586	(550)		33	(12)	(562)	24
Perch Office Stool	150			150	(105)		33	(15)	(120)	30
2 Win 7 Pro i3 Computers	1,160		(1,160)		(926)	926				
2 Lenovo V110 Laptops	796		(796)		(263)	263				
Medion Erazer Laptop	655		(655)		(216)	216				
Website	6,600			6,600	(2,200)		3yrs	(2,200)	(4,400)	2,200
Filming Equipment		1,379		1,379			33	(455)	(455)	924
Dell Laptop		2,442		2,442			33	(806)	(806)	1,636
Samsung Tablet		433		433			33	(143)	(143)	290
IT Equipment		475		475			33	(157)	(157)	318
Laptop		555		555			33	(183)	(183)	372
Office Chair		351		351			15	(53)	(53)	298
Microsoft Surface		649		649			33	(214)	(214)	435
Zoom Recorder		213		213			33	(70)	(70)	143
TOTAL	£18,458	£7,385	(£5,657)	£20,186	(£12,195)	£4,393		(£4,552)	(£12,354)	£7,832