



FRIENDS OF SWANSEA BOTANICAL GARDENS

Registered Charity Number: 1052032

Annual Report and financial statements for the 12 months ended 31st December 2022

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FRIENDS OF SWANSEA BOTANICAL GARDENS

General Information for the 12 months ended 31st December 2022

Reference and administration details

Charity name Friends of Swansea Botanical Gardens

Working name FSBG

Charity Number 1052032

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

Trustees

Beth Winkley	Chairperson
Susan Barker	Treasurer
Gaynor Clatworthy	Secretary
Ceri Davies	
Tricia Hannington	
Janet Leach	
Howard Morgan	
Sonja Olsen	
Nicola Partridge	
Amiel Price	
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 2022

The Trustees present their report along with the financial statements for the twelve months ended 31 December 2022. 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. Since 2021 the organisation has a new name, Friends of Swansea Botanical Gardens to reflect the fact that following reorganisation we now solely support the Botanical Gardens in Singleton Park. The organisation was 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-six 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.

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 the 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 of £10million is provided by specialist insurance for RHS affiliated members.

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.

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.



FRIENDS OF SWANSEA BOTANICAL GARDENS

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.

Volunteer numbers have remained steady with just a few taking a step back since the COVID-19 pandemic. Seven new polytunnel volunteers were recruited in the summer of 2022 five of whom have continued to volunteer. Horticultural volunteer numbers have also remained steady and we continue to hold a waiting list for both types of volunteering opportunities.

Trading

Income is achieved through trading in the community Plant Shop and from grant funding for specific projects. 2022 has been a very successful trading year in the Shop against a backdrop of the current economic climate and the post pandemic boom we experienced in our sales in 2021.

Stock for the Shop comes from three sources: those 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 improved this year although had not recovered to pre-pandemic levels. Building on the success of 2021 we continued to place more reliance 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.

Achievements & Performance

Trading has been uninterrupted at the Plant Shop this year, the first time for 3 years. We are fortunate to attract a large loyal customer base and since the pandemic have seen an increase in new gardeners accessing our plants and advice. FSBG purchased a new skin for the shop polytunnel as it was torn and leaking. The new skin has greatly improved the working environment. Unfortunately, Storm Eunice destroyed our second polytunnel in February 2022, covered by the Council's insurance a new structure was ordered but as of the end of the year it had yet to be installed.



FRIENDS OF SWANSEA BOTANICAL GARDENS

In February 2022 FSBG marked the Queen's Platinum Jubilee with the planting of 2 ornamental trees in the Botanical Gardens. The event was attended by the HM Lord- Lieutenant of West Glamorgan, the High Sheriff and the Lord Mayor along with the local Ward Councillors.

The new portacabin to house the Volunteer Hub was connected to the utilities and opened for volunteers to use in January 2022. This has been an invaluable resource and it well used by the volunteers, in particular the Horticultural Volunteers who are working in the wider garden in all weathers.

The Horticultural Volunteers scheme has continued to grow and we are encouraged by the numbers of enquiries we receive for volunteering opportunities. Our thanks to the staff of the Botanical Gardens for their continued patience and perseverance with this scheme.

Our collaboration with the National Botanical Garden of Wales on the Biophilic Wales Project and the Saving Pollinators Assurance Scheme was very rewarding. Both grant funded projects came to an end in March 2022 but we continue to promote plants for pollinators through our own resources and will continue to work on improving the biodiversity of the Wildflower and Wellbeing Garden.

Work started in the summer to plan the new perennial planting scheme for the quadrangle, the centre piece of the Botanical Gardens. Designed by the staff of the Botanical Gardens, FSBG will source and fund the plants, structures and sculptures. FSBG commissioned a Sculpture Trail to add interest to the borders while they were being prepared for the new planting scheme which is scheduled to start next year.

FSBG commissioned 288 bespoke botanical labels for the trees and shrubs in the Botanical Gardens which have been attached to the specimens for the benefit of the public. New signage for the herbaceous border has also been commissioned and due to be installed next year.

FSBG joined the Friends of Botanical Gardens Forum in September 2022. This is a relatively new Forum that brings Friends Groups from over 20 Botanical Gardens across the UK together to discuss issues of mutual concern. The Forum meets 4 times a year, most are held virtually although one face to face meeting is planned each year.

FSBG funded the replacement of the Japanese Bridge in November 2022. A more robust and accessible structure has now been installed enabling the public to enjoy the Acers.

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.

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.



