



Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	10	03	2022	To	31	12	2022

Section A Reference and administration details

Charity name Somerdale Shed and Community Garden

Other names charity is known by

Somerdale Community Shed
Somerdale Shed
SSAGC

Registered charity number (if any) **1198203**

Charity's principal address

C/O SOMERDALE PAVILION

TIBERIUS ROAD

KEYNSHAM, BRISTOL

Postcode

BS31 2FF

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	Christopher Paul Heard	Treasurer	10/03/2022 – 31/12/2022	
2	GEOFFREY DAVIS	Chair	10/03/2022 – 31/12/2022	
3	Victoria Madaline Merrill		10/03/2022 – 31/12/2022	
4	Matthew Edward Alan Prosser		10/03/2022 – 31/12/2022	
5	Royston Dennis Crew		10/03/2022 – 31/12/2022	
6	Kim Grant Watson		10/03/2022 – 31/12/2022	
7				
8				
9				
10				
11				
12				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information) NONE

Name of chief executive or names of senior staff members (Optional information) NONE

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution (Charity Commission Model)
How the charity is constituted (e.g. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (e.g. appointed by, elected by)	Election by members at the Annual General Meeting;

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Policies and Procedures - Safeguarding

We have updated our adult safeguarding policy with reference to the Charity Commission guidance on safeguarding for charities for the protection of beneficiaries, staff, volunteers and others coming into contact with a charity.

Organisational Structure

The charity trustees delegate day to day management functions to committees. The committees consist of two or more members, and at least one member of each committee is a charity trustee;

The committees at this time are:-

- The Craft group
- The Garden group, and
- The Workshop group

Each is allocated a budget within which to manage their area of interest.

Relationships with other parties & Formal Agreements

As advised by the Charity Commission we have placed our use of property on a proper footing by entering into an appropriate agreement for use with the owner, **Somerdale Pavilion Trust**, which sets out the rights and responsibilities of each party, in order to protect the charity's interests and not expose it to any unnecessary risk.

The Somerdale Community Garden manages a Community Tree Nursery in partnership with **More Trees Bath & North East Somerset**.

We are Full members of the **UK Men's Shed Association**.

Consideration of Major Risks

The Buildings and Grounds are owned by the Somerdale Pavilion Trust who have an Insurance Policy for all their buildings and grounds that includes those use by the Somerdale Shed and Community Garden under the above agreement.

We have in place standard Public And Employers' Liability Insurance for £5,000,000 public liability cover.

We have in place a detailed Risk Assessment covering all activities and aspects of the Charity. This is reviewed on an annual basis by the Trustees.

We commissioned an annual Health and Safety Audit by an experienced retired Engineer. This has been carried out for 2022 and is due to be reviewed by the Trustees at their next meeting.

An audit was also conducted by Somerdale Pavilion Trust, when St Monica Trust took them over, and substantial works were carried out the Buildings Electrical facilities, together with a programme of Asbestos removal.

Summary of the objects of the charity set out in its governing document

To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Public Benefit

All the Charity's activities are undertaken in the interests of social welfare, with the object of improving the conditions of life for those in need.

Through our different groups we have a range of activities and events for our members, and membership is provided on the basis of a voluntary donation determined by what the member can afford.

Access to our Garden is free for the public, all year round. The trustees, having regard to the guidance issued by the Charity Commission, are therefore satisfied that the Charity meets the public benefit test required of charities.

Main Activities

The Workshop group have three Workshops for Woodworking, Wood Turning, Metal work, and general Craftwork and the promotion of craftsmanship.

The Garden group develop and maintain the Community Garden engaging in a wide variety of gardening, making produce available for the public, and for the promotion of horticulture.

The Community Garden also provides a public Park for recreation, exercise and enjoyment by the wider public, typically residents of the nearby retirement apartments and care home, and parents and children from the neighbouring school. It also benefits the Town of Keynsham by being involved in and working with the Keynsham in Bloom event.

The Craft group use the Craft Room and general workroom for craft activities, producing a range of items for Craft Fairs and activities for the promotion of crafts and craftsmanship.

Social Events take place in the meeting rooms and garden areas for the promotion of social welfare.

All three groups recycle & re-use redundant materials, obsolete or broken items, for facilities and tools for our own use, or craft items and re-purposed objects for use by the wider public.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Grant making Policy

The Somerdale Shed and Community Garden does not make grants and does not have a grant making policy.

Investment Policy

The Somerdale Shed and Community Garden does not hold any investments, with funds held in a single Bank Current Account.

Contribution by Volunteers

Our Volunteers provide all the labour for the equipping and setting out of the workshops and main meeting rooms.

They have carried out significant plumbing repairs to burst pipes this winter, and provide all the housekeeping to keep the building clean, safe and tidy.

They also did the build of planters for Severn Community Rail that are located at Keynsham Railway Station.

In the gardens, volunteers have carried out all the work needed in setting out the new garden area with fencing, flower & shrub beds, and lawns, and the creation of the accessible pathways throughout the entire garden, including the construction of a base platform for the Greenhouse.

Also, all of the routine planting, watering and cultivation throughout the garden is done by the volunteers, and this includes the care and maintenance of the Community Tree Nursery, and the preparation of the garden for Keynsham in Bloom.

The Craft group volunteers assisted by others, design and produce the many items for Craft fairs which we attend.

Summary of the main achievements of the charity during the year

- The main achievement in 2022 has been the Constitution of the Somerdale Community Shed and Garden as Charitable Incorporated Organisation. This has been the key factor in the recovery of this Community Group from the Covid-19 Pandemic which saw such significant social isolation.
- This is reflected in the increasing Membership numbers, which were at an immediate post Covid low of just 13, to 20 by December 2022, and to 23 at the time of writing this report.
- The creation of the new garden area from the site of a derelict and then demolished building, and with the support of an £1,100 grant from Keynsham Town Council, the establishment of Accessible Pathways throughout the entire garden. General public visitor numbers to the Community Garden have also seen a very significant increase as a consequence of this achievement.
- Within the garden a wildlife pond and area was created, together with 45 metres of new hedgerow with Woodland Trust Tree packs. The significant increase in bio-diversity recorded in a BTO Garden Birdwatch linear survey.
- The partnership with B&NES More Trees has seen the creation of the Community Tree Nursery with the planting of some 450 young trees. Within this year 128 of these trees have grown on sufficiently to be distributed out into the wider community.
- The workshops have seen significant new equipment added, including a metalworking lathe, and the workshops have been equipped with new benching to accommodate and organise this along with the existing equipment. A comprehensive dust extraction system was also installed to significantly improve Health & Safety. This work has both facilitated and encouraged the increasing membership.
- The Crafting and Workshop groups have participated in numerous Craft Fairs and Shows, providing many items for the general public, and being awarded prizes in several categories.
- The increasing membership is seen as the evidence of achieving the Object of our Charity and moves us towards our longer term goal of opening the Shed and Garden on multiple days and evenings in addition to those presently available on Tuesday, Wednesday and Saturday.

Brief statement of the charity's policy on reserves

We maintain and designate £1,000 as cash reserves for emergencies. Where we received grants for a specific project these funds are held in a Restricted Reserve for use exclusively on the project costs agreed in the grant application.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Opening and closing balances

Financial year 2022 started with an opening balance of £2,973.78. During the year we received income of £6,437.20 and had outgoings of £5,025.73.

The year closed on 31st December 2022 with a balance of £4,385.25, which gives a surplus of £1,411.47 over the year.

Sources of funds - Receipts (Income) £6,437.20

Our receipt transactions are split into five categories: Voluntary Income, Income Generation, Investment Income, Charitable Income, and Other Income. Each subcategory is further split in order to analyse the income.

- **Voluntary Income - £2,345.89 (36% of our receipts)**

The Voluntary Income category is made up of cash donations including membership subscriptions. Our biggest single source of income this past year has been from membership, a total of £2,182.50. The garden collection tin brought in £52.39, and we received a cash donation of £110.00 from the sale of some personal tools. £1 came in from a SumUp transaction test.

- **Income Generation - £2,691.31 (42% of our receipts)**

The Income Generation category is made up of funds raised from the sale of goods or services at a price we have set (i.e. we are asking for a specific amount rather than a donation). We received a total of £1,300 for commissioned projects. We sold a large number of donated tools to raise £650, ran two BANES Carers workshop sessions raising £220, and took £406.31 over four craft fairs during the year. We also raised a further £115 from the sale of specific items outside of those craft fairs (Keynsham Road Signs, Advent Calendar, Kids Stool).

- **Investment Income - £0**

SSACG does not currently have any investments generating income (e.g. endowments).

- **Charitable Income - £1,400.00 (22% of our receipts)**

The Charitable Income category is made up of funds granted to us, either for a specific purpose (Restricted Funds) or for any purpose (Unrestricted Funds).

We applied for, and were fortunate to receive, two Restricted Fund grants from Keynsham Town Council this year. The first was £300 towards insulating the Shed roof space, and the second was £1,100 towards the cost of laying accessible pathways in the garden.

- **Other Income - £0**

There was no other income outside of the above categories this year.

Expenditure and key objectives - Payments (Expenditure) £5,025.73

Our payment transactions are split into five categories: Generating Funds, Charitable Activities (General Funds), Charitable Activities (Restricted Funds), Support Costs, and Other Payments. Each subcategory is further split in order to analyse the outgoings.

- **Generating Funds - £905.67 (18% of our payments)**

The Generating Funds category is made up of funds used to create the income listed in the 'Income Generation' category. We spent £773.68 on materials for commissioned projects, £35 for table fees for the Chocolate Quarter and Keynsham Winter Festival craft fairs, £18.16 on parts for craft fair items, and £76 for timber and supplies to run the carer sessions. £1.83 was spent on SumUp card transaction fees, and £1 to offset a SumUp transaction test.

- **Charitable Activities (General Funds) - £2,198.88 (44% of our payments)**

The Charitable Activities (General Funds) category is made up of funds used to fulfil our charitable purposes (including running the scheduled sessions). This category is further divided into the three main groups (Craft, Garden, Workshop) plus spending on facilities required to run the sessions.

- The Craft group spent £193.88 in total. £33.46 on materials, £20.87 on consumable items, £127.49 on tools, and £12.06 on maintenance (sewing machine).
- The Garden group spent £483.23 in total. £114.11 on planting, £25.58 on consumables, and £343.54 on garden development (including items for the rear shed, timber for the tree raised beds, and an additional bag of self-binding gravel for the accessible pathways).
- The Workshop group spent £1,114.38 in total. £18.56 on consumables, £434.28 on tools (including wetstone tool sharpener and jigs, items for individual toolboxes (driver and drill bits etc)), and £661.54 on development (new benches in the main room and machine room, dust extraction, table saw lift)

In addition we had to spend £407.39 on facilities maintenance, including new front door and locks and keys, £180 for roof space insulation, plus emergency plumbing pipe and fittings following the burst pipe, and various minor electrical items such as bulbs and fuses.

- **Charitable Activities (Restricted Funds) - £1,400.00 (28% of our payments)**

The Charitable Activities (Restricted Funds) category are funds spent on specific purposes for which they were granted to us. This year, £300 was put towards insulating the roof space, and £1,100 was put towards laying the accessible pathways and drainage in the garden.

- **Support Costs - £521.18 (10% of our payments)**

The Support Costs category is made up of funds used in the general running of SSAGC, including £373.52 on contents and employers and public liability insurance, £42.04 on refreshments, and the remainder (£105.62) on cleaning consumables, admin items, domain name, and membership of the UK Mens Shed Association.

- **Other Payments - £0**

There were no other payments made outside of the above categories.

Investment policy

We do not currently have any investments and our Bank Account does not pay any interest.

Section F

Other optional information

Trading

We have reviewed the guidance the commission has produced to help organisations understand this and are satisfied that the selling or letting of our donated goods is not considered as 'trading', and that where such donated items are repaired or altered prior to sale this does not make the profits obtained from their sale trading profits.

2022 Project and Budget Funding

A number of budgets were allocated throughout the year for projects, and group general budgets were allocated following the move to CIO status in May. Payments made against these budgets are already included in the payments detail above.

- The Craft group were allocated £100 at the start of the year for general supplies, of which £68.03 was spent. A further £200 was allocated to the group budget in May, of which £113.79 was spent.
- The Garden group were allocated £350 in January to build the tree nursery raised bed, of which £240.77 was spent. £1,100 was allocated from our own funds in June for the accessible pathways project, as the grant provided by Keynsham Town Council was based on us claiming back the money once spent. The money was claimed and paid in December 2022, which then freed £1,100 back into the shed funds. The group also had a general budget of £300 allocated in May, of which £178.04 was spent.
- The Workshop group were allocated £350 for sharpening tools which was fully spent, plus £200 for dust extraction improvements of which only £50.67 was spent. £350 was allocated for the main room long bench, of which £292.98 was spent. £300 was allocated for upfront costs for the Keynsham Station Planters, and in May the Workshop general budget of £500 was allocated, of which £416.73 was spent (including funding the machine room bench).

£400 was allocated for upfront costs of the roof space insulation, £180 of which was spent (on top of the £300 grant allocation).

We have also designated £1,000 as cash reserves for emergencies.

Cash Allocation and Distribution

At 31st December 2022, the £4,385.25 funds balance was allocated as £1,000.00 in Designated funds (Reserves) and £3,385.25 in Unrestricted funds. There were no Restricted Funds outstanding, nor were there funds allocated for due overheads.

The £4,385.25 funds distribution was £4,128.02 at the bank, and £257.23 in Petty Cash.

Membership

In December 2021 we had 13 fully paid members. In January 2022 this increased to 17, and the year ended in December 2022 with 20 fully paid members – an increase of 54% since December 2021. As previously mentioned, membership subscriptions are our single source of regular funding (£2,182.50 in 2022), and it's encouraging to see an increase in numbers during the year.



The current target subscription level of £10 per person per month represents great value to members and brings in £120 per person per year for SSAGC. Three sessions are currently run each week and using an average of four weeks in each month, if a member attends all three sessions each week, the cost per session is just 83p. For two sessions per week its £1.25 per session, and for one session its £2.50.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	GEOFFREY DAVIS	Christopher Paul Heard
Position (eg Secretary, Chair)	Chair	Treasurer

Date

19/04/2023



Receipts and payments accounts

For the period from	Period start date 01-Jan-22	To	Period end date 31-Dec-22
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Voluntary Income	2,346	-	-	2,346	-
Income Generation	2,691	-	-	2,691	-
Investments Income	-	-	-	-	-
Charitable Income	-	1,400	-	1,400	-
Other Receipts	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	5,037	1,400	-	6,437	-
A2 Asset and investment sales, (see table).					
Sale of Investments	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,037	1,400	-	6,437	-
A3 Payments					
Generating Funds	(906)	-	-	(906)	-
Charitable Activities	(2,199)	(1,400)	-	(3,599)	-
Support Costs	(521)	-	-	(521)	-
Other Payments	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	(3,626)	(1,400)	-	(5,026)	-
A4 Asset and investment purchases, (see table)					
Purchase of Investments	-	-	-	-	-
Purchase of Assets	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	(3,626)	(1,400)	-	(5,026)	-
Net of receipts/(payments)	1,411	-	-	1,411	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,974	-	-	2,974	2,974
Cash funds this year end	4,385	-	-	4,385	2,974



Charity Name	No (if any)
Somerdale Shed and Community Garden	1198203

CC16a

Receipts and payments accounts

For the period from	Period start date 01-Jan-22	To	Period end date 31-Dec-22
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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank, Current Account	4,128	-	-
	Bank, SumUp	-	-	-
	Cash, In Hand	257	-	-
	Total cash funds	4,385	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
Signature		Print Name	Date of approval	
		C HEARD (TREASURER)	19/04/2023	
		G DAVIS (CHAIR)	19/04/2023	