

Alexandra Park Greenhouse Group

Registered charity, number 1177523

Annual Report and Financial statements for the year ended 31 March 2019

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**Alexandra Park Greenhouse Group
Trustees' annual report
for the year ended 31st March 2019**

Full name Alexandra Park Greenhouse Group

Other names by which the charity is known APGG

Legal status Charitable Incorporated Organisation (foundation model)

Registered charity number 1177523

Principal address 45 St Helens Road, Hastings, TN34 2EL

Trustees Linda Pearson – chair
Celia Wood – Treasurer
Edmund Keogh – resigned summer 2018
Adrian Penfold – elected summer 2018
Jill Penfold – elected May 2019
John Williams – elected May 2019, resigned August 2019

Bankers NatWest, Hastings

Independent examiner

Pat Weaver, employee of Hastings voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN

Governance and management

The charity is operated under the rules of its constitution registered with the Charity Commission on 13th March 2018. The charity's principal activity during the year continued to be the maintenance and upkeep of the Alexandra Park Greenhouse.

The methods adopted for the recruitment and appointment of new trustees are as laid down in the constitution. Trustees are elected on a 3 year rotational basis. Retiring trustees are eligible for re-election. All trustees give their time freely and no trustee remuneration was paid during the year.

Aims and objectives

1. TO PROVIDE FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION BY PROVIDING AN AREA FOR USE AS A COMMUNITY GARDEN AND OTHER ACTIVITIES FOR INDIVIDUALS RESIDING IN HASTINGS AND THE SURROUNDING AREA, WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITION OF LIFE OF THE SAID INHABITANTS.
2. TO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT IN PARTICULAR BY PROVIDING OPPORTUNITIES FOR LEARNING ABOUT HORTICULTURE.

Alexandra Park Greenhouse Group Trustees' annual report for the year ended 31st March 2019 – cont'd

Public Benefit

In writing their trustee report, the trustees of Alexandra Park Greenhouse Group have given due regard to the guidance of the charity Commission on public benefit.

Summary of the main activities and achievements undertaken for the public benefit

The group has maintained and improved Alexandra Greenhouse since 2014 becoming a full charity in March 2018 and securing a 25 year lease from HBC in Jan 2018. The aim of the charity is to restore the 30m teak and cast iron greenhouse to it's original state when bought by HBC in 1934 from Richardson's of Darlington at a cost of £4,500.00 . The heating system which was included in the price is beyond repair as the underground boiler has been removed , heating will now be provided by the installation of solar panels which are not included in the estimate.

An estimate of £78,000.00 has been submitted by Jacob Tiley Studio, APGG are now seeking funding for this amount.

When the greenhouse is restored the group will offer other charities, schools and the community in general the opportunity to use the greenhouse as a horticultural space where practical gardening skills can be taught, and the benefits of outdoor team work can be undertaken. The greenhouse will add a sense of community to the park by protecting it's horticultural heritage for future generations to experience.

Administration

During the year we:

Web site updated , data protection policy in place .

- Health and safety procedures at the GH implemented.
- Improved volunteer and community information regarding the greenhouse placards, cards, posters , directional signs, stall banners, volunteer recruitment flyers prepared.
- Social media now active and managed by trustees.
- Register of charity groups, specialist speakers, lecturers, event entertainers and performers, being compiled for horticultural talks and workshops that can be trialled with the temporary roof but will be increased when the restored roof is in place.
- Donation plaques display board installed in the greenhouse
- Volunteer plaques on display in greenhouse .
- Health and safety disciplines in place .
- Restoration scope of work, submitted to HBC June 2018
- Building regulation site visit April 2018
- Hastings Borough Council planning department visit April 2018

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- Business plan prepared June 2018
- Application to Garfield Weston submitted June 2018 (unsuccessful)
- Funding from Finnis Scott Foundation , Isabelle Blackman, Chalk Cliff Trust, Stanley Smith , Greggs , Hastings Lions , Hastings Muffin Club. Ian Askew Foundation.
- Estimate prepared for greenhouse restoration May 2018

Volunteer Involvement

At present all work carried out is by volunteers, without their enthusiasm and knowledge the development of the greenhouse would not flourish. It is noted that volunteers find their own areas of preference and share their expertise and develop skills as part of a group. New comers are welcomed and helped to grow their gardening skills and are encouraged to introduce new ideas to the greenhouse and the surrounding space.

