



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 02 2024	To	31 01 2025

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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	Harry Smith	Chair		
2	Richard Jones	Vice Chair		
3	Stephen Lake	Secretary		
4	Kevin Turner	Treasurer		
5	Robert Smith	Head Gardener		
6	Lynn Roddy			
7	Annette Sharpe			
8	Hywel Edwards			
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 health and maintenance of the trees within 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. A Tia chi group also uses the open space.
- Groups of primary school children, under teacher supervision, have been invited to visit the raised beds within the Garden to help them appreciate 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 appointed Robert Smith to be the new Head Gardener during the period following the retirement of Sally Whitfield.

The Trustees continued to be supported by a small number of dedicated volunteers to help to develop and maintain the Garden.

The CIO was pleased to receive a substantial grant from a local Masonic Lodge which closed. Together with a grant from the Co-op Community Fund, these funds were used towards the construction of a new large raised bed.

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

The annual Garden Party was again held in 2024 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 although the Town's Dickensian Evening was cancelled due to poor weather.

These initiatives all helped to raise modest sums but also 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>RP Jones</i>	<i>K Turner</i>
Full name(s)	Richard Jones	Kevin Turner
Position (eg Secretary, Chair, etc)	Trustee	Treasurer
Date	24.11.2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

TAVISTOCK COMMUNITY SENSORY GARDEN

1184695

Receipts and payments accounts

CC16a

For the period
from

Period start date
1.2.2024

To

Period end date
31.1.2025

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	153	-	-	153	682
Friends Subs	315	-	-	315	230
Donations and other income	5,341	-	-	5,341	1,249
Sponsors	40	-	-	40	313
Grants	-	-	-	-	2,953
Interest received	881	-	-	881	280
Gift Aid	329	-	-	329	369
	-	-	-	-	-
Sub total (Gross income for AR)	7,059	-	-	7,059	6,076
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7,059	-	-	7,059	6,076
A3 Payments					
Printing and Promotions	567	-	-	567	940
Garden Materials	6,057	-	-	6,057	1,128
Labour	895	-	-	895	-
Equipment Hire	-	-	-	-	-
Petanque works	-	-	-	-	-
Planting and Sundries	148	-	-	148	1,202
Sponsored items	-	-	-	-	-
Office, Insurance and Admin	348	-	-	348	426
	-	-	-	-	-
Sub total	8,015	-	-	8,015	3,696
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	8,015	-	-	8,015	3,696
Net of receipts/(payments)	956	-	-	956	2,380
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	956	-	-	956	2,380

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

B1 Cash funds

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
HSBC Current A/C	3,467	-	-
HSBC Savings A/C	21,394	-	-
	-	-	-
Total cash funds	24,861	-	-

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

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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 asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
<i>K Turner</i>	Kevin Turner	12-Mar-25

Tavistock Community Sensory Garden

Income and Expenditure Account for the period 1st February 2024 to 31st January 2025

Income & Expenditure	2023/2024	2024/2025	Capital Account	Savings Account
Income:		at 31 Jan 2025		
Mercandise Sales	£681.85	£152.50		
Friend Subs	£230.00	£315.00		
Donations and other income	£1,086.24	£5,162.86		
Sponsors	£313.41	£40.00		
Grants	£0.00	£0.00		
Petanque	£151.00	£130.00		
Co-op	£2,952.89	£0.00		
Just Giving	£11.98	£48.44		
Gift Aid	£369.13	£329.15		
Interest Received				
Total	£5,796.50	£6,177.95		

Expenditure - Capital			
Materials	£1,128.46	£6,056.67	
Labour	£0.00	£0.00	
Equipment Hire	£0.00	£0.00	
		£6,056.67	

Expenditure - General			
Printing and Promotions	£939.83	£566.89	
Petanque	£0.00	£0.00	
Planting & Sundries	£455.18	£147.60	
Volunteer Expenses	£746.50	£895.62	
Sponsored Items	£0.00	£0.00	
Office, Insurance & Admin	£364.98	£285.39	
Sum Up	£0.57	£1.15	
Bank Charges	£60.40	£62.00	£1,958.65
Total	£3,695.92	£8,015.32	

Net Surplus/Deficit for the period £2,100.58 -£1,837.37

	Current		Capital		Savings	
Bank Account reconciliation	Account		Account		Account 1	Account 2
Opening Balance	£3,248.42		£2,570.37		£10,000.00	£10,000.00
Add Income	£6,177.95		£52.52		£423.58	£404.54
	£9,426.37		£2,622.89		£10,423.58	£10,404.54
Less Expenditure	£8,015.32					
	£1,411.05					
Transfers +/-						
27-Mar		plus	£10,217.90	Minus	£10,217.90	
27-Mar		Minus	£10,000.00	Plus	£10,000.00	
19-Jul		Plus	£10,206.93			Minus £10,206.93
31-Jul	£943.50	Minus	£943.50			
31-Jul		Minus	£10,000.00		Plus	£10,000.00
09-Sep	£4,000.00	Plus	£4,000.00			
11-Sep	£4,558.18	Minus	£4,558.18			
27-Sep		Plus	£10,205.68	minus	£10,205.68	
01-Oct		Minus	£10,000.00	Plus	£10,000.00	
10-Jan	£554.99	Minus	£554.99			
31-Jan		Plus	£10,197.61			Minus £10,197.61
31-Jan		Minus	£10,000.00			Plus £10,000.00
	£3,467.72		£1,394.34		£10,000.00	£10,000.00
Less Cheques/ Standing Orders to clear	£0.00					
	£3,467.72					
plus cheques outstanding for Invoices	£0.00					
Closing Balances	£3,467.72		£1,394.34		£10,000.00	£10,000.00
Bank Account at 1st February 2025						
Difference	£3,467.72		£1,394.34		£10,000.00	£10,000.00
Less Interest						
Balances on Account	£3,467.72		£1,394.34		£10,000.00	£10,000.00

29/9/25
Date

Signed: Kevin Turner
Hon Treasurer

Tavistock Community Sensory Garden
Balance Sheet
As at 31 January 2025

	2025	2024
	£	£
Assets		
Savings account	21,394.34	22,570.37
Current account	3,467.72	3,248.42
Cash In Hand	0.00	0.00
Net Assets	24,862.06	25,818.79

Capital Account

Balance brought forward 1 February 2024	25,818.79	23,438.54
(Deficit)/Surplus for the year to 31 January 2025	(956.73)	2,380.25
Balance carried forward 31st January 2025	24,862.06	25,818.79
Being:		
Unrestricted funds	24,862.06	25,818.79
	24,862.06	25,818.79

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.



Helen Alcock BA FCA
14 June 2025