



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 23rd November 2022

To

22nd November 2023

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 of the gardening volunteers are recorded regularly, so that they may be used in relation to match funding with regard to grant applications. In this year, unfortunately the record of the hours worked by the gardening volunteers is missing due to the sudden and unexpected death of the gardening volunteer co-ordinator in March 2024, only a couple of weeks after the death of his wife. Efforts to retrieve documents from their computer have been unsuccessful. Given the hours worked by volunteers in previous years, it can be reasonably assumed that the gardening volunteer hours total in excess of 1000 hours. The volunteers are also to be commended for their work at Northam May Fair, selling plants and promoting the charity.
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	FOTWHOP members have continued to remain involved with Northam Town Council, ensuring that they are working together towards a common goal – this year has seen work start on the tennis courts, which are being largely funded by the LTA and the plans for a Changing Places facility in the pavilion. These projects will help attract more people to the park, and see the work that goes on. The tennis courts (when finished) will allow household memberships and pay as you go tennis at very favourable rates. The Changing Places facility is the only one of its kind in the village, - the next nearest is on Northam Burrows, this is of great benefit to those with physical disability and their carers. Grants from a previous year allowed us to fund a design for a sensory garden from a local garden designer. This was done in cooperation with Northam Town Council, who put the project out to tender – the tenders came back being in excess of £35000 – way beyond the current budget of FOTWHOP. The gardening volunteers then used this as a basis for suggesting other garden designs that could be managed on a more reduced budget. We received a Councillor Grant for £835 for additional seating in the park, and the benches have been sited. A Councillor grant from the previous year allowed us to buy banners – including

		retractable banners, information flyers about the aims of the charity, and volunteer sign up flyers. The 200 Club continues to thrive – with some 171 numbers allocated as of November 2023. This funding stream allows the charity to fund additional planting in the park Two of the FOTWHOP committee members are also on the committee of newly reformed Westward Ho! Residents Association, affording a greater presence in the community along with an additional way to promote the goals of the charity, the success and volunteering opportunities available The lead gardening volunteer produced an updated list of the plants identified in the park – and identifying those which may cause harm (e.g. foxglove, stinging nettles) – this document is kept by FOTWHOP and by Northam Town Council. Members of the FOTWHOP committee attended Northam May Fair where they ran a plant stall, and also collected the subscriptions for the next 200 Club year (running from May 2022 – April 2023)
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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.
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period the charity had a balance of £10,034.96 The income received was £4059.63, and the expenditure was £3963.01 Income sources are from the 200 Club, donations from individuals, online charitable donations (AmazonSmile – which has now ceased, and Easyfundraising), and grants. The expenditure has been for plants, seating, and the winnings of the 200 Club. From the balance at the end of the reporting period, an amount of £427.50 is ringfenced to cover the future payouts of winnings from the 200 Club, which runs until 20 th April 2023. There is also grant money for paving in the sensory garden (£1765.89) and a grant from the Co-op Community Fund (£1050.93). The charity also grants the volunteer gardeners a sum of £500 per year to spend on planting for the park.
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	In the year November 2022 – 2023 the main regular funding source has been the 200 Club. Grants have been applied for for particular projects, such as additional seating in the park. Grants are applied for when a specific project has been identified and acknowledged that it is within the remit and ability of the charity to fulfil / complete the project within a specified time frame.
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		

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 there 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, two of the trustees were members of the committee. 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. The gardening volunteers have a Lead Gardening volunteer who is a member of the committee. It is the job of the Lead Gardening volunteer to ensure that the details of the volunteers are shared with Northam Town Council so that they are covered by insurance, to keep a record of the hours worked by the gardening volunteers, to keep a record of any additional plants added to the park (so that the list can be updated), and to

		ensure that they liaise with the committee and Northam Town Council before engaging in any gardening work that may be outside their remit / considered hazardous (e.g. use of powered tools, planting of trees)
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 Shared Lives carer and so public details of her phone number and address together with her name could put vulnerable young people and adults 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)

	
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Full name(s)

Christine Margaret Hutchins	
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Position (eg Secretary,
Chair, etc)

Chair	
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Date

16 th September 2022

FOTWHOP ACCOUNTS FOR YEAR ENDING 22/11/23				
	Registered Charity Number 1192894.			
DATE	ITEM	cr.	dr.	Bal.
				9,938.34
29/11/22	McGuirk 200 s/o	3.00		9,941.34
13/12/22	Donation G Allen	50.00		9,991.34
15/12/22	200 club 1st prize C Baynton		58.12	9,933.22
29/12/22	SM-J for bulbs from T&M		30.93	9,902.29
29/12/22	McGuirk 200 s/o	3.00		9,905.29
09/01/23	L Haden Don.	4.00		9,909.29
12/01/23	200 club 1st prize c/n 00011		40.25	9,869.04
16/01/23	TDCAP	835.00		10,704.04
17/01/23	200 club 2 nd prize c/n 00019		20.12	10,683.92
20/01/23	W Farr 200 club	9.00		10,692.92
	R Pullen 200 club 1 st prize		40.50	10,652.42
26/01/23	C Bass 200 club 2 nd prize		20.25	10,632.17
30/02/23	McGuirk 200 s/o	3.00		10,635.17
31/2/23	Amazon ??	5.34		10,640.51
08/02/23	TDC draw registration c/n 00014		20.00	10,620.51
11/02/23	S M-J for J Parker's plants		22.95	10,597.56
	S M-J paid in error deducted below **		4.99	10,592.57
14/02/23	Easy fundraising	33.05		10,625.62
	Chq 00015 200 club 2 nd prize		20.25	10,605.37
18/02/23	S M-J for plants (Parkers and Marshalls)**		139.03	10,466.34
21/02/23	200 club 2nd prize GG Csecs		20.62	10,445.72
	200 club 2 nd prize I Pullen		20.62	10,425.10
	200 club 1st prize G&A Jewell		41.25	10,383.85
28/02/23	McGuirk 200 s/o	3.00		10,386.85
05/03/23	S M-J for plants		37.93	10,348.92
10/03/23	S M-J for plants Marshalls		59.93	10,288.99
08/03/23	Purchase 2 draw numbers S Coe	24.00		10,312.99
	Purchase 1 draw number M Reed	12.00		10,324.99
	200 club 1st prize Baynton		41.25	10,283.74
	200 club 2 nd prize Y Hill		20.62	10,263.12
	200 club 2nd prize M Pearce		20.62	10,242.50
	Donation M Pearce	20.62		10,263.12
	Northam TC for benches		835.00	9,428.12
29/03/23	McGuirk 200 s/o	3.00		9,431.12
03/04/23	CH for banners etc		367.09	9,064.03
21/04/23	200 club Harden	36.00		9,100.03
	200 club Hickman	24.00		9,124.03
	200 club Williams	12.00		9,136.03

