



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 23rd November 2021

To

22nd November 2022

Charity name: **FRIENDS OF THE WESTWARD HO PARK**

Charity registration number: **1192894**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote for the benefit of the inhabitants of, and visitors to Westward Ho! 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 condition of life of the said inhabitants
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.	Para 1.17 and 1.19	Fundraising to help provide facilities for recreation or other leisure time occupation. Working in conjunction with Northam Town Council (owners of Westward Ho! Park), to provide feedback to and from local community. Providing volunteering opportunities including, but not limited to, maintaining the flowerbeds and planting within the park.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have complied with their duty to have regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
	Para 1.38	We acknowledge the work of the gardening volunteers, who work with the local town

Contribution made by volunteers		council, and who maintain and effect the planting and upkeep of the flower beds and vegetable boxes within the park. The hours worked by the gardening volunteers amounts to some 1056 hours in the past year. The hours of the gardening volunteers are recorded regularly, so that they may be used in relation to match funding with regard to grant applications.
Other		

Achievements and Performance

	SORP reference	
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.	Para 1.20	The gardening volunteers continue to help maintain the park, and donations from local residents help to pay for replacement plants. There are always lots of positive comments from locals and visitors alike about the plants in and around the park. Councillor grants were applied for and awarded which provided funds to engage the services of a garden designer, so that the sensory garden could be reimagined to provide a quiet and contemplative space, whilst at the same time creating a truly sensory experience – that can engage all the senses. One councillor grant allowed us to purchase promotional materials such as banners, flyers, and volunteer sign up sheets. This has helped to encourage more gardening volunteers. Through the Co-op community fund we received funds to contribute to the work of reimagining the sensory garden. Gardening volunteers and FOTWHOP committee members attended Northam May Fair, in May 2022, which allowed more people to discover what the charity is about and how they can get involved. They ran a plant stall, and an information / tombola stall, which included the chance for people to sign up to the 200+ Club. The 200 Club had it's first year, which brought in nearly £1000 from number sales, and extra from people donating their winnings. The second year of the 200+ Club started well, with 161 numbers sold by November 2022. The charity received a grant from Bideford Round Table which allowed us to purchase a storage box for sports equipment. By once again providing the equipment to be used, more people were able to enjoy a variety of sports and games in the park. We had team of volunteers who would unlock the box in the morning, and lock it again in the evening.

		Two FOTWHOP committee members are co-opted members of the Northam Town Council Westward Ho! Park committee, and so represent the views of FOTWHOP and local residents at the meetings, and feedback any developments, and one of the gardening volunteers is also a co-opted member of the same committee.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	The charity does not hold any investments.
Other		As Friends of the Westward Ho! Park (FOTWHOP) work closely with Northam Town Council, helping to shape the refurbishment of the park, much of work of the charity is guided by what the Town Council Park Committee needs and permits. The charity has a good working relationship with the local town council, which helps to ensure that Westward Ho! Park is an area that all members of the community, inhabitants of the wider local area, visitors and holidaymakers alike can use, and is an area that provides opportunities for all, and is shaped by the community.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The income received was £8160.59, and the expenditure was £1516.62, making the balance for period £6643.97. As the balance for the previous reporting period was £3294.37, the overall balance was £9938.34 The main source of income has been from local councillor grants, most of which are allocated to improvements to the sensory garden. The expenditure has been for plants and the winnings of the 200 Club. The charity has agreed to provide £500 per year for plants for the park. From the balance at the end of the reporting period, an amount of £402.50 is ringfenced to cover the future payouts of winnings from the 200 Club, which runs until 20th April 2023, and £3948.85 is income from grants that allocated to specific projects within Westward Ho! Park – primarily the Sensory Garden.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity does not hold any reserves within a separate bank account. We ensure that there is sufficient money to cover the winnings for the 200 Club.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	The funds held by the charity are available for use in meeting the aims of the charity.
Details of fund materially in deficit	Para 1.24	No funds in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	For the current reporting period, the principal source of funding has come from local councillor grants, and other grants (i.e. Round Table, Co-op Local Community Fund). There have been one-off donations from individuals, including the donation of winnings from the 200 Club. Further fundraising has been achieved by continuing to run the 200 Club, which is publicised via social media and posters around the local area, and has been positively received and supported.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Friends of the Westward Ho Park is a Charitable Incorporated Organisation, governed by its constitution dated 22 nd December 2020, and is registered as a charity with the Charity Commission
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is a Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are selected by vote at the AGM. Members of the charity are invited to nominate trustees prior to the AGM, when they are informed about which trustee is retiring (as required by the constitution). Within the details about the AGM and the retiring trustee is a statement from the retiring trustee regarding whether they are prepared to stand again as a trustee.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity has a committee to help organise and run fundraising and events. During the reporting period, all three trustees are members of the committee, although Caroline Baynton stepped down from the committee at the AGM in May 2022. It is within the remit of the committee to coordinate the volunteers, including the volunteer gardeners. The committee includes a co-opted member of Northam Town Council, which mirrors the situation with members of the charity committee sitting on the Northam Town Council Westward Ho! Park committee as co-opted members. It is within the remit of the committee to ensure that any volunteering work carried out in the park is carried out within the rules set out by Northam Town Council for such work.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Friends of the Westward Ho Park
Other name the charity uses	FOTWHOP
Registered charity number	1192894
Charity's principal address	39 Nelson Road, Westward Ho!, Bideford, Devon EX39 1LQ

