



HEREFORDSHIRE GROWING POINT

Annual Report and Accounts for the year ending

31st May 2024



(Charity Number 1197491)

HON PRESIDENT: Tamsin Westhorpe
c/o Herefordshire Headway, Trenchard Avenue, Credenhill, Hereford, HR4 7DX
Telephone: 01432 805705 Web: www.growingpoint.org

Email: hgrowingpoint@yahoo.co.uk

Hon. Patron: Tamsin Westhorpe

c/o Herefordshire Headway, Headway House, Trenchard Avenue, Credenhill, Hereford, HR4 7DX
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HEREFORDSHIRE GROWING POINT
(Charity No. 1197491)

Annual Report for the Year ending 31st May 2024

The Trustees present their report for the year ended 31st May 2024

The Members of the Committee during the year were:

Chairman:	Laura Hone	Deputy Chairman:	Julie Cohn
Charity Manager:	Julian Reeves		
Treasurer:	Andrew Huntley		
Events:	Julie Cohn and Mary Knight		
Minutes Secretary:	Caroline Lechmere		

Trustees: Laura Hone, Andrew Huntley, Janet Parry, Julie Cohn, Mary Knight, Fiona Paterson Shelagh Wynn (resigned in January 2024), Caroline Lechmere and Jeanie Falconer.

The charity was established in 1990 with, as its original governing instrument, a Constitution adopted on 29th April 1991. This Constitution was revised in 2014 and again in 2019. The charity's status was changed from an unincorporated charity to a CIO (Charitable Incorporated Organisation) in December 2022.

Officers and Members of the Committee are elected annually at the Annual General Meeting held in November.

The Aim and Objectives of Herefordshire Growing Point

The aim of Herefordshire Growing Point is to enable vulnerable and disabled people of all ages to enjoy the social and therapeutic benefits of horticultural activities.

The objectives of Herefordshire Growing Point are:

To provide relief and to promote social inclusion for the benefit of the public by horticultural therapy for those people who are vulnerable or socially excluded, through old age, illness or disability, either mentally or physically (whether permanently or temporarily) in Herefordshire and the areas adjoining Herefordshire, by:

- 1) The provision of organised horticultural therapy sessions to enhance the quality of life and mental wellbeing for this group of people, in garden settings or appropriate environments such as residential care, suited to individual need.
- 2) Promotion of social inclusion. Being part of a gardening group is a benefit for individuals who have limited opportunities for social engagement.
- 3) Promotion of healthy living, by growing, harvesting and cooking fruit and vegetables.
- 4) Promotion of public awareness of the benefits of social and horticultural therapy by means of social media, website and events.

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- ***A statement that summarises the remuneration policy.***
- ***A summary of payments to Trustees for expenses.***
- ***The actual salary and other benefits received by the Manager.***
- ***The number of Tutors and their total remuneration.***

These disclosures are given in two appendices at the end of Report and Accounts.

Review of the Year 2023-24

A great deal of time was taken up with managing the consequences of not having a minibus. Taxies had to fill the gap and this was both expensive and unreliable. A fundraising programme was launched, but sufficient funding for a good quality second hand wheelchair adapted vehicle arrived unexpectedly quickly. This was due to some generous local support, as well as two charitable trusts. This was wonderful and a great relief and the gardeners who used the vehicle were delighted with the improvement.

A wreath-making workshop was arranged for early December which produced a lot of fun and laughter, as well as some really excellent wreaths at the end of the morning. There was also a Christmas bowling and shopping trip.



In February, Stuart Donachie and Chris Carter very generously allowed Growing Point to hold a fund raising event in their stunning garden. The event was originally billed as a snowdrop walk, but due to the very mild winter weather, the snowdrops were over, but all the magnificent hellebores were in flower, as well as other Spring bulbs and shrubs. The torrential rain experienced at the beginning of 2024 might have meant cancelling the event, but Herefordians are stoical people, so that wasn't necessary and the weather even improved enough for a few rays of sunshine. The Growing Point trustees provided a delicious lunch, the event was so popular that we had to resort to a waiting list and Stuart and Chris were immensely generous with their time by walking round the garden with the visitors and answering some of the many questions being posed. Everyone at Growing Point was immensely grateful for their generosity.

Also in the Spring, Herefordshire Growing Point was invited to have a stand at the annual Seed Swap in Hereford. The day was both interesting and enjoyable and useful contacts were made. Tamsin Westhorpe was the speaker and generously donated her fee.

