



Trustees' Annual Report for the period

| Period start date | | | | Period end date | | | |
|-------------------|---|---------|------|-----------------|----|----------|------|
| From | 1 | January | 2020 | To | 31 | December | 2020 |

Section A Reference and administration details

Charity name THE FRIENDS OF CRESSING TEMPLE

Other names charity is known by

Registered charity number (if any) 1166431

Charity's principal address 156 WITHAM ROAD

BLACK NOTLEY

ESSEX

Postcode

CM77 8LX

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 | Suzanne Lowe | Chair | | |
| 2 | Andrew Bright | Treasurer | | |
| 3 | Jane Palmer | Membership Secretary | | |
| 4 | David Andrews | | | |
| 5 | Lesley Killin | | | |
| 6 | Monika Curry | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

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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| |
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Section B Structure, governance and management

Description of the charity's trusts

| | | |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--|
| Type of governing document (eg. trust deed, constitution) | Constitution dated 4 th August 2015 as amended on 12 th December 2020 | |
| How the charity is constituted (eg. trust, association, company) | Unincorporated small company charity | |
| Trustee selection methods (eg. appointed by, elected by) | Elected at the AGM | |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Relationship with Essex County Council, owners of the Cressing site. Reference letter dated 15th March 2016 from Head of County Parks, Environment Sustainability and Highways, Essex County Council.

The charity continued to build closer working relationships with Essex County Council during the year.

The major risk during the year was the closure of the site by Essex County Council from 23rd March to 21st May 2020 due to the Covid-19 pandemic, together with no public events being held during the year. These factors caused a significant reduction in visitor numbers and the charity's ability to raise funds through sales to the public. In order to mitigate the financial impact the Trustees cut non-essential expenditure where possible and successfully applied for five grants. We also increased sales from our Community Garden and diversified our income by selling craft items made by members and volunteers. The Trustees continue to monitor the situation closely.

The Trustees do not consider there are any other major risks as there are no liabilities, other than those that are covered by insurance. There is a dependency on the voluntary efforts of the members and officers, as well as the horticulturist employed by Essex County Council.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To conserve, enhance and develop the historic site at Cressing Temple, including the Walled Garden, the Cullen Garden and the Jubilee Orchard, as a unique historical, social and horticultural record and educational resource.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In deciding a programme of activity and development the Trustees have paid due regard to the Charity Commission guidance on public benefit.

The name of the charity was changed from "The Friends of Cressing Temple Gardens" to "The Friends of Cressing Temple", and the Constitution updated to reflect the trustees' intentions to provide support to the whole Cressing Temple site.

It is the trustees' aim to embed an inclusive culture in the charity's ways of working, that values equality and diversity ensuring that equal opportunities are available to all.

Part of the Friend's objectives is to raise money in support of the site and gardens. This was less successful than the previous year because of restrictions caused by the pandemic. Our normal sales of plants, herbs and honey were much reduced, however we were able to increase sales of produce from our Community Garden and introduced sales of craft items made by members and volunteers.

We were able to offer the opportunity of volunteering to more people during the year, with the number of volunteers increasing from about 30 to 47. This provided health and wellbeing benefits to more people during a time of social isolation and inactivity. The volunteers normally attend on Tuesdays and Thursdays. Unfortunately they were unable to attend whilst the site was closed and after re-opening we restricted numbers in line with government guidelines. Therefore we extended the volunteer days to Mondays and Wednesdays as well, in order to give opportunities to as many volunteers as possible. Volunteers play a key role in sustaining the high standard of maintenance so essential to the public's appreciation of the site and gardens. This public benefit encompassed in the constitution of the Friends is at the forefront of the Trustees' and officers' activity. They all give their services voluntarily in the interests of the charity and draw no personal fiduciary benefit from their roles.

The gardens in particular provide interest to the local community and wider society with hands on experiences and involvement, demonstrating the power of horticulture and other skills to improve people's lives.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Friends of Cressing Temple could not operate without the generous and willing help of volunteers.

A total of 2,173 volunteer hours were contributed during the year. If calculated at the minimum wage this would amount to a very valuable contribution of £18,949.

Volunteer activities range from garden preparation, planting and maintenance work, to wood and tool repairs, through to all the supervision and management activities that are required to make the charity successful.

