

# Transition Town Letchworth

## Annual Report and Accounts 2018

Transition Town Letchworth (TTL) was registered as Charity Number 1156209 on 17<sup>th</sup> March 2014 and became a Charitable Incorporated Organisation.

### ***TTL Activities During 2018***

To mark TTL's 10<sup>th</sup> anniversary TTL sponsored the Children's Art Competition at the Letchworth Festival. The competition was themed on a Plastic Free Letchworth, which is the latest TTL initiative, and a topic that has caught the public interest. There were 371 entries which came from seven local schools and local youth groups and the entries were displayed in three shops windows in the town centre for three weeks during the summer. During the Letchworth Festival in June, TTL also linked with the town's independent cinema to publicise a showing of the film 'A Plastic Ocean'.

TTL hosted eleven "Transition Tuesdays" during 2018. These events helped to share learning with residents and provided a point of access for anyone interested in getting more involved with TTL initiatives. The first meeting of the year, themed on Plastic, attracted the largest audience of the year and resulted in TTL forming a Plastic Free Letchworth project. Three Transition Tuesdays explored methods for communicating the issues with climate change, with a presentation on Al Gores Climate Reality Programme, a film showing of 'Baked Alaska' and a 'Fragile Earth' Story Telling workshop. Technology developments were explored during evenings themed on 'Electric Cars' and the possibility of 'Renewable Energy Powering Our Lives'. Local resilience issues were considered at evenings themed on 'Building a Resilient Town Centre' and 'Waste'. Evenings themed on 'Pot Luck' Community Gatherings and on Green Christmas Presents along with a Carbon Conversation Games Night were focused on community building and helping people make individual changes to reduce their carbon footprint.

In 2018 Transition Town Letchworth signed up with Surfers Against Sewage (SAS) as the Plastic Free Community Leader for Letchworth. Their Plastic Free Community Toolkit sets out five objectives that must be met to achieve Plastic Free status for Letchworth. The Local Governance Objective, which involved getting the local council to pass a resolution to support the project and to take action to reduce its own plastic use was completed in July. The local council also awarded the project a Grant so that storybooks to highlight the problems of plastics, along with associated teaching resources, could be provided to each of the Letchworth primary schools. The Local Businesses Objective is nearly met, this requires at least three single-use plastic items removed from at least 12 local businesses and retailers and replaced with sustainable alternatives. The 'On the Ground Action' Objective has been exceeded; Plastic Free Letchworth stalls promoting plastic free ideas were organised at five events in the town centre (including the project launch event in April); two community litter picks during the year. The objective of having project allies in Schools and Community Spaces is well underway. The fifth objective is to form a Strategic Group (including a council member), and for this group to meet at least twice a year, one more meeting is required to meet this objective.

Resources have been put together to support Brownie and Cub units who want to work on their environmental badges. Using this material one brownie pack, three cub packs and two beaver packs have been visited for evenings of activities exploring action the children could take to tackle climate change. The activities were also utilised at St Thomas's Church Holiday Club.

The food group continued to be busy in 2018. The Growers Market, where surplus home grown food can be exchanged by residents in the town centre, took place each month from May to

October. The Grow It Yourself Organic (GIYO) group, met at the beginning of the year for a seed swap and continued to meet each month at a different garden or allotment with the aim of helping each other get the best from their plots. Chris Collins, head of horticulture at Garden Organic and former Blue Peter gardener talked about 'Urban Organics' at the groups annual event in April.

There was a poor fruit harvest this year but nevertheless TTL held a public apple pressing in the town centre. This took place during the 'Beer and World Food Festival'. TTL also ran apple pressing sessions at a local infant school and pre-school. An investment was made in a new Stainless Steel Press.

In 2014 TTL were awarded a Letchworth Heritage Foundation grant for a Thermal Imaging Camera which can be used for investigating how to reduce draughts and improve insulation in the Letchworth housing stock. During 2018 two training sessions were provided and 15 people borrowed the camera.

TTL facilitated work across the town's cycling groups which led in 2017 to a published proposal for a cycle network across Letchworth. This plan has been shared with the organisations responsible for infrastructure planning and the 'Letchworth Cyclists' group, who produced this proposal, continue to work towards getting the Cycle Network incorporated into the local planning processes. In November 2018 a bid was made to the Police and Crime Commissioners Fund for a project which would be delivered by Sustrans to design more cycle friendly approach routes into three Letchworth schools and to use their modular Street Kit to trial changes to both the approach areas to these schools and the connecting routes between them.

Transition Town Letchworth have been working in partnership with North Hertfordshire District Council Communities Team to utilise S106 sustainable transport funds to increase cycle and scooter parking at community venues across the town. Scooter racks, bike racks and bike shelters were installed at seven schools, the guide hall, a scout hut, a local church, the leisure centre, the town centre and at four groups of flats where there is high cycle utilisation. Installations happened between December 2017 and September 2018. In addition, a scooter and bike rack has also been agreed for an additional school.

TTL continued to participate in the District Council's 'Local Plan 2011-2031' examination, helping to ensure that sustainability issues are properly addressed.

The Personal Resilience Group started 2017 loosely followed the programme by Action For Happiness, developing a number of skills and insights for helping to live well balanced lives and give mutual support. Following recent climate change publications the group has decided to be more proactive in seeking action to tackle climate change and are using Joanne Macey's books which confront the seriousness of our situation on this planet with psychological insights.

The Transition Tots Group was relaunched in 2018.

During 2018 TTL have shared information via a regular email bulletin, website and Facebook on TTL activities and other events in and around town that align with our objectives. TTL monitor national and international events relating to transition and climate change and share our learning.

A training session on how to communicate Climate Change, led by the Carbon Conversations Programme author, Rosemary Randall, took place in November.

## ***Building Partnerships***

TTL recognise the need to work with existing social and government organisations within Letchworth to promote an orderly change towards a more sustainable future. TTL participates in town events where there is an opportunity to promote our aims and objectives.

TTL has continued to work with Letchworth Heritage Foundation and have contributed to work

they have initiated to improve cycling. TTL have worked with the communities team at North Herts District Council on the project to increase cycle parking and has helped to promote the County Councils Local Transport Plan consultations and Waste consultation.

TTL give presentations to local organisations and presented on the Transition movement to the Gandhi Foundation. Presentation have been given on the Plastic Free Letchworth Project to the Rotary Group, Letchworth Arts and Leisure Group and the Letchworth Sustainability Forum. TTL regularly supports Wilbury Community Forum, sharing low cost, low carbon initiatives at their Saturday Cafe.

TTL have maintained contacts with other Transition minded groups in our locality.

### ***Finance***

TTL does not engage, and does not employ any agency to engage, in fundraising for the charity. The charities funds come from contributions made from people who take part in or benefit from our activities. Many of TTL's activities have no financial implications, and can be delivered through volunteer time. Small amounts of money are required to fund some of our activities, in particular, where a hall needs to be hired or event promotion is required. Attendees at events are asked to make a donation, the suggested donation is set to ensure that an event will pay its direct costs and make a contribution to TTL's annual running costs. This financial strategy has allowed TTL to meet its costs this year and to end the year with a balance of just over £839.00. TTL have set a reserves strategy of £500. The accounts are presented at the end of this report.

### ***Summary***

**TTL have maintained our influence and presence in the town with our activities this year. TTL have attracted some new participants in our activities by hosting Transition themed events which covered a wide variety of subjects and activities.**

## Transition Town Letchworth Receipts and Payments Accounts Year ending 31st Dec 2018

### Receipts during 2018

Cash at 1 January 2018	£25.00
Bank balance at 1 Jan 2018	£1062.40
<b>Activities:</b>	
Transition Tuesdays	£521.36
Growers Market	£62.15
Garden Organic Annual Event	£305.60
Apple Pressing	£160.65
GIYO Membership Fees	£58.00
Thermal Imager Donations	£125.00
GIYO Meetings	£3.50
Speaker Donations	£50.00
Bike Maintenance Course Donations	£40.00
Plastic Free Letchworth	£159.30
Plastic Free Letchworth (Grant for Books and First Aid Training)	£300.00
<b>Total Receipts</b>	<b>£1785.56</b>

### Payments from activity during 2018

Transition Tuesdays (venue hire and sundries)	£453.38
Public Liability and Equipment Insurance	£112.00
Website Hosting and Domain Fees	£41.99
First Aid Training and First Aid Kit provisions	£36.67
TTL Publicity Leaflets (Transition Tots)	£26.76
Apple pressing Expenses (publicity and sundries)	£282.30
Thermal Camera (venue hire and sundries)	£19.54
Growers Market (printing and sundries)	£3.00
Garden Organic Event (venue hire, speaker fee, cafe and publicity costs)	£241.64
Garden Organic Group Membership Fee	£30.00
Plastic Free Letchworth (publicity and sample products for stalls)	£311.97
Plastic Free Letchworth (Books and First Aid Training funded by Grant)	£300.00
Letchworth Festival Art Competition Sponsorship	£124.73
Resources for Education Events For Scouting / Guiding	£30.63
Education / Development Events (Communicating Climate Change Costs)	£18.58
<b>Total Payments</b>	<b>£2033.19</b>

<b>Liabilities at End of Year</b>	
Transition Tuesday Venue Hire	£49.44

**Assets at End of Year**

Bank and Cash Balance	<b>£839.77</b>
Thermal Imaging Camera (10% annual depreciation applied)	£1304.64
Apple Scratter (10% annual depreciation applied)	£159.59
Apple Press	£239.55
DVD and Book Library, Gazebo, Tables, display stand, PC Speakers, Heater, Electricity Monitors	

**Auditors Note:**

All activities accounted for. Receipts and payments balance with the bank and cash figures. A straight forward and accurate set of accounts. Overall the organisation spent approximately £250 more than it received, about 25% of cash and bank reserves. In summary, a lot of activity for very little financial commitment.