

**ACTION 21**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**31 MARCH 2004**

**ACTION 21  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2004**

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**ACTION 21**  
**COMPANY LIMITED BY GUARANTEE**  
**OFFICERS AND PROFESSIONAL ADVISERS**

**The board of directors**

RC Hicks (Chair)  
S Coulsting  
B Evans  
J Steele  
M Saunders  
G Davies  
A Webb  
J Jacob-Ashkenazi  
R Berger  
AD Lee

**Company secretary**

A Webb

**Registered office**

Town Hall  
The Parade  
Leamington Spa  
Warwickshire  
CV32 4AT

**Bankers**

Unity Trust Bank plc  
Nine Brindleyplace  
Birmingham  
B1 2HB

**ACTION 21**  
**COMPANY LIMITED BY GUARANTEE**  
**CHAIRMAN'S STATEMENT**  
**YEAR ENDED 31 MARCH 2004**

**Chair's Report 2004**

Action 21 has been involved in a wide variety of activities in the last year, ranging from educational events to the regeneration of allotments. As our role has developed, the value of our work is being recognised more widely. This stood us in good stead towards the end of the year, when it appeared that the District Council might be forced to withdraw its support of Action 21, as a result of financial pressures. I will say more about this later in this report, but the most satisfying aspect of this episode was the number of outside bodies that lobbied the Council in support of Action 21.

Most of the activities described in this report took place while Rachel Berger was acting chair of Action 21. She deserves a great deal of credit for guiding the company throughout the greater part of the year, despite many other pressures on her time. Thanks are also due to Jenny Sansom, our sustainability worker, who runs our major projects and supports the theme groups.

The biggest project undertaken during the year was "2003 and Beyond", a three-day educational event in June 2003, attended by 1350 children from schools around Warwickshire, including 12 schools from Warwick District. The event was organised in partnership with Local Agenda 21 officers from Coventry, Rugby and North Warwickshire. Action 21's contribution included fund-raising for the total cost of the event, managing the budget plus organising practicalities on the ground. The event was a great success and raised the profile of Action 21 considerably.

Other activities undertaken by Action 21 as a whole (rather than through one of the theme groups) have included contributing to the Community Plan and the sustainability review of the Local Plan. We are also taking an active role in the District Council's Strategic Local Partnership.

In terms of general campaigning, our stall at the Leamington Peace Festival is still the major showcase for Action 21. The 2003 display was particularly ambitious, with separate sections for each of the theme groups: Waste, Energy, Food and Transport. Competitions, plants for sale and an "energy cycle" all helped to attract attention.

Turning to the activities of the theme groups during the year, the Food Group made a big impact with a number of projects promoting allotments. Members were involved in regeneration work at Peel Road, Warwick and Black Lane, Lillington and organised workshops at St Mary's, Leamington Spa. We allocated funding to employ Judy Steele part-time as Allotment Link Worker. Judy organised training courses on aspects of food growing, provided advice to the District Council, supported the allotment societies with fundraising and networking, and helped to publicise allotments by producing a mobile display and a leaflet. The training courses in particular were very successful and attracted a lot of interest. We hope to be able to continue with this work in 2004-05.

The food group organised a successful 'Pumpkin Day' in October, attended by 200 people (up from 80 the previous year), and promoted the Coventry and Warwickshire GM-Free Land Register. Warwickshire County Council declared itself a GM free local authority on May 20<sup>th</sup> 2004, due to work done by Action 21 and others.

The Recycling Group's main activity has been the 'Recycling Roadshow', previewed at last year's AGM. This has now been performed to over 20 primary schools and at other events. A series of Creative Recycling Workshops were organised in collaboration with the Community Arts Workshop. We are just about to publish our 'Buy Recycled Directory', to help promote businesses selling recycled products in Warwick District.

