

Arboricultural Association

2021 ANNUAL SUMMARY

For the year **2021-2022** to include
summary financial accounts for **2021**



Arboricultural
ASSOCIATION

trees.org.uk



The 2022 AGM will take place
via Zoom digital conferencing
on **Wednesday**
August 31st, 2022 at 6pm

The home of tree care

Your contacts at the Association

As of July 1st, 2022

Volunteers (not remunerated);

All contact details can be found on the Association website www.trees.org.uk

Arboricultural Association Trustees:

- **Chair** – Michelle Ryan
- **Vice Chair** – Navin Sehmi
- **Co-opted Treasurer** – Andrew Longland
- **Other Trustees:** Sarah Armstrong, Paul Barton, Alastair Durkin, Elizabeth Nicholls, Keith Sacre, Michael Sankus, Alan Simson and Steve Westmore

Arboricultural Association Trading Ltd Directors (AATL):

Directors of the AATL are the Chair,
Vice Chair, CEO and Finance Manager

Committee and Working Group Chairs:

- **Education and Training Committee**
Chair – Will Rolph
- **Media and Communications Committee**
Chair – Jenny Long
- **Professional Committee**
Chair – Michael Sankus
- **Arborists' Working Group (AWG)**
Chair – Simon Putt
- **Consultants' Working Group (CWG)**
Chair – Nick Bolton
- **Utility Arboriculture Group (UAG)**
Chair – Andy Gardner
- **Women in Arboriculture (WIA)**
Chair – Michelle Ryan

The Branches:

Contact details of all branches can be found on the Association website – www.trees.org.uk

- Cornwall
- East Anglia
- Ireland
- Midlands
- Northern
- Scotland
- South Eastern
- Thames and Chiltern
- Wales
- Western



Arboricultural Association

The Malthouse, Stroud Green, Standish, Stonehouse,
Gloucestershire, GL10 3DL, United Kingdom

Tel: **+44 (0)1452 522152**

Email: admin@trees.org.uk

AA Representation and Liaison: as of July 1st, 2022:

- **Action Oak**
– Simon Richmond
- **All Party Parliamentary Gardening Horticulture Group**
– John Parker
- **Ash Die Back Health and Safety Taskforce**
– Michael Sankus and John Parker
- **British Standards Institution B/213 Trees** – John Parker
- **European Arboricultural Council**
– Jonathan Cocking and John Parker
- **European Forum on Urban Forestry**
– John Parker
- **Fund 4 Trees**
(fund raising activity Ride for Research)
– Mick Boddy and Andy Hirons
- **HSE Arboriculture and Forestry Advisory Group (AFAG)**
– Simon Richmond and Andy Gardner (UAG)
- **London Urban Forest Group**
– John Parker
- **National Highways Sector Scheme 18**
– Martin Lennon
- **National Tree Safety Group**
– Simon Richmond
- **OPM Advisory Group**
– John Parker and Simon Richmond
- **Ornamental Horticulture Roundtable Group (OHRG)**
– John Parker
- **Plant Health Alliance**
– John Parker and Keith Sacre
- **Scottish Tree Health Advisory Group**
– William Hinchliffe and Fiona Melville
- **Society for the Environment**
– Association contact: Jessica Palfreyman
- **Trees and Design Action Group**
– Association contact: John Parker

