

# BOHEMIA WALLED GARDEN ASSOCIATION

England & Wales - Charity number 1167167

## Details

---

**Other names** BWGA

**Status** Registered

**Legal form** CIO

**Registered** 2016-05-17

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Bohemia Walled Garden Association  
C/O Jackson Hall  
Portland Place  
Hastings  
TN34 1QN

**Phone** 01424 444010

**Email** [info@bohemiawga.org.uk](mailto:info@bohemiawga.org.uk)

**Website** [www.bohemiawga.org.uk](http://www.bohemiawga.org.uk)

## Activities

---

**Objects:** (1) TO PROMOTE FOR THE PUBLIC THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT;(2) TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT; AND(3) THE PROVISION OF FACILITIES FOR RECREATION AND OTHER LEISURE-TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE FOR THE PUBLIC AT LARGE WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

**Activities:** The Bohemia Walled Garden is a community garden. There are plots to rent for growing vegetables and free plots are available for educational organisations and groups. Open times are MOST Sundays and Wednesdays in the growing season between 10 -12. Public events are usually held throughout the year at Easter, Spring/Summer Open Day, Heritage Open Day in September and Pumpkin Day in October.

## Classification

---

- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

## Geography

---

- East Sussex

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£3,260	£3,143	-	-
2023-12-31	£2,132	£2,308	-	-
2022-12-31	£2,938	£1,233	-	-
2021-12-31	£1,073	£1,211	-	-
2020-12-31	£1,644	£1,037	-	-

## Trustees

---

Name	Role	Appointed
BERYL Oliver		2022-10-10
Lesley Bruce		2022-10-01
Nigel Sinden		2017-06-01
Susan Jirbandey		2019-06-08

**BOHEMIA WALLED GARDEN ASSOCIATION**

England & Wales - Charity number 1167167

---

# Accounts

---

# **Bohemia Walled Garden Association**

**Registered Charity Number: 1167167**

## **Annual Accounts**

**for the period**

**1 January 2024 - 31 December 2024**

**Contents:**

Organisational information  
Trustees' Annual Report  
Receipts & Payments account  
Statement of Assets & Liabilities  
Independent Examiner's report

Hastings Voluntary Action  
Jackson Hall  
Portland Place  
Hastings  
East Sussex  
TN34 1QN

## Organisational information of the Bohemia Walled Garden Association

The Trustees of the Bohemia Walled Garden Association presents its organisational information for the year  
Ended 31st December 2024

**Name of charity:** Bohemia Walled Garden Association - BWGA

**Registered charity number:** 1167167

**Legal form:** CIO

**Governing document:** CIO - Association Registered 17 May 2016 as amended on 16 May 2018

**Address:** C/O Jackson Hall  
Portland Place  
Hastings  
East Sussex  
TN34 1QN

**Committee members:** Nigel Sinden (Chair)  
Beryl Lovett (Secretary)  
Sue Jirbandey (Treasurer)  
Lesley Bruce

**Bankers:** Lloyds Bank Lewisham Branch  
120 Lewisham High Street, Lewisham, London, SE13 6JG

**Independent Examiner:** Laura Dawson, Independent Examiner  
HVA, Jackson Hall, Portland Place, Hastings, TN34 1QN

**Bohemia Walled Garden Association**  
**Trustee Annual Report**  
**For the year January - December 2024**  
**Charity Commission report & for AGM in 2025**

**The Bohemia Walled Garden Association (BWGA)**

The BWGA was formed in 2009 with the purpose of restoring, preserving and utilising the 19<sup>th</sup> Century Victorian walled garden in the Summerfields Wood. It aims to bring it back into active use for horticultural, educational, heritage and cultural activities.

The garden is owned by Hastings Borough Council (HBC) and leased to the BWGA for 25 years until 31 March 2036. The lease was renewed on the 5<sup>th</sup> January 2018 in line with the BWGA change of status to a Registered Charity. The garden is located in the Summerfields Wood which is a Local Nature Reserve (LNR).

**Structure, Governance and Management**

The BWGA is managed by volunteers. It is a registered Charity (Registration Number 1167167) as a Charitable Incorporated Organisation (CIO) with voting members other than its charity trustees. The organisation is managed by charity trustees and governed by the BWGA Charity Commission Constitution. It follows Charity Commission (CC) guidelines and must report annually to the CC to affirm its obligation to function for the 'public benefit' and to uphold the BWGA/CC objectives.

The BWGA trustees are supported by other BWGA members on a committee who have delegated roles. BWGA members, plot-holders and volunteers are overseen by the trustees in the everyday running of the garden, events, fundraising and educational activities. The local community is encouraged to participate in all the above.

**The BWGA Charity Commission Objects:**

- (1) To promote for the public the conservation, protection and improvement of the physical and natural environment.
- (2) To advance the education of the public in the conservation, protection and improvement of the physical and natural environment.
- (3) The provision of facilities for recreation and other leisure-time occupation in the interests of social welfare for the public at large with the object of improving their conditions of life.

To be a Charity it is necessary for the trustees to understand and to have regard to the 'public benefits' that the charity aims to provide as in the objectives. The Trustees Annual Report is to show how these objectives are being achieved. It is presented to the BWGA members at the AGM.

## **Members of the BWGA committee as confirmed at the 2024 AGM**

Trustee(Chair)	Nigel Sinden
Trustee(Secretary)	Beryl Lovett
Trustee(Treasurer)	Sue Jirbandey
Trustee	Lesley Bruce

The current trustees are supported by other members in various activities.

### **Fundraising and Income**

Income in 2024 has come from the plot fees, refreshments sales, plants & jam sales and donations at public events.

### **Expenditure**

The following sizeable expenditure was made in 2024:

- Annual insurance, which covers public liability and protects the individual trustees.
- Corporation Tax Return – HMRC issued us with a Corporation Tax return for the year ending 2024. We needed the services of an accountancy firm, Ashdown Hurrey to submit these returns on our behalf. No Tax was due. We successfully applied to become a Charity with HMRC and have been given exemption for the next three years (i.e. 2024, 2025, 2026).
- Purchase of two recycled plastic picnic benches to replace the rotting wooden benches and seats. One was purchased from our funds and one from a generous donation from the Isabel Blackman Foundation.
- A reprint of 100 copies of the BWGA book (past, present and future)

Any expenses incurred by our volunteers are reimbursed, following a procedure of proof of expense and payment is always authorised by two signatories.

### **Grant applications**

We applied and were successful for a grant from the Isabel Blackman Foundation for the purchase of a recycled plastic bench.

### **Financial Management**

The BWGA operates a Lloyds Bank Treasurers account which is managed online. Plot fees can be made by BACS and we make payments by BACS for members expenses and other expenditures (like Insurance, Website & Email). All payments need two people to approve.

### **Insurance, Health and Safety and Policies**

The BWGA has public liability insurance and this is renewed annually. The BWGA does risk assessments for all events and activities at the garden. The risk assessment is based on a template policy before being customised for each event. Various policy documents (including risk management, volunteering and privacy) are available on our website.

