



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period: April 1<sup>st</sup> 2021 to March 31<sup>st</sup> 2022**

**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.

Continuing Covid-19 restrictions during the year 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 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 an Easter Egg Hunt, Christmas light festival and pumpkin carving.
- a range of promotional materials such as posters, leaflets and signage.
- the improvement of the bottom path
- further enhancement of the gardens, including new borders, plants, shrubs and benches.
- a regular monthly village litter pick
- gloves and equipment for Thornton Primary School children.

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 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. We have a regular column in the Thornton Community Directory helping to promote the Gardens to a wider audience. We hosted gardening sessions for 90 primary school children.

## **Financial Review**

Total receipts for the year were £4,324 of which the main contributions were £993 as a grant from the Coop, £1,405 from Open Gardens (£817 net after deduction of publicity costs), £445 from donations and £1209 from merchandise sales (£676 net of costs). As at March 31<sup>st</sup> 2022 Sapgate Gardens finances have a satisfactory cash surplus of £4,431, a decrease of about £1000 compared to 2021, however the major groundworks associated with the paths are now complete and regular income is provided by the sales of merchandise, especially since the home made preserves and hand knitted goods are becoming more and more popular. 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 (£1,159) went mainly towards the new path and also to events and publicity. Expenditure of unrestricted funds (£4,209) mainly went to support general gardening resources, events and publicity and cost of merchandise (labels, advertising etc).

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.

## **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.

The asset transfer from Bradford Council had still not been completed by the official end of the financial year, however it was completed on April 1<sup>st</sup> 2022.

## 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

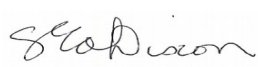
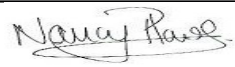
	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Bose			Volunteers and Trustees
2	Nancy Plowes	Secretary		Volunteers and Trustees
3	Sarah Dixon	Chair		Volunteers and Trustees
4	Stephen Angus			Volunteers and Trustees
5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

## 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**

06.09.22
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Sapgate Gardens

No (if any)  
1175287

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## Receipts and payments accounts

For the period from	Period start date April 1st 2021	To	Period end date March 31st 2022
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### 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	445	-	-	445	899
Sales and events	1,316	-	-	1,316	557
Grants		994	-	994	2,240
Membership	90	-	-	90	145
Open Gardens	1,405	-	-	1,405	566
Other	74	-	-	74	25
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	<b>3,330</b>	<b>994</b>	<b>-</b>	<b>4,324</b>	<b>4,432</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>3,330</b>	<b>994</b>	<b>-</b>	<b>4,324</b>	<b>4,432</b>
<b>A3 Payments</b>					
Garden Resources	1,462	-	-	1,462	800
Insurance	135	-	-	135	180
Cost of merchandise	534	-	-	534	156
Events/publicity	1,037	400	-	1,437	1,034
Paths	147	759	-	906	1,280
Planning	262	-	-	262	-
Open Gardens publicity	632	-	-	632	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>4,209</b>	<b>1,159</b>	<b>-</b>	<b>5,368</b>	<b>3,450</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>4,209</b>	<b>1,159</b>	<b>-</b>	<b>5,368</b>	<b>3,450</b>
<b>Net of receipts/(payments)</b>	<b>- 879</b>	<b>- 165</b>	<b>-</b>	<b>- 1,044</b>	<b>982</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>4,315</b>	<b>1,159</b>	<b>-</b>	<b>5,474</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>3,436</b>	<b>994</b>	<b>-</b>	<b>4,430</b>	<b>5,474</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	-	994	-
	Cash	3,436	-	-
		-	-	-
	<b>Total cash funds</b>	<b>3,436</b>	<b>994</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>

**B2 Other monetary assets**

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

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

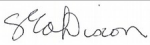

**B4 Assets retained for the charity's own use**

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	06.09.22
	Jonathan Kenningham	<b>06.09.22</b>