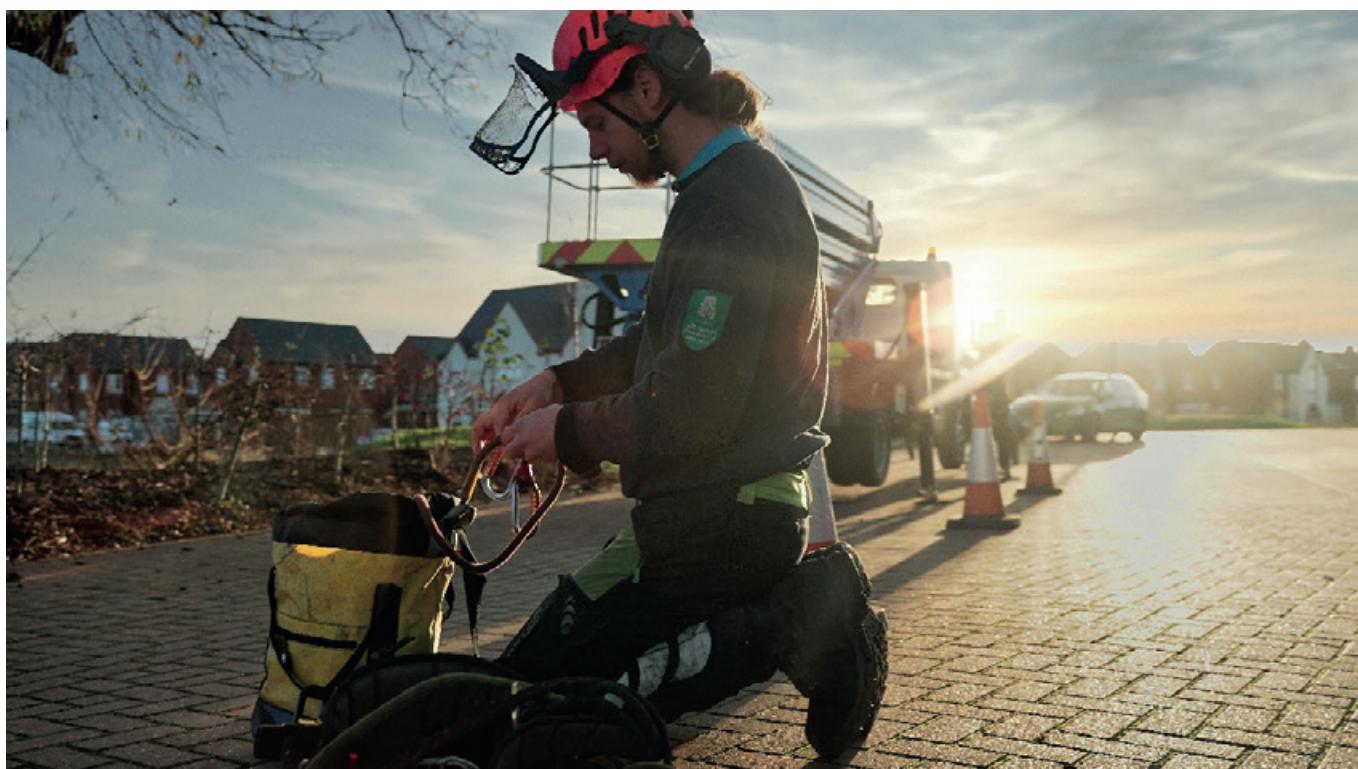
Staff

(Staff listing as of July 1st, 2022)

(All staff contact details can be found on the website)

- **Kate Beamish**, Business Administrator
(Finance and Publications)
- **Rachel Beckett**, Business Administrator
(Training)
- **Hanif Bhula**, Finance Manager
- **Sarah Bryce**, Business Administrator
(Registered Consultant Scheme)
- **Steve Hodsman**, Marketing Manager
- **Sarah Jackson**, Training, Events and Fundraising Manager
- **Jess Palfreyman**, Business Administrator
(Membership and Systems)
- **John Parker**, Chief Executive Officer
- **Simon Richmond**, Senior Technical Officer
- **Paul Smith**, Technical Officer
– Approved Contractor Scheme
- **Andrew Stewart**, Business Administrator (Events)
- **Polly Stone**, Business Administrator
(Accreditation)
- **Jane Stuart**, Business Administrator (Marketing)
- **Françoise Susanne**, Business Development Manager
- **Richard Thompson**, Business Administrator
(Membership)
- **Lara Wepener**, Business Administrator
(Publications)

Association Reports 2021-22



Report of the Chair of Trustees for the period AGM 2021 – AGM 2022

The Annual Summary (formerly called the Annual Report) you are reading provides a summary of financial performance and key activities of the Association in the year 2021-22. A huge amount of work has been done this year in seeking to ensure that the Association has made a strong recovery from the difficulties presented by Covid in 2020-21, and I would like to thank the staff team at The Malthouse and all of our volunteers for everything they have done to make this such a success.

Subscription numbers are holding up strongly, and by December 2021 we had a record number of members. This is particularly impressive at a time when so many other membership organisations are seeing numbers decline, and is a testament to the high level of output the Association has been delivering. Nothing we do would be possible without the support of our members, which is as ever hugely appreciated. The Registered Consultant Scheme continues to grow, and we are now putting record investment into the Approved Contractor Scheme.

