



## Trustees' Annual Report for the period

From Period start date : 01/10/23

To Period end date: 30/09/24

Charity name: THE SHED

Charity registration number: 1174817

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>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, We encourage a range of volunteers to make use of our facilities, from the local USAF base personnel, the local supermarkets and local children;s groups, ie Brownies/Guides 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.</p> <p>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.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>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, the local Lark in the Park, both Parish and St. Mary's, Mildenhall Tree Lighting,, village fetes and fully supporting the Warm Rooms project. We keep our presence in the community known through the local magazine which goes to every household in the Parish and enables</p>

		those not on social media to be aware of local events and news.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees uphold the guidance issued by the Charities Commission when planning our activities to ensure they are accessible to all and the visitors are welcomed into a safe and secure environment</b>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>All policies have been reviewed on an annual basis We continue to monitor our grant applications and each application is specific to a large project</b>
Policy on social investment including program related investment	Para 1.38	<b>We continually improve our facilities to accommodate , as far as possible, Disabled access. We have baby changing facilities and toddler toilet adaptations. These all enable us now to reach out to all abilities and ages and they are made most welcome knowing our facilities are more than adequate for their needs</b>
Contribution made by volunteers	Para 1.38	<b>Our entire existence is reliant on our valued volunteers without which we could not maintain our gardens, both recreational, vegetables and fruit and flowers. With out the volunteers we could not continue our Care Package programme to families in food poverty, nor could we supply excess fresh fruit and veg. to those in most need. Our volunteers maintain our facilities for public use, free of charge. We have a very large grass area for recreational purposes. A Tea Room which is adaptable to craft sessions, plus of course tea and cake. We have a store room for our Care Box supplies, as well as numerous outbuildings to house our tools and equipment. All require annual maintenance</b>
Other		<b>We strive to embrace our neighbours so that our activities do not encroach on their privacy</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In 2023 we opened our Tea Room which is the middle stall of our Stable Block.</p> <p>We also purchased a ride-on mower, much needed for the vast expanse of green open spaces we have to maintain.</p> <p>November and December are quiet months in the garden when volunteers chose to go abroad on holiday. We did host an OAPs Christmas lunch for nearly 20 patrons. We also supported the Mildenhall Christmas Tree lighting displays throughout December, which aid our publicity drive.</p> <p>January was frosty but a great time for general maintenance and preparation for the new season</p> <p>February: spring bulbs peaking through and growth starting to show. We held an Open Day to display our newly laid patio area</p> <p>March: local fund raisers presented a cheque which went towards the septic tank installation for the Disabled Toilet.</p> <p>April: the Tea Room gets off to a flying start</p> <p>New gates installed and Little Shed had its annual make-over with new perspex doors to the external store, aiding the display of fruit and veg during extreme cold weather.</p> <p>And the blossom is coming out everywhere</p> <p>May: Fruit cage netting was purchased and installed. Works starts on the new fruit cages</p> <p>Grass in the Big Circle is fed and watered</p> <p>Our main entrance has a re-paint job</p> <p>Bulbs and bedding is set.</p> <p>June: Everything is growing, so lots of weeding, grass cutting, pruning, feeding and painting. Various tools and equipment was purchased to repair winter damaged items, ie greenhouse panes, etc.</p> <p>July: We continue to use our fridge and freezer which means we can now collect those items from our supermarket donors.</p> <p>Although we had previously laid a</p>

		<p>greenhouse base, health issues prevented volunteers from erecting the greenhouse, which hopefully will be completed in the next year.</p> <p>August: Time for our Annual Harvest Festival, which is well supported. Plenty of food all around, with impressive displays of our produce.</p> <p>September: Harvesting continues, Plans discussed of winter commitments and ways to promote and increase our volunteer base.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p><b>We have more than achieved our objectives this year.</b></p> <p><b>Covid 19 severely impacted on our volunteer numbers and also visitors. But we aim to host more activities next year, promoting ourselves and our facilities.</b></p> <p><b>This is and will always be work in progress</b></p>
Performance of fundraising activities against objectives set	Para 1.41	<p><b>We do not specifically set out to fund-raise as our main objective is to re-distribute excess food surplus, whether it is through our own gardens, or from supplies donated by local shops.</b></p> <p><b>We are grateful for any monetary donation received, which is all re-invested back into our facilities</b></p>
Investment performance against objectives	Para 1.41	<b>We do not make financial investments</b>
Other		<b>None</b>

### Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>We continue to remain in a healthy financial position. Our expenses only relate to large projects we plan ahead, ensuring materials are sourced in a cost-effective way.</b></p> <p><b>Volunteers usually provide the labour</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p><b>The Trustees agreed during this report that we should maintain our reserve policy, the amount was agreed to be £6,000. This is an increase on previous years due to reduced supplies and support from local supermarkets. We determined that to ensure our overheads are covered for the next 5 years this amount secures those operating costs without the reliance on grant and fund raising.</b></p>
Amount of reserves held	Para 1.22	<b>£6,000</b>

