



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2023		31	12	2023

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		
2	GEOFFREY DAVIS	Chair		
3	Victoria Madaline Merrill			
4	Matthew Edward Alan Prosser			
5	Royston Dennis Crew			
6	Kim Grant Watson			
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

We review our policies and procedures each year, including our adult safeguarding policy with reference to the Charity Commission guidance on safeguarding, for the protection and well being 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 the use of our property is governed by an appropriate agreement for its 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 have obtained grant funding from Keynsham Town Council, The National Lottery Community Fund, Tesco Community Grants, The Royal Horticultural Society, and The Quartet Community Foundation for the development and improvement of various specific aspects of infrastructure and facilities for the Charity.

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 2023 and is due to be reviewed by the Trustees at their next meeting.

Section C

Objectives and activities

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.

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 Quartet Community Foundation grant has helped to improve the environment with an effective heating system which benefits participation in these and other activities.

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.

With the funding from The National Lottery Community Fund, and Keynsham Town Council we have introduced a Community Greenhouse to the Garden and this will widen opportunities for the above groups to take part. The Tesco Community Grant has facilitated the further improvements to accessibility for these groups throughout the Garden. 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.

The Royal Horticulture Society grant is facilitating community involvement in wider environmental projects on the Somerdale, and in partnership with Woodland Trust and B&NES More Trees organises regular planting events with good numbers of volunteers from the local community.

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)

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 SSAGC does not make grants and does not have a grant making policy.

Investment Policy

The SSAGC does not hold any investments, with funds held in a Current Account.

Contribution by Volunteers

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

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

In the gardens, volunteers have carried out all the work needed in setting out the all of the accessible pathways, handrails, and the Greenhouse.

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.

This year has seen the commencement of the regular tree planting events and some 20 new volunteers have come forward from the local community to assist with this, planting in the order of 500 new trees.

Summary of the main achievements of the charity during the year

- The Somerdale Community Shed and Garden charity has continued to establish its reputation as a community organisation, involving itself in, and organising community events, such as a Heritage Open Day bringing members, volunteers and the community together improving social interaction and combatting isolation.
- This is reflected in the increasing Membership numbers, which are now 26 at the time of writing this report.
- The garden area has continued to develop from the original site of a derelict and then demolished building, and with the support of The National Lottery, Keynsham Town Council, and the Tