

THE WILLOW GARDEN PROJECT
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

CHARITY NO. 1148248

CROSSLEY & DAVIS
Chartered Accountants
Ground Floor Seneca House
Links Point
Amy Johnson Way
Blackpool
Lancashire
FY4 2FF

**THE WILLOW GARDEN PROJECT
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FOR THE YEAR ENDED 31ST MARCH 2020**

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THE WILLOW GARDEN PROJECT
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31ST MARCH 2020

The Trustees present their report along with the financial statements of the Charity for the year ended 31st March 2020. The financial statements have been prepared in accordance with the accounting policies set out on page 12 and comply with the Charity's Trust Deed and applicable law.

ADMINISTRATIVE INFORMATION

REGISTERED NAME: THE WILLOW GARDEN PROJECT

PRINCIPLE ADDRESS: 14 The Ridgeway
Fleetwood
FY7 8AW

CHARITY NUMBER: 1148248

DATE OF REGISTRATION: 24th July 2012

BANKERS: Barclays Bank plc
Leicester
LE87 2BB

INDEPENDENT EXAMINER: Steven Mondy F.C.A
Chartered Accountant
Crossley & Davis
Ground Floor Seneca House
Links Point, Amy Johnson Way
Blackpool
FY4 2FF

CHARITY TRUSTEES WHO MANAGE THE CHARITY:

Trustee Name	Office
Jack Clark	Chairman
Derrik Foulkes	Treasurer
Allison Greer	Trustee
Karen Laird	Trustee/Secretariat
Philip Murphy	Service user and Trustee
Victoria Scott	Trustee

THE WILLOW GARDEN PROJECT
TRUSTEES' ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Willow Garden Project is an independent community-based charity garden project. It is governed by a Deed of Trust dated 22nd February 2012 for keeping the project focused on its purpose – ensuring it is solvent, meeting legal requirements and those of good governance.

The charity trustees are responsible for the general control and management of the charity. Trustees meet at least four times each year to take all decisions necessary jointly with regard to the review of the Charity's activities and achievement of objectives. All trustees give their time voluntary and received no remuneration or other financial benefits.

Ongoing costs of the project's core activities is funded in many ways, including charitable grants and awards on the basis of achieving agreed targets and outcomes, or conducting specified activities. These funds are supplemented with unrestricted monies raised by fundraising, community donations and organised charitable events.

STAFF AND VOLUNTEERS

The garden has nineteen volunteers supporting the work and fundraising events, but only a small group of nine who support the different weekly activities – we have a minimum of two people supporting each group gardening session. There is one paid member of staff, Mrs Pamela Laird, who is the project's founder and a qualified horticultural tutor working as the site manager and workshop facilitator. There are also six voluntary trustees.

Sessional workers are contracted on a self-employed basis when expert services are required by the project to run workshops in addition to those that are normally scheduled over the three days a week. In these circumstances the funding source (restricted) is included within the successful bid/award grant and payment would be made on completion of the specific piece of project work.

OUR PURPOSE AND OBJECTIVES

Established in 2012, the garden has been built on derelict underused land leased from the local cricket club. With the good will and help of experienced volunteers, including support from the local councils, charities and other groups it has become a flourishing community serving garden - including a cabin fit for purpose/disabled access building. Funding for the garden work is raised by organising fundraising and profile-raising events and is supported through general public donations and by service users.

The purpose of the charity is to provide facilities for healthy recreation (particularly gardening and horticulture) and leisure time pursuits in the interest of social welfare for people living in Fleetwood and surrounding areas who have need of such facilities by reason of their infirmity or disablement, youth, age, financial hardship or social circumstances with the object of improving their conditions of life.

Today we have around forty-five regular service users (adults with physical and mental disabilities) attending weekly – with some really good results. More recently we have extended our support to people living with dementia and cancer. We also provide different sessions to local nurseries, schoolchildren and other organisations and businesses on an ad hoc basis.

THE WILLOW GARDEN PROJECT
TRUSTEES' ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2020

Our main objectives of the year continued to be the promotion and delivery of a professional, independent and outcome-based support services to a range of clients. Developing community links and working in partnership and in collaboration with Lancashire County Council, Healthier Fleetwood and other supporting organisations and potential service users to undertake targeted pieces of work and encourage new users to the project.

