



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Trustees' Annual Report for the period: April 1<sup>st</sup> 2020 to March 31<sup>st</sup> 2021**

**Charity name: Sapgate Gardens**

**Charity registration number: 1175297**

### **Objectives and Activities**

The objective of Sapgate Gardens is to provide a community garden in Thornton village in the interests of social welfare and recreation. The Garden is managed by volunteers.

Total receipts for the year were £4,432 of which, £2,240 were grants, £899 from donations, £566 from the Open Gardens event, £566 from sales and events and £145 from membership fees.

Covid-19 restrictions increased the popularity of the gardens as a safe place to relax outdoors. Although organised events were fewer than planned, the ones listed below were very successful.

The main community projects enabled by our funds included:

- a series of successful community events, which attracted a variety of people to the garden, age ranging from 2 to 80 for different events. Events included a Christmas elf hunt, Winter light festival and pumpkin carving displays
- a range of promotional materials such as posters, signage, information boards.
- the second stage of the garden pathways, being the main thoroughfare from the top to the bottom of the garden
- further enhancement of the gardens, including new borders, plants, shrubs and benches.
- a regular monthly village litter pick.

Numerous trees, shrubs, flowers, water butts and litter pickers were donated by individuals, garden centres and the council.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### **Achievements and Performance**

We should all be proud of the success of Sapgate Gardens. It has become one of Thornton's significant features and we get many compliments on the beauty and tranquillity of the gardens.

The volunteers work unstintingly to maintain and enhance the Gardens to make sure they offer an accessible and pleasurable area for local people of all ages to enjoy. Digging, weeding, strimming, planting and watering are the ongoing activities, with a constant battle to keep

brambles and docks contained. New flower beds and vegetable plots and a new tool shed have been developed and more signs created to let local people know when produce is ready to pick.

Over the period our Facebook coverage has been extensive, with photographs of the gardens through the seasons, both taken by our own volunteers as well as visitors to the gardens. More beautiful signs have been erected identifying the different fruit trees. We have a regular column in the Thornton Community Directory helping to promote the Gardens to a wider audience.

## **Financial Review**

As at March 31<sup>st</sup> 2021 Sapgate Gardens finances have a satisfactory cash surplus of £5,474, of which £1,159 are restricted funds deriving largely from the Cleaner Streets Fund with small sums remaining from the lighting and children's events funds. Donations were £899, of which £734 was via the Coop community campaign. The Open Gardens event raised £566, and this occasion was used to launch our new membership scheme providing £145. The Pop-Up Shop sales of merchandise, including chutneys, jams, and hand-knitted goods raised £496. During the year substantial donations of plants, shrubs and garden materials ensure that the calls on cash reserves were relatively low. The expenditure from restricted grant funding (£2,766) went mainly towards the new path and to events and publicity. Expenditure of unrestricted funds (£684) mainly went to support general gardening resources, public liability insurance and cost of merchandise (labels, advertising etc).

With the amounts brought forward from 2019/2020 included, the cash funds at year end were £5,474, £1,159 of which were restricted funds.

An Internal Finance Audit as recommended by the Charities Commission was conducted on Feb 2<sup>nd</sup> 2021 at which the following was agreed:

- The Sapgate Gardens Reserves Policy is based on the requirement to cover the only significant recurring cost commitment, namely the cost of third party liability insurance. The income from Pop-Up Shop sales is more than enough to cover this, and the membership fees also provide a cushion for any emergency.
- Any cash raised is to be banked as soon as possible.
- Receipts are to be given to the Secretary or the Treasurer to retain for their records.

## **Structure, Governance and Management**

Sapgate Gardens is a Charitable Incorporated Organisation with voting members other than its charity trustees. Its governing document is its Constitution. Trustees are elected by the membership at the AGM.

Sapgate Gardens is still going through the process of asset transfer from Bradford Council. The council's process for asset transfer was changed, meaning that further delays have ensued, however we are assured by the Council that it is only a matter of time....

## **Reference and Administrative details**

Charity Name: Sapgate Gardens

Other Name the Charity Uses: Sapgate Gardens Association

Registered Charity Number: 1175287

Principal Address: Sapgate Lane, Thornton, Bradford BD13 3DY

### Names of the charity trustees who manage the charity


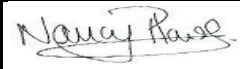
	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christine Clavering			Volunteers and Trustees
2	Paul Bose	Treasurer		Volunteers and Trustees
3	Nancy Plowes	Secretary		Volunteers and Trustees
4	Sarah Dixon	Chair		Volunteers and Trustees
5	Stephen Angus			Volunteers and Trustees
6	Laraine Hudson			Volunteers and Trustees
7	Kevin Walker	Membership Secretary		

### Declarations

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)

Sarah E. A Dixon	Nancy Plowes
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Position

Chair	Secretary
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Date

07.09.21
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Sapgate Gardens**

No. (if any)  
**1175287**

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## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	April 1st 2020		March 31st 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 £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	899	-	-	899	2,461
Sales and events	557	-	-	557	839
Grants	-	2,240	-	2,240	1,942
Membership	145	-	-	145	-
Open Gardens	566	-	-	566	-
Other	25	-	-	25	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>2,192</b>	<b>2,240</b>	<b>-</b>	<b>4,432</b>	<b>5,242</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,192</b>	<b>2,240</b>	<b>-</b>	<b>4,432</b>	<b>5,242</b>
<b>A3 Payments</b>					
Garden resources	348	452	-	800	203
Insurance	180	-	-	180	168
Cost of merchandise	156	-	-	156	-
Events/publicity	-	1,034	-	1,034	1,101
Petty Cash	-	-	-	-	100
Paths	-	1,280	-	1,280	-
	-	-	-	-	-
<b>Sub total</b>	<b>684</b>	<b>2,766</b>	<b>-</b>	<b>3,450</b>	<b>1,572</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>684</b>	<b>2,766</b>	<b>-</b>	<b>3,450</b>	<b>1,572</b>
<b>Net of receipts/(payments)</b>	<b>1,508</b>	<b>- 526</b>	<b>-</b>	<b>982</b>	<b>3,670</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>2,807</b>	<b>1,685</b>	<b>-</b>	<b>4,492</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>4,315</b>	<b>1,159</b>	<b>-</b>	<b>5,474</b>	<b>3,670</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>				
	Grants	-	1,159	-
	Cash	4,315	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,315</b>	<b>1,159</b>	<b>-</b>

(agree balances with receipts and payments account(s))

Unrestricted funds

Restricted funds

Endowment funds

**B2 Other monetary assets**

Details	to nearest £	to nearest £	to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

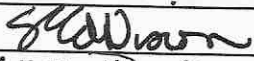
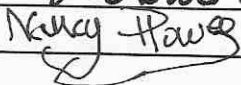
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Sarah Dixon	07.09.21
	Nancy Plowes	07-09-21