

Trustees' Annual Report for the period							
		Period start date			Period end date		
From	06	April	2018	To	05	April	2019

Section A Reference and administration details

Charity name	Collings Park Trust		
Registered charity number	1163248		
Charity's principal address	12 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		
2	Mike Taylor			
3	Elizabeth Rawlings			

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution (adopted 21 st 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 (Optional information)

You **may choose** to include additional information, where relevant, about:

- 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.

Collings Park Trust maintains a suite of policies and procedures that guide and protect stakeholders from major risk. These, along with insurance cover in place (Public Liability, Financial & Administration Liability, and Personal Accident), 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 (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

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 ongoing development and maintenance of a community garden and wildlife area within Collings Park. The focus of activities during the reporting period include:

1. Defining the further development of the community garden and in doing so taking account of the Trust's objects and community feedback on user requirements.
2. Fundraising and applying for grants and donations of materials towards the development of the community garden and wildlife area.
3. Procurement of materials and equipment required for the ongoing development and maintenance of the community garden and wildlife area.
4. Organising community events for the benefit of local residents.
5. Securing and managing volunteer support whilst undertaking activities that contribute towards achieving the aims of the Trust.
6. Promoting the Trust and its aims through social media and the local media, securing new members where possible.
7. Maintaining the suite of policies and procedures that govern the undertakings of the Trust.
8. Networking with local groups and support agencies to establish sources of assistance and examples of best practice.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trust has not made any grants during the reporting period. Surplus funds are held on deposit in the Trust's bank account; with interest rates currently so low it is considered unnecessary at this time to increase the burden of financial management by having a separate interest account.

The Trust's management committee is made up of volunteers from the local community (Trustees are ex-officio members) and it is this team that provides momentum to the Trust by implementing plans agreed with the Trustees. These and other volunteers have made significant contributions to various fundraising and community consultation events. They have also undertaken a large volume of physical work on the Trust's site in order to create a safe and usable community garden and wildlife area. 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

- The Trust has used a grant of £1,772 from the Greggs Foundation to establish an apiary within the community garden, where a colony of Cornish Black Bees, an endangered native species, are now kept for their environmental and educational value, as well as being a source of honey. Some of the grant has funded bee-keeper suits of various sizes, enabling our beekeeper to host visits from local adults and children.
- Volunteers have created a pond and bog garden area, this aimed at increasing biodiversity within the site, as well as being an attractive new feature.
- Other development and maintenance of our site has continued, providing volunteering opportunities for people of all ages, including young people from the area. Volunteers have:
 - planted a second wildflower area;
 - tended the fruit trees and raised beds, planting a variety of vegetables and herbs;
 - installed a picnic bench;
 - maintained grassed areas, paths and handrails throughout the site;
- Produce has been harvested and shared.
- The local primary school and pre-school have made use of the site to help children learning about the natural environment, now an important part of the national curriculum.
- The Trust has organised a number of community events throughout the reporting year, providing a great opportunity for local people to meet and get to know their neighbours.
- Local councillors are supporting the Trust with funding toward improved access arrangements at the south end of the site, this to enable less ambulant people to make use of the garden.
- The Trust has continued to communicate with members of the local community by delivering regular update newsletters to houses in the vicinity, also through regular posts on the Trust's Facebook page ('Collings Park Trust').
- The Trust's website (www.collingsparktrust.org) is updated regularly to provide information about the Trust's aims, policies, activities, and volunteering procedure.
- The local primary school have asked to hold their annual Easter-egg hunt within the community garden for the first time (this has received Trustee approval).

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 (nil deficits)

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.

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

- Membership fee income of £968
- Personal donations of £506
- Grant of £1,772

The Trust's investment of £2,351 in materials and equipment has enabled the ongoing development of a community garden where members of the community are able to enjoy recreation and have opportunities to learn about the natural environment. The design of the site and further commitment of funds is promoting conservation and enhancement of the natural environment, as well as providing various learning opportunities.

Section F Other optional information

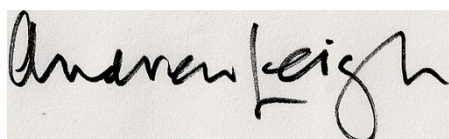
None

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Andrew Leigh

Position

Chair of Trustees

Date

1st October 2019



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

COLLINGS PARK TRUST

No (if any)

1163248

CC16a

Receipts and payments accounts

For the period from	Period start date 06-Apr-18	To	Period end date 05-Apr-19
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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					
Donations	506			506	506
Sale of Items				-	46
Grant from Greggs Foundation		1,772		1,772	-
Gift Aid				-	4,216
Membership Fees	968			968	1,153
Sub total (Gross income for AR)	1,474	1,772	-	3,246	5,921
A2 Asset and investment sales.					
				-	
Sub total	-	-	-	-	-
Total receipts	1,474	1,772	-	3,246	5,921
A3 Payments					
Advice and Support				-	1,012
Tools, Equipment and Materials	872	1,479		2,351	6,528
Catering Supplies				-	20
Insurance	657			657	627
Bank Charges	60			60	60
Sub total	1,589	1,479	-	3,068	8,247
A4 Asset and investment purchases					
Purchase of Land			-	-	
Storage Facility			-	-	
Sub total	-	-	-	-	-
Total payments	1,589	1,479	-	3,068	8,247
Net of receipts/(payments)	- 115	293	-	178	- 2,326
A5 Transfers between funds					
	-	-	-	-	-
A6 Cash funds last year end	7,907	29	-	7,936	
Cash funds this year end	7,792	322	-	8,114	- 2,326

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	Cash held in Bank Account	7,786	322	-
	Cash Reserve (not held in Bank Account)	6		-
	Total cash funds	7,792	322	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Land	Restricted	17,486	-
	Storage Facility	Restricted	1,956	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		ANDREW LEIGH	04-Jun-19	