



Trustees' Annual Report for the period

Period start date* (see note)				Period end date		
From	06	04	2015	To	05	April 2016

***Note:** Collings Park Trust became a Registered Charity on 21st August 2015

Section A Reference and administration details

Charity name Collings Park Trust

Registered charity number (if any) 1163248

Charity's principal address 21 Fortescue Place

Plymouth

Postcode

PL3 5HT

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	Andrew Leigh	Chair of Trustees	From 21 st August 2015	
2	Mike Taylor		From 21 st August 2015	
3	Sophie King		From 21 st August 2015	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document Constitution adopted 21st August 2015

How the charity is constituted Charitable Incorporated Organisation

Trustee selection methods Trustees appointed by Members, with one third of Trustees required to retire each year (they may be re-appointed)

Additional governance issues

The Collings Park Trust was formed by members of the Collings Park Association, which was wound up after the Trust was entered on the Register of Charities (21st August 2015).

Collings Park Trust has developed a suite of policies and procedures that guide and protect stakeholders from major risk. These, along with the Public Liability and Trustee Indemnity insurance cover in place, are considered to reduce major risks to a manageable level.

Day-to-day management of the Trust is exercised via a management committee, with the Chair of that committee responsible to Trustees for the implementation of agreed plans in a way that complies with defined policies and procedures in order to reach the Trust's defined aims and objectives.

Collings Park Trust is a stand-alone organisation, but is affiliated to the Plymouth Open Spaces Network, an organisation set up with the assistance of Plymouth City Council's Natural Infrastructure team. The aim of this group is to promote cooperation and coordination between similar organisations in the Plymouth area.

All Trustees give their time voluntarily and receive no remuneration or other benefits.

Section C

Objectives and activities

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

1. Promoting the provision of facilities for recreation within Collings Park with the object of improving the life of local residents.
2. Promoting the conservation, protection and improvement of the physical and natural environment of Collings Park.
3. Advancing the education of the public by providing facilities and opportunities within Collings Park for learning about the natural environment.

Summary of the main activities undertaken for the public benefit in relation to these objects

Trustees are fully aware of and have taken due account of the Charity Commission's guidance on public benefit when considering proposals and approving plans and activities relating to Collings Park.

This reporting period covers the formation of the Collings Park Trust, its registration as a charity in August 2015, and its efforts towards establishing a role in the future custodianship of Collings Park. The focus of activities during the reporting period include:

1. Negotiating with Plymouth City Council on the sale of the derelict lawn tennis court site within Collings Park, the intention being to create a community garden on that unused acre of land.
2. Engaging with members of the local community to establish the user requirements for the proposed community garden.
3. Drafting a layout plan for the proposed community garden and in doing so taking account of the Trust's objects and community feedback, including the wishes of the local primary school, pre-school and Forest School practitioner.
4. Developing the time-line and budget plan for the proposed community garden.
5. Producing the business case to support the Trust's proposals.
6. Promoting the Trust and its aims through the local media.
7. Fundraising towards the purchase of the site, essential initial outlay (such as insurances) and to establish a reserve fund).
8. Establishing the suite of policies and procedures that now govern the undertakings of the Trust.
9. Networking with local groups and support agencies to establish sources of assistance and examples of best practice.

Additional details of objectives and activities

Surplus funds are held on deposit in the Trust's bank account; with interest rates so low it is considered unnecessary at this time to increase the burden of financial management by having a separate interest account.

The Collings Park Trust management committee is made up of volunteers from the local community and it is this team that provides momentum to the Trust by implementing plans agreed with the Trustees. Other volunteers have made significant contributions to various fundraising and community consultation events. Trustees recognise that without these contributions of time, energy and expertise the Trust would not have achieved all that it has done within the reporting period.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

- Establishing and registering the Collings Park Trust as a Charitable Incorporated Organisation, implementing suitable governance arrangements and appointing a management committee made up of members of the local community.
- Undertaking a range of community engagement activities in order to gain a clear understanding of the wishes of local stakeholders with regard to Collings Park.
- Successfully negotiating Plymouth City Council's agreement to dispose of the former tennis court site to the Collings Park Trust as an Asset Transfer under the Localism Act 2011, this enabling the sale to be at below market value.
- Heads of Terms of Agreement established for the land purchase.
- Raising sufficient funds to finance the land purchase, for essential initial outlay and to establish a reserve fund.

