

Charity number: 287160

Company number: 01714386

(England and Wales)

Landscape Research Group Limited

Report of the Trustees and Unaudited Financial Statements

For the year ended 31 December 2020

Landscape Research Group Limited
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Landscape Research Group Limited
Report of the Trustees
For the year ended 31 December 2020

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements for the charitable company for the year ended 31 December 2020. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects for which Landscape Research Group is established are: "to advance education and research, encourage interest and exchange information for the public benefit in the field of landscape and any related field".

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

ACHIEVEMENTS AND PERFORMANCE

Significant activities

The plans for delivering the main charitable activities of LRG in 2020 were impacted significantly by the spread of Covid19 virus. Travel restrictions and difficulties were faced by both staff and Trustees in working under the many constraints on holding meetings and actually delivering some of the charitable activities. Despite this some progress was made in the following areas:

- **Advancing Research:** LRG supported research by providing grants to five researchers selected competitively from a total of 23 applications. A financial commitment of £12,993 was made for the 2020 financial year. Outputs from research projects funded in 2019 have started to be returned, and the completed reports are placed on LRG's website. Some flexibility will be made in extending the submission deadline for completed projects to account for the difficulties in carrying out fieldwork in 2020.

- **Publication of Landscape Research Journal:** Eight issues of the journal "Landscape Research" were produced in Volume 45 during 2020. LRG continued to benefit from a publishing agreement with Taylor and Francis which provides payments to the charity in the form of royalties, and also a contribution towards editorial expenses.

- **Community Development:**

- **Events.** As a result of the imposition of Covid-related travel constraints LRG were unable to host any physical meetings or attend conferences in 2020. In response, LRG organised two on-line conferences / webinars in 2020; one in June with the title "A Future of our own Making", and another a multi-day programme under the title "Landscape and Goodness" in December. These were well attended, with a wide reach of participants from around the world,

- **Communications.** LRG brought forward the development of new online resources and launched a new "Landscape Exchange" website in October 2019 which supports the research and education activity of the charity, by providing a platform for multimedia contributions and promotes landscape studies to a wider global community.

- **Research Networks:** Funding and support has been provided to develop regional Landscape Research Networks (LRNs). Several of these networks that were in development had approval from LRG for funding and technical support, but none of them were able to carry out the planned programme of meetings, and the funding allocated has been held back until 2021.

Achievements against objectives

Despite the constraints caused by global pandemic LRG has managed to maintain a focus on supporting research and delivering education in landscape-related subject areas. Through moving many networking events online there has been a continued growth in members from a much wider network of landscape research, from both UK, and abroad.

Landscape Research Group Limited
Report of the Trustees Continued
For the year ended 31 December 2020

FINANCIAL REVIEW

Significant events

Significant events

The main source of income for the Charity is through the publishing agreement with Taylor and Francis. The current arrangement continues until 31st December 2020, and agreement has been reached to continue this arrangement for four more years.

Membership has increased significantly in 2020, and this has results in some growth in the income generated from subscriptions. A review of membership subscriptions was carried out in 2020 which now allows for lower fees for some non-OECD countries and offers concessionary rates for students and retirees. It was not possible to generate any significant income from running events in 2020, but the level of operating costs also reduced from that predicted.

In developing plans and setting budgets for the next three years LRG Trustees have continued the previously approved policy to begin to utilise some of the accumulated surpluses to develop the organisation and expand its membership to better deliver charitable activity in the future. During the course of 2020 it became apparent that it would not be possible to deliver many of these activities, and both expenditure, and income, was somewhat lower than anticipated as a result.

Reserves

At the Board meeting in May 2020 Trustees confirmed the level of reserves to be held to take account of the engagement of employed staff. A sum of £100,000 is held on deposit at a level to cover the charity's operational expenses for approximately one year. These reserve funds are held as £15,000 in an instant access savings account with Lloyds Bank and £85,000 in a separate deposit account with Hampshire Trust Bank. This arrangement is to spread the risk, and safeguard these reserve funds under the FSCS guarantee scheme.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

LRG operates under Articles and Memorandum established in 1983. As these rules are somewhat out of date an exercise commenced in 2019 to review the Articles and Memorandum to bring them up to date, and conform to the 2006 Companies Act.

At a Board meeting on 19th May 2020 a proposal to convert LRG from a Company Ltd by Guarantee, and Registered Charity, structure to a Charitable Incorporated Organisation (CIO) with a new constitution based on the Charity Commission Association model was approved by a majority of Trustees (13 for, 1 against).