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Sadly in January, we had to say goodbye to Shelagh Wynn who resigned as a Trustee. Laura Hone thanked Shelagh who was attending her last meeting as a trustee of HGP. Shelagh has been a wonderful trustee and has given of her time, expertise and wisdom freely, not to mention her tolerance and patience together with her work on the website. Shelagh also managed the process involved in applying for a QAVS award which involved a great deal of work. She also negotiated the intricacies and legal aspects regarding the charity's change of status to a CIO. This was made doubly difficult by the stops and starts during the Covid period. Everyone at Herefordshire Growing Point owes Shelagh a huge debt of gratitude for everything she has done in her time at HGP and hopefully we will still see her at events and special occasions in the future.

Charity Manager's Report

In June we were delighted to have a promotional video made by local Film Director Jonathan Zaurin. Our gardeners loved being involved and the resulting film brought tears to our eyes when we first saw what a superb job he had made of it. It now sits proudly on our website.

We had a stand at Hellen's Garden show and had some useful conversations. We also met some lovely people.



Our minibus finally reached the end of its useful life so we started a fundraising campaign with the hope of raising enough money to find a replacement. We expected that it would take some time to raise enough but were amazed when the Clive Richards Foundation, the Worshipful Society of London Gardeners Charity, the proceeds from the Hereford Seed Swap, the Cottage Herbery and other kind supporters, gave us sufficient funds to buy a nearly new Wheelchair Accessible Vehicle. Thanks to their generosity we can carry on bringing our gardeners into the Demonstration Garden without the stress and uncertainty of taxis.



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The 2023 Spring was hot and the late summer even hotter and we quickly realised the benefits of having five water storage tanks.

Our Autumn Show was very well attended with more than 60 people enjoying the presentations and the delicious cakes courtesy of our trustees. Gardener of the Year was Mark Randall and the Progress cup was awarded to David Ferguson Thomas. We were also able to present some lovely glass trophies to first prize winners, made specially for us by K8Create of Hereford.



The year ended with the wreath making workshop and a Christmas party for our gardeners.

We welcomed the Mayor of Hereford, Cllr Jacque Carwardine to the Demonstration Garden in the Spring and gave her a tour of the gardens where she met some of the gardeners.



Sadly we had to say goodbye two of our tutors; Sian Murcott in August and Rebecca Sheen in the following March. Both were excellent practitioners and highly regarded.

Following this, a recruitment process was started in the Spring and we were delighted to welcome Kate Barrett and Amelia Carter to the team. Kate as a new tutor and Amelia as a charity development manager. We also appointed a part-time fundraiser, Michelle Adouard to help us secure new sources of income

In addition, we welcomed Jess Reed as a new volunteer and are hopeful she may develop an interest in becoming a tutor in the future.

It was with great delight that we were able to celebrate Jean Well's 100th Birthday in April. She continues to be a very popular member of the Monday and Wednesday groups.

We now have two new groups of autistic adults coming on a Tuesday afternoon from Orchard End and Park House homes.

Tutor Reports - Head Tutor, Jo Rigney's report

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Since October 2023 we are no longer sending out activity packs to care homes as only one care home continued to request the packs. Sessions have now restarted at Stretton nursing home which was the only organisation still receiving the packs.

This autumn and winter, gardening activities centered on planting bulbs for the spring in pots. These were: daffodils, crocus, iris, and a few tulips. The plan was to make something to look forward to. Some groups have potted on biennials, sowed sweet pea seeds, onions, and garlic, and helped to tidy up their growing areas for the winter.

We have also collected autumn leaves to make leaf bowls and paper lanterns. Leaves have also been used to print leaf shapes onto tote bags which all the groups enjoyed making.



During December, activities were Christmas themed and many of the groups made origami stars to hang as decorations in addition to the Christmas wreaths. There was also a Christmas outing.



The Christmas period has been quiet regarding social media, except for the wreath making session which was a huge success.

During January the groups were thinking about the birds especially as the weather turned cold. As a result, the gardeners made bird seed feeders on fir cones and monkey nut rings. Andrew Keir was doing cooking sessions with the Monday groups as it was too cold to take the group outside.

