

Alexandra Park Greenhouse Group

Registered charity, number 1177523

Annual Report and Financial statements for the year ended 31 March 2020

Page	Contents
2 - 8	Trustees' annual report
98	Independent examiner's report
10	Receipts & payments account
11	Statement of assets & liabilities
12	Notes to the accounts

Alexandra Park Greenhouse Group Trustees' annual report for the year ended 31st March 2020

Full name Alexandra Park Greenhouse Group

Other names by which the charity is known APGG

Legal status Charitable Incorporated Organisation (foundation model)

Registered charity number 1177523

Principal address 45 St Helens Road, Hastings, TN34 2EL

Trustees Linda Pearson – chair
Ann Hodkinson - Treasurer
Adrian Penfold
Jill Penfold
Celia Wood – resigned

Bankers NatWest, Hastings

Independent examiner

Pat Weaver, employee of Hastings voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN

Governance and management

The charity is operated under the rules of its constitution registered with the Charity Commission on 13th March 2018. The charity's principal activity during the year continued to be the maintenance and upkeep of the Alexandra Park Greenhouse.

The methods adopted for the recruitment and appointment of new trustees are as laid down in the constitution. Trustees are elected on a 3 year rotational basis. Retiring trustees are eligible for re-election. All trustees give their time freely and no trustee remuneration was paid during the year.

Aims and objectives

1. TO PROVIDE FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION BY PROVIDING AN AREA FOR USE AS A COMMUNITY GARDEN AND OTHER ACTIVITIES FOR INDIVIDUALS RESIDING IN HASTINGS AND THE SURROUNDING AREA, WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITION OF LIFE OF THE SAID INHABITANTS.
2. TO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT IN PARTICULAR BY PROVIDING OPPORTUNITIES FOR LEARNING ABOUT HORTICULTURE.

Alexandra Park Greenhouse Group Trustees' annual report for the year ended 31st March 2020 – cont'd

Public Benefit

In writing their trustee report, the trustees of Alexandra Park Greenhouse Group have given due regard to the guidance of the charity Commission on public benefit.

Summary of the main activities and achievements undertaken for the public benefit

Community and Volunteers Activity

This year the group welcomed many more members of the community to the greenhouse, support for the restoration is growing as the public can now see the potential of the building as a horticultural hub adding a new attraction to the parks already established facilities. We have asked HBC if the greenhouse can be registered as a community asset.

The Saturday morning plant sales have been well attended and sales have increased. Our own grown plants have improved and new donations are plentiful. We now have a good reputation for variety and value for money. The community have been most generous donations a good selection of popular and unusual cuttings from their gardens and allotments. Tesco, Sainsbury and B&Q also donate plants along with idverde, the parks contractor. These professional grown plants add further impact to our offer and are a worthwhile way of making good use of these lovely plants, as many would be destined for disposal or the compost heap if it were not for the volunteers skilled nurturing.

Volunteers are improving their gardening techniques as they tackle more advance projects, a particular focus going forward will be planting up our vegetable cold frame, and considering how best to demonstrate how produce can be cooked.

Volunteers are working together with the shared objective of creating an environment in which horticultural knowledge can be enhanced, friendships formed and skills shared.

Education Future Trust continue to use the greenhouse to good effect for sessions in nature related themes and early learning gardening. The new bird nesting boxes they donated and decorated make a colourful display hidden in the trees on the greenhouse site. This type of activity is encouraged along with make full use of the park and the value as a nature reserve it offers.

Sussex Coast College assisted education are now using the greenhouse as part of their course on a weekly basis, groups of teenagers now enjoy the benefits of working on various garden related projects on Wednesday sessions throughout the summer. We have now allotted a planting area in the cold frame border in which to experiment with herbs, flowers and vegetables, which they use in their cooking skills classes back at the college kitchens

Alexandra Park Greenhouse Group Trustees' annual report for the year ended 31st March 2020 – cont'd

APGG Christmas party was held at Rustico Italian restaurant for 20 volunteers and trustees. Pizza and beer, who could ask for anything more? A fitting and fun end to the year and a way all the volunteers could meet up.