Every area of the Association's work has seen growth this year, including a packed training and events programme which post-Covid is increasingly online as well as in person. This change has allowed us to reach more people than ever before, whilst maintaining a high level of quality. The opportunities presented by technology have been seen through the continued success of the webinar series, as well as the online Amenity Conference in September 2021. We are looking forward to holding an in-person Amenity Conference in Loughborough this year, as well as ARB Show at APF towards the end of September.

One of the greatest successes of 2021-22 was the launch of our new Strategic Plan 2022-24, which was developed by the Board of Trustees and staff team and launched in January 2022. The Strategic Plan sets out what we are all about as an Association, and contains our new vision: **Inspiring, supporting and promoting the tree care community for a society that better appreciates and cares for trees.** We hope that all members feel that they are able to buy into this vision and are willing to help deliver the strategic aims of the Association.

In 2021-22 the Association continued to produce high-quality technical support and content for the arboricultural profession, including publications, events and training. However, we also started developing more content for the non-professional audience. This has taken the form of publications such as *An introductory guide to young tree establishment* and *What is arboriculture?*, and we have also started attending more public-facing and cross-sector events to promote the work our members do. A highlight of this for me was participating in the Royal Horticultural Society's Hampton Court Flower Show, where several members of the Association's staff team and some volunteers spent a week engaging with the public and

spreading the word about tree care. We will be doing plenty more of this in the future, so if you would like to get involved then please speak to the Malthouse team.



I hope you will find the information on the following pages interesting and encouraging, and that this Annual Summary gives you a good flavour of what your Association is doing. These are exciting times and there are some great opportunities out there for arboriculture and for the Association. We will continue to do what we can to make the most of this for the benefit of you, our members, and of the wider tree care community.

Michelle Ryan
Chair of Trustees

Report of the Chief Executive Officer for the period AGM 2021 – AGM 2022

The period between the AGM in 2021 and the AGM in 2022 pretty much overlaps with my first year in post as CEO of the Association, and I am delighted to be able to say that we have seen a huge amount of activity and progress in the organisation. This is a testament to the hard work of the team at the Malthouse and to all of the volunteers who do so much for us.

Community engagement has been a big theme of the last year. Our members regularly tell us that one of their priorities is for us to improve communications with the general public, promoting arboriculture more widely. To this end, we have been attending a number of public events and – crucially – have been helping our members do the same. If you are interested in doing something locally to promote arboriculture then please do let us know, and we would be happy to help.

Whilst we work on promoting arboriculture to the general public, it is of course vital that we do not lose sight of our primary purpose – to support our membership and lead the way as the professional voice of arboriculture. We continue to produce high-quality technical publications, and our training provision is now exceeding pre-pandemic levels. Our events calendar is also looking incredibly healthy, and over the last year we have delivered an online Conference, the Fungi Symposium, Bats and Trees, dozens of Wednesday Webinars and so much more.

The Accreditation Schemes go from strength to strength. Over the last year we have held two successful Registered Consultant events, and we are investing record resources into the development of the Approved Contractor Scheme. It is essential that we continue to build public and professional trust in these Schemes, and a lot of work has been done to get all of the building blocks right, from recruiting new assessors to rewriting the Complaints Procedure.

Membership numbers are not a perfect proxy for performance but they can give a good indication of whether or not an organisation is on the right track. In 2021 we achieved our highest-ever figures, and we look set to break that record in 2022. Subscriptions continue to provide the largest amount of income to the Association, but we are now successfully diversifying our income streams and through a lot of hard work and some sound financial management we achieved a record surplus last year.

This healthy financial situation has allowed us to increase investment in our team. We have been expanding, revising our organisational structure and recruiting to new roles. And with more people working for the Association than ever before, we have also expanded physically by occupying an additional floor of the Malthouse.



The Association can only achieve the ambitions contained within our Strategic Plan through the work of our staff team and our volunteers and, of course, through the continued support of our membership. Without your subscriptions, none of this would be possible. On behalf of the team at the Malthouse, thank you all!

John Parker
Chief Executive Officer

Report of the Treasurer for the period January 1st, 2021 – December 31st, 2021

This is my first Annual Report to the members since I became the Treasurer of the Arboricultural Association in June 2021.

Firstly, I want to thank the whole team at HQ for their efforts during the year, especially John and Hanif who have implemented new policies and procedures to further strengthen and enhance the Association's financial management.

It has been an interesting year, with the effects of the pandemic still being felt, but it has definitely been a rebuilding year.

