



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month April	Year 2017		Day 31	Month March	Year 2018

Section A Reference and administration details

Charity name Japanese Garden Society

Other names charity is known by JGS

Registered charity number (if any) 1141251

Charity's principal address

Woodzened Longdene Road
 Haslemere
 Surrey
Postcode GU27 2PQ

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	Graham Hardman	Honorary Vice President		
2	Robert Ketchell	Acting Chairman		
3	Ranja Abbott	Honorary Treasurer	01/04/17 - 24/09/17	
4	Sarah Moore	Honorary Treasurer	24/09/17 – 31/03/18	
5	Ann Dobson	Honorary Secretary		
6	Linda Barber			
7	Graham Bowyer			
8	David Burgess			
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10				
11				
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16				
17				
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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 adopted 1 st April 2011
How the charity is constituted (eg. trust, association, company)	Society consisting of 650 members.
Trustee selection methods (eg. appointed by, elected by)	New trustees are appointed by the existing trustees from amongst the membership. The constitution provides for a minimum of three trustees With no maximum. Each trustee retires with effect from the end of an annual general meeting but on giving notice stating intention shall be eligible for re-election at that AGM.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>Assisting the trustees are six committee members who form an important link with the regions of England and Wales. They meet with trustees quarterly and separate from the trustee’s meetings, to support the day to day running of the society through their individual experience and interests.</p> <p>All trustees and committee members give of their time freely and receive no remuneration or other benefits apart from legitimate, approved expenses.</p>
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Section C Objectives and activities

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

<p>The objects of the Society are to advance the education of the public in the conservation, cultivation and propagation of Japanese Gardens through study, meetings, publications, lectures, shows, displays and visits to gardens.</p>

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)

The trustees give due regard to the Commission's guidance on public benefit when planning activities for the year carrying out the objectives through:

Meetings and lectures held in regions around England and Wales which all are welcome to attend.

Involvement with Japanese Gardens in the UK, including consultation on restoration and renovation, design work, help with construction and supporting garden staff, volunteer groups with ongoing maintenance and support.

The publication of a quarterly journal, Shakkei, and the development of booklets on related topics.

The introduction of an educational bursary scheme targeted at improving knowledge and raising the level of expertise needed to enable the long-term sustainability of Japanese gardens in the UK.

Initiation of a network for professionals working in Japanese style gardens across the UK to educate and provide gardening skills specific to Japanese gardening. The first conference will be summer/autumn 2018.

Additional details of objectives and activities (Optional information)

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

There were 65 individual day events including workshops and/or maintenance, lectures, garden visits, cultural days and a two-day conference in Cambridge: all available to the public. The trustees are extremely grateful to all members for their support to make these events a success: a considerable effort of many hours.

Involvement with Japanese Gardens in the UK.

Design

National Botanic Garden of Wales: Design for restoration work, including some elements of change to the garden. Case made to Japan for funding for part of the work. Approval granted in May 2018. Further detailed design work during 2018.

Valley Gardens, Harrogate: Ongoing design of rock arrangements and planting. Design for the Japanese garden restoration started in 2016, but continued through construction of the garden during 2017 and 2018.

Consultation

Rivington, Lancashire: Consultation visits on the renovation of the Japanese garden in the Lord Leverhulme Estate. Advice on dealing with trees and potential for additional rock arrangements. Advice on the nature of the original design and how best it can be interpreted. Ongoing – further consultations in 2018

Shared Moon Garden, Westlakes Business Park, Whitehaven, Cumbria: Consultation and report on renovation work required. 3 visits to site.

Hammersmith Park, London: Consultation on development programme in the park.

Gatton Park Trust: proposed to Japanese Embassy for inclusion in cherry tree planting programme.

Construction

Valley Gardens, Harrogate: Construction of rock arrangements and rock-work along the stream and waterfall. Several visits, 5 volunteers involved. Ongoing assistance with construction work supporting the Friends of Valley Gardens.

Maintenance

Walkden Gardens, Sale, Cheshire: Monthly working parties

Tatton Park, Knutsford, Cheshire: Twice yearly visits to assist garden staff in major pruning work. Includes consultation advice.

Willowbrook Hospice, Prescot, Merseyside: Twice yearly visits to provide expert pruning advice and support

Bury Hospice, Lancashire: Twice yearly visits to provide pruning advice and support.

Great Ormond Street Hospital: monthly visits to provide pruning and general maintenance including consultation work with director of development.

