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**THE UNITED KINGDOM  
ENVIRONMENTAL LAW ASSOCIATION**

**(Company limited by guarantee no. 2133283  
registered charity no. 299498)**

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**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MAY 2004**

**THE UNITED KINGDOM ENVIRONMENTAL LAW ASSOCIATION**  
(Company limited by guarantee no. 2133283, registered charity no. 299498)

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**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MAY 2004**

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**LEGAL AND ADMINISTRATIVE INFORMATION**

**For the year ended 31 May 2004**

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During the year, the General Secretary, on behalf of the Charity, gave Notice of the Annual Election to the Council of Management. However, this year there being seven places to be filled on the Council but only seven candidates (including three who had to retire by rotation and were eligible for re-election, and two who had already been co-opted onto the Council and were standing for election for the first time), then clearly the election was uncontested: accordingly those seven candidates - *Keith Davidson, Elisa de Wit, Jim Drysdale, Valerie Fogleman, Peter Kellett, Daniel Lawrence and Kenneth Ross* – were elected unopposed and automatically joined the Council.

The Annual General Meeting was held on 4 February 2004 at the offices of Ashurst Morris Crisp, Broadwalk House, 5 Appold Street, London EC2A 2HA; the firm kindly provided refreshments for the occasion. There were 28 members in attendance.

**Council Members**

- Julian Boswall (resigned 27 October 2004)
- Simon Boyle
- \* Mark Brumwell
- Clare Coleman (resigned 4 February 2004)
- Catherine Davey (resigned 16 July 2003)
- Keith Davidson (co-opted 22 October 2003)
- \* Elisa de Wit (appointed#)
- Martin Diggins
- Jim Drysdale
- Neil Faris (resigned 12 December 2003)
- Valerie Fogleman
- Martha Grekos
- Sarah Holmes
- Stephen Homewood (resigned#)
- Zana Juppenlatz
- Peter Kellett
- Daniel Lawrence
- Deborah Lloyd (28 July 2004)
- \* Helen Loose (resigned 12 December 2003)
- Brian Masterson
- Kenneth Ross (appointed#)
- \* Stephen Sykes
- Stephen Tromans
- William Upton
- \* Andrew Wiseman

**NOTES**

The above Council Members served throughout the year except where otherwise stated.

# These retirements and appointments to the Council took effect at the Annual General Meeting on 4 February 2004, Kenneth Ross being re-elected to the Council following one year's absence therefrom.

\* Member of the Executive Committee - see overleaf.

## THE UNITED KINGDOM ENVIRONMENTAL LAW ASSOCIATION

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### LEGAL AND ADMINISTRATIVE INFORMATION

For the year ended 31 May 2004

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The Executive Committee (indicated above by asterisks) included:

Chairman: Andrew Wiseman; Vice Chairman: Stephen Sykes; Treasurer: Helen Loose until 4 February 2004 and thereafter Elisa de Wit; Working Party Co-ordinator: Mark Brumwell from 13 September 2004; Christina Hill, General Secretary and Company Secretary and Vicki Elcoate, Executive Officer, in attendance.

The United Kingdom Environmental Law Association is registered as a company limited by guarantee without share capital; its governing instrument is its memorandum and articles of association.

**Company  
Registered  
Number**

2133283

**Charity  
Registered  
Number**

299498

**Registered office**

Honeycroft House  
Pangbourne Road  
Upper Basildon  
Berks  
RG8 8LP

**Auditors**

Gotham Erskine  
Friendly House  
52 - 58 Tabernacle Street  
London  
EC2A 4NJ

**Bankers**

Lloyds TSB Bank PLC  
25 Gresham Street  
London  
EC2V 7HN

**REPORT OF THE COUNCIL  
For the year ended 31 May 2004**

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The overall aim of the UK Environmental Law Association (UKELA) is to make the law work for a better environment. The year to 31 May 2004 saw UKELA start to deliver its first strategic plan with that aim at the forefront of its activities, and the development of measurable targets which are regularly reviewed by the governing body, the Council of Management.

