

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date

0	1	0	4	2	0
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 Period end date

3	1	0	3	2	1
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Charity name

Grow	Cardiff
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Charity No
(if any)

1	1	6	1	5	9	1
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Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of Grow Cardiff are:</p> <p>To promote, for the benefit of the inhabitants of Cardiff and the surrounding area, the provision of facilities for recreation or other leisure time occupation of individuals 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, in particular by the provision of a community garden and other local food initiatives, land and community growing projects and the provision of opportunities for growing and volunteering</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none"> - Supporting community gardens (Riverside Community Garden Project) - Delivery of social prescribing to therapeutic community garden schemes in partnership with local health care providers (The Grow Well project) - Education of children, young people and families in community growing (Sow Some Sunshine / Let's Grow Together) - Mentoring and consultancy: sharing our expertise with others - Development and sustainability of Grow Cardiff
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have had full regard of the Charity Commissions guidance on public benefit</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	NA: Grow Cardiff is not a grant making organisation
Policy on social investment including program related investment	Para 1.38	NA
Contribution made by volunteers	Para 1.38	<p>Everyone who participates in a Grow Cardiff garden, project or workshop is regarded as a 'volunteer'. Over the last year Grow Cardiff supported:</p> <ul style="list-style-type: none">1000 school children to volunteer100 adults to volunteer in community gardens10 trustees to volunteer on the board of trustees <p>Volunteers contribute to the planning, design, creation, on-going activity, harvesting, organization of every Grow Cardiff project. We value co-production and aim for volunteers' values and desires to be at the heart of every project. Volunteers from the projects help review and set the aims and objectives of each project as well as contributing to the overall strategic values, aims and objectives of the charity.</p>

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Despite the introduction of lockdown in March 2020, Grow Cardiff has continued to use community gardening as a tool to support local people across the city - a vital source of support for people through the pandemic. Indeed the scope of the charity's work has increased this year as current projects have developed and new projects begun.</p> <ol style="list-style-type: none"> 1. <u>Supporting community gardens:</u> Grow Cardiff has continued to support Riverside Community garden volunteers and enabled them to re-open as soon as Covid regulations allowed. The project has a particular focus on organic/permaculture practices and supporting local people's mental health. Volunteers have told us that the garden has been a lifeline during the pandemic. The garden achieved Green Flag status this year. 2. <u>Supporting Social prescribing to therapeutic community gardens through the Grow Well project:</u> Staff continued to engage local people by posting out 'grow from home kits' to over 250 local people and delivering grow bag kits and veg plug plants to 100 local people. This project evolved into the 'Growing Companions' project which continues to support very vulnerable and isolated individuals. The gardens re-opened as soon as regulations allowed and immediately began working with local people experiencing mental, physical health difficulties and isolation. The project became a Bevan Exemplar and a pilot for a new site is underway in Riverside. Two sites were awarded Green Flag status. 3. <u>Education:</u> Thanks to funding from the Moondance Foundation, the charity has been able to employ a Schools Engagement Officer to deliver growing packages to children in hub schools, facilitated through on-line videos, activities and competitions during the lockdown. From the autumn we

		<p>supported hundreds of children in 5 local schools to learn how to grow their own fruit and vegetables. Our partnership with Trees for Cities to deliver the Edible Playgrounds programme continues successfully</p> <p>4. <u>Mentoring & Consultancy</u>: The charity continues to use our experience and expertise to support other charities in Cardiff, the Vale and Neath Port Talbot to develop their own community gardens. This also enables the charity to develop an unrestricted income source</p> <p>5. <u>Development and sustainability of Grow Cardiff</u>: Notably our staff team has increased from 2 to 5 part-time members of staff this year. We are working hard to develop internal structures, policies, procedures, plans and working practices to ensure the increased organisational capacity and sustainability of the charity. This includes use of Xero to improve our financial planning. The charity has held a number of 'away days' with staff and trustees to review our overall development and agree key priorities for 21-22.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	Grow Cardiff has achieved objectives across all our projects and beyond this has further developed our schools and social prescribing work, through creative and flexible working practices borne out of the Covid-19 pandemic
Performance of fundraising activities against objectives set	Para 1.41	The charity has secured all funds required for delivery and organizational objectives. Further funding has been secured for new performance objectives set in response to the pandemic.
Investment performance against objectives	Para 1.41	NA
Other		NA