Reasons for holding zero reserves	Para 1.22	<b>N/a</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>No uncertainties</b>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>We rely on donations and when a large project is agreed, then grant funding is applied to meet those costs, whether full or in part.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>No investments made</b>
A description of the principal risks facing the charity	Para 1.46	<b>Principal risks have been reduced with the security of our extended Lease for another 20 years</b>
Other		

### **Structure, Governance and Management**

Description of charity's trusts:		<b>N/a</b>
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution, Business Plan, Policy and Procedure documentation</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustees are nominated by existing Trustees and Volunteers Individuals wishing to become a Trustee of The Shed must show a proven willingness to uphold our aims and objectives and to adhere to our policy documentation at all times Nominations are put to the Trustees who then vote</b>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>Bullying and Harassment Policy Complaints Policy Covid Risk Assessment Data Protection Drugs and Alcohol Policy Equality and Diversity Policy Financial Mngt and Accounting Fund Raising Policy Health and Safety Policy Media and Communications Policy Reserves Policy Safeguarding Policy</b>
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		<b>Whistleblowing Policy</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Our organisational structure is that of common agreement. Regular meetings are held at which any Trustee or Volunteer can make suggestions for work or purchases. The Chair is supported by the Admin Secretary, Treasurer and Trustees. Several volunteers also attend the meetings and are encouraged to make an active contribution towards the business running of The Shed</b>
Relationship with any related parties	Para 1.51	<b>No related parties</b>
Other		

## Reference and Administrative details

Charity name	THE SHED
Other name the charity uses	
Registered charity number	1174817
Charity's principal address	Site Location: Jarman's Lane, West Row,. IP28 7NU  Admin Address 163 Eldo Rd., West Row, IP28 8PY

## Names of the charity trustees who manage the charity

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	ROSALIND HAMILL	CHAIR		
2	MARY ROLFE	SECRETARY		
3	VALERIE CLARKE			
4	SHARON PHILLIPS			
5	JUNE GOODENOUGH	TREASURER		
6	ALAN FISHER			
7	SHARON VALE			
8	WILLIAM PHILLIPS			
9				
10				
11				

## Corporate trustees – names of the directors at the date the report was approved

<b>Director name</b>		
<b>N/a</b>		


Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
<b>N/a</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/a

## Additional information (optional)

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/a		

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

N/a
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/a
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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>RP Hamill</i>	<i>June Goodenough</i>
Full name(s)	ROSALIND PEARL HAMILL	JUNE GOODENOUGH
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	12/10/2024	12/10/2024



**The Shed  
Accounts  
From / To**

**01 October 2023**

**30 September 2024**

**WORKING**

**OPENING  
BALANCE**

**CLOSING BALANCE**

**BALANCE**

Lloyds	£11,039.01	£5,575.85			
Redwood	£19,439.06	£20,019.89			
					<b>£11,039.01</b>

**INCOME**

**OUTGOINGS**

**BUSINESS**

**OCTOBER 2023**

05/10/2023		£15.08	Printer Ink Cartridges	Amazon	£11,023.93
06/10/2023	£365.13		Gift Aid Credit	HMRC	£11,389.06
		£186.00	Gift Aid Amendment	HMRC	£11,203.06
12/10/2023		£23.29	Electricity 4th Qtr	Mr Bowers	£11,179.77
12/10/2023		£25.63	Petrol for Garden Equip	Field Rd. Mild	£11,154.14
15/10/2023		£20.90	Garden Tools	Simpsons Fordham Scotsdales,	£11,133.24
15/10/2023		£197.72	Flowers, Plants, Equip	Fordham	£10,935.52
16/10/2023		£52.21	Material Tool Shed	Michael Munns	£10,883.31
17/10/2023		£4,080.00	Septic Tank Balance	Mitchell & Mayle	£6,803.31
17/10/2023		£207.53	Fertiliser and Aeration	Lawn Science	£6,595.78
23/10/2023		£50.00	Sand for Wood Shed	J.D. Peachey	£6,545.78
25/10/2023	£135.00		Veg Donation		£6,680.78
26/10/2023	£300.00		Veg Donation		£6,980.78
27/10/2023	£52.00				£7,032.78
28/10/2023	£252.70		2nd Rainbows	Mildenhall	£7,285.48
31/10/2023		£77.08	Wood for Wood Store	Michael Munns	£7,285.48

