

**THE WILLOW GARDEN PROJECT**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

**CHARITY NO. 1148248**

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

**THE WILLOW GARDEN PROJECT  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2018**

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**THE WILLOW GARDEN PROJECT**  
**TRUSTEES' ANNUAL REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

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The Trustees present their report along with the financial statements of the Charity for the year ended 31st March 2018. 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:** 26 Lancaster Gate  
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:**

<b>Trustee Name</b>	<b>Office</b>
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 2018**

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**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 2018**

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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 currently deliver weekly gardening therapy to local residents living with disability, isolation and mental or physical ill-health. The workshops led by a Willow horticultural Instructor take participants through a wide variety of gardening activities and nature crafts. A small group of volunteers help with the sessions – these people are a real asset, offering enthusiastic participation, hands-on skills and support with fundraising activities.

A grant from United Utilities Lancashire Community Fund has enabled us to initiate new group gardening sessions for people living with dementia. Delivery of the garden sessions have been run onsite, one-on-one home visits and for small groups in 3 Care Homes. As part of this grant sessional Tutors have been recruited and trained in Dementia care to support these sessions, approximately 70 workshops with the aim to help people living with dementia feel sociable, included and able. Feedback is positive on this new work.

Additional funding awarded by two local supermarkets has helped to sustain the project's ongoing horticulturally based activities and workshops; enabling us to promote health and wellness in other activities and events across the Fylde Coast and for facilities development; BT Business Line and Broadband service has been installed, the cabin refreshed with new flooring, storage units and new benches and a table purchased for around the pond area.

A further grant awarded by a local Councillor has been used to remodel our pond areas; installing an eco-solar pump, new safety grid and treatments to clear the pond water with new fish and plants.

The business owner of Unique Estate Agency in Thornton Cleveleys is now giving the charity regular support with a monthly payment donation. This money is being used to help with costs associated to our workshop programme, materials for purposeful activity and charity fundraising events.

**THE WILLOW GARDEN PROJECT**  
**TRUSTEES' ANNUAL REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

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We have also been fortunate to receive one-off donations from other local businesses; including Co-op Funeral Care, Gee Tees store and BP Northwest Everest Platform. As well as a legacy payment from the estate of one service user who has died. A huge thank you also goes out to Nicole Danielle Booth for arranging a fantastic fundraising day for the Willow Garden Project at Blackpool Wakepark – the sun shined all day and it was a great turn out by our supporters. Donations of compost, seeds and other things have been given to the project by people following our Facebook pages.

With the wider community, the project offered free veggie plants to schools and nurseries via our Facebook page, great response with produce given to 20 schools in Fleetwood, Cleveleys, Bispham and Over Wyre including Child Care Day Nurseries.

The project was selected as a finalist in the Annual Enterprise In Society Awards (Selnets Awards 2017). Being shortlisted in two categories; Enabling Ability Award and Environmental Champion of the Year but not chosen as the winner.

Again, we were pleased to be part of Fleetwood's Britain in Bloom 2017 efforts working in partnership with the wider community to help raise the profile of the town and make the place look nicer. Our service users helped in planting flowers around the town and in creating the project display at Euston Gardens – the small park between the North Euston Hotel and the waterfront at the Fleetwood Esplanade. Our display had individual handcrafted butterflies on sticks made by all the service users, large crafted sunflowers and lady birds and bees painted on pots and a planted wheelbarrow of different vegetables growing made up in co-creation workshops at our garden site. There was also a number of flower planters that had been set up at our new dementia gardening workshops in local residential care homes. Our beautiful display was admired, and the RHS North West in Bloom judges presented us with a 2017 Its Your Neighbour award of level 5 – Outstanding.

We at Willow Garden are helping to improve quality of life for local people, we offer 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 enjoy gardening.

## **SUCCESS AND AWARDS**

Our charity has been successful in achieving a number of awards and accolades including:

- 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 the 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).

**THE WILLOW GARDEN PROJECT**  
**TRUSTEES' ANNUAL REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

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We use social media 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](http://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.

#### **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
- Barclays Bank
- Blackpool CVS
- Blackpool Youth Offending Team
- Blackpool Wakefield Activity Park
- BP Offshore
- 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 and Cleveleys Lions Club
- Fleetwood and Thornton National Citizen Service
- Joanne Wilson Ballet & Dance School
- Jubilee Harvester Cleveleys
- Lancashire Adult Learning
- Lancashire County Council
- Lancashire Wildlife Trust
- Larkholme Primary School
- Mini Me Nursery Fleetwood
- McColl's Store
- Mount Croft Mental Health Service
- Mustard Seed Group Fleetwood
- Myerscough College
- N-Compass North West
- NCS (National Citizen Service)
- Northwest Everest Platform
- Ormerod Trust

**THE WILLOW GARDEN PROJECT**  
**TRUSTEES' ANNUAL REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

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- 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 £5,606 (2017: surplus of £2,709) and reserves stand at £66,745 (2017: £72,351).

## **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.

## **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.



**THE WILLOW GARDEN PROJECT**  
**TRUSTEES' ANNUAL REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

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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

11.1.2019 Date

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

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I report to the trustees on my examination of the accounts of The Willow Garden Project (the Trust) for the year ended 31st March 2018, which are set out on pages 9 to 14.