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	Christine Hutchins	Chair		
2	Ian Harrison	Treasurer		
3	Caroline Baynton			
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

Christine Hutchins is a foster carer and so public details of her phone number and address together with her name could put vulnerable young people at risk

Other optional information

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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)	Christine Margaret Hutchins	
Position (eg Secretary, Chair, etc)	Chair	
Date	15 th September 2023	

FOTWHOP ACCOUNTS for y/e 22/11/22

Registered Charity Number 1192894.

DATE	ITEM	cr.	dr.	Bal.
	Balance from previous reporting period			3,294.37
29/11/21	200 club s/o S McGuirk	2.00		3,296.37
10/12/21	200 club prize A Weston chq 0008		21.37	3,275.00
13/12/21	tfr to S M-J for goals	9.70		3,284.70
22/12/21	200 club prize S McGuirk tfr		21.37	3,263.33
29/12/21	200 club s/o S McGuirk	2.00		3,265.33
	200 club 2 nd prize M Reid		13.37	3,251.96
04/01/22	200 club 1st prize IC Blake		42.75	3,209.21
24/01/22	200 club 1st prize C Martinshill		43.75	3,165.46
	200 club 2nd prize BJ Sherbourne		21.87	3,143.59
25/01/22	200 club 2nd prize Hr Bromhead		21.87	3,121.72
27/01/22	200 club L Harden tfr	6.00		3,127.72
31/01/22	200 club s/o S McGuirk	2.00		3,129.72
22/02/22	200 club 1st prize A Daw		44.25	3,085.47
28/02/22	200 club s/o S McGuirk	2.00		3,087.47
03/03/22	tfr to S M-J for ties and stakes		54.92	3,032.55
09/03/22	200 club prize Mrs Reid		22.12	3,010.43
22/03/22	200 club prize DL&L Williams		22.12	2,988.31
28/03/22	200 club prize S Newman-McKie		44.25	2,944.06
29/03/22	200 club s/o S McGuirk	2.00		2,946.06
08/04/22	Remittance from Co-op	252.07		3,198.13
11/04/22	TD CAP	1,115.89		4,314.02
20/04/22	C Stirling 200 club	24.00		4,338.02
	K Hutchins 200 club	36.00		4,374.02
21/04/22	Chq 00009		20.00	4,354.02
	L&D Williams 200 club	12.00		4,366.02
	Warrington 200 club	12.00		4,378.02
	Garnsey 200 club	24.00		4,402.02
	Hickman 200 club	12.00		4,414.02
22/04/22	Y Hill 200 club	12.00		4,426.02
	W Farr 200 club	24.00		4,450.02
	J Braund 200 club membership/prize		10.12	4,439.90
	M Gray 200 club membership/prize		20.25	4,419.65
25/04/22	D Cook 200 club	12.00		4,431.65
	D Cook 200 club	12.00		4,443.65