**MONTHLY  
TOTAL**

**£1,104.83**

**£4,935.44**

**NOVEMBER**

**2023**

06-Nov		£146.46	Wood for Wood Store	Michael Munns	£7,139.02
21-Nov		£24.27	Generator Fuel part	Generator Guru	£7,114.75
		£66.10	Sheets for Wood Shed x 3	Woollards	£7,048.65
		£223.81	Generator Fuel Tank	Generator Guru	£6,824.84
27-Nov	£1,016.15		CoOp Credit		£7,840.99
27-Nov	£30.00		Veg Stall Donation	Dave Bowers	£7,870.99
27-Nov	£60.00		Veg Stall Donation	Paul Hamill	£7,930.99
27-Nov	£160.00		Veg Stall Donation	Janet Chipchase	£8,090.99
27-Nov	£70.00		Veg Stall Donation	Aron Rutter	£8,160.99
27-Nov	£35.00		Veg Stall Donation	Richard Blackwell	£8,195.99
30-Nov		£33.99	Generator Oil	Pit Stop	£8,162.00

**MONTHLY  
TOTAL****£1,371.15****£494.63****December**

<b>04-Dec</b>		£66.10	Wood for Tool Shed	Michael Munns	£8,095.90
<b>04-Dec</b>		£2.99	Pitstop	Plug for Genrator	£8,092.91
04-Dec		£138.06	Christmas Hamper & Gifts	Aldi	£7,954.85
04-Dec	£200.00		Sunday Suppers	Dotty Mystery	£8,154.85
04-Dec		£35.00	Generator Mtnc	Andy Stevens	£8,119.85
05-Dec		£10.60	Cream, Juice, Xmas Lunch	Sainsburys	£8,109.25
07-Dec	£24.27		Refund Generator Tap		£8,109.25
08-Dec		£12.80	Base Clips for Greenhouse	Ebay	£8,096.45
12-Dec		£400.37	Insurance	Quote Four	£7,696.08
13-Dec	58.72		Terracycle	Geoff Geraldine	£7,754.80

**MONTHLY  
TOTAL****£282.99****£665.92****Jan-24**

		£38.67	Electric 4th Qtr Oct-Dec 2023	Viv & Dave Bowers	£7,716.13
10-Jan	£235.00		Cheque Donation	2nd Rainbows	£7,951.13
	£6.00		Veg Stall Donation	Mildenhall	£7,957.13
	£30.00		Veg Stall Donation		£7,987.13

		£70.00		Veg Stall Donation		£8,057.13
		£70.00		Veg Stall Donation		£8,127.13
		£200.00		Veg Stall Donation		£8,327.13
		£40.00		Veg Stall Donation		£8,367.13
	16-Jan	£2,000.00		SCC Donation	Colin Nobel	£10,367.13
	15-Jan	£188.20		Gift Aid Refund	HMRC	£10,555.33
	15-Jan	£238.00		Veg Donation		£10,793.33
	23-Jan		£57.30	Wool Poppy Appeal	Amazon	£10,736.03
	31-Jan	£340.00		Veg Stall Donation		£11,076.03
<b>MONTHLY TOTAL</b>						
		<b>£3,417.20</b>	<b>£95.97</b>			
<b>February</b>						
	08-Feb		£2,000.00	Materials for Car Park Ext.	J D Peachey	£9,076.03
	15-Feb		£139.50	Wood for Shed 2	R Hamill	£8,936.53
				Balance for Car Park and Bore		
	15-Feb		£2,808.00	Hole pad	JD Peachey	£6,128.53
	15-Feb		£21.62	Toilet Cleaner	Amazon	£6,106.91
<b>MONTHLY TOTAL</b>						
			<b>£4,969.12</b>			
<b>March</b>						
	06-Mar	£375.30		February Veg Stall Donation		£6,482.21
				Pump House Wood Forest		
	04-Mar		£43.20	Heath	Michael Munns	£6,439.01
	29-Mar		£286.70	Fruit Cage Netting	Henry Cowls	£6,152.31
					John Carling Lawn	
			£389.41	Lawn Feed and Scaryfing	Science	£5,762.90
<b>MONTHLY TOTAL</b>						
		<b>£375.30</b>	<b>£719.31</b>			
<b>April</b>						
	03-Apr		£337.91	Greenhouse Perspex x 7	CUT Plastic	
	05-Apr		£2,940.00	Container	Sheeting	£5,424.99
	05-Apr	£856.30		Transfer for closed account	C J Overy	£2,484.99
						£3,341.29

05-Apr	£160.00		Veg Donations.		£3,501.29
10-Apr		£7.99	Rat Poison	Dobbies- Paul	£3,493.30
10-Apr	£127.00		Veg Donation		£3,620.30
15-Apr		£345.18	Heatmaster - Bore Hole Pump	Steve Bebee	£3,275.12
12-Apr		£152.41	Insurance (1 of 3)	Ladbrooks	£3,122.71
<b>MONTHLY TOTAL</b>	<b>£1,143.30</b>	<b>£3,783.49</b>			

