

**CULPEPER COMMUNITY GARDEN ASSOCIATION**

**REPORT AND ACCOUNTS FOR THE YEAR ENDED**

**31 MARCH 2023**

# **CULPEPER COMMUNITY GARDEN ASSOCIATION**

## **REPORT OF THE MANAGEMENT COMMITTEE**

### **FOR THE YEAR ENDED 31 MARCH 2023**

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#### **STRUCTURE AND OBJECTS**

The Association is a Charitable Incorporated Organisation (CIO). The registration of the CIO is charity number 1176277. The registered address of the association is 2 Dignum Street London N1 0FJ.

The objects of the Association are to maintain and manage an open space in the borough of Islington for the benefits of its members and local residents.

The site is held on a 50 year lease at a peppercorn rent from the London Borough of Islington; and registered as a Field in Trust.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our Management Committee meetings.

#### **ACHIEVEMENTS AND PERFORMANCE**

Seen as a model of good practice for many years, Culpeper Community Garden, established in 1982, continues to be a source of inspiration, pleasure and relaxation for members, volunteers and visitors alike. Our relatively small open space in inner London is run by members and volunteers on sustainable, organic principles.

It includes 46 plots cared for by local people without their own gardens, plots for supported community groups, and communal areas, including a pond, a wildlife area, lawns, a dry garden, a rose pergola; and a 'tea hut' for members. We have a small community building used regularly as a classroom, a meeting room for community groups, and available for rent to our members for birthday parties and weddings.

The day-to-day management of the Garden is run by 2 part-time members of staff, Mandy Graham and Anna

#### **Review of the year 2022/2023**

At the start of the year, we had a full and varied programme of activities here at Culpeper.

We had secured funding from Garfield Weston Foundation for one year to employ a resident Artist who ran a drop-in Arts Group on Monday afternoons, and a Craft afternoon on Thursdays. Further funding from Groundwork enabled us to build a new Insect Hotel in Culpeper Park.

Our Plant a Rainbow project, funded by D'Oyly Carte, saw a new Plot planted up with annual flowers which we used to make natural dyes. The project ran successfully on Wednesday mornings throughout the Summer; and the Plot has been conserved for future Projects.

Our twice weekly open volunteering sessions continued to be popular: we are able to provide meaningful and practical gardening tasks for all levels of skill, and everyone is welcome to attend. Volunteers also attended the 37 free Events we provided over the year which were open to the whole community. They helped out with private bookings, plant sales, and leading guided tours, and joined us on supported visits and, at the request of Islington Parks department, they planted up and maintained six on-street planters adjacent to the Garden in Dewey Road, and continued to improve the condition of the adjacent Park.

Our exploitation of the Garden's potential for hosting community activities continues to grow. We provided a fabulous venue for the Nest Collective, who held six Campfire Clubs here, including a wonderful solo performance by Martin Carthy. We enabled the Bread & Song Project, Cubitt Arts, the Claremont Project, Everyones' Music Jam and Singalong Choir to use the Garden for their events. We also enabled more than 30 Private Hires of the Garden for Birthday Parties, Weddings and other events throughout the year. such as Emily Thornberry MP's annual party.

### **Highlights of 2022/2023**

We provided a wide range of free events for our members and the wider community including:

- Members' visits to Kew Gardens, the British Museum as part of their Community Outreach Scheme; the William Morris Gallery, the Farms & Gardens Harvest festival, Freightliners Farm and The Calthorpe Project
- A Garden Open Day as part of London Open Garden Squares Weekend
- The May Plant Sale: a grand affair, with a Gardening Book sale, Arts & Crafts and a fantastic selection of homemade cakes, raising a record £1,000 for the Garden
- Summer and Winter Solstice Barbecues
- A Strawberry Tea for 120 local Pensioners, with strawberries donated by Dave & Pam from Chapel Market
- Our annual Halloween Party; including pumpkin carving, magic wands, face painting and apple bobbing, was attended by over 30 local young children and their carers
- Hosting a Private View for Ifti, a young disabled artist. We displayed his canvases around the Garden, and he sold the majority of his work, to his delight
- Card & Wreath making workshops; inviting new participants from the Islington Carers Group