	200 club Farr	12.00		9,148.03
	200 club Butcher	24.00		9,172.03
	200 club Gray	24.00		9,196.03
24/04/23	200 club K Hutchins	36.00		9,232.03
	200 club Hutter	12.00		9,244.03
	200 club Mccaulay	12.00		9,256.03
	Amazon	5.00		9,261.03
	200 club Bach	24.00		9,285.03
	200 club Henden	24.00		9,309.03
	200 club Pearce	60.00		9,369.03
	Northam TC		1,650.00	7,719.03
25/04/23	200 club 2nd prize T Warrington		29.75	7,689.28
26/04/23	200 club Garnsey	24.00		7,713.28
	200 club Reid	60.00		7,773.28
	200 club Bromhead	12.00		7,785.28
27/04/23	200 club Secs	24.00		7,809.28
	200 club Lisa Pr	24.00		7,833.28
	200 club chq Griffin	24.00		7,857.28
	200 club chq T Clarke	12.00		7,869.28
	200club chq A Smith	24.00		7,893.28
	200 club chq Makeig-Jones	24.00		7,917.28
	K Saye csh	2.00		7,919.28
28/04/23	200 club Baynton	120.00		8,039.28
	200 club Cunningham	24.00		8,063.28
	200 club Heard	48.00		8,111.28
	200 club Harrison	24.00		8,135.28
02/05/23	200 club Carder	24.00		8,159.28
	200 club Gibson	24.00		8,183.28
	200 club Webb	12.00		8,195.28
	200 club Daniel	24.00		8,219.28
	200 club Robinson	24.00		8,243.28
	200 club so McGuirk	3.00		8,246.28
05/05/23	200 club Durk	24.00		8,270.28
	200 club Bass	24.00		8,294.28
16/05/23	May fair cash	106.60		8,400.88
	200 club cash and cheques ex CH	517.25		8,918.13
	Donation ex S M-J	21.50		8,939.63
17/05/23	200 club Cope	24.00		8,963.63
18/05/23	200 club Sherbourne	12.00		8,975.63
19/05/23	Amazon	14.71		8,990.34
	Westward Ho Community Assoc.(schoolroom)		30.00	8,960.34
30/05/23	200 club so McGuirk	3.00		8,963.34
12/06/23	200 club Cook	22.00		8,985.34
13/06/23	200 club Flor	22.00		9,007.34
27/06/23	200 club prize Reid		17.62	8,989.72

28/06/23	200 club Mills M	20.00		9,009.72
	200 club Mills D	50.00		9,059.72
29/06/23	200 club so McGuirk	3.00		9,062.72
	200 club Bruins	10.00		9,072.72
	200 club Langton	10.00		9,082.72
30/06/23	200 club prize Henden		17.62	9,065.10
03/07/23	200 club Bach	24.00		9,089.10
10/07/23	200 club Jewell	20.00		9,109.10
12/07/23	200 club Fowler	20.00		9,129.10
	“00 club prize J Margaret		20.00	9,109.10
24/07/23	500017 dep.	106.63		9,215.73
	ditto dep	20.00		9,235.73
27/07/23	Chq 001		35.25	9,200.48
31/07/23	200 club so McGurk	3.00		9,203.48
07/08/23	200 club Holmes	18.00		9,221.48
08/08/23	200 club prize De Burton		20.00	9,201.48
18/08/23	200 club prize K Heard		20.00	9,181.48
21/08/23	200 club P Prance	24.00		9,205.48
	200 club prize R Pullen		20.75	9,184.73
22/08/23	200 club prize S Carder		41.50	9,143.23
29/08/23	200 club s/o McGuirk	3.00		9,146.23
05/09/23	200 club prize McCarthy		20.75	9,125.48
20/05/23	200 club prize Webb		42.00	9,083.48
	200 club prize K Heard		11.00	9,072.48
29/09/23	200 club s/o McGuirk	3.00		9,075.48
12/10/23	S M-J for plants		3.96	9,071.52
30/10/23	200 prize K Heard		15.00	9,056.52
	200 club s/o McGuirk	3.00		9,059.52
07/11/23	Co-op	1,050.93		10,110.45
	200 club prize H Brading		42.75	10,067.70
20/11/23	200 club Farr	10.00		10,077.70
22/11/23	200 club prize c/n 00016		21.37	10,056.33
	200 club prize K Hocking		21.37	10,034.96
		4,059.63	3,963.01	