Income levels increased by 32% compared to 2020, bringing them back to just 6% behind pre-pandemic levels, which is a fantastic result.

What's even more impressive is that this has been achieved by not increasing our expenditure to the same levels, keeping it at just 88% of income, compared to the previous years of 2020 = 108% and 2019 = 97%.

This has meant that we have been able to return a healthy surplus for the year of £161,657.

This surplus gives us the opportunity to invest further in the development of the Association and ensure we provide an exemplary service to our members and further the objectives of the charity. The Strategic Plan for 2022-24 that we published in November 2021 sets out the nature of these developments.

The Association remains financially strong with a Balance Sheet value of £871,504, the majority of which is represented by the value of the freehold land and property at HQ, for which the mortgage has now been fully repaid. We have also begun repaying the Coronavirus Business Interruption Loan (CBIL) that was taken out in 2020; we have not had to dip into this fund at all so far as our cashflow has remained reasonably strong. However, the decision was taken not to repay this early as there has still been some uncertainty in the economy, the effects of the pandemic are still being felt and we are now facing a cost-of-living crisis; therefore, given that the interest levied on it is so low, it seems prudent to keep the cash available to utilise if it is needed in the near future.



Andrew Longland
Treasurer

Report of Arboricultural Association Trading Ltd (AATL) for the period January 1st, 2021 – December 31st, 2021

The accounts of AATL have been approved by the company's auditors. Being wholly owned by the Association, these accounts are incorporated within the Association's annual accounts. The company's accounts have been approved by the Directors of AATL. The AATL Directors express their thanks to the Association's staff team who continue to make AATL a success.

Michelle Ryan
Chair of Trustees

Association 2021 accounts and audit

Receipt of the Accounts of the Association for Financial Year 2021

Trustees' Statement

The accounts have been audited and given an unqualified report. Copies of the accounts have been filed with Companies House and will be filed with the Charity Commission by the due date.

A full copy of the audited accounts for 2021 is available on the website (<https://www.trees.org.uk/About-Us/Policies-and-Reports>) or may be obtained from the registered office at The Malthouse, Standish, Stonehouse, Gloucestershire, GL10 3DL, United Kingdom.

A summary for 2021 with a comparison to 2020 is provided in the following pages, as well as details showing year-to-date performance in 2022 alongside the 2022 budget and forecast.

The Association's Strategic Plan 2022-24 was adopted in October 2021 and came into force on January 1st, 2022. This Strategic Plan has been communicated to all members of the Association and other stakeholders.

Michelle Ryan

Chair of Trustees

Independent auditor's report to the members and Trustees of the Association

The summary financial accounts for the year ended December 31st, 2021 included in this report do not constitute statutory financial statements. The summary financial accounts are extracted from the Group's consolidated statutory financial statements for the year ended December 31st, 2021. The auditor has reported on those consolidated financial statements; their report was unqualified and did not contain statements under s498 (2) or (3) Companies Act 2006 or equivalent preceding legislation.

