



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**Trustees' Annual Report for the period**

**From 1 January 2021**  
**end date**

**Period start date To 31 December 2021**

**Period**

**Charity name: Plantation Garden Preservation Trust**

**Charity registration number: 1165433**

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The restoration and preservation, for the public benefit, of the gardens at 4 Earlham Road, Norwich, known as the Plantation Garden
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	1. The Garden is open to the public 365 days a year 2. Various events are staged, e.g. Events for children, Music concerts, Open-air film shows, Fireworks parties. All events are open to the public. 3. Restoration and preservation work in the year include: ongoing tree surgery, improvements to drainage and further work on stabilising steep banks.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that that they have had regard to the Charity Commission's guidance on Public Benefit (referring to the latest guidance published on 18 October 2019)

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Trustees do not make grants.
Policy on social investment including program related investment	Para 1.38	
		The Trustees pay for some hours of gardening assistance (particularly in relation to growing

Contribution made by volunteers	Para 1.38	plants for use in the Garden and with heavy mowing), but otherwise all the routine work done in the Garden including the organisation and staging of events is carried out by volunteers. There is a group of about 25 helpers who meet weekly to do gardening and maintenance, and a wider group of up to a further 65 people who help at some stage during the year with events. Large projects which are beyond the capability of the group are completed by contractors selected by the Trustees.
Other		

### 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	The importance of the Garden to its members and the wider public during the Covid 19 pandemic has been shown by the very significant increase in both membership (after being relatively stable for a number of years it has increased about 25%) and visits by the public. The numbers of visitors to the Garden as measured by money deposited in the honesty box was again a record, with over £44,000 collected during the year. Generally the Trustees were able to report a successful year during which overall income was maintained and routine expenditure contained within agreed limits. A number of repairs & improvements carried out including further reinforcement of steep banks, further tree work, improving drainage and up-grading electrical installations.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Routine expenditure was contained within planned limits but some larger projects were delayed due to difficulty in engaging contractors.
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	In the year the Charity spent about £3,000 which was below the sums budgeted for, due to the reasons set out in the previous section. Consequently, with the Charity's income increased (largely due to the pandemic) income exceeded expenditure by about £31,000. The Charity held unrestricted funds of about £115,000 at the year end.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's reserve is set at £50,000 and this was not changed during the year. The main reason why the reserve is relatively high is that the Garden was created (in mid-19th century) on the site of extensive chalk workings, resulting in unstable ground. A subsidence in 2011 required remedial work costing over £11,000. Recent subsidence at the neighbouring property on the west side required the partial rebuilding of a large house and groundworks costing six figure sums.
Amount of reserves held	Para 1.22	£50,000
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Trustees do not see any uncertainties at the present time.

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's main sources of funds are: 1. honesty box – approx. £44,000 2. sales of plants £1,000 3. membership subscriptions £10,400 4. Sunday tea sales £3,068 5. Bequests & donations £2,872 6. Photography & other hire of Garden £1000 7. Profit from events £2,600
		The policy is to invest only in cash assets operated by companies or institutions regulated by the FCA. Short term deposits can be used for funds not required in the short

Investment policy and objectives including any social investment policy adopted	Para 1.46	term. It is considered that the Charity does not have sufficient assets to consider funds exposed to wider investment and currency risks.
A description of the principal risks facing the charity	Para 1.46	The principle risk facing the Charity relates to the nature of the site of the Garden as outlined above, against which the trustees have designated a large reserve. The trustees do not commit to expenditure unless funds are available and in a situation where anticipated income was not received, it would not be difficult to constrain expenditure to match.
Other		

### Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution dated 17th March 2016
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated 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	Trustees are selected and proposed by the trustees for the time being and voted on at the Annual General Meeting

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New trustees are provided with a pack of documents including the Constitution, latest accounts and links to the guidance and training provided by the Charity Commission.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity is managed by a Committee of a minimum of 3 and a maximum of 15 Trustees. The Charity is not part of a wider network.
Relationship with any related parties	Para 1.51	None
Other		

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### Reference and Administrative details

Charity name	Plantation Garden Preservation Trust
Other name the charity uses	PGPT
Registered charity number	1165433
Charity's principal address	The Garden is at 4 Earlham Road Norwich, NR2 3DB, but the Garden does not have a letter box. Address for communication is 9 Heigham Road Norwich NR2 3AT.

