

Trustees' Annual Report for the period

1st January 2023 to 31st December 2023

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 that allotment plots are kept in good condition and sites are well managed, to promote wellbeing amongst its members.
- To balance income and expenditure to ensure financial sustainability.
- To publicise the availability of allotments and promote allotments as a leisure activity via the website.
- To improve the knowledge and skills of plot holders to better use and manage their allotments and be environmentally and wild life friendly.
- 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 they have complied with their required duties and have due regard to the public guidance published by the Charity Commission.

Structure, Governance and Operational Management

- Our governing document is our constitution, we are a Charitable Incorporated Organisation (CIO).
- We hold monthly meetings (except December) for site representatives to discuss their monthly reports and issues on sites with the trustees.
- A third of the longest standing trustees stand down at the AGM and can stand for re-election, if they wish.
- Trustees can be anyone with an interest in allotments and their promotion in Hereford, but are generally allotment holders.
- The HALGS tenancy agreement, rules, terms and conditions can be found on the website www.herefordallotments.co.uk

Administration and Operational Management

- This is on a voluntary basis undertaken by trustees. The main areas are finance, letting of plots and communication with plot holders. Trustees also have contact with the City Council who are responsible for some aspects of the allotments.
- The different sites are managed through volunteers who deal with practical matters on each site and report any concerns to the trustees via a monthly report.
- Mrs Jo Sims resigned as a trustee on 10/01/23, due to work commitments.
- We continue to maintain membership of the National Association of Allotment and Leisure Gardeners, making use of their legal and general information on allotments. It also has the benefit of seed ordering from Kings for a reduced cost.
- The Financial Conduct Authority confirmed cancellation of the registration held by the Hereford Allotments and Leisure Gardeners Society Ltd on 09/03/2023.
- We applied to lease some land for more allotments off Ross Road, unfortunately we could not get planning permission for change of use. The Trustees hope to re visit this in 2024.
- Improvement to the gate and opening at Holmer site for safety of accessing the site, this cost was shared with the City Council.
- Nine hot bins were ordered with the assistance of a grant from the City Council
- Drybridge site organised a seed swap and held a visit for school children to sample fruit grown on the allotment and complete a bug hunt.

Future Plans

- To have a long lease of the allotment sites from the council.
- To increase the number of sites around the city.
- To extend compost toilets to more sites, Eign Mill and Westfaling Street
- To extend our contact with schools in the city to promote growing your own food.

Financial Review

- Our income for the year from rents and a small Hereford City Council grant amounted to £27,994 and our expenditure was £28,216. There was a small loss for the year of £222.
- At 31st December 2022 our reserves total £45,398.
- Nine hot bins were ordered for the allotment sites, with the assistance of a grant of £2862 from the council.
- The breakdown of income and expenditure are in the attached accounts.
- We will continue to keep a minimum of one year's income (£29,000) as recommended by the Charity commission, for unexpected costs. We also need to ensure we have sufficient working capital for when we take on the lease from the council.

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 Fred Bulmer Centre Wall Street Hereford HR4 9HP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	
1	John Rosser			
2	Pauline Shannon	Chair		
3	Derek Mumford	Letting Secretary		
4	Val Simms	Treasurer		
5	Roy Matthews			
6	Natasha Bennett			
7	Malcolm Watkins			
8				
9				
10				

Independent Examiner	Andrew Bonelle R J Francis & Co Marshall Business Centre Faraday Road Hereford HR4 9NS
Bankers	Santander PLC

Declarations

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

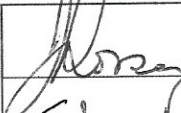

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position

Date

	
John Rosser	DEREK MUMFORD
President	LETING SECRETARY
14/03/2024	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Hereford Allotments and Leisure Gardeners

On accounts for the year
ended

31st December 2023

Charity no
(if any)

1185338

Set out on pages

1 and 2

(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 31/12/2023.

Responsibilities and
basis of report

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

Independent
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

A.D. Bonelle

Date:

13.3.2024

Name:

Andrew David Bonelle

Relevant professional
qualification(s) or body
(if any):

Institute of Chartered Accountants in England and Wales
Chartered Accountant

Address:

Marshall Business Centre

Faraday Road

Hereford HR4 9NS

HEREFORD ALLOTMENT AND
LEISURE GARDENERS' SOCIETY LIMITED

RECEIPT AND PAYMENT ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER 2023

R J FRANCIS AND CO.
Chartered Accountants
& Registered Auditors
Marshall Business Centre
Faraday Road
Hereford
HR4 9NS

HEREFORD ALLOTMENTS AND LEISURE GARDENERS

RECEIPT AND PAYMENT ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER 2023

	<u>2023</u>	<u>2022</u>
	£	£
<u>Income</u>		
Admin	3,282	2,363
Rent	14,512	14,331
Hereford City Council	9,915	9,053
Other Income	285	722
	<u>27,994</u>	<u>26,469</u>
<u>Expenses</u>		
Repairs and Maintenance	16,615	14,804
Water	3,423	3,401
Office Costs	1,534	1,972
Honorarium	785	850
Competition	1,456	1,405
Insurance	694	693
Accountancy/Legal and Fees	3,625	1,980
Bank Charges/ Refunds	30	98
Travel and Sundry	54	65
Equipment	-	4,049
	<u>28,216</u>	<u>29,317</u>
Surplus of Income over Expenditure	<u>- 222</u>	<u>-2,849</u>

	<u>2022</u>	<u>2022</u>
Net Receipts / Payments	-222	-2,849
Cash Funds Last Year End	45,620	48,468
	<u>45,398</u>	<u>45,620</u>

Signed by the Treasurer, on behalf of the trustees

 14. 3. 24
V.P. Simms