Scott Lawrence

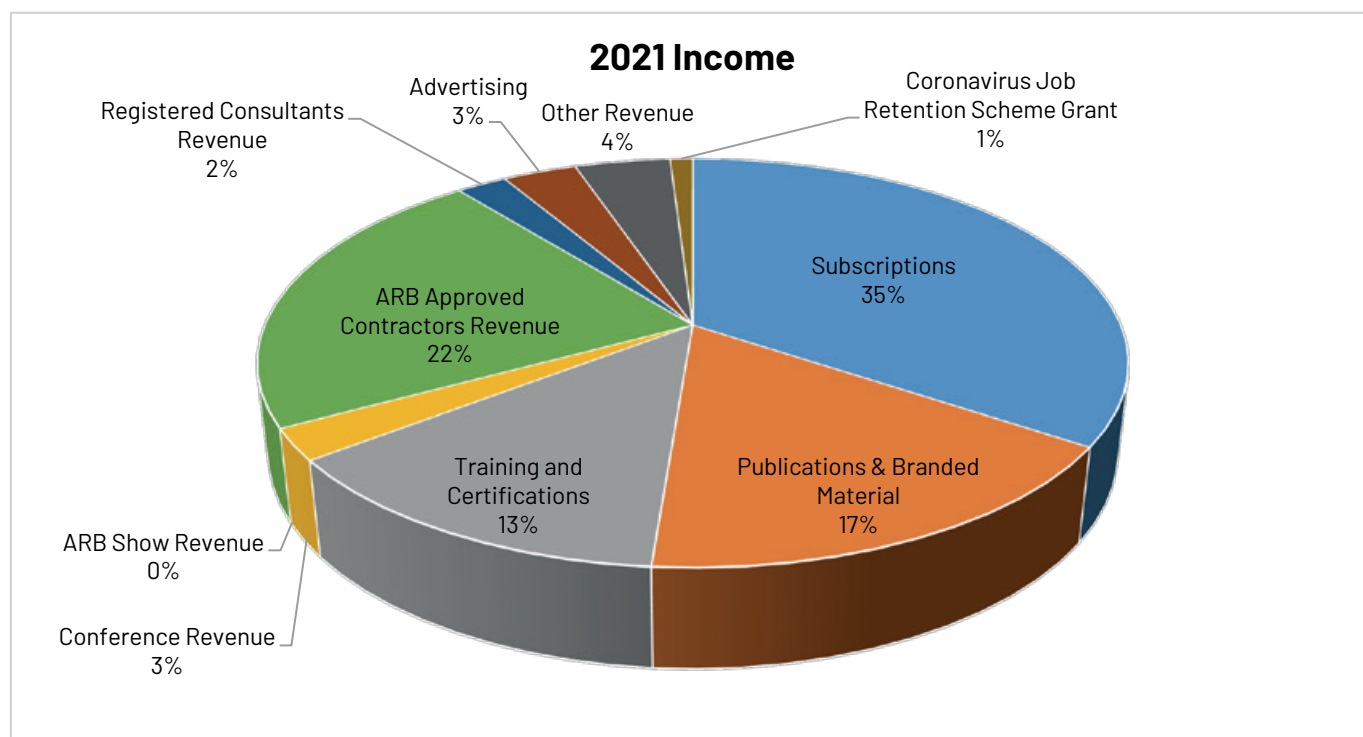
Senior Statutory Auditor

For and on behalf of Hazlewoods LLP, Statutory Auditor

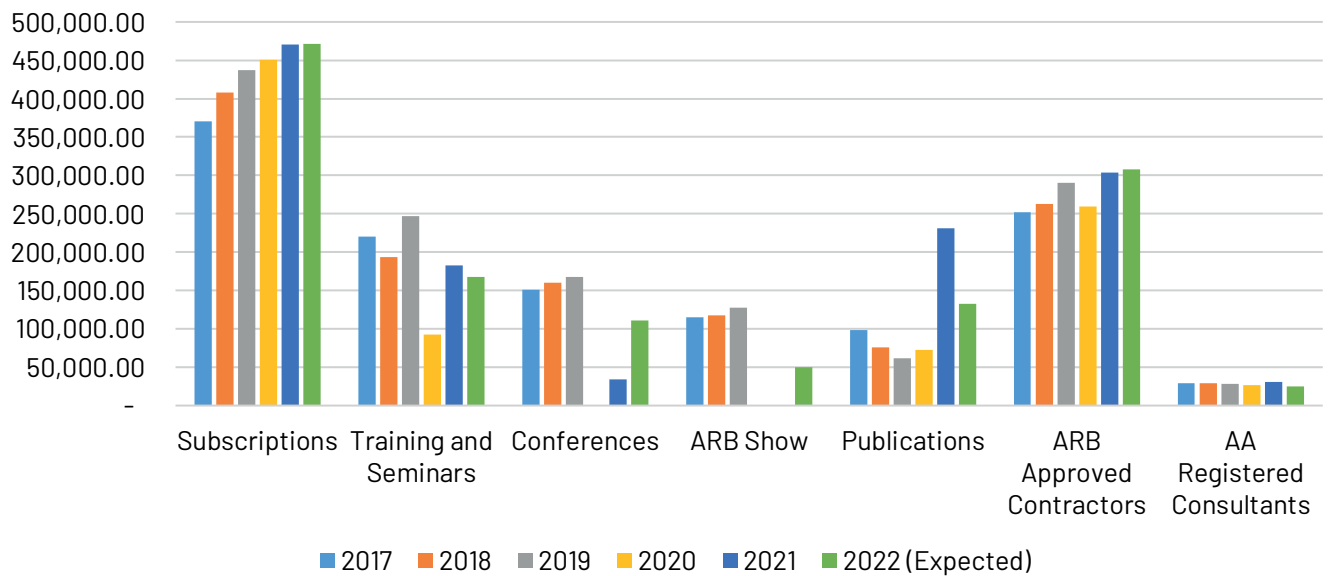
Arboricultural Association summary financial information January 1st, 2021 to December 31st, 2021