FRIENDS OF SWANSEA BOTANICAL GARDENS

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 £38,177 (2021: £45,172) and expenditure of £32,113 (2021: £23,025) was incurred. There was therefore net incoming resources of £6,064 (2021: £22,147). Adding the surplus to opening unrestricted funds of £78,470 (2021: £56,323) results in unrestricted funds carried forward at 31st December 2022 were £84,534 (2021: £78,470). These unrestricted funds will be utilised on future projects.

Restricted funds: There were no incoming resources (2021: £27,344) and expenditure of £3,721 (2021: £28,533) was incurred. All restricted funds have now been spent. (2021: £3721 remaining).

Future plans

FSBG intend to continue growing a large proportion of our plants from seed to increase our resilience to erratic supplies and spiralling costs of plants, compost, pots and fertilisers. We will continue to use local specialist suppliers when required to broaden our offering. In the coming year the second polytunnel will be re-constructed. The planting of the quadrangle is due to commence in Spring 2023. Also planned is the revamp of the rose border and herb wheel, the installation of signage in the herbaceous border and further botanical labelling across the Botanical Gardens. It is hoped that the August in Bloom programme will return this year, FSBG contribute to this through booking a series of live bands to perform on Sundays.

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.



FRIENDS OF SWANSEA BOTANICAL GARDENS

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 31st May 2023 and signed on their behalf by:

Beth Winkley
Chair
31st May 2023



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 2022 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

31st May 2023

Stephen Kent & Company
456 Gower Road



FRIENDS OF SWANSEA BOTANICAL GARDENS

.....date

Killay, Swansea SA2 7AL

Statement of financial activities for the 12 months to 31st December 2022

		Unrestricted Funds	Restricted Funds	Total Funds 31/12/2022	Total Funds 31/12/2021
	Note	£	£	£	£
Incoming Resources					
Donations & Grants		253	0	253	27,641
Trading Income		37,884	0	37,884	44,868
Interest on Investments		40	0	40	7
Total Incoming Resources		<u>38,177</u>	<u>0</u>	<u>38,177</u>	<u>72,516</u>
Resources Expended					
Charitable Activities	3	16,381	3,721	20,102	37,410
Plants & Materials for Resale		10,826	0	10,826	11,331
Other Trading Materials		4,240	0	4,240	1,436
Administration		666	0	666	1,381
Total Resources Expended		<u>32,113</u>	<u>3,721</u>	<u>35,834</u>	<u>51,558</u>
NET INCOMING/OUTGOING RESOURCES		6,064	-3,721	2,343	20,958
Balances brought forward as at 1st January 2022		78,470	3,721	82,191	61,233
Balances carried forward as at 31st December 2022		84,534	0	84,534	82,191

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 2022

		31st December 2022	31st December 2021
	Note	£	£
Current Assets			
Stock	5	6,083	3,300
Cash at Bank		79,637	87,430
Cash in Hand		69	73
Prepayments		279	
Total Current Assets		<u>86,068</u>	<u>90,803</u>
Current Liabilities			
Accruals		1,534	8,612
NET TOTAL ASSETS		<u>84,534</u>	<u>82,191</u>
Funds			
Unrestricted	6	84,534	78,470
Restricted	6	0	3,721
TOTAL FUNDS		<u>84,534</u>	<u>82,191</u>

The Financial Statements were approved by the trustees on 31st May 2023 and signed on their behalf by:-

Beth Winkley
Chair

31th May 2023



FRIENDS OF SWANSEA BOTANICAL GARDENS

Notes to the financial statements for the year ended 31st December 2022

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

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



FRIENDS OF SWANSEA BOTANICAL GARDENS

3. Direct Charitable Expenditure

	Unrestricted Funds	Restricted Funds	Total to 31/12/2022	Total 2021
	£	£	£	£
Volunteer Hub Portacabin & Equipment	0	1,804	1,804	14,001
Tools for Horticultural Volunteers	506	1,917	2,423	1,000
Botanical Labels	3,190	0	3,190	0
New Footbridge	11,400	0	11,400	0
Plans & Plants – new Planting Scheme	796	0	796	0
Materials & Equipment -Polytunnel Volunteers	489	0	489	0
	16,381	3,721	20,102	

4. Trustees' remuneration

None of the trustees were paid any remuneration or expenses by the Charity during the year (2021 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.



FRIENDS OF SWANSEA BOTANICAL GARDENS

6. Funds

< Movement in Resources >				
	Balance 1st January 2022	Incoming	Outgoing	Balance 31st December 2022
	£	£	£	£
RESTRICTED FUNDING				
Postcode Lottery Funding for Volunteer Hub	3,721	0	3,721	0
TOTAL RESTRICTED FUNDS	3,721	0	0	0
UNRESTRICTED FUNDING				
General Funds	78,470	38,177	32,113	84,534
TOTAL FUNDS	82,191	38,177	35,834	84,534