During the year we have :

- 20 volunteers now working at the greenhouse in a selection of areas, horticultural site maintenance , visitor engagement .
- Princes Trust working parties on site clearing and planting projects.
- Lead volunteers established for specialist areas , plant advise, hard landscaping guidance ,sales and heritage information on the greenhouse and the park.
- East Coast College Supported Education Student Groups each week Sept 2018 during term time ,ongoing .
- Educations Futures Trust pre school groups weekly from Sept 2018 ongoing .
- Forest School home education group running courses using the park and the greenhouse Sept 2019.
- Art club in school holidays Aug 2018 .
- Local residents societies using the greenhouse for social gatherings .
- Talks to local gardening clubs in the area.
- Plant sale at The Beacon local arts centre . Aug 2018
- Talk on carnivorous plants at the greenhouse Aug 2018
- Plant sale at Guestling rural show engaging with local charities and businesses.
- Plant sale at The Beacon a local arts centre.
- Heritage Open Day Event Sept 2018
- Halloween Event with story telling and owls provided by local falconry society.
- Christmas plant sale
- Christmas party .

Alexandra Park Greenhouse Group Trustees' annual report for the year ended 31st March 2019 – cont'd

Greenhouse Development

During the year we:

Designed and built 30m cold frame depot side of the greenhouse . Funding Gregg the Bakers.

- Removal of 30m hedge from depot side of greenhouse July 2018
- Full estimate for greenhouse restoration received in prep for funding applications
- Plant pot storage built by volunteer. Looking at way to eliminate the use of black plastic plant pots in the future . Re cycling options being considered.
- Designed and briefed notice board for St. Helens Road gate.
- Volunteer maintained flower bed in park with community donated plants. Plaque donated by Hastings Borough Council.
- Electricity kiosk built July 2018
- Power installed Jan 2019
- Fund raising volunteer run plant sales held every Saturday from Feb to December.
- New tool shed donated
- Temporary roof repaired, cost and labour donated by volunteer
- Central staging boarded timber supplied by Hastings Muffin Club
- Commence crazy paving on depot side of greenhouse

During the next year we will:

Administration Objectives

- Open new bank account for funding appeal .
- Commence funding appeal with clear objectives.
- Recruit new Treasurer
- Improve social media, recruit volunteer with this objective.
- Strengthen board of trustees.
- Introduction of donation button to web-site

Community and Volunteer Development

- Engage with more local schools, working with them in line with their curriculum.
- Further develop programs with Hastings East Coast College in horticultural skills, diet/cooking, projects reflecting the seasons.
- Encourage volunteers and the community to organise fund-raising events .
- Promote and develop volunteers skills in special horticultural areas.
- Carnivorous plants , succulents , house plant growing and care , growing perennials from seed , establishing seasonal vegetable growing programs. Inside and outside.
- More talks by local experts on successful vegetable and plant growing .
- Establish a senior and junior gardening club.

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for the year ended 31st March 2019 – cont'd**

- Encourage more local people to hire the greenhouse and promoting their own horticultural talks, workshops ,or social gatherings .

Greenhouse Development

- Apply for Heritage Lottery funding Nov 2019
- Scope of work and estimate updated July 2019
- Establish restoration critical path July 2019 .
- Repair both doors June 2019
- Complete crazy paved pathway for wheelchair access.
- Remove and plant new hedge on St. Helens Road side of greenhouse Oct 2019
- Build rear steps with handrail. Oct /Nov 2019
- Seek funding for perimeter fence approx £6,500.00
- Seek funding for cold frame lids.
- Finish and plant climbing plants in volunteer made planters Aug 2019
- Repair concrete walk way depot side for wheel chair use. Feb 2020
- Establish seed planting program for winter propagation .
- Establish heritage time line visuals for visitor displays Nov / Dec 2019

Financial review

The greenhouse finances all its activities with the sale of plants and produce grown by volunteers working in the greenhouse , the amount of revenue generated in the financial year demonstrates the success of the work being undertaken by the volunteers, and groups already using the greenhouse in it's current state.

The greenhouse is available for private hire ,the community enjoy talks, demonstrations , practical workshops , art classes , parties and social gatherings. A varied scale of hire fees will be implemented . The greenhouse has only a temporary roof cover so the opportunities to increase these events are hampered by weather conditions, and seasonal light levels.

During the year the charity received £16,099 in grants and fundraising activities, and spent £15,178. The group received an additional £8,066 transferred on the dissolution of the Alexandra Park Greenhouse Group unincorporated group. The group goes forward into a new financial year with £8,928.

Accounting and reporting responsibilities

The trustees are responsible for preparing the Trustees' Annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of

**Alexandra Park Greenhouse Group
Trustees' annual report
for the year ended 31st March 2019 – cont'd**

resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is in appropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports) Regulation 2008 and the provision of the governing document. They 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.

The charity's policy on reserves

The charity has no specific policy on reserves but will be formulating one in the coming year to accommodate their need to raise funds for the restoration of the greenhouse.

