



Arboricultural
ASSOCIATION

trees.org.uk

2020 Annual Report

For the year **2020–2021** to include summary financial accounts for **2020**



The 2020 AGM will take place via Zoom digital conferencing on **Thursday 2nd September 2021 at 7pm**

www.trees.org.uk

Your contacts at the AA

Volunteers (*members not remunerated*);

All contacts details can be found on the AA website – www.trees.org.uk

Arboricultural Association Directors and Charity

Trustees:

- **Chair** – Michelle Ryan
- **Vice Chair** – Navin Sehmi
- **Co-opted Treasurer** – Laurence Vine-Chatterton (until 15 June 2021)
- **Co-opted Treasurer** – Andrew Longland (from 15 June 2021)
- **Other Directors:** Alastair Durkin, Jenny Long, Ian Murat, Keith Sacre, Michael Sankus, Alan Simson, Jaime Bray and Paul Barton

Arboricultural Association Trading Ltd Directors

(AATL):

2020 – Directors of the AATL are the Chair, Vice Chair, CEO and Finance Manager

Current Committee Chairs

- **Education and Training Committee**
Chair – Will Rolph
- **Media and Communications Committee**
Chair – Jenny Long
- **Professional Committee**
Chair – Mike Sankus

Specialist Working Groups:

- **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 AA website – www.trees.org.uk

- **Cornwall**
- **East Anglia**
- **Irish**
- **Midland**
- **Northern**
- **Scottish**
- **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 1 July 2021:

- **Action Oak**
 - Simon Richmond
- **All Party Parliamentary Gardening Horticulture Group**
 - John Parker & Stephen Hodsman
- **Apprenticeships**
 - John Parker & Simon Richmond
- **Ash Die Back (DEFRA liaison)**
 - Mike Sankus & John Parker
- **British Standards Institution – B/213 Trees**
 - Simon Pryce
- **European Arboricultural Council**
 - John Parker & Jonathan Cocking
- **European Forum on Urban Forestry**
 - John Parker
- **GB & NI Tree Health Advisory Group**
 - John Parker
- **Greener UK**
 - John Parker & Stephen Hodsman
- **Fund 4 Trees**
 - (fund raising activity Ride for Research)*
 - Andy Hirons & Mick Boddy
- **Highways Authority National Highway Sector Scheme 18**
 - Martin Lennon
- **HSE Arboriculture and Forestry Advisory Group (AFAG)**
 - Simon Richmond & Andy Gardner *(UAG)*
- **ISA (International Society of Arboriculture)**
 - John Parker & Jessica Palfreyman
- **LISS (Land based Industry skills scheme)/CSCS**
 - Martin Lennon & Paul Smith
- **National Tree Safety Group**
 - Simon Richmond
- **Ornamental Horticulture Roundtable Group**
 - John Parker
 - **OHRG Education Group**
 - Steve Westmore & Simon Richmond
 - **OHRG Research Group**
 - Glynn Percival & John Parker
- **OHRG Commercial Group**
 - John Parker
- **OPM Advisory Group**
 - John Parker & Simon Richmond
- **Plant Health Biosecurity Alliance Steering Committee**
 - John Parker & Keith Sacre
- **Scottish Tree Health Advisory Group**
 - William Hinchliffe & Fiona Melville
- **Society for the Environment**
 - John Parker & Jessica Palfreyman
- **Trees and Design Action Group**
 - Keith Sacre & John Parker
- **Tree Council**
 - John Parker
- **Woodland Trust Charter for Trees**
 - Jeremy Peirce
- **VETcert**
 - Simon Richmond & Jim Mullholland

Staff

(Staff listing as of 1 July 2021)

(All staff email contacts are firstname@trees.org.uk)

(PT = Part time position)

- **Kate Beamish**, Administration Officer
 - Finance and Publications (PT)
- **Hanif Bhula**, Finance Manager
- **Sophie Chappell**, Events Coordinator
- **Steve Hodsman**, Marketing Manager
- **Jack Hutchings**, Marketing Officer
- **Sarah Jackson**, Training Coordinator
- **Jim Mullholland**, Technical Officer (PT)
- **Jess Palfreyman**, Administration Officer
 - Membership and Systems (PT)
- **John Parker**, Technical Director until 30 June 2021 and Chief Executive Officer from 1 July 2021
- **Simon Richmond**, Senior Technical Officer
- **Paul Smith**, Technical Officer
 - Approved Contractor Scheme Manager
- **Polly Stone**, Administration Officer
 - Accreditation
- **Stewart Wardrop**, Chief Executive Officer until 30 June 2021 and retired from 31 July 2021

Reports of the Board of Directors for the period AGM 2020–AGM 2021



Report of the Association Chair for the period AGM 2020 – AGM 2021

My first report as your Chair. What a year it has been thankfully now we appear to be over the worst of the effects of Covid and we are now witnessing encouraging signs of activity recovery.

The various following reports outline the work that has enabled the Association not only to weather the storm but also to take steps to grasp the opportunities as we move forward, one thing is for certain change is a constant and the future will undoubtedly bring yet more change.

