



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2021		31	March	2022

## 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		
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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)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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.

Child protection policy in place.  
Health and safety policy in place.  
Equal opportunities policy in place.  
Risk assessments are carried out by NPCG and provided to Brent Council

NPCG is a member of the London Permaculture Network. The permaculture garden expert and designer of NPCG is associated with the Network.  
NPCG is a member of the Capital Growth Network and the Big Dig. Joined March 2019.  
NPCG is a member of the Conservation Volunteers Network (TVC). Joined February 2022

All trustees give their time voluntarily and have received no remuneration or other benefits.

## 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.

**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>(2) To advance education for the public benefit, in particular by providing opportunities for learning about horticulture in and around the community 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 online 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 this year throughout the pandemic by developing and maintaining the garden. A core group of volunteers have met weekly throughout the year to weed and maintain the garden and by filling and carrying bottles of water over to keep the trees and newly planted areas watered through the drier months. Key group members spent winter months digging planting areas for planting later in 2022. These regular volunteers have built up expertise in growing and planting and attend our smaller planting sessions, supporting our new volunteers whilst still ensuring they are keeping in line with Covid restrictions.

The garden would not be thriving without this work by our volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

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

The project funded by Brent CIL was initially planned to end on 31 May 2020 and was originally planned to be created around a timetable of permablitzes installing the garden in a phased approach.

(A permablitz is a one-day garden makeover event supported by a group of local volunteers).

The global pandemic has affected many aspects of the initial project – including timeframe, methods, and modes of delivery. Brent Final funding instalment of £8,839.20 was received 22 May 2020.

However, work on developing the community garden and the associated project deliverables continued in 2021 with constant monitoring and adjustment in line with the changing pandemic situation.

### Garden

The garden space is not fully finished, but the community volunteers have continued to work on transforming the area by developing the second area of the garden whilst still maintaining and adding to the established area. As with the previous year there has been a notable increase in footfall in the park and subsequently through the community garden, becoming a destination for members of the public using the park space. Throughout the year and in accordance with Government restrictions the volunteers have continued to grow, plant, and maintain the garden and regularly meet-up to water the plants in the hotter summer months.

Access provided by Brent Council to nearby watering standpipes has been invaluable to the team of volunteers who regularly water the garden

In 2021 in response to the changing situation with coronavirus we continued to re- think and re-planned the garden project deliverables. As with the previous year we continued to run shorter half day planting sessions rather than the larger permablitzes originally planned

- 11<sup>th</sup> April
- 31 May planting morning including how to make plant tea fertiliser to feed the plants and planting the plants volunteers had grown from seeds.
- June we took part in Brent's Great British Spring Clean by litter picking in the park
- 11<sup>st</sup> July
- 15<sup>th</sup> July feeding plants workshop led by volunteers
- 19<sup>th</sup> September
- 10<sup>th</sup> October
- 7<sup>th</sup> November
- 28<sup>th</sup> November

Spending £786.57 on plants in the Autumn sessions

### Online workshops

We ran an online workshop led by members of the community on 18 March Successfully planting from seeds.

### 25 May potting on seedlings workshop

A variety of seeds were provided to the online attendees to grow and were planted out during our gardening session on 31 May when the Covid-19 restrictions eased

In 2019/20 we were successful in a second CIL bid to Brent Council for a connected project, which will focus on education for children and adults. In 2021-22 we achieved part of the CIL project aims by delivering the planned online children's workshops. The workshops were delivered Jan – May (Jan – March in 2020-21 report)

- 7th April Where do your vegetables come from?
- 21st April All about fruit blossom
- 5th May Bees in spring

Worksheets were delivered to the children and the workshops generated a new young community of volunteers as the children came back to the community garden and planted out what they had grown.