The Council members, who are also the directors of the Charity for the purposes of company law and the trustees for charity law purposes, submit their annual report and financial statements for the year ended 31 May 2004. The Council members confirm that the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in October 2000.

The highlights of the year were:

- Completion of a major research project on establishing an electronic library on environmental law to provide access to information for members of the public
- Development of the case for reform of environmental regulation in Northern Ireland
- Promotion of the need for better access to environmental justice, including exploration of the case for an environmental tribunal
- Further development of a web-site providing information about UKELA and environmental law
- First training event held jointly with the Association of Personal Injury Lawyers
- Events for UKELA members held including a major conference in Plymouth, regional group and working party meetings
- Membership questionnaire and subscription review
- New image for the organisation in its external publications

However progress was slow in some areas because of the voluntary nature of UKELA, when the majority of members are busy professionals, and the lack of resources for professional staff support. Despite this, UKELA made significant progress during the year and seeks to address resource issues in the medium term of its strategic plan (which runs from 2003 to 2006).

**Aims and objectives**

UKELA had several challenges for itself in its strategic plan:

- Being more proactive in working to deliver its charitable objectives of environmental protection and public education
- Working to secure a higher profile for the organisation both within its own membership and externally
- Delivering a better service to its members
- Providing more planning, direction and operational quality control from the UKELA Council to increase effectiveness and accountability
- Increasing its membership base, widening the spectrum of membership and being more effective within the UK as a whole.

The three year plan recognises that there is a real opportunity to grow and raise its profile, whilst providing a better service to members, to those interested in environmental law and to the environment itself.

**REPORT OF THE COUNCIL  
For the year ended 31 May 2004**

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UKELA also set itself four aims in the context of its charitable objects which are the promotion for the benefit of the public generally of the enhancement and conservation of the environment in the United Kingdom and in particular to advance the education of the public in all matters relating to the teaching, application and practice of law relating to the environment.

The aims set out what UKELA plans to achieve over the three years to 2006:

- To encourage the development of environmental law for a better environment and promote the effective implementation of it
- To promote and provide access to information on environmental law to a wide audience
- To promote discussion and networking opportunities amongst those interested in environmental law

As well as an underpinning fourth aim:

- To build and strengthen the organisation so it can deliver its other aims consistent with the overall objectives for UKELA

In the year to end May 2004 UKELA made good progress in moving towards these aims with the details set out below.

**Organisation and governance of the Charity**

The Charity's governing body is the Council of Management, which sets the policy and strategic direction of the organisation. The Council is an elected body meeting quarterly, with – during this year - a Chairman (Andrew Wiseman), Vice-Chairman (Stephen Sykes) and Treasurer (Helen Loose/Elisa de Wit). Council Members undertook roles such as co-ordinating the Charity's Working Parties (Mark Brumwell), and Regional Groups (Sarah Holmes). The Executive Committee supervised the delivery of the work programme. The President of the Charity was the Rt Hon the Lord Slynn of Hadley PC.

The General Secretary, who is also the Company Secretary (Dr Christina Hill), the Executive Officer (Vicki Elcoate) and the Membership Secretary (Richard Bines) were the paid executives of the Charity.

**Council**

Details of the Council members serving during the year and currently are shown on page 1. Council members are elected annually by the members of the Charity at the Annual General Meeting. One third of the Council retires annually at each AGM but is eligible for re-election. The Charity has no issued share capital or debentures, hence there are no directors' interests requiring disclosure.

