



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|-------|------|----|-----------------|-------|------|
| | Day | Month | Year | | Day | Month | Year |
| | 01 | OCT | 2020 | | 30 | SEPT | 2021 |

Charity name THE SHED

Other names charity is known by N/A

Registered charity number (if any) 1174817

Charity's principal address Jarman's Lane

West Row

Postcode

IP288NU

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 | ROSALIND HAMILL | CHAIR | | |
| 2 | SHARON BORG | TREASURER | | |
| 3 | LISA DRANE | SECRETARY | January 2021 - Sept 2021 | |

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

| | Name | Dates acted if not for whole year |
|--|--------------------------|-----------------------------------|
| | 1. YVONNE BOWDRIDGE | |
| | 2. REV. CAROLINE BUTCHER | |
| | 3. SHARON PHILLIPS | November 2020 - Sept 2021 |
| | 4. ALAN FISHER | December 2020 - Sept 2021 |
| | 5. VALERIE CLARKE | January 2021 - Sept 2021 |
| | 6. GEOFF DABROWA | January 2021 - Sept 2021 |
| | 7. GERALDINE DABROWA | January 2021 - Sept 2021 |
| | 8. JUNE GOODENOUGH | January 2021 - Sept 2021 |
| | 9. JANE PARRY | January 2021 - Sept 2021 |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

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

| |
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| |
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Description of the charity's trusts

| | |
|---|------------------------------|
| Type of governing document (eg. trust deed, constitution) | CONSTITUTION |
| How the charity is constituted (eg. trust, association, company) | |
| Trustee selection methods (eg. appointed by, elected by) | APPOINTED BY FELLOW TRUSTEES |

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 following policies were reviewed this reporting period

1. Complaints
2. Data Protection
3. Drugs and Alcohol
4. Equality and Diversity
5. Financial Management & Accounting
6. Fund Raising
7. Health and Safety
8. Insurances
9. Media and Communications
10. Safeguarding Children and Adults
11. Whistle-Blowing

Also
The Constitution
Business Plan



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

- To provide and maintain The Shed project for the use and the benefit of those in physical, mental or social need, with the objective to improve conditions of life for the said beneficiaries and to promote development and support.

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)

We encourage a range of volunteers to make use of our facilities, from the local USAFE bases, the local supermarkets and local children's groups, ie Brownies and Scouts. We also allow the Community Payback team to bring their people to account for their hours and in turn help us with the more physical jobs.

Trustees are made aware of the governing documentation and encouraged to review the objectives of The Shed twice yearly. They are also advised to read "The Essential Trustee Guide" issued by the Charities Commission as a good source of their responsibilities

The Business Plan is reviewed annually with the consent of the Trustees.

The Shed has made strong efforts to include all groups to use our facilities which is done through regular blogs on Facebook, attending local community events to promote The Shed, by liaising with local supermarkets, and participating in local activities such as village annual celebrations, Mildenhall Lark in the Park, Merry Mildenhall, Christmas Fayre, Community Showcase, and other ad hoc village events.

We submit regular articles to The Echo, the village magazine. This publication goes to every household and enables us to build our reputation including the elderly who are less likely to access social media.

The Trustees uphold the guidance issued by the Charity Commission when planning our activities to ensure they are accessible to all and the visitors are welcomed into a safe and secure environment.

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.

All policies have been reviewed on an annual basis. We continue to transfer excess monies into a savings account with Redwood Bank. These funds are set aside for larger projects which will commence in the new year 2022. Now we are in the post-Covid period, we actively encourage more volunteers to help with the work.

Summary of the main achievements of the charity during the year

The Trustees and skeleton core volunteers have worked tirelessly under trying circumstances to maintain the buildings and gardens. This was particularly difficult with the restrictions imposed by Covid-19 which impacted greatly throughout this report and the previous months leading up to October 2020.

Our AGM was held in October 2020 when the Chair was re-elected during this report, two Trustees resigned but two new Trustees were welcomed on board

Our main entrance Driveway was completed with tarmac surfacing from our front gate abutting the main highway. This work and the Car Park was sponsored by Suffolk County Council.

Due to the lack of volunteers and visitors, we created a video of our achievements throughout 2020. This enabled our friends to remain in touch with our progress which was enormous considering the small number of people able to work on the site.

The Piggery end wall was completely rebuilt and the roof repaired during 2021. A dividing wall was removed allowing for a very large additional storage space for our large pieces of gardening equipment. New lockable doors were fitted during 2021. This is still work in progress.

We installed a Bore Hole during 2020 but also retained our many water butts for all the rainwater we can collect. The bore hole relies on electricity for the pump and as planned we were able to install a permanent electricity connection during 2021

We started to create two pond gardens a bog garden and wildlife haven to attract wildlife

The Compost Area was expanded and is maintained on an annual rotation system and with the removal of the very large overgrown south boundary hedging and we have now

extended the size of our vegetable patches around which new paths have been laid.

The Big Circle surrounded by sapling trees previously planted was cleared, levelled and grass set during 2021.

We have set out the basis of a **Petanque Court** to be completed in the new year 2022.

On the administrative side, many Policy and Procedure documents were finalised which will be reviewed annually. Our Constitution and Business Plan revised and Insurances brought up to date. Our Lease was finally registered at HM Land Registry

The Trustees enrolled on courses to include Financial Management, Safeguarding and DBS checks were completed where necessary. We continued to stay in touch via monthly & quarterly Zoom meetings and also monthly email updates.

The local supermarkets continued to support our **Free Food Hampers** with both tinned and fresh items to supplemented families in need. This was extended in December 2020 when many Christmas Hampers were distributed which included gifts and Christmas items to help celebrate as well as food.