The project's founder, Pamela Laird takes responsibility for the ongoing day-to-day management of the community-serving garden site. A team of volunteers contribute to the routine cultivation of the garden; and help organise the charity's activities, including:

- Practical gardening group sessions to learn and engage in food growing activities.
- Making green and upcycled crafts in our 'cabin' resource centre
- Organising seasonal workshops in the run up to Easter, Halloween and Christmas
- Marketing the flowers and vegetables grown in our garden
- Supporting neighbouring groups and organisations with developing their gardens, planting etc.
- Raising funds through regular bag packing in local supermarkets
- Other fundraising events such as open days, fayres and community activities.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

The main activities and achievements from this accounting period are described below.

We continue to use gardening and horticultural activities to boost health and wellbeing for local residents living with disability and mental health needs; delivering regular weekly gardening sessions. These workshops are run by a Willow horticultural instructor and are supported by volunteers. Our small group of project volunteers are a real asset, offering enthusiastic participation, hands-on skills and support with fundraising activities.

The 'In Bloom' cycle of events is an important part of our project's activities and this year's entry supported Fleetwood Town's theme of "Fish and Flowers". For the Judging day in July 2019 we had a wonderful displaying our pond area, making upcycled fish from plastic bottles and planting out a boat with succulents along with a collection of Lighthouses created from old plant pots. Also being displayed was our multi-coloured hanging baskets. Along with this we created a special purple poppy display handcrafted by our service users from recycled plastic, using waste plastic bottles collected from local homes and businesses.

The purple poppy display which is a symbol of remembrance for animals that were injured and lost their lives in conflict was intended to also be part of the Lytham Wartime Festival in August 2019 but due to high wind conditions we unfortunately had to cancel attending the event.

THE WILLOW GARDEN PROJECT
TRUSTEES' ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2020

In engaging with the local community, we donated several of our hanging baskets to the Fleetwood in Bloom Back Alley Project. We also made up several flowering displays for Fleetwood Bowling Green area, including a further display for the Fleetwood Transport Festival. Along with this we promoted free vegetable plants for schools and nurseries to pick up from our garden site to encourage growing their own, including home grown Strawberry Plants. We've also arranged some visits for people living with Dementia from a local a local Care Home, showing them round the garden and providing refreshments. Along with this we hosted workshops for Young Carers' (age 5 to 18 children) in association with Blackpool Carers Organisation.

The project has worked closely with Blackpool and the Fylde College (B&FC) supporting students in organising a charity event as part of their course work. This event of Northern Soul and Mowtown was held at a local venue in April 2019 and raised £702 for Willow. We have also provided a supportive learning environment for a local college student, working 39 hours over several weeks

A further highlight was being chosen as one of the TSB Local Charity Partners for the year. The Cleveleys branch raised an incredible £2,600 for Willow, and the TSB branch manager arranged an additional sponsored Climbing Snowden challenge which took place in June 2019, raising a further £600 funds.

This year we were delighted for our project founder to be invited to the Queen's Garden Party, which she attended in May 2019 accompanied by a trustee.

Our charity was nominated for the BBC Radio Lancashire Community Hero's Awards 2019, making it as a finalist for the special ceremony at Blackburn Georges Hall in September 2019. We were thrilled and honoured to be picked as the winner of the Community Project of the Year Award. In recognition of achieving this award a celebratory bowling trip was arranged for all our service users to enjoy.

At the Britain in Bloom UK finals in October 2019 the Willow Garden achieved Level 5 Outstanding for the fourth year in a row. We were pleased to have also been awarded the 2019 Community Champion Award.

An Open Day/Fundraising Fayre was held on site in November 2019 which was well supported and raised considerable funds of £2,500. This was wonderful for promotion of our charity work to the general public.

We were again proud to take part in Fleetwood's Annual Christmas Festive Lights Parade; having upcycled the lanterns from last year's event to make an array of lighted rainbows, ribbons and a unicorn for our service users, volunteers and family & friends to parade through the town.