At a time where many membership organisations are struggling to grow, the AA continues to prosper with our numbers of paid members approaching our 2019 record high and early indications are that we should surpass this number during 2021. In addition, ARB Approved Contractor's Scheme is continuing to grow with the Utility Approved Contractor Scheme contributing to this. The ongoing development and investment into our Registered Consultants' Scheme continue. Further developments of all our schemes will ensure they remain relevant and fit for purpose and we will continue to actively promote the schemes to primary decision makers. These two areas have provided the financial underpinning for the Association over the past 18 months and we thank you for your ongoing support.

Our training and events activity have, through necessity been curtailed or moved online. This has brought new challenges and opportunities which the team at HQ have taken. The online training activity is now growing in both content and thankfully we are now seeing a return to some face-to-face activity as well. Our Events activity has moved to be delivered virtually, successfully so. The excellent Wednesday webinar series, Fungi symposium and recent Arb Show being prime examples of how content can still be delivered to our members and partners online.

As I hope you are aware the Association has significantly changed the way we engage with Parliament and this has grown through our contribution to, APPGHG, OHRG, and increasingly direct representation on DEFRA committees. Increasingly we are being invited to comment or offer advice and/or opinion on various issues facing the UK's urban landscape. The Arboricultural

Association is clearly and openly recognised and identified as the professional body for the whole of Arboriculture, not just nationally but increasingly internationally, we will work to ensure this remains so going forward.

Throughout the past 12 months the AA team have managed the necessary change through long periods of uncertainty. The most difficult period being the autumn with furlough and then culminating, in making two staff redundant in October. Thankfully since the advent of vaccination and the more positive outlook for the Association arising in the spring, we can start reinvesting in the HQ team as activity recovers. Stewart Wardrop, our CEO for the past five years, finally got to retire, a little later than originally planned, after managing us through the Covid times. After a thorough recruitment campaign, we were pleased to appoint John Parker, the Association's Technical Director, as the new CEO from 1 July.

The future now gives reason to plan optimistically and following our recent strategy planning session we will map out the Trustees plans for the Association covering the strategic period 2022 – 24. This will lay out what we see as the challenges and opportunities and how we tackle them. A briefing will be delivered as part of the AGM 2021 and communicated to all members shortly afterwards.



Finally, I would like to thank all the HQ staff. All of these achievements are a reflection of their hard work and dedication, often working long hours and under intense pressure. None of these things would have been possible without them and their commitment over the past year is truly appreciated.

Michelle Ryan
Chair of the Trustees

Financial Performance for the year 1 January 2020 to 31 December 2020

We had a difficult year in 2020 due to the restrictions necessary in connection with the pandemic.

Total income was £1,038,000 (£1,461,000 in 2019). Whereas subscriptions accounted for 30% of our income in 2019, they rose to 43% in 2020. This was due to our needing to cancel the Arb Show and the Conference as well as greatly reducing the workshops and seminars we could offer. Fortunately, we were able to provide on-line services in this area. We were able to reduce our costs through the use of the government furlough scheme. The net result was a deficit of £87,000 compared with a surplus of £43,000 in 2019. Considering the major reduction in our income this is a respectable result.

Our balance sheet remains sound and the mortgage on The Malthouse will be fully repaid by the time of the AGM in 2021. Our cash flow is healthy.

We have arranged a loan of £200,000 in connection with the Government's Business Interruption Loan Support scheme. We have not needed to make use of the loan so far and it is more like an insurance policy for us should there be further disruptions due to the situation.



We are expecting that 2021 will be a better year financially and we look forward to a period of growth again as we expect our income to increase and we plan to achieve a result close to break-even. Our reserves remain satisfactory and we look forward to the future with confidence.

Laurence Vine-Chatterton
Treasurer

Chief Executive Report 2020 & 2021

Review of 2020

Covid continued and continues to have an impact upon all Association activities, which saw much of the association's activity modified, curtailed or cancelled. Not unsurprisingly revenue and cash flow management became and remains the priority with cash position being measured and reported on a daily basis. All expense and costs were, and remain, carefully controlled and managed; investment being made only when a clear opportunity arose or as a result of a statutory requirement.

We strengthened our reserves by taking up £200,000 via the government business interruption loan scheme and we utilised the governments furlough scheme at various times and to various extents during the year however activity in administration levels dropped considerably resulting in two staff members being made redundant in October 2020. Conference (September 2020), the ARB Show (May 2021) and Conference (September 2021) were cancelled, with the ARB Show 2021 being replaced with a virtual event.

Our social media activity remained the key method of contact and engagement with our members and partners; the level of output and timely delivery helped keep the Association engaged with its membership and partners organisations. Our Marketing team, albeit small, continue to deliver a large volume of quality and timely activity.

Through the use of digital webinar technology, we delivered a wide range of member focused activity, a very successful part of this was the Wednesday webinar activity delivered by the Technical team. This gave not only national but increasingly international exposure for the association's activities.

Despite the impact of Covid upon activities our membership numbers held up extremely well with 2020 numbers nearly matching the 2019 record levels. The prior year investment into and introduction of "rolling" membership renewal undoubtedly helped with membership retention and we continued growth and development of the Associations Website content and functionality.

