



Trustees' Annual Report for the period

| Period start date | | Period end date | |
|-------------------|------------|-----------------|------------|
| From | 01 02 2021 | To | 31 01 2022 |

Section A Reference and administration details

Charity name Tavistock Community Sensory Garden

Other names charity is known by

Registered charity number (if any) 1184695

Charity's principal address 8 Peryn Road

Tavistock

Devon

Postcode

PL19 8LP

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 | Richard Jones | Chair | | |
| 2 | Harry Smith | Vice Chair | | |
| 3 | Stephen Lake | Secretary | | |
| 4 | Kevin Turner | Treasurer | | |
| 5 | Sally Whitfield | Head Gardener | | |
| 6 | Graham Parker | | | |
| 7 | John Noblet | | | |
| 8 | Paul Blowey | | | |
| 9 | Lynn Roddy | | 07.06.21 to 31.01.22 | |
| 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)

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | New Trustees are elected by a majority of the current 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.

New Trustees with no previous experience are signposted to the appropriate Charity Commission publications.

The Board of Trustees act independently of any other organisation.

Being a public space, on-going anti-social behaviour is an area of concern and every opportunity taken to mitigate risks to the public. The Town Council is responsible for the trees surrounding the Garden.

Section C Objectives and activities

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

To promote for the benefit of the inhabitants of Tavistock and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals 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 conditions 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)

The Garden was available for public access between sunrise and sunset every day. The Trustees continue to reflect on all aspects of the Garden to ensure the on-going provision of safe and enjoyable surroundings.

In addition:

- Tavistock Area Support Services (1129175) and the local Memory Cafe make regular use of the Garden for visits by various groups including those suffering as a result of a stroke and dementia. These visits are supervised by their own staff and volunteers.
- Individuals on the autistic spectrum have made use of the Garden under one to one supervision.
- Tavistock U3A Group uses the Petanque Court on a regular basis to extend and enhance the social and physical well-being of its members.
- Groups of primary school children, under teacher supervision, have been introduced to the vegetable area within the Garden and advised on the health benefits of eating freshly grown produce.
- The Trustees have regard to the guidance issued by the Charity Commission on public benefit.

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.

The Charity's Head Gardener has again been supported by a small number of dedicated volunteers to help to develop and maintain the Garden. The Trustees have also worked in the Garden as well as on fund raising and promotional activities to increase the awareness of the Charity to local people.

Summary of the main achievements of the charity during the year

The Garden was made available for public access every day during the second year of the Covid pandemic thereby providing another open space for people to exercise and meet in the open air when permitted to do so.

Replacement of the uneven pathway through the Garden and connecting the Garden to the Bowling Club was completed.

Additional planting was undertaken and a new tool shed purchased with funds donated by Charitable Giving.

A successful Garden Party and Carol Concert were held in July and December 2021 respectively.

Section E Financial review

Brief statement of the charity's policy on reserves

The Trustees aim to retain cash reserves to the equivalent of 5 years of annual expenditure to cover on-going maintenance of the Garden as well as other overheads e.g. insurance costs.

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.

In addition to the annual subscriptions received from the Friends of the Garden, donations are requested from visitors to the annual Summer Garden Party and Christmas Carol Concert. In addition, greetings cards and small gifts are also sold at these events and at the Town's annual Country Garden Show in May and Dickensian Evening street fayre in December.

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) | <i>R P Jones</i> | <i>K Turner</i> |
| Full name(s) | Richard Jones | Kevin Turner |
| Position (eg Secretary, Chair, etc) | Chair | Treasurer |
| Date | 28.11.2022 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

TAVISTOCK COMMUNITY SENSORY GARDEN

1184695

Receipts and payments accounts

CC16a

For the period
from

Period start date
1.2.2021

To

Period end date
31.1.2022

Section A Receipts and payments

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Last year |
|---|-----------------------|---------------------|--------------------|------------------|------------------|
| | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | | |
| Merchandise Sales | 831 | - | - | 831 | 567 |
| Friends Subs | 805 | - | - | 805 | 400 |
| Donations and other income | 948 | - | - | 948 | 595 |
| Sponsors | 625 | - | - | 625 | - |
| Grants | 6,681 | - | - | 6,681 | 350 |
| Interest received | 2 | - | - | 2 | 17 |
| Gift Aid | 432 | - | - | 432 | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 10,324 | - | - | 10,324 | 1,929 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 10,324 | - | - | 10,324 | 1,929 |
| A3 Payments | | | | | |
| Printing and Promotions | 45 | - | - | 45 | 302 |
| Garden Materials | 5,165 | - | - | 5,165 | 1,958 |
| Labour | - | - | - | - | 770 |
| Equipment Hire | - | - | - | - | 160 |
| Petanque works | - | - | - | - | - |
| Planting and Sundries | 587 | - | - | 587 | 2,328 |
| Sponsored items | 1,007 | - | - | 1,007 | 150 |
| Office, Insurance and Admin | 754 | - | - | 754 | 408 |
| | - | - | - | - | - |
| Sub total | 7,558 | - | - | 7,558 | 6,076 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 7,558 | - | - | 7,558 | 6,076 |
| Net of receipts/(payments) | 2,766 | - | - | 2,766 | 4,147 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | - | - | - | - | - |
| Cash funds this year end | 2,766 | - | - | 2,766 | 4,147 |