Charity Development Manager

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I am thrilled to have joined the Herefordshire Growing Point team and so excited to help grow and develop this inspiring organisation. I will be spending the next number of weeks reviewing the current great work we do and then looking for new opportunities to help support our local community. The next few months will be about informing and creating a new strategic direction for the charity which will see us reach more people and make a greater impact throughout Herefordshire. I am already aware of the great success of our outreach programme, Forget me Not. This programme supports older and vulnerable people living in care homes across the county. I intend to continue to develop this project and increase the number of homes we are serving. I am also aware that there is a great need for alternative provisions for children living with anxiety and depression. I am keen to work with schools within Herefordshire to develop a project offering horticultural therapy to vulnerable children. Lastly, part of the strategy will look to see how we can increase the profile of this wonderful organisation and engage with local funders. My aim is to both grow Herefordshire Growing Point and look for sustainable ways to ensure the future of this much needed charity.



Funding Report – 1st June 2023 to 31st May 2024

Over the past year, Herefordshire Growing Point has had the support of the following organisations and we are grateful for this support:

The Eveson Charitable Trust
 The Worshipful Company of Gardeners of London Charity
 The Clive Richards Foundation
 The Cottage Herbery
 The Herefordshire Seed Swap
 ETL Systems
 E F Bulmer Trust

In addition to those listed above, the following charitable trusts and organisations have also supported Herefordshire Growing Point over the past year with unrestricted donations which are very much appreciated.

- The William A Cadbury Charitable Trust;
- Dr Heather Barrett-Mold OBE
- The Hone Family Charitable Trust
- Igence Radar
- The Jordan Foundation;
- The Sam Morley Charitable Trust.
- The Street Foundation

There was also support from two generous anonymous donors.

We are also grateful to the Co-op who continue to host a plant stall at Bobblestock

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Herefordshire Growing Point's Policies

The following policies are in place and updated on a regular basis.

- Complaints;
- Conflict of Interest;
- Covid Safer Practice;
- Equal Opportunities;
- Financial Management;
- Grievance;
- Health & Safety;
- Membership;
- Recruitment;
- Reimbursement of trustees;
- Remuneration;
- Risk Management;
- Safeguarding;
- Standing orders for Charity Meetings - and
- Volunteers.

The following policies are awaiting adoption

- Disciplinary
- Equality and Diversity
- Social Media
- Whistleblowing

Thanks are due to the Trustees for making sure Herefordshire Growing Point is fully compliant and up to date with all necessary policies.

Conclusion

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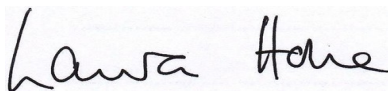
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This has been a year of ups and downs for Herefordshire Growing Point. The “downs” have been weather-related and produced some challenges, but in spite of this, some excellent exhibits were created for the Autumn Show which the High Sheriff was extremely impressed with.

The “ups” have been the new groups joining and then the recruitment of Michelle Audouard to help with the fundraising; tutor Kate Barrett and Amelia Carter as Development Manager. Kate and Amelia have already brought a wealth of new ideas and initiatives with them and have slotted in seamlessly with the existing tutors. There are now some very exciting plans on the drawing board which should start coming to fruition later in 2024.

Finally, Herefordshire Growing Point wouldn't function without the hard work of the Manager, the tutors, the volunteers and the Trustees. Also, with the continuing help and support from Herefordshire Headway. Many thanks are due to all of them.

On behalf of the Trustees



Laura Hone –
Chairman, Hereford Growing Point.

Date: 12th November 2024

Appendix One. Treasurer's report for year end 31 May 2024

Total monetary assets held on 31 May 2024 were £78,180.69 (£70,498.82). The income from 'charitable activities' was £84,203.25 (£50,646.89). Expenditure for the 12 month period was £77,720.68 (£60,421.79). For this period, 01/06/2023 – 31/05/2024, there was a surplus of £6482.57 (deficit £6928.50). Figures in (brackets) refer to the previous 12 month period ending 31.05.2023 as a comparison.

Analysis of the financial record as follows:

1. Income from charitable activities.

- Courses income. Course fee income for this 12 month period was £16,033.07 (£8231).
- Donations. These were £23,574.77 (£9,119). As a charity, we are so grateful for the support of businesses as well as individuals who have supported us this year and in previous years with regular giving. Donations have also been increased by donors using 'Givey', an online donations platform serving smaller charities.
- Fundraising. The Snowdrop Day in February raised over £1,550.
- Charitable Trusts (recorded as 'Trust grants'). The total amount received for this 12 month period was £41,800 (£30,569). £17,500 was classed as 'unrestricted' and £24,300 was classed as 'restricted' for specific projects. We are so grateful to these Trust grants. It would not be possible to provide our service without this financial support.
- Other income. Sale of the old minibus for £900 and a refund of vehicle insurance premium.