In addition, both the approved contractor and registered consultant schemes performed extremely well with numbers reaching new record levels.

We continued to grow our network of new partnerships to raise the profile of Arboriculture and public awareness of the Industry. Our active participation within the "All Party Parliamentary Group on Horticulture and Gardening" (APPGHG) and the Ornamental Horticultural Roundtable Group (OHRG) and the Association continues to deliver real benefits. Our being aligned with larger organisations enables our voice to be significantly amplified; this can be demonstrated through the Association growing its representation on various steering groups, including the "Plant Health Alliance" as well as other DEFRA advisory panels.

Over the winter period we regularly reviewed our activities and thankfully we have seen a significant return of business activity especially within training, as a mixture of face to face and virtual offerings, have delivered a much more positive outlook for 2021. Our Events team have embraced the virtual offering opportunity with a very successful Fungi symposium being delivered, another is planned for later in 2021. Publication activity also deserves mention, the New Technical Guides and Fungi Books will have provided a much-needed boost to Association income this year. We have invested in digital eBook technology to further leverage our publication activity.

In summary, a more positive outlook exists, and this has been regularly reported to Trustees and Committees. The Association remains well placed to be able to continue to develop its outputs and activities to meet its member's needs, whilst growing its voice and presence.



As I retire and leave the Association after 5 years as CEO at the end of July 2021 can I wholeheartedly thank you for your help, assistance and support over these years and request that you continue to support the Association to ensure it remains the professional body representing the whole of Arboriculture.

My very best wishes,

Stewart Wardrop
Chief Executive Officer

Committee & Working Group Chair Reports for 2020-2021

Report of the Professional Committee (PC) Chair

What a year it has been as we continue to free ourselves from the grip of Covid. Time has continued to pass at breakneck speed in lockdown and I have lost count of how many activities, breaks and holidays that have been cancelled in 2020/2021. We have all become used to communicating via Teams or Zoom, but with some light at the end of the tunnel I am hoping that we'll be able to have more face-to-face meetings and less virtual meetings, punctuated by "you're on mute", toward the end of 2021 and into 2022.

In spite of the Covid lockdowns the committee has been busy. In 2020 Christopher Wright joined the committee and we have met three times – four by the time you read this report. Meeting via Zoom the committee has signed off a number of Technical Guides (TG1, TG2, TG4 & TG5) as well as the 2021 ArbAC scheme document. The committee was presented with an opportunity to sign off amendments to the routes to Technical Membership making it more inclusive, demonstrating a commitment to continually review the routes to membership.

Work developing our Registered Consultant Scheme continues. The new application process and guide to become a Registered Consultant has been launched. The Registered Consultant Quality Assurance process continues to work very well and is now viewed by many external organisations as an exemplar of how an accreditation scheme should be operated. By the time you read this report revisions to the appeals procedure for all AA schemes will be signed off and ready for use should the need arise.

Earlier in the year a small group was set up with the specific task of responding to industry consultations. The number of consultations is quite frankly staggering. Recent submissions include responses to the England Tree Strategy; Right to Regenerate; and the National Planning Policy Framework and National Model Design Code. We are currently working on responses to the Trees Outside Forests Certification Standard and the Environmental Principles (Environment Bill). The consultation responses can be found on the website.

The committee's base workload includes the determination of complaints as well as the assessment of Fellow applications. Much of this work goes unheralded, however I'd like to thank members of the committee and others called upon occasionally for their continued support and willingness to progress this work, which simply wouldn't be possible without them.

As Chair of Professional Committee (also a Trustee and a Tree Officer) I was pleased to continue representing the Association alongside John Parker at Tree Health Policy Group and the Ash Die Back Health & Safety Taskforce meetings during 2020/2021. With Ash Dieback continuing to threaten our ash tree population I urge you all to read and follow the Associations Ash Dieback Guidance Note, which is available to all members.

Finally, I would like to thank Stewart Wardrop for all of his hard work and dedication during his tenure as Chief Executive of the Association and welcome John Parker into this role as Stewart sets about enjoying his well-deserved retirement. By the time you read this report Stewart will have departed and John will have no doubt got stuck into the job, supported by the fantastic team at HQ. I have known John for many years, and I am looking forward to working with him in his new role.

A short report on the activity of our working Groups (AWG, CWG, UAG and WIA) follows below.



Mike Sankus
Chair Professional Committee

Report of the Arborists' Working Group (AWG) Chair

For obvious reasons, the last 12 months have put a strain on the ability for the AWG to convene and continue with the typical core focus of the group. That said, I'm sure I speak on behalf of each and every member when I say that we have probably never had to rely on each other more so than during this period.

Quite selfishly, the function of the AWG almost but seized at the beginning of the first national lock-down, however our WhatsApp group has provided a much-welcomed sounding board for us each to sense check our next moves. Imagine having the ability to litmus test an idea with 9-10 of the best tree management company owners without fear of (much) ridicule at any time of the day!

Simon Putt of Devon Tree Services took over the role of AWC chair when I was elected to be the Vice Chair of the Association, and we are all looking forward to Simons first meeting in person when hopefully we can continue with business as usual.