Community activities organised through the greenhouse April 2019/March 2020

These vital fund-raising events provide the revenue needed for the greenhouse to function, the group is totally self financing, all donations and grants received are held in the restoration fund for future use.

- April Easter event included a visit from a local farm who brought fresh eggs for sale and the chickens who laid them.
The Easter Bunny was a surprise visitor
Bunny Hop plant stall in town centre great publicity
Free seed swap well attended. New varieties of seed, some of which was hand collected from our flowers.
- May Garland making workshop for the May Queen event in the park
Chelsea week special plant sales
- June Fairlight Gardening Club visit
Special summer plant sales throughout the month
- July Birdsong fund-raising concert at Hastings Museum and Art gallery
Money raised at this event paid for a much needed replacement PU roof cover
Art classes in the greenhouse – a lovely venue in which to paint
- Aug Education Future Trust fund day and plant stall
- Sept Heritage Open day event
Participation in Hastings Sustainability by the Sea event at the Stade, Hastings
- Oct Plant sales throughout the month
Focus on succulents and carnivorous plants
- Dec Christmas wreath making and plant sale
Wood chips early learning Christmas party
- Jan Continued with weekly plant sales
Education Future Trust returned for the new term
- Feb Continued with weekly plant sales
- Mar Plans for future events were cancelled due to Covid-19

Alexandra Park Greenhouse Group Trustees' annual report for the year ended 31st March 2020 – cont'd

Administration

New treasurer Ann Hodkinson was appointed in September 2019, replacing Celia Wood who advised she would like to step down after two years of excellent budget and account management. Celia also dealt with the opening of the new Natwest bank account which involved many hours on hold to NatWest helpline, remaining cool and clam when eventually there was a response. We love NatWest ad the challenges they provide!.

The main focus of 2019 was the preparation and submission in November of the Heritage Lottery application. This was overseen by Tim Chapple, a new volunteer with excellent funding application experience. We applied for £250,000 which would have covered the complete restoration of the greenhouse, the site and provide a community project worker salary for three years.

Updated estimates were submitted, consultations with Hastings Borough Council undertaken. In March 2020 we were informed by the Heritage Lottery that our application was not successful as our own funds were not substantial enough and our projects not fully formed, Undaunted we made plans to re-submit after addressing Heritage Lottery requirements

Our correspondence address in now Alexandra Park Greenhouse Group, c/o Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings, Tn34 1QN. We have also investigated HVA handling any pay role activity in the future. The second bank account was opened on June 17th 2019 with NatWest. This will hold restoration funds. £500 donated by Ian Askwith Foundation is ring fenced for the notice board.

Social media

We now have active face book and twitter accounts managed by Debbie Quinn. These have help with plant sale attendances and calls for plan donations when stocks get low, plus the messages are warm and welcoming.

Display bed

The round bed in the park which APGG volunteers maintain has looked particularly spectacular in the spring and summer. A plaque, paid for by HBC, is now in place and reads: ***This display bed is maintained by Alexandra Park Greenhouse Group volunteers with plants donated by the community.***

Greenhouse and site development undertaken

- Built planters to mask the temporary fence.

Alexandra Park Greenhouse Group Trustees' annual report for the year ended 31st March 2020 – cont'd

- Notice board design and style rejected by HBC planning and conservation. Much time and money wasted on this project. We have a new banner which seems to be working well.
- Crazy paving beautifully completed at base of ramp to cold frame border. Our thanks to John Bell and Andy French.
- Clearing of drains (horrible job) undertaken and paid for by HBC – a big thank you to them.
- HBC also replaced the water pipe and installed a new outside tap. APGG must now cover the cost of water, which is metered with readings being taken by Adrian. Idverde have paid this utility bill for 6 years, for which we thank them.
- Yew Hedge bought and planted by the volunteers, paid for by a donation from The Muffin Club. Hard labour preparing the ground for this planting, but it should look really good in a couple of years and compliment the spectacular yew tree on our land.
- Planting up of the gate boarder and terracing has made a wonderful difference and has received many compliments – thank you Eddie Weeks.
- Both greenhouse doors restored to illustrate the beauty of the teak.. Hastings Lions donated £500 towards the restoration in May 2019.
- Visit by HBC security officers – his comments will be useful later when the restoration is under way.
- Trees pruned by HBC might need to be done again before the glass goes in.
- Rear steps have been completed by a volunteer at minimal cost to APGG. Thank you Paul Sleet.
- Cold frame border planted up with vegetables – now looking forward to our harvest.
- The objectives outlined in the end of year report for 2018/19 have all been met except for the recruitment of a secretary and minutes secretary. The search goes on.

