



Transition Chichester Limited
Company number 8300739

Annual Report

September 1, 2012 – August 31 2013

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Legal and Administrative information

Caretaker Trustees

Jan Sander Treasurer
Julia Sander Secretary
Rhiannon Thompson
Anita van Rossum

Company number: 8300739

Principal address: 19, Jubilee Road, Chichester PO19 7XB

Website: www.transitionchichester.org

Bankers : The Cooperative Bank, PO Box 250 Skelmersdale, WN8 6WT

Caretaker Trustees' Report

Structure and management

Transition Chichester Limited is a company limited by guarantee governed by its Articles of Association and was incorporated on 20 November 2012. The liability of the Members is limited. In the event of the Company being wound up every Member of the Company undertakes to contribute such amount as may be required (not exceeding £1.00) to the Company's assets.

Board of Trustees

The caretaker trustees, who are also the directors for the purpose of company law, were tasked at an Away Day held in July 2012 to undertake the formalities needed to become a Company Limited by Guarantee, and to establish a voting procedure. In future, Trustees will be elected at the Company's AGM, or will be co-opted during the year if a specific skill or area of expertise is required.

The key roles of the trustees are:

- To agree an annual budget and ensure that legal, financial, HR and other requirements are met, and in particular to maintain accounting records, and to produce annual accounts and an annual report.
- To monitor the match between the company's objects and the organisation's activities.
- To consider the future sustainability of the organisation actively considering options relating to diversification and income generation.
- To ensure that the funding/financing strategy is implemented effectively.

Since Transition Chichester was incorporated, the caretaker trustees have met on an ad hoc basis whenever it was felt necessary. In future, Trustees will meet quarterly. At least one Trustee will always attend Core Group meetings.

The Core Group

At the heart of the organisation is the Core Group which meets monthly and includes a representative from each theme and project group, as well as the Project Worker and a member of the board of Trustees.

The roles of the Core Group are to:

- set the strategic direction for the organisation.
- provide the capacity, resources and funding to implement the objects of the organisation
- support participants, including all volunteers and paid staff

Project Worker

Ellie Garwood was appointed as Project Worker in January 2013 to work as a contractor for Transition Chichester. Her principal tasks involve marketing and volunteer management. She is directly responsible to the Trustees.

Objects and activities

Objects

Transition Chichester's objects are restricted to the following:

For the benefit of the public to promote sustainable development for the benefit of Chichester and its environs by:

- (1) the preservation, conservation and the protection of the environment and the prudent use of resources;
- (2) the improvement of the conditions of life in socially and economically disadvantaged local communities;
- (3) the promotion of sustainable means of achieving economic and social resilience;
- (4) to advance the education of the public in subjects relating to sustainable development and the protection, enhancement and rehabilitation of the environment. To promote study and research in such subjects and disseminate the results of such study to the public at large.

For the avoidance of doubt, in these objects "sustainable development for the benefit of Chichester and its environs" means "development which meets the needs of the present citizens of Chichester without compromising the ability of future generations of Chichester and environs to meet their own needs."

Projects and Groups

GROW CHICHESTER

Grow Chichester promotes the prudent use of resources by providing information and support for people wishing to grow their own food. In addition the project aims to reduce dependency on imported fruit and vegetables and increase local food production through developing community orchards and gardens. Future plans include the development of therapeutic horticulture, where isolated or marginalised groups are included in gardening projects.

Several projects are already up and running, and there are three more projects currently in the pipeline.

Grow Your Own is a support group which meets regularly to share gardening tips and advice.

Garden Share matches people who have land they do not use with people who would like to grow their own produce, but have no land. The matching is done via the group's website. So far this system has not proved very effective, and the future of this project is under discussion.

The Oaklands Park Community Garden is a 30 tree orchard planted in November 2011 behind the Festival Theatre. It is maintained on a regular basis by volunteers who check the orchard for pests and other damage, clear litter and mulch the trees. 20 volunteers planted a wildflower meadow in the orchard in summer 2012 and two pruning workshops have been held as well as a Wassail and a community picnic..

Primary School Orchards: Orchards were planted in 3 primary schools in November 2011, and are maintained by staff and pupils.

New projects

Whyke Estate Orchard: This project is shared with the Whyke Estate Residents Association. A community orchard will be planted this autumn, and will be maintained by Whyke Estate residents, with advice from TC.

Oaklands Park Community Garden: TC has been promised an area of land for a community garden in Oaklands Park, and will start work on it once the Theatre in the Park has been removed. Other community gardens in other parts of the city are currently under discussion.