The industry is extremely buoyant and almost every company is suffering from too much work vs not enough staff. Whilst the Association is deeply considering the issue of succession as part of its new strategy, I hope to see the AWG contribute to the talking and doing which results in the end solutions.

Navin Sehmi
Vice Chair AWG

Report of the Consultants' Working Group (CWG) Chair

The Consultants Working Group has been subject to the same restrictions in meeting and completing work as everyone, but we are proud to have concluded one very significant project in the form of the updated applicant requirements for those who wish to join the Registered Consultants Scheme. The new application pack was launched in early 2021 and is a major revamp for what applicants are required to submit, but without any lowering of the standards to which Registered Consultants are renowned. New applicants are still assessed on the quality of their reports and are invited to interview if the assessors are satisfied that the standard of submitted reports is at the required level, but applicants now have a greater range of reports that they are able to submit. Other changes to the scheme are that applicants now have two opportunities in the year to make submission (Spring and Autumn) which provides fixed deadlines on which they can focus and enables the assessors to plan their time more efficiently.

Previous work completed by CWG and reported last year was the Quality Assurance Process (QAP), and this has been rolled out very successfully. However, as with all work, a process of continuous improvement has resulted in the QAP being reviewed and refined in areas where improvements have been required. The primary focus of the group has been in relation to the information that existing Registered Consultants are required to submit, and greater clarity on how decisions can be appealed (this has come about through a wide review of the appeals process for all of the Association's accreditation schemes).

The next 12 months hold further challenges for CWG and we will be looking at how the scheme can be better promoted across the sector, not only seeking to attract new members, but also considering how it can best service the needs of current and new member through fresh ideas (for example, is there scope for registered practices as well as individuals). CWG is always looking for new ideas and volunteers to help explore these, so if this is of interest, please do contact me, the chair of professional committee or anyone at The Malthouse.



Nick Bolton,
Chair CWG

Report of the Utility Arboriculture Group (UAG) Chair

Utility Arboriculture Group (UAG) maintained its activity through what has been undoubtedly a very different and challenging year as a result UAG met three times in the year, January, August and November.

Progress however continues to be made primarily through the Utility Arb Approved Contractor Scheme growth. The scheme focuses on the utility sectors and the compliance and standards that apply to these areas more specifically. More companies have been signing up to be assessed under the new scheme and it is a great addition to help improve the standards across our sector.



The UAG continue to publish its safety bulletins, and safety data, whilst promoting and sharing best practice with this messaging and sharing of information now extending overseas.

Andy Gardner
Chair UAG

Women in Arboriculture Working Group (WIA)

As for most groups it's been a fairly quiet year for the WIA.

Most of our efforts focused on virtual networking sessions. These started off as coffee mornings and then moved to a mix of evening and morning sessions, at the request of our members. These networking sessions have varied from more formal structured sessions with a topic of discussion to relaxed and informal chats. We also had the brilliant Felicity Stout give us a talk on some of the history of street trees. From all of the really good feedback we've had on these sessions it's become apparent that networking is really important for our members and hope to continue and build on this.

We have also progressed with the kit survey and with a big push on social media ended up with a good number of responses, we are still planning on sharing the results with manufacturers and suppliers.



Other things we've been involved in include podcasts, interviews, social media campaigns and webinars.

Michelle Ryan
Chair WIA

Report of the Education and Training Committee (E&T) Chair

In February the Committee's Research Grant programme saw funds awarded to two projects: Improving the future for two tree-dwelling bat species and Developing a new approach to evaluate waterlogging tolerance in trees.

Training in 2020 was greatly impacted by Covid, initially with the cancellation of classroom-based courses across the UK and the uncertainty about how to deliver any form of training. The AA quickly adapted, however, and saw the opportunity to convert many courses online.

The launch of the Wednesday Webinars kicked started the AA online offering in May, with an Arborists' Question Time series. The weekly events continued to increase in popularity and provide a valuable resource and global connection for members and non-members alike. By year-end we saw nearly 7,000 participants from more than 100 countries.

The first training course to convert to online was BS3998: Tree Works Recommendations, in June. This digital format was launched as a series of four modules, presented by the Arboricultural Association's Technical Officer, Paul Smith. Learners enrol through our website, learn at their own pace and on successfully passing the four assessments, download a certificate of completion.

The Training team then turned their attention to developing live online courses. Different to the eLearning digital course, these courses require delegate participation and feature live presentations by AA trainers. The first of these Tree Pests, Diseases and Disorders, was launched in November and presented by Jim Mulholland. The first date was so popular selling out within a week, that a second date was swiftly added. By Q4 of 2020, the team had started work on developing a portfolio of online courses for the New Year, including: Basic Tree Inspection; BS5837; Getting to Grips with Subsidence and Arboriculture Knowledge.



Sarah Jackson,
Training Coordinator

Report of the Media and Communications Committee (M&C) Chair

Despite the huge challenges that the global pandemic caused us all in 2020 our industry has thrived, and the Association still had a key role to play in supporting all those in arboriculture. With meetings, events and training online starting to feel like the norm, the Association was able to divert its resources into online activity and the digital content they put out in 2020 was highly impressive and meant we stayed well connected to Arborists, not just in the UK but now all over the world.

