Trustees report and financial statements

**For the financial year ending 30 April 2026**

**The Bee Friendly Trust CIO**
Charity number 1161614
Registered office
6 Clarion House, St Anne's Court London W1F 0BA

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## Company information

| | |
|---|---|
| Trustees | Dr Jane Louise Turner - Chair<br>Rebecca Mary Hall<br>Elizabeth Anne Vaughan Turner |
| Charity number | 1161614 |
| Registered office | 6 Clarion House,<br>St Anne's Court<br>London<br>W1F 0BA |
| Senior management | Luke Dixon, CEO |
| Governing documents | Memorandum and Articles of Association |
| Independent examiner | Glenn Lee<br>133 St George's Road<br>London<br>SE1 6HY |

## Trustees report for the year ending 30 April 2026

The Trustees present their year-end report and the financial statements as a charitable incorporated organisation (CIO) for the charity's year ended 30 April 2026

The financial statements comply with current statutory requirements, the charity's trust deed and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

## Objectives and activities

The Bee Friendly Trust aims to promote the conservation protection and improvement of the physical and natural environment, particularly but not exclusively by promoting the craft of bee keeping and promoting the importance of bees and other pollinators in the environment; and

To advance education in the conservation, protection, and improvement of the physical and natural environment, particularly but not exclusively by:

- Advancing education in the craft of beekeeping, including by promoting, financing, organising, carrying on and encouraging research into bees and other pollinators.
- Installing educational planters, signage and art works at railway stations and other public spaces in England.
- Working with schools and their pupils to increase knowledge on the importance of bees and other pollinators in the environment.

The main activities of the charity during this period have been:

- Promoting the conservation protection and improvement of the physical and natural environment by the installation of educational planters, signage and art works at railway stations and other public space in England.
- Advancing the craft of beekeeping by establishing education apiary sites and running training programmes for new and younger beekeepers.
- Advancing education in the conservation, protection and improvement of the physical and natural environment, through workshops in schools, at events and with youth and community organisations.

## Achievements and Performance

The charity's main achievements during the year have been:

- The installation of pollinator-friendly planters and wildlife gardens at sites (principally railway stations) across England,

New projects included:

- We launched, the Worcestershire Parkway Eco Area Project, a collaboration with Worcestershire Community Rail Partnership, Community Rail Network, Great Western Railway, CrossCountry and Worcestershire County Council. This project will develop the flood attenuation area at Worcestershire Parkway Railway Station, and to transform it into an arts trail and education space. We hope this will make Worcestershire Parkway Railway Station a visitor destination and community hub. We ran four workshops in four local schools to create artwork to display throughout the site and commissioned a willow artist to create sculptures. We are now working on an outside learning area.



- We continued working with Nando's at their apiary on the roof of a restaurant by the European Headquarters, running a beekeeping club, supporting with the honey harvest and exploring ways of promoting the Trust through the company's restaurants.



- New planters for GWR at Newquay, Cookham and Bourne End railway stations plus benches installed at Frome.



- We presented at GWR's Community Rail and Stakeholder Conference in Swindon.




- We installed a planter at Redland Railway Station, Bristol. This marked our 100th station planter project and launched the Trust's 10th anniversary celebration.



- New projects in association with Transport for London were developed across London, including a Wellbeing Garden at Norwood Junction Station.

Art Projects:

- We commissioned a mural (by Sarah Harris) with funds from GWR to go on the wall behind our planters at Trowbridge Railway Station, Wiltshire.



- We organised a Summer Solstice Celebration at Samphire Hoe on the Kent Coast, inviting artists from across the country and some from overseas to create work, interact with the public, and run workshops, all to promote interest in and understanding of pollinators and pollination. The project was done in partnership with Dover District Council, Eurotunnel and Arts Council England.

### Coram's Fields

We continued to develop the Wildlife Garden at Coram's Fields in London as both a haven for urban wildlife and an educational resource for young people. We refurbished the hives in the garden, developed a bee club meeting regularly, and held social events for our freelancers and volunteers.

### Bee Friendly Awards

We once again gave our Bee Friendly Awards on World Bee Day to recognise the achievements of those towns, villages and communities supporting bees and pollinators.

### Volunteers

The Bee Friendly Trust has maximised the positive power of community and collaboration to expand its team of volunteers, as well as engaging local independent businesses, artists, and British makers on many of its projects.

New collaborations were established with:

- Schools in Worcestershire and Greater London
- Artists with whom we have commissioned illustrations and murals
- New stations and rail operators
- Numerous community groups across England.

## Achievements against objectives set

We consolidated our relationships with the rail delivery companies, Community Rail and Transport for London.

We successfully expanded our gardening and art projects to exceed expectations and developed many new relationships and partners.

We did major work on developing our network of volunteers at all our projects.

We forged new partnerships with funders (including Arts Council England), businesses and community groups.

## Structure, governance, and management

Every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the trustees.
In selecting individuals for appointment as trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The trustees will make available to each new trustee, on or before his or her first appointment:

- A copy of the current version of this constitution; and
- A copy of the CIO's latest Trustees' Annual Report and statement of accounts.

New trustees are given a full induction into the activities of the charity, including visits to current projects and a full brief on all activities including future plans.

New trustees will be DBS checked and made aware of the charity's protection policies.

The trustees have reviewed all current policy documents, which are attached at the end of this report.

## Financial review

The net deficit for the year was £13,639 (2025: deficit of £8,594). Restricted funds at year-end totalled £10,809 (2025: £2,500). General reserves comprise £131,865 in unrestricted funds and £35,000 in designated funds (2025: £153,813 and £35,000 respectively), giving a total funds balance of £177,674 as at 30 April 2025 (2025: £191,313).

## Reserves policy and going concern

The charity's policy is to regularly review and maintain reserves, comprising unrestricted and designated funds, to ensure prudent day-to-day financial management and to meet its obligations.
Under this policy, unrestricted funds are to be built up to a level equal to the greater of 10% of annual turnover or £25,000. As at 30 April 2026, total unrestricted funds exceed this target range; however, the focus remains on securing new funding to support the delivery of charitable activities and projects.

Designated funds are set aside specifically to meet charitable obligations. The charity has allocated £25,000 towards the maintenance of planters installed at stations and within communities.

The trustees have identified no significant short- or medium-term financial risks to the charity's continued operations. Accordingly, the accounts have been prepared on a going concern basis.

## Funding

The charity's principal sources of funding are:

- Unrestricted grants and donations from charitable trusts.
- Restricted grants from Transport for London, The Association of Community Rail Partnerships, and Network Rail are for specific projects.
- Donations from the general public through the government's Donate scheme.
- Business donations.

The Trust has continued with several successful commercial partnerships, including those with Bloom & Wild. The Trustees are aware of the need to do due diligence to ensure the Trust's commercial partners align with the directives of the charity.

## Risk

Regular funding for the charity's activities came to an end on 30 April 2024. In preparation, the charity had built up substantial reserves in recent years, which are now being drawn upon to meet day-to-day operating costs. The charity is actively pursuing new sources of regular funding. However, its activities will be at risk if such funding is not secured within the next two years

## Statement of Trustees' responsibilities

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principals in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United

Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustees on 25th August 2026 and signed by:



Dr J L Turner

Chair

Independent Examiner's report to the trustees of The Bee Friendly Trust

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 April 2026 which are set out on pages 13 to 22.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiners statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF The Bee Friendly Trust**

Glenn Lee



133 St George's Road, London SE1 6HY

18th July 2026

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity No 1161614

Annual accounts for the period

Period start date **01/05/2025** **To** Period end date 30/04/2026

# Section A Statement of financial activities

| Recommended categories by activity | Unrestricted funds £ | Restricted income funds £ | Endowment funds £ | Total funds £ | Prior year funds £ |
|---|---|---|---|---|---|
| **Incoming resources (Note 3)** | F01 | F02 | F03 | F04 | F05 |
| **Income and endowments from:** | | | | | |
| Donations and legacies | 14,791 | 6,209 | - | 21,000 | 28,193 |
| Charitable activities | 13,629 | 85,539 | - | 99,168 | 80,533 |
| Other trading activities | - | - | - | - | - |
| ***Total*** | **28,420** | **91,748** | **-** | **120,168** | **108,726** |
| **Resources expended (Note 4)** | | | | | |
| **Expenditure on:** | | | | | |
| Raising funds | - | - | - | - | - |
| Charitable activities | 50,368 | 83,439 | - | 133,807 | 117,320 |
| ***Total*** | **50,368** | **83,439** | **-** | **133,807** | **117,320** |
| **Net income/(expenditure)** | **(21,948)** | **8,309** | **-** | **(13,639)** | **(8,594)** |
| ***Reconciliation of funds:*** | | | | | |
| Total funds brought forward | 188,813 | 2,500 | - | 191,313 | 199,907 |
| ***Total funds carried forward*** | 166,865 | 10,809 | - | 177,674 | 191,313 |