## May

10-May		£11.50	Weed & Ant Killer - Tesco	Rosalind Hamill	£3,111.21
02-May	£200.00		Veg donation includes		£3,311.21
	£50.00		£50 from engine sale		
11-May		£37.12	Electricity for 1st Qtr 2024	V&D Bowers	£3,274.09
21-May		£21.05	Wheelbarrow Wheel	Rosalind Hamill	£3,253.04
22-May		£30.28	Speedy Weeder	Crocus	£3,222.76
22-May		£22.66	Gloves size 7 & 6	Amazon	£3,200.10
24-May	£266.04		Vegetable Donations		£3,466.14
31-May		£81.90	Compost, Tomorite	Paul	£3,384.24
Note - Bank error	£268.89	Incorrect credit			
	£268.89	Removed			
<b>MONTHLY TOTAL</b>	<b>£516.04</b>	<b>£204.51</b>			

## June

<b>07-Jun</b>		£430.00	Ramp for Container	JD Peachey	£2,954.24
12-Jun		£29.94	Scotsdales Jack Magic	Paul	£2,924.30
			Keys for Container and		
20-Jun		£99.48	Donation Box	Screwfix, via Roz	£2,824.82
30-Jun		£34.60	Electric 3rd Qtr 2024	Dave/Viv Bowers	£2,790.22
				Forest Fixings-	
30-Jun		£4.00	Nuts & Bolts	Michael	£2,786.22
30-Jun		£59.14	Screws & Paint	Toolstation-Michael	£2,727.08
30-Jun		£40.00	Plywood & Paint	Wickes- Michael	£2,687.08
30-Jun		£30.00	Plastic Sheet for Sign Letters	Michael Cash	£2,657.08

	30-Jun	£427.00		Vegetable Donations		£3,084.08
	30-Jun	£150.00		Terracycle Crisps	Geoff & Geraldine	£3,234.08
MONTHLY TOTAL		£577.00	£727.16			

## July

	11-Jul	£289.00		Veg Donations	Misc	£3,523.08
	11-Jul		£20.00	Keys Cut	Jody & Chris	£3,503.08
	15-Jul		£64.51	Materials for Second Sign	Michael Munns	£3,438.57
	31-Jul	£414.50		Veg Donations		£3,853.07
MONTHLY TOTAL		£703.50	£84.51			

## August

	01-Aug	£414.59		Veg Donation		£4,267.66
	15-Aug	£50.00		Cheque	Rita and Gordon Anderson	£4,317.66
		£595.00		Veg Donation		£4,912.66
	15-Aug		£84.00	DBS Check R. Hamill	Nochex	£4,828.66
	24-Aug		£12.00	2 Boxes with lids for Little Shed	Home Bargains	£4,816.66
	23-Aug	£645.00		Veg Donation		£5,461.66
MONTHLY TOTAL		£1,704.59	£96.00			

## September

	21-Sep	£135.00		Veg Donation		£5,596.66
	21-Sep		£18.00	Low Cost Tyres	Wheelbarrow tube	£5,578.66
MONTHLY TOTAL		£135.00	£18.00			

**Closing  
Balance**

**Lloyds  
Redwood**

**£5,578.66  
£20,019.89**

**Ring-fenced**

**£6,000**



**The Shed  
Accounts  
From / To**

**01 October 2023**

**30 September 2024**

**OPENING  
BALANCE**

**CLOSING  
BALANCE**

**Lloyds**

**£11,039.01**

Redwood

£19,439.06

£20,019.89

**TOTAL INCOMING**

**TOTAL OUTGOING**

**WORKING  
BALANCE**

2023	OCTOBER	£1,104.83	£4,935.44	£7,208.40
	NOVEMBER	£1,371.15	£494.63	£8,084.92
	DECEMBER	£282.99	£665.92	£7,701.99
				£11,023.2
2024	JANUARY	£3,417.20	£95.97	2
	FEBRUARY	£0.00	£4,969.12	£6,054.10
	MARCH	£375.30	£719.31	£5,710.09
	APRIL	£1,143.30	£3,783.49	£3,069.90
	MAY	£516.04	£204.51	£3,381.43
	JUNE	£577.00	£727.16	£3,231.27
	JULY	£703.50	£84.51	£3,850.26
	AUGUST	£1,704.59	£96.00	£5,458.85
	SEPTEMBER	£135.00	£18.00	£5,440.85

**£5,575**

£11,330.90

£16,794.06

**.85**

Redwood  
Ringfenced  
£6000

£20,019.89