### **Publicity, Information, Members and Supporters**

Our main social media platform currently is Facebook. The garden has its own website ([www.bohemiawga.org.uk](http://www.bohemiawga.org.uk)) which contains a vast amount of information about the organisation.

In 2024 we added an Instagram page (@bohemiawga) to extend our social media footprint. We still have a presence on X (@bohemiawga) [formerly Twitter].

We continue to use Mail Chimp to communicate with members and supporters, each maintained as separate lists. Members at times receive communications that are only relevant to them and they can vote at the AGM. The member group includes all plot-holders and active members who contribute in an active way to the garden's upkeep or development. Supporters are those who are keen to know what is going on and how to support us through our events. Supporters do not have voting rights at the AGM.

### **Open to the public**

We aim to open the garden to the public on Wednesdays and Sundays 10 - 12 in the growing season March-November (weather dependent and depending on volunteer availability).

In 2024 we continued with an "opening up rota" for Sundays with each week staffed by a plot holder and a committee member. The rota worked very well.

### **Volunteers**

The BWGA is completely run by volunteers and we welcome new members from the local community. We continue to aim to use the varied skills of our volunteers. Some volunteers come for a short period of time and others make up the backbone of the BWGA garden volunteer team, particularly on the Wednesday and Sunday sessions or at Events.

### **Community groups, collaborations and partnerships**

There are areas for educational purposes at no cost, which the BWGA offers as a commitment to encouraging the appreciation and benefits of working in the garden.

Spaces were still allocated throughout 2024 to Christ Church CE Primary Academy, Eggtooth (wellbeing services for children, young people, parents and professionals) and two groups from East Sussex College. We also offered two plots to a Ukraine community group to grow produce.

One of our committee members started a growing group for nurses from our local NHS Hospital.

The Refugee Buddy Project (Hastings, Rother & Wealden) has two plots against the outer wall.

We were grateful to Hastings Voluntary Action (HVA) who introduced us to Balfour Beatty who as part of their Community Engagement Programme supplied and installed two replacement raised bed units onto one of the plot holder plots.

### **Plots**

All plots have been in use throughout the year and any vacant plots have quickly been taken up by the next person on the waiting list.

### **Education**

Many educational resources can be downloaded from the website.

### **Garden Management and Development**

Members continued to maintain the borders, to give pleasure to members and visitors and also to benefit pollinating insects.

### **Public events in 2024**

We held our usual public events which were well supported.

<b>Event</b>	<b>Adults</b>	<b>Children</b>
Easter	92	49
Summer	154	32
Heritage Open Day	Cancelled due to weather	
Pumpkin Day	60	54
	306	135

Total attending: 441

Pumpkins for Pumpkin Day were kindly donated by the local Morrisons and Lidl supermarkets to top up those grown at the garden.

### **Members events in 2024**

In July, we planned for a bring-your-own picnic in the garden for plot holders and members, but it was cancelled owing to a lack of replies.

On Sunday 1st December we scheduled an outdoor gathering in the afternoon that was cancelled owing to the inclement weather.

On Thursday 5th December we met at the Welcome, St Leonards-on-Sea for a drink and food during the evening.

## Conclusion

The BWGA works for the benefit of as many people in our community as possible so they can enjoy the environment of this lovely garden and area. We ensure that the Walled Garden is conserved, protected and improved for future generations to enjoy.

The BWGA trustees would like to thank all BWGA members, volunteers and partners for their support in 2024. We thank HBC for their continued cooperation in this joint effort.

This report has been compiled and approved by the following trustees in post during 2024.

Nigel Sinden  
(Chair)

N. Sinden 17/5/2025

Sue Jirbandey  
(Treasurer)

Sue Jirbandey 17/5/2025

Beryl Lovett  
(Secretary)

B.L. 17/5/2025

Lesley Bruce

Lesley Bruce 17/5/2025

**Bohemia Walled Garden Association**  
**Receipts & Payment accounts**

for the period  
**01 January 2024** to **31 December 2024**

	Current Year		Previous Year
	General Funds	Total funds	Total
<b><u>Receipts</u></b>			
Events	1,338.25	1,338.25	1,030.89
Donations	343.98	343.98	301.76
Plot Fees	777.44	777.44	798.96
Grants	800.00	800.00	-
Other income	-	-	-
Bank Interest	-	-	-
<b>TOTAL RECEIPTS</b>	<b>3,259.67</b>	<b>3,259.67</b>	<b>2,131.61</b>
<b><u>Expenditure</u></b>			
Room Hire	-	-	50.70
Garden Supplies	281.21	281.21	252.12
Events	220.17	220.17	115.27
Insurance	352.32	352.32	335.48
Repairs & Maintenance	39.89	39.89	74.78
Stationary/Office Expenses	183.00	183.00	79.80
Independent Examination	285.00	285.00	1,134.00
Volunteer Expenses	7.54	7.54	-
Equipment Bought & Hired	1,655.21	1,655.21	150.00
IT	118.39	118.39	116.27
Misc Expenses	-	-	-
<b>TOTAL PAYMENTS</b>	<b>3,142.73</b>	<b>3,142.73</b>	<b>2,308.42</b>
<b>Net surplus/-deficit</b>	<b>116.94</b>	<b>116.94</b>	<b>-176.81</b>
Movement in funds	-	-	-
Fund balances b/f 1/1/24	4,736.62	4,736.62	4,913.43
Fund balances c/f 31/12/24	<b>4,853.56</b>	<b>4,853.56</b>	<b>4,736.62</b>

**Bohemia Walled Garden Association**  
**Statement of Assets & Liabilities**  
as at  
**31 December 2024**

	2024	2023
<b><u>Current assets</u></b>		
Current Account @ 31/12/24	4,828.56	4,711.62
Deposit Account @ 31/12/24	-	-
Cash in hand @ 31/12/24	25.00	25.00
Receipts awaiting banking	-	-
	<u>4,853.56</u>	<u>4,736.62</u>
 <b><u>less Current liabilities</u></b>		
Uncashed cheques	-	-
	<u>4,853.56</u>	<u>4,736.62</u>
 <b><u>Represented by:</u></b>		
ACCUMULATED FUND b/f	4,736.62	4,913.43
Surplus/deficit of receipts over payments	116.94	-176.81
	<u>4,853.56</u>	<u>4,736.62</u>

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities.

Approved by the Trustees on 17/5/2025 and signed on their behalf by

N. Sinden  
[Signature]

## **Independent Examiner's Report to the Committee of Bohemia Walled Garden Association**

I report on the accounts of Bohemia Walled Garden Association for the twelve month period ended 31st December 2024 which are set out on the previous pages.

### **Respective responsibilities of committee & 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 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 supporting documentation presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 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 Charities Act
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.



Laura Dawson  
Finance Manager  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 19/5/2025 .