# Section B Balance sheet

| | Unrestricted funds £ | Restricted income funds £ | Total this year £ | Total last year £ |
|---|---|---|---|---|
| | F01 | F02 | F04 | F05 |
| **Current assets** | | | | |
| **Debtors (Note 5)** | 2,138 | - | 2,138 | 3,754 |
| **Cash at bank and in hand (Note 7)** | 175,578 | 27,589 | 203,167 | 206,952 |
| ***Total current assets*** | 177,716 | 27,589 | 205,305 | 210,706 |
| **Creditors: amounts falling due within one year (Note 6)** | 10,851 | 16,780 | 27,631 | 19,393 |
| ***Net current assets/(liabilities)*** | 166,865 | 10,809 | 177,674 | 191,313 |
| ***Total assets less current liabilities*** | 166,865 | 10,809 | 177,674 | 191,313 |
| ***Total net assets or liabilities*** | 166,865 | 10,809 | 177,674 | 191,313 |
| **Funds of the Charity** | | | | |
| **Restricted income funds (Note 8)** | - | 10,809 | 10,809 | 2,500 |
| **Unrestricted funds** | 166,865 | | 166,865 | 188,813 |
| ***Total funds*** | 166,865 | 10,809 | 177,674 | 191,313 |

The Financial Statements on pages 7 - 14 were approved by the board on xx xxxx 2026 and signed on its behalf by:

Dr J Turner

Chair

Note 1 **Basis of preparation**

***This section should be completed by all charities***.

### 1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

| | | |
|---|---|---|
| • and with* | ✓ | the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 |
| • and with* | ✓ | the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) |

• and with the Charities Act 2011.

| | |
|---|---|
| The charity constitutes a public benefit entity as defined by FRS 102.* | ✓ |

* -Tick as appropriate

### 1.2 Going concern

***If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:***

| | |
|---|---|
| An explanation as to those factors that support the conclusion that the charity is a going concern; | ***The trustees are of the view that unrestricted funding - confirmed until April 2024, and the current reserve funds, are adequate to continue in operational existence for the foreseeable future and is therefore a going concern*** |
| Disclosure of any uncertainties that make the going concern assumption doubtful; | ***Not applicable*** |
| Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern. | ***Not applicable*** |

### 1.3 Change of accounting policy

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note { }.

| | | |
|---|---|---|
| Yes* | ✓ | * -Tick as appropriate |
| No* | | |

### 1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS102 SORP).

| | | |
|---|---|---|
| Yes* | | * -Tick as appropriate |
| No* | ✓ | |

**Note 2** **Accounting policies**

## 2.2 INCOME

**Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

| Yes* | No* | N/a* |
|---|---|---|
| ✓ | | |

**Grants and donations**

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

| Yes* | No* | N/a* |
|---|---|---|
| ✓ | | |

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

| Yes* | No* | N/a* |
|---|---|---|
| ✓ | | |

**Tax reclaims on donations and gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

| Yes* | No* | N/a* |
|---|---|---|
| ✓ | | |

**Contractual income and performance related grants**

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

| Yes* | No* | N/a* |
|---|---|---|
| ✓ | | |

**Support costs**

The charity has incurred expenditure on support costs.

| Yes* | No* | N/a* |
|---|---|---|
| ✓ | | |

## 2.3 EXPENDITURE AND LIABILITIES

**Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

| Yes* | No* | N/a* |
|---|---|---|
| ✓ | | |

**Deferred income**

No material item of deferred income has been included in the accounts.

| Yes* | No* | N/a* |
|---|---|---|
| | ✓ | |

**Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts

| Yes* | No* | N/a* |
|---|---|---|
| ✓ | | |

**Basic financial instruments**

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.

| Yes* | No* | N/a* |
|---|---|---|
| ✓ | | |

## 2.4 ASSETS

**Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least

£500

They are valued at cost.

| Yes* | No* | N/a* |
|---|---|---|
| ✓ | | |

The depreciation rates and methods used are disclosed in note 14.