**REPORT OF THE COUNCIL**  
**For the year ended 31 May 2004**

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**Review of developments, activities and achievements**

**Aim 1: To encourage the development of environmental law for a better environment and promote the effective implementation of it**

**Key activities:**

- The main focus was exploring the establishment of an environmental tribunal: UKELA volunteers and staff met a Minister from the Department of Constitutional Affairs and officials at Defra meetings and secured publicity in the media. A conference in Scotland also investigated this issue
- Submission to the Environmental Audit Committee inquiry on environmental crime
- Paper on environmental regulation on Northern Ireland following consultation with members and other organisations in Northern Ireland
- UKELA's Working Parties met throughout the year. They covered the areas of Biotechnology, Contaminated Land, Insurance and Liability, Integrated Pollution Control, Nature Conservation, Planning and Environmental Assessment, Practice and Procedure, Waste, Climate Change, Scottish Law, Sustainable Development and Water.
- The working parties made the following submissions to government and statutory bodies: draft model procedures for the management of land contamination; nature conservation in Scotland; EU emissions trading scheme; principles for evaluating human health risks from petroleum hydrocarbons in soils; waste licensing exemptions; communication on the IPPC Directive

**Aim 2: To promote and provide access to information on environmental law to a wide audience**

**Key activities:**

- A major scoping study was carried out involving the BRASS department of Cardiff University on the need for an electronic library on environmental law. Further work developed the project proposal and it is planned that funding is secured to implement this work.
- The UKELA web-site ([www.ukela.org](http://www.ukela.org)) was re-designed and went on line, supervised by the volunteer webmaster Peter Kellett, providing more information to members of the public and UKELA members
- 10 press releases were sent out and publicity secured, particularly in the legal and environmental specialist media
- A joint training day was held in partnership with the Association of Personal Injury Lawyers on current environmental law issues

**Aim 3: To promote discussion and networking opportunities amongst those interested in environmental law**

**Key activities:**

- The Regional Groups met throughout the year, often holding seminars on particular subjects or staging events. The Scottish and North West groups were particularly active.
- E-law, UKELA's electronic journal (also available on paper and on the web-site), was published under the editorship of Catherine Davey six times, with a new layout at members' request

**REPORT OF THE COUNCIL**

**For the year ended 31 May 2004**

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- Annual Conference: Science, Law and Environmental Policy at Plymouth University organised primarily by UKELA Council Member Sarah Holmes with strong support from her firm, Bond Pearce and assistance from Simon Payne at Plymouth University. 199 delegates attended this successful event which included sessions on GMOs, Climate Change, Energies of the Future, Biodiversity and the Human Factor. The Gala Dinner was held at the spectacular venue of the Eden Project with the speaker being Chris Hines from Surfers Against Sewage and the Eden Project.
- Garner lecture: This event was organised by Council member Daniel Lawrence with support from his firm, Freshfields. Once again we attracted a top quality speaker although the numbers who attended was lower than normal due to school holidays and shorter than normal notice for the event
- The possibility of organising an international conference considered
- Plans were put in place for the next UKELA conference in Manchester
- A sustained effort to promote environmental law and UKELA to students was planned. This will be carried forward in the next reporting year.

**Underpinning fourth aim:**

**To build and strengthen the organisation so it can deliver its other aims consistent with the overall objectives for UKELA**

**Key activities:**

- All the members were asked what they wanted from UKELA – 14% replied and there was a high level of consensus about what reforms needed to happen
- Annual membership subscriptions, which provide the majority of UKELA funding, were increased and the subscription bands restructured
- UKELA revamped its image with a new logo, membership leaflet, stationery and membership card
- Active links were developed with other organisations to promote membership and raise awareness of the organisation
- Mailings were carried out to over 5,000 new contacts with an interest in environmental law as part of a membership promotion scheme
- Membership remained steady with about 700 members across the various categories of membership

**Resources**

**Volunteer support**

Council Members and other members of the Charity continued to provide their services free – on Working Parties, the Executive Committee, Regional Groups, and in other ways. UKELA enjoys a high level of support from engaged and expert volunteers who provided the governance, organisation of major events and advice on the formulation of UKELA's published views. It is fortunate to find such a reserve of enthusiasm amongst, on the whole, busy working professionals. It plans to broaden its support by developing its appeal to students, and non-lawyers – particularly environmental businesses, consultants, NGOs and academics.

**Paid support**

UKELA had paid professional support from Christina Hill (General Secretary – legal compliance and administration); Vicki Elcoate (Executive Officer - strategic planning, policy development and communications); and Richard Bines (Membership Secretary – membership database, subscription renewals, member mailings).