# **ACTION 21 COMPANY LIMITED BY GUARANTEE**

## **CHAIRMAN'S STATEMENT** *(continued)*

### **YEAR ENDED 31 MARCH 2004**

The Energy Group has been laying the foundations for a very exciting project, ENGAGE. We will tackle energy issues on two levels by using high profile renewable energy schemes (for instance a micro-hydro project on the Leam) to promote energy efficiency in the home. We obtained funding of £4000 from Government Office West Midlands and Warwickshire County Council to carry out a feasibility study. The results show that there is an overwhelming level of interest in renewable energy from the local community. About 30 people attended a public meeting in January to discuss the project and work has now progressed to the point at which we can move on to designing a scheme and submitting bids for funding. Organisations which have already provided assistance with this project include Warwickshire Energy Efficiency and Advice Centre, Intermediate Technology Consultants Warwick District and Warwickshire County Councils. Community organisations, churches, schools and others have expressed interest in having renewable energy installations at their premises.

For the second year running, the Transport Group worked in partnership with the County and District Councils to organise an event to mark European 'In Town Without My Car Day'. Eight businesses also participated in the event. Attendance was good and the event attracted lots of media attention, despite awful weather. The group also organised a public meeting on the Future of Transport, with speakers from the Freight Transport Association, Friends of the Earth and Transport 2000. Two campaigns to improve the local transport infrastructure were launched during the year, with support from the Transport Group: ASK (A Station for Kenilworth) and K2L (a Kenilworth to Leamington cycle route).

Towards the end of the year we received something of a shock, when it appeared that the District Council might have to withdraw its support for Action 21. This did not reflect any dissatisfaction with Action 21 but was the result of external pressures on the Council with regard to its Council tax for 2004-05. In the end the Council decided to continue to support Action 21, despite these pressures. This decision demonstrates considerable appreciation of the work that Action 21 carries out. We are very grateful for this and are determined to repay that faith during the next year.

Finally, I would like to thank all the volunteers who have done so much in the last year whose contribution has been invaluable although it would not be fair to highlight particular individuals. I would also encourage all members of Action 21 to take an active part in one of our projects during the coming year. We have already achieved a great deal but there is always so much more to do.

**Richard Hicks**  
**Chair, Action 21**

**ACTION 21**  
**COMPANY LIMITED BY GUARANTEE**  
**THE DIRECTORS' REPORT**  
**YEAR ENDED 31 MARCH 2004**

The directors have pleasure in presenting their report and the unaudited financial statements of the company for the year ended 31 March 2004.

**PRINCIPAL ACTIVITIES**

The principal activity of the company during the year was to act as key facilitators for positive environmental action in Warwick District.

**DIRECTORS**

The directors who served the company during the year were as follows:

RC Hicks  
S Coulsting  
B Evans  
T Holloway  
L Sparling  
J Steele  
M Saunders  
G Davies  
A Webb  
J Jacob-Ashkenazi  
R Berger  
AD Lee

RC Hicks was appointed as a chairman on 11 February 2004.  
A Webb was appointed as a director on 24 April 2003.  
J Jacob-Ashkenazi was appointed as a director on 11 December 2003.  
AD Lee was appointed as a director on 11 February 2004.  
T Holloway retired as a director on 9 June 2003.  
L Sparling retired as a director on 20 May 2003.

**RETIREMENT OF DIRECTORS**

The following directors are to retire from the board in accordance with the Articles of Association and, being eligible, offer themselves for re-appointment:

RC Hicks  
A Webb  
J Jacob-Ashkenazi  
AD Lee

**ACTION 21  
COMPANY LIMITED BY GUARANTEE**

**THE DIRECTORS' REPORT *(continued)***

**YEAR ENDED 31 MARCH 2004**

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered office:  
Town Hall  
The Parade  
Leamington Spa  
Warwickshire  
CV32 4AT

Signed by order of the directors

A WEBB  
Company Secretary

Approved by the directors on .....

**ACTION 21**  
**COMPANY LIMITED BY GUARANTEE**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2004**

	Note	2004 £	2003 £
<b>TURNOVER</b>		<b>28,828</b>	11,719
Administrative expenses		<b>24,582</b>	8,565
		<hr/>	<hr/>
<b>SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>4,246</b>	3,154
Tax on surplus on ordinary activities	<b>2</b>	–	–
		<hr/>	<hr/>
<b>RETAINED SURPLUS FOR THE FINANCIAL YEAR</b>		<b>4,246</b>	3,154
Balance brought forward		<b>3,067</b>	(87)
Balance carried forward		<u><b>7,313</b></u>	<u>3,067</u>

All of the activities of the company are classed as continuing.