The M&C team's remit is to support the HQ team in the Media & Communication activity as well as undertaking our own PR and Communications work. Members of the team continue to have articles published in various trade publications as well as the Arb Mag and we have been working on more video content, particularly to encourage more people into the industry.

We have fully embraced our meetings via zoom (which makes life much easier when we are spread all over the country) and feel that the shift change in our communication strategy to a more digital output is a very positive outcome from this terrible pandemic.

We were delighted to be able, when lockdown was lifted for schools last autumn, to launch our school's membership pilot scheme and are building a resource base for the future when we are able to launch this in a wider way. This is designed to allow a free membership to all schools providing them with ideas, information and lesson plans about trees, tree care and the profession of arboriculture so we can achieve our goal of connecting more with the public and ultimately increasing understanding of our industry and awareness of our Association.

We look forward to the end of lockdown and one day attending a face to face meeting again, a real-life ARB Show and the ability to connect in person, but for now we salute the AA team for a 2020 that, albeit digitally, from an M&C perspective has been a great success.



If you are interested in helping to promote the work of the Association and arboriculture, then do come and join our team.

Jenny Long
Chair Media & Communications Committee

Report of Arboricultural Association Trading Ltd (AATL) for the year 1 January 2020 to 31 December 2020

The accounts have been approved by the company's auditors and being wholly owned by the Association, are incorporated within the Association's annual accounts. The company's accounts have been approved by the Directors of the AATL.

In accordance with the Association's published strategic plan covering 2018–2020 the Association's Directors set targets and review the performance of each accreditation scheme to ensure continued relevance and that effective public and member value are being delivered. A new strategic plan is currently being created by Directors and Staff to cover the period 2022–2024.



As ever, the AATL Directors wish to express thanks to and recognition of the continued commitment and enthusiasm of the team at The Malthouse headquarters.

Michelle Ryan
Chair of the Trustees

Receipt of the Accounts of the Association for Financial Year 2020

Trustees' Statement

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

A full copy of the audited accounts for 2020 is available on the website www.trees.org.uk/About-Us/Policies-and-Reports or may be obtained from the registered office The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire, GL10 3DL, United Kingdom.

A summary for 2020 is provided along with a comparison to 2019 in the following pages.

A new strategic plan is currently being derived by Trustees and Staff to cover the period 2022– 2024. The existing strategic plan has been widely communicated to all members and branches with committees and working groups pursuing objectives in support of the strategic plan.



Details re actual performance YTD 2021 versus budget and re-forecast for 2021 can be seen on the following pages.

Michelle Ryan
Chair of the Trustees

Independent Auditors' Report to the Members and Trustees of the Arboricultural Association

The summary financial accounts for the year ended 31 December 2020 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 31 December 2020. 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

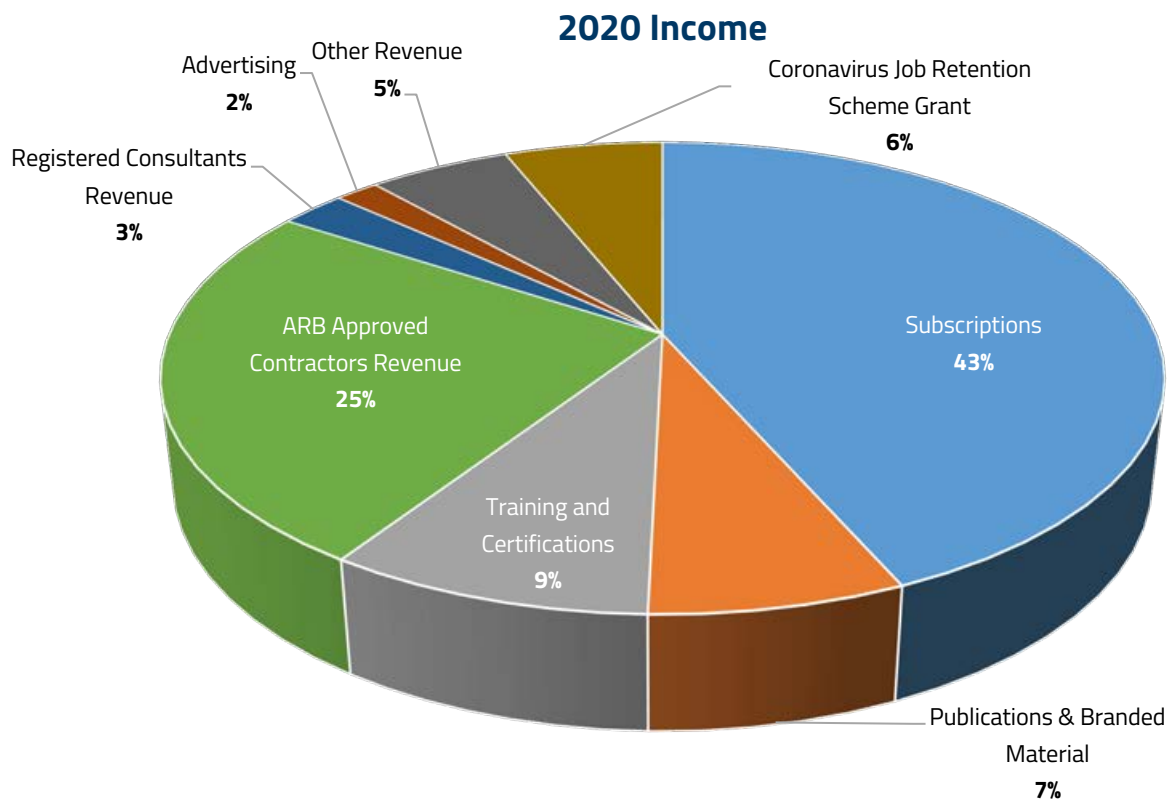
Arboricultural Association Summary Financial Information