Summary consolidated income and expenditure account	2021			2020		
	Income £'000	Expense £'000	Total £'000	Income £'000	Expense £'000	Total £'000
Activities to further the charity's objectives:						
Subscriptions	470.6	(64.1)	406.5	450.6	(54.5)	396.1
Publications	231.0	(154.7)	76.3	72.5	(104.2)	(31.7)
Conferences	34.1	(67.4)	(33.3)	-	(81.4)	(81.4)
Workshops and seminars	182.2	(113.8)	68.4	92.2	(117.4)	(25.2)
Trade fair	-	(6.1)	(6.1)	-	(64.6)	(64.6)
Meeting costs	-	(37.0)	(37.0)	-	(52.7)	(52.7)
Newsletter and journal	-	(82.9)	(82.9)	-	(92.6)	(92.6)
Political expenditure	-	(20.2)	(20.2)	-	(37.3)	(37.3)
Coronavirus Job Retention Scheme Grant/Other Grants	13.7	(6.0)	7.7	63.2	(1.5)	61.7
	<u>931.6</u>	<u>(552.2)</u>	<u>379.4</u>	<u>678.5</u>	<u>(606.2)</u>	<u>72.3</u>
Activities to generate funds:						
Consultants and contractors	334.3	(315.8)	18.5	285.5	(177.6)	107.9
Marketing and advertising	44.8	(13.4)	31.4	17.5	(11.3)	6.2
Promotion	-	(80.5)	(80.5)	-	(83.9)	(83.9)
Management and administration	-	(133.8)	(133.8)	-	(122.2)	(122.2)
Committees and governance	-	(28.8)	(28.8)	-	(37.6)	(37.6)
Branch expenditure	-	(15.6)	(15.6)	-	(28.2)	(28.2)
Technical support	-	(67.0)	(67.0)	-	(58.3)	(58.3)
Interest received	0.1	-	0.1	0.2	-	0.2
Other activities	58.0		58.0	56.5		56.5
	<u>437.2</u>	<u>(654.9)</u>	<u>(217.7)</u>	<u>359.7</u>	<u>(519.1)</u>	<u>(159.4)</u>
Totals:	<u>1,368.8</u>	<u>(1,207.1)</u>		<u>1,038.2</u>	<u>(1,125.3)</u>	
Surplus/(Deficit) of income over expenditure:			<u>161.7</u>			<u>(87.1)</u>

Summary consolidated balance sheet	2021		2020	
	£'000	£'000	£'000	£'000
Fixed assets:		743.6		774.7
Current assets:				
Stock	31.3		18.4	
Debtors	83.9		103.1	
Cash at bank and in hand	471.2		385.2	
	<u>586.4</u>		<u>506.7</u>	
Creditors due within one year:	<u>(315.2)</u>		<u>(388.3)</u>	
		271.2		118.4
Creditors due after one year:		(143.3)		(183.3)
		<u>871.5</u>		<u>709.8</u>
Funds:				
Restricted fund		6.1		6.1
Unrestricted fund		860.5		698.8
Non-charitable reserves		4.9		4.9
		<u>871.5</u>		<u>709.8</u>



Income per year for subscriptions, training, Conference, ARB Show, publications, Approved Contractors and Registered Consultants



