



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	October	2018		31	March	2020

## Section A Reference and administration details

Charity name

Northwick Park Community Garden

Other names charity is known by

NPCG

Registered charity number (if any)

1180141

Charity's principal address

23 Rydal Gardens

Wembley

Middlesex

Postcode

HA9 8SA

### 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	Iris Fenn	Secretary		
2	Joanna Harris	Social media		
3	Rishil Parekh	Chair		
4	Eleri Kyffin	Treasurer		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

## 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 Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution – date of constitution (last amended) 28 <sup>th</sup> September 2018
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by trustees

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p>Trustees sought views of the public in November 2018 (65 respondents) and again in October 2019 (86 respondents) via questionnaires on the benefits of the garden and the activities and workshops that take place. Trustees have also collected views on the plants to be grown.</p> <p>Child protection policy in place. Health and safety policy in place. Equal opportunities policy in place.</p> <p>NPCG is a member of the London Permaculture Network. The permaculture garden expert and designer of NPCG is associated with the Network.</p> <p>All trustees give their time voluntarily and have received no remuneration or other benefits.</p>
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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

- (1) To provide facilities for recreation or other leisure time occupation by providing an area for use as a community garden and other activities for individuals in Brent, London and the surrounding area, who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.
- (2) To advance education for the public benefit particular by providing opportunities for learning about horticulture in and around the community

**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)**

<p>garden.</p> <p>(3) To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of the garden by restoring derelict areas and promoting biological diversity.</p>
<p>In planning our activities, we keep in mind the Charity Commissioner's guidance on public benefit at trustee meetings.</p> <p>a) The charity's objectives are as follows:</p> <ul style="list-style-type: none"> <li>i. Building a community and connecting people in the area. We do this by making a garden space for members of the community.</li> <li>ii. We aim to change perception of the park with the community garden and provide an attractive, natural environment in keeping with the surrounding park, attracting people who wouldn't normally choose to visit the park for leisure.</li> <li>iii. We provide opportunities for everyone to learn how food is grown, harvested and eaten. We do this through regular workshops on topics such as taking cuttings, mushroom logs and fruit trees to name a few.</li> <li>iv. Increasing biodiversity and protecting the environment. We use organic permaculture principles. The garden is already attracting bees, pollinators and other beneficial creatures to pollinate the trees and plants.</li> </ul> <p>b) The garden is being planted based on permaculture principles and patterns which mimic the natural environment. The existing plants found in the garden area were incorporated in the design to enhance the natural environment and support the ecosystem.</p> <p>To support the work that's carried out in the community garden, we have been holding workshops to teach good gardening principles.</p>

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are grateful for the many hours' volunteers have spent learning alongside each other and putting that learning into practice in creating the garden, often through very difficult conditions. There is a core group of volunteers who kept the garden watered over the hot dry summer. Bringing over bottles and barrels of water. These regular volunteers also attend the workshops and now have built up expertise in planting and have been supporting new volunteers on gardening afternoons. Since September 2019 a local scout group has regularly come to the gardening afternoon. They have become active and supportive volunteers, ably supported by our established volunteer group. Without this valuable contribution by our volunteers of time, energy and expertise we would not have been able to achieve so much

## Section D

## Achievements and performance

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

The garden installation is a phased approach, involving a timetable of 'permablitzes'. A permablitz is a one-day garden makeover event supported by a group of local volunteers.

The garden is an open green space where anyone in the community will be able to pick fruit, herbs and other edible plants all of which are grown organically, locally and seasonally. The community have been involved in the design of the garden and the edible perennials, fruit trees and shrubs that the volunteers have been planting at the monthly gardening sessions.

To date we have held the following events:

2018

- Community engagement event  
Our questionnaire showed that 98.5% supported the idea of creating an open community garden space and 95.5% would use the park more often if the garden existed (Nov 2018)

2019

- 31<sup>st</sup> Jan: **Workshop I** – What is a food forest?
- 14<sup>th</sup> Mar: **Workshop II** – Planting seeds for success.
- 31<sup>st</sup> Mar: **Workshop III** - Fruit tree workshop.
- 11<sup>th</sup> Apr: Seedling Potting Up Session.
- 30<sup>th</sup> Apr: **Workshop IV** - Making Mushroom Logs.
- 4<sup>th</sup> May: Measuring Biodiversity levels in the park
- 12<sup>th</sup> May: First gardening permablitz to plant the food forest garden.
- 16<sup>th</sup> Jun: Second permablitz: Planting, Mulching, Installing Water collecting benches.

