

**THE WILLOW GARDEN PROJECT**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2016**

**CHARITY NO. 1148248**

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

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**FOR THE YEAR ENDED 31ST MARCH 2016**

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<b><u>CONTENTS</u></b>	<b><u>PAGE</u></b>
Trustees' Annual Report	1-7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes forming part of the Financial Statements	11-13

# THE WILLOW GARDEN PROJECT

## TRUSTEES' ANNUAL REPORT

### FOR THE YEAR ENDED 31ST MARCH 2016

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The Trustees present their report along with the financial statements of the Charity for the year ended 31st March 2016. The financial statements have been prepared in accordance with the accounting policies set out on page 11 and comply with the Charity's Trust Deed and applicable law.

#### **ADMINISTRATIVE INFORMATION**

**REGISTERED NAME:** THE WILLOW GARDEN PROJECT

**PRINCIPLE ADDRESS:** 5 Willow Drive  
Poulton-Le-Fylde  
FY6 8DG

**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	Dates acted if not the whole year
Jack Clark	Chairman	
Patricia McGill	Trustee	01 April 2015 – 22 May 2015
Pamela Laird	Trustee	
Philip Murphy	Service user and Trustee	
Derrik Foulkes	Treasurer	
Sally Richardson	Trustee	01 April 2015 – 01 June 2015
Allison Greer	Trustee	
Karen Laird	Trustee	

**THE WILLOW GARDEN PROJECT**  
**TRUSTEES' ANNUAL REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2016**

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**PROJECT GOVERNANCE AND MANAGEMENT**

The Willow Garden Project is governed by a Deed of Trust dated 22nd February 2012.

The trustee board has ultimate legal responsibility for keeping the organisation focused on its purpose - ensuring it is solvent, meeting legal requirements and those of good governance. Trustees meet regularly (normally on a bi-monthly basis) for making decisions on all matters of general concern and importance to the Willow Garden Project including deciding on how the funds of The Willow Garden Project are to be spent. The meeting minutes record the key points discussed, actions logged and details of any declarations of Interest – a copy of the minutes is sent out to all trustees.

Since the financial year ended there has been a further change made to the board by the resignation of two trustees. We will be looking to recruit new charity trustees to help run our project.

The charity has purchased insurance for Trustees to indemnify them against possible liabilities incurred by them in relation to their duties.

**AIMS AND PURPOSES**

The Willow Garden Project is a people centred community charity situated within the grounds of Fleetwood Cricket Club. We work with residents of the borough of Wyre, primarily those with a disability or mental health needs, so that they can enjoy healthy outdoor activities in the community garden, (eco-therapy). All our activities are tailored to meet the needs of each individual to enhance their quality of life, happiness, confidence and personal development. We continue to raise awareness of mental health issues in the community.

**OBJECTIVES AND ACTIVITIES**

We provide facilities for healthy recreation (particularly gardening and horticulture) and leisure time pursuits, in the interest of social welfare for the inhabitants of 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.

Our aim is to provide a professional, independent and outcome based support services to a range of clients. Developing community links with organisations and potential service users to undertake targeted pieces of work and encourage new users to the project.

**Organisational structure**

The trustees manage the charity generally and meet at least six times each year to take all decisions necessary jointly with regard to the review of the Charity's activities and achievement of objectives. In exercising relevant powers and duties the Trustees have considered Charity Commission guidance for the trustees' board to employ and remunerate staff as are necessary for carrying out work of the charity.

Trustees have delegated the day-to-day management and operation of the charity to the Willow Garden Site Coordinator, Pamela Laird who is the founder of the project.

## THE WILLOW GARDEN PROJECT

### TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 2016

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#### **Willow Garden Site Coordinator**

The charity employs one staff member (since March 2015) funded by a grant awarded from the National Big Lottery. In this role a detailed knowledge of Service Users needs and capabilities is required, as well as an understanding of horticulture and the practical experience of delivering eco-gardening sessions and teaching in the lifelong Learning Sector.

The site coordinator is responsible for the daily running of the site and gardening activities. To help run the weekly scheduled workshops they are supported by two sessional workers (employed on a self-employed basis through the Big Lottery Fund).

Volunteers are recruited as required to fulfil specific fundraising activities

#### **ACHIEVEMENTS AND PERFORMANCE**

The Willow Garden Project provides gardening, nature conservation and creative opportunities for the well-being of Wyre residents, local school children and clients with complex and multiple needs.

