



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	10	2019	To	30	09	2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chris Curtis	Treasurer		Membership
2	Sue Curtis	Secretary		Membership
3	Tim Gover	Trustee		Membership
4	Gill Cooper	Chairperson		Membership
5	Linda Smith	Trustee	01/10/2019 - 17/08/2020	Membership
6	Gill Stainer	Trustee	01/10/2019 - 17/08/2020	Membership
7	Anne Lowe	Trustee	28/02/2020 - 30/09/2020	Membership
8	Anthea Mabey	Trustee		Membership
9	Larry Mabey	Trustee		Membership
10	Robin Breach	Trustee	01/10/2019 - 31/01/2020	Membership
11	Merv Smith	Trustee	01/10/2019 - 31/01/2020	Membership
12	Helen Field	Trustee	01/10/2019 - 31/01/2020	Membership
13	Nicole Jones	Trustee		Membership
14	Linda Arnold	Trustee	28/02/2020 - 30/09/2020	Membership
15	Liz McClymont	Trustee	28/02/2020 - 30/09/2020	Membership
16	Gill Hamill	Trustee	21/09/2020 - 30/09/2020	Membership
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

CIO – Charitable Incorporated Organisation. Registered 26/09/2016.

Trustee selection methods
(eg. appointed by, elected by)

Appointed annually at AGM by membership

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

1. advance education and good practice in horticulture; to provide facilities in the interests of social welfare, to individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life;
2. promote the good health of the public; in particular those whose health is at risk and who have been advised to exercise, through the provision of allotments for gardening.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

1. Managed a site of 150 allotment plots on behalf of Bishop's Waltham Parish Council including raised beds for disabled/wheelchair users and children's plots.
2. Organised the delivery of lectures, discussions and demonstrations to members and guests
3. Set up visits to places and organisations of horticultural interest (cancelled this year due to COVID-19 restrictions).
4. Arranged horticultural shows and competitions (cancelled this year due to COVID-19 restrictions)
5. Managed and maintained community orchard and small garden areas in Bishop's Waltham for the benefit of the local community
6. Made available an annual Grant for a local student on a horticultural course at Sparsholt College (not taken up this year).

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Grant making Policy:

The Trustees have implemented a scheme to provide financial assistance to individuals for horticultural training if funds permit, to be reviewed annually. The availability of grants is advertised locally, an application is completed and assessed by 2 Trustees and an award is made to any suitable candidates. Any one person can only receive an award for 2 academic years.

Summary of the main achievements of the charity during the year

1. Management, including administration and rental issues, of site of allotments with plot rental open to all residents of area. Activities to promote communal participation include barbecues, competitions and maintenance working parties. Allotment site is a largely unfenced area of gardens thus with open access to public.
2. On-going development of a community orchard by a small group of volunteers led by a qualified horticulturalist. The orchard is on publicly owned land and accessible to all local population at all times.
3. Continuous maintenance by a group of volunteers led by an experienced gardener of 2 areas of garden by public pathways on behalf of local council. One area is for chalk land plants, one for wildlife attracting plants. Gardens can be appreciated by local population.
4. Financial support is offered annually to a locally resident student for one year on a recognised horticultural training course to assist with travel costs, out of college visits etc. Student writes 2 short reports per year describing achievements. Unfortunately for the academic year 2019-2020 no application for the grant was made.
5. Raising of funds to support activities through sales of gardening goods at allotment building (with increased emphasis on organic and wildlife friendly products) and annual public plant sale in centre of town. The latter receives an enthusiastic response from the public for low-priced, high quality and specialist plants. Unfortunately the plant sale was cancelled this year due to COVID-19 restrictions.
6. Eight evening meetings for members and public at which there is a lecture by a knowledgeable person on a horticultural topic. These are social and educational events open to all. Some of these were cancelled this year due to COVID-19 restrictions. Other social events and competitions at our trading shed have also been introduced to improve involvement across the Club.
7. Outing to horticultural / environmental related event. Arranged trips were cancelled this year due to COVID-19 restrictions.
8. Three Shows per year for members and non-members to exhibit plants and produce competitively, open to public view. All shows were cancelled this year due to COVID-19 restrictions.
9. An item relating to horticulture is placed in the local Parish News magazine each month. The Club's activities and member's newsletters are posted on the Club's publicly available website.
10. A presence at local charitable events to promote horticulture in the community.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Club maintains reserves of £8,000 to cover potential future cost of replacing the roof of the Club Maintenance and Trading Shed and other repairs to the building fabric that may be required. Due to possible development in the locality an additional reserve of £6000 is being ring fenced for possible alterations to car parking facilities and future potential fencing requirements.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Sources of Funds

- Membership fees
- Sales at Trading Shed
- Plant Sales
- HMRC Gift Aid
- Raffles and refreshment sales at Meetings and Shows
- Advertising Sponsorship in Annual Show Programme

Section F



Other optional information

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

CHRISTOPHER CURTIS	SUSAN CURTIS
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Position (e.g. Secretary, Chair,
etc.)