1 January 2020 to 31 December 2020

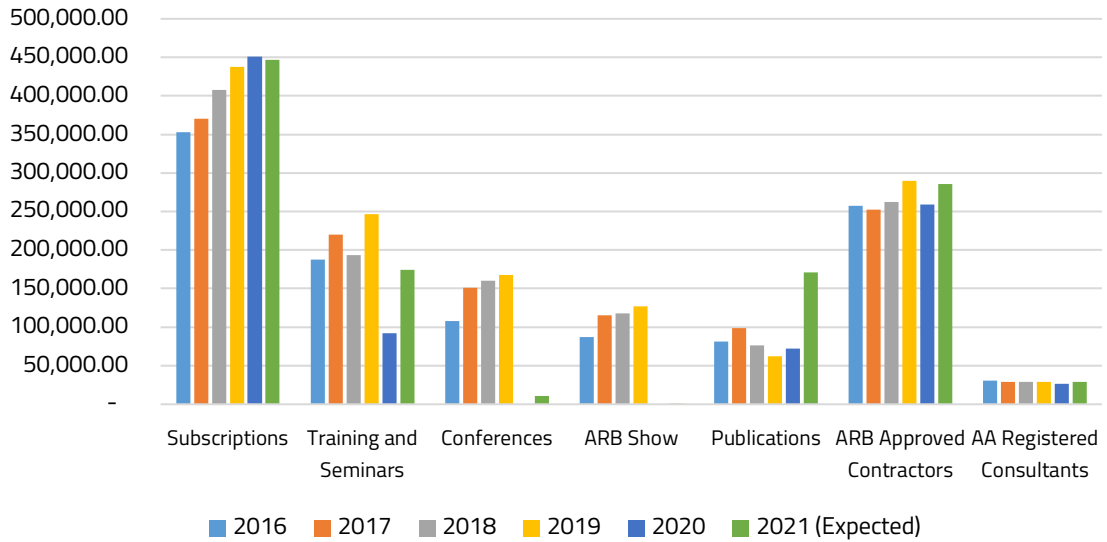
SUMMARY CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT	2020			2019		
	Income £'000	Expense £'000	Total £'000	Income £'000	Expense £'000	Total £'000
Activities to further the charity's objectives:						
Subscriptions	450.6	(54.5)	396.1	437.4	(56.2)	381.2
Publications	72.5	(104.2)	(31.7)	62.0	(65.6)	(3.6)
Conferences	-	(81.4)	(81.4)	167.5	(169.4)	(1.9)
Workshops and seminars	92.2	(117.4)	(25.2)	247.0	(196.6)	50.4
Trade fair	-	(64.6)	(64.6)	127.2	(132.5)	(5.3)
Meeting costs	-	(52.7)	(52.7)	-	(68.2)	(68.2)
Newsletter and journal	-	(92.6)	(92.6)	-	(99.0)	(99.0)
Political expenditure	-	(37.3)	(37.3)	-	(41.7)	(41.7)
Coronavirus Job Retention Scheme						
Grant/Other Grants	63.2	(1.5)	61.7	-	(13.8)	(13.8)
	<u>678.5</u>	<u>(606.2)</u>	<u>72.3</u>	<u>1,041.1</u>	<u>(843.0)</u>	<u>198.1</u>
Activities to generate funds:						
Consultants and contractors	285.5	(177.6)	107.9	318.8	(253.4)	65.4
Marketing and advertising	17.5	(11.3)	6.2	29.0	(10.6)	18.4
Promotion	-	(83.9)	(83.9)	-	(72.3)	(72.3)
Management and administration	-	(122.2)	(122.2)	-	(121.9)	(121.9)
Committees and governance	-	(37.6)	(37.6)	-	(31.1)	(31.1)
Branch expenditure	-	(28.2)	(28.2)	-	(22.8)	(22.8)
Technical support	-	(58.3)	(58.3)	-	(62.7)	(62.7)
Interest received	0.2	-	0.2	2.8	-	2.8
Other activities	56.5		56.5	69.2		69.2
	<u>359.7</u>	<u>(519.1)</u>	<u>(159.4)</u>	<u>419.8</u>	<u>(574.8)</u>	<u>(155.0)</u>
Totals:	<u><u>1,038.2</u></u>	<u><u>(1,125.3)</u></u>		<u><u>1,460.9</u></u>	<u><u>(1,417.8)</u></u>	
(Deficit)/Surplus of income over expenditure:			<u><u>(87.1)</u></u>			<u><u>43.1</u></u>