Action for 2020/21

Funding for roof restoration to continue
Investigate insurance for the restored greenhouse
Install electricity in the greenhouse
Investigate security requirements
Make the greenhouse blossom in every sense of the word

**Alexandra Park Greenhouse Group
Trustees' annual report
for the year ended 31st March 2020 – cont'd**

And finally.....

GARDENS HEAL

WHEN YOU ARE SAD, A GARDEN COMFORTS

WHEN YOU ARE HUMILIATED OR DEFEATED, A GARDEN CONSOLES

*WHEN YOU ARE LONELY, IT OFFERS COMPANIONSHIP THAT IS TRUE AN
LASTING*

WHEN YOU ARE WEARY, YOUR GARDEN WILL SOOTH AND REFRESH YOU

Monty Don

Financial review

The greenhouse finances all its activities with the sale of plants and produce grown by volunteers working in the greenhouse , the amount of revenue generated in the financial year demonstrates the success of the work being undertaken by the volunteers, and groups already using the greenhouse in it's current state.

The greenhouse is available for private hire ,the community enjoy talks, demonstrations , practical workshops , art classes , parties and social gatherings. A varied scale of hire fees will be implemented . The greenhouse has only a temporary roof cover so the opportunities to increase these events are hampered by weather conditions, and seasonal light levels.

During the year the charity received £8,360 (2019: £16,099) in grants and fundraising activities, and spent £4,371 (2019: £15,178). The group goes forward into a new financial year with a surplus of £12,918 (2019:£8,928).

Accounting and reporting responsibilities

The trustees are responsible for preparing the Trustees' Annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

The law applicable to charities in England and Wales requires trustees 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 incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;

**Alexandra Park Greenhouse Group
Trustees' annual report
for the year ended 31st March 2020 – cont'd**

- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent:
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is in appropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports) Regulation 2008 and the provision of the governing document. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The charity's policy on reserves

The charity has no specific policy on reserves but will be formulating one in the coming year to accommodate their need to raise funds for the restoration of the greenhouse.

Signed on behalf of the charity's trustees:

Signed _____ Date _____
Linda Pearson, Chair

Signed _____ Date _____
Ann Hodkinson, Treasurer

Independent examiner's report to the trustees of Alexandra park Greenhouse Group for the year ended 31st March 2020

I report on the accounts of Alexandra Park Greenhouse Group for the period ended 31st March 2020 which are set out on pages 2-11.

Respective responsibilities of committee & examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention

Basis of independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiners statement

In connection with my examination, no matter has come to my attention

1. which gives reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
Pat Weaver
Community Accountancy worker
Hastings Voluntary Action
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 3rd December 2020

Alexandra Park Greenhouse Group Receipts & payments account for the year ended 31st March 2020

31.03.19	Notes	Receipts	Unrestricted funds	Restricted funds	Total funds
10,900		Grants	-	-	-
268		Donations	1,521	-	1,521
20		Ticket sales	1,040	-	1,040
4,912		Plant sales & events	5,711	-	5,711
-		Miscellaneous	89	-	89
16,100		TOTAL RECEIPTS	8,361	-	8,361
		Payments			
12,978		Greenhouse restoration	1,339	1,459	2,798
215		Miscellaneous	405	-	405
608		Printing & Marketing	438	-	438
-		Health & safety	-	-	-
-		Independent Examination	-	-	-
282		Room hire & events	298	-	298
58		Membership	-	-	-
318		Insurance	318	-	318
-		Domain	114	-	114
719		Equipment, materials & resources	-	-	-
15,178		TOTAL EXPENDITURE	2,912	1,459	4,371
922		Net receipts	5,449	-1,459	3,990
		Movement in funds	-1,001	1,001	-
8,007		Fund balances carry forward 31st March 2020	7,970	958	8,928
8,928		Fund balances cd forward 31st March 2019	12,418	500	12,918