## Section C Notes to the accounts (cont)

### Note 3 Analysis of income

| | Analysis | Unrestricted funds | Restricted income funds | Endowment funds | Total funds | Prior year |
|---|---|---|---|---|---|---|
| | | | | | £ | £ |
| **Donations and legacies:** | Donations and gifts: Other | 8,244 | - | - | 8,244 | 5,178 |
| | General grants provided by government/other charities | | 6,209 | - | 6,209 | 5,478 |
| | Donations and gifts: Business | 6,547 | - | - | 6,547 | 17,537 |
| | Other | | - | - | - | - |
| | **Total** | **14,791** | **6,209** | **-** | **21,000** | **28,193** |
| **Charitable activities:** | | | | | | |
| | First Great Western | 51 | 17,709 | - | 17,760 | 3,300 |
| | SouthEast Communities Rail Partnership | - | 15,000 | - | 15,000 | - |
| | Transport for London | - | 14,000 | - | 14,000 | 10,000 |
| | West Midlands Combined Authority | - | 12,000 | - | 12,000 | 1,500 |
| | Govia Thameslink Railway Ltd | 1,500 | 11,400 | - | 12,900 | 11,400 |
| | Arriva Rail London Limited | 438 | 6,153 | - | 6,591 | 500 |
| | University of Plymouth | - | 5,200 | - | 5,200 | - |
| | Fitzrovia Community Centre | - | 2,510 | - | 2,510 | - |
| | Community Rail Network | - | 900 | - | 900 | 1,750 |
| | Hertforshire County Council | - | 667 | - | 667 | - |
| | Great Western Railway | - | - | | - | 11,950 |
| | Network Rail | - | - | - | - | 10,600 |
| | Nandos Chickenland LTD | 620 | - | - | 620 | 10,000 |
| | South Wessex Community Rail | - | - | - | - | 4,500 |
| | Other | - | - | - | - | 3,914 |
| | London Borough of Enfield | - | - | - | - | 2,770 |
| | Bloom & Wild Limited | - | - | - | - | 1,333 |
| | Other - Sales | 1,445 | - | - | 1,445 | 580 |
| | Sudbury Town Stations | - | - | | - | 250 |
| | Wales & West Utilities | 4,997 | - | - | 4,997 | - |
| | Severnside Community Rail Partnership | 1,100 | - | - | 1,100 | - |
| | Workshops | 80 | - | - | 80 | - |
| | **Total** | **10,231** | **85,539** | **-** | **95,770** | **74,347** |
| **Income from investments:** | Interest income | 3,398 | - | - | 3,398 | 6,186 |
| | **Total** | **3,398** | **-** | **-** | **3,398** | **6,186** |
| **TOTAL INCOME** | | **28,420** | **91,748** | **-** | **120,168** | **108,726** |

**Section C Notes to the accounts (cont)**

## Note 4 Analysis of expenditure

| | This year | | | | Last year | | | |
|---|---|---|---|---|---|---|---|---|
| Analysis | Unrestricted funds | Restricted income funds | Endowment funds | Total funds | Unrestricted funds | Restricted income funds | Endowment funds | Total funds |
| **Expenditure on charitable activities:** | | | | | | | | |
| Charitable activities | 50,368 | 83,439 | - | 133,807 | 56,522 | 60,798 | - | 117,320 |
| **Total expenditure on charitable activities** | 50,368 | 83,439 | - | 133,807 | 56,522 | 60,798 | - | 117,320 |

**Other information:**

**Analysis of expenditure on charitable activities**

| | This year | | | | Last year | | | |
|---|---|---|---|---|---|---|---|---|
| Activity or programme | Activities undertaken directly | Grant funding of activities | Support Costs | Total this year | Activities undertaken directly | Grant funding of activities | Support Costs | Total last year |
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Management - Charitable activities | - | 25,089 | 8,363 | 33,452 | - | 21,998 | 7,333 | 29,331 |
| Project delivery - Charitable activities | - | 6,924 | - | 6,924 | - | 18,488 | - | 18,488 |
| Administrative overheads - Charitable activities | - | - | 4,637 | 4,637 | - | - | 4,792 | 4,792 |
| Marketing - Charitable activities | - | - | 5,355 | 5,355 | - | - | 3,911 | 3,911 |
| Other - Restricted charitable activities | - | 83,439 | - | 83,439 | - | 60,798 | - | 60,798 |
| **Total** | - | 115,452 | 18,355 | 133,807 | - | 101,284 | 16,036 | 117,320 |