Unfortunately, from 18th March 2020 notice of closure was made due to the Coronavirus (COVID-19) pandemic notice and government advice on social distancing and protecting vulnerable adults. The charity's decision on temporary closing has placed the site manager's salaried job role on 'Furlough leave' in accordance with the Coronavirus Job Retention Scheme.

THE WILLOW GARDEN PROJECT
TRUSTEES' ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2020

SUCSESSESS AND AWARDS

Willow Garden is helping to improve quality of local life for local people by offering a holistic approach to wellbeing through therapeutic gardening that anyone with different abilities and disabilities, including mental health issues can take part in, benefit from and enjoying gardening. We've been successful in achieving a number of awards and accolades including:

- BBC Radio Lancashire Community Hero's Awards 2019 – Community Project of the Year.
- RHS Britain in Bloom Northwest "In Your Neighbourhood" award category Achieved level 5 (outstanding) with the 2019 Community Champion Award.
- Publication of 3-page feature of Project's work in Lancashire Life Magazine – October 2018 edition.
- Winner of BBC Northwest Tonight Community Garden, Up Here displayed at RHS Flower Show Tatton Park August 2018.
- RHS It's Your Neighbourhood National Certificate of Distinction for groups who have done consistently well over time – awarded November 2018.
- RHS Britain In Bloom Northwest "In Your Neighbourhood" award category Achieved Level 5 (outstanding) with discretionary award and highly commended for our community effort.
- Lancashire Green Award for the best community group.
- Green Partnership Award with Lancashire County Council.
- Clean Sweep for Britain Award (Northern Entry) in conjunction with Veolia and Sunday People Newspaper, in celebration of the Queens Diamond Jubilee, our efforts were acknowledged.
- Wyre Together Best Volunteer Team Award.
- Nominated Best Volunteer by Lancashire County Council.
- Horticultural qualifications in partnership with Myerscough.
- National Big Lottery funding award (ITV Millions public voting).

We've also been fortunate to receive one-off donations from local supporters and other businesses and organisations; including family donations and legacy payments. Materials are also given to the project by people following our Facebooks pages.

This year we received funds from Friends of Pheasant Wood, Carla Gran Owners, Blackpool Masonic Charity Giving, Shared Services Connected Ltd, BP Rigg, Poulton-Le-Fylde Tangent Club, Fleetwood Treatment Rooms, Class of 86 School Reunion Cardinal Allen, Fleetwood Steamer Pub Charity Night, Ladies Lunch Donation, Hesketh Royal Arch Chapter 95- and Fleetwood Gee Tees – fundraising bags for life. We have also received funds from a Sponsored Cycle Ride and a number of private donations.

Social media is used to interact in real time and feed the latest news and pictures of what's happening on our Facebook and Twitter pages. Information is also available from the charity's website www.willowgardenproject.org.uk. Our garden work has a very good following and news is spread by word of mouth, and is also communicated via a network of interested group contacts and local publications.

THE WILLOW GARDEN PROJECT
TRUSTEES' ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2020

PARTNERSHIP WORKING

Listed below are the groups and organisations that we work in partnership and in collaboration with for charitable activities and on-going projects:

- Action on Hearing Loss
- Alternative Future Group Charity
- Alzheimer's Society
- ASDA Fleetwood Store
- A.M Seafoods
- Barclays Bank
- Blackpool CVS
- Blackpool Youth Offending Team
- Blackpool Wakefield Activity Park
- BP Offshore
- Cala Gran Holiday Park Fleetwood
- Cardinal Allen R.C. High School Fleetwood
- Chaucer Community Primary School Fleetwood
- Co-op Stores and Funeral Home
- Creative Support (Mental Health Supported Living)
- Disability Trust
- Dreamscheme Network
- DWP Jobcentre Fleetwood
- Fleetwood Churches Together
- Fleetwood Cricket Club
- Fleetwood Food Bank
- Fleetwood Rotary Club
- Fleetwood Rugby Club
- Fleetwood and Cleveleys Lions Club
- Fleetwood and Thornton National Citizen Service
- Fleetwood Taxi 2222
- Fleetwood Town Council
- Fleetwood WI Group
- Furness Building Society
- G Tees (Fleetwood store)
- Highbury Golf Society
- Joanne Wilson Ballet & Dance School
- Jubilee Harvester Cleveleys
- Lancashire Adult Learning
- Lancashire County Council
- Lancashire Wildlife Trust
- Larkholme Primary School
- Marks and Spencer (Fleetwood Freeport store)
- Masonic Hall
- Mini Me Nursery Fleetwood
- McColl's Store