Alexandra Park Greenhouse Group Statement of assets and liabilities at 31st March 2020

12.03.19	Notes			31.03.20
£				£
		<u>Current assets</u>		
8,425		Nat West Current account		10,835
-		Natwest restoration account		2,060
569		Receipts not paid in at year end		
29		Cash in hand		53.46
9,023				12,918
		<u>less Current liabilities</u>		
94				-
8,928				12,918
		<u>Represented by:</u>		
8,007		Accumulated fund b/f		8,928
922		Net receipts		3,990
8,928				12,918
		<u>Breakdown of funds</u>		
		<i>Restricted funds</i>		
		Notice board		500
		<i>Unrestricted funds</i>		12,418
				12,918

These financial statements are accepted on behalf of the charity by:

Signed _____ Dated _____
Ann Hodkinson, Treasurer

Signed _____ Dated _____
Linda Pearson, Chair

Alexandra Park Greenhouse Group Notes to the accounts for the year ended 31st March 2020

1. Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context “cash” includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2. Premises & staff

The premises belong to Hastings Borough Council, but the group has been granted a long term lease to enable them to raise funds for the restoration project.

The charity employs no staff

3. Trustees' remuneration

During the accounting period, Trustees received no expenses, remuneration or benefits.

4. Related party transactions

During the accounting period there were no related part transactions.

5. Previous period comparison

The previous period's figures have not been included for comparison because this is the charity's first accounting period.

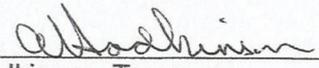
6. Glossary of terms

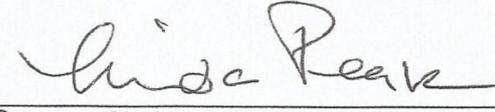
Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**Alexandra Park Greenhouse Group
Statement of assets and liabilities
at 31st March 2020**

12.03.19	Notes	31.03.20
£		£
	<u>Current assets</u>	
8,425	Nat West Current account	10,835
-	Natwest restoration account	2,060
569	Receipts not paid in at year end	
29	Cash in hand	53.46
<u>9,023</u>		<u>12,918</u>
	<u>less Current liabilities</u>	
94		-
<u>8,928</u>		<u>12,918</u>
	<u>Represented by:</u>	
8,007	Accumulated fund b/f	8,928
922	Net receipts	3,990
<u>8,928</u>		<u>12,918</u>
	<u>Breakdown of funds</u>	
	<i>Restricted funds</i>	
	Notice board	500
	<i>Unrestricted funds</i>	
		<u>12,418</u>
		<u>12,918</u>

These financial statements are accepted on behalf of the charity by:

Signed  Dated 10/12/2020
Ann Hodkinson, Treasurer

Signed  Dated 10/12/2020
Linda Pearson, Chair

**Alexandra Park Greenhouse Group
Trustees' annual report
for the year ended 31st March 2020 – cont'd**

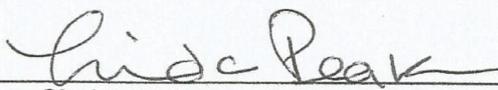
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent:
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is in appropriate to presume that the charity will continue in operation

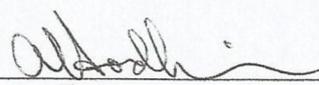
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports) Regulation 2008 and the provision of the governing document. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The charity's policy on reserves

The charity has no specific policy on reserves but will be formulating one in the coming year to accommodate their need to raise funds for the restoration of the greenhouse.

Signed on behalf of the charity's trustees:

Signed  Date 10/12/2020
Linda Pearson, Chair

Signed  Date 10/12/2020
Ann Hodkinson, Treasurer