Due to the pandemic, we were unable to implement the face-to-face children's workshops or adult Permaculture course as originally planned. We are aiming to start these in September/October 2022 and the adult workshops will develop attendees understanding of permaculture garden design principles and enable them to lead, teach and engage on these areas with others in the community. Once confirmed will approach Brent Council to release the remainder of the CIL funding.

To cover materials needed for maintenance sessions in the community garden and to pay for yearly administrative costs such as public insurance and maintenance of our website we held an online plant sale with plants donated by our community and an online quiz in May

We have continued to participate in the "It's Your Neighbourhood" category of London in Bloom RHS community participation programme and were visited by a member of the judging panel at a workshop we ran in the garden space in the summer of 2021. This achievement is awarded and judged on the categories of community participation, environmental responsibility and gardening achievement

In 2021 NPCG went up a further award level to four (thriving).

### Social Media

- 257 sign ups to our newsletter mailing list (23.5% increase on 2021)

[www.northwickparkcommunitygarden.com](http://www.northwickparkcommunitygarden.com)

- 667 Facebook followers (18% increase on 2021)
- 609 Instagram followers (51% increase on 2021)
- 17 subscribers to the YouTube channel created in response to Covid

## Section D Achievements and performance

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## Section E Financial review

**Brief statement of the charity's policy on reserves**

Cash at bank on 31/3/22 was: £17,516.18

**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 principal source of funds are Brent Council CIL Funding 2019/20 (Ongoing due to Covid restrictions).  
Brent Council CIL Funding 2021 awarded (£27,840)  
Initial funding instalment of £9280.00 received 11 Feb 20

Additional fundraising to cover expenditure such as insurance has improved this year £250 raised from the online quiz, £171.28 plant sale and £120 donation.

Expenditure has bought a set of tools which are used at every Permablitz and gardening afternoon. 10 forks, 26 spades, 15 trowels & 10 hand forks.

Four water barrels (50 litres) which has supported the work of the volunteers to keep the garden watered in the summer. £1848.16  
Tools to support children's workshops - three sets of wool carders and a saucepan for natural dyeing £133 and 4 lidded buckets for making plant tea £30

## Section F Other optional information

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## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

*Eleri Kyffin*

Full name(s)

Eleri Kyffin

<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	25 March 2022	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
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## Receipts and payments accounts

For the period from	Period start date 4/1/2021	To	Period end date 3/31/2022
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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 £
<b>A1 Receipts</b>				
Council Grants		-	-	-
Workshop		-	-	-
Fundraising	421	-	-	421
Donations	120	-	-	120
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	541	-	-	541
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	541	-	-	541
<b>A3 Payments</b>				
	-	-	-	-
Subsistence	44	-	-	44
Cleaning	-	-	-	-
Insurance	157	-	-	157
Plants, Gardens, Workshops	962	-	-	962
Garden Consultants	946	-	-	946
Health & Safety	-	-	-	-
Printing/Stationery	26	-	-	26
Events	-	-	-	-
Installation Benches	-	-	-	-
Prizes	-	-	-	-
Marketing/IT	340	-	-	340
Professional Fees	2,538	-	-	2,538
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	5,013	-	-	5,013
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	5,013	-	-	5,013
<b>Net of receipts/(payments)</b>	- 4,471	-	-	- 4,471
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-
<b>Cash funds this year end</b>	- 4,471	-	-	- 4,471

## 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	17,516	-
		-	-
	<b>Total cash funds</b>	<b>17,516</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 £**

<b>18,119</b>
<b>52</b>
-
-
-
-
-
<b>18,171</b>

-
-

<b>18,171</b>
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-
<b>24</b>
<b>281</b>
<b>2,787</b>
<b>946</b>
<b>26</b>
<b>401</b>
-
-
-
-
-
<b>4,465</b>

-

<b>4,465</b>
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<b>13,706</b>
-
-
<b>13,706</b>



**Endowment  
funds**  
to nearest £

-
-
-
-

OK

**Endowment  
funds**  
to nearest £

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


**Date of  
approval**
