



FRIENDS OF SWANSEA BOTANICAL GARDENS

Registered Charity Number: 1052032

Annual Report and financial statements for the 12 months ended 31st December 2021

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FRIENDS OF SWANSEA BOTANICAL GARDENS

General Information for the 12 months ended 31st December 2021

Reference and administration details

Charity name Friends of Swansea Botanical Gardens

Working name F.S.B.G.

Charity Number 1052032

Charity's principal address
Botanical Gardens
Singleton Park
Swansea SA2 9DU

Trustees

Jane Terrett	Chairperson retired June 21
Beth Winkley	Chairperson appointed June 21
Susan Barker	Treasurer
Gaynor Clatworthy	Secretary
Ceri Davies	
Tricia Hannington	Appointed June 21
Janet Leach	
Howard Morgan	
Sonja Olsen	
Nicola Partridge	Appointed June 21
Amiel Price	
John Rogers	Retired June 21
Emilie Short	
Jeff Thomas	

Independent examiner
Stephen Kent & Company
Chartered Accountants
456 Gower Road
Killay
Swansea SA2 7AL

Bankers
Lloyds Bank plc
Oxford Street
Swansea SA1 3AF



FRIENDS OF SWANSEA BOTANICAL GARDENS

Trustees Annual Report for the 12 months ended 31st December 2021

The Trustees present their report along with the financial statements for the twelve months ended 31 December 2021. The financial statements comply with the Charities Act 2011 and SORP and with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS102).

Structure, Governance & Management

Friends of the City of Swansea Botanical Complex was established in 1994 in order to promote the Botanical Gardens in Singleton Park, Clyne Gardens in Blackpill and Plantasia in the city centre. It registered as a charity in 1995 with a Constitution which has subsequently had small amendments. Its income is generated from the sale of plants at a well-established shop, which has been trading for twenty-five years. Additional income is acquired through grant funding for specific projects. FSBG has no assets other than cash at the bank, its plant stock and the good will of the volunteers.

In 2021 the Trustees applied to change the name of the organisation to Friends of Swansea Botanical Gardens. The need to change the name arose from the Local Authority handing the management of Plantasia to Parkwood Leisure Company and Clyne Gardens establishing their own Friends Group. The change of name was approved by the Charity Commission in August 2021. The Friends of the Swansea Botanical Gardens now only supports the Botanical Gardens in Singleton Park.

FSBG operates under a three-year Licence & Agreement with City & County of Swansea which was renewed in October 2017. The Legal Department of the City & County of Swansea are looking into the renewal of the Licence but a delay has arisen due to the COVID-19 pandemic. FSBG is based in two polytunnels in the Botanic Gardens, Singleton Park, Swansea. All projects undertaken in the parks are either initiated by Council or with the agreement of the Council. FSBG is an affiliated society of the Royal Horticultural Society [RHS]. The annual insurance with public liability up to £2million is provided by the RHS through its affiliated member's scheme.

The affairs of FSBG are managed by a Committee consisting of up to thirteen members (twelve at present) to include three Office Bearers – Chair, Honorary Secretary and Honorary Treasurer. Included in the thirteen is a representative of the City Council. All Officers are elected annually and the Chair may not serve more than three consecutive years without the approval of the AGM. All other members are elected annually for a period of three consecutive years. All give their time voluntarily and receive no remuneration or other benefits other than documented expenses. The Committee meets five times each year with the intention of acting in the best interests of the Charity. The AGM is held in May/June.

Documentation is in place to cover financial policy, equality and diversity, safeguarding, volunteering, environment and complaints. All volunteers have copies of these documents. They are updated as needed to keep pace with legislation.

FSBG is run entirely by volunteers and offers volunteering opportunities for a diverse section of the local community. These volunteering opportunities offer roles for people of various abilities. Without willing volunteers generously giving their time and their skills the charity would not exist.



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Volunteer numbers are steady but understandably during the COVID-19 pandemic many volunteers have taken a step back. This has been both disappointing for volunteers and challenging for FSBG.

Trading

Income is achieved through trading in the community Plant Shop and from grant funding for specific projects. 2021 has been a demanding year for the Plant Shop due to the COVID-19 pandemic. The shop remained closed for the first 3 months of the year until Government restrictions were lifted. The newly designed one - way system remained in place to ensure the safety of customers and volunteers.

Stock for the Shop comes from three sources: purchased from reputable suppliers, propagated by volunteers from seed and existing stock or donated by the Council. Stock levels are reviewed regularly to ensure that an adequate range is offered for sale. Supplies of plants and compost were scarce and erratic throughout the year so more reliance was placed on propagating our own stock, this ensured that we were more resilient to market fluctuations.

Objectives & Activities

The overall aims and objectives of FSBG are to preserve, conserve, restore and maintain the gardens and grounds in the Botanical Gardens for the benefit and enjoyment of the public.