## Note 5 Debtors and prepayments

***Please complete this note if the charity has any debtors or prepayments.***

### 5.1 Analysis of debtors

| | This year | Last year |
|---|---|---|
| | £ | £ |
| **Trade debtors** | - | 3,270 |
| **Prepayments and accrued income** | 2,138 | 484 |
| **Total** | 2,138 | 3,754 |

## Section C Notes to the accounts (cont)

### Note 6 Creditors and accruals

*Please complete this note if the charity has any creditors or accruals.*

**6.1 Analysis of creditors**

| | Amounts falling due within one year | | Amounts falling due after more than one year | |
|---|---|---|---|---|
| | This year £ | Last year £ | This year £ | Last year £ |
| Trade creditors | 4,393 | 7,226 | - | - |
| Accruals and deferred income | 22,738 | 11,667 | - | - |
| Other creditors | 500 | 500 | - | - |
| Total | 27,631 | 19,393 | - | - |

**6.2 Deferred income**

*Please complete this note if the charity has deferred income.*

| | This year | Last year |
|---|---|---|
| *Please explain the reasons why income is deferred.* | *Deferred funds for 2026/27 are:*<br>*Transport for London - £10,000*<br>*Hertfordshire County Council - £2.000*<br>*Nandos Chickenland Ltd - £2,780*<br>*Arriva Rail London Ltd - £2,000* | *Transport for London £10,000 for Garden Projects, 2025/26 activity.*<br>*Hertfordshire County Council £667 for 2025/26 activity* |

| *Movement in deferred income account* | This year £ | Last year £ |
|---|---|---|
| Balance at the start of the reporting period | 10,667 | - |
| Amounts added in current period | 20,343 | 10,667 |
| Amounts released to income from previous periods | (10,667) | - |
| Balance at the end of the reporting period | 20,343 | 10,667 |

### Note 7 Cash at bank and in hand

| | This year £ | Last year £ |
|---|---|---|
| Short term cash investments (less than 3 months maturity date) | - | - |
| Short term deposits | 70,000 | 70,000 |
| Cash at bank and on hand | 133,167 | 136,952 |
| Total | 203,167 | 206,952 |

## Section C Notes to the accounts (cont)

### Note 8 Charity funds

### 8.1 Details of material funds held and movements during the CURRENT reporting period

***Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds***

| Fund names | Type PE, EE R or UR * | Purpose and Restrictions | Fund balances brought forward £ | Income £ | Expenditure £ | Fund balances carried forward £ |
|---|---|---|---|---|---|---|
| Donation - Trust & foundation | UR | Supports charitable activities | 82,036 | - | (19,021) | **63,015** |
| Donations - Business | UR | Supports charitable activities | 8,610 | 6,547 | (3,514) | **11,643** |
| Donations - Individual | UR | Supports charitable activities | 17,001 | 8,244 | (5,853) | **19,392** |
| Merchandise & workshops | UR | Supports charitable activities | 8,148 | - | (1,889) | **6,259** |
| Other funds - BFT activities | UR | Supports charitable activities | 73,018 | 13,629 | (20,091) | **66,556** |
| Restricted funding - Station projects | R | Charitable activities | - | 76,262 | (65,453) | **10,809** |
| Restricted funding - Community projects | R | Charitable activities | 2,500 | 15,486 | (17,986) | **-** |
| | | | - | - | - | **-** |
| | | **Total Funds** | 191,313 | 120,168 | (133,807) | **177,674** |

## Section C Notes to the accounts (cont)

### Note 8 Charity funds (cont)

### 8.2 Details of material funds held and movements during the PREVIOUS reporting period

***Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds***

| Fund names | Type PE, EE R or UR * | Purpose and Restrictions | Fund balances brought forward £ | Income £ | Expenditure £ | Fund balances carried forward £ |
|---|---|---|---|---|---|---|
| Donation - Trust & foundation | UR | Supports charitable activities | 114,375 | - | (32,339) | **82,036** |
| Donations - Business | UR | Supports charitable activities | - | 17,537 | (8,927) | **8,610** |
| Donations - Individual | UR | Supports charitable activities | 16,483 | 5,178 | (4,660) | **17,001** |
| Merchandise & workshops | UR | Supports charitable activities | 5,903 | 3,914 | (1,669) | **8,148** |
| Other funds - BFT activities | UR | Supports charitable activities | 63,146 | 18,799 | (8,927) | **73,018** |
| Restricted funding - Station projects | R | Charitable activities | - | 42,550 | (42,550) | **-** |
| Restricted funding - Community projects | R | Charitable activities | - | 20,748 | (18,248) | **2,500** |
| | | | - | - | - | **-** |
| | | **Total Funds** | 199,907 | 108,726 | (117,320) | **191,313** |

## Section C Notes to the accounts (cont)

### Note 9 Transactions with trustees and related parties

*If the charity has any transactions with related parties (other than the trustee expenses explained in guidance notes) details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box or "False" if there are transactions to report.*

**9.1 Trustee remuneration and benefits**

**This year**

| | |
|---|---|
| **None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)** | **TRUE** |

***In the period the charity has paid trustees remuneration and benefits. Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee by the charity or any institution or company connected with it.***

**Last year**

| | |
|---|---|
| **None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)** | **TRUE** |

**9.2 Trustees' expenses**

*If the charity has paid trustees expenses for fulfilling their duties, details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box below. If there are transactions to report, please enter "False".*

| | |
|---|---|
| **No trustee expenses have been incurred (True or False)** | ***TRUE*** |

**9.3 Transaction(s) with related parties**

*Please give details of any transaction undertaken by (or on behalf of) the charity in which a related party has a material interest, including where funds have been held as agent for related parties. If there are no such transactions, please enter 'true' in the box provided.*

**This year**

| | |
|---|---|
| **There have been no related party transactions in the reporting period (True or False)** | ***TRUE*** |

**Last year**

| | |
|---|---|
| **There have been no related party transactions in the reporting period (True or False)** | ***TRUE*** |

## BEE FRIENDLY TRUST POLICY DOCUMENTS

### Equality, diversity and inclusion policy

The Bee Friendly Trust is committed to encouraging equality, diversity, and inclusion among our workforce, including our volunteers, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The charity - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

This policy's purpose is to:

1. Provide equality, fairness, and respect for all in our employment, whether temporary, part-time or full-time, or volunteering.

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training, or other developmental opportunities

The charity commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
This commitment includes training managers and all other employees and volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the charity provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the charity's work activities.
Such acts will be dealt with as misconduct under the charity's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development, and progress available to all staff and volunteers who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the charity.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy was agreed by the charity's trustees and is reviewed annually. Details of the charity's grievance and disciplinary policies and procedures can be obtained from the Chair of Trustees. This includes with whom an employee or volunteer should raise a grievance.

**Environmental policy**

The Bee Friendly Trust recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage customers, suppliers and other stakeholders to do the same.

Luke Dixon, CEO, is responsible for ensuring that this environmental policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness.

1. Paper

We will:

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.
- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

2. Energy and water

We will seek to:

- Reduce the amount of energy used as much as possible.
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.
- Take energy consumption and efficiency of new products into account when purchasing them.

3. Office supplies

We will:

- Evaluate if the need can be met in another way.
- Evaluate if renting or sharing is an option before purchasing equipment.
- Evaluate the environmental impact of any new products we intend to purchase.
- Favour more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are able to.

4. Transportation

We will:

- Reduce the need to travel, restricting to necessity trips only.
- Promote the use of travel alternatives such as e-mail or video/phone conferencing.
- Make additional efforts to accommodate the needs of those using public transport or bicycles.
- Favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

5. Maintenance and cleaning

We will:

- Use cleaning materials that are as environmentally friendly as possible.
- Use materials in any office refurbishment that are as environmentally friendly as possible.

6. Monitoring and improvement

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.

- Review this policy and any related business issues at monthly management meetings.