TREASURER	SECRETARY
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Date

05/04/2021	05/04/2021
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Bishop's Waltham Gardening Club



BWGC

Registered Charity No.
1169353

CHARITY ACCOUNT - FINANCIAL STATEMENT 01/10/2019 TO 30/09/2020

	2019/2020	2018/2019
INCOME		
Allotment rent	£2,580	£1,917
Plant Sales & Events	£0	£668
Talks & Social Events	£332	£1,747
Outings & Holiday	£24	£914
Membership subscriptions	£2,526	£1,992
Annual Show	£393	£1,151
Gift Aid	£369	£306
Water	£128	£153
Donations/Grants	£60	£0
TOTAL INCOME	£6,412	£8,848
EXPENDITURE		
Allotment Maintenance	£1,020	£3,408
Plant Sales & Events	£0	£132
Talks & Social Events	£1,310	£2,697
Outings & Holiday	£24	£1,020
Annual Show	£57	£1,640
Water	£37	£890
Donations/Grants	£146	£175
Community Orchard/Gardens	£121	£176
Rent	£12	£1
Shed Costs	£264	£918
Website	£288	£240
Insurance	£679	£668
Administration & Subscriptions	£171	£296
TOTAL EXPENDITURE	£4,129	£12,261
EXCESS OF INCOME OVER EXPENDITURE	£2,283	-£3,413

CHARITY ACCOUNT - BALANCES 01/10/2019 TO 30/09/2020

Opening balance 1 October 2019	£8,971
Excess of income over expenditure	£2,283
Transfer from Trading Account	
	£11,254
Less Charity Income not credited to bank	£0
Plus Charity Expenditure not debited from bank	£0
Represented by bank and cash as at date 30/09/2020	£11,254

Independent examiners report to the trustees of Registered Charity Number 1169353
Respective responsibilities of trustees and examiner

The Bishop's Waltham Gardening Club on accounts for the year ended 30 September 2020

The charity's trustees are responsible for the preparation of the accounts. The charity trustees consider that an audit is not required this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedure laid down in the general Directions given by the commission under section 145(5) (b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's 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 you as 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 next statement.

Independent examiner's Statement

In connection with my examination, no matter has come to my attention:
(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

Name: P R Emmerson, 7, Siskin Close, Bishop's Waltham, SO32 1RP Date: 07/11/2020

Signed:

(Bishop's Waltham Gardening Club-Examiners statement)

TRADING ACCOUNT - FINANCIAL STATEMENT 01/10/2019 TO 30/09/2020

	2019/2020	2018/2019
INCOME		
Trading Sales	£2,496	£4,966
TOTAL INCOME	£2,496	£4,966
EXPENDITURE		
Trading Stock	£1,255	£3,474
TOTAL EXPENDITURE	£1,255	£3,474
EXCESS OF INCOME OVER EXPENDITURE	£1,241	£1,492

TRADING ACCOUNT - BALANCES 01/10/2019 TO 30/09/2020

Opening Balance 1 October 2019	£7,910
Excess of income over expenditure	£1,241
Less Transfer to Charity Account	
	£9,151
Less Trading Income not credited to bank	£0
Plus Trading Expenditure not debited from bank	£0
Represented by bank and cash as at date 30/09/2020	£9,151

I have examined the records maintained by the Bishop's Waltham Gardening Club Trading Account and based on these records, confirm that the statement of income and expenditure and funds in hand fairly reflect the transactions carried out during that period.

Name: P R Emmerson (Examiner), Address: 7, Siskin Close, Bishop's Waltham, SO32 1RP Date: 07/11/2020

Signed:

ALL ACCOUNTS COMBINED - FINANCIAL STATEMENT 01/10/2019 TO 30/09/2020

	2019/2020	2018/2019
INCOME		
Charity Account	£6,412	£8,848
Trading Account	£2,496	£4,966
TOTAL INCOME	£8,908	£13,814
EXPENDITURE		
Charity Account	£4,129	£12,261
Trading Account	£1,255	£3,474
TOTAL EXPENDITURE	£5,384	£15,735
EXCESS OF INCOME OVER EXPENDITURE	£3,524	-£1,921

ALL ACCOUNTS COMBINED - BALANCES 01/10/2019 TO 30/09/2020

Opening Total Balances 1 October 2019	£16,881
Excess of income over expenditure	£3,524
	£20,405
Less Income not credited to bank	£0
Plus Expenditure not debited from bank	£0
Represented by bank and cash as at date 30/09/2020	£20,405