

Trustees' Annual Report for the period

From 1st January 2021 to 31st December 2021
Charity name: Hereford Allotments and Leisure Gardeners (HALGS)
Charity registration number: 1185338

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document

To further or benefit the residents of Hereford and surrounding neighbourhood, without distinction of gender, sexual orientation, race or of political, religious or other opinions by providing allotment facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

To provide an effective administration system for the allotments it manages, including letting, rent collection and waiting list management. This will ensure sites are well managed and can be promoted as a leisure activity.

To balance income and expenditure to ensure financial sustainability.

To improve the knowledge and skills of plot holders to better use and manage their allotments, particularly to protect the environment and wild life.

To operate in a transparent and open way and ensuring that allotments are let and managed in an equitable way in accordance with any legislation.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit

The trustees consider that they have complied with their duties and have due regard to the public guidance published by the Charity Commission.

The trustees acknowledge the work and support by all our volunteers, particularly the individual site representatives.

Structure, Governance and Operational Management

Trustees and site reps have continued to meet, during 2021, on a monthly basis. Due to Covid restrictions this has been a mixture of zoom and in person.

Hereford City Council cancelled the contract for grass and hedge cutting in August 2021 and have purchased a ride on mower, small mower and hedge cutters for us to manage this ourselves.

We held a Summer Judging Competition and were able to present cups and shields to winners from 2020 and 2021.

Our governing document is our constitution and we are a Charitable Incorporated Organisation (CIO) with voting members.

A third of the longest standing Trustees stand down at the AGM and can stand for re-election.

The Terms and Conditions of the Tenancy agreement are updated as required and can be found on the website www.herefordallotments.co.uk

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

Administration

This is on a voluntary basis and the main areas are covered by the treasurer, letting secretary and secretary. The site reps deal with practical matters on the individual sites and pass concerns on to the trustees if necessary.

Trustee and Site representative, Mr Tony Ennis resigned in September, due to family commitments, but continues to enjoy his allotment. We thank Tony for all his hard work and support.

Performance management

There have been some evictions for non-cultivation of plots and several members giving up plots due to illness.

This meant a lot of vacancies to be filled for the start of next year, however it also meant we could create more plots by division of existing ones.

Risk management

A small group of plot holders volunteered to look at how we garden on the plots in respect of impacting climate change and the environment. They produced a poster to cover the main steps we can take.

We had a General Data Protection Regulation (GDPR) issue on one of the sites in May 2021. Action was taken remind all Site Representatives to use the Blind Carbon Copy (bcc) on all emails to plotholders, unless they have given permission to share their emails. The trustees reported the issue to the Charities Commission.

Issues and Challenges

Disputes and complaints between plot holders on sites.

Affordability of covering the grass and hedge cutting.

Negotiating a minimum 50year lease from the city council.

Future plans

To take on the lease from the council

To install compost toilets on sites that have the old metal ones and where we currently rent porta-loos.

Financial Review

Our principal source of funding is from the rents collected annually for the allotments and a small grant from the city council.

The expenses for the year 2021 show an increase from the previous year, this is mainly attributable to the easing of covid restrictions, allowing more work on sites.

We received a grant of £6000 towards the cost of the mowers and hedge cutting equipment.

A small surplus of £4,315 has been made and this will go to the general fund to cover expenses of site maintenance.

At 31st January 2021, our reserves were £48,468 we will keep a minimum of one year's income (£23,000) for unexpected costs and to ensure we have sufficient starting capital when we take on the lease from the council.

The water costs are artificially low for 2021 as the majority of sites had estimated readings that were lower than the actual for the end of the year. This means that some of 2021 costs will show in 2022.

The repairs and maintenance costs are mainly for a hedge cutting and skips to clear rubbish that had accumulated over two years. We would remind ploholders that they must only bring items on to the allotment that serve a purpose to growing.

The summer competition was more expensive, with the extra engraving and shields from the year 2020.

Reference and Administrative details

Charity name	Hereford Allotments and Leisure Gardeners
Other name the charity uses	HALGS
Registered charity number	1185338
Charity's principal address	The Pavilion Castle Green Hereford HR1 2NW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	John Rosser	President	
2	Nigel Davies	Chair	
3	Derek Mumford	Letting Secretary	
4	Val Simms	Treasurer	
5	Andrew Colby		
6	Roy Matthews		
7	Joanne Sims		13/02/21

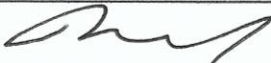
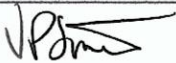
Type of adviser Name Address

Independent Examiner	Andrew Bonelle	Bonelle and Company Ltd 1 Wyeclyffe Terrace Bath Street Hereford HR1 2HG
BANK	Santander plc	

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	D. MUMFORD	V.P. SIMMS
Position	LETTING SECRETARY	TREASURER
Date	25 th MARCH 2022	

HEREFORD ALLOTMENTS AND LEISURE GARDENERS

Receipt and Payments Accounts

1st Jan to 31st Dec 2021

Income	2021	2020
	£	£
Admin	2244	2142
Rent	14145	14010
Hereford City Council	13053	7053
Fund raising		161
Other income	135	
	<u>29577</u>	<u>23366</u>
Expenses		
Repairs and maintenance	8455	4010
Water	1430	3675
Office Costs	1793	1979
Honorarium	760	790
Competition	1756	1061
Insurance	796	499
Accountancy/Legal and fees	1732	1717
Bank Charges/refunds	47	35
Travel and Sundry	50	21
Equipment	8443	0
	<u>25262</u>	<u>13787</u>
Surplus of income over Expenditure	<u>4315</u>	<u>9579</u>
	<u>2021</u>	<u>2020</u>
Net Receipts/payments	4315	9579
cash year end	<u>44153</u>	<u>34574</u>
	<u>48468</u>	<u>44153</u>

Signed by the Treasurer, on behalf of the trustees



Mrs V P Simms

9th March 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

HEREFORD ALLOTMENTS AND LEISURE
GARDENERS

On accounts for the year
ended

31 ST DECEMBER, 2021

Charity no
(if any)

1185338

Set out on pages

(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 DD/MM/YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination (other than that
disclosed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in this report 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:

AD. Bonelle

Date:

9.3.2022

Name:

ANDREW DAVID BONELLE

Relevant professional
qualification(s) or body

INSTITUTE OF CHARTERED ACCOUNTANTS
IN ENGLAND AND WALES

(if any): - CHARTERED ACCOUNTANT

Address: 1, WYECLETTE TERRACE,
BATH ST,
HEREFORD, HR1 2HG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.