



# Trustees' Annual Report for the period

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From	Period start date			To	Period end date		
	01	10	2020		30	09	2021

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### 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	Chris Curtis	Treasurer		Membership
2	Sue Curtis	Secretary		Membership
3	Tim Gover	Trustee		Membership
4	Gill Cooper	Chairperson		Membership
5	Nicole Jones	Trustee		Membership
6	Liz McClymont	Trustee		Membership
7	Anne Lowe	Trustee		Membership
8	Anthea Mabey	Trustee		Membership
9	Larry Mabey	Trustee		Membership
10	Gill Hamill	Trustee		Membership
11	Linda Arnold	Trustee	01/10/2020 - 31/12/2020	Membership
12	William Heaps	Trustee	27/07/2021 - 30/09/2021	Membership
13				
14				
15				
16				
17				
18				
19				
20				

**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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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

CIO – Charitable Incorporated Organisation. Registered 26/09/2016.

Trustee selection methods  
(eg. appointed by, elected by)

Appointed annually at AGM by membership

### 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.

## Section C Objectives and activities

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

1. advance education and good practice in horticulture; to provide facilities in the interests of social welfare, to individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life;
2. promote the good health of the public; in particular those whose health is at risk and who have been advised to exercise, through the provision of allotments for gardening.

**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)**

1. Managed a site of 160 allotment plots on behalf of Bishop's Waltham Parish Council including raised beds for disabled/wheelchair users and children's plots.
2. Organised the delivery of lectures, discussions and demonstrations to members and guests
3. Set up visits to places and organisations of horticultural interest (cancelled this year due to COVID-19 restrictions).
4. Arranged horticultural shows and competitions (cancelled this year due to COVID-19 restrictions)
5. Managed and maintained community orchard and small garden areas in Bishop's Waltham for the benefit of the local community
6. Made available an annual Grant for a local student on a horticultural course at Sparsholt College (not taken up this year).

***We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.***

**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.

Grant making Policy:

The Trustees have implemented a scheme to provide financial assistance to individuals for horticultural training if funds permit, to be reviewed annually. The availability of grants is advertised locally, an application is completed and assessed by 2 Trustees and an award is made to any suitable candidates. Any one person can only receive an award for 2 academic years.

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

1. Management, including administration and rental issues, of site of allotments with plot rental open to all residents of area. Activities to promote communal participation normally include barbecues, competitions and maintenance working parties. Some of these were curtailed this year due to COVID-19 restrictions. Allotment site is a largely unfenced area of gardens thus with open access to public.
2. On-going development of a community orchard by a small group of volunteers led by a qualified horticulturalist. The orchard is on publicly owned land and accessible to all local population at all times.
3. Continuous maintenance by a group of volunteers led by an experienced gardener of 2 areas of garden by public pathways on behalf of local council. One area is for chalk land plants, one for wildlife attracting plants. Gardens can be appreciated by local population.
4. Financial support is offered annually to a locally resident student for one year on a recognised horticultural training course to assist with travel costs, out of college visits etc. Student writes 2 short reports per year describing achievements. Unfortunately for the academic year 2020-2021 no application for the grant was made.
5. Raising of funds to support activities through sales of gardening goods at allotment building (with increased emphasis on organic and wildlife friendly products) and an annual public plant sale. The latter receives an enthusiastic response from the public for low-priced, high quality and specialist plants. Our trading was partly restricted this year due to COVID-19 restrictions.
6. Eight evening meetings for members and public at which there is a lecture by a knowledgeable person on a horticultural topic. These are social and educational events open to all. This year all presentations were carried out on-line using Zoom video conferencing as we were unable to use our normal school facility due to COVID-19 restrictions. Other social events and competitions at our trading shed have also been introduced to improve involvement across the Club.
7. Outing to horticultural / environmental related event. All trips were cancelled this year due to COVID-19 restrictions.
8. Three Shows per year for members and non-members to exhibit plants and produce competitively, open to public view. All shows were cancelled this year due to COVID-19 restrictions.
9. An item relating to horticulture is placed in the local Parish News magazine each month. The Club's activities and member's newsletters are posted on the Club's publicly available website.
10. A presence at local charitable events to promote horticulture in the community.