Signed on behalf of the charity's trustees:

Signed  Date 3.9.2019
Linda Pearson, Chair

Signed  Date 3-9-2019
Adrian Penfold, Trustee

Independent examiner's report to the trustees of Alexandra park Greenhouse Group for the year ended 31st March 2019

I report on the accounts of Alexandra Park Greenhouse Group for the period ended 31st March 2019 which are set out on pages 2-6

Respective responsibilities of committee & 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 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention

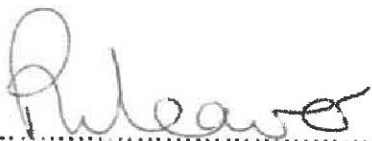
Basis of Independent examiners report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiners statement

In connection with my examination, no matter has come to my attention

1. which gives reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Pat Weaver
Community Accountancy worker
Hastings Voluntary Action
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 22nd August 2019

Alexandra Park Greenhouse Group

Receipts & payments account

for the year ended 31st March 2019

to
12.03.18

Notes		Unrestricted funds	Restricted funds	Total funds
	<u>Receipts</u>			
2	Grants	-	10,900.00	10,900.00
	Donations	267.53	-	267.53
	Ticket sales	20.00	-	20.00
	Plant sales & events	4,912.39	-	4,912.39
	Miscellaneous	-	-	-
	TOTAL RECEIPTS	5,199.92	10,900.00	16,099.92
	<u>Payments</u>			
	Greenhouse restoration	2,536.00	10,442.00	12,978.00
	Miscellaneous	214.96	-	214.96
	Printing & Marketing	608.47	-	608.47
	Health & safety	-	-	-
	Independent Examination	-	-	-
	Room hire & events	281.74	-	281.74
	Membership	58.00	-	58.00
	Insurance	318.46	-	318.46
	Equipment, materials & resources	218.79	500.00	718.79
	TOTAL EXPENDITURE	4,236.42	10,942.00	15,178.42
	Net receipts	963.50	-42.00	921.50
	Fund balances bt forward 1st April 2018	-	-	-
3	Funds transferred from old unincorporated organisation on dissolution	7,006.84	1,000.00	8,006.84
	Fund balances cd forward 31st March 2019	7,970.34	958.00	8,928.34

8,006.84

Alexandra Park Greenhouse Group Statement of assets and liabilities at 31st March 2019

12.03.18	Notes	31.03.19
£		£
<u>Current assets</u>		
	Nat West Current account	8,425.13
	Receipts not paid in at year end	568.87
	Cash in hand	28.64
		<u>9,022.64</u>
<u>less Current liabilities</u>		
	o/s cheque 88 30.00	
	o/s cheque 90 20.00	
	o/s cheque 91 44.30	
		<u>94.30</u>
<u>8,006.84</u>		<u>8,928.34</u>
 <u>Represented by:</u>		
	Accumulated fund b/f	8,006.84
	Net receipts	921.50
<u>8,006.84</u>		<u>8,928.34</u>
 <u>Breakdown of funds</u>		
<i>Restricted</i>		
	Lions for restoration of doors 400.00	
	Heritage signboard 500.00	
	Remainder of electric project 58.00	958.00
	<i>Unrestricted</i>	<u>7,970.34</u>
		<u>8,928.34</u>

These financial statements are accepted on behalf of the charity by:

Signed 
Celia Wood, Treasurer

Dated 3.9.2019

Signed 
Linda Pearson, Chair

Dated 3.9.2019

Alexandra Park Greenhouse Group Notes to the accounts for the year ended 31st March 2019

1. Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2. Grants & donations

	Unrestricted	Restricted	Total
	£	£	£
Isabel Blackman	-	2000	2000
Chalk Cliff Trust	-	2000	2000
Stanley Smith	-	1000	1000
Ian Askew Trust	-	500	500
Finnis Scott Trust	-	5000	5000
Hastings Lions	-	400	400
	<u>-</u>	<u>10900</u>	<u>10900</u>

3. Funds from dissolution

Alexandra Park Greenhouse Group has been running since 2014 as an unincorporated charity registered with HMRC because they were under the threshold for registration with the Charity Commission, but wanted the tax exemptions given to small charities (HMRC number EW22157). In 2017, being in the process of taking on a leasehold building (the greenhouse in Alexandra Park) from the Borough Council and seeking funding for the restoration, the group decided that it was time to incorporate. The old unincorporated charity was dissolved at the end of March 2018, and the funds at dissolution amounting to £8,006.84, were given to the newly registered CIO – Alexandra Park Greenhouse Group CIO.

4. Premises & staff

The premises belong to Hastings Borough Council, but the group has been granted a long term lease to enable them to raise funds for the restoration project.

The charity employs no staff

5. Trustees' remuneration

During the accounting period, Trustees received no expenses, remuneration or benefits.

6. Related party transactions

During the accounting period there were no related part transactions.

7. Previous period comparison

The previous period's figures have not been included for comparison because this is the charity's first accounting period.

8. Glossary of terms

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.