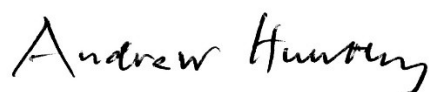
2. Expenditure on charitable activities

- Courses expenditure. The total expenditure for all costs associated with the gardening therapy sessions was £22,698.23 (£27,426). This covers tuition (3 salaried staff and 2 self employed tutors), travel costs, materials, DBS checks as well as the cost of the Autumn Show.
- Headway site. Total rent for the site was increased from £400 per month to £440 per month from August 2023. Garden maintenance costs included the creation of a new raised bed.
- Overhead costs. The total cost of Overheads was £34,946.46. The salary of the Charity Manager was increased by 6% from June 2023. In addition, an assistant treasurer was employed as a salaried employee from July 2023. The consultancy fee for the fundraiser was £200 per day plus expenses. Another self employed consultant was employed from April to review the development of the charity.
- Vehicles and office/garden equipment. A replacement minibus was purchased in October 2023 as well as two refurbished laptops.

3. Accountancy policy. The policy is to record the purchase of any asset as an operating cost in the year of purchase under 'expenditure on charitable activities'. The asset value of Herefordshire Growing Point is recorded as monetary assets analysed by fund in the Summary of assets.

4. Financial Reserves. On 31 May 2024, the cash reserves are held in three separate bank accounts. These are NatWest current account £44,793.42; COIF charity deposit account £11,675.92; Redwood Bank £20,870.33. In addition, cash (£842.02) is held in hand. The charity has no liabilities.

The independent examination of the accounts was carried out by Mr Huw Foxall FCMA. The trustees appreciate the time taken and the advice given by him in carrying out this important function without charge for many years and are most grateful.



Andrew Huntley, hon. treasurer for Herefordshire Growing Point; Charity Commission reg: 1197491.

APPENDIX TWO - Herefordshire Growing Point financial summary 01.06.23 - 31.05.2024

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INCOME from Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 31.05.2024
Course fees - bank receipts	12078.77		12078.77
Course fees - cash receipts	3954.30		3954.30
Fundraising	1550.00		1550.00
Donations	13574.77	10000.00	23574.77
Trust Grants	17500.00	24300.00	41800.00
sale of vehicle & refund	1245.41		1245.41
Total Receipts	£49903.25	£34300.00	£84203.25

EXPENDITURE on Charitable activities

Lecturing	18872.50		18872.50
Session Materials & Travel	2929.59		2929.59
Volunteer Mileage	272.70		272.70
Bookings, subs etc	95.00		95.00
Staff costs & DBS checks	18.78		18.78
Autumn Show	170.00		170.00
Cash payments	339.66		339.66

Overhead costs

Charity Manager	18882.58		18882.58
Telephone and internet	1181.33		1181.33
Nest Workplace Pension	1133.20		1133.20
PAYE/NIC	3102.14		3102.14
Charity Insurance	718.74		718.74
Book keeping & Accountancy software	1796.80		1796.80
office expenses	79.69		79.69
Consultancy : charity development	1166.00		1881.15
Consultancy : fundraising	715.15		
Headway site rent	5200.00		5200.00
Headway site works	970.83		970.83

Vehicle & office equipment

Computers	785.00		785.00
Vehicle expenses	1108.27		1108.27
Purchase of vehicle	0.00	15380.00	15380.00
Total expenditure on Charitable activities	59537.96	15380.00	74917.96
Transfer of cash receipts to bank	2802.72		2802.72
			£77,720.68

surplus (deficit) for the year	6482.57
Cash in Bank & in hand 01/06/2023	70498.82
Deposit Accs:COIF/Redwood interest	1199.30
Total surplus (deficit) at 31.05.2024	£78,180.69

Reconciliation	Current a/c	COIF a/c	Redwood a/c	Cash	Total
Cash in Bank year end 31/05/2024	44793.42	11675.92	20870.33	£841.02	£78,180.69

APPENDIX TWO (CONT.)**Herefordshire Growing Point financial summary 01.06.2023- 31.05.2024**

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Statement of receipts & payments y/end 31.05.2024 Charity Commission reg: 1197491

Monetary Assets	Unrestricted Funds £	Restricted Funds £	Total Assets : 31.05.2024	Total 31.05.2023
Cash in Bank (01.06.2023)	64086.62	6412.20	70498.82	76880.91
surplus/(deficit) for the year	5641.55		5641.55	-6928.50
cash in hand	841.02		841.02	29.10
Charities Deposit Fund (COIF) interest	562.97		562.97	290.86
Redwood 35 Day Account	636.33		636.33	226.45
Total Monetary Assets at 31/05/2023	71768.49	6412.20	78180.69	70498.82