This year has seen tremendous progress in the infrastructure of both the garden and our site. We have introduced a pond with fish, sensory musical bamboo structure and an observatory. The well-equipped cabin with catering facilities is used for craft making activities and to hold workshops and fundraising events. A further outside activity area has been created with a new table and overhead shelter.

During the reporting period we have continued to work closely with the community and with Lancashire County Council, in particular with the Environmental project officer Julie Paton who has supported us in submitting our funding bids and with the grant we have been awarded through the National Lottery Fund.

The charity's income is derived through fundraising events and successful fundraising bids.

#### **Raising our Profile: awareness; visibility; improved communications**

The Willow Garden site continues to be developed; it is easily accessible and is located where people can easily get to it. The project is regularly publicised in local publications, and news of the project is also spread by word of mouth.

Since its launch the project has been successful in achieving a number of awards and accolades which include:

- 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 the Sunday People, 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.

## THE WILLOW GARDEN PROJECT

### TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 2016

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In this reporting year we have successfully secured new income to support the project's charitable activities and deliver its plan with a grant awarded from the National Big lottery Fund.

#### Supported Gardening Sessions

Gardening sessions are held in our garden where we'll be sowing, planting, composting and participants learn how to adopt greening activities as part of their daily lives. The relaxed sessions allow people to try a range of practical gardening activities with support and guidance based on personal aims.

These sessions help develop and support the Willow Garden project to:-

- Work with and support Service Users to learn about growing and gardening.
- Engage with individuals through fun, seasonal and varied activities.
- Maintain and develop sustainable food production in our community garden.

Participants learn how to grow and maintain fruit and vegetables, promoting fitness and well-being through light exercise, increased social contact and raised awareness of healthy eating. The activity encourages them to adopt greening activities as part of their daily lives

#### Charitable Activities

Over the course of the year key activities included:

- Practical gardening sessions in our community garden for individuals to learn and engage in food growing activities.
- Supporting neighbouring groups with developing their gardens, planting etc.
- Organising seasonal workshops for Halloween pumpkins, Christmas Wreaths, Easter floral displays and hanging baskets for the Summer
- Marketing the flowers and vegetables grown in our garden
- Fundraising events, including a sponsored swim, Open Cinema night and other open days
- Regular bag packing in local supermarkets.
- Raising funds from making crafts to market in the gardening sessions and workshops.

Presentations were made regarding the work of the project at the Sustainable Food Fylde & Wyre Action Group and Health & Wellbeing events held at Larkholme Primary school and at the Marine Hall in Fleetwood.

#### IT: social media, online services:

Information about the project's work and pictures of what's happening on site is published regularly (typically weekly) via Face book – our site has over 1,000 followers.

The projects website: [www.willowgardenproject.org.uk](http://www.willowgardenproject.org.uk) is maintained throughout the year.

## **THE WILLOW GARDEN PROJECT**

### **TRUSTEES' ANNUAL REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31ST MARCH 2016**

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In competing for The People's Millions which is a partnership between Big Lottery and ITV, the project was shortlisted as a 2014 Finalist for the North West Region. Working closely with ITV, a film was produced about the Willow Garden project to get the public more involved in deciding which projects to support. We are very proud to have been successful in this public telephone vote and ITV Granada again came on site to broadcast our win. This competition was very good publicity for the project.

We have also had articles published promoting the project's work in the Fleetwood Gazette, Wyre Link Magazine and other newsletters.

With regards to our site, professionally designed posters and business cards have been made available as well as sweat tops and t-shirts designed with the Willow Garden Logo.

#### **Partnerships – building effective relationships**

Willow Garden Project continues to build on partnerships in the community to develop, maintain and expand our garden initiatives, working in close partnership with many charities:

- Action on Hearing Loss
- Alternative Future Group Charity
- Alzheimer's Society
- ASDA Fleetwood Store
- Barclays Bank
- Blackpool CVS
- Blackpool Youth Offending Team
- Cardinal Allen R.C. High School
- Co-op Stores
- Creative Support (Mental Health Supported Living)
- Disability Trust
- Dreamscheme Network
- DWP Jobcentre Fleetwood
- Fleetwood Cricket Club
- Fleetwood Food Bank
- Fleetwood Rotary Club
- Fleetwood Rugby Club
- Fleetwood Town Football Club
- Fleetwood and Cleveleys Lions Club
- Fleetwood and Thornton National Citizen Service
- Help Direct
- Joanne Wilson Ballet & Dance School
- Jubilee Harvester Cleveleys
- Lancashire Adult Learning
- Lancashire County Council
- Lancashire Wildlife Trust
- Larkholme Primary School