Toilet Facilities

One of our main projects for 2022 will be the installation of Changing Places disabled toilet facilities. Planning consent has been obtained during 2021.

Recycling Crisp Packets

We are also grateful for all the empty Crisp Packets which people donate. These are collected from the collection bin at our entrance, flattened and posted off by two volunteers on a regular basis. Monies are received twice per year and help our fund-raising opportunities which were limited during Covid 2019 -2021

Little Shed We removed one potting shed to our front entrance. Planning permission was applied for. This will allow perishable produce to remain edible longer. The excess produce grown and supermarket donations are placed at our front entrance for those who need it to be taken freely, however, we welcome donations where possible. With our social activities severely restricted during 2020 and 2021 due to Covid restrictions, the donations received from here have been one of our main sources of revenue.

Wood Shed and Potting Shed. Two facilities much needed and proving extremely useful storage and workspace.

We continue to contribute to the village magazine which helps maintain our profile ready for our reopening.

Brief statement of the charity's policy on reserves

The Trustees agreed during this report that we would have a reserves policy. Monies were transferred to a savings account and reserves set aside for recurring expenditure, ie insurances and minimal running expenses such as the electricity standing charge etc

Details of any funds materially in deficit

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 funds retained by The Shed to finance the improvements of our facilities are all gleaned from donations and grant applications both local and national.

Our future objective is to establish a toilet suitable for all needs. We have investigated Changing Places and hope to provide such a facility in the near future

We have set aside monies for solar panels which will be placed on the new Toilet block to provide basic electricity (lights mainly)

To erect a third greenhouse in 2022
To continue extending the electric supply into all three stalls within the Stables during 2022

Section F

Other optional information

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

Signed on behalf of the charity's trustees

| | | | | | | | |
|---------------------|-------------------|---------------|----------------|------------------|-------------------------|------------------------|-------------------|
| Signature(s) | <i>R P Hamill</i> | <i>S Borg</i> | <i>L Drane</i> | <i>V. Clarke</i> | <i>Caroline Butcher</i> | <i>Sharon Phillips</i> | <i>Y. Bowdige</i> |
| Full Name(s) | Rosalind Hamill | Sharon Borg | Lisa Drane | Valerie Clarke | Rev. Caroline Butcher | Sharon Phillips | Yvonne Bowdige |
| Position | Chair | Treasure | Secretary | | | | |
| Date | 1/10/2021 | 01 Oct 21 | 1/10/21 | | | | |
| | | | | | | | |
| Signature | Alan Fisher | JParry | | | | | |
| Full Name(s) | Alan Fisher | Jane Parry | | | | | |
| Position : | | | | | | | |
| Date: | 1/10/2021 | 1/10/21 | | | | | |

**THE SHED
RECEIPTS & PAYMENTS ACCOUNT
FOR THE YEAR 1 OCT 2019 -THRU 30 SEPT 2020**

| <u>Income</u> | £ |
|-----------------------|------------|
| Grants | £0.00 |
| Fundraising | £234.03 |
| interest redwood bank | £69.09 |
| Cash Donations | £1,160.96 |
| TOTAL INCOME | ### |

| | | |
|---------------------------|------------------------|-----------|
| <u>Expenditure</u> | Insurance | £205.32 |
| | Fundraising Exp | £11.44 |
| | Repairs & Maintenance | £253.51 |
| | Tools & Equipment | £2,138.96 |
| | Printing & Advertising | £25.50 |
| | Professional Fees | £0.00 |

| | |
|--------------------------|------------|
| TOTAL EXPENDITURE | ### |
|--------------------------|------------|

| | |
|--|------------------------|
| Opening Balance Bank: | £27,615.41 |
| Opening Balance Petty Cash | £0.00 |
| Petty Cash Closing Balance | 217.26 |
| Net loss this year: | -£1,170.65 |
| Closing Balance Lloyds at 30 th Sept 2020 | £6,158.41 |
| Closing Balance Redwood at 30 th Sept 2020 | £20,069.09 |
| Total Closing Balance as at 30th Sept 2020 | <u>26444.76</u> |

**THE SHED
RECEIPTS & PAYMENTS ACCOUNT
FOR THE YEAR 1 OCT 2020 - 30 SEPT 2021**

| <u>Income</u> | | £ |
|--|---------------------------|-----------------------|
| Grants | | 17061.17 |
| Fundraising | | £212.33 |
| | interest redwood bank | £235.63 |
| Cash Donations | | £3,593.65 |
| TOTAL INCOME | | ### |
| | | |
| <u>Expenditure</u> | | |
| | Insurance | £812.82 |
| | Fundraising Exp /Sundries | £134.41 |
| | Repairs & Maintenance | £1,474.97 |
| | Tools & Equipment | £1,052.86 |
| | Printing & Advertising | £45.36 |
| | Gardening Sundries | £58.94 |
| | Fuel for Equipment | £56.11 |
| | Office Sundries | £2.60 |
| | Training/fees | £91.00 |
| TOTAL EXPENDITURE | | £3,729.07 |
| | | |
| Opening Balance Lloyds Bank: | | £6,158.41 |
| Opening Balance Redwood Bank | | £20,068.76 |
| Opening Balance Petty Cash | | £217.26 |
| Closing Balance Lloyds at 30 th Sept 2021 | | |
| Closing Balance Redwood at 30 th Sept 2021 | | |
| Petty Cash Closing Balance | | <u>26444.43</u> |
| Net profit/loss this year: | | £17,373.71 |
| Total Closing Balance as at 30 th Sept 2021 | | <u>43818.1</u> |

| |
|------------------|
| £13,493.75 |
| £30,304.39 |
| £20.00 |
| <hr/> £43,818.14 |