



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2023

Period start date To 31st December 2023

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	<ol style="list-style-type: none">1. The Garden is open to the public 365 days a year2. Various events are staged, e.g. Events for children, Music concerts, Open-air theatre, Open-air film shows, Sessions to promote good health (e.g. yoga, Pilates). All events are open to the public.3. Restoration and preservation work in the year include: ongoing tree surgery, creating a bore hole, continuing work on stabilising steep banks & fencing
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 FRS 102 1:18 published 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	

Contribution made by volunteers	Para 1.38	The Trustees pay for some hours of gardening assistance (particularly in relation to growing 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 60 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	<p>The Garden proved to be a highly valuable public resource to its members and the wider public during the Covid 19 pandemic and although the numbers of visitors to the Garden as measured by money deposited in the honesty box was below the record recorded in 2021, it is significantly above the pre-pandemic level. Paid memberships have remained steady.</p> <p>Generally the Trustees were able to report a successful year during which overall income was maintained and routine expenditure contained within agreed limits. The surplus of income over expenditure was fully spent on various projects, including the installation of a bore hole to provide water for the Garden without drawing on the mains supply.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Although increased on 2022, routine expenditure was contained within what was budgeted for. Some larger projects were completed (see above) and planning advanced on others. Volunteer numbers remained steady and events were well-attended.
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 £39,500 on routine expenditure out of income from core activities of about £58,500. The surplus was spent almost entirely on special projects. The Charity held unrestricted funds of about £123,000 at the year end, little changed on the year.
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. More 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	With expenses rising and income likely to remain stable, the Trustees realise that it may be difficult to maintain the previous level of surplus on core activities. Planning for special projects will have to factor this in, but there is no threat to the charity as a going concern.

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	<p>The charity's main sources of funds are:</p> <ol style="list-style-type: none"> 1. honesty box – approx. £36,000 2. sales of plants £1,000 3. membership subscriptions £10,150 4. Sunday tea sales £3,557 5. Talks & Tours £841 6. Photography & other hire of Garden £225 7. Profit from events £3,000 8. Bank interest £375
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Investment policy and objectives including any social investment policy adopted	Para 1.46	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 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		

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
11				
12				
13				
14				
15				
16				
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
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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



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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	18 March 2024	

**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 2023.

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 Wieron

M Dennis
Independent Examiner
3 Tungate Crescent
Norwich

Date: 11 February 2024

The Plantation Garden Preservation Trust
Balance Sheet as at 31st December 2023

	31st December 2023	31st December 2022
Assets	£	£
Current Assets		
Bank of Scotland Current Account	1,539	1,695
Barclays Bank Current Account	11,052	11,734
Virgin Money Deposit Account		109,001
Charity Bank Easy Access Account	71,000	
Nationwide Building Society 18-month Fixed Deposit Account	40,000	
Total Assets	123,591	122,430
Liabilities		
Net Assets	123,593	122,430
General Fund		
As at 31 st December 2022		
	115,533	109,086
Increase (decrease) in value for year	887	6,447
Total General Fund	116,420	115,533
Life Membership Fund	7,171	6,897
Total General & Life Funds	123,591	122,430

Plantation Garden Preservation Trust

Notes to the Accounts for the year ended 31st December 2023

Note 1: Profit (Loss) from Events

Events	2023	2022
Music evenings	£2,156	£870
Winter Party	£199	£381
Cinema Shows	£3,000	£1,500
Kavolini Concert (invoice received late for 2022 event)	(£115)	(£84)
Time Will Tell – ticketed shows		(£637)
Time Will Tell – shows for schools	(£2,239)	(1,387)
	£3,001	£643

Note 2: Printing, copying, stationery, postage

	2023	2022
Printing, copying & stationery	£983	£1,124
Postage	£1,636	£1,107
	£2,619	£2,231

Note 3: Other Projects for the year

	2023	2022
Reinforcement of banks		£782
Tree work	£816	£840
Re-surfacing paths & associated work to improve drainage		£7,980
Storage shed replacement	£1,338	£3,697
Electrical work		£2,795
The Trust's contribution to the repair of the main driveway from Earlham Road	£1,704	£4,998
Bore hole	£14,493	
	£18,351	£21,092

The Plantation Garden Preservation Trust

Profit and Loss Account for the Year to 31st December 2023

	Year to 31 st December 2023	Year to 31 st December 2022
Income:		
	£	£
Donations and Grants	386	729
General Income		
Bank Interest	375	406
Entry fees	2,645	3,231
Profit from Events (see note 1)	3,001	643
Photography fees & other hire of Garden	225	742
Honesty Box collections	36,387	38,757
Miscellaneous sales	64	323
Sales of Plants	1,002	968
Membership subscriptions	10,165	10,253
Profit on tea sales	3,557	3,616
Tours and Talks	841	544
Sundries	86	922
Total General Income	58,348	60,405
Total Income	58,734	61,134
Expenditure:		
Administration expenses		
Annual General Meeting	978	1,089
Insurance	894	840
Postage, telephone, printing, stationery (see note 2)	2,619	2,231
Subscriptions paid	113	58
Volunteers' expenses	604	676
Total administration expenses	5,208	4,894
Costs of running the Garden		
Cleaning	339	476
Electricity and water	2,007	1,610
Fertilizers and plant control	219	235
Garden facilities	3,057	2,807
Gardening	10,518	9,506
Purchase, maintenance and hire of equipment	1,769	855
Plants	3,151	2,903
Rubbish collection	1,207	1,367
Security	6,874	5,861
Technology costs	2,775	805
Tuesday Group expenses	302	281
Total costs of running the Garden	32,218	26,706
Promotional expenses		
Magazine	1,000	1,010
Merchandise bought & other publicity costs	1,070	985
Total promotional expenses	2,070	1,995
Special projects		
Other Projects for the year (see note 3)	18,351	21,092
Total of expenditure	57,847	54,687
Surplus for year	£887	£6,447

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