Summary consolidated movement in reserve funds

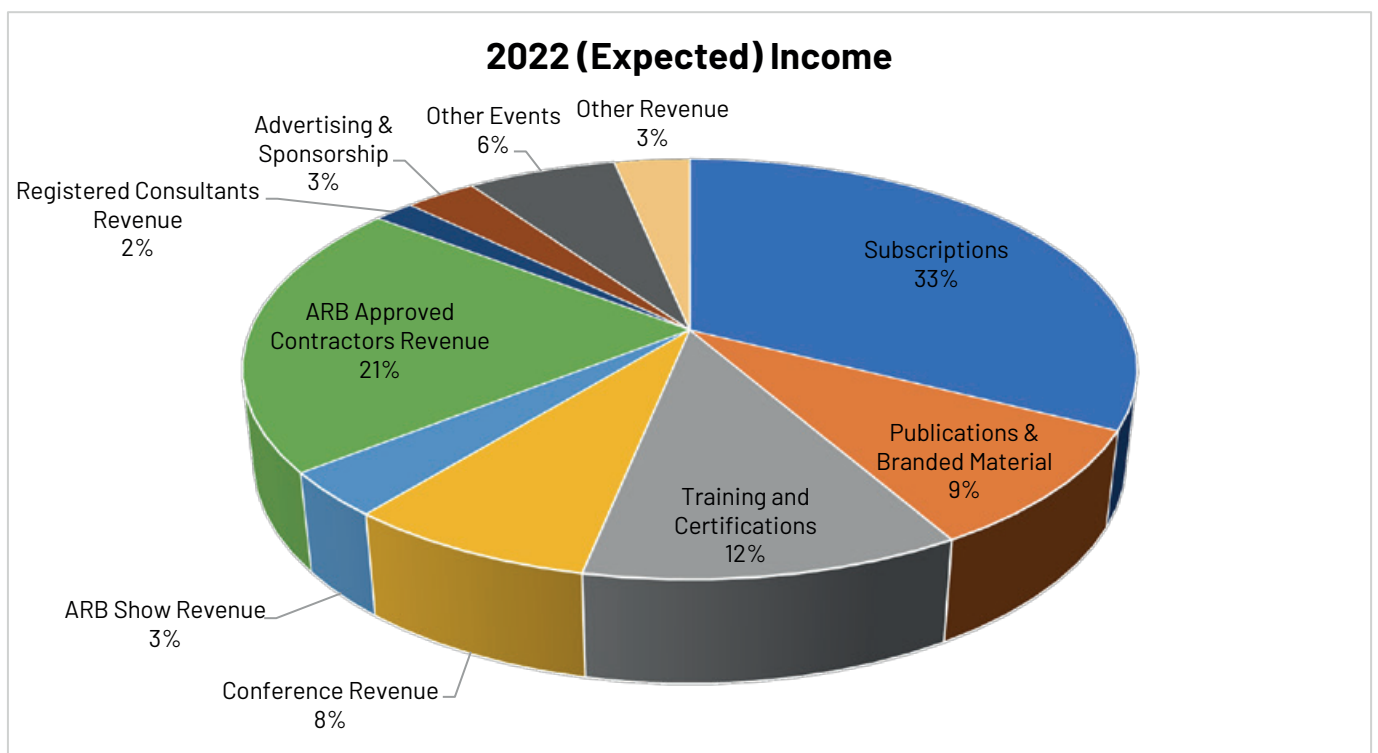
December 31 st	Unrestricted Funds £	Restricted Funds £	Total £	Movement on previous year £
2016	656,608	6,086	662,694	18,741
2017	703,264	6,086	709,350	46,656
2018	747,738	6,086	753,824	44,474
2019	790,865	6,097	796,962	43,138
2020	703,750	6,097	709,847	(87,115)
2021	865,407	6,097	871,504	161,657

Presentation of the budget and performance for 2021 and re-forecast data as at June 30th, 2022

In accordance with the Association's established practice, a business plan and a budget for 2022 were approved by the Board of Trustees at the start of the financial year. Performance against budget is monitored regularly. At the present time – August 2022 – there is no reason to believe that the final outcome for the year will be materially at variance to budget.

	Final 2021	Budget 2022	Actual/Forecast June 2022
Sales			
Subscriptions	470,618	466,785	471,684
Branch Training Income	662	-	6,835
Publications and Branded Materials	230,989	110,000	132,891
Training and Certifications	182,265	150,960	167,528
Advertising Revenue	44,800	45,000	44,527
Conference Revenue	-	175,000	110,810
ARB Show Revenue	-	50,000	50,000
New Event - APF 2020/In-person Events	-	25,000	43,308
Online Events	34,090	50,000	50,000
Approved Contractors Revenue	317,189	294,165	307,577
Registered Consultants Revenue	17,073	29,000	25,250
Other Revenue	71,116	39,066	40,587
Total - Sales	1,368,802	1,434,976	1,450,997
Purchases			
Membership Expenses	9,920	12,900	12,433
Publications Expenses	106,609	49,500	57,084
Training Expenses	39,972	55,702	64,934
Editor's Expenses	16,082	16,000	15,278
Conference Expenditure	-	70,000	64,685
ARB Show Expenses	562	-	10,000
New Event - APF 2020/In-person Events	-	10,000	30,630
Online Events	5,568	10,000	10,000
Approved Contractors Expenditure	148,705	130,917	145,976
Registered Consultants Expenditure	17,028	18,850	15,950
Sponsorship and Marketing Expenditure	22,557	24,000	26,246
APPGHG/OHRG	7,400	10,000	7,500
Research Grant	4,400	5,000	5,000
Partner Sponsorship	500	2,500	4,135
Other Purchases	1,091	2,500	1,537
Total - Purchases	380,395	417,869	471,388
Gross Profit	988,408	1,017,107	979,609