Summary of the main achievements of the charity during the year

Plant, herb and honey sales are our main source of trading income, however as noted above restrictions on visitor numbers caused by the pandemic meant that the value of these sales was lower than the previous year at £7,988. This was compensated to some extent by diversifying our income stream, which included more than doubling sales of produce from our Community Garden to £2,921 and introducing sales of craft items made by members and volunteers, which together with sales of books and DVDs raised £2,155. We thank our team of volunteers for these achievements.

To ensure the safety of volunteers when they returned to work in June, we reduced the numbers at each session and introduced measures for socially-distanced working. We also secured a micro-grant from the Essex Association of Local Councils, which provided numerous small tools to minimise sharing between people, as well as hygiene products such as masks and disinfectants.

Two polytunnels were purchased from grant funds, one from the Essex Community Foundation, the other from the National Lottery Heritage Fund. These will allow us to progress with a project to grow our own herbs. We also bought a fruit cage and installed rabbit-proof fencing from a grant provided by Braintree District Council. These items were all key to our drive to increase the productivity of the Community Garden, both during the year and for the future.

We received a grant from our bank, the Co-operative Bank, which will enable us to replace the footpath around the Wellhouse in 2021 so that it will be safer and more accessible to all.

We participated in the Apple Day held at Easton Lodge, as we were unable to hold our own event.

After losing two of our three bee hives in 2019, we introduced two new swarms to build our apiary back to three and extracted 25lbs of honey during the year.

We introduced our own calendar for the first time, however sales were muted due to visitor restrictions being introduced again from November.

We strengthened our partnerships with the East of England Orchards and Apples Project who supported our focus on tree planting across the site; and with Historic Essex Buildings who sponsored the reprint of "Cressing Temple – A Templar and Hospitaller Manor in Essex and its Buildings".

We partnered with Abberton Rural Training with the potential to provide resource and capacity to assist with future projects around the site.

We refreshed and relaunched our website:
<https://thefriendsofcressingtemple.org>

We started to investigate different ways of fundraising through schemes such as Amazon Smile, Essex Lottery and Easy Fundraising.

We are introducing a program of courses to extend our activities in 2021.

We continued to provide regular governance by moving all our committee meetings online.

Section E**Financial review**

Brief statement of the charity's policy on reserves

Reserves are held in the named Co-operative Bank account for the sole use and purpose of the Organisation as defined in the Aims & Objectives of its constitution. The Friends policy requires that sufficient unrestricted financial reserves are held in order that the charity can continue to operate and meet the needs of the visitors in the event of unforeseen and potentially financially damaging circumstances arising.

Details of any funds materially in deficit

None, and not possible under the constitution.

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

All fundraising is to support the gardens and the wider site, and is mainly achieved through trading activities, members fees, donations and grants.

We are grateful for the following grants which were received during the year:

National Lottery Heritage Fund Emergency Grant for Covid-19: £8,500

Braintree District Council: £1,379

Essex Community Foundation: £1,602

Essex Association of Local Councils: £500

The Co-operative Bank: £1,000

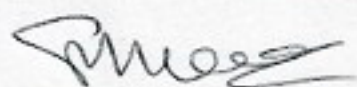
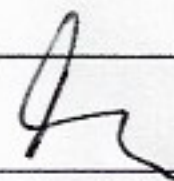
The charity's activities contribute to and provide interest to the local and wider society with hands on experiences and involvement. The gardens in particular demonstrate the power of horticulture and other skills to improve people's lives.

Section F**Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

SUZANNE LOWE

ANDREW BRIGHT

Position (eg Secretary, Chair, etc)

CHAIR

TREASURER

Date

22nd May 2021

The Friends of Cressing Temple
Registered charity number 1166431
Receipts and payments accounts
For the year to 31 December 2020