The water benches are an innovative design each one containing a rainwater collection tank of 40 litres. They have been specially designed and hand made for the community garden.

- 30<sup>th</sup> Jun: Official opening of food forest garden

We had successfully applied for the £500 funding offered by the Council as part of the wider 'Brent Great Get Together – Community Lunch' event. The 'Great Get Together' was an initiative to celebrate the life of murdered MP Jo Cox. The picnic was held to officially open the garden and to thank volunteers for their wonderful support and commitment to help grow, plant and maintain a garden for the future. Everyone involved had done a great deal of work over the last few months on the food forest project. The picnic was to celebrate this great community effort.

- 12<sup>th</sup> Sep: **Workshop V** - How to successfully take cuttings.
- 17<sup>th</sup> Oct: **Workshop VI** – How to make a plant community of Autumn Salads and Spring bulbs.
- 20<sup>th</sup> Oct: Planting Spring bulbs in the food forest garden.
- 16<sup>th</sup> Nov: Planting Shrubs in the food forest garden.
- 14<sup>th</sup> Dec: **Workshop VII** – Natural dye workshop.  
Due to the timing and nature of this workshop this was attended by a mixture of adults and children.

Our food forest garden entered the 2019 London in Bloom RHS, "It's Your Neighbourhood" category. Achieving 'Level 1 – Establishing' certificate. Showing how much can be achieved by an enthusiastic and united community within a short space of time. The award ceremony took place on 20th September at the Arts Pavilion, Mile End Park, London where we were represented by one of our volunteers.

October 2019

Community Survey (85 responses) since creating NPCG 61 respondents visited the park because of the garden. 51 respondents had attended a NPCG event, 22 had attended 2 or more events and 9 respondents had attended 9 or more events.

*“As a local church minister in the area, seeing the positive impact of this project on the local community has been inspiring and encouraging. Drawing our diverse communities together to support something so helpful has been a great achievement for the project group. I have seen the high level of work and commitment involved in the organising of all the events so far. The project works well because it is a two way process. While we are giving our time and energy to the environment, the project is also educating and supporting us in our own gardening and in understanding how we can grow our own food. This is a really important project for educating us all about ecology and the environment in the local neighbourhood and beyond. It educates everyone about their individual responsibility to be caring for the ecology around them and the wider environment. There is a real sense of initiative and drive. I totally endorse this project and want to see them being fully supported by the council so that they can continue with their energy and drive, to educate, inspire, and equip us for the future”.*

#### 2020

- 23<sup>rd</sup> Jan: **Workshop VIII** – An introduction to composting.
- 26<sup>th</sup> Jan: Gardening afternoon to plant trees.
- 23<sup>rd</sup> Feb: Planting some low maintenance perennials in the garden.
- 27<sup>th</sup> Feb: **Workshop IX** - Making your garden wildlife friendly.

Social Media

172 sign ups to our newsletter mailing list –  
These have been driven through our website  
[www.northwickparkcommunitygarden](http://www.northwickparkcommunitygarden).

632 Facebook followers

485 Instagram followers

Winter 2019/20 we ran gardening afternoons instead of permablitzes as a practical solution to weather and light conditions.

All events were well attended with 60 + people at permablitzes and 30 + people at gardening afternoons. These events were multi-generational and representative of the local community. As experience and knowledge of the members grew, gardening afternoons became inter-generational, where members who attended the workshops taught the younger generation.

The two permablitzes cost more than originally budgeted for permablitzes. Due to the number of people attending the catering budget for permablitzes was exceeded. Gardening afternoons are considerably cheaper to run with less catering and no portable toilet hire.

We are hoping to be able to be allowed to use some under expended budget to run two further permablitzes Spring/Summer 2020.

Due to the lateness of receiving our funding (May 2019) our project was late in starting and meant that some of the initial gardening work could

not be done and the timeline had to be adjusted. We were granted a two month extension by Brent to facilitate completion of the project March 2012

We have been successful in a second CIL bid to Brent council for a new and connected project, which will focus on education for children and adults. We plan to run tailored gardening workshops for children, families and adults and offer a permaculture design course for adults wishing to gain in-depth knowledge to build knowledge in the community and run permablitz gardening events for others. 64 respondents of 85 (October 2019 survey) were interested in developing their understanding of permaculture garden design by joining a monthly course to apply the principles in their own garden and would volunteer to help others with their gardens.