**BOHEMIA WALLED GARDEN ASSOCIATION**

England & Wales - Charity number 1167167

---

# Accounts

---

# **Bohemia Walled Garden Association**

**Registered Charity Number: 1167167**

## **Annual Accounts**

**for the period**

**1 January 2023 - 31 December 2023**

**Contents:**

Organisational information  
Trustees' Annual Report  
Receipts & Payments account  
Statement of Assets & Liabilities  
Independent Examiner's report

Hastings Voluntary Action  
Jackson Hall  
Portland Place  
Hastings  
East Sussex  
TN34 1QN

## Organisational information of the Bohemia Walled Garden Association

The Trustees of the Bohemia Walled Garden Association presents its organisational information for the year  
Ended 31st December 2023

**Name of charity:** Bohemia Walled Garden Association - BWGA

**Registered charity number:** 1167167

**Legal form:** CIO

**Governing document:** CIO - Association Registered 17 May 2016 as amended on 16 May 2018

**Address:** C/O Jackson Hall  
Portland Place  
Hastings  
East Sussex  
TN34 1QN

**Committee members:** Nigel Sinden (Chair)  
Beryl Lovett (Secretary)  
Sue Jirbandey (Treasurer)  
Lesley Bruce

**Bankers:** Lloyds Bank Lewisham Branch  
120 Lewisham High Street, Lewisham, London, SE13 6JG

**Independent Examiner:** Laura Dawson, Independent Examiner  
HVA, Jackson Hall, Portland Place, Hastings, TN34 1QN

**Bohemia Walled Garden Association**  
**Trustee Annual Report**  
**For the year January - December 2023**  
**Charity Commission report & for AGM in 2024**

**The Bohemia Walled Garden Association (BWGA)**

The BWGA was formed in 2009 with the purpose of restoring, preserving and utilising the 19<sup>th</sup> Century Victorian walled garden in the Summerfields Wood. It aims to bring it back into active use for horticultural, educational, heritage and cultural activities.

The garden is owned by Hastings Borough Council (HBC) and leased to the BWGA for 25 years until 31 March 2036. The lease was renewed on the 5<sup>th</sup> January 2018 in line with the BWGA change of status to a Registered Charity. The garden is located in the Summerfields Wood which is a Local Nature Reserve (LNR).

**Structure, Governance and Management**

The BWGA is managed by volunteers. It is a registered Charity (Registration Number 1167167) as a Charitable Incorporated Organisation (CIO) with voting members other than its charity trustees. The organisation is managed by charity trustees and governed by the BWGA Charity Commission Constitution. It follows Charity Commission (CC) guidelines and must report annually to the CC to affirm its obligation to function for the 'public benefit' and to uphold the BWGA/CC objectives.

The BWGA trustees are supported by other BWGA members on a committee who have delegated roles. BWGA members, plot-holders and volunteers are overseen by the trustees in the everyday running of the garden, events, fundraising and educational activities. The local community is encouraged to participate in all the above.

**The BWGA Charity Commission Objects:**

- (1) To promote for the public the conservation, protection and improvement of the physical and natural environment.
- (2) To advance the education of the public in the conservation, protection and improvement of the physical and natural environment.
- (3) The provision of facilities for recreation and other leisure-time occupation in the interests of social welfare for the public at large with the object of improving their conditions of life.

To be a Charity it is necessary for the trustees to understand and to have regard to the 'public benefits' that the charity aims to provide as in the objectives. The Trustees Annual Report is to show how these objectives are being achieved. It is presented to the BWGA members at the AGM.

## **Members of the BWGA committee as confirmed at the 2023 AGM**

Trustee(Chair)	Nigel Sinden
Trustee(Secretary)	Beryl Lovett
Trustee(Treasurer)	Sue Juibandey
Trustee	Lesley Bruce

The current trustees are supported by other members in various activities.

### **Fundraising and Income**

Income in 2023 has come from the plot fees and refreshments sales and donations at public events.

### **Expenditure**

The following sizeable expenditure was made in 2023:

- Annual insurance, which covers public liability and protects the individual trustees.
- Bore Hole survey to understand the feasibility and costs involved in getting an alternative water supply into the garden rather than relying on the water storage containers which run out in the dry summer months.
- Corporation Tax Returns – HMRC issued us with a Corporation Tax return for the years ending 2020,2021 and 2022. We needed the services of accountancy firm, Ashdown Hurrey to submit these returns on our behalf. No Tax was due.

Any expenses incurred by our volunteers are reimbursed, following a procedure of proof of expense and payment is always authorised by two trustees.

### **Grant applications**

No applications were made.

### **Financial Management**

The BWGA operates a Lloyds Bank Treasurers account which is managed online and can make and receive payments by BACS. Plot fees can be made by BACS and we make payments by BACS for members expenses and other expenditures (like insurance, membership fees, Web site & Email). All payments need two authorisations.

### **Insurance, Health and Safety and Policies**

The BWGA has public liability insurance and this is renewed annually. The BWGA does risk assessments for all events and activities at the garden. The risk assessment is based on a template policy before being customised for each event. Various policy documents (including risk management, volunteering and privacy) are available on our website.

## **Publicity, Information, Members and Supporters**

Our main social media platform currently is Facebook. The garden has its own website ([www.bohemiawga.org.uk](http://www.bohemiawga.org.uk)) which contains a vast amount of information about the organisation.

We continue to use Mail Chimp to communicate with members and supporters, each maintained as separate lists. Members at times receive communications that are only relevant to them and they can vote at the AGM. The member group includes all plot-holders and active members who contribute in an active way to the garden's upkeep or development. Supporters are those who are keen to know what is going on and how to support us through our events. Supporters do not have voting rights at the AGM.

## **Open to the public**

We aim to open the garden to the public on Wednesdays and Sundays 10 - 12 in the growing season March-November (weather dependent and depending on volunteer availability).

Currently the garden is opened by the same members. In 2023 we started an "opening up rota" for Sundays with each week staffed by a plot holder and a committee member.

This was to remove the reliance on the same members opening up and allow members to know who is on the committee and encourage community spirit. The rota was self managed and there were a few weeks when plot holders opened up. It was a good start and we will further develop this in 2024 with a better booking system.

## **Volunteers**

The BWGA is completely run by volunteers and we welcome new members from the local community. We continue to aim to use the varied skills of our volunteers. Some volunteers come for a short period of time and others make up the backbone of the BWGA garden volunteer team, particularly on the Wednesday and Sunday sessions or at Events.

## **Community groups, collaborations and partnerships**

There are areas for educational purposes at no cost, which the BWGA offers as a commitment to encouraging the appreciation and benefits of working in the garden.

Spaces were still allocated throughout 2023 to Christ Church CE Primary Academy, Eggtooth (wellbeing services for children, young people, parents and professionals) and two groups from East Sussex College.

BWGA continues a partnership with Groundwork South/Greener Futures project, whereby Groundwork runs weekly "gardening for health sessions" on a larger plot within the garden.

The Refugee Buddy Project (Hastings, Rother & Wealden) has two plots against the outer wall.

## **Plots**

All plots have been in use throughout the year and any vacant plots have quickly been taken up by the next person on the waiting list.

## **Education**

Many educational resources can be downloaded from the website.

## **Garden Management and Development**

Members continued to maintain the borders, to give pleasure to members and visitors and also to benefit pollinating insects.

Bringing alternative water sources into the garden: Our committee member Abi continued to investigate options for getting water into the garden, which has proved more involved and costly than was first thought. We commissioned a survey in 2023 to look at the feasibility of a bore hole and associated costs.

