



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 January 2020** Period start date To **31 December 2020**
Period end date

Charity name: Plantation Garden Preservation Trust

Charity registration number: 1165433

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The restoration and preservation, for the public benefit, of the gardens at 4 Earlham Road, Norwich, known as the Plantation Garden
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ol style="list-style-type: none">1. The Garden is open to the public 365 days a year2. Various events are staged, e.g. Events for children, Music concerts, Open-air film shows, Fireworks parties. All events are open to the public.3. Restoration and preservation work in the year include: ongoing tree surgery, replacing toilet facilities, stabilising steep banks and improving steps.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that that they have had regard to the Charity Commission's guidance on Public Benefit (referring to the latest guidance published on 14 February 2014)

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	<p>The Trustees pay for some hours of gardening assistance (particularly in relation to growing plants for use in the Garden and with heavy mowing), but otherwise all the routine work done in the Garden including the organisation and staging of events is carried out by volunteers.</p> <p>There is a group of about 25 helpers who meet weekly to do gardening and maintenance, and a wider group of up to a further 65 people who help at some stage during the year with events. Large projects which are beyond the capability of the group are completed by contractors selected by the Trustees. The Trustees do not make grants.</p>
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The importance of the Garden to its members and the wider public during the Covid 19 pandemic has been shown by the very significant increase in both membership (after being relatively stable for a number of years it has increased about 20%) and visits by the public. The numbers of visitors to the Garden as measured by money deposited in the honesty box was again a record, with over £27,000 collected during the year.</p> <p>Generally the Trustees were able to report a successful year during which overall income was maintained and routine expenditure contained within agreed limits. A number of repairs & improvements carried out including reinforcement of steep banks, re-fitting a toilet, tree work and building a retaining wall.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	In the year the Charity spent about £11,000 on the activities referred to above and since that was approximately the amount of income in excess of routine expenditure the net asset position was largely unchanged.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's reserve is set at £50,000 and this was not changed during the year. The main reason why the reserve is relatively high is that the Garden was created (in mid 19 th century) on the site of extensive chalk workings, resulting in unstable ground. A subsidence in 2011 required remedial work costing over £11,000.
Amount of reserves held	Para 1.22	£50,000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The trustees do not see any uncertainties at the present time.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>The principal sources are: The charity's main sources of funds are:</p> <ol style="list-style-type: none"> 1. honesty box – approx. £27,000 2. sales of plants £1,100 3. membership subscriptions £8,100 4. Sunday tea sales approx. £650 (typically £3,500 but restricted because of lockdown) 5. Bequests & donations £450 6. Photography & other hire of Garden – approx. £800 7. Tours & Talks – None this year 8. Events – none this year
Investment policy and objectives including any	Para 1.46	The policy is to invest only in cash assets operated by companies or institutions regulated by the FCA. Short term deposits can be used for funds not required in the

social investment policy adopted		short term. It is considered that the Charity does not have sufficient assets to consider funds exposed to wider investment and currency risks.
A description of the principal risks facing the charity	Para 1.46	The principle risk facing the Charity relates to the nature of the site of the Garden as outlined above, against which the trustees have designated a large reserve. The trustees do not commit to expenditure unless funds are available and in a situation where anticipated income was not received, it would not be difficult to constrain expenditure to match.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution dated 17 th March 2016
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Unincorporated CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are selected and proposed by the trustees for the time being and voted on at the Annual General Meeting

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	

Other		
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Reference and Administrative details

Charity name	Plantation Garden Preservation Trust
Other name the charity uses	PGPT
Registered charity number	1165433
Charity's principal address	The Garden is at 4 Earlham Road Norwich, NR2 3DB, but the Garden does not have a letter box. Address for communication is 9 Heigham Road Norwich NR2 3AT.

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	Roger Connah	Chair		Trustees
2	James Malt	Treasurer		Trustees
3	Susan Bell			Trustees
4	Valarie Striker			Trustees
5	Ian Small	Membership Sec		Trustees
7	Penny Miller			Trustees
8	Ruth Liss			Trustees
9	Neil Blunt			Trustees
10	Mary Turner	Secretary		Trustees
11	Sarah Brown			Trustees
13				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
The Official Custodian for Charities		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
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assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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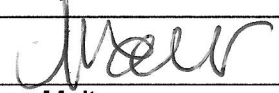
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Roger AB Connah	James Malt
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	08/12/21	

The Plantation Garden Preservation Trust
Profit and Loss Account for the Year to 31st December 2019

	Year to 31 st December 2019	Year to 31 st December 2018
Income:		
	£	£
Donations and Grants (see note 1 overleaf)	2,233	1,298
General Income		
Bank Interest	615	401
Entry fees	3,541	2,822
Profit from Events (see note 2)	7,686	8,398
Photography fees & other hire of Garden	1,710	730
Honesty Box collections	24,285	17,662
Miscellaneous sales	335	412
Sales of Plants	80	214
Membership subscriptions	7,660	7,834
Profit on tea sales	3,915	3,312
Tours and Talks	1,087	955
Sundries		300
Total General Income	£50,914	43,040
Total Income	£53,147	44,338
Expenditure:		
Administration expenses		
Professional fees	520	
Annual General Meeting	384	418
Insurance	672	633
Postage, telephone, printing, stationery (see note 3)	1,948	2,529
Subscriptions paid	108	108
Miscellaneous expenses	539	498
Total administration expenses	4,171	4,186
Costs of running the Garden		
Cleaning	248	
Electricity and water	1,964	1,843
Fertilizers and plant control	205	122
Garden facilities	7,016	4,654
Gardening	9,309	7,998
Maintenance and hire of equipment	764	90
Plants	2,702	2,176
Professional consultancy	345	510
Rubbish collection	1,161	1,010
Security	3,514	3,419
Technology costs	523	151
Tuesday Group expenses	109	161
Total costs of running the Garden	27,860	22,134
Promotional expenses		
Magazine	1,219	1,198
Merchandise bought & other publicity costs	1,537	848
Total promotional expenses	2,756	2,046
Special projects		
Other Projects for the year (see note 4)	20,474	12,315
Repair work (see note 5)	5,444	971
	25,918	13,286
Total of expenditure	60,705	41,652
(Deficit) Surplus for year	(7,558)	2,686

**Independent examiner's report to the trustees of The Plantation Garden
Preservation Trust**

I report to the trustees on my examination of the accounts of the Plantation Garden Preservation Trust ('the Trust') for the year ended 31 December 2020.

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 Trust'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 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) Regulations 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.



M Dennis
Independent Examiner
3 Tungate Crescent
Norwich

Date: 01 February 2021