Producing and submitting to Plymouth City Council a comprehensive Business Case for the Collings Park Community Garden that reflects the Trust's charitable objects and the wishes of the community, as determined through consultation with a broad spectrum of local people.

Section E

Financial review

Brief statement of the charity's policy on reserves

Trustees will, where possible, ensure that sufficient reserves of funds of at least £1,000 are and will remain in place (as demonstrated by a cash-flow forecast) before authorising expenditure plans in accordance with the Trust's Financial Authorisation policy.

Details of any funds materially in deficit

Not applicable

Further financial review details

The Trust's main source of income during the reporting period include:

- A donation of £309 from the Collings Park Association;
- Donations totalling £20,240 through a Crowdfunder appeal for the land purchase and community garden development, including £5,000 match-funding from Plymouth City Council;
- £3,500 of other donations from local residents towards the land purchase and development of the community garden.

Our commitment of £17,450 to purchase the former lawn tennis court site in Collings Park enables the development of a community garden where all members of the community will be able to enjoy recreation and have opportunities to learn about the natural environment. The design and development of the site will promote conservation and enhancement of the natural environment, and will incorporate facilities that will enable learning about the natural environment.

Section F

Other optional information

The following quotation is from a resident of Hartley Avenue, which is adjacent Collings Park:

'Speaking personally, we have very much appreciated the way the (Trust) has introduced and included everyone in its consultations, plans and fund-raising. Some members of the (Trust) took the trouble to visit us personally on more than one occasion to discuss ideas and share current progress. So we really felt involved at every step of the way. The Collings Park campaign has certainly increased our sense of how our cohesive community can achieve our common goals. It's exciting to think of the green space on our doorstep and how it may develop for the good of our neighbourhood in the future.'

Below is an extract from an e-mail (dated February 2016), from the (then) headteacher of Compton Primary School, located within easy walking distance of Collings Park:

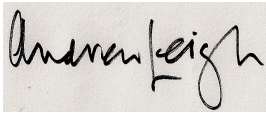
'It does sound like a very exciting project. I think it's great when the community take hold of things like this and try to transform the local area.'

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature	
Full name	Andrew Leigh
Position	Chair of Trustees
Date	16 th January 2017



Charity Name COLLINGS PARK TRUST	No (if any) 1163248	CC16a
Receipts and payments accounts		
For the period from	Period start date 6-Apr-2015	To
Period end date 5-Apr-2016		

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Crowdfunding: Personal dnations	6,254	8,986	-	15,240	-
Crowdfunding: City Council contribution	-	5,000	-	5,000	-
Other personal donations	-	3,500	-	3,500	-
Donation (Collings Park Association)	309	-	-	309	-
Spring Event: Sale of raffle tickets	60	-	-	60	-
Spring Event: Sale of Cakes	54	-	-	54	-
Sub total (Gross income for AR)	6,677	17,486	-	24,163	-
A2 Asset and investment sales.					
Total receipts	6,677	17,486	-	24,163	-
A3 Payments					
Logo Competition Prizes	31	-	-	31	-
Office Supplies	15	-	-	15	-
Spring Event: Room Hire	48	-	-	48	-
Spring Event: Catering sundries	14	-	-	14	-
Spring Event: Food & Drink items	9	-	-	9	-
Printing (Community Garden plan/poster)	42	-	-	42	-
Sub total	159	-	-	159	-
A4 Asset and investment purchases, (see table)					
Total payments	159	-	-	159	-
Net of receipts/(payments)	6,518	17,486	-	24,004	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	6,518	17,486	-	24,004	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	PayPal Account	29	-	-
	Cash held in Bank Account(s)	6,416	17,486	-
	Cash reserve (not held in Bank Accounts)	73	-	-
	Total cash funds <small>(agree balances with receipts and payments account(s))</small>	6,518	17,486	-
		OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets				
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				
			-	-
B4 Assets retained for the charity's own use				
			-	-
B5 Liabilities				
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			ANDREW LEIGH	16-Jan-17