Abi wrote up a proposal paper for water and together with all documents obtained which are stored on BWGA Google Drive. It is now up to the committee to secure funding and decide how to proceed.

## **Public events in 2023**

We held our usual public events which were well supported.

<b>Event</b>	<b>Adults</b>	<b>Children</b>
Easter	67	35
Summer	155	35
Heritage Open Day	80	10
Pumpkin Day	78	71
	380	151

Total attending: 531

Pumpkins for Pumpkin Day were kindly donated by the local Morrisons and Lidl supermarkets to top up those grown at the garden.

## **Members events in 2023**

In July, there was a bring-your-own picnic in the garden for plot holders and members.

In December we scheduled two social gatherings; indoors and outdoors.

On Sunday 3rd December we planned to be in the garden, but had to cancel owing to heavy rain.


On Thursday 14th December we met at the Welcome, St Leonards-on-Sea for a drink and food during the evening

## Conclusion

The BWGA works for the benefit of as many people in our community as possible so they can enjoy the environment of this lovely garden and area. We ensure that the Walled Garden is conserved, protected and improved for future generations to enjoy.

The BWGA trustees would like to thank all BWGA members, volunteers and partners for their support in 2023. We thank HBC for their continued cooperation in this joint effort.

This report has been compiled and approved by the following trustees in post during 2023.

Nigel Sinden  
(Chair)  29/7/2024

Sue Jirbandey  
(Treasurer)  17/7/2024

Beryl Lovett  
(Secretary)  17/7/2024

Lesley Bruce  17/9/2024

# Bohemia Walled Garden Association

## Receipts & Payment accounts

for the period

01 January 2023 to 31 December 2023

	Current Year		Previous Year
	General Funds	Total funds	Total
<b><u>Receipts</u></b>			
Events	1,030.89	1,030.89	1,189.56
Donations	301.76	301.76	1,000.00
Plot Fees	798.96	798.96	748.34
Grants	-	-	-
Other income	-	-	-
Bank Interest	-	-	-
<b>TOTAL RECEIPTS</b>	<b>2,131.61</b>	<b>2,131.61</b>	<b>2,937.90</b>
<b><u>Expenditure</u></b>			
Room Hire	50.70	50.70	53.50
Garden Supplies	252.12	252.12	25.69
Events	115.27	115.27	164.94
Insurance	335.48	335.48	335.94
Repairs & Maintenance	74.78	74.78	306.12
Stationary/Office Expenses	79.80	79.80	60.00
Independent Examination	1,134.00	1,134.00	85.96
Volunteer Expenses	-	-	-
Equipment Bought & Hired	150.00	150.00	100.49
IT	116.27	116.27	99.92
Misc Expenses	-	-	-
<b>TOTAL PAYMENTS</b>	<b>2,308.42</b>	<b>2,308.42</b>	<b>1,232.56</b>
<b>Net surplus/-deficit</b>	<b>-176.81</b>	<b>-176.81</b>	<b>1,705.34</b>
<b>Movement in funds</b>	<b>-</b>	<b>-</b>	
Fund balances b/f 1/1/23	<u>4,913.43</u>	<u>4,913.43</u>	<u>3,208.09</u>
Fund balances c/f 31/12/23	<u>4,736.62</u>	<u>4,736.62</u>	<u>4,913.43</u>

# Bohemia Walled Garden Association

## Statement of Assets & Liabilities

as at

31 December 2023

			2023	2022
<b>Current assets</b>				
Current Account	@	31/12/23	4,711.62	4,913.43
Deposit Account	@	31/12/23	-	
Cash in hand	@	31/12/23	25.00	
Receipts awaiting banking			-	
			<u>4,736.62</u>	<u>4,913.43</u>
<b>less Current liabilities</b>				
Uncashed cheques			-	
			<u>4,736.62</u>	<u>4,913.43</u>
<b>Represented by:</b>				
ACCUMULATED FUND b/f			4,913.43	3,208.09
Surplus/deficit of receipts over payments			-176.81	1,705.34
			<u>4,736.62</u>	<u>4,913.43</u>

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities.

Approved by the Trustees on 16 JULY 2024 and signed on their behalf by

Lesley Green  
[Signature]

## **Independent Examiner's Report to the Committee of Bohemia Walled Garden Association**

I report on the accounts of Bohemia Walled Garden Association for the twelve month period ended 31st December 2023 which are set out on the previous pages.

### **Respective responsibilities of committee & 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 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 supporting documentation presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 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 Charities Act
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.



Laura Dawson  
Finance Manager  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 03.06.2024

**BOHEMIA WALLED GARDEN ASSOCIATION**

England & Wales - Charity number 1167167

---

# Accounts

---

**Bohemia Walled Garden Association**  
**Trustee Annual Report**  
**For the year January - December 2022**  
**Charity Commission report & for AGM in 2023**

**The Bohemia Walled Garden Association (BWGA)**

The BWGA was formed in 2009 with the purpose of restoring, preserving and utilising the 19<sup>th</sup> Century Victorian walled garden in the Summerfields Wood. It aims to bring it back into active use for horticultural, educational, heritage and cultural activities.

The garden is owned by Hastings Borough Council (HBC) and leased to the BWGA for 25 years until 31 March 2036. The lease was renewed on the 5<sup>th</sup> January 2018 in line with the BWGA change of status to a Registered Charity. The garden is located in the Summerfields Wood which is a Local Nature Reserve (LNR).

**Structure, Governance and Management**

The BWGA is managed by volunteers. It is a registered Charity (Registration Number 1167167) as a Charitable Incorporated Organisation (CIO) with voting members other than its charity trustees. The organisation is managed by charity trustees and governed by the BWGA Charity Commission Constitution. It follows Charity Commission (CC) guidelines and must report annually to the CC to affirm its obligation to function for the 'public benefit' and to uphold the BWGA/CC objectives.

The BWGA trustees are supported by other BWGA members on a committee who have delegated roles. BWGA members, plot-holders and volunteers are overseen by the trustees in the everyday running of the garden, events, fundraising and educational activities. The local community is encouraged to participate in all the above.

**The BWGA Charity Commission Objects:**

- (1) To promote for the public the conservation, protection and improvement of the physical and natural environment.
- (2) To advance the education of the public in the conservation, protection and improvement of the physical and natural environment.
- (3) The provision of facilities for recreation and other leisure-time occupation in the interests of social welfare for the public at large with the object of improving their conditions of life.

To be a Charity it is necessary for the trustees to understand and to have regard to the 'public benefits' that the charity aims to provide as in the objectives. The Trustees Annual Report is to show how these objectives are being achieved. It is presented to the BWGA members at the AGM.

**Members of the BWGA committee as confirmed at the 2022 AGM**

Trustee(Chair)	Nigel Sinden
Trustee(Secretary)	Beryl Lovett

Trustee(Treasurer)  
Trustee

Sue Jirbandey  
Lesley Bruce

The current trustees are supported by other members in various activities.

