



FRIENDS OF SWANSEA BOTANICAL GARDENS

Registered Charity Number: 1052032

Annual Report and financial statements for the 12 months ended 31st December 2023

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FRIENDS OF SWANSEA BOTANICAL GARDENS

General Information for the 12 months ended 31st December 2023

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	Resigned 26 th July 2023
Janet Leach	
Howard Morgan	
Sonja Olsen	
Nicola Partridge	Resigned 31 st May 2023
Amiel Price	Resigned 31 st May 2023
Emilie Short	
Jeff Thomas	
Amanda White	Appointed 31 st May 2023
Stephen Kidwell	Appointed 31 st May 2023

Independent examiner	Stephen Kent & Company Chartered Accountants 456 Gower Road Killay Swansea SA2 7AL
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Bankers	Lloyds Bank plc Oxford Street Swansea SA1 3AF
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FRIENDS OF SWANSEA BOTANICAL GARDENS

Trustees Annual Report for the 12 months ended 31st December 2023

The Trustees present their report along with the financial statements for the twelve months ended 31 December 2023. 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 and Plantasia. In 2021 the organisation was renamed as Friends of Swansea Botanical Gardens (FSBG) to reflect that the organisation now only supports 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-seven 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 is looking into the renewal of the Licence but delays continue. FSBG is based in two polytunnels in the Botanic Gardens in Singleton Park, 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 up to £10million is provided by the RHS through its affiliated members' scheme.

The affairs of FSBG are managed by a Board of Trustees consisting of up to thirteen members (eleven 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 grievances. 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.



FRIENDS OF SWANSEA BOTANICAL GARDENS

Volunteer numbers have remained steady this year with a strong core of regular volunteers. A growing number of enquiries have been received through our website for both the polytunnel and horticultural volunteering opportunities and induction sessions are arranged on a regular basis.

Trading

Income is achieved through trading in the community Plant Shop and from grant funding for specific projects. 2023 has been a very successful trading year in the Shop, takings are up 3% on last year which was both surprising and pleasing given the challenging weather conditions and the cost-of-living crisis.

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 and supporters. Stock levels are reviewed regularly to ensure that an adequate range is offered for sale. Following an increased interest from the public in houseplants we have expanded our range of indoor plants. Supplies of plants and compost improved this year almost back to pre-pandemic levels, although prices had risen. Building on the success of the last 2 years we continued to place more reliance on propagating our own stock, ensuring 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.

This year the Trustees proposed an addition to this objective to reflect the broader impact of our work "To promote and encourage interest, enjoyment and knowledge of horticulture." The wording was approved by the Charity Commission in March and carried unanimously at the AGM in May.

Achievements & Performance

Trading has remained strong in the Plant Shop this year. 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. Our second polytunnel destroyed by Storm Eunice in February 2022 was finally rebuilt in January 2023. This has provided us with much needed undercover space to store stock and to work. While the polytunnel was cleared of stock we were in a position to reorganise the space, introducing pigeon holes and tables to help facilitate workshops and undertaking essential maintenance work on the stock benches.

The Volunteer Hub 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.



FRIENDS OF SWANSEA BOTANICAL GARDENS

FSBG is mindful of its environmental impact. We aim to purchase plant pots made only from recycled plastic. These are reused as often as are serviceable, we also encourage customers to return their unwanted pots to us and bring their own bags when shopping. Starch based carrier bags are available to purchase and have replaced the free plastic bags and we continue to use peat free compost approved by the RHS. Plant selection for the shop has also become more focussed on plants for pollinators and plants that will withstand summer droughts and hence reduce the amount of water required to tend for them.

Work has continued this year on improving the biodiversity of the Wildflower and Wellbeing Garden with large numbers of perennial wildflowers being planted.

Work started in the spring to plant the 26 Quadrangle flower beds, transitioning them from seasonable bedding planted twice a year to more sustainable perennial planting. Designed by the staff of the Botanical Gardens, each bed has a different theme from Pollinators to Prairie, Piet Oudolf inspired to Arid, Cottage and Perennial Edibles to Hardy Tropical. It is hoped that visitors can take inspiration from these beds for their own gardens. The scheme took 7 months to prepare the soil and plant and a further 3 months in the autumn to add a range of perennial bulbs. FSBG sourced and funded the plants and bulbs, metals arch and obelisks plus the crocodile sculpture for the Hardy Tropical themed bed.

The rose border was replanted in spring. FSBG funded the replacement roses and new botanical labels. Some of the old roses were sold in our shop while others were donated to Parks and Community Gardens across Swansea.

In May FSBG was invited by the Lord Lieutenant to participate in a local celebration of the King's Coronation. FSBG decorated a window in St Mary's Church Swansea and participated in the Service.

New pictorial signage for the herbaceous border were trialled in the summer. They proved to be very popular with the public, making identification of plants so much easier. Following the division of the borders, the maps were updated and revised signs will be installed in spring 2024.

Three specimen trees were purchased by FSBG in the autumn, 2 of which were direct replacements for specimens lost in recent years. Botanical labels have been commissioned.

