



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	OCT	2021		30	SEPT	2022

## Section A Reference and administration details

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	MARY ROLFE	TREASURER		
3	JUNE GOODENOUGH	SECRETARY	January 2022 - Sept 2022	

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

1.	SHARON PHILLIPS	
2.	ALAN FISHER	
3.	VALERIE CLARKE	
4.	JUNE GOODENOUGH	
5.	MARY ROLFE	
6.	ROSALIND HAMILL	

### 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 management

## Structure, governance and

### Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

How the charity is constituted

(eg. trust, association, company)

Trustee selection methods

(eg. appointed by, elected by)

CONSTITUTION

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

## Section C

## Objectives and activities

**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 2023. Now we are in the post-Covid period, we actively encourage more volunteers to help with the work.

## SECTION D

## Achievements and Performance

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

The Trustees and core volunteers have worked tirelessly under trying circumstances to maintain the buildings and gardens. Since Covid-19 restrictions have been lifted, we work hard to encourage more public participation, but it is a slow process.

Our AGM was held in October 2022 when the Chair was re-elected during this report, two Trustees resigned, and a new Treasurer appointed.

Our patio area was successfully refurbished with financial support from Community Action Suffolk together with cooperation with West Suffolk District Council which allowed us to recycle many paving slabs from a derelict site they were demolishing for new housing development.

A contractor was engaged to lay the slabs, resulting in a much safer environment for our less mobile clientele.

We are completing the refurbishment of our Tool Shed with repairs to the tin roof and replacement of an asbestos gutter system.

We also doubled the size of our Long Path, again allowing easier access for our disabled guests.

The Big Circle has finally been reseeded having delayed the project from our initial plan in the Spring. The ground was not sufficiently level for our purposes, so we delayed the reseeded, putting great effort into making the base level and relatively stone free. In hindsight this was an excellent decision given the very high temperatures experienced over the summer months. Now the Autumn is upon us, the grass seed has a much better chance of germination, plus our bore hole provides sufficient watering opportunity.

**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.

We have set out the basis of a **Petanque Court**, hopefully to be completed in the new year 2023.

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.

The Shed has been registered by the West Row Parish Council as a Registered Village Asset. This will afford a limited sense of security as the land cannot be undersold without our knowledge. It also encourages its use by residents who have a need to enjoy a larger space than their private gardens may allow.

We continue to collect from local supermarkets but have noticed a drastic decline in quantity of produce made available. This is no doubt a result of improved warehouse ordering coupled with the high level of financial burdens the low paid families are enduring as a result of the war in Ukraine and subsequent fuel cost escalation. We will continue to provide free food as and when it is available to us for redistribution.

#### **Toilet Facilities**

Our ongoing project to provide a Disabled Toilet is ongoing, but we have engaged a contractor who can start the job early 2023, weather permitting.

#### **Recycling Crisp Packets**

We are also grateful for all the empty Crisp Packets which people continue to 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.

**Little Shed** continues to be well used by those in need. Not only do we supply fresh vegetables, fruit and bread, but also ambient stock when available, plus our surplus produce from our gardens.

**Our Wood Shed and Potting Shed** continue to be well used. New neighbours are allowing us the use of a storage barn for our many chairs for public events. This will free-up much needed space in our Tool Shed.

We continue to contribute to the village magazine which helps maintain our profile and publicise our charitable giving.

**Fund Raising:** We continue to attend Car Boot sales to off-load supermarket stock. We attend charitable events to promote our facilities and liaise with local charitable groups to further public awareness. Annual events are our own Spring Fling, Rogation Service, attend local Christmas Fayre and village charitable events, all to raise our profile.

## Section E Financial review

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

The Trustees agreed during this report that we should have a reserves policy and at our AGM the amount was agreed to be £2,500. In addition, 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 and grass maintenance 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 complete the Disabled Toilet facility, erect a large greenhouse, lay a Petanque Court and build raised beds.

We will investigate the feasibility of solar panels for the disabled toilet.

We intend to open a Tea room when the facility is ready, and the weather is conducive to such a venture. Work in progress.