### **Fundraising and Income**

Income in 2022 has come from the plot fees and refreshments sales and donations at public events. We also received a generous donation from the Bohemia Residents Association from them winding up the association funds. We welcomed two of their members to the garden at which time the cheque was presented to us.

### **Expenditure**

The following sizeable expenditures were made in 2022:

- Annual insurance, which covers public liability and protects the individual trustees.
- Water collection system over the three water containers by the garden entrance. This will collect rainwater via a large funnel.

Any expenses incurred by our volunteers are reimbursed, following a procedure of proof of expense and payment is always authorised by two trustees.

### **Grant applications**

No applications were made.

### **Financial Management**

The BWGA operates a bank account which is mainly managed online and can make and receive payments by BACS. Plot fees can be made by BACS and we make payments by BACS for members expenses and other expenditures (like insurance, membership fees). The financial controls online are the same as physical cheque payments that need two authorisations.

Our accounts for 2022 have not been examined externally as they were under £10,000, for which external review is not required. The accounts are prepared by the treasurer and are presented at the AGM and submitted to the Charity Commission.

### **Insurance, Health and Safety and Policies**

The BWGA has public liability insurance and this is renewed annually. The BWGA does risk assessments for all events and activities at the garden. The risk assessment is based on a template policy before being customised for each event. Various policy documents (including risk management, volunteering and privacy) are available on our website.



## **Publicity, Information, Members and Supporters**

Our main social media platform currently is Facebook. The garden has its own website ([www.bohemiawga.org.uk](http://www.bohemiawga.org.uk)) which contains a vast amount of information about the organisation.

We continue to use Mail Chimp to communicate with members and supporters, each maintained as separate lists. Members at times receive communications that are only relevant to them and they can vote at the AGM. The member group includes all plot-holders and active members who contribute in an active way to the garden's upkeep or development. Supporters are those who are keen to know what is going on and how to support us through our events. Supporters do not have voting rights at the AGM.

## **Opening Times**

The garden is open on Wednesdays and Sundays 10 - 12 in the growing season March-November (weather dependent).

Currently the garden is opened by the same members. We are looking at the possibility of an "opening up rota" for Sundays with each week staffed by a plot holder and a committee member, to remove the reliance on them and get members to know who is on the committee and encourage community spirit.

## **Volunteers**

The BWGA is completely run by volunteers and we welcome new members from the local community. We continue to aim to use the varied skills of our volunteers. Some volunteers come for a short period of time and others make up the backbone of the BWGA garden volunteer team, particularly on the Wednesday and Sunday sessions.

## **Community groups, collaborations and partnerships**

There are areas for educational purposes at no cost, which the BWGA offers as a commitment to encouraging the appreciation and benefits of working in the garden.

Spaces were still allocated throughout 2022 to Christ Church CE Primary Academy, Eggtooth (wellbeing services for children, young people, parents and professionals) and two groups from East Sussex College.

BWGA continues a partnership with Groundwork South/Greener Futures project, whereby Groundwork runs weekly "gardening for health sessions" on a larger plot within the garden.

The Refugee Buddy Project (Hastings, Rother & Wealden) has two plots against the outer wall.

## **Plots**

All plots have been in use throughout the year and any vacant plots have quickly been taken up by the next person on the waiting list.

## Education

Many educational resources can be downloaded from the website. Greener Futures led regular weekly volunteering and learning sessions. Christ Church CE Primary Academy used the garden for activities as part of the school curriculum.

## Garden Management and Development

Members continued to maintain the borders, to give pleasure to members and visitors and also to benefit pollinating insects.

Bringing piped water to the garden: Our committee member Abi has continued to investigate options for getting piped water into the garden which has proved more involved and costly than was first thought.

## BWGA Public events in 2022

We held our usual public events which were well supported.

Event	Adults	Children
Easter	69	68
Heritage Open Day	147	30
Pumpkin Day	70	55
	286	153

Total attending: 439

Pumpkins were kindly donated by the local Morrisons supermarket to top up those grown at the garden.

## BWGA Members events in 2022

In September, there was a bring-your-own picnic by the plots for plot holders and members.

In December we held two social gatherings; indoors and outdoors.

On Sunday 4th December we toasted marshmallows around a fire pit in the garden during the afternoon.

On Thursday 8th December we met at the Welcome for a drink and food during the evening.

All events were well supported and set to become annual events.

**Conclusion**

The BWGA works for the benefit of as many people in our community as possible so they can enjoy the environment of this lovely garden and area. We ensure that the Walled Garden is conserved, protected and improved for future generations to enjoy.

The BWGA trustees would like to thank all BWGA members, volunteers and partners for their support in 2022. We thank HBC for their continued cooperation in this joint effort.

This report and the action plan show how the BWGA continues to meet the Charity Objects.

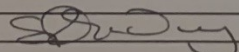
**This report has been compiled and approved by the following trustees in post during 2022.**

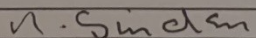
Sue Jirbandey \_\_\_\_\_ / /2023  
Beryl Lovett \_\_\_\_\_ / /2023  
Lesley Bruce \_\_\_\_\_ / /2023  
Nigel Sinden \_\_\_\_\_ / /2023

Bohemia Walled Garden Association  
 Receipts and payments account  
 For the year ended 31<sup>st</sup> December 2022

	Restricted + funds	Unrestricted -funds	£	2021
<b>Receipts</b>				
Grants		-		-
Donations		1000	1000	100
Plots		748.34	748.34	622.40
Events		1189.56	1189.56	351.30
Transfer				
		<b>2937.90</b>	<b>2937.90</b>	<b>1073.70</b>
<b>Payments</b>				
Room Hire		53.50	53.50	-
Garden supplies		25.69	25.69	40.92
Events/Activities		164.94	164.94	63.28
Insurance		335.94	335.94	325.94
Repairs		306.12	306.12	578.12
Stationery		60	60	60
Independent examination		85.96	85.96	-
Volunteer expenses				
Equipment		100.49	100.49	30.62
IT		99.92	99.52	112.31
Bank Charges				-
		<b>1232.56</b>	<b>1232.56</b>	<b>1211.19</b>
Surplus/deficit for year		+1705.34	+1705.34	-137.49
Balance of funds b/f 01/01/22		3208.09	3208.09	3345.58
Balance of funds c/f 31/12.22		4913.43	4913.43	3208.09
Current Assets		<b>4913.43</b>	<b>4913.43</b>	<b>3208.09</b>

Approved by the Trustees on 4/1/23 and signed on their behalf by

Sign  Print SUSAN JIRBANLEY

Sign  Print NIGEL SINDEN.

**BOHEMIA WALLED GARDEN ASSOCIATION**

England & Wales - Charity number 1167167

---

# Accounts

---

**Bohemia Walled Garden Association**  
**Trustee Annual Report**  
**For the year January - December 2021**  
**Charity Commission report & for AGM in 2022**

**The Bohemia Walled Garden Association (BWGA)**

The BWGA was formed in 2009 with the purpose of restoring, preserving and utilising the 19<sup>th</sup> Century Victorian walled garden in the Summerfields Wood. It aims to bring it back into active use for horticultural, educational, heritage and cultural activities.