**REPORT OF THE COUNCIL**

**For the year ended 31 May 2004**

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**Sponsorship and Partnerships**

UKELA enjoyed a high level of support from private companies with related interests. Support was provided either in kind (eg. by providing venues for meetings) or by financial contributions.

The UKELA conference would not have been possible without the support of Bond Pearce and other sponsorship, including Homecheck pro.co.uk, County Environmental Trust Ltd, WSP Active Transfer, Environ Lexis Nexis, Landmark Chambers, and Chambers 4-5 Gray's Inn Square and 39 Essex Street.

**Reserves policy**

The Council of Management has agreed to maintain a reserve sufficient to enable the Charity to continue operating at a reasonable level for one year in the event that UKELA's income suddenly ceased. To that end, consideration has been given to the items of expenditure which UKELA would wish to continue to fund, and the conclusion has been reached that UKELA needs a minimum reserve of £45,000. The General Fund is currently in excess of this level.

**Council members' responsibilities**

Company and charity law applicable to charities in England/Wales requires the Council members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the Council members have:

- selected suitable accounting policies and applied them consistently,
- made judgements and estimates that are reasonable and prudent,
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on a going concern basis.

The Council members have overall responsibility for ensuring that the Charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

**Auditors**

The Auditors, Gotham Erskine, have indicated their willingness to accept re-appointment under Section 385 of the Companies Act 1985.

**Preparation of the report**

This report has been prepared in accordance with the provisions of Part VII of the Companies Act 1985 relating to small companies. It was approved by the Council of Management on 24 February 2005 and signed on its behalf by:

ANDREW WISEMAN  
Chairman

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE UNITED KINGDOM ENVIRONMENTAL LAW ASSOCIATION**

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We have audited the financial statements of The United Kingdom Environmental Law Association for the year ended 31 May 2004 which comprise the Statement of Financial Activities, Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and the accounting policies set out therein.

This report is made solely to the Charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **RESPECTIVE RESPONSIBILITIES OF THE COUNCIL AND AUDITORS**

As described in the Statement of Council members' responsibilities the Charity's Council members are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities", published in October 2000. We also report to you if, in our opinion, the Report of the Council is not consistent with the financial statements, if the Charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Council members' remuneration and transactions with the Charity is not disclosed.

We read the Report of the Council and consider the implications for our report if we become aware of any apparent misstatements within it.

### **BASIS OF AUDIT OPINION**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Council members in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **OPINION**

In our opinion the financial statements give a true and fair view of the state of the Charity's affairs as at 31 May 2004 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

### **Gotham Erskine**

Chartered Accountants  
and Registered Auditors  
Friendly House  
52 - 58 Tabernacle Street  
London EC2A 4NJ

Date:

THE UNITED KINGDOM ENVIRONMENTAL LAW ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(incorporating income and expenditure account)**  
**For the year ended 31 May 2004**

	2004 £	2003 £
<b>INCOMING RESOURCES</b>		
Activities in furtherance of the Charity's objects:		
Subscription income from members	35,944	29,854
Regional meetings and subscriptions	790	-
Annual conference fee income	39,724	34,581
Annual conference sponsorship income	17,940	12,650
Seminar income	1,000	5,700
Other income	85	50
E-Library donations	170	-
Interest receivable	2,304	1,414
<b>TOTAL INCOMING RESOURCES</b>	<b>97,957</b>	<b>84,249</b>
<b>RESOURCES EXPENDED</b>		
<i>Charitable expenditure:</i>		
Costs of activities in furtherance of the Charity's objects:		
Conference expenses	53,297	43,610
Executive officer's fees & expenses	15,728	5,216
Company secretary's fees & expenses	11,878	11,857
Membership secretary's fees & expenses	9,233	2,757
Recruitment	-	1,403
Corporate identity design fees	3,029	-
Membership and subscriptions	454	-
Garner Lecture costs	-	3,491
Other meeting expenses	130	1,346
Travel expenses	1,525	661
Training	118	294
Photocopying, printing and mailing	6,848	721
E-Library consultancy	7,500	-
Website	1,938	267
Sundry expenses	249	31
Management and administration of the Charity:		
Fees payable to auditors:		
Audit	3,243	2,961
Advice and accounts preparation	235	235
<b>TOTAL RESOURCES EXPENDED</b>	<b>115,405</b>	<b>74,850</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(17,448)</b>	<b>9,399</b>
GENERAL FUND AT 1 JUNE 2003	101,926	92,527
<b>GENERAL FUND AT 31 MAY 2004</b>	<b>£ 84,478</b>	<b>£ 101,926</b>