## Section E Financial review

Brief statement of the charity's policy on reserves

Cash at bank on 31/3/20 was: £7310

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.

NPCG's principle source of funds is Brent Council CIL Funding 2019/20. We are still waiting for our final funding instalment of £8838,30.

A small amount of income comes from ticket sales to workshops which are cover the cost of refreshments and enable us to run three more workshops than we originally budgeted for.


Expenditure has bought a set of tools which are used at every Permablitz and gardening afternoon. 10 forks, 26 spades, 15 trowels & 10 forks. Four water barrels (50 litres) which has supported the work of the volunteers to keep the garden watered in the summer. £1848.16

## 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

Signature(s)		
Full name(s)	Eleri Kyffin	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	31 March 2020	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  No (if any)

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
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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>					
Council Grants	27,018	-	-	27,018	-
Workshop	1,447	-	-	1,447	-
Fundraising	454	-	-	454	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>28,919</b>	<b>-</b>	<b>-</b>	<b>28,919</b>	<b>-</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>28,919</b>	<b>-</b>	<b>-</b>	<b>28,919</b>	<b>-</b>
<b>A3 Payments</b>					
		-	-	-	-
Subsistence	2,360	-	-	2,360	-
Cleaning	26	-	-	26	-
Insurance	359			359	
Plants, Gardens, Workshops	4,805			4,887	
Garden Consultants	7,237			7,133	
Health & Safety	39			39	
Printing/Stationery	142			97	
Events	285			285	
Intallaion Benches	6,000			6,000	
Prizes	76			40	
Marketing/IT	280			280	
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>21,609</b>	<b>-</b>	<b>-</b>	<b>21,506</b>	<b>-</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>21,609</b>	<b>-</b>	<b>-</b>	<b>21,506</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>7,310</b>	<b>-</b>	<b>-</b>	<b>7,413</b>	<b>-</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	<b>7,310</b>	<b>-</b>	<b>-</b>	<b>7,413</b>	<b>-</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>			-	-
	Cash at Bank	7,310	-	-
		-	-	-
	<b>Total cash funds</b>	<b>7,310</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>				
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	Eleri Kyffin	Eleri Kyffin	31/3/20



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

Northwick Park Community Garden

**On accounts for the year  
ended**

March 2020

**Charity no  
(if any)**

1180141

**Set out on pages**

CC169

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2020**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable 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 (other than that disclosed below \*) in connection with the examination which gives 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

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.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

*Gemini Sham*

**Date:**

20.5.20

**Name:**

GEMINI SHAM

**Relevant professional  
qualification(s) or body  
(if any):**

ACIS: Member of the  
Institute of Chartered Secretaries

**Address:**

75 WOODCOCK HILL

KENTON

HARLOW HA3 0JH



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

No (if any)

## Receipts and payments accounts

For the period  
from

Period start date

4/1/2020

To

Period end date

3/31/2021

### 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 £
<b>A1 Receipts</b>				
Council Grants	18,119	-	-	18,119
Workshop		-	-	-
Fundraising	52	-	-	52
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	18,171	-	-	18,171
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	18,171	-	-	18,171
<b>A3 Payments</b>				
		-	-	-
Subsistence		-	-	-
Cleaning	24	-	-	24
Insurance	281			281
Plants, Gardens, Workshops	2,787			2,787
Garden Consultants	946			946
Health & Safety				-
Printing/Stationery	26			26
Events				-
Intallaion Benches				-
Prizes				-
Marketing/IT	401			401
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	4,465	-	-	4,465
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	4,465	-	-	4,465
<b>Net of receipts/(payments)</b>	13,706	-	-	13,706
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-
<b>Cash funds this year end</b>	13,706	-	-	13,706

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>			-
	Cash at Bank	21,016	-
		-	-
	<b>Total cash funds</b>	<b>21,016</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>			-
			-
			-
			-
			-

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

Signature

Print Name



CC16a



Last year

to the nearest £

27,018
1,447
454
-
-
-
-
-
28,919

-
-

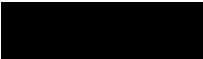
28,919
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-
2,360
26
359
4,805
7,237
39
142
285
6,000
76
280
-
-
-
-
-
21,609

-

21,609
--------

7,310
-
-
7,310



**Endowment  
funds**

**to nearest £**

-
-
-
-

OK

**Endowment  
funds**

**to nearest £**

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


Date of  
approval