### 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	Roger Connah	Chair		Trustees
2	James Malt	Treasurer		Trustees
3	Susan Bell			Trustees
4	Valerie Striker			Trustees
5	Ian Small	Membership Secretary		Trustees
6	Neil Blunt			Trustees
7	Mary Turner	Secretary		Trustees
8	Ruth Liss			Trustees
9	Penny Miller			Trustees
10				
11				
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15				
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17				
18				
19				
20				

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

Director name		


Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
The Official Custodian for Charities		

#### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

#### 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)

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#### Exemptions from disclosure

Reason for non-disclosure of key personnel details




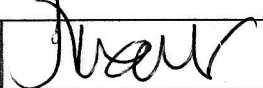
**Other optional information**

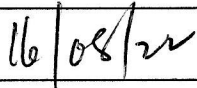
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**Declarations**

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

**Signed on behalf of the charity's trustees**

Signature(s)		
Full name(s)	Roger Ambrose Brousson Connah	James Malt
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 



# The Plantation Garden Preservation Trust

## Profit and Loss Account for the Year to 31<sup>st</sup> December 2021

	Year to 31 <sup>st</sup> December 2021	Year to 31 <sup>st</sup> December 2020
<b>Income:</b>		
	£	£
<b>Donations and Grants</b> (see note 1)	<b>2,872</b>	<b>444</b>
<b>General Income</b>		
Bank Interest	467	272
Entry fees	2,775	1,328
Profit from Events (see note 2)	2,664	0
Photography fees & other hire of Garden	1,598	785
Honesty Box collections	41,059	26,997
Miscellaneous sales	169	129
Sales of Plants	1,058	1,160
Membership subscriptions	10,392	8,164
Profit on tea sales	3,068	659
Tours and Talks	206	122
<b>Total General Income</b>	<b>63,456</b>	<b>39,616</b>
<b>Total Income</b>	<b>66,328</b>	<b>40,060</b>
<b>Expenditure:</b>		
<b>Administration expenses</b>		
Professional fees	0	900
Annual General Meeting	713	0
Insurance	748	737
Postage, telephone, printing, stationery (see note 3)	2,053	2,266
Subscriptions paid	118	188
Miscellaneous expenses	425	487
<b>Total administration expenses</b>	<b>4,057</b>	<b>4,578</b>
<b>Costs of running the Garden</b>		
Cleaning	484	0
Electricity and water	1,498	1,451
Fertilizers and plant control	225	260
Garden facilities	5,361	1,929
Gardening	10,129	9,678
Purchase, maintenance and hire of equipment	154	821
Plants	3,060	3,112
Professional consultancy	0	100
Rubbish collection	1,332	1,265
Security	3,502	3,466
Technology costs	772	767
Tuesday Group expenses	163	199
<b>Total costs of running the Garden</b>	<b>26,680</b>	<b>23,048</b>
<b>Promotional expenses</b>		
Magazine	805	690
Merchandise bought & other publicity costs	293	708
<b>Total promotional expenses</b>	<b>1,098</b>	<b>1,398</b>
<b>Special projects</b>		
Other Projects for the year (see note 4)	1,728	11,470
Repair work (see note 5)	1,368	237
	<b>3,096</b>	<b>11,707</b>
<b>Total of expenditure</b>	<b>34,931</b>	<b>40,731</b>
<b>(Deficit) Surplus for year</b>	<b>31,397</b>	<b>£(671)</b>

**Independent examiner's report to the trustees of The Plantation Garden  
Preservation Trust**

I report to the trustees on my examination of the accounts of the Plantation Garden Preservation Trust ('the Trust') for the year ended 31 December 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 all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



M Dennis  
Independent Examiner  
3 Tungate Crescent  
Norwich

Date: 08 February 2022

**The Plantation Garden Preservation Trust  
Balance Sheet as at 31<sup>st</sup> December 2021**

	31 <sup>st</sup> December 2021	31 <sup>st</sup> December 2020
<b>Assets</b>	£	£
<b>Current Assets</b>		
Bank of Scotland Current Account	2,136	4,435
Barclays Bank Current Account	30,867	22,027
Virgin Money Deposit Account	53,809	32,762
CAF 1 year fixed deposit	30,418	30,000
<b>Total Assets</b>	<b>117,230</b>	<b>89,224</b>
<b>Liabilities</b>		
Grants received towards 40 <sup>th</sup> anniversary celebration events	1,737	6,007
<b>Net Assets</b>	<b>115,493</b>	<b>83,217</b>
<b>General Fund</b>		
As at 31 <sup>st</sup> December 2020	77,689	78,360
Increase (decrease) in value for year	31,397	(671)
<b>Total General Fund</b>	<b>109,086</b>	<b>77,689</b>
<b>Life Membership Fund</b>	<b>6,407</b>	<b>5,528</b>
<b>Total General &amp; Life Funds</b>	<b>115,493</b>	<b>83,217</b>

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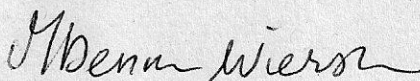
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