- A two week Summer Play scheme using the HAF funding administered by Islington Council to provide activities and a healthy lunch and snacks for up to 20 young children per day who had additional needs
- A celebration of Diwali, the Indian festival of Light. All our regular Groups participated, painting jars and foil containers to light up the Garden
- We were awarded a Level 5 ‘Outstanding’ from the RHS’ It’s Your Neighbourhood, and an Our Space Award from the Groundwork Trust

### **Working with Schools**

Our Environmental Education programme was accessed by five local primary schools this year; bringing over 400 children into the Garden for hands-on activities looking at seasonal variation, soil invertebrates, frog life cycles and plant growth.

### **Working with Partners**

The Elfrida Gardeners Group, Culpeper Crafts & Walking Group are predominantly comprised of adults with learning difficulties and poor mental health. Elfrida Gardeners is a much-valued regular session on a Wednesday afternoon throughout the year. On Thursday afternoons we organise regular weekly sessions of a mixture of arts & crafts and supported walks to local parks, museums and community gardens & farms.

Room to Heal is an Islington-based Charity which works with asylum seekers and refugees across London. Communal Cooking continued very successfully this year; with a small hiatus due to ensuring our compliance with Food Hygiene legislation (our Community Room was up-graded and storage improved). The Group held a beautiful Summer Party where members performed their own musical numbers and dancing to music from Sierre Leone.

## **GOVERNANCE**

During this busy year a committed Management Committee directed the work of the Garden and staff. The Committee is elected annually by the members and is responsible for the governance and management of the Garden.

Early in the year, the Trustees had to terminate the membership of two plot holders, the first time this had happened in our 40 year history. Unfortunately their behaviour was so extreme that there was no alternative. This has led us to refine our membership policy, and review some of our procedures and our Code of Conduct.

## **FINANCES**

Our finances remain sound. Our main charitable funding for our activities, including environmental education, came from the Cripplegate Foundation, City Bridge Trust, Islington Council, the Estate of the late Christine Moyse, and our neighbours, CTO Lighting. Funding for specific projects came from Community Chest, Groundwork, D’Oyly Carte and Tesco Giving. Other income came from members’ subscriptions and donations, plant sales and from lettings of the Resource Centre and Garden.

Recent events in the charitable sector have shown how important it is that we continue to hold reserves equivalent to approximately six months of our running costs. In the event of reduced income in the future, this would enable us to run a basic service in the garden, while we sought future funding. It would also mean that we could meet our responsibilities to our staff if we needed to terminate their contracts.

#### **MANAGEMENT COMMITTEE**

As at 31 March 2023, the following were members of the Management Committee, all elected at the previous Annual General Meeting.

Shakir Razak(Chair)	Sarah Falconer
Nikki Burkes (Secretary)	Sarah Hayes
Stephen Mullin (Treasurer)	Andrew Lee
	Jeff Patti

In addition, there were four Trustees empowered to hold a lease from Islington Council on behalf of the Association: Peter Sutton, Kristina Glenn, Elizabeth Evans and Margaret Pitt.

#### **BANKERS**

The Association holds a Current Account and a Deposit Account with the CAF Bank

#### **INDEPENDENT FINANCIAL EXAMINER**


Martin Niemann was appointed as Independent Financial Examiner at the 2022 Annual General Meeting

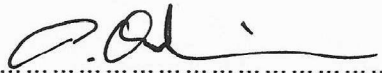
*This Report was approved by the Management Committee on:*

..... 3 OCTOBER .....2023

*as a true record of the Association's activities for the year ended 31 March 2023, and signed on its behalf by:*

.....  ..... Shakir Razak (Chair)

.....  ..... Sarah Falconer (Acting Secretary)

.....  ..... Stephen Mullin (Treasurer))

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CULPEPER COMMUNITY GARDEN ASSOCIATION**

I report to the trustees on my examination of the accounts of Culpeper Community Garden Association for the year ended 31 March 2023, which are set out on pages 7 to 10.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

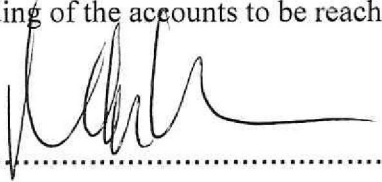
I report in respect of my examination of Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the Directions given by the Charity Commission under section 145(5) (b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  .....

