



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 02 2023	To	31 01 2024

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	Lynn Roddy			
7	Annette Sharpe			
8	Robert Smith			
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
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 vote 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.
- Local U3A Groups use the Petanque Court on a regular basis to extend and enhance the social and physical well-being of their members.
- Groups of primary school children, under teacher supervision, have been introduced to the raised beds 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 CIO was pleased to again receive a grant from the Co-op Community Fund to go towards the construction of a new large raised bed later in 2024.

The majority of the Trustees have also helped in the Garden in addition to their other areas of responsibility e.g. fund raising, promotional activities and administration tasks.

The annual Garden Party was again held in 2023 and received a good level of support from the Friends and general public.

The Trustees again ran a stall at the Town's annual Country Garden Show in May and the Dickensian Evening 'street fayre' held every year in December.

These initiatives all helped to increase the awareness of the Charity to local people.

Summary of the main achievements of the charity during the year

The Garden is available for public access every day providing another open space for people to exercise and meet in the open air.

Two 'treasure hunts were run for children in December and Easter to encourage families into the garden where especially younger children can see a full range of plants and experience some of the five senses present in the Garden at different times of the year.

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. Greetings cards and small gifts are also sold at the events mentioned above.

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	29.11.2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

TAVISTOCK COMMUNITY SENSORY GARDEN

1184695

Receipts and payments accounts

CC16a

For the period
from

1.2.2023

To

31.1.2024

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	682	-	-	682	641
Friends Subs	230	-	-	230	380
Donations and other income	1,249	-	-	1,249	2,658
Sponsors	313	-	-	313	100
Grants	2,953	-	-	2,953	1,000
Interest received	280	-	-	280	55
Gift Aid	369	-	-	369	-
	-	-	-	-	-
Sub total (Gross income for AR)	6,076	-	-	6,076	4,834
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,076	-	-	6,076	4,834
A3 Payments					
Printing and Promotions	940	-	-	940	674
Garden Materials	1,128	-	-	1,128	1,872
Labour	-	-	-	-	685
Equipment Hire	-	-	-	-	-
Petanque works	-	-	-	-	-
Planting and Sundries	1,202	-	-	1,202	767
Sponsored items	-	-	-	-	-
Office Insurance and Admin	426	-	-	426	929
	-	-	-	-	-
Sub total	3,696	-	-	3,696	4,927
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,696	-	-	3,696	4,927
Net of receipts/(payments)	2,380	-	-	2,380	- 93
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	2,380	-	-	2,380	93

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	3,248	-	-
	HSBC Savings A/C	22,570	-	-
		-	-	-
	Total cash funds	25,818	-	-

(agree balances with receipts and payments account(s))

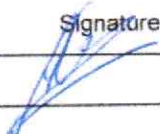
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	19/11/24

Tavistock Community Sensory Garden
Balance Sheet
at at 31st January 2024

	2024	2023
	£	£
Assets		
Savings account 1	2,570.37	20,466.27
Savings account 2	10,000.00	
Savings account 3	10,000.00	
Current account	3,248.42	2,972.27
Cash in Hand		
Net Assets	25,818.79	23,438.54
Capital Account		
Balance brought forward 1 February	23,438.54	23,531.24
Surplus/Deficit for the year	2,380.25	-92.70
	25,818.79	23,438.54
Being		
Unrestricted funds	25,818.79	23,438.54
	25,818.79	23,438.54

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
14 November 2024

Tavistock Community Sensory Garden
Income and Expenditure Account
for the year ended 31st January 2024

	2024	2023
	£	£
Income		
Mercandise Sales	681.85	640.85
Friend Subs	230.00	380.00
Donations and other income	1,086.24	2,260.92
Sponsors	313.41	100.00
Grants	0.00	1,000.00
Petangue	151.00	0.00
Co-op	2,952.89	0.00
Just Giving	11.98	397.26
Gift Aid	369.13	0.00
Interest Received	279.67	55.45
Total Income	<u>6,076.17</u>	<u>4,834.48</u>
Expenditure		
Materials	1,128.46	1,871.66
Labour	0.00	685.00
Equipment Hire	0.00	0.00
Printing and Promotions	939.83	673.77
Petanque	0.00	0.00
Planting & Sundries	455.18	767.48
Volunteer Expenses	746.50	0.00
Sponsored Items	0.00	0.00
Office, Insurance & Admin	364.98	866.74
Bank Charges	60.40	62.00
Sum Up	0.57	0.53
Total Expenditure	<u>3,695.92</u>	<u>4,927.18</u>
Net Surplus/(Deficit) for the period	<u>2,380.25</u>	<u>(92.70)</u>

Tavistock Community Sensory Garden

Income and Expenditure Account for the period 1st February 2023 to 31st January 2024

Income & Expenditure	2022/2023	2023/2024		Capital	Savings
Income:		at 31 Jan 2024		Account	Accounts
Mercandise Sales	£640.85	£681.85			
Friend Subs	£380.00	£230.00			
Donations and other income	£2,260.92	£1,086.24			
Sponsors	£100.00	£313.41			
Grants	£1,000.00	£0.00			
Petanque	£0.00	£151.00			
Co-op	£0.00	£2,952.89			
Just Giving	£397.26	£11.98			
Gift Aid	£0.00	£369.13			
Interest Received				£0.00	
Total	£4,779.03	£5,796.50		£0.00	
Expenditure - Capital					
Materials	£1,871.66	£1,128.46			
Labour	£685.00	£0.00			
Equipment Hire	£0.00	£0.00			
		£1,128.46			
Expenditure - General					
Printing and Promotions	£673.77	£939.83			
Petanque	£0.00	£0.00			
Planting & Sundries	£767.48	£455.18			
Volunteer Expenses	£0.00	£746.50			
Sponsored Items	£0.00	£0.00			
Office, Insurance & Admin	£866.74	£364.98			
Sum Up	£0.53	£0.57			
Bank Charges	£62.00	£60.40	£2,567.46		
Total	£4,927.18	£3,695.92		£0.00	
Net Surplus/Deficit for the period	-£148.15	£2,100.58		£0.00	
Bank Account reconciliation		Current		Capital	Savings
Opening Balance		Account		Account	Account 1
Add Income		£2,972.27		£20,466.27	Account 2
		£5,796.50		£279.67	
		£8,768.77		£20,745.94	
Less Expenditure		£3,695.92			
		£5,072.85			
Transfers +/-					
		27th Sept	Minus	£10,000.00	Plus £10,000.00
	Minus	£2,952.89	7th Nov	Plus	£2,952.89
	Plus	£1,128.46	4th Jan	Minus	£1,128.46
			19-Jan	Minus	£10,000.00
		£3,248.42		£2,570.37	
Less Cheques/ Standing Orders to clear		£0.00			
		£3,248.42			
Less cheques outstanding for invoices		£0.00			
Closing Balances		£3,248.42		£2,570.37	£10,000.00
Bank Account at 1st February 2024					
Difference		£3,248.42		£2,570.37	£10,000.00
Less Interest					
Balances on Account		£3,248.42		£2,570.37	£10,000.00

Signed: Kevin Turner
Hon. Treasurer

Dated

17/5/24