

The Gardeners' House, Penzance, Annual Report 2022-2023

Our vision for the Gardener's House, special collections and archives, is to provide a home for an evolving knowledge bank, a base for knowledge exchange and a fertile ground to grow an ecosystem to connect people, planet and place. It will collect, preserve and safeguard the past, whilst empowering the community to find well-being in the present and develop sustainable change for the future.

Introduction

As Co-Chair of The Gardeners' House, Penzance, I am pleased to present the second annual report for the charity showing our journey so far. This has been an exciting year for the development and growth of the project, with funding for the capital build secured from Penzance Town Deal first, followed by the National Lottery Heritage Fund (NLHF) awarding funding for capital, running costs and activities. We are grateful for all the support shown by the project team, representatives from the Town Council, and volunteers who all came together to attend a presentation given to the NLHF in March 2023, prior to the funding being awarded.

Development and activities

Over the past year the Board of Trustees and the Core Team have:

- held fund-raising events including a musical evening and Christmas wreath-making.
- increased the number of potential volunteers and held meetings and coffee mornings with them.
- participated in local events such as the Morrab Library Spring Fair to raise awareness of the project. We displayed plans, signed up potential volunteers and were very pleased by the amount of positive interest shown in the project by the local community.

Following the funding awards we have been able to appoint to a number of key roles to help with the next stages, and following interviews held in July 2023 we now have in place:

- a marketing and communications role
- fund-raising post
- monitoring and evaluation expertise

The archives and special collections continue to be supported by two key volunteers who have documented the archives and are listing the special collections. This is important preparatory work prior to the appointment of an archivist. We continue to liaise with Kresen Kernow and are part of the Cornish Archives Network.

The archives and special collections are being highlighted in an exciting additional project made possible through additional funding from the Tanner Trust and using the expertise of film-maker, writer and artist, Jane Darke, with Andrew Tebbs, fine art/sculptor. Furniture and designs are being commissioned and developed for the sensory garden based on community interpretation of the collections.

Our Mission - we plan that this project will:

- Bring together the Gardeners' House Collection in a permanent, fit-for-purpose home, helping to sustain the collections and developing them by collecting contemporary material relating to the community response to the Climate Emergency
- Provide public access to the collection, on-site by creating research facilities and interpretation, and through the use of digital tools to reach more people online
- Develop a programme of events and activities that are inspired by the collection and help a wide range of people to learn, to improve their wellbeing and to take positive action to reduce their environmental impact
- Restore the former stables block, connecting it with its setting through the development of the sensory garden, and create a place that the local community can access for a range of purposes
- Develop volunteering and training opportunities in key areas of the service: the Collection, the sensory garden and the activity programme, encouraging a diversity of people to volunteer and creating flexible opportunities
- Establish an effective operating model for the Gardeners' House, learning from the opportunity to trial activities, listen to audiences, and work with partners to develop an economically resilient organisation

Board of Trustees

Paul Brett. An agricultural scientist with a specialism in animal nutrition and information technology. He is a long-term environmental volunteer at Morrab Gardens, with the Penzance Floral Group and Penwith Landscape Partnership.

Tamsin Daniel. Cornwall Council's Principal Historic Environment Officer and resident of Penzance. Tamsin has led various council heritage-led regeneration projects and for over eight years was on the South West and then London & East National Lottery Heritage Fund committees.

Jane Forsyth. Jane worked developing policies for employment and economic development. As a partner at 'Roger Tym' she produced the feasibility and funding plan for National Maritime Museum Cornwall.

Rachel Lambert, Co-Chair. Author and foraging guide, Rachel has a background in community consultation, community nutrition and the creative arts.

Doreen Pinfold, Co-Chair. Formerly a university librarian, Doreen has worked in the education sector for most of her career. She is also a trustee of the Hypatia Trust.

Catrina Saunders. Head Gardener for the NT at Trengwainton. She qualified as M.Hort in 2017. Special interests include garden management and garden conservation.

The Core Project Team comprises:

Miki Ashton, Project Coordinator. Originally a designer, she trained at the Chelsea College of Art. Since 2015, Miki has been responsible for the operation of the Hypatia Trust and has been involved with The Gardeners' House project from the outset.

Trevor Humphrey, Capital projects Manager BSc (Hons) MRICS is an experienced Project Manager and Chartered Quantity Surveyor whose focus is in the cultural / community sector with a wealth of projects in heritage, arts and the natural world. For many years Trevor has had direct experience and success in grant aided work such as the National Lottery Heritage Fund, Arts Council, Historic England, Architectural Heritage Fund and ERDF programmes. Past clients include Bristol Zoo Gardens, Avon Wildlife Trust, Devon Wildlife Trust, Cornwall Council and Clevedon Pier.

Laurel Miller, Project Oversight Adviser. Laurel spent 6 years working for NLHF. She has detailed knowledge of the Fund's priorities, funding requirements and processes with an understanding of what makes a fundable application. In a 20-year career, Laurel has specialised in community engagement, diversity and inclusion

Kate Picknett, Admin and Finance. An experienced business manager, she has worked with organisations in the private, public and charity sectors.

Statement of Trustees' Responsibilities

Charity law requires the trustees to prepare statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as they trustees are aware, there is no relevant information of which the charity's independent examiner is unaware, and the trustees have taken all the steps that they ought to have taken in order to make themselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information

Signed on behalf of the charity's trustees

We are registered with the Charity Commission as **"The Gardeners' House – Penzance"**, registration number **1195599**

<https://www.thegardenershouse.org/>

Independent Examiner's report to the trustees of The Gardeners' House - Penzance

I report on the accounts of the charity for the year ended 31st August 2023 which are set out on pages 6 to 10.