The garden is owned by Hastings Borough Council (HBC) and leased to the BWGA for 25 years until 31 March 2036. The lease was renewed on the 5<sup>th</sup> January 2018 in line with the BWGA change of status to a Registered Charity. The garden is located in the Summerfields Wood which is a Local Nature Reserve (LNR).

**Structure, Governance and Management**

The BWGA is managed by volunteers. It is a registered Charity (Registration Number 1167167) as a Charitable Incorporated Organisation (CIO) with voting members other than its charity trustees. The organisation is managed by charity trustees and governed by the BWGA Charity Commission Constitution. It follows Charity Commission (CC) guidelines and must report annually to the CC to affirm its obligation to function for the 'public benefit' and to uphold the BWGA/CC objectives.

The BWGA trustees are supported by other BWGA members on a committee who have delegated roles. BWGA members, plot-holders and volunteers are overseen by the trustees in the everyday running of the garden, events, fundraising and educational activities. The local community is encouraged to participate in all the above.

**The BWGA Charity Commission Objects:**

- (1) To promote for the public the conservation, protection and improvement of the physical and natural environment.
- (2) To advance the education of the public in the conservation, protection and improvement of the physical and natural environment.
- (3) The provision of facilities for recreation and other leisure-time occupation in the interests of social welfare for the public at large with the object of improving their conditions of life.

To be a Charity it is necessary for the trustees to understand and to have regard to the 'public benefits' that the charity aims to provide as in the objectives. The Trustees Annual Report is to show how these objectives are being achieved. It is presented to the BWGA members at the AGM.

## **Members of the BWGA committee as confirmed at the 2021 AGM**

Trustee(Chair)	Nigel Sinden
Trustee(Secretary - shared)	Justine Munro
Trustee(Secretary - shared)	Daniela Othieno
Trustee(Treasurer & Plot Secretary)	Sue Jirbandey

The current trustees are supported by other members in various activities.

### **Fund Raising and Income**

Income in 2021 has come from the plot fees and refreshments sales and donations at public events.

### **Expenditure**

The following sizeable expenditures were made in 2021:

- Annual insurance, which covers public liability and protects the individual trustees.
- Toilet maintenance: The wind powered toilet was not functioning as expected and needed to be emptied by a professional company.
- **Anything else substantial??**

Any expenses incurred by our volunteers are reimbursed, following a procedure of proof of expense and payment is always authorised by two trustees.

### **Grant applications**

One application for funding for the planned sun and rain shelter was made to the Ansva Community Campaign in June 2021, but was unsuccessful

### **Financial Management**

The BWGA operates a bank account which is mainly managed online and can make and receive payments by BACS. Plot fees can be made by BACS and we make payments by BACS for members expenses and other expenditures (like insurance, membership fees). The financial controls online are the same as physical cheque payments that need two authorisations.

Our accounts for 2021 have not been examined externally as they were under £10,000, for which external review is not required. The accounts are prepared by the treasurer and are presented at the AGM and submitted to the Charity Commission.

### **Insurance, Health and Safety and Policies**

The BWGA has public liability insurance and this is renewed annually. The BWGA does risk assessments for all events and activities at the garden. The risk assessment is based on a template policy before being customised for each event. Various policy documents (including risk management, volunteering and privacy) are available on our web site.

## **Publicity, Information, Members and Supporters**

Our main social media platform currently is Facebook. The garden has its own website ([www.bohemiawga.org.uk](http://www.bohemiawga.org.uk)) which contains a vast amount of information about the organisation.

We have communicated via Facebook throughout 2021, sharing garden photos, events from other organisations and activities rund in the garden, also the public Pumpkin Day event.

We continue to use Mail Chimp to communicate with members and supporters, each maintained as separate lists. Members at times receive communications that are only relevant to them and they can vote at the AGM. The member group includes all plot-holders and active members who contribute in an active way to the garden's upkeep or development. Supporters are those who are keen to know what is going on and how to support us through our events.

## **Opening Times**

We reinstated the regular (weather dependent) opening times on Wednesdays and Sundays 10 - 12 in the growing season March-November.

## **Volunteers**

The BWGA is still completely run by volunteers and we welcome new members from the local community. We continue to aim to use the varied skills of our volunteers. Some volunteers come for a short period of time and others make up the backbone of the BWGA garden volunteer team, particularly on the Wednesday and Sunday sessions. There was also a community Work Day in April.

The BWGA committee has continued efforts to recruit more support for administrative tasks. At the 2020 AGM, three new members joined the committee, who have taken on various roles throughout 2021. This has been incredibly helpful as longer standing committee members had to take steps back for personal reasons.

## **Community groups, collaborations and partnerships**

There are areas for educational purposes at no cost, which the BWGA offers as a commitment to encouraging the appreciation and benefits of working in the garden.

Spaces were still allocated throughout 2021 to Christchurch Primary School, Home education group, Recovery College (and NHS mental health recovery project) and a group of art students from East Sussex College.

In spring, BWGA also started a partnership with Groundwork South/Greener Futures project, whereby Groundwork runs weekly gardening for health sessions on a larger plot within the garden.

BWGA was proud to play a major role in the publication of local permaculture gardener and educator Anna Locke's book "The Forager's Garden" - the garden is featured as a case study in the book, and a committee member represented BWGA at the book launch to talk about their experience of creating such a space at Bohemia Walled Garden.

## **Plots**

All plots have been in use throughout the year and any vacant plots have quickly been taken up by the next person on the waiting list. The pandemic seems to have continued to encourage more people to look into outdoor activity. For plotholders who had for various reasons issues with maintaining their plots, the committee was able to arrange support in those cases.

Plot fees have been raised from £1.20 to £1.50 per square metre, in light of the lack of income in previous year due to the pandemic.

## **Education**

Many educational resources can be downloaded from the website, and we shared a lot of educational events that were happening in the community. One forage garden workshop was held in the garden, and Greener Futures led regular weekly volunteering and learning sessions.

## **Garden Management and Development**

Members continued to maintain the borders, to give pleasure to members and visitors and also to benefit pollinating insects.

The grass area in front of the new wall, the top terrace chamomile lawn and the forage garden area was also maintained. Volunteers also improved the water collection and maintained the communal pumpkin area.

We had plans to build a sun and rain shelter for the plotholders, members and wider community and started making enquiries and collecting quotes. Due to capacity issues in the committee and the more pressing issue of water supply to the garden, these plans were paused for the time being.

Bringing piped water to the garden: At the 2020 AGM, members suggested engaging with Southern Water about connecting the garden to water mains. While we do want to use collected water where possible, the past few years have shown that for the garden to function as a garden, piped water back up is necessary. Hence, at the end of 2021, one of the new committee members took on this tasks and made first contacts with Southern Water to explore possibilities of getting piped water into the garden

## **BWGA Public events in 2021**

In September, the garden participated in the Sanctuary Festival which is organised by Hastings Supports Refugees in collaboration with Hastings Museum. Volunteers took small groups of visitors from the festival site on tours through the garden. This was very well received.

On 30 October, the garden hosted the much loved Pumpkin Day for the first time since the pandemic, and it was well received and attended by 114 people. Pumpkins had been kindly donated by the local Morrisons supermarket to top up those grown at the garden.