Summary of Assets

Year ending 31 May 2024

NatWest current account	44793.42
Charities Deposit Fund (COIF)	11675.92
Redwood 35 Day Account	20870.33
Cash in hand	841.02
	£ 78,180.69

at 31/05/2024

Unrestricted Funds	£ 75,060.69
Restricted Funds	£ 3,120.00
Total Assets	£ 78,180.69

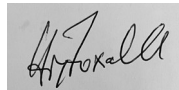
Accounts prepared by:

Hon.Treasurer



date: 18.11.2024

Independent Examiner



date: 18.11.2024

Restricted Funds	at 31.05.2023	receipts to: 31/05/2024	payments to: 31/05/2024	£ balance at 31/05/2024
EF Bulmer Trust		5000.00	5000.00	
Clive Richards Foundation		7000.00	5380.00	1620.00
Eveson Trust		10000.00	10000.00	
The Worshipful Company of Gardeners of London Charity		1500.00		1500.00
Hone Trust		800.00	800.00	
National Lottery	6412.20		6412.20	
		£24300.0		
	£6412.20	0	£27592.20	£3120.00

Appendix Three

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Herefordshire Growing Point

HGP Cash box summary for year end 31.05.2024

	item	dr	cr
01/06/2023	b/f	29.10	
	cash received	3,954.30	
	cash transferred to bank		2,802.72
	cash payments		3,39.66
	total	3,983.40	3,142.38
	cash not banked		
	31.05.2024		<u>£841.02</u>

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Sadly in January, we had to say goodbye to Shelagh Wynn who resigned as a Trustee. Laura Hone thanked Shelagh who was attending her last meeting as a trustee of HGP. Shelagh has been a wonderful trustee and has given of her time, expertise and wisdom freely, not to mention her tolerance and patience together with her work on the website. Shelagh also managed the process involved in applying for a QAVS award which involved a great deal of work. She also negotiated the intricacies and legal aspects regarding the charity's change of status to a CIO. This was made doubly difficult by the stops and starts during the Covid period. Everyone at Herefordshire Growing Point owes Shelagh a huge debt of gratitude for everything she has done in her time at HGP and hopefully we will still see her at events and special occasions in the future.

Charity Manager's Report

In June we were delighted to have a promotional video made by local Film Director Jonathan Zaurin. Our gardeners loved being involved and the resulting film brought tears to our eyes when we first saw what a superb job he had made of it. It now sits proudly on our website.

We had a stand at Hellen's Garden show and had some useful conversations. We also met some lovely people.



Our minibus finally reached the end of its useful life so we started a fundraising campaign with the hope of raising enough money to find a replacement. We expected that it would take some time to raise enough but were amazed when the Clive Richards Foundation, the Worshipful Society of London Gardeners Charity, the proceeds from the Hereford Seed Swap, the Cottage Herbery and other kind supporters, gave us sufficient funds to buy a nearly new Wheelchair Accessible Vehicle. Thanks to their generosity we can carry on bringing our gardeners into the Demonstration Garden without the stress and uncertainty of taxis.



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The 2023 Spring was hot and the late summer even hotter and we quickly realised the benefits of having five water storage tanks.

Our Autumn Show was very well attended with more than 60 people enjoying the presentations and the delicious cakes courtesy of our trustees. Gardener of the Year was Mark Randall and the Progress cup was awarded to David Ferguson Thomas. We were also able to present some lovely glass trophies to first prize winners, made specially for us by K8Create of Hereford.



The year ended with the wreath making workshop and a Christmas party for our gardeners.

We welcomed the Mayor of Hereford, Cllr Jacque Carwardine to the Demonstration Garden in the Spring and gave her a tour of the gardens where she met some of the gardeners.



Sadly we had to say goodbye two of our tutors; Sian Murcott in August and Rebecca Sheen in the following March. Both were excellent practitioners and highly regarded.

Following this, a recruitment process was started in the Spring and we were delighted to welcome Kate Barrett and Amelia Carter to the team. Kate as a new tutor and Amelia as a charity development manager. We also appointed a part-time fundraiser, Michelle Adouard to help us secure new sources of income

In addition, we welcomed Jess Reed as a new volunteer and are hopeful she may develop an interest in becoming a tutor in the future.

It was with great delight that we were able to celebrate Jean Well's 100th Birthday in April. She continues to be a very popular member of the Monday and Wednesday groups.