SUMMARY CONSOLIDATED BALANCE SHEET	2020		2019	
	£'000	£'000	£'000	£'000
Fixed assets:		774.7		828.1
Current assets:				
Stock	18.4		26.2	
Debtors	103.1		136.9	
Cash at bank and in hand	385.2		176.9	
	<u>506.7</u>		<u>340.0</u>	
Creditors due within one year:	<u>(388.3)</u>		<u>(349.1)</u>	
		118.4		(9.1)
Creditors due after one year:		(183.3)		(22.0)
		<u>709.8</u>		<u>797.0</u>
Funds:				
Restricted fund		6.1		6.1
Unrestricted fund		698.8		786.0
Non-charitable reserves		4.9		4.9
		<u>709.8</u>		<u>797.0</u>

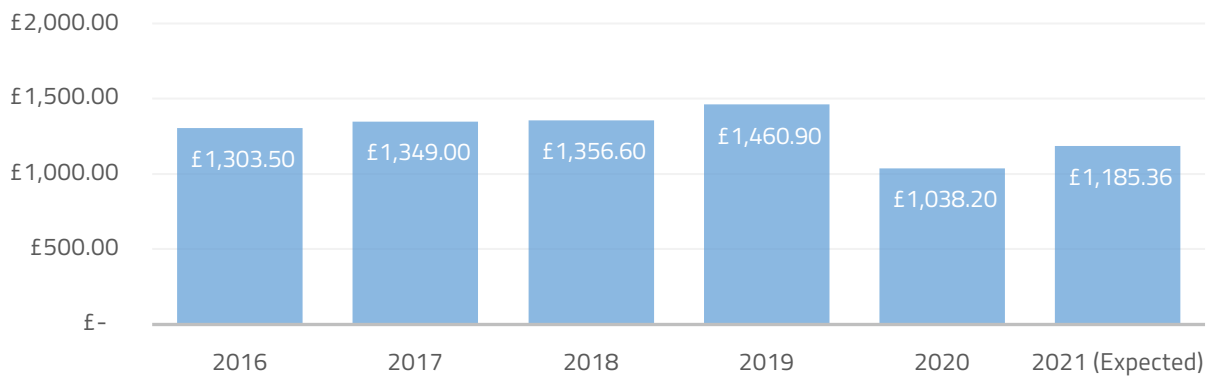
Graphical representation of 2020 income



Income breakdown per year based on main revenue sources



Total Income per year £'000



SUMMARY CONSOLIDATED MOVEMENT IN RESERVE FUNDS

31 December	Unrestricted Funds £	Restricted Funds £	Total £	Movement on previous year £
2015	637,873	6,080	643,953	16,944
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)

MOVEMENT IN RESERVE FUNDS HELD IN BRANCH ACCOUNTS

31 December	Total £	Movement on previous year £
2015	22,328	2,329
2016	18,434	(3,894)
2017	23,317	4,883
2018	22,898	(419)
2019	18,417	(4,481)
2020	18,311	(106)

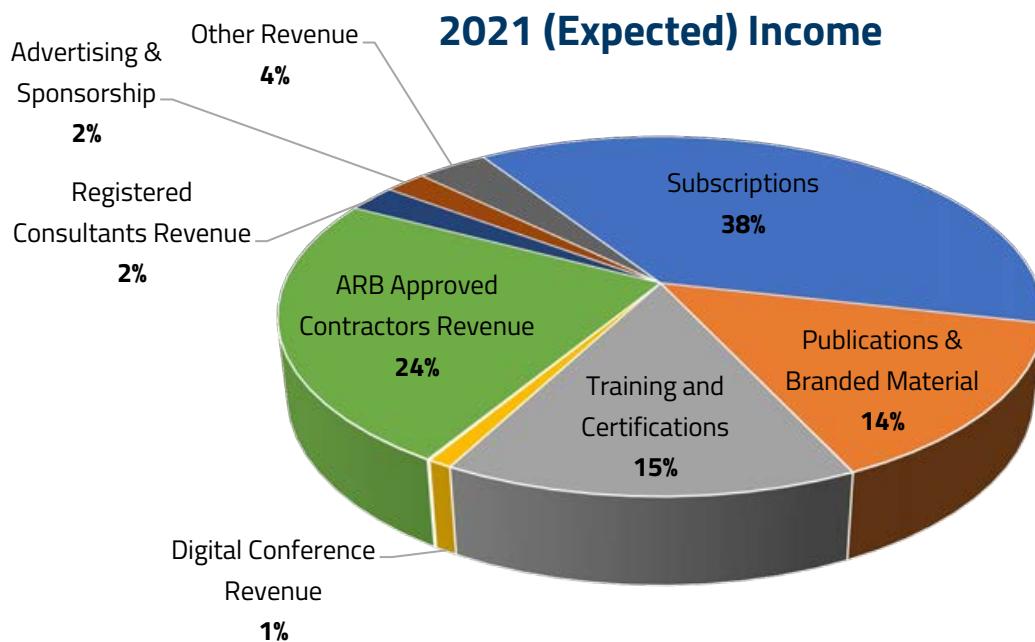
Presentation of the Budget and Performance for 2021 and Re-forecast Data as at 30 June 2021

In accordance with the Association's established practice, a Business Plan and a Budget for 2021 were approved by the Board of Trustees at the start of the financial year. Performance against Budget is monitored regularly. At the present time – July 2021 – there is no reason to believe that the final outcome for the year will be materially at variance to Budget.