7. Culture

We will:

- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- Involve staff in the implementation of this policy, for greater commitment and improved performance.
- Provide staff with relevant environmental training.
- Work with suppliers, contractors and subcontractors to improve their environmental performance.
- Use local labour and materials where available to reduce CO2 and help the community.

**Sustainable Procurement Policy**

Sustainable Procurement “A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society, the economy and the environment”.

The Bee Friendly Trust accepts its responsibility through its business practices and policies to enhance and be accountable for the social, economic, and environmental aspects of its local community and the communities that it operates within.

The Bee Friendly Trust are conscious that our activities affect the environment in which we exist, and we are acting to minimise negative environmental and social impacts associated with the products and services we supply and purchase.

The Bee Friendly Trust acknowledge our responsibilities in delivering this policy and recognise the importance of engaging our suppliers and (internal) customers in its implementation. In addition to supporting The Bee Friendly Trust Environmental Management System and complying with The Bee Friendly Trust broader Environmental Policy, we will embrace the following principles:

Organisational commitment to making more sustainable choices when applying our services through procurement. This means identifying more sustainable ways of meeting requirements and designing sustainable procurement specifications accordingly. The approach will address the social, economic, and environmental implications of product and service choices. When relevant it will embrace whole- life costing and address how aspects such as design, manufacturing materials, operating costs, energy consumption, waste and recycling options support a more

sustainable approach; and working in partnership with our suppliers and contractors to minimise the environmental and social impacts of our supply chain.

Procurement Policy Statement

The Bee Friendly Trust will incorporate sustainability into our everyday procurement activity to benefit society, the economy, and the environment.

The Bee Friendly Trust will purchase goods and supply services in a way that minimises the impact on the environment where it is practical and economically viable.

The Bee Friendly Trust will initiate savings in materials, energy, reduce waste, and promote a sustainable approach to the way we conduct our business.

Working with colleagues and suppliers we will ensure whole-life costs are considered and that, where practical and economically viable, purchases have been manufactured and are delivered, used, and disposed of in an environmentally responsible manner.

This policy will be supported by a Sustainable Procurement Strategy and Delivery Plan covering the 10 Steps to Sustainable Procurement, together with specific objectives and targets. This policy, strategy, and delivery plan will be reviewed annually.

**Safeguarding and Child Protection Policy**

The Bee Friendly Trust has considered its responsibilities to young people and adults at risk participating in its workshops and other educational activities very carefully and has produced the following Safeguarding and Child Protection Policy and underpinning procedures to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

1. Policy statement

The Bee Friendly Trust acknowledges its duty of care to safeguard the welfare of all young people (defined as those under 18) and adults at risk taking part in its workshops and other educational activities.
All young people have a right to protection, and have their particular needs taken into account. The Bee Friendly Trust will therefore endeavour to ensure the safety and protection of all young people involved with the Trust through these child protection guidelines adopted by the Trustees of the Trust. It is the responsibility of all adults working with the Trust to assist the Trustees in this endeavour.

2. Policy aims

- To provide young people and adults at risk with appropriate safety and protection whilst in the care of the Trust.

- To reassure parents that their children will receive the best
- practicable care possible whilst participating in activities of the Trust.
- To provide support to Trust staff and volunteers to make informed and confident responses to specific child protection and adults at risk issues and to fulfil their role effectively.

3. Principles

- The welfare of young people is paramount. All young people, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working for the Trust have a responsibility to report concerns to the Trustees.
- Adults - trustees, staff members and volunteers - will be supported to understand their role and responsibility with regard to the duty of care and protection of young people by the Trust.
- Individuals will receive support through education and training, so as to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- The Trust will work in partnership with young people and stakeholders to review and implement child protection and safeguarding procedures.
- The Trust's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:

  - The Children Act 1989 and 2004.
  - Working Together to Safeguard Children 2015.
  - The UN Convention on the Rights of the Child.
  - Any subsequent legislation relating to child protection will implicitly be incorporated into this document.

4. Responsibilities and communication

- The Bee Friendly Trust's Safeguarding and Child Protection Policy will be available to all staff, volunteers and participants. Only staff with a current DBS certification will be left alone with children.
- The Policy will be reviewed every three years by the Trustees, and amended as appropriate.
- The Trustees have responsibility for ensuring that the policy and procedures are implemented, including taking any disciplinary action as appropriate.
- The Trustees have responsibility for responding to any allegations, concerns or child protection incidents and informing the appropriate staff where relevant.