We now have two new groups of autistic adults coming on a Tuesday afternoon from Orchard End and Park House homes.

Tutor Reports - Head Tutor, Jo Rigney's report

Hon. Patron: Tamsin Westhorpe

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Since October 2023 we are no longer sending out activity packs to care homes as only one care home continued to request the packs. Sessions have now restarted at Stretton nursing home which was the only organisation still receiving the packs.

This autumn and winter, gardening activities centered on planting bulbs for the spring in pots. These were: daffodils, crocus, iris, and a few tulips. The plan was to make something to look forward to. Some groups have potted on biennials, sowed sweet pea seeds, onions, and garlic, and helped to tidy up their growing areas for the winter.

We have also collected autumn leaves to make leaf bowls and paper lanterns. Leaves have also been used to print leaf shapes onto tote bags which all the groups enjoyed making.



During December, activities were Christmas themed and many of the groups made origami stars to hang as decorations in addition to the Christmas wreaths. There was also a Christmas outing.



The Christmas period has been quiet regarding social media, except for the wreath making session which was a huge success.

During January the groups were thinking about the birds especially as the weather turned cold. As a result, the gardeners made bird seed feeders on fir cones and monkey nut rings. Andrew Keir was doing cooking sessions with the Monday groups as it was too cold to take the group outside.

Charity Development Manager

Hon. Patron: Tamsin Westhorpe

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I am thrilled to have joined the Herefordshire Growing Point team and so excited to help grow and develop this inspiring organisation. I will be spending the next number of weeks reviewing the current great work we do and then looking for new opportunities to help support our local community. The next few months will be about informing and creating a new strategic direction for the charity which will see us reach more people and make a greater impact throughout Herefordshire. I am already aware of the great success of our outreach programme, Forget me Not. This programme supports older and vulnerable people living in care homes across the county. I intend to continue to develop this project and increase the number of homes we are serving. I am also aware that there is a great need for alternative provisions for children living with anxiety and depression. I am keen to work with schools within Herefordshire to develop a project offering horticultural therapy to vulnerable children. Lastly, part of the strategy will look to see how we can increase the profile of this wonderful organisation and engage with local funders. My aim is to both grow Herefordshire Growing Point and look for sustainable ways to ensure the future of this much needed charity.



Funding Report – 1st June 2023 to 31st May 2024

Over the past year, Herefordshire Growing Point has had the support of the following organisations and we are grateful for this support:

The Eveson Charitable Trust
 The Worshipful Company of Gardeners of London Charity
 The Clive Richards Foundation
 The Cottage Herbery
 The Herefordshire Seed Swap
 ETL Systems
 E F Bulmer Trust

In addition to those listed above, the following charitable trusts and organisations have also supported Herefordshire Growing Point over the past year with unrestricted donations which are very much appreciated.

- The William A Cadbury Charitable Trust;
- Dr Heather Barrett-Mold OBE
- The Hone Family Charitable Trust
- Igence Radar
- The Jordan Foundation;
- The Sam Morley Charitable Trust.
- The Street Foundation

There was also support from two generous anonymous donors.

We are also grateful to the Co-op who continue to host a plant stall at Bobblestock

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Herefordshire Growing Point's Policies

The following policies are in place and updated on a regular basis.

- Complaints;
- Conflict of Interest;
- Covid Safer Practice;
- Equal Opportunities;
- Financial Management;
- Grievance;
- Health & Safety;
- Membership;
- Recruitment;
- Reimbursement of trustees;
- Remuneration;
- Risk Management;
- Safeguarding;
- Standing orders for Charity Meetings - and
- Volunteers.

The following policies are awaiting adoption

- Disciplinary
- Equality and Diversity
- Social Media
- Whistleblowing

Thanks are due to the Trustees for making sure Herefordshire Growing Point is fully compliant and up to date with all necessary policies.

Conclusion

Hon. Patron: Tamsin Westhorpe

c/o Herefordshire Headway, Headway House, Trenchard Avenue, Credenhill, Hereford, HR4 7DX

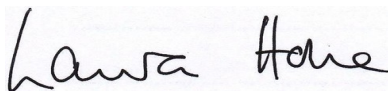
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This has been a year of ups and downs for Herefordshire Growing Point. The “downs” have been weather-related and produced some challenges, but in spite of this, some excellent exhibits were created for the Autumn Show which the High Sheriff was extremely impressed with.