Section E

Financial review

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

The Club maintains reserves of £8,000 to cover potential future cost of replacing the roof of the Club Maintenance and Trading Shed and other repairs to the building fabric that may be required. Due to possible development in the locality an additional reserve of £6000 is being ring fenced for possible alterations to car parking facilities and future potential fencing requirements.

**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.

Sources of Funds

- Membership fees
- Sales at Trading Shed
- Plant Sales
- HMRC Gift Aid
- Raffles and refreshment sales at Meetings and Shows
- Advertising Sponsorship in Annual Show Programme

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)

	
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Full name(s)

CHRISTOPHER CURTIS	SUSAN CURTIS
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Position (e.g. Secretary, Chair,  
etc.)

TREASURER	SECRETARY
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Date

05/04/2021	05/04/2021
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# Bishop's Waltham Gardening Club



BWGC

Registered Charity No.  
1169353

## CHARITY ACCOUNT - FINANCIAL STATEMENT 01/10/2020 TO 30/09/2021

INCOME	2020/2021	2019/2020
Allotment rent	<b>£1,848</b>	£2,580
Plant Sales & Events	<b>£374</b>	£0
Talks & Social Events	<b>£30</b>	£332
Outings	<b>£0</b>	£24
Membership subscriptions	<b>£1,782</b>	£2,526
Annual Show	<b>£36</b>	£393
Gift Aid	<b>£392</b>	£369
Water	<b>£76</b>	£128
Donations/Grants	<b>£8</b>	£60
<b>TOTAL INCOME</b>	<b>£4,546</b>	<b>£6,412</b>
<b>EXPENDITURE</b>		
Allotment Maintenance	<b>£1,194</b>	£1,020
Plant Sales & Events	<b>£45</b>	£0
Talks & Social Events	<b>£736</b>	£1,310
Outings	<b>£0</b>	£24
Annual Show	<b>£27</b>	£57
Water	<b>£312</b>	£37
Donations/Grants	<b>£279</b>	£146
Community Orchard/Gardens	<b>£44</b>	£121
Rent	<b>£50</b>	£12
Shed Costs	<b>£133</b>	£264
Website	<b>£240</b>	£288
Insurance	<b>£578</b>	£679
Administration & Subscriptions	<b>£234</b>	£171
<b>TOTAL EXPENDITURE</b>	<b>£3,872</b>	<b>£4,129</b>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>£674</b>	<b>£2,283</b>

## TRADING ACCOUNT - FINANCIAL STATEMENT 01/10/2020 TO 30/09/2021

INCOME	2020/2021	2019/2020
Trading Sales	<b>£2,695</b>	£2,496
Donations	<b>£3</b>	
Non-Trading Sales	<b>£409</b>	
<b>TOTAL INCOME</b>	<b>£3,107</b>	<b>£2,496</b>
<b>EXPENDITURE</b>		
Trading Stock	<b>£1,355</b>	£1,255
Non-Trading Transfers Out	<b>£409</b>	
<b>TOTAL EXPENDITURE</b>	<b>£1,764</b>	<b>£1,255</b>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>£1,343</b>	<b>£1,241</b>

## ALL ACCOUNTS COMBINED - FINANCIAL STATEMENT 01/10/2020 TO 30/09/2021

INCOME	2020/2021	2019/2020
Charity Account	<b>£4,546</b>	£6,412
Trading Account	<b>£3,107</b>	£2,496
<b>TOTAL INCOME</b>	<b>£7,653</b>	<b>£8,908</b>
<b>EXPENDITURE</b>		
Charity Account	<b>£3,872</b>	£4,129
Trading Account	<b>£1,764</b>	£1,255
<b>TOTAL EXPENDITURE</b>	<b>£5,636</b>	<b>£5,384</b>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>£2,017</b>	<b>£3,524</b>