## **BWGA Members events in 2021**

In July, there was a bring-your-own picnic by the plots for plotholders and members.

## Conclusion

The BWGA works for the benefit of as many people in our community as possible so they can enjoy the environment of this lovely garden and area. We ensure that the walled garden is conserved, protected and improved for future generations to enjoy.

While things generally opened up in 2021, the consequences of the pandemic and lockdowns could still be felt. During the year, the garden slowly recovered with more activities. The partnership with Greener Futures has been especially fruitful to offer regular access to the garden to members of the community.

The BWGA trustees would like to thank all BWGA members, volunteers and partners for their support in 2021. We thank HBC for their continued cooperation in this joint effort. We also acknowledge and cannot stress enough that to realise the potential of the garden and to take over tasks from existing committee members who are needing to step back, it will need more support, particularly with the administrative and fundraising activities. Having gained three new committee members in September 2021 is a good start.

This report and the action plan show how the BWGA continues to meet the Charity Objects.

### **This report has been compiled and approved by the following trustees in post during 2021.**

Sue Jirbandey	_____	/ /2022
Justine Munro	_____	/ /2022
Daniela Othieno	_____	/ /2022
Nigel Sinden	_____	/ /2022

### **BWGA Members events in 2021**

In July, there was a bring-your-own picnic by the plots for plotholders and members.

### **Conclusion**

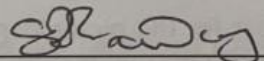
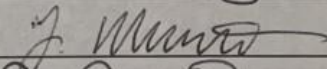
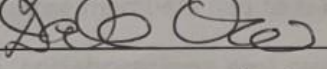
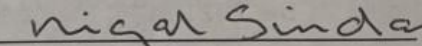
The BWGA works for the benefit of as many people in our community as possible so they can enjoy the environment of this lovely garden and area. We ensure that the walled garden is conserved, protected and improved for future generations to enjoy.

While things generally opened up in 2021, the consequences of the pandemic and lockdowns could still be felt. During the year, the garden slowly recovered with more activities. The partnership with Greener Futures has been especially fruitful to offer regular access to the garden to members of the community.

The BWGA trustees would like to thank all BWGA members, volunteers and partners for their support in 2021. We thank HBC for their continued cooperation in this joint effort. We also acknowledge and cannot stress enough that to realise the potential of the garden and to take over tasks from existing committee members who are needing to step back, it will need more support, particularly with the administrative and fundraising activities. Having gained three new committee members in September 2021 is a good start.

This report and the action plan show how the BWGA continues to meet the Charity Objects.

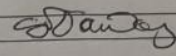
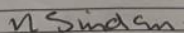
### **This report has been compiled and approved by the following trustees in post during 2021.**

Sue Jirbandey		01/10/2022
Justine Munro		01/10/2022
Daniela Othieno		01/10/2022
Nigel Sinden		01/10/2022

Bohemia Walled Garden Association  
 Receipts and payments account  
 For the year ended 31<sup>st</sup> December 2021

Receipts	Restricted + funds	Unrestricted - funds	£	2020
Grants		-	-	-
Donations		100	100	235
Plots		622.40	622.40	610.61
Events		351.30	351.30	-
Transfer				799.26
		<b>1073.70</b>	<b>1073.70</b>	<b>1644.87</b>
Payments				
Room Hire		-	-	22.80
Garden supplies		40.92	40.92	320.28
Events/Activities		63.28	63.28	-
Insurance		325.94	325.94	315.68
Repairs		578.12	578.12	143.06
Stationery		60	60	-
Independent examination		-	-	40
Volunteer expenses				95.95
Equipment		30.62	30.62	--
IT		112.31	112.31	97.94
Bank Charges		-	-	1.60
		<b>1211.19</b>	<b>1211.19</b>	<b>1037.31</b>
Surplus/deficit for year		-137.49	-137.49	+607.56
Balance of funds b/f 01/01/21		3345.58	3345.58	2785.22
Balance of funds c/f 31/12.21		3208.09	3208.09	3345.58
Current Assets		<b>3208.09</b>	<b>3208.09</b>	<b>3345.58</b>

Approved by the Trustees on 1/10/2022 and signed on their behalf by

Sign 	Print <b>SUSAN J. RANDO</b>
Sign 	Print <b>NIGEL SINDEN</b>

**BOHEMIA WALLED GARDEN ASSOCIATION**

England & Wales - Charity number 1167167

---

# Accounts

---

**Bohemia Walled Garden Association**  
**Trustee Annual Report**  
**For the year January - December 2020**  
**Charity Commission report & for AGM in 2021**

**The Bohemia Walled Garden Association (BWGA)**

The BWGA was formed in 2009 with the purpose of restoring, preserving and utilising the 19<sup>th</sup> Century Victorian walled garden in the Summerfields Wood. It aims to bring it back into active use for horticultural, educational, heritage and cultural activities.

The garden is owned by Hastings Borough Council (HBC) and leased to the BWGA for 25 years until 31 March 2036. The lease was renewed on the 5<sup>th</sup> January 2018 in line with the BWGA change of status to a Registered Charity. The garden is located in the Summerfields Wood which is a Local Nature Reserve (LNR).

**Structure, Governance and Management**

The BWGA is managed by volunteers. It is a registered Charity (Registration Number 1167167) as a Charitable Incorporated Organisation (CIO) with voting members other than its charity trustees. The organisation is managed by charity trustees and governed by the BWGA Charity Commission Constitution. It follows Charity Commission (CC) guidelines and must report annually to the CC to affirm its obligation to function for the 'public benefit' and to uphold the BWGA/CC objectives.

The BWGA trustees are supported by other BWGA members on a committee who have delegated roles. BWGA members, plot-holders and volunteers are overseen by the trustees in the everyday running of the garden, events, fundraising and educational activities. The local community is encouraged to participate in all the above.

**The BWGA Charity Commission Objects:**

- (1) To promote for the public the conservation, protection and improvement of the physical and natural environment.
- (2) To advance the education of the public in the conservation, protection and improvement of the physical and natural environment.
- (3) The provision of facilities for recreation and other leisure-time occupation in the interests of social welfare for the public at large with the object of improving their conditions of life.

To be a Charity it is necessary for the trustees to understand and to have regard to the 'public benefits' that the charity aims to provide as in the objectives. The Trustees Annual Report is to show how these objectives are being achieved. It is presented to the BWGA members at the AGM.

**Members of the BWGA committee as confirmed at the 2020 AGM**

Trustee(Chair)

Nigel Sinden

Trustee(Secretary - shared)	Justine Munro
Trustee(Secretary - shared)	Daniela Othieno
Trustee(Treasurer & Plot Secretary)	Sue Jirbandey

Previous trustees John Freedman, Dot Hill and Darren Windley stood down as trustees at the 2020 AGM. Their work over the years is much appreciated.

The current trustees are supported by other members in various activities.

### **Fund Raising and Income**

Income in 2020 has come from the plot fees as the impact of the pandemic meant that events were not possible.