THE WILLOW GARDEN PROJECT
TRUSTEES' ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2020

- Mount Croft Mental Health Service
- Mustard Seed Group Fleetwood
- Myerscough College
- N-Compass North West
- NCS (National Citizen Service)
- Northwest Everest Platform
- Ormerod Trust
- Santander
- TSB
- Unique Estate Agency
- Wyre Fisheries
- Rotakids projects
- Social Enterprise Solutions (UK) CIC
- Tesco Help for Bags
- Umbrella Collective
- Unique Estate Agency
- Veolia Environment Service
- Victrex plc
- Windmill Players Group
- Wyre Day Care Broadwaters
- Wyre Domiciliary Service
- Youth Offending List

FINANCIAL REVIEW

The results for the year and financial position of the charity are set out in the annexed accounts. The trustees have examined the requirement to maintain reserves for the ongoing work of the charity and concluded that the most appropriate level is between three and six months of operational expenditure. The trustees consider the financial performance by the charity during the year to have been in line with their expectations.

The Statement of Financial Activities shows an overall deficit for the year of £4,672 (2019: £5,388) and reserves stand at £56,685 (2019: £61,357).

ACKNOWLEDGMENTS

Special thanks go to our volunteers for their dedication, commitment and contribution to the Willow Garden Project. A big thank to all our friends and supporters who give their time so generously. Thanks to the continued support and donations and close help from Charitable Trusts and other groups and organisations for which we are most grateful.

THE WILLOW GARDEN PROJECT
TRUSTEES' ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2020

RESPONSIBILITIES OF THE TRUSTEES

The Trustees are required by the Charities Act 2011 and the Statements of Recommended Practice for Charities to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to 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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will not continue in operation.

The Trustees are responsible for keeping 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 Charities Act 2011. The Trustees 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.

In so far as the trustees are aware:

- there is no relevant information of which the Charity's independent examiner is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Approved by the Trustees and signed on their behalf by:



Trustee/ Chairman



Trustee



Date

THE WILLOW GARDEN PROJECT
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE WILLOW GARDEN PROJECT

I report to the trustees on my examination of the accounts of The Willow Garden Project (the Trust) for the year ended 31st March 2020, which are set out on pages 10 to 15.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulation 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Steven Mondy FCA
Crossley & Davis
Ground Floor Seneca House
Links Point, Amy Johnson Way
Blackpool
FY4 2FF

Date: 9th March 2021

THE WILLOW GARDEN PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
INCOME AND ENDOWMENTS					
Donations		19,826	133	19,959	30,043
Grants	5	1,222	-	1,222	-
Income from fundraising activities		8,188	-	8,188	11,089
TOTAL		29,236	133	29,369	41,132
EXPENDITURE					
<i>Costs of raising funds:</i>					
Fundraising expenses		20	-	20	272
<i>Charitable activities:</i>					
Workshops		941	-	941	2,750
Crafting materials		1,112	-	1,112	815
Rent, rates and water		227	-	227	232
Light & heat		354	-	354	263
Telephone		1,552	-	1,552	1,940
Gardening purchases		1,768	-	1,768	1,635
General repairs		1,963	-	1,963	5,096
Marketing		-	-	-	-
Travel costs		349	-	349	890
Printing, postage, stationery and advertising		63	-	63	514
Refreshments		519	-	519	556
Sundry expenses		2,193	133	2,326	1,693
Insurance		1,115	-	1,115	1,070
		12,156	133	12,289	17,454
<i>Governance costs:</i>					
Depreciation		-	7,276	7,276	9,094
Wages		-	11,803	11,803	18,260
Accountancy fees		1,440	-	1,440	1,440
		1,440	19,079	20,519	28,794
TOTAL EXPENDITURE		13,616	19,212	32,828	46,520
TRANSFERS		(16,000)	16,000	-	-
NET EXPENDITURE		(380)	(3,079)	(3,459)	(5,388)
Balance brought forward		56,540	4,817	61,357	66,745
Balance carried forward		56,160	1,738	57,898	61,357


