



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 07	Year 20		Day 30	Month 06	Year 21

## Section A Reference and administration details

Charity name

Cilybebyll Community Growers

Other names charity is known by

None

Registered charity number (if any)

1167462

Charity's principal address

20 Cae Rhedyn  
Rhos  
Pontardawe, Swasnea  
**Postcode** SA8 3HX

### 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	Jodie	Secretary	27 <sup>th</sup> September 2020	Charity members
2	Dorothy	Chairperson	27 <sup>th</sup> September 2020	Charity members
3	Carol Jarvis	Treasurer		Charity members
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**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
General allotment provision	N/A	Federation of City Farms and Community Gardens (FCFCG) The Green House, Hereford Street, Bristol BS3 4NA
Voluntary services advice	CVS (Neath Port Talbot Council for Voluntary Services)	Neath Port Talbot Council for Voluntary Services Tŷ Margaret Thorne 17-19 Alfred Street Neath SA11 1EF

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

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Cilybebyll Community Growers governing document is a constitution.
How the charity is constituted (eg. trust, association, company)	Cilybebyll Community Growers is constituted as a CIO Association registered with the Charity Commission in June 2016 under charity number 1167462.
Trustee selection methods (eg. appointed by, elected by)	As a constituted charity, trustees are selected and elected from Cilybebyll Community Growers members and plot holders on an annual basis during the Annual General Meeting.

## 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.

The charity trustees and committee members are responsible for the general control and management of the charity. The trustees and committee members give their time freely and receive no remuneration or other financial benefit.

The trustees and committee members meet as a body regularly (usually once every two months or on an ad hoc basis as the need arises and as Covid 19 policies allow) and are responsible for decisions taken in relation to running Cilybebyll Community Growers and associated allotment facilities and activities provided by the charity. The day to day management of the Cilybebyll Community Growers allotment facilities and projects are delegated to trustees and committee members of the charity, with individual allotment holders holding responsibility for their designated plots and communal areas.

The trustees and the committee deal with the collection and distribution of funds as required, supporting the setting up and running of Cilybebyll Community Growers allotment facilities.

## Section C

## Objectives and activities

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

Cilybebyll Community Growers has been set up to promote an allotment and community growing site for the benefit of the inhabitants of the ward of Cilybebyll and the surrounding area. The providing of these facilities is for recreation or other leisure time occupation for those who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare, with the objective of improving the condition of the life of said inhabitants.

**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)**

The charity carries out a wide range of activities in pursuance of its charitable aims. The trustees consider that these activities, summarised below, benefit those who are actively involved in the allotment as members or plot holders and those of the wider community of Rhos, Cilybebyll and the surrounding area.

Cilybebyll Community Growers represents local people from Rhos, Alltwen, Pontardawe and the surrounding area. Having formed to provide allotments and associated activities for people in the local community, inspiration for the charity was generated by the need to develop much needed gardening/recreational activities within the area but also to promote environmental awareness and sustainable practices.

Development of the allotments have allowed local individuals, groups and societies to utilise the designated area at Rhos Park to promote the benefits of growing your own produce and foster a value-added community feel for a project which is environmentally friendly and adopts sustainable principles.

Allocation of plots has been based on a first come first served basis for a number of years, being open to any residents of Cilybebyll and surrounding areas. The provisions of both community and individual plots have openly encouraged local organisations such as schools, community groups etc., to take part.

Disabled access has been considered in the allotment/plot design to ensure that the allotments are as inclusive as possible. Cilybebyll Community Growers have sought to raise local community interest and encourage membership involvement.

**Additional details of objectives and activities (Optional information)**

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

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

Volunteers are an important resource to Cilybebyll Community Growers. Being a community-based project that required both trustee, committee and members involvement, from inception to successful opening and designation of plots to the ongoing running and management of the allotment site.

During 2020 to 2021 and under the current climate of a global pandemic (Covid-19) no applications for grants were made by Cilybebyll Community Growers.

As a relatively small charity no investments have been made on behalf of Cilybebyll Community Growers during this of previous financial years.

Community activities have regularly involved in excess of ten key people giving their time freely to ensure the development and progress of the project and day to day maintenance of individual plots and the surrounding communal areas. Members and plot holders are encouraged to be involved in a range of activities and to share their skills with others for the benefit of Cilybebyll Community Growers and where possible the wider community in which we operate.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The main achievements of the charity for the reporting period from 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2021 has been less ambitious as was the case in the last accounting period (2019-2020). The committee and member via the AGM felt that the site was now maintained and functioning well, and it was agreed that Cilybebyll Community Growers would not seek to access grants from Awards for All scheme via the National Lottery Fund and similar grant providers. The allotment site at Rhos Park, Rhos, Pontardawe, Swansea was in a reasonable state of repair and continues to function fully as a community-based project.

Continued general guidance has been provided via the Federation of City Farms and Community Gardens (FCFCG) regarding the general running of the allotment site. The land continues to be leased from the Community Council for a nominal annual fee (£50) and is now totally focused on the area previously referred to as Phase 1.