### **Expenditure**

Due to the funding situation, expenses have been kept at a minimum. The only sizeable expense in 2020 was the annual insurance, which covers public liability and protects the individual trustees.

Any expenses incurred by our volunteers are reimbursed, following a procedure of proof of expense and payment is always authorised by two trustees.

### **Grant applications**

No grant applications were made in 2020.

### **Financial Management**

The BWGA operates a bank account which is mainly managed online and can make and receive payments by BACS. Plot fees can be made by BACS and we make payments by BACS for members expenses and other expenditures (like insurance, membership fees). The financial controls online are the same as physical cheque payments that need two authorisations.

Our accounts for 2020 have not been examined externally as they were under £10,000, for which external review is not required. The accounts are prepared by the treasurer and are presented at the AGM and submitted to the Charity Commission.

### **Insurance, Health and Safety and Policies**

The BWGA has public liability insurance and this is renewed annually. The BWGA does risk assessments for all events and activities at the garden. The risk assessment is based on a template policy before being customised for each event. Various policy documents (including risk management, volunteering and privacy) are available on our web site.

### **Publicity, Information, Members and Supporters**

Our main social media platform currently is Facebook. The garden has its own website ([www.bohemiawga.org.uk](http://www.bohemiawga.org.uk)) which contains a vast amount of information about the organisation.

We tried to communicate with the community via Facebook throughout 2020, sharing garden photos, events from other organisations and organised an online pumpkin carving activity.

We continue to use Mail Chimp to communicate with members and supporters, each maintained as separate lists. Members at times receive communications that are only relevant to them and they can vote at the AGM. The member group includes all plot-holders and active members who contribute in an active way to the garden's upkeep or development. Supporters are those who are keen to know what is going on and how to support us through our events.

### **Opening Times**

The garden was closed to the public for much of 2020, but open for plot-holders throughout. Covid safe rules were in place, following the up to date government guidelines. When covid restrictions allowed, we did open (weather dependent) on Wednesdays and Sundays 10 - 12 in the growing season March-November.

### **Volunteers**

The BWGA is still completely run by volunteers and we welcome new members from the local community. We continue to aim to use the varied skills of our volunteers. Some volunteers come for a short period of time and others make up the backbone of the BWGA garden volunteer team, particularly on the Wednesday and Sunday sessions.

We had a couple of Community WorkDays when restrictions allowed, where plot-holders and other garden members could come together to work at specific tasks and get to know each other. There also some ad hoc volunteer activity in the forage garden area.

The BWGA committee has tried to recruit more support for administrative tasks. The current committee members were able to keep the garden ticking over in 2020, partly because there was not much activity possible. However, with the lifting of restrictions and the possibilities to use the garden in more ways for the benefit of the community, there is a great need for administrative, fundraising and volunteer management work. Finding more support in these areas is a priority for the committee now, as the running and future development of the garden is very much dependent on this.

### **Groups who use the garden**

There are areas for educational purposes at no cost, which the BWGA offers as a commitment to encouraging the appreciation and benefits of working in the garden.

Spaces are still allocated to Christchurch Primary School, Home education group, Recovery College (an NHS mental health recovery project) and a group of art students from Hastings College and remained so throughout lockdown restrictions, although the groups have not been able to use the plots. We were able to maintain them and hope that the activity will now pick up again.

Once covid restrictions allowed, the garden was used by a local choir for practice on a few occasions and we gratefully received a donation for this.

### **Plots**

All plots have been in use throughout the year and any vacant plots have quickly been taken up by the next person on the waiting list. The lockdown seems to have encouraged more people to look into outdoor activity, while at the same time some of

our plot-holders and members were not able to come to the garden for a big part of 2020. In most cases, the committee was able to arrange support in those cases. Plot fees have remained at £1.20 per square metre.

### **Education**

Many educational resources can be downloaded from the website but educational activities or workshops had to pause in 2020.

### **Garden Management and Development**

Members continued to maintain the borders, to give pleasure to members and visitors and also to benefit pollinating insects.

The grass area in front of the new wall, the top terrace chamomile lawn and the forage garden area was also maintained. Volunteers also improved the water collection and maintained the communal pumpkin area. A Community Work Day was also run to collect manure, which was well attended.

### **BWGA Public events in 2020**

Due to covid restrictions, there were no public events in 2020. We organised an online Pumpkin Carving event, which encouraged people to share their creations.

### **BWGA Members events in 2020**

We held a small covid safe members gathering.

### **External Public events in 2019**

Due to covid restrictions, there were no external public events in 2020.

## Conclusion

The BWGA works for the benefit of as many people in our community as possible so they can enjoy the environment of this lovely garden and area. We ensure that the walled garden is conserved, protected and improved for future generations to enjoy.

2020 has been an exceptionally challenging year for everyone. This continued into 2021, and the garden is only now slowly recovering, opening up again and finding more ways to engage with the community.

The BWGA trustees would like to thank all BWGA members, volunteers and partners for their support in 2020. We thank HBC for their continued cooperation in this joint effort. We also acknowledge and cannot stress enough, that to realise the potential of the garden as a real force for good in the community, especially in these new times, it will need more support, particularly with the administrative and fundraising activities that are essential now.

This report and the action plan show how the BWGA continues to meet the Charity Objects.

**This report has been compiled and approved by the following trustees in post during 2020.**

Sue Jirbandey	_____	20/09/2021
Justine Munro	_____	20/09/2021
Daniela Othieno	_____	20/09/2021
Nigel Sinden	_____	20/09/2021

Bohemia Walled Garden Association  
 Receipts and payments account  
 for the year ended 31<sup>st</sup> December 2020

<u>Receipts</u>	Restricted funds	+	Unrestricted funds	=	£	2019
Grants	-		-			6171.00
Donations	-		235		235	609.40
Plots & keys	-		610.61		610.61	607.35
Events	-		-		-	1275.71
Transfer	-		799.26		799.26	-
			1644.87		1644.87	8663.46
<b>Payments</b>	-					
Room Hire	-		22.80		22.80	196.60
Garden supplies	-		320.28		320.28	83.33
Events/Activities	-		-		-	336.22
Insurance	-		315.68		315.68	390.08
Repairs & maintenance	-		143.06		143.06	1567.99
Stationery	-		-		-	203.84
Independent examination	-		40		40	35
Volunteer expenses	-		95.95		95.95	31.74
Equipment Bought and hired	-		-		-	737.10
IT	-		97.94		97.94	95.60
Bank charges	-		1.60		1.60	15.60
HFL project	-					8100.02
			1037.31		1037.31	11793.67
Surplus/deficit for year			+607.56		+607.56	-31130.21
Balance of funds b/f @01/01/20			2785.22		2785.22	6694.69
Balance of funds c/f @31/12/20			3345.58		3345.58	3564.69
<b>Current assets</b>						
Bank @ 31/12/20			3345.58		3345.58	3564.69

Approved by the Trustees on 22/09/21 and signed on their behalf by

Sign \_\_\_\_\_

Print \_\_\_\_\_  
(Chair)

Sign \_\_\_\_\_

Print Susan Jirbandey  
(Treasurer)

Handwritten signature: *Stanley*