Incredible Edible: This project involves growing crops in un-used spaces. TC is involved in discussions with WSCC about using a piece of land adjacent to a bus stop in Donnington.

ENERGY

The Energy Group seeks to reduce the carbon footprint of Chichester by providing advice on energy efficiency to homes and businesses. Funding received in January 2012 from the government via Groundworks UK and the Chichester Community Development Trust enabled the group to conduct a series of community group energy efficiency workshops. In addition 200 Eco-Eye energy monitors have been loaned to households and a number of homes have been surveyed with thermal imaging cameras to detect heat loss. More surveys will be conducted during the winter of 2013 – 2014.

Two more projects are in the pipeline.

Transition Streets: A group of residents in the Orchard Street area is planning to work through the Transition Streets Workbook. Over the course of 7 meetings, they will learn about energy saving measures and join forces to purchase energy saving devices such as PV panels. Other areas are interested in this scheme and it is hoped to roll it out in several areas across the city.

Community Owned Energy Generation: The Energy Group is working with OVESCo from Lewes, where there is a very successful community owned energy generating scheme. They hope to create a community owned energy generating company in the near future which will involve installing banks of PV panels on the roofs of large buildings.

ECONOMICS

The Economics group seeks to build a more resilient community through the introduction of a local currency (the Tchi) which promotes volunteering and skill sharing.

Around 120 people have now signed up to join the Tchi – an increase of 50 during the last year. The Music Department of Chichester University joined the scheme in 2012, and it is possible to use Tchi's instead of cash for entry to a number of events, in return for help with their annual productions. The group is now looking at ways of increasing the use of the currency.

In addition TC plans to set up links with the local business community. A workshop on linking with the business community was led by Peter Spence recently, and over the next six months a working group will prepare an organisational plan to facilitate approaching businesses.

YOUNG TRANSITION

This is a new group which was formed to increase awareness of environmental issues among young people. Regular monthly meetings with hands-on eco-activities are provided for children, and school presentations and workshops are delivered. Young Transition activities are also run at events like the Graylingwell Garden Party and the Get Active Festival.

RE-SKILLING

The Re-skilling project promotes the prudent use of resources by sharing skills such as bread-making, preserving, bike maintenance and healthy cooking. A number of skill sharing sessions were held throughout the year. A fortnightly Sew Don't Throw evening, was introduced recently. Participants share sewing skills in order to repair or make their own clothes and other items.

HEART AND SOUL

The Heart and Soul Group explores and supports the inner dimension of the Transition process, bringing insights and practices from psychological, spiritual and other relevant traditions. The group meets monthly and has organised a number of events this year including gatherings celebrating with music, song and spoken word. In June a very successful workshop, 'Nourished, Energised, Empowered and Inspired - an evening of Active Hope' was facilitated by Chris Johnstone as part of the Festival of Chichester. The group is currently embarking upon a longer term creative project, in the form of a 'tapestry' representing the turning of the year. Working inclusively and collectively the intention is to strengthen the connection between humanity, the earth and each other.

Other Activities

Swap Shop: Swap Shops are held regularly to encourage people to exchange goods for which they no longer have a use, thereby reducing waste. Three Swap Shops were held this year, and attracted between 100 and 200 swappers at each event.

Green Fair: The Green Fair showcases and celebrates TC's achievements, in order to raise awareness of the group's activities, thereby engaging more members of the local community in activities which help to preserve the environment.

TC's second Green Fair was held in the Assembly Room, North Street in October 2012 and attracted over 700 visitors. There were around 12 different stands representing TC projects and a number of other stands run by local environmental groups. A third Green Fair will take place on September 21 this year and will be considerably larger than before. It is hoped to attract 1000 – 1500 visitors.

Eco-Cinema: The Eco-Cinema disseminates knowledge about the sustainable development and protection of the environment. During the past year, there was a regular programme of monthly film shows and talks which were generally well attended. The Green Library was open at these events for people to browse and borrow books. In addition, the Eco-Cinema group responded to people's concerns about fracking by putting on a successful and well attended information evening in August. As a result of the concerns voiced at this meeting, TC plans to work with other interested groups in Chichester to bring these concerns before a wider audience.

Social events: Supporters meet informally once a month at Green Tea and at Green Drinks. Other social events have been organised at intervals throughout the year, including a Green Library Tea, and a TC 5th birthday party.