## CHARITY ACCOUNT - BALANCES 01/10/2020 TO 30/09/2021

Opening balance 1 October 2020	<b>£11,253</b>
Excess of income over expenditure	<b>£674</b>
Transfer from Trading Account	<b>£4,000</b>
	<b>£15,927</b>
Less Charity Income not credited to bank	<b>£0</b>
Plus Charity Expenditure not debited from bank	<b>£0</b>
<b>Represented by bank and cash as at date 30/09/2021</b>	<b>£15,927</b>

Independent examiners report to the trustees of Registered Charity Number 1169353  
**Respective responsibilities of trustees and examiner**

The Bishop's Waltham Gardening Club on accounts for the year ended 30 September 2021

The charity's trustees are responsible for the preparation of the accounts. The charity trustees consider that an audit is not required this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedure laid down in the general Directions given by the commission under section 145(5) (b) of the 2011 Act
- 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 next statement.

**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 2011 Act  
• to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

Name: P R Emmerson, 7, Siskin Close, Bishop's Waltham, SO32 1RP Date: 15/11/2021

Signed:

(Bishop's Waltham Gardening Club-Examiners statement)

## TRADING ACCOUNT - BALANCES 01/10/2020 TO 30/09/2021

Opening Balance 1 October 2020	<b>£9,151</b>
Excess of income over expenditure	<b>£1,343</b>
Less Transfer to Charity Account	<b>£4,000</b>
	<b>£6,494</b>
Less Trading Income not credited to bank	<b>£0</b>
Plus Trading Expenditure not debited from bank	<b>£0</b>
<b>Represented by bank and cash as at date 30/09/2021</b>	<b>£6,494</b>

I have examined the records maintained by the Bishop's Waltham Gardening Club Trading Account and based on these records, confirm that the statement of income and expenditure and funds in hand fairly reflect the transactions carried out during that period.

Name: P R Emmerson (Examiner), Address: 7, Siskin Close, Bishop's Waltham, SO32 1RP Date: 15/11/2021

Signed:

## ALL ACCOUNTS COMBINED - BALANCES 01/10/2020 TO 30/09/2021

Opening Total Balances 1 October 2020	<b>£20,404</b>
Excess of income over expenditure	<b>£2,017</b>
	<b>£22,421</b>
Less Income not credited to bank	<b>£0</b>
Plus Expenditure not debited from bank	<b>£0</b>
<b>Represented by bank and cash as at date 30/09/2021</b>	<b>£22,421</b>





# Bishop's Waltham Gardening Club



BWGC

Registered Charity No.  
1169353

## **Receipts and Payments Account (01/09/2020 to 30/09/2021)**

### **Statement of Assets and Liabilities**

#### **Assets at 30/09/2021:**

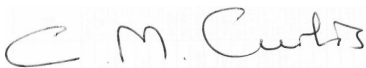

1. Cash in Bank Accounts - £22421 (see accounts for further detail)
2. Buildings – 4 roomed Maintenance and Trading Shed
  - a) Room 1 - Sales Area,
  - b) Room 2 - Meeting Room, Library & Kitchen Area
  - c) Room 3 - Toilet Facilities
  - d) Room 4 – Allotment Maintenance Storage Area
3. Sales Area Stock
4. Events Equipment – BBQ, Gazebos etc.
5. Allotment Maintenance Equipment (Mowers, Strimmers etc.)
6. Furniture - Office Filing Cabinets, Heaters, Chairs and Tables etc.

#### **Liabilities at 30/09/2021:**

None

The CIO Regulations require the following information:

- a) There is no outstanding guarantee given by the Bishop's Waltham Gardening Club CIO where any potential liability under the guarantee is outstanding at the end of the financial period (30/09/2021)
- b) There is no debt outstanding secured by an express charge on any of the assets of the Bishop's Waltham Gardening Club CIO at the end of the financial period (30/09/2021)

Signed by one or two trustees on behalf of all the trustees		
Signature		
Name	Chris Curtis	Sue Curtis
Position	Treasurer	Secretary
Date	25/04/22	25/04/22