During the last year FSBG was successful in gaining grant funding of £17,722 from the People's Postcode Lottery to install a portacabin to act as a hub for all volunteers on site. Donations amounting to £8,622 have also been received from a local councillor to purchase new tables for our outdoor shop area. Also a grant of £1,000 was received from Austin Bailey ADF to fund the purchase of new tools for horticultural volunteers.

Achievements & Performance

During the COVID-19 pandemic FSBG was able to complete all but one of our charitable expenditure projects including the new entrance gates to the Botanical Gardens which were officially opened by the Lord Lieutenant of West Glamorgan in September. The new portacabin to house the Volunteer Hub was installed in November and is anticipated to be open to volunteers early in the New Year once the utilities have been connected.

Due to the continuation of the COVID-19 pandemic and restrictions set out by the Welsh Government the Trustees agreed to purchase no herbaceous perennials during the first quarter of 2021. The plant stock was boosted by growing our own plants from seed and cuttings and from donations of plants from Parks and the public. Welsh Government restrictions were lifted from March 2021 when orders for shrubs were placed. FSBG was able to trade throughout the rest of the year resulting in the most successful year ever, for the plant shop.



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New staging in Glasshouse 16 was installed by FSBG in appreciation of the help and support the Botanical Gardens' staff have given during the COVID-19 pandemic.

The Horticultural Volunteers scheme continued to work well during the pandemic and FSBG plans to build on this programme next year. Our thanks to the staff of the Botanical Gardens for their continued patience and perseverance with this scheme.

FSBG continues to be involved with the Biophilic Wales Project and the Saving Pollinators Assurance Scheme both of which are led by the National Botanic Garden of Wales.

FSBG is very fortunate to have, on its committee, members who regularly interact with Facebook, Instagram and Twitter to raise our profile. Our web site and quarterly e-Newsletter continue to receive positive feedback. These skills have also been put to good use keeping volunteers engaged during the lockdowns.

FSBG acknowledges the support, knowledge and guidance of the staff within the Botanical Gardens. Without their continual watering of plants during the week there would be no plant shop.

The Trustees recognise that the work FSBG undertakes is not only important to supporting the local environment and attracting visitors to the area but as part of its investment in supporting communities keep healthy and active.

Financial Review and Reserves Policy

Unrestricted funds: Incoming resources amounted to £45,172 (2020 (9 months): £16,871) and expenditure of £23,025 (2020 (9 months): £9,781) was incurred. There was therefore net incoming resources of £22,147 (2020 (9 months): £7,090). Adding the surplus to opening unrestricted funds of £56,323 (2020 (9 months): £49,233) results in unrestricted funds carried forward at 31st December 2021 were £78,470 (2020: £56,323). These unrestricted funds will be utilised on future projects.

Restricted funds: Incoming resources amounted to £27,344 (2020: (9 months): £6,700) and expenditure of £28,533 (2020: (9 months): £18,100) was incurred. The deficit for the year and surplus carried forward amounted to £3,721 (2020: £4910). It is intended that these restricted reserves will be spent in 2022.

Future plans

FSBG intends to continue growing a large proportion of our plants from seed to increase our resilience to erratic supplies and rising costs. We will continue to use local specialist suppliers when required to broaden our offering. In the coming year the shop polytunnel will be replaced. The Queen's Platinum Jubilee will be marked with the planting of new ornamental trees in the Botanical Gardens. A Sculpture Trail is planned for the formal bedding quadrant along with stone planters. Also planned is the revamp of the rose border and herb wheel and additional signage in the herbaceous border and across the Botanical Gardens. It is hoped that the August in Bloom programme will return this year, FSBG contributes to this through booking a series of live bands to perform on Sundays.



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Reserves Policy

FSBG managing Committee has resolved to set aside a sum of money to provide financial stability and the means for the development of our principal activities. It is intended to maintain the reserves at £20,000 for the coming year, in order to meet any unforeseen requirements or emergencies. This does not include the cost of operating stocks of plants and consumables, without which the charity cannot function.

In addition of being able to cover potential risks and contingencies that may arise from time to time, the Reserves Policy aims to maintain sufficient level of reserves to enable normal operating activities to continue over a period of up to 12 months should a shortfall in income occur.

The managing Committee annually reviews the amount of reserves required to ensure that they are adequate to fulfil continuing obligations.

Investment policy

The funds held by the Charity are invested with the objective of obtaining the highest interest rates available with the minimum of risk.

Trustees' responsibilities

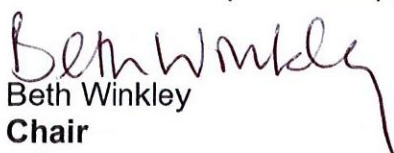
The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year showing the incoming resources and application of resources of the Charity for that period. 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; and prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that 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 (FRS 102), and the Charity SORP Regulations.