Plants and seeds were purchased to enhance the collection in the Economic Glasshouse.

In November FSBG held a Sustainable Wreath Making Workshop in Polytunnel 2. The Workshop was run by local floral designer who specialises in using local sustainable materials.

FSBG is an active member of the Friends of Botanical Gardens Forum that brings Friends Groups from over 20 Botanical Gardens together to discuss issues of mutual concern. The Forum met 4 times last year using Zoom.

FSBG uses social media to raise its profile and inform the public of upcoming activities. Our Instagram account started January 2022 is starting to build. Facebook, our main communication platform has seen followers increase by over 10.5% this year. The web site and quarterly e-Newsletter continue to receive positive feedback.



FRIENDS OF SWANSEA BOTANICAL GARDENS

Succession Planning has been high on the Board of Trustees' agenda this year to ensure the continuity of the organisation as a number of trustees are nearing the end of their terms of office. Adverts were placed on social media, with key local networks and via posters in the Gardens. 7 responses were received which are being followed up.

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 to keep healthy and active.

Financial Review and Reserves Policy

Unrestricted funds: Incoming resources amounted to £40,202 (2022: £38,177) and expenditure of £48,263 (2022: £32,113) was incurred. There was therefore net outgoing resources of £8,061 (2022: incoming £6,064). Adding the deficit to opening unrestricted funds of £84,534 (2022: £78,470) results in unrestricted funds carried forward at 31st December 2023 were £76,473 (2022: £84,534). These unrestricted funds will be utilised on future projects.

Restricted funds: There was incoming resources of £19,200 (2022: nil) and expenditure of £373 (2022: £3,721) was incurred. Balances brought forward were nil. Restricted funds carried forward are £18,827. This comprises £18,700 (from the Postcode Lottery) for Tree Benches and £127 remaining from the £500 donation for specimen trees. It is intended that the Tree Benches and the remaining specimen trees will be installed in the early part of 2024.

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.



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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 29th May 2024 and signed on their behalf by:

Beth Winkley

Chair

29th May 2024



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 2023 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

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



FRIENDS OF SWANSEA BOTANICAL GARDENS

Statement of financial activities for the 12 months to 31st December 2023

		Unrestricted Funds	Restricted Funds	Total Funds 31/12/2023	Total Funds 31/12/2022
	Note	£	£	£	£
Incoming Resources					
Donations & Grants		332	19,200	19,532	253
Trading Income		39,029	0	39,029	37,884
Interest on Investments		841	0	841	40
Total Incoming Resources		40,202	19,200	59,402	38,177
Resources Expended					
Charitable Activities	3	36,594	373	36,967	20,102
Plants & Materials for Resale		9,456	0	9,456	10,826
Other Trading Materials		1,505	0	1,505	4,240
Administration		708	0	708	666
Total Resources Expended		48,263	373	48,636	35,834
NET INCOMING/OUTGOING RESOURCES		-8,061	18,827	10,766	2,343
Balances brought forward as at 1st January 2023		84,534	0	84,534	82,191
Balances carried forward as at 31st December 2023		76,473	18,827	95,300	84,534

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 2023

	Note	31st December 2023 £	31st December 2022 £
Current Assets			
Stock	5	4,936	6,083
Cash at Bank		91,161	79,637
Cash in Hand		50	69
Prepayments		199	279
Total Current Assets		96,346	86,068
 Current Liabilities			
Accruals		1,046	1,534
 NET TOTAL ASSETS		<u>95,300</u>	<u>84,534</u>
 Funds			
Unrestricted	6	76,473	84,534
Restricted	6	18,827	0
 TOTAL FUNDS		<u>95,300</u>	<u>84,534</u>

The Financial Statements were approved by the trustees on 29th May 2024 and signed on their behalf by:-

Beth Winkley

Chair

29th May 2024



FRIENDS OF SWANSEA BOTANICAL GARDENS

Notes to the financial statements for the year ended 31st December 2023

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 31/12/2023	Total 2022
	£	£	£	£
Plants for New Planting Schemes	28,661	0	28,661	796
Other Landscaping - New Planting Schemes	5,299	0	5,299	
Plant Labelling	1,478	0	1,478	3,190
Specimen Trees	0	373	373	0
Equipment for Training Area	742	0	742	0
Training for Volunteers	222	0	222	0
Provision of Web-site and NewsLetter	192	0	192	
	36594	373	36967	

4. Trustees' remuneration

None of the trustees were paid any remuneration or expenses by the Charity during the year (2022 none). There have been no related party transactions in the reporting period.

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 2023	Incoming	Outgoing	Balance 31st December 2023
	£	£	£	£
RESTRICTED FUNDING				
Postcode Lottery Grant for Tree Seats	0	18,700	0	18,700
Donation in Memory of Heilig Jones	0	500	373	127
TOTAL RESTRICTED FUNDS	0	19,200	373	18,827
UNRESTRICTED FUNDING				
General Funds	84,534	40,202	48,263	76,473
TOTAL FUNDS	84,534	59,402	48,636	95,300