**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: 11 January 2019

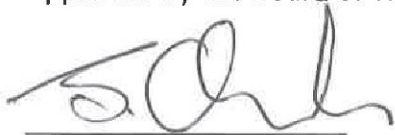
**THE WILLOW GARDEN PROJECT**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>INCOME AND ENDOWMENTS</b>					
Donations		25,094	-	25,094	21,595
Grants	5	-	15,936	15,936	17,881
Income from fundraising activities		3,804	-	3,804	5,585
<b>TOTAL</b>		<b>28,898</b>	<b>15,936</b>	<b>44,834</b>	<b>45,061</b>
<b>EXPENDITURE</b>					
<i>Costs of raising funds:</i>					
Fundraising expenses		-	167	167	312
<i>Charitable activities:</i>					
Workshops		100	5,250	5,350	-
Rent, rates and water		238	-	238	73
Light & heat		293	-	293	104
Telephone		1,550	-	1,550	913
Gardening purchases		1,227	228	1,455	2,914
General repairs		1,579	6,913	8,492	3,817
Marketing		-	1,237	1,237	2,210
Travel costs		-	734	734	241
Printing, postage, stationery and advertising		78	220	298	274
Refreshments		352	885	1,237	1,080
Sundry expenses		783	60	843	667
Insurance		968	-	968	892
		<b>7,168</b>	<b>15,527</b>	<b>22,695</b>	<b>13,185</b>
<i>Governance costs:</i>					
Depreciation		-	10,206	10,206	12,757
Wages		-	15,812	15,812	14,012
Accountancy fees		1,560	-	1,560	2,086
		<b>1,560</b>	<b>26,018</b>	<b>27,578</b>	<b>28,855</b>
<b>TOTAL EXPENDITURE</b>		<b>8,728</b>	<b>41,712</b>	<b>50,440</b>	<b>42,352</b>
<b>NET INCOME/EXPENDITURE</b>					
Balance brought forward		20,170	(25,776)	(5,606)	2,709
		<b>15,156</b>	<b>57,195</b>	<b>72,351</b>	<b>69,642</b>
<b>Balance carried forward</b>		<b>35,326</b>	<b>31,419</b>	<b>66,745</b>	<b>72,351</b>

**THE WILLOW GARDEN PROJECT**  
**BALANCE SHEET**  
**31ST MARCH 2018**

	Notes	2018 £	2017 £
<b>FIXED ASSETS</b>	2	40,822	51,028
<b>CURRENT ASSETS</b>			
Cash at bank and in hand	3	<u>30,697</u>	<u>24,669</u>
		<u>71,519</u>	<u>75,697</u>
<b>CURRENT LIABILITIES</b>			
PAYE		2,280	1,212
Accruals	4	<u>2,494</u>	<u>2,134</u>
		<u>4,774</u>	<u>3,346</u>
<b>NET CURRENT ASSETS</b>		<u>25,923</u>	<u>21,323</u>
<b>NET ASSETS</b>		<u>66,745</u>	<u>72,351</u>
<b>FUNDS</b>	6		
Unrestricted		35,326	15,156
Restricted		<u>31,419</u>	<u>57,195</u>
		<u>66,745</u>	<u>72,351</u>

Approved by the Board of Trustees on 11<sup>th</sup> January 2019 and signed on its behalf by:



Trustee/ Chairman



Trustee

The notes on page 11 to 14 form part of these accounts.

**THE WILLOW GARDEN PROJECT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

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**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 2018**

**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**

	<b>Equipment</b>	<b>Fixtures &amp; Fittings</b>	<b>Total 2016</b>	<b>Total 2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cost brought forward	15,530	82,658	98,188	92,186
Additions	-	-	-	6,002
Disposals	-	-	-	-
Cost carried forward	<u>15,530</u>	<u>82,658</u>	<u>98,188</u>	<u>98,188</u>
Depreciation brought forward	5,516	41,644	47,160	34,403
Charge for the year	2,003	8,203	10,206	12,757
Depreciation carried forward	<u>7,519</u>	<u>49,847</u>	<u>57,366</u>	<u>47,160</u>
Net book value at 31st March 2018	<u>8,011</u>	<u>32,811</u>	<u>40,822</u>	-
Net book value at 31st March 2017	<u>10,014</u>	<u>41,014</u>	-	<u>51,028</u>

**THE WILLOW GARDEN PROJECT**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

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

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Main Account	30,639	24,672
Cash in hand	58	(3)
	<u>30,697</u>	<u>24,669</u>

**4. ACCRUALS**

Accountancy and independent examiners fees	2,494	2,134
	<u>2,494</u>	<u>2,134</u>

**5. GRANTS**

The charity received restricted grants totalling £15,936 in the period (2017: £17,581).

**6. ANALYSIS OF ASSETS BY FUND**

	<b>Unrestricted</b>	<b>Restricted</b>	
	<b>Funds</b>	<b>Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	-	40,822	40,822
Current assets	29,432	1,265	30,697
Current liabilities	(2,494)	(2,280)	(4,774)
	<u>26,938</u>	<u>39,807</u>	<u>66,745</u>
<b>FUND BALANCE</b>	<u>26,938</u>	<u>39,807</u>	<u>66,745</u>

**THE WILLOW GARDEN PROJECT**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2018**

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**7. TRUSTEES AND RELATED PARTY TRANSACTIONS**

There were no transactions with related parties during the year.