Gatton Park Trust: two maintenance visits to provide help and advice on

pruning to the regular garden volunteers.

Bursary scheme:

There was a total of four applications during the year. Three were awarded the full bursary of £750: one to attend the Intensive Garden Seminar at Kyoto University of Art and Design and two contributions towards attendance at Portland [Oregon] Japanese Garden Seminar and NAJGA Conference. The fourth application was vague with no definite project and was refused.

Our exhibition material was well received at RHS Harlow Carr, Harrogate where it was on display during January and February.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold a total of £53,354 of unrestricted funds at the bank. These funds are held in order to meet any unforeseen expenditure that may occur, for example meeting professional production costs of our journal should we lose our volunteer team, a minimum of £10,000 per year. There is also a need to have the funds to upgrade related hard and software from time to time.

There is an ongoing cost involved in updating and replacing damaged parts of the Vision of Paradise exhibition material to which our first published booklet is related and the production costs of further booklets which are being developed.

However, the trustees are aware that these reserves are excessive and the new bursary scheme is a start at reducing these funds while providing benefit.

The trustees are also conscious of the fact that there is no written reserves policy at this time.

Details of any funds materially in deficit

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.

Our main source of funds is from membership subscriptions. Gift Aid was a significant amount this year because of a technical problem which resulted in it not being claimed for three years. We also received grants from the Great Britain Sasakawa Foundation of £3000 and £1000 from the Japan Society. There were also donations from a society member.

The single largest expenditure is the printing costs of the journal and with so much volunteer help expenses are kept to a minimum. The society was able to stage a two-day conference at the Kaetsu Centre in Cambridge which attracted international speakers and a wide audience from around the UK.

We were also able to participate in large events such as RHS Tatton and Cardiff Shows reaching a large number of the general public in a short space of time.

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)	Ann Patricia Dobson	
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Position (eg Secretary, Chair, etc)	Honorary Secretary	
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Date	12/12/18
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JAPANESE GARDEN SOCIETY
Receipts and payments account for the year ended 31 March 2018

	2018		2017	
	£	£	£	£
INCOME				
Subscriptions				
Other income				
Advertising	810	1,345		19,552
VoP and other sales	527	379		
Bank interest	125	205		
Donations received	5,152	90		
Miscellaneous income		3		2,022
		6,614		21,574
		<u>28,734</u>		<u>21,574</u>

EXPENDITURE				
Purchases				
Shakkei	8,056	10,646		
Newsletter / other	259	361		
Publicity / external liaison	822	186		11,027
Display material	405	134		
Overheads				320
Committee expenses	1,322	781		
Postage, telephone, stationery	262	228		
Computer expenses	1,054	542		
Subscriptions	180	35		
Bursary	750			
Charges and interest		60		
Insurance		346		1,992
		3,568		13,339
		<u>13,150</u>		<u>13,339</u>
Surplus income before events		<u>15,584</u>		<u>8,235</u>

	2018		2017	
	£	£	£	£
EVENTS				
AGM				
Income	9,367	600		
Costs	(15,650)	(1,531)		
	(6,283)	(931)		
Tatton Show Garden				
Costs	(1,210)	(570)		
Midland region event				
Costs	(400)			
Cardiff RHS flower show				
Costs	(918)	(51)		
		(8,811)		(1,552)
Surplus for the year		<u>6,773</u>		<u>6,683</u>

Footnote:
1. 2017 accounts have been restated to reflect the Gift Aid claims due for 2016 and 2017
2. Donations received in 2018 totalling £4,000 were designated to fund the 2017 AGM and conference and therefore the net cost of that event reduces to £2,283

JAPANESE GARDEN SOCIETY
Balance sheet at 31 March 2018

	2018		2017	
	£	£	£	£
ASSETS				
Current Assets				
Cash				9,364
Cash at bank		12,741		32,514
Cash at building society		32,639		
Cash at Paypal		520		
		<u>45,900</u>		<u>41,878</u>
Debtors		7,454		4,780
		<u>53,354</u>		<u>46,658</u>
CAPITAL AND RESERVES				
Reserves b/f		46,581		39,975
Surplus for the year		6,773		6,683
		<u>53,354</u>		<u>46,658</u>

Approved by the committee on 4 August 2018 and signed on its behalf by:



Sarah Moore - Honorary Treasurer

Colin Ellis completed an independent examination of these accounts and submitted an unqualified report in writing to the charity on 16 August 2018



Colin Ellis - Independent Examiner

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Surplus income before events

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