A special resolution to make this constitutional change was then put to LRG Members at the AGM on 18th June and this was approved by the required majority. The application for conversion to a CIO is now with the Charity Commission.

Recruitment and appointment of trustees

Trustees are elected by the members at an AGM.

As a result of Covid travel restrictions the AGM on 18th June 2020 was held by videoconference using Zoom.

This change in normal procedure followed the guidance from Charity Commission

Two long-standing Trustees stepped down, and one was not re-elected by ballot. The Members elected three new Trustees to replace them.

LRG have a policy to encourage a regular turnover of Trustees, and seek to maintain a diverse representation, as far as possible. New Trustees are inducted by the Chair and directed to Charity Commission guidance documents "Essential Trustees", and "The Charity Governance Code".

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity	Landscape Research Group Limited
Charity registration number	287160
Company registration number	01714386
Principal address	Unit 23837 PO Box 7169 Poole Dorset BN15 9EL
Registered address	99 Western Road Lewes East Sussex BN7 1RS

Landscape Research Group Limited
Report of the Trustees Continued
For the year ended 31 December 2020

Trustees

The trustees and officers serving during the year and since the year end were as follows:

Dr Christopher James Dalglish

Dr Emma Louise Waterton

Dr Ian Caleb Mell

Dr Markus Leibenath

(Resigned: 18 June 2020)

Dr Timothy Laurence Waterman

Dr Gavin MacGregor

Mr Graham John Fairclough

Mr Marouen Hedhlie

Mr Paul Tabbush

(Resigned: 18 June 2020)

Prof Hannes Palang

Prof Ingrid Sarlov Herlin

Prof Kenneth Robert Olwig

Prof Laurence Le Du-Blayo

(Resigned: 18 June 2020)

Prof Vanesa Castan Broto

Ms Linda Marie Bjerketvedt

(Appointed: 18 June 2020)

Prof Karen Ruth Jones

(Appointed: 18 June 2020)

Prof Laura Alice Watt

(Appointed: 18 June 2020)

Secretary

Mr David Jonathan Saunders

Independent examiners

Andrew M Wells FMAAT

99 Western Road

Lewes

East Sussex

BN7 1RS

Approved by the Board of Trustees and signed on its behalf by

.....
Dr Timothy Laurence Waterman

Landscape Research Group Limited
Independent Examiners Report to the Trustees
For the year ended 31 December 2020

I report to the trustees on my examination of the accounts of the charitable company for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity Trustees, who are also directors for the purposes of company law, are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiners statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

.....
Andrew M Wells FMAAT
99 Western Road
Lewes
East Sussex
BN7 1RS

Landscape Research Group Limited
Statement of Financial Activities (including Income and Expenditure Account)
For the year ended 31 December 2020

	Notes	Unrestricted funds £	2019 £
Income and endowments from:			
Donations and legacies	2	10,068	6,071
Charitable activities	3	112,182	104,327
Investments	4	873	1,063
Total		123,123	111,461
Expenditure on:			
Charitable activities	5/6	(102,383)	(131,995)
Total		(102,383)	(131,995)
Net income/expenditure		20,740	(20,534)
Reconciliation of funds			
Total funds brought forward		156,245	176,779
Total funds carried forward		176,985	156,245

Landscape Research Group Limited
Statement of Financial Position
As at 31 December 2020

	Notes	2020 £	2019 £
Current assets			
Debtors	12	42,684	30,022
Cash at bank and in hand		136,384	130,942
		<u>179,068</u>	<u>160,964</u>
Creditors: amounts falling due within one year	13	(2,083)	(4,719)
Net current assets		<u>176,985</u>	<u>156,245</u>
Total assets less current liabilities		<u>176,985</u>	<u>156,245</u>
Net assets		<u>176,985</u>	<u>156,245</u>
The funds of the charity			
Unrestricted income funds	14	176,985	156,245
Total funds		<u>176,985</u>	<u>156,245</u>

For the year ended 31 December 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:

Dr Timothy Laurence Waterman
Trustee

Landscape Research Group Limited
Notes to the Financial Statements
For the year ended 31 December 2020

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

Landscape Research Group Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

The financial statements are prepared, on a going concern basis, under the historical cost convention.

Statement of cash flows

The Trustees have taken advantage of the exemption in SORP FRS 102 from including a cash flow statement in the financial statements on the grounds that the charitable company is small.

Funds

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Designated funds comprise of unrestricted funds that have been set aside by the Trustees for particular purposes.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above

Incoming resources

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Liabilities are recognised as resources expended when there is a legal or constructive obligation committing the Charity to the expenditure.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Irrecoverable VAT

Irrecoverable VAT is included in the Statement of Financial Activities, and is reported as part of the expenditure to which it relates.