Date: 13 October 2023 .....

Name:

Martin Niemann FCA

Relevant professional qualification or body:

Chartered Accountant ICAEW

Address:

13 Broadlands, Syderstone  
King's Lynn, Norfolk PE31 8ST

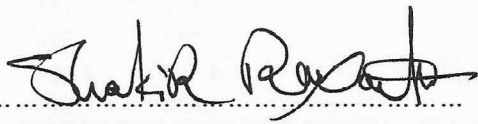


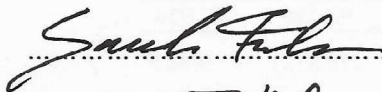
# CULPEPER COMMUNITY GARDEN ASSOCIATION


## BALANCE SHEET AS AT 31 MARCH 2023

	Note	2022/2023 £	2021/2022 £
<b>Fixed assets</b>			
Buildings	2	152,423	157,020
<b>Current assets</b>			
Cash at bank and in hand	3	48,885	62,733
		<u>48,885</u>	<u>62,733</u>
<b>Current liabilities</b>			
Creditors and accrued expenses	4	4,386	2,978
		<u>4,386</u>	<u>2,978</u>
<b>Net current assets</b>		<u>44,499</u>	<u>59,755</u>
<b>Total assets less current liabilities</b>		<u><u>196,922</u></u>	<u><u>216,775</u></u>
Represented by:			
Unrestricted fund		33,269	38,064
Designated fund		152,421	157,018
Restricted fund		<u>11,232</u>	<u>21,693</u>
<b>Total Funds</b>		<u><u>196,922</u></u>	<u><u>216,775</u></u>

These Accounts were approved by the Management Committee on .....  
~~3. OCTOBER~~ 2023 as a true record of the association's Balance Sheet  
and Statement of Financial Activities for the year ended 31 March 2023, and  
signed on its behalf by:

  
..... Shakir Razak (Chair)

  
..... Sarah Falconer (Acting Secretary)

  
..... Stephen Mullin (Treasurer)