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 2016

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- Mini Me Nursery Fleetwood
- McColl's Store
- Mount Croft Mental Health Service
- Mustard Seed Group Fleetwood
- Myrescough College
- N-Compass North West
- NCS (National Citizen Service)
- Northwest Everst Platform
- Ormerod Trust
- Rotakids projects
- Salvation Army Fleetwood
- Social Enterprise Solutions (UK) CIC
- Umbrella Collective
- Ur- Potential (volunteer service)
- Veolia Environmental Service
- Victrex plc
- Wildaid
- Windmill Players Group
- Wyre Day Care Broadwaters
- Wyre Domiciliary Service
- Youth Offending List

We are engaging with the widest possible range of people in the area to show our project can be the key to better health outcomes, creating a stronger, healthier, more cohesive community. Feedback is very positive from our charitable events and the supported gardening sessions. The project is making measurable tangible progress in our garden work.

### 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 net income for the year of £11, 778 (2015: deficit of £21) and reserves stand at £69,642 (2015:£57,864).



## THE WILLOW GARDEN PROJECT

### TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 2016

#### Acknowledgements

We would like to thank all our volunteers for their dedication, commitment and contribution to the Willow Garden Project. Big thanks are also given to the many friends and supporters who give their time so generously. The Project has also benefited from donations and the continued support and close help from Charitable Trusts and other groups and organisations for which we are most grateful.

#### 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 D.V. Foulkes
7-11-16	Date

## THE WILLOW GARDEN PROJECT

### INDEPENDENT EXAMINER'S REPORT

#### TO THE TRUSTEES OF THE WILLOW GARDEN PROJECT

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I report on the accounts of the charity for the year ended 31st March 2016, which are set out on pages 9 to 13.

#### **Respective responsibilities of trustees and 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 145(5)(b) 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 procedures laid down in the General Direction given by the Charity Commission (under section 145(5)(b) of the Act); and
- 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 Commissioners. 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 the seeking of 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, I do not express an audit opinion on the view given by the accounts.

#### **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 Trustees have not met the requirements to ensure that:
  - proper accounting records are kept in accordance with S130 of the 2011 Act; and
  - accounts are prepared which accord with the accounting records and comply with the accounting requirements of the 2011 Act.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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



Date : 7.11.2016

**THE WILLOW GARDEN PROJECT**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31ST MARCH 2016**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>INCOME AND ENDOWMENTS</b>					
Donations		12,327	-	12,327	6,013
Grants	5	-	46,909	46,909	16,228
Income from fundraising activities		3,092	-	3,092	2,596
<b>TOTAL</b>		<b>15,419</b>	<b>46,909</b>	<b>62,328</b>	<b>24,837</b>
<b>EXPENDITURE</b>					
<i>Costs of raising funds:</i>					
Fundraising expenses		1,461	-	1,461	306
<i>Charitable activities:</i>					
Subcontractors			8,346	8,346	3,613
Rent, rates and water		211	-	211	120
Light & heat		136	-	136	68
Telephone		697	-	697	657
Gardening purchases		2,671	2,625	5,296	2,597
General repairs		1,548	-	1,548	509
Marketing		-	4,477	4,477	-
Travel costs		1,013	-	1,013	1,446
Printing, postage, stationery and advertising		472	375	847	815
Refreshments		396	525	921	347
Sundry expenses		182	-	182	159
Insurance		914	-	914	636
		<b>8,240</b>	<b>16,348</b>	<b>24,588</b>	<b>10,967</b>
<i>Governance costs:</i>					
Depreciation		-	14,446	14,446	12,254
Wages		-	8,505	8,505	911
Accountancy fees		1,550	-	1,550	420
		<b>1,550</b>	<b>22,951</b>	<b>24,501</b>	<b>13,585</b>
<b>TOTAL EXPENDITURE</b>		<b>11,251</b>	<b>39,299</b>	<b>50,550</b>	<b>24,858</b>
<b>NET INCOME/EXPENDITURE</b>		<b>4,168</b>	<b>7,610</b>	<b>11,778</b>	<b>(21)</b>
Balance brought forward		2,147	55,717	57,864	57,885
Balance carried forward		6,315	63,327	69,642	57,864