The “ups” have been the new groups joining and then the recruitment of Michelle Audouard to help with the fundraising; tutor Kate Barrett and Amelia Carter as Development Manager. Kate and Amelia have already brought a wealth of new ideas and initiatives with them and have slotted in seamlessly with the existing tutors. There are now some very exciting plans on the drawing board which should start coming to fruition later in 2024.

Finally, Herefordshire Growing Point wouldn't function without the hard work of the Manager, the tutors, the volunteers and the Trustees. Also, with the continuing help and support from Herefordshire Headway. Many thanks are due to all of them.

On behalf of the Trustees

A handwritten signature in black ink that reads "Laura Hone". The signature is written in a cursive style with a light blue rectangular background behind it.

Laura Hone –
Chairman, Hereford Growing Point.

Date: 12th November 2024

Appendix One. Treasurer's report for year end 31 May 2024

Total monetary assets held on 31 May 2024 were £78,180.69 (£70,498.82). The income from 'charitable activities' was £84,203.25 (£50,646.89). Expenditure for the 12 month period was £77,720.68 (£60,421.79). For this period, 01/06/2023 – 31/05/2024, there was a surplus of £6482.57 (deficit £6928.50). Figures in (brackets) refer to the previous 12 month period ending 31.05.2023 as a comparison.

Analysis of the financial record as follows:

1. Income from charitable activities.

- Courses income. Course fee income for this 12 month period was £16,033.07 (£8231).
- Donations. These were £23,574.77 (£9,119). As a charity, we are so grateful for the support of businesses as well as individuals who have supported us this year and in previous years with regular giving. Donations have also been increased by donors using 'Givey', an online donations platform serving smaller charities.
- Fundraising. The Snowdrop Day in February raised over £1,550.
- Charitable Trusts (recorded as 'Trust grants'). The total amount received for this 12 month period was £41,800 (£30,569). £17,500 was classed as 'unrestricted' and £24,300 was classed as 'restricted' for specific projects. We are so grateful to these Trust grants. It would not be possible to provide our service without this financial support.
- Other income. Sale of the old minibus for £900 and a refund of vehicle insurance premium.

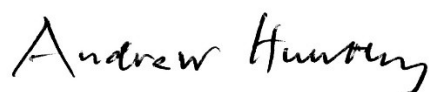
2. Expenditure on charitable activities

- Courses expenditure. The total expenditure for all costs associated with the gardening therapy sessions was £22,698.23 (£27,426). This covers tuition (3 salaried staff and 2 self employed tutors), travel costs, materials, DBS checks as well as the cost of the Autumn Show.
- Headway site. Total rent for the site was increased from £400 per month to £440 per month from August 2023. Garden maintenance costs included the creation of a new raised bed.
- Overhead costs. The total cost of Overheads was £34,946.46. The salary of the Charity Manager was increased by 6% from June 2023. In addition, an assistant treasurer was employed as a salaried employee from July 2023. The consultancy fee for the fundraiser was £200 per day plus expenses. Another self employed consultant was employed from April to review the development of the charity.
- Vehicles and office/garden equipment. A replacement minibus was purchased in October 2023 as well as two refurbished laptops.

3. Accountancy policy. The policy is to record the purchase of any asset as an operating cost in the year of purchase under 'expenditure on charitable activities'. The asset value of Herefordshire Growing Point is recorded as monetary assets analysed by fund in the Summary of assets.

4. Financial Reserves. On 31 May 2024, the cash reserves are held in three separate bank accounts. These are NatWest current account £44,793.42; COIF charity deposit account £11,675.92; Redwood Bank £20,870.33. In addition, cash (£842.02) is held in hand. The charity has no liabilities.

The independent examination of the accounts was carried out by Mr Huw Foxall FCMA. The trustees appreciate the time taken and the advice given by him in carrying out this important function without charge for many years and are most grateful.



Andrew Huntley, hon. treasurer for Herefordshire Growing Point; Charity Commission reg: 1197491.