The company has no recognised gains or losses other than the results for the year as set out above.

The notes on pages 8 to 9 form part of these financial statements.



# ACTION 21 COMPANY LIMITED BY GUARANTEE

## BALANCE SHEET

**31 MARCH 2004**

	Note	2004 £	£	2003 £	£
<b>CURRENT ASSETS</b>					
Debtors	3	1,362		2,255	
Cash at bank and in hand		14,650		3,593	
		16,012		5,848	
<b>CREDITORS: Amounts falling due within one year</b>	4	8,699		2,781	
<b>NET CURRENT ASSETS</b>			<b>7,313</b>		<b>3,067</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>7,313</b>		<b>3,067</b>
<b>RESERVES</b>	5				
Income and expenditure account			7,313		3,067
<b>MEMBERS' FUNDS</b>			<b>7,313</b>		<b>3,067</b>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 221 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficiency for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the directors on the ..... and are signed on their behalf by:

R HICKS  
Chairman

The notes on pages 8 to 9 form part of these financial statements.

**ACTION 21**  
**COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2004**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention.

**Cash flow statement**

The directors have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

**Turnover**

The grants shown in the income and expenditure account represents amounts invoiced during the year.

**2. TAX ON SURPLUS ON ORDINARY ACTIVITIES**

**Factors affecting current tax charge**

The tax assessed on the surplus on ordinary activities for the year is lower than the standard rate of corporation tax in the UK of 19% (2003 - 20%).

	<b>2004</b>	2003
	<b>£</b>	£
Surplus on ordinary activities before taxation	<b><u>4,246</u></b>	<u>3,154</u>
Surplus on ordinary activities by rate of tax	<b>807</b>	631
Income not liable to taxation	<b><u>(807)</u></b>	<u>(631)</u>
Total current tax	<b><u>—</u></b>	<u>—</u>

**3. DEBTORS**

	<b>2004</b>	2003
	<b>£</b>	£
Prepayments and accrued income	<b><u>1,362</u></b>	<u>2,255</u>

**4. CREDITORS: Amounts falling due within one year**

	<b>2004</b>	2003
	<b>£</b>	£
Accruals and deferred income	<b><u>8,699</u></b>	<u>2,781</u>

**ACTION 21**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2004**

**5. COMPANY LIMITED BY GUARANTEE**

**Members liability**

Every member of the company undertakes to contribute to the assets of the company in the event of the same being wound up while they is a member, and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves, such amount as may be required not exceeding one pound.

**ACTION 21**  
**COMPANY LIMITED BY GUARANTEE**  
**MANAGEMENT INFORMATION**  
**YEAR ENDED 31 MARCH 2004**

**The following pages do not form part of the statutory financial statements.**

**ACTION 21**  
**COMPANY LIMITED BY GUARANTEE**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2004**

	2004		2003
	£	£	£
<b>TURNOVER</b>			
Service level agreement	7,900		7,300
Piggy bank	–		2,000
Green business awards	–		1,000
Other	1,105		1,419
2003 & Beyond	12,737		–
Renewables feasibility study	3,386		–
Scrapstore	1,700		–
Car free day	2,000		–
	<u>28,828</u>		<u>11,719</u>
 <b>OVERHEADS</b>			
Allotments link worker	1,155		–
Rent of stall	211		–
Rent of room	395		187
Rent of allotment	–		24
Insurance	713		460
Gardening materials	354		–
Small tools	247		154
Skip hire and land clearance	834		483
Craft equipment	516		201
Project costs	7,253		291
Renewable energy project	3,173		–
Travel and subsistence	942		237
Travel grants	950		–
Telephone	20		12
Staff training	763		502
Sundry expenses	35		38
Promotion, marketing and stationery	3,587		1,760
Exhibition expenses	2,904		37
Piggy bank grants	–		2,000
Car free day grant	530		1,000
Green business awards	–		1,175
Bank charges	–		4
	<u>24,582</u>		<u>8,565</u>
 <b>SURPLUS ON ORDINARY ACTIVITIES</b>	<u><u>4,246</u></u>		<u><u>3,154</u></u>