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 charity's accounts carried out under section 145 of the 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records [; or
3. the accounts do 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.

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Name : Dick Maule F.C.A.
Address : The Cross House South Woodchester GL5 5EL
Date:

The Gardeners' House - Penzance

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. August 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Income from					
Donations and fundraising		1,233	-	1,233	669
Investment income		45	-	45	-
Grants and contracts		-	170,966	170,966	131,904
Total Income		<u>1,278</u>	<u>170,966</u>	<u>172,244</u>	<u>132,573</u>
Expenditure on					
Charitable activities	9	<u>1,002</u>	<u>80,980</u>	<u>81,982</u>	<u>99,677</u>
Net income/[expenditure]		<u>277</u>	<u>89,986</u>	<u>90,262</u>	<u>32,896</u>
Reconciliation of funds					
Total funds brought forward		<u>605</u>	<u>32,291</u>	<u>32,896</u>	-
Total funds carried forward		<u><u>882</u></u>	<u><u>122,277</u></u>	<u><u>123,159</u></u>	<u><u>32,896</u></u>

The Gardeners' House - Penzance

Balance sheet as at 31st. August 2023

	Notes	2023	2022
		£	£
Fixed assets			
Tangible assets	2	-	-
Current assets			
Debtors and prepayments	3	-	-
Cash at bank and on hand		<u>123,934</u>	<u>33,671</u>
Total current assets		<u>123,934</u>	<u>33,671</u>
Current liabilities			
Creditors: amounts falling due within 12 months	4	<u>(775)</u>	<u>(775)</u>
Net Current assets		<u>123,159</u>	<u>32,896</u>
Net assets		<u><u>123,159</u></u>	<u><u>32,896</u></u>
The funds of the charity:			
Unrestricted funds	7		
General funds		882	605
Restricted Funds		<u>122,277</u>	<u>32,291</u>
Total charity funds		<u><u>123,159</u></u>	<u><u>32,896</u></u>

These financial statements were approved by the Trustees.....

On behalf of the Trustees

dated:-

Notes to the accounts for the year ended 31st. August 2023

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous years.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) as updated by Update Bulletin 2, and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

- [i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- [ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- [iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- [i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- [ii] Donated services and facilities are included at the value to the charity where this can be quantified.
- [iii] The value of services provided by volunteers has not been included in these accounts.
- [iv] Investment income is included when receivable.
- [v] Income from charitable trading activity are accounted for when earned.
- [vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

- [i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- [ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them
- [iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

The Gardeners' House - Penzance

Notes to the accounts for the year ended 31st. August 2023

(1) Principal Accounting Policies

(e) Fixed assets

Tangible fixed assets are written off over the expected useful life of the asset, at 25% per annum on the reducing balance method .

Items costing over £500 are capitalised.

(2) Fixed Assets

Fittings
& equipment
£

Net book value 31st. August 2023

-

Net book value 31st. August 2022

-

(3) Debtors

2023

2022

£

£

Sundry debtors

-

-

(4) Creditors

Amounts falling due within 12 months

Sundry creditors

775

775

(5) Employee information

Number of employees

-

-

(6) Trustees information

£

£

Trustees remuneration and expenses

-

-

The Gardeners' House - Penzance

Notes to the accounts for the year ended 31st. August 2023

(7) Movements in funds

	Balance 31st. August 2022 £	Income £	Expenditure £	Balance Transfers £	Balance 31st. August 2023 £
Unrestricted funds					
General Fund	<u>605</u>	<u>1,278</u>	<u>(1,002)</u>	<u>-</u>	<u>882</u>
Restricted funds					
CCF Tanner Trust grant	-	25,000	(15,000)	-	10,000
Penzance Town Deal Grant	-	128,433	(4,500)	(11,656)	112,277
NHLF Stage 1 Grant	15,054	17,533	(61,480)	28,893	-
Penzance Town Council grant	<u>17,237</u>	<u>-</u>		<u>(17,237)</u>	<u>-</u>
	<u>32,291</u>	<u>170,966</u>	<u>(80,980)</u>	<u>-</u>	<u>122,277</u>
Total funds	<u>32,896</u>	<u>172,244</u>	<u>(81,982)</u>	<u>-</u>	<u>123,159</u>

(8) Charitable expenditure

	Total 2023 £	Total 2022 £
Bid Writing	4,000	6,400
Capitla Project Management & QS	4,500	13,788
Business Plan	-	12,000
Architects	1,824	37,206
Project Co-ordinator	16,150	10,250
Admin/Bookkeeper	9,776	2,235
Admin/Marketing costs	5,079	408
Other professional fees	39,661	16,170
Bank Fees/Insurance	217	85
Subscriptions	-	360
Independent examination	<u>775</u>	<u>775</u>
	<u>81,982</u>	<u>99,677</u>

(9) Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Fixed assets	-	-	-	-
Current assets	1,657	-	122,277	123,934
Current liabilities	<u>(775)</u>	<u>-</u>	<u>-</u>	<u>(775)</u>
Net assets at 31st August 2023	<u>882</u>	<u>-</u>	<u>122,277</u>	<u>123,159</u>