THE WILLOW GARDEN PROJECT

BALANCE SHEET

31ST MARCH 2020

	Notes	2020 £	2019 £
FIXED ASSETS	2	29,102	36,378
CURRENT ASSETS			
Cash at bank and in hand	3	<u>31,959</u>	<u>31,133</u>
		<u>61,061</u>	<u>67,511</u>
CURRENT LIABILITIES			
PAYE		189	3,420
Accruals	4	<u>2,974</u>	<u>2,734</u>
		<u>3,163</u>	<u>6,154</u>
NET CURRENT ASSETS		<u>28,796</u>	<u>24,979</u>
NET ASSETS		<u>57,878</u>	<u>61,357</u>
FUNDS	6		
Unrestricted		56,160	56,540
Restricted		<u>1,738</u>	<u>4,817</u>
		<u>57,898</u>	<u>61,357</u>

Approved by the Board of Trustees on 9 March 2021 and signed on its behalf by:



Trustee/ Chairman



Trustee

The notes on page 12 to 15 form part of these accounts.

THE WILLOW GARDEN PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2020

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with The Charities Act 2011, and Accounting and Reporting by charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102 (effective 1 January 2016 – Charities SORP (FRS102)).

1.2 Reconciliation with Previous Generally Accepted Accounting Practice

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the Managing Trustees are responsible in law.

1.3 Income and endowments

Donations, and other forms of voluntary income, are recognised as incoming resources when receivable and the amount can be quantified with reasonable accuracy.

Grants received are treated as income and are reflected in the Statement of Financial Activities.

Income from fundraising activities are accounted for under the accruals concept. No amounts are included in the financial statements for services donated by volunteers.

1.4 Expenditure

All expenditure is accounted for on an accruals basis. Expenditure is allocated between the following categories:

- Cost of raising funds
- Cost of activities in furtherance of the charity's objects
- Governance costs

THE WILLOW GARDEN PROJECT
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2020

1.5 Funds

Restricted funds represent donations or grants received for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted funds are general funds which can be used for the charity's ordinary purpose.

1.6 Fixed Assets

Tangible fixed assets for use by the charity are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.

1.7 Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	20% reducing balance basis
Fixtures and fittings	-	20% reducing balance basis

2. FIXED ASSETS

	Equipment	Fixtures & Fittings	Total	Total
	£	£	2020	2019
	£	£	£	£
Cost brought forward	15,530	87,308	102,838	98,188
Additions	-	-	-	4,650
Disposals	-	-	-	-
Cost carried forward	<u>15,530</u>	<u>87,308</u>	<u>102,838</u>	<u>102,838</u>
Depreciation brought forward	9,121	57,339	66,460	57,366
Charge for the year	1,282	5,994	7,276	9,094
Depreciation carried forward	<u>10,403</u>	<u>63,333</u>	<u>73,736</u>	<u>66,460</u>
Net book value at 31st March 2020	<u>5,127</u>	<u>23,975</u>	<u>29,102</u>	-
Net book value at 31st March 2019	<u>6,409</u>	<u>29,969</u>	-	<u>36,378</u>

THE WILLOW GARDEN PROJECT
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2020

3. CASH AT BANK AND IN HAND

	2020	2019
	£	£
Main Account	31,920	31,098
Cash in hand	<u>39</u>	<u>35</u>
	<u>31,959</u>	<u>31,133</u>

4. ACCRUALS

Accountancy and independent examiners fees	<u>2,974</u>	<u>2,734</u>
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5. GRANTS

The charity received unrestricted grants totalling £1,222 in the period (2019: £nil).

6. ANALYSIS OF ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed assets	29,102	-	29,102
Current assets	30,032	1,927	31,959
Current liabilities	<u>(2,974)</u>	<u>(189)</u>	<u>(3,163)</u>
FUND BALANCE	<u>56,160</u>	<u>1,738</u>	<u>57,898</u>

THE WILLOW GARDEN PROJECT
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2020

7. TRUSTEES AND RELATED PARTY TRANSACTIONS

There were no transactions with related parties during the year.