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 £ |
|---------------|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | HSBC Current A/C | 2,089 | - | - |
| | HSBC Savings A/C | 21,442 | - | - |
| | | - | - | - |
| | Total cash funds | 23,531 | - | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | OK | OK |


| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| 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 liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|---|--------------|------------------|
|  | Kevin Turner | 26/10/22 |

Tavistock Community Sensory Garden

Income and Expenditure Accounts for the period 1st February 2021 to 31st January 2022

| Income & Expenditure | 2020/2021 | 2021/2022 | |
|---|-------------------|------------------------|------------------------|
| Income: | | Current Account | Capital Account |
| Mercandise Sales | £567.00 | £831.00 | |
| Friend Subs | £400.00 | £805.00 | |
| Donations and other income | £370.00 | £937.96 | |
| Sponsors | £0.00 | £625.00 | |
| Grants | £350.00 | £3,093.44 | |
| Co-op | £0.00 | £3,587.84 | |
| Just Giving | £225.03 | £9.61 | |
| Gift Aid | £0.00 | £432.43 | |
| Interest Received | £17.31 | £0.00 | |
| Total | £1,929.34 | £10,322.28 | |
| Expenditure - Capital | | | |
| Materials | £1,957.56 | £5,164.54 | |
| Labour | £770.00 | £0.00 | |
| Equipment Hire | £160.00 | £0.00 | |
| | | £5,164.54 | |
| Expenditure - General | | | |
| Printing and Promotions | £302.48 | £45.09 | |
| Petanque | £0.00 | £0.00 | |
| Planting & Sundries | £2,327.71 | £587.41 | |
| Sponsored Items | £149.90 | £1,007.40 | |
| Office, Insurance & Admin | £408.40 | £753.60 | |
| | | £2,393.50 | |
| Total | £6,076.05 | £7,558.04 | |
| Net Surplus/Deficit for the period | -£4,146.71 | £2,764.24 | |
| Bank Account reconciliation | | Current A/C | Capital A/C |
| Opening Balance | | £897.39 | £19,867.69 |
| Add Income | | £10,322.28 | £1.92 |
| | | £11,219.67 | £19,869.61 |
| Less Expenditure | | £7,558.04 | |
| | | £3,661.63 | |
| Transfers +/- | | | |
| 06/07/2021 plus | | £749.03 | £749.03 |
| 27/07/2021 plus | | £2,500.00 | £2,500.00 |
| 01/08/2021 plus | | £1,000.00 | £1,000.00 |
| 20/08/2021 Less | | £2,560.00 | £2,560.00 |
| 02/12/2021 Less | | £3,587.84 | £3,587.84 |
| 13/12/2021 plus | | £551.42 | £551.42 |
| 28/12/2021 Less | | £533.44 | £533.44 |
| 24/01/2022 plus | | £307.96 | £307.96 |
| | | £2,088.76 | £21,442.48 |
| Less Cheques/ Standing Orders to clear | | £0.00 | |
| | | £2,088.76 | |
| Less cheques outstanding for Invoices | | £0.00 | |
| Closing Balances | | £2,088.76 | £21,442.48 |
| Bank Account at 1st February 2021 | | | |
| Difference | | £2,088.76 | £21,442.48 |
| Less Interest | | £0.00 | |
| Balances on Account | | £2,088.76 | £21,442.48 |

Signed: Kevin Turner
Hon Treasurer

Dated

26/10/22

Tavistock Community Sensory Garden

Balance Sheet

As at 31 January 2022

2022

2021

£

£

Assets

| | | |
|-----------------|-----------|-----------|
| Savings account | 21,442.48 | 19,867.69 |
| Current account | 2,088.76 | 897.39 |
| Cash In Hand | 0.00 | 0.00 |

Net Assets

23,531.24

20,765.08

Capital Account

| | | |
|------------------------------------|-----------|------------|
| Balance brought forward 1 February | 20,765.08 | 24,911.79 |
| Surplus/(Deficit) for the year | 2,766.16 | (4,146.71) |

23,531.24

20,765.08

Being:

| | | |
|--------------------|-----------|-----------|
| Unrestricted funds | 23,531.24 | 20,765.08 |
|--------------------|-----------|-----------|

23,531.24

20,765.08

These accounts have been prepared from all relevant records and information in the form of receipts and payments. No account of accruals has been made.

Independent Examination

I have examined the accounts and confirm that they are in accordance with the books and records of the Tavistock Community Sensory Garden.



Andrew Alcock BA (Hons) FCA ACII

19 October 2022