	TDCAP	1,765.89	6,209.54
	Dexter 200 club	24.00	6,233.54
	Pullen 200 club	24.00	6,257.54
26/04/22	K Ruffalo	1.88	6,259.42
	A Daw 200 club	24.00	6,283.42
	Hutter 200	12.00	6,295.42
	Robinson 200	24.00	6,319.42
28/04/22	Webb 200	12.00	6,331.42
	Bromhead 200	52.00	6,383.42
	Harden 200	24.00	6,407.42
	Butcher 200	24.00	6,431.42
	Waters 200	12.00	6,443.42
	Bromhead 200 refund		40.00 6,403.42
	Spark 200	60.00	6,463.42
	Heard 200	24.00	6,487.42
29/04/22	S McGuirk 200 s/o	2.00	6,489.42
	Allen 200	24.00	6,513.42
	Harden 200	24.00	6,537.42
03/05/22	McCaulay 200	12.00	6,549.42
	Hughes 200	36.00	6,585.42
	Hodgson 200	120.00	6,705.42
	Langton 200	36.00	6,741.42
	Bass 200	24.00	6,765.42
	Mimic Signs	60.00	6,825.42
	Harrison 200	24.00	6,849.42
04/05/22	May Fair income	178.47	7,027.89
06/05/22	Jewell 200	24.00	7,051.89
	Plants to S M-J		30.00 7,021.89
09/05/22	Amazon core	5.00	7,026.89
	TDCAP	375.00	7,401.89
	Chq 00010		10.00 7,391.89
12/05/22	Carder 200	24.00	7,415.89
13/05/22	Newman-Mckie 200	12.00	7,427.89
16/05/22	TDCAP	500.00	7,927.89
	Cash and cheques for 200 club membership	709.00	8,636.89
	Chq 200 club	12.00	8,648.89
30/05/22	McGuirk 200 s/o	3.00	8,651.89
07/06/22	Easy fundraising	28.80	8,680.69
20/06/22	Don J Creighton	150.00	8,830.69
27/06/22	200 club prize chq 00013		19.25 8,811.44
28/06/22	Round table community acc.	500.00	9,311.44

29/06/22	McGuirk 200 s/o	3.00	9,314.44
01/07/22	200 club prize C Baynton		19.25 9,295.19
11/07/22	Plants to S M-J		33.75 9,261.44
20/07/22	200 club prize de Burton tfr		38.50 9,222.94
21/07/22	200 club prize W Farr tfr		19.25 9,203.69
25/07/22	200 club prize chq 000012		19.25 9,184.44
29/07/22	McGuirk 200 s/o	3.00	9,187.44
18/08/22	NTC tfr		500.00 8,687.44
22/08/22	Payment W Farr	8.00	8,695.44
	200 club 1st prize D De Burton		38.50 8,656.94
23/08/22	200 club 2 nd prize M Cunningham		19.25 8,637.69
	200 club 2 nd prize Harrison		19.25 8,618.44
	Don. Harrison	19.25	8,637.69
24/08/22	Plants BJ's to S M-J		118.88 8,518.81
30/08/22	McGuirk 200 s/o	3.00	8,521.81
22/09/22	200 club 2nd prize J De Burton		19.37 8,502.44
29/09/22	McGuirk 200 s/o	3.00	8,505.44
23/10/22	200 club 1st prize Oct K Rufolo		38.75 8,466.69
	200 club 2 nd prize Oct H Waters		19.37 8,447.32
	Donation H Waters	19.37	8,466.69
	200 club 2nd prize Oct M Pearce		19.37 8,447.32
	Purchase 3 draw numbers M Pearce	18.00	8,465.32
	Donation M Pearce	1.37	8,466.69
29/10/22	McGuirk 200 s/o	3.00	8,469.69
04/11/22	Don Coop	1,510.53	9,980.22
10/11/22	Northam TC Mayfair entry		30.00 9,950.22
15/11/22	Amazon	6.62	9,956.84
18/11/22	H R Davis 200 club	6.00	9,962.84
21/11/22	200 club 1st prize J Margaret		40.25 9,922.59
22/11/22	Easy fundraising	15.75	9,938.34
		8,160.59	1,516.62