	Final	Budget	Actual/Forecast
	2021	2022	June 2022
Overheads			
Member Publications Expenses	64,838	62,000	58,971
Trustees Expenses and Development	6,758	12,500	9,421
Branch Events	704	5,000	5,949
Committees and Other Meetings	127	4,000	2,395
Staff Meeting, Travel and Subsistence	8,453	12,000	11,357
Staff Overheads	535,307	627,015	601,406
Establishment Costs	30,157	20,000	22,065
Administration Expenses (less system costs)	63,648	93,500	95,216
Internet Expenditure	3,525	2,400	2,055
Web Design	28,354	35,200	33,133
Legal and Professional Fees	28,814	23,100	23,189
Finance Expenses	19,144	17,400	17,759
Depreciation, Disposal and Bad Debt	34,374	39,000	35,233
Malthouse Loan Interest	2,551	5,235	5,345
Total - Overheads	826,752	958,350	923,494
Profit before Contingency Expenses	161,657	58,757	56,115
Contingency Expenses	-	10,000	10,000
Surplus Income	161,657	48,757	46,115



Annual General Meeting 2022

Appointment of auditors for the 2022 Accounts

Recommendation that the following be re-appointed as auditors for the coming year:

Hazlewoods LLP

Business Advisors and Chartered Accountants
Windsor House, Bayshill Road, Cheltenham, GL50 3AT

Board of Trustees AGM 2021-2022

After the Annual General Meeting (AGM) in 2021 there were nine elected Trustees of the Association.

Michelle **Ryan** (2018), Chair

Ian **Murat** (2019)

Keith **Sacre** (2019)

Michael **Sankus** (2019)

Alan **Simson** (2019)

Paul **Barton** (2020)

Navin **Sehmi** (2020), Vice Chair

Steve **Westmore** (2021)

Alastair **Durkin** (2021)

(Brackets show year of election).

In addition to the above, three Trustees were co-opted onto the Board between AGM 2021 and AGM 2022.

Andrew **Longland** (2021), Treasurer

Sarah **Armstrong** (2022)

Elizabeth **Nicholls** (2022)

At each AGM, all Trustees who have served a term of three years shall retire from office, other than any Trustee who is in mid-term of office as Chair.

At the close of the period AGM 2021 – AGM 2022, there will be six vacancies: four due to Trustees reaching the end of their terms, and two due to resignation.

These are:

Michelle **Ryan** (period of office extended in 2021 due to being mid-term as Chair)

Keith **Sacre**

Alan **Simson**

Michael **Sankus** (ineligible to stand again in 2022 due to reaching the end of three consecutive terms)

Ian **Murat** (resigned 2021)

Navin **Sehmi** (resigned 2022)

Honorary Titles: President and Vice Presidents

The current position is as follows:

President: Position vacant

Vice Presidents: Mr Robin Harper
Mr Robert Hillier OBE
Sir Joseph Alan Meale
Mr Tony Kirkham MBE

Election of Association Trustees for the period AGM 2022–AGM 2023

Any member of the Association is entitled to nominate themselves for election to the role of Trustee, including those retiring as Trustees (unless they have served three consecutive terms of office).

The following Trustees are entitled to remain as Trustees without standing for election:

Paul **Barton** (2020)

Steve **Westmore** (2021)

Alastair **Durkin** (2021)

(Brackets show year of election).

Nominations received

Valid nominations have been received from eight nominees:

Stella **Bolam**

Neil **Davies**

Robert **Murison**

Lynden **Reed**

Michelle **Ryan**

Keith **Sacre**

Alan **Simson**

Lawrence **Thor**

Trustee election process 2022

Voting is undertaken electronically during August, with the results announced at the 2022 AGM on August 31st, 2022.



Arboricultural Association

The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire GL10 3DL

Arboricultural Association Ltd. A company registered in England at The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire GL10 3DL, UK. Company number 4070377.

The Arboricultural Association is a registered charity no. 1083845.

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