Landscape Research Group Limited
Notes to the Financial Statements Continued
For the year ended 31 December 2020

2. Income from donations and legacies

	2020	2019
	£	£
Unrestricted funds		
Donations received	343	-
Subscriptions received	9,725	6,071
	10,068	6,071
	10,068	6,071

3. Income from charitable activities

	2020	2019
	£	£
Unrestricted funds		
<i>Production of landscape research</i>		
Event support	10	1,117
Royalties	112,023	103,194
Sale of publications	149	16
	112,182	104,327
	112,182	104,327

4. Investment income

	2020	2019
	£	£
Unrestricted funds		
Bank interest receivable	873	1,063
	873	1,063
	873	1,063

5. Costs of charitable activities by fund type

	2020	2019
	£	£
Unrestricted funds		
Production of landscape research	37,052	46,397
Research and Information Activity Networks	7,844	19,984
Research and policy development	11,506	12,407
Support costs	45,981	53,207
	102,383	131,995
	102,383	131,995

Landscape Research Group Limited
Notes to the Financial Statements Continued
For the year ended 31 December 2020

6. Costs of charitable activities by activity type

	Activities undertaken directly £	Support costs £	2020 £	2019 £
Support costs				
Production of landscape research	37,052	10,259	47,311	59,110
Research and Information Activity Networks	7,844	25,463	33,307	47,765
Research and policy development	11,506	10,259	21,765	25,120
	56,402	45,981	102,383	131,995

7. Analysis of support costs

	Production of landscape research £	Research and Information Activity Networks £	Research and policy development £	2020 £	2019 £
Chief executive	6,597	6,597	6,597	19,791	19,386
Comms and membership	-	15,204	-	15,204	15,068
Staffing and recruitment	1,251	1,251	1,251	3,753	3,696
Archiving	150	150	150	450	765
Office costs	459	459	459	1,377	1,002
Finance costs	280	280	280	840	789
Governance costs	1,522	1,522	1,522	4,566	12,501
	10,259	25,463	10,259	45,981	53,207

8. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2020 £	2019 £
Accountancy fees	1,470	2,029

Landscape Research Group Limited
Notes to the Financial Statements Continued
For the year ended 31 December 2020

9. Staff costs and emoluments

Total staff costs for the year ended 31 December 2020 were:

	2020	2019
	£	£
Salaries and wages	34,318	33,832
Pension costs	676	621
	34,994	34,453
	34,994	34,453

	2020	2019
Administration	2	2
	2	2
	2	2

No employee received a salary of more than £60,000 per annum in the period (2019: nil).

10. Trustee remuneration and related party transactions

No trustee receives remuneration in respect for their services as trustee. Reimbursements of expenses to trustees for the year was £1,179 (2019:£5,947).

11. Comparative for the Statement of Financial Activities

The comparative year values on the Statement of Financial Activities are for unrestricted funds.

12. Debtors

	2020	2019
	£	£
Amounts due within one year:		
Prepayments and accrued income	42,684	30,022
	42,684	30,022
	42,684	30,022

13. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	413	-
Other creditors	-	529
Accruals and deferred income	1,670	4,190
	2,083	4,719
	2,083	4,719

Landscape Research Group Limited
Notes to the Financial Statements Continued
For the year ended 31 December 2020

14. Movement in funds

Unrestricted Funds

	Balance at 01/01/2020 £	Incoming resources £	Outgoing resources £	Balance at 31/12/2020 £
<i>General</i>				
General	156,245	123,123	(102,383)	176,985
	156,245	123,123	(102,383)	176,985

Unrestricted Funds - Previous year

	Balance at 01/01/2019 £	Incoming resources £	Outgoing resources £	Balance at 31/12/2019 £
<i>General</i>				
General	176,779	111,461	(131,995)	156,245
	176,779	111,461	(131,995)	156,245

Purpose of unrestricted Funds

General

To advance education and research, encourage interest and exchange information for the public benefit in the field of landscape and any related fields.

15. Analysis of net assets between funds

	Net current assets / (liabilities) £	Net Assets £
Unrestricted funds		
<i>General</i>		
General	176,985	176,985
	176,985	176,985

Landscape Research Group Limited
Notes to the Financial Statements Continued
For the year ended 31 December 2020

Previous year

Net current assets / (liabilities) £	Net Assets £
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Unrestricted funds

General

General

156,245	156,245
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156,245	156,245
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