APPENDIX TWO - Herefordshire Growing Point financial summary 01.06.23 - 31.05.2024

Hon. Patron: Tamsin Westhorpe

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INCOME from Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 31.05.2024
Course fees - bank receipts	12078.77		12078.77
Course fees - cash receipts	3954.30		3954.30
Fundraising	1550.00		1550.00
Donations	13574.77	10000.00	23574.77
Trust Grants	17500.00	24300.00	41800.00
sale of vehicle & refund	1245.41		1245.41
Total Receipts	£49903.25	£34300.00	£84203.25

EXPENDITURE on Charitable activities

Lecturing	18872.50		18872.50
Session Materials & Travel	2929.59		2929.59
Volunteer Mileage	272.70		272.70
Bookings, subs etc	95.00		95.00
Staff costs & DBS checks	18.78		18.78
Autumn Show	170.00		170.00
Cash payments	339.66		339.66

Overhead costs

Charity Manager	18882.58		18882.58
Telephone and internet	1181.33		1181.33
Nest Workplace Pension	1133.20		1133.20
PAYE/NIC	3102.14		3102.14
Charity Insurance	718.74		718.74
Book keeping & Accountancy software	1796.80		1796.80
office expenses	79.69		79.69
Consultancy : charity development	1166.00		1881.15
Consultancy : fundraising	715.15		
Headway site rent	5200.00		5200.00
Headway site works	970.83		970.83

Vehicle & office equipment

Computers	785.00		785.00
Vehicle expenses	1108.27		1108.27
Purchase of vehicle	0.00	15380.00	15380.00
Total expenditure on Charitable activities	59537.96	15380.00	74917.96
Transfer of cash receipts to bank	2802.72		2802.72
			£77,720.68

surplus (deficit) for the year	6482.57
Cash in Bank & in hand 01/06/2023	70498.82
Deposit Accs:COIF/Redwood interest	1199.30
Total surplus (deficit) at 31.05.2024	£78,180.69

Reconciliation	Current a/c	COIF a/c	Redwood a/c	Cash	Total
Cash in Bank year end 31/05/2024	44793.42	11675.92	20870.33	£841.02	£78,180.69

APPENDIX TWO (CONT.)**Herefordshire Growing Point financial summary 01.06.2023- 31.05.2024**

Hon. Patron: Tamsin Westhorpe
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Statement of receipts & payments y/end 31.05.2024 Charity Commission reg: 1197491

Monetary Assets	Unrestricted Funds £	Restricted Funds £	Total Assets : 31.05.2024	Total 31.05.2023
Cash in Bank (01.06.2023)	64086.62	6412.20	70498.82	76880.91
surplus/(deficit) for the year	5641.55		5641.55	-6928.50
cash in hand	841.02		841.02	29.10
Charities Deposit Fund (COIF) interest	562.97		562.97	290.86
Redwood 35 Day Account	636.33		636.33	226.45
Total Monetary Assets at 31/05/2023	71768.49	6412.20	78180.69	70498.82

Summary of Assets

Year ending 31 May 2024

NatWest current account	44793.42
Charities Deposit Fund (COIF)	11675.92
Redwood 35 Day Account	20870.33
Cash in hand	841.02
	<u>£ 78,180.69</u>

at 31/05/2024

Unrestricted Funds	£ 75,060.69
Restricted Funds	£ 3,120.00
Total Assets	<u>£ 78,180.69</u>

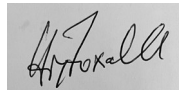
Accounts prepared by:

Hon.Treasurer



date: 18.11.2024

Independent Examiner



date: 18.11.2024

Restricted Funds	at 31.05.2023	receipts to: 31/05/2024	payments to: 31/05/2024	£ balance at 31/05/2024
EF Bulmer Trust		5000.00	5000.00	
Clive Richards Foundation		7000.00	5380.00	1620.00
Eveson Trust		10000.00	10000.00	
The Worshipful Company of Gardeners of London Charity		1500.00		1500.00
Hone Trust		800.00	800.00	
National Lottery	6412.20		6412.20	
		£24300.0		
	£6412.20	0	£27592.20	£3120.00

Appendix Three

Hon. Patron: Tamsin Westhorpe

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Herefordshire Growing Point

HGP Cash box summary for year end 31.05.2024

	item	dr	cr
01/06/2023	b/f	29.10	
	cash received	3,954.30	
	cash transferred to bank		2,802.72
	cash payments		3,39.66
	total	3,983.40	3,142.38
	cash not banked		
	31.05.2024		<u>£841.02</u>

Hon. Patron: Tamsin Westhorpe

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Independent Examiner's Report to the Trustees of Herefordshire Growing Point Trust

I report on the Report and Accounts of the Trust for year ended 31 May 2024 which are set out in the financial summary for this accounting period 2023-2024

Respective responsibilities of trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations with you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that in any material respect the requirements:

- To keep accounting records in accordance with section 1300 of the 2011 Act;
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act,

Have not been met: Or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

Mr Foxall

Relevant professional qualification or body:

MA, FCMA

Address:

5 North Hill Gardens WRI4 4PT

Date:

18th Nov. 2024