Non-TC events: TC regularly has a presence at events held by other organisations. There were four separate TC events at the Festival of Chichester in June 2013. In addition TC had a stand at the Get Active Festival (September 2012), Graylingwell Garden Party (July 2013), Brent Lodge Open Weekend (August 2013). Starting in May 2023, TC has a stand at the fortnightly Farmers' Market on a quarterly basis, and was represented at the 3 day Food Fare at the end of August.

LINKS WITH OTHER GROUPS

Transition Chichester currently has two partner projects:
Chichester Community Development Trust
Fairtrade Chichester

A joint community lunch was organised with Fairtrade Chichester as part of Fairtrade week in February. Guest speaker at the lunch was Henry Matenda, a Fairtrade sugar farmer from Malawi.

Transition Chichester supported the successful 20's Plenty campaign and put on an event in New Park to celebrate the unveiling of the new road signs on June 30. A letter was sent to the Chichester Observer expressing concern at the closure of local traders' shops in Little London Walk.

In addition TC has formed links with several other local groups, including Stonepillow, Manhood Wildlife and Heritage, the Chichester Society, Environmental Conservation Volunteers and COGS (Chichester Organic Gardening Society).

COMMUNICATIONS

Over the last year a new general leaflet and banner have been produced. With the help of two volunteer graphic designers, a series of eye-catching new leaflets and posters have been produced. The TC website has been redesigned and made more user-friendly.

The TC newsletter, The Buzz has been produced twice during the last year. A newsletter (the E-Buzz) is now sent to subscribers every 6 weeks and we have an active presence in the social media, Facebook and Twitter.

There have been regular articles about TC's activities in the local press and events are advertised in the weekly listings. A good relationship has been developed with Spirit FM and there have been broadcast interviews with TC representatives on several occasions.

Volunteers and Supporters

Transition Chichester relies on the significant time given freely by volunteers without which the progress made over the last year would not have been possible. The number of subscribers to the mailing list has grown from around 400 in September 2012 to its current total of around 570. Volunteers are recruited through personal contacts, via the website and at events. Recently volunteers have also been recruited via the website if the VAAC (Voluntary action Arun and Chichester).

Financial Report

Grants and Sponsorship

Transition Chichester received a grant of £6750 from the Roddick Foundation in November 2012 towards core costs. In addition the 2012 Green Fair received a total of £1300 in sponsorship money from the City Council, Wiley, The Woodhorn Group and the Roddick Foundation.

Annual Accounts

Details of income and expenditure and a balance sheet are appended. These cover the period from August 1, 2011 to November 19, 2012. In this instance the accounting period has been extended by 3 months to coincide with date of incorporation as a company limited by guarantee.

The income for this period amounts to £9,254 after expenses (Related costs and Margin) have been deducted. Expenses were £6,622, giving a net surplus for the period of £2,632.

TRANSITION CHICHESTER

BALANCE SHEET

As 19 November 2012

	£
CURRENT ASSETS	
Cash at bank	6,773
Cash in hand	63
Total current assets	<u>6,836</u>
CURRENT LIABILITIES	
Creditors	1542
Loan from J and JI Sander (See Note 1)	1000
Total current liabilities	<u>2,542</u>
NET ASSETS	£4,294
Represented by	
INCOME & EXPENDITURE	
Deemed accrued surplus at 31 July 2011	1,662
Excess for the period from 1 August 2011 to 19 November 2012 (as on page 10 of this report)	2,632
TOTAL RESERVES	<u>£4,294</u>

Signed

Jan Sander

Date: 1 September 2013

Note 1: Loan provided to cover short term expenditure: fully repaid financial year 2012 – 2013.

TRANSITION CHICHESTER**Income and expenditure account**

For period 1 August 2011 to 19 November 2012

	TOTAL £	
INCOME		
Specific events		5,199
On-going activities		1,864
General		
• Green donations	3,093	
• Provision of services	795	
• TCHI activation sales	180	
• Skill sharing	40	
• Bank interest received	4	
Total income		11,175
RELATED COSTS		
• Specific events		631
• On-going activities		1,290
• General		-
•		
Total related costs		1,921
MARGIN (LOSS)		
• Specific events		4,568
• On-going activities		574
• General		4,122
Total margin		9,254
EXPENSES		
• Hire of premises		1,204
• Horticultural projects		1,689
• Insurance and licences		516
• Accounting costs		587
• Professional services		83
• Stationery, postage and printing		53
• Miscellaneous items		9
• Public relations		2,517
• Website and associated costs		324
Total expenses		6,622
EXCESS INCOME OVER EXPENSES FOR PERIOD		£2,632