## 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**

<b>Full Name(s)</b>	Rosalind Hamill	Mary Rolfe	Valerie Clarke	Sharon Phillips	June Goodenough	Alan Fisher
<b>Position</b>	Chair	Treasurer	Secretary			
<b>Date</b>	1/10/2022	01 Oct 22	01/10/22	01 Oct 2022	01/10/2022	01/10/2022
<b>Signature</b>	Rosalind Hamill	Mary Rolfe	Val Clarke	Sharon Phillips	J. Goodenough	Alan Fisher

# The Shed Accounts

## Oct 1, 21 Sep 30, 22

### Opening Balance

Lloyds £13,520.36  
Redwood £30,304.39

### CLOSING BALANCE

£15,087  
£30,589.61 £285.22

### INCOME

**Redwood Interest** 285.22  
10/21 £26.61  
  
11/21 £625.41  
11/21 £810.12  
  
£250.00  
£15.00  
£500.00  
  
12/21 £195.00  
  
£111.00

### OUTGOINGS

£9.72  
£18.48  
£11.23  
£290.83  
  
  
  
  
£140.72  
  
£250.00  
  
  
  
£508.81  
  
£150.00  
£81.60

### BUSINESS

Free Flow On-Line Giving Foundation  
Electricity Viv and Dave Bowers  
Primula plants - Mail Shop  
Forest Heath Electrical - Junction box and switch  
Newy & Eyre - via AllTime Alarm Solutions  
  
Veg Donations  
Co-Op Donation  
Forest Heath Electrical- light fittings  
  
Mildenhall Charities Grant- cheque bounced  
Mildenhall Charities Grant- cheque bounced  
Sharon Borg donation  
Neighbourly Grant  
  
Quote Four Insurance  
Veg Donations  
Quote Four Insurance  
Andy Stevens machinery repair  
Teracycle Crisp Packet donation



	£25.00		Donation
	£241.00		Veg Donations
	£12.67		Amazon Seller Fund
	£429.00		Veg Donations Plus Xmas Fayre (£120)
	£826.00		Veg Donations
01/22		£31.99	Amazon
		£17.81	Ebay
02/22	£561.00		Veg Donaion
	£10.00		Individual donation
	£105.00		Veg Donaion
	£12.61		Amazon Seller Fund
	£300.00		Individual donation
		£20.00	Wilko Paint
		£18.00	Wilko Storage Boxes
		£27.00	Sainsburys - 2xbottles for moving slabs
03/22	17.81		R.Hamill Reimbursement
		14.58	Gary Morley - lock for veg stall
03/22	£126.00		Veg Donation
		25.01	Val Calrke expenses
		£4.99	Amazon
		£9.38	Tesco, petrol lawnmower
		£205.32	Ladbrooks Insurance Premium
		£18.48	Flower bulbs
	£220.00		Veg Donation
	£211.00		Veg Donation

04/22	£5,000.00		West Suffolk Council - Lawnmower
	£252.88		Co-Op Donation
	£347.00		Veg Donation
		£14.98	Electric Mr & Mrs Bowers
	£137.00		Veg Donation
05/22		£5.22	Tesco petrol-Cash
		£8.75	Tesco petrol-Cash
		£8.95	ASDA petrol-Cash
	£9.10		Amazon Charity reimbursement
	£392.00		Veg Donation
06/22		£34.00	Lawnsience Big Cirlce Grass Seed
		£14.98	Lock
		£15.98	Watering cans x 2
	£1,000.00		Groundwork Tesco Bags of Help
	£248.00		Veg Donation
07/22	£103.00		Teracycle Crisp Packet donation
	£206.00		Veg Donation
		£47.78	Water spray tripod sprinkler - thurlow Nunn
		£5,075.00	J D Peachey Patio refurbishment
		£8.16	12 x postage stamps
		£27.00	Refreshments for USAFE work party
		£18.00	Timpson keys
		£34.36	Screwfix--guttering and oscillating sprinkler
		£5,200.00	Thurlow Nunn Ride On Mower
		£9.80	Wicks, hose connectors
08/22		£26.70	Wicks, tomatoe feed
	£296.00		Veg Donation
		£14.21	Mr & Mrs Bowers Electricity

		£65.00	Brian Klemp, Open Day BBQ
		£22.62	R.Hamill, Open Day condiments
	£350.00		Veg Donation
09/22		£121.97	Woollards Wood for gutter, corrugated sheets
		£20.00	Sack barrows x 2 - Janine
		£24.99	Screwfix--- Black exterior paint
		£283.11	Lawnscience, final grass seed setting
		£45.78	Amazon - hose connectors
	£621.00		Deposit -- to include
	to include:-		Sainsbury's Publicity Day £21.00
			Milden Lodge Open Day £16.18
			Gun Case sold £50
			<b>Mildenhall Bingo Buddies £75.25</b>
			Car Boot Sale, Barton Mills £70
<b>TOTAL</b>	<b>£14,877.43</b>	<b>£13,001.29</b>	
<b>Profit</b>	£1,876.14		