**NOTE**

The Charity has no restricted or capital funds.

The annexed notes form part of these financial statements.

**THE UNITED KINGDOM ENVIRONMENTAL LAW ASSOCIATION**  
**(Company limited by guarantee)**

**BALANCE SHEET**  
**As at 31 May 2004**

	£	2004 £	£	2003 £
<b>CURRENT ASSETS</b>				
Debtors (see Note 3)	3,558		1,910	
Cash at bank and in hand	121,281		123,984	
	<u>124,839</u>		<u>125,894</u>	
<b>CREDITORS: amounts falling due within one year (see Note 4)</b>				
	(40,361)		(23,968)	
<b>NET CURRENT ASSETS</b>		<u>84,478</u>		<u>101,926</u>
<b>NET ASSETS/TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>£ 84,478</u>		<u>£ 101,926</u>
<b>CHARITY FUNDS</b>				
General Fund (unrestricted)		<u>£ 84,478</u>		<u>£ 101,926</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). They were approved by the Council of Management on 24 February 2005 and signed on its behalf by:-

ANDREW WISEMAN, Chairman

ELISA DE WIT, Treasurer

The annexed notes form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 May 2004

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**1. ACCOUNTING POLICIES**

The principal accounting policies adopted in the preparation of the financial statements are set out below, have remained unchanged from the previous year and have been consistently applied.

**1.1 Basis of preparation of the financial statements**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985, the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

**1.2 Company status**

The Charity is a company limited by guarantee. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

**1.3 Incoming resources**

Annual subscriptions, which are payable on 1 January and run for a calendar year, are recognised in the Statement of Financial Activities evenly over the calendar year provided that they are received before the financial year-end. Subscriptions received for that calendar year after the year-end are taken to income wholly in the following financial year. Conference income is recognised in the accounting year in which the conference is held.

**1.4 Resources expended**

All expenditure is accounted for gross and when incurred except for conference expenditure which is recognised at the time that the conference concerned is held. Management and administration comprises those costs relating to the Charity's central management and administration as opposed to its charitable activities.

**2. COUNCIL OF MANAGEMENT**

None of the members of the Council of Management, who are the directors for company law purposes and the trustees for charity law purposes, received any remuneration from the Charity (2003 - the same). During the year 2 members of the Council of Management (2003 - 1) was reimbursed travel and subsistence expenses totalling £1,525 (2003 - £959).

**3 DEBTORS**

	<b>2004</b>	<i>2003</i>
	£	£
Training income receivable	<b>1,000</b>	<i>1,910</i>
Prepaid Conference expenditure	<b>2,558</b>	<i>-</i>
	<b>£ 3,558</b>	<i>£ 1,910</i>

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 May 2004

<b>4. CREDITORS</b>	<b>2004</b>	<b>2003</b>
<b>Amounts falling due within one year</b>	<b>£</b>	<b>£</b>
Accruals	15,797	8,688
Deferred income (see below)	<u>24,564</u>	<u>15,280</u>
	<u>£ 40,361</u>	<u>£ 23,968</u>
 <b>Movements in deferred income</b>		
Balance at 1 June 2003	15,280	33,998
Amount released to incoming resources	(15,280)	(33,998)
Amount deferred in the year:		
Subscription income	20,564	15,280
Conference sponsorship income	<u>4,000</u>	<u>-</u>
Balance at 31 May 2004	<u>£ 24,564</u>	<u>£ 15,280</u>