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 trustees' report was approved by the trustees on 11th May 2022 and signed on their behalf by:


Beth Winkley
Chair

11th May 2022



FRIENDS OF SWANSEA BOTANICAL GARDENS

Independent Examiners Report to the Trustees of The Friends of Swansea Botanical Gardens.

I report on the accounts of the Friends of the Swansea Botanical Gardens for the 12 months ended 31st December 2021 which are set out on pages 7 to 10.

Respective responsibilities of trustees and 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(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. It is my responsibility to:

- ~ examine the accounts under section 145 of the 2011 Act;
- ~ follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- ~ state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 you as 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 examiner's statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Stephen Kent, FCA

16.5.2022.....date

Stephen Kent & Company
456 Gower Road
Killay, Swansea SA2 7AL



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Statement of financial activities for the 12 months to 31st December 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 31/12/2021 £	Total Funds 9 months to 31/12/2020 £
Incoming Resources					
Donations & Grants		297	27,344	27,641	7,020
Trading Income		44,868	0	44,868	16,537
Interest on Investments		7	0	7	14
Total Incoming Resources		<u>45,172</u>	<u>27,344</u>	<u>72,516</u>	<u>23,571</u>
Resources Expended					
Charitable Activities	3	8,877	28,533	37,410	20,906
Plants & Materials for Resale		11,331	0	11,331	5,943
Other Trading Materials		1,436	0	1,436	210
Administration		1,381	0	1,381	822
Total Resources Expended		<u>23,025</u>	<u>28,533</u>	<u>51,558</u>	<u>27,881</u>
NET INCOMING/OUTGOING RESOURCES		22,147	-1,189	20,958	-4,310
Balances brought f/wd as at 1st January 2021		56,323	4,910	61,233	65,543
Balances carried f/wd as at 31st December 2021		78,470	3,721	82,191	61,233

The Statement of Financial activities includes all gains and losses recognised in the year

All incoming resources and resources expended derive from continuing activities



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Balance Sheet as at 31st December 2021

		31st December 2021	9 months to 31st December 2020
Note		£	£
Current Assets			
	5	3,300	3,385
		87,430	58,402
		<u>73</u>	<u>56</u>
Total Current Assets		90,803	61,843
Current Liabilities			
		8,612	610
NET TOTAL ASSETS		<u>82,191</u>	<u>61,233</u>
Funds			
	6	78,470	56,323
	6	3,721	4,910
TOTAL FUNDS		<u>82,191</u>	<u>61,233</u>

The Financial Statements were approved by the trustees on 11th May 2022 and signed on their behalf by:-


Beth Winkley
Chair

11th May 2022



FRIENDS OF SWANSEA BOTANICAL GARDENS

Notes to the financial statements for the year ended 31st December 2021

1. Accounting policies

The accounts have been prepared on a going concern basis under the historical cost convention, and in accordance with the Charities Act 2011 and with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS102). Also the Charities SORP (FRS 102).

The following accounting policies have been used:

- (a) Interest receivable is accounted for in the year in which it falls due.
- (b) Donations receivable and Trading Income are accounted for in the year in which they are received.
- (c) Funds accounting - Funds held by the charity are: Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
Restricted funds - these are funds which can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
Further explanation of the nature and purpose of each fund is included in the notes to the accounts.
- (e) Resources expended - All expenditure is accounted for on an accrual accounting basis and has been classified under headings that aggregate all costs related to the category.

2. Taxation

FSCBC is a registered charity and, accordingly, is exempt from taxation on its income and gains where they are applied for charitable purposes.



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3. Direct Charitable Expenditure

	Unrestricted Funds	Restricted Funds	Total to 31/12/2021	Total 9 months to 31/12/2020
	£	£	£	£
Entrance Gates to Botanical Gardens	590	4910	5500	0
Volunteer Hub Portacabin	0	14001	14001	0
Staging - Greenhouse				
16	7200	0	7200	0
Tools for Horticultural Volunteers	0	1000	1000	0
Tables for Shop Outdoor Area	131	8622	8753	0
Queens Award Ceremony	956	0	956	0
	8877	28533	37410	

4. Trustees' remuneration

None of the trustees were paid any remuneration or expenses by the Charity during the year (2020 none).

5. Stock

Stock of plants, compost, pots and other materials, used for trading, are valued at the lowest of cost or net realisable value.



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6. Funds

< Movement in Resources >				
	Balance 1st January 2021	Incoming	Outgoing	Balance 31st December 2021
	£	£	£	£
RESTRICTED FUNDING				
Crowd Funding Campaign for Gate	4910	0	4910	0
Postcode Lottery Funding for Volunteer Hub	0	17722	14001	3721
Councillor Helliwell - Funding for new plant tables	0	8622	8622	0
Austin Bailey ADF Grant-Tools for Horticultural Volunteers	0	1000	1000	0
TOTAL RESTRICTED FUNDS	4910	27344	28533	3721
UNRESTRICTED FUNDING				
General Funds	56323	45172	23025	78470
TOTAL FUNDS	61233	72516	51558	82191