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	At the end of the reporting period, cash balances held in bank accounts, and including balances on prepaid cards, totalled £40,468, being an increase of £11,885.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The nature of Grow Cardiff's funding results in income being received at unequal intervals; reserves are needed to bridge the gap between expenditure and the receipt of income.</p> <p>The trustees have determined that the unrestricted reserves held should be sufficient to cover three months of salary costs. However, it should be noted that Restricted funds do include a significant contribution towards staff costs</p>
Amount of reserves held	Para 1.22	Reserves constituted £40,468, including £10,784 unrestricted funds. Using March 2021 salary as a basis, 3 months' salary would be £13,926 so the unrestricted reserves target has not been achieved this year.
Reasons for holding zero reserves	Para 1.22	NA
Details of fund materially in deficit	Para 1.24	NA
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Grow Cardiff must continue to secure core funding to enable organisational and strategic development of the charity

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	<ul style="list-style-type: none"> - Comic Relief/WCVA Third Sector Organisational Growth Grant - Moondance Foundation Covid-19 Relief Grant - Community Foundation Wales grants
Investment policy and objectives including any social investment policy adopted	Para 1.46	NA
A description of the principal risks facing the charity	Para 1.46	Principal risks are maintaining income sources and managing organisational capacity to enable the charity to continue to grow sustainably

Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The board of trustees elects a person to the board through a process of selection and confirmation by a second trustee. Election occurs formally during the charity's AGM and during the year at regular trustee meetings. The charity advertises for trustees to join the board widely, as and when skill or experience is required and according to our constitution. After election to the board, further internal elections of the roles of Chair, Secretary and Treasurer are completed as and when required during board meetings.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	All new trustees are required to complete an induction process and are provided with the Charity Commission's 'The Essential Trustee'. Trustees must complete registration, declaration, and Conflict of Interest forms.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Volunteers are at the heart of our organisation, supported by a team of part-time staff, overseen by a Director, accountable to a board of trustees with a Chair. The charity works closely with the Edible Cardiff network, Food Cardiff and the SW Cardiff GP Cluster and social prescribing network.
Relationship with any related parties	Para 1.51	NA

Reference and Administrative details

Charity name	Grow Cardiff
Other name the charity uses	
Registered charity number	1161591
Charity's principal address	460 Cowbridge Road West, Cardiff CF5 5BZ

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	John Hallett	Chair	Resigned 15/05/21	
2	Dr Kay Palmer	Treasurer	Resigned 01/07/21	
3	Francoise Curtis	Secretary		
4	Aisling Judge			
5	Sarah Griffiths		Became Chair 15/05/21	
6	Angie Lorraine Lydia Kirby			
7	Anna Rose Harris			
8	Dr Jemma Hawkins			
9	Alun Gwynne Jones		Joined board 02/12/20	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and Administrative details

(cont)

Corporate trustees – names of the directors at the date the report was approved

Director name		
NA		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NA		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NA
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NA
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NA

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Isla Horton, Director, Grow Cardiff

Exemptions from disclosure

Reason for non-disclosure of key personnel details

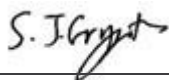
Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s) Sarah Jane Griffiths

Position (eg Secretary,
Chair, etc) Chair

Date 27/01/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	Grow Cardiff	No (if any)	1161591
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Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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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					
Charitable Activities, Donations & Grants	1,500	86,206	-	87,706	76,705
Consultancy	1,280	-	-	1,280	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	2,780	86,206	-	88,986	76,705
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,780	86,206	-	88,986	76,705
A3 Payments					
Salaries & National insurance	3,427	43,078	-	46,505	32,991
Pensions Costs		858	-	858	913
Advertising, Marketing, Website & Communications		2,250	-	2,250	30
Insurance		262	-	262	215
Other costs of charitable activities	217	15,958	-	16,175	24,656
IT & Software costs		2,433	-	2,433	1,306
Travel costs	91	207	-	298	1,030
Professional & Banking Fees		7,540	-	7,540	-
Premises		780	-	780	-
Sub total	3,735	73,366	-	77,101	61,141
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Gardening Machinery		-	-	-	4,359
Sub total	-	-	-	-	4,359
Total payments	3,735	73,366	-	77,101	65,500
Net of receipts/(payments)	- 955	12,840	-	11,885	11,205
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	11,739	16,844	-	28,583	17,378
Cash funds this year end	10,784	29,684	-	40,468	28,583

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash at Bank	9,632	29,684	-
	Optimum Card balance	1,152	-	-
				-
	Total cash funds	10,784	29,684	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds


B2 Other monetary assets	Details	to nearest £	to nearest £	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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Accounts Examination Fee		150	31st March 2022
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Stephen Parry-Langdon	28/01/2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Grow Cardiff

**On accounts for the year
ended**

31st March, 2021

**Charity no
(if any)**

1161591

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

28/01/2022

Name:

Hasan Roap

**Relevant professional
qualification(s) or body
(if any):**

ACCA

Address:

Dusty Forge, 460 Cowbridge Road West

Cardiff

CF5 5BZ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.