	Final 2020	Budget 2021	Actual/Forecast June 2021
Sales			
Subscriptions	450,613	450,000	447,065
Branch Training Income	482	-	-
Publications & Branded Materials	72,508	110,000	171,451
Training & Certifications	92,179	165,000	174,503
Advertising Revenue	17,516	17,500	24,590
Conference Revenue	-	100,000	-
Digital Conference Revenue	-	10,500	10,500
ARB Show Revenue	-	1,000	1,000
Approved Contractors Revenue	259,043	275,000	285,355
Registered Consultants Revenue	26,458	30,000	28,938
ISA Income	10,104	10,000	3,412
Other Revenue	46,103	43,000	38,546
Total - Sales	975,006	1,212,000	1,185,360
Purchases			
Membership Expenses	12,484	12,000	11,030
Publications Expenses	60,482	80,000	101,236
Editor's Expenses	16,080	17,000	17,131
Sponsorship and Marketing Expenditure	26,253	30,000	24,336
Conference Expenditure	5,113	70,000	2,006
Digital Conference Expenditure	-	5,000	5,000
Training Expenses	43,666	55,000	51,290
ARB Show Expenses	8,105	5,000	-
Branch Expenses	2,895	4,000	-
Approved Contractors Expenditure	68,357	90,000	107,759
Registered Consultants Expenditure	11,841	12,500	18,341
APPGHG/OHRG	7,411	10,000	10,000
<i>Careers portal 2020-2022</i>	-	5,000	5,000
Research Grant	695	2,500	2,200
Partner Sponsorship	1,500	2,500	2,500
Other Purchases	786	3,500	1,906
Total - Purchases	265,668	404,000	359,735
Gross Profit	709,338	808,000	825,625

Overheads

Member Publications Expenses	62,452	70,000	59,487
Trustees Expenses	3,990	5,000	3,546
Branch Events	-	2,500	2,500
Committees & Other Meetings	2,434	4,000	3,831
Staff meeting, travel and subsistence	7,668	10,000	2,529
Staff Overheads	497,134	520,000	531,953
Establishment Costs	13,159	16,000	20,326
Administration Expenses (less system costs)	86,519	72,500	85,232
Internet Expenditure	4,812	5,000	4,000
Web design	33,525	40,000	38,375
Legal & Professional Fees	19,732	20,000	23,285
Finance Expenses	14,036	10,000	13,402
Depreciation, Disposal & Bad Debt	44,910	35,000	34,863
Malthouse Loan Interest	2,083	2,500	2,536
Total - Overheads	792,454	812,500	825,865
(Loss) / Profit before Contingency expenses	(83,116)	(4,500)	(240)
Contingency costs	-	10,000	10,000
Net (Loss) / Profit	(83,116)	(14,500)	(10,240)



Appointment of Auditors for the 2021 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

To Report the Retirement of Trustees during the term AGM 2020–AGM 2021

As a result of the AGM 2020 there were nine elected Trustees of the Arboricultural Association.

Year of Election	Name	Current post
(18)	Michelle Ryan	Chair
(18)	Alastair Durkin	
(18)	Jenny Long	
(19)	Ian Murat	
(19)	Keith Sacre	
(19)	Mike Sankus	
(19)	Alan Simson	
(20)	Navin Sehmi	Vice Chair
(20)	Paul Barton	

Brackets show year of election

In addition to the above, the following members were co-opted to become Trustees after the 2020 AGM.

Year of Election	Name	Current post
(20)	Laurence Vine-Chatterton	Trustee/Treasurer (Until 15 June 2021)
(20)	Jaime Bray	Trustee
(21)	Andrew Longland	Trustee/Treasurer (From 15 June 2021)

Co-opted Trustees only hold office until next AGM (2 September 2021).

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

From 2 September 2021 we will have two Trustee positions vacant as a result of three retirements.

(18)	Alastair Durkin
(18)	Jenny Long

Brackets show year of election

Honorary Titles: President and Vice Presidents

The current position is as follows:

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

Sadly, we lost one of our Vice Presidents, Mr Henry Girling who passed away on 29 March 2021.

Election of Association Trustees for the period AGM 2020–AGM 2021

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

The following are entitled to retain Trusteeship without having to stand for election:

Year of Election	Name
(18)	Michelle Ryan
(19)	Mike Sankus
(19)	Alan Simson
(19)	Ian Murat
(19)	Keith Sacre
(20)	Navin Sehmi
(20)	Paul Barton

Nominations have been received from seven (7) nominees

Alistair **Durkin**
Andy **Gardner**
Stefan **Roberts**
Philip **Barwell**
Stephen **Westmore**
Stella Eleftheriades **Bolam**
Adam **Roberts**

Trustee election process 2021

A vote will be taken at AGM in order to elect up to two Trustees from the above nominees to serve for the period AGM 2021–AGM 2024.



Arboricultural Association

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