# THE WILLOW GARDEN PROJECT

## BALANCE SHEET

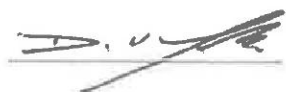
31ST MARCH 2016

	Notes	2016 £	2015 £
<b>FIXED ASSETS</b>	2	57,783	49,017
<b>CURRENT ASSETS</b>			
Cash at bank and in hand	3	13,107	12,414
		<u>70,890</u>	<u>61,431</u>
<b>CURRENT LIABILITIES</b>			
Accruals	4	1,248	3,567
<b>NET CURRENT ASSETS</b>		<u>11,859</u>	<u>8,847</u>
<b>NET ASSETS</b>		<u>69,642</u>	<u>57,864</u>
<b>FUNDS</b>	6		
Unrestricted		6,315	2,147
Restricted		<u>63,327</u>	<u>55,717</u>
		<u>69,642</u>	<u>57,864</u>

Approved by the Board of Trustees on 7.11.16 and signed on its behalf by:



Trustee/ Chairman



D.V. Fowler. Trustee

The notes on page 11 to 13 form part of these accounts.

**THE WILLOW GARDEN PROJECT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2016**

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation**

The financial statements have been prepared in accordance with The Charities Act 2011 together with applicable accounting standards and the SORP (FRSSE). The financial statements have been prepared under the historical cost convention.

**1.2 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.

**1.3 Expenditure**

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

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

**1.4 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.

**1.5 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.

**1.6 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

**THE WILLOW GARDEN PROJECT**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31ST MARCH 2016**

**2. FIXED ASSETS**

	<b>Equipment £</b>	<b>Fixtures &amp; Fittings £</b>	<b>Total 2016 £</b>	<b>Total 2015 £</b>
Cost brought forward	549	68,426	68,975	38,512
Additions	13,722	9,489	23,211	30,463
Disposals	-	-	-	-
Cost carried forward	<u>14,271</u>	<u>77,915</u>	<u>92,186</u>	<u>68,975</u>
Depreciation brought forward	198	19,759	19,957	7,703
Charge for the year	2,815	11,631	14,446	12,254
Depreciation carried forward	<u>3,013</u>	<u>31,390</u>	<u>34,403</u>	<u>19,957</u>
Net book value at 31st March 2016	<u>11,258</u>	<u>46,525</u>	<u>57,783</u>	-
Net book value at 31st March 2015	<u>351</u>	<u>48,666</u>	-	<u>49,017</u>

**3. CASH AT BANK AND IN HAND**

	<b>2016 £</b>	<b>2015 £</b>
Main Account	13,151	12,389
Cash in hand	<u>(44)</u>	<u>25</u>
	<u>13,107</u>	<u>12,414</u>

**4. ACCRUALS**

Accountancy and independent examiners fees	1,248	1,248
Wages and Social Security	-	2,319
	<u>          </u>	<u>          </u>

# THE WILLOW GARDEN PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 2016

### 5. GRANTS

The charity received restricted grants totalling £46,909 in the period (2015: £16,228).

### 6. ANALYSIS OF ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed assets	-	57,783	57,783
Current assets	7,563	5,544	13,107
Current liabilities	(1,248)	-	(1,248)
<b>FUND BALANCE</b>	<b>6,315</b>	<b>63,327</b>	<b>69,642</b>

### 7. TRUSTEES AND RELATED PARTY TRANSACTIONS

Mrs Pamela Laird (trustee) is the sister in law of Karen Laird (trustee) the wife of J Laird, mother of D Laird and sister of both A Greer (trustee) and A Leach. J Laird, D Laird and A Leach all received payment in the year for providing their services as sessional workers. The total of this expenditure is recorded in the accounts as subcontractors under charitable activities on page 9.

The trustees have agreed and recorded that it is in the best interests of The Willow Garden Project to secure Mrs Pamela Laird's services at a competitive market rate which recognises her specialist knowledge and experience. As such, Pamela is an employee of the charity and received a wage in the year of £8,505.