- The safeguarding lead is the charity's Administrator who reports any such concerns immediately to the Trustees including those that relate to the Safeguarding Lead.
- All concerns relating to safeguarding are considered by the Trustees and all appropriate action taken, including as necessary reporting to appropriate external bodies. In the case of any concerns regarding a member of Bee Friendly Trust staff, contact should be addressed to Trustee Becky Hall.
- The Charity is committed to safe recruitment and takes all appropriate and necessary procedures in recruiting staff, volunteers and all others involved in the organisation.
- Under no circumstances will any individual who is considered to pose a risk to children or adults at risk be deployed to work with these groups or undertake any work for the Charity.

5. Monitoring and review

- This policy will be regularly monitored by the Trustees and reviewed every three years or in response to significant new legislation.

**Health & Safety Policy**

Purpose of policy

The Bee Friendly Trust (the Employer) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and volunteers and all those affected by its business activities and attending its projects.

Employer responsibilities

1. The Employer is responsible for taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting its projects.
2. The Trustees have overall responsibility for health and safety and has appointed Emma Pritchard and Luke Dixon as the Principal Health and Safety Officers with day-to-day responsibility for health and safety matters.
3. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officers.

Staff and volunteer responsibilities

4. All staff and volunteers must take responsible care for their own health and safety and that of others who may be affected by their acts or omissions.

The Trust has devised these working protocols which all staff and volunteers must follow when working on station projects:

- Sign in at station office or ticket office.

- Wear a HiVis jacket or waistcoat.
- Wear gloves.
- Keep at least 1 metre from the platform edge and be mindful of passing trains.
- Always keep any tools with you and do not leave anything unattended that could be blown on the tracks.
- Beware of sharps and other litter and dispose of safely.
- Remove any waste to a safe and suitable location. Station staff will be able to help you with this.
- Report any issues, or requests for help or materials, to the Principal Health and Safety Officers.

**Grievance procedure**

1. Dealing with grievances informally

If you have a grievance or complaint about your work or someone you work with you should start by speaking with your manager wherever possible. You may be able to agree a solution informally between you. Your manager will usually be whoever you are working with on the day. Otherwise refer the matter to Luke Dixon or Emma Pritchard.

2. Formal grievance

If the matter is serious or you wish to raise it formally you should put the grievance in writing to your manager, as above. You should keep to the facts and avoid language that is insulting or abusive.

If your grievance is against your manager and you feel unable to approach them, you should raise it with Luke or Emma. If your grievance is with them you should refer the matter to the Trustees. A current list of Trustees and contacts can be found on the charity's website.

3. Grievance hearing

Your manager or a Trustee will call you to a meeting, usually within 5 working days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative.

After the meeting your manager or the Trustee will give you a decision in writing, usually within 24 hours.

If the manager or the Trustee needs more information before making a decision, they will inform you of this and the timescale.

4. Appeal

If you are unhappy with the decision on your grievance you can raise an appeal. You should tell your manager or the Trustee who handled your grievance.

You will be invited to an appeal meeting, normally within 5 working days, with a more senior manager (or a different Trustee). You have the right to be accompanied by a colleague or trade union representative.

After the meeting the manager (or Trustee) will give you a decision, usually within 24 hours. That decision is final.

**Charity Governance Code**

The Trust follows the principles of the Charity Governance Code.

There are seven principles which make up this Code. These seven principles build on the assumption that a charity is meeting its legal and regulatory responsibilities as a foundation.

1. Organisational purpose

The board is clear about the charity's aims and ensures that these are being delivered effectively and sustainably.

2. Leadership

Every charity is led by an effective board that provides strategic leadership in line with the charity's aims and values.

3. Integrity

The board acts with integrity, adopting values and creating a culture which help achieve the organisation's charitable purposes. The board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.

4. Decision-making, risk and control

The board makes sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored.

5. Board effectiveness

The board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.

6. Equality, diversity and inclusion

The board's approach to diversity supports its effectiveness, leadership and decision-making.

7. Openness and accountability

The board leads the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason for it not to be.