Volunteers within Cilybebyll Community Growers agreed to form work parties on a rota basis to actively help to clear and maintain the site where Covid-19 and government policies allowed. The trustees in consultation with committee members continued to ensure that all plots and walkways were clearly defined to improve access and to reduce problems with boundary concerns and in an aim to tackle weed control. Access continues to be an issue and again, basic improvements were made to allotment paths between plots with allotment member volunteering as necessity in achieving this aim within designated work parties.

The communal area to the left of the entry gate to the site, was the basis of many committees meeting debates, with a final decision made to cover the area with bark rather than more permanent cover. This was beneficial, as not only was the bark provided free of charge but is considered a more environmentally agreeable option and is in keeping with the charities aims and objectives. The committees aim was to minimise weeds but to provide a suitable communal area for members, something that is being monitored for the future.

Due to the onset of the global pandemic activities were curtailed in line with Welsh Government guidance (2020/21). Access to the site was granted via Cilybebyll Community Council under strict rules that were adhered to in terms of day to day allotment members and the holding of the annual AGM.

**Brief statement of the charity's policy on reserves**

Cilybebyll Community Growers do have a formal reserves policy; it is the intention of the charity to only hold reserves for necessary maintenance and day to day upkeep of the site. All reserves held by the charity at the end of the financial year will be rolled over each financial year to be used to meet specific site development, future needs and on-going repairs and maintenance associated with issues and costs related to Cilybebyll Community Growers and the allotment site based on the land to Area 1.

**Details of any funds materially in deficit**

None

**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.

The charity's main source of income during this financial period has been accessed from plots holders annual rent and membership payments. Unfortunately, due to the Covid-19 global pandemic fundraising activities such as the yearly Christmas Fair (November/December 2020) was not possible due to Welsh Government guidelines and a wish to minimise potential spread of the virus amongst the local population. An alternative approach was adopted which proved popular with members, included the selling of Christmas cards depicting scenes related to Rhos and the surrounding area. This activity generated a profit of £106 once the £140 cost of printing was deducted. No grant applications were made by Cilybebyll Community Growers this financial year. Membership and plot holder's fees were (£595) collected via the AGM provided income to support the day to day running costs associated with the allotment. Further expenditure has been spent in terms of general maintenance of the site with waste removal accounting for £228 (skip hire and wood removal). Rent of £50 and a further £165.20 insurance costs were also itemised as essential expenses payments made on behalf of Cilybebyll Community Growers. Petty cash was used for smaller costs associated with the running of the site and general maintenance costs.

During 2020/21 and as a result of Covid 19 the allotment was still accessed by plot holders/members in keeping with strict Covid-19 guidance and Welsh Assembly rules. Cilybebyll Community Growers were able to maintain gardening/recreational activities within the area whilst promoting environmental awareness and sustainable practices.

**Section F Other optional information**

None

**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)	Jodie	
Position (Secretary, Chair, etc)	Secretary	
Date		

Signature(s)		
Full name(s)	Dorothy	
Position (eg Secretary, Chair, etc)	Chairperson	
Date		

Signature(s)	<i>Carol Jarvis</i>	
Full name(s)	Carol Jarvis	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	26/09/21	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Cilybebyll Community Growers

No (if any)  
1167462

## Receipts and payments accounts

For the period  
from

Period start date  
1st July 2020

To

Period end date  
30th June 2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
<b>A1 Receipts</b>				
Donations	-	-	-	-
Grants				
Fundraising Events		-	-	-
Membership, Rent, Other	595	-	-	595
Membership Activities	-	-	-	-
other (Christmas Card Sales)	106	-	-	106
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	701	-	-	701
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	701	-	-	701
<b>A3 Payments</b>				
Cost of Fundraising Events		-	-	-
Room Hire		-	-	-
Repairs & Maintenance	228	-	-	228
Equipment		-	-	-
Insurance	165	-	-	165
Rent		-	-	-
Fixture & Fittings		-	-	-
Miscellaneous	52	-	-	52
		-	-	-
<b>Sub total</b>	445	-	-	445
<b>A4 Asset and investment purchases, (see table)</b>				
		-	-	-
		-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	445	-	-	445
<b>Net of receipts/(payments)</b>	256	-	-	256
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	3,477	-	-	3,477
<b>Cash funds this year end</b>	3,733	-	-	3,733

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Bank deposit account	3,614	-
	Petty Cash	119	-
		-	-
	<b>Total cash funds</b>	<b>3,733</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>
			-
			-
			-
			-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>
	Shed		
	Benches		
			-
			-
			-
			-
			-
			-
			-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>
	Rent		50

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

Signature

Print Name

Carol Jarvis	Carol Jarvis

CC16a

Last year

to the nearest £

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**Endowment  
funds**  
to nearest £

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OK

**Endowment  
funds**  
to nearest £

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**Current value  
(optional)**

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**Current value  
(optional)**

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**When due  
(optional)**

1st Nov 2020

Date of  
approval

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9/26/2021