| | Year Ended 31 Dec 2020 | | | Period from 17 Mar 2019 to 31 Dec 2019 |
|------------------------------------------|-------------------------------------------|-----------------------------------------|------------------------------------|----------------------------------------------|
| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Total funds to the nearest £ | Total funds to the nearest £ |
| Receipts | | | | |
| National Lottery Heritage Fund | - | 8,500 | 8,500 | 6,325 |
| Braintree District Council | - | 1,379 | 1,379 | 1,075 |
| Essex Community Foundation | - | 1,602 | 1,602 | - |
| Essex Association of Local Councils | - | 500 | 500 | - |
| Co-operative Bank | - | 1,000 | 1,000 | - |
| Donations | 909 | - | 909 | 2,006 |
| Membership subscriptions | 320 | - | 320 | 315 |
| Total Grants and Donations | 1,229 | 12,981 | 14,210 | 9,721 |
| Fundraising Activities | | | | |
| Apple Day & Sales | 96 | - | 96 | 388 |
| Quiz Evening | 405 | - | 405 | - |
| Events / Workshops / Tours | 150 | - | 150 | 724 |
| Trading Activities | | | | |
| Plants / Herb / Honey Sales | 7,988 | - | 7,988 | 15,009 |
| Community Garden Sales | 2,921 | - | 2,921 | 1,246 |
| Books / DVDs / Craft Sales | 2,155 | - | 2,155 | 616 |
| Volunteer Uniform Sales | 235 | - | 235 | 252 |
| Other | 98 | - | 98 | - |
| Total Receipts from Activities | 14,048 | - | 14,048 | 18,235 |
| Total Receipts | 15,277 | 12,981 | 28,258 | 27,956 |
| Payments | | | | |
| National Lottery Heritage Fund Equipment | - | 3,720 | 3,720 | 24,439 |
| Braintree DC / Essex Community Equipment | - | 2,981 | 2,981 | 1,075 |
| Community Garden | 206 | - | 206 | - |
| Tools & Equipment | 875 | - | 875 | - |
| Total Assets Purchased | 1,081 | 6,701 | 7,782 | 25,514 |
| Plant / Herb / Honey cost | 4,714 | 808 | 5,522 | 6,491 |
| Volunteer costs | 274 | 558 | 832 | 161 |
| Events / Workshops / Tours | 253 | - | 253 | 300 |
| Plants & Equipment Garden | 2,203 | 586 | 2,789 | 2,270 |
| Books / DVDs / Craft cost | 860 | - | 860 | 164 |
| Contract worker | 4,729 | 3,541 | 8,270 | 5,826 |
| Office consumables | 332 | 37 | 369 | 123 |
| Insurance & Professional Fees | 252 | - | 252 | 320 |
| Other | 225 | - | 225 | 396 |
| Total Payments | 14,923 | 12,231 | 27,154 | 41,565 |
| Net of receipts/(payments) | 354 | 750 | 1,104 | (13,609) |
| Total Funds Brought Forward | 9,627 | 349 | 9,976 | 23,585 |
| Total Funds Carried Forward | 9,981 | 1,099 | 11,080 | 9,976 |
| Cash Funds at end of the period | | | | |
| Bank | 9,922 | 1,099 | 11,021 | 9,831 |
| Cash | 59 | - | 59 | 145 |
| Total Funds | 9,981 | 1,099 | 11,080 | 9,976 |

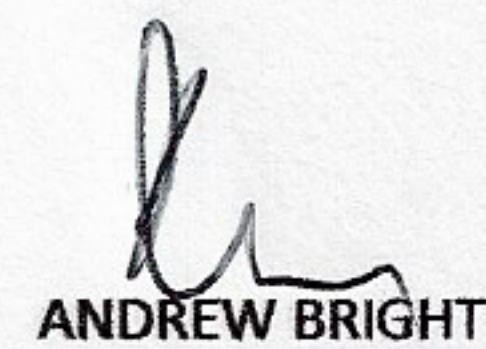
Signed by two trustees on behalf of all the trustees

Signature
 Print Name
 Position
 Date of Approval

SUE LOWE
 CHAIRPERSON



22nd May 2021


 ANDREW BRIGHT
 TREASURER



Section A

Independent Examiner's Report

Report to the trustees/
members of

THE FRIENDS OF CRESSING TEMPLE

On accounts for the year
ended

31 December 2020

Charity no
(if any)

1166431

Set out on pages

1-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

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:

22nd May 2021

Name:

DEREK WOTTON

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

CHARTERED MANAGEMENT ACCOUNTANT ACMA CGMA

Address:

54 QUEENSBERRY AVENUE

COPFORD COLCHESTER

ESSEX CO6 1YN

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.