The notes on pages 9 and 10 form part of these accounts

# CULPEPER COMMUNITY GARDEN ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted Funds £	Designated Funds	Restricted Funds £	2022/2023 £	2021/2022 £
<b>INCOME</b>						
Grants received	5	23,850	-	35,488	59,338	85,611
Membership subs		1,498	-	-	1,498	2,504
Gift Aid		-	-	-	-	-
Interest received		366	-	-	366	4
Fundraising events and donations		11,541	-	-	11,541	9,682
<b>TOTAL INCOME</b>		<b>37,255</b>	<b>-</b>	<b>35,488</b>	<b>72,743</b>	<b>97,801</b>
<b>EXPENDITURE</b>						
Salaries	6	20,866	-	27,587	48,453	42,847
Staff Cover		2,200	-	-	2,200	-
Electricity		934	-	-	934	1,009
Water rates and leakage		1,200	-	-	1,200	6,491
Insurance		1,265	-	-	1,265	1,113
Equipment		1,132	-	-	1,132	1,461
Materials		2,439	-	-	2,439	2,361
Postage, copying, stationery		800	-	-	800	977
Telephone		1,000	-	-	1,000	756
Fundraising & events costs		1,740	-	-	1,740	573
Repairs & improvements		3,161	-	-	3,161	226
Volunteers' expenses		1,205	-	-	1,205	869
Herb Project		-	-	-	-	3,411
Outgarden		-	-	1,301	1,301	854
Culpeper Choir		-	-	539	539	150
Percussion Band		-	-	1,000	1,000	-
Solar Project		-	-	3,938	3,938	2,783
Play Scheme		-	-	4,871	4,871	4,730
Rainbow Project		-	-	3,739	3,739	-
Elfrida		-	-	3,772	3,772	4,883
Nature Wellbeing Activities		-	-	-	-	3,972
Arts and Crafts Sessions		-	-	-	-	1,141
Environmental Education		106	-	-	106	103
Payroll processing/police checks		147	-	-	147	743
Staff training		225	-	-	225	526
Depreciation		-	4,597	-	4,597	4,597
Miscellaneous		2,832	-	-	2,832	1,379
<b>TOTAL EXPENDITURE</b>		<b>41,252</b>	<b>4,597</b>	<b>46,747</b>	<b>92,596</b>	<b>87,954</b>
<b>NET INCOME for the year</b>		<b>(3,997)</b>	<b>(4,597)</b>	<b>(11,259)</b>	<b>(19,853)</b>	<b>9,847</b>
<b>FUNDS TRANSFERS</b>		<b>(798)</b>	<b>-</b>	<b>798</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES BROUGHT FORWARD</b>		<b>38,064</b>	<b>157,018</b>	<b>21,693</b>	<b>216,775</b>	<b>206,928</b>
<b>FUND BALANCES CARRIED FORWARD</b>		<b>33,269</b>	<b>152,421</b>	<b>11,232</b>	<b>196,922</b>	<b>216,775</b>

The notes on pages 9 and 10 form part of these accounts



# CULPEPER COMMUNITY GARDEN ASSOCIATION

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

### NOTE 1: Accounting Policies

These Accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Accounting and Reporting by Charities - Statement of Recommended Practice.

### NOTE 2: Fixed Assets

During 2007/2008 Culpeper commenced a major building and paving project. In accordance with the Charities SORP this expenditure has been capitalised and included in a Designated Fund. The Trustees have decided to depreciate this expenditure evenly over 50 years.

	Buildings	Paving	Total
<b>Cost</b>			
At 1 April 2022	205,496	15,500	220,996
Additions	-	-	-
At 31 March 2023	205,496	15,500	220,996
<b>Depreciation</b>			
At 1 April 2022	59,594	4,382	63,976
Charge for the year	4,282	315	4,597
At 31 March 2023	63,876	4,697	68,573
<b>Net Book Values</b>			
At 31 March 2023	141,620	10,803	152,423
At 31 March 2022	145,902	11,118	157,020

### NOTE 3: Cash at Bank and in hand:

	2022/2023	2021/2022
	£	£
CAF Cash Account	3,683	36,859
CAF Gold Account	45,168	25,819
Petty cash	34	55
	48,885	62,733

### NOTE 4: Creditors and accrued expenses:

HMRC	4,206	2,679
Pensions	180	299
	4,386	2,978

# CULPEPER COMMUNITY GARDEN ASSOCIATION

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

	2022/2023 £	2021/2022 £
<b>NOTE 5: Grants received:</b>		
Cripplegate Foundation	14,350	13,730
Doyly Carte Restricted	-	4,701
Islington Council Solar Project Restricted	-	18,093
Tesco Percussion Band	500	-
Community Chest Restricted	4,900	4,825
Islington Council VCS	9,500	9,500
Islington Council Summer Play Scheme Restricted	7,440	6,222
Islington Council Out Garden Restricted	-	2,487
Garfield Weston	-	10,000
Social Farms	-	1,530
IKEA	-	4,523
City Bridge Trust Restricted	20,626	10,000
City Bridge Trust Ex Gratia Restricted	2,022	-
	<u>59,338</u>	<u>85,611</u>

## NOTE 6: Wages and salaries:

Gross salaries	46,018	40,586
Employer's National Insurance contributions	3,628	3,160
Employment allowance	(3,628)	(3,160)
Employers pension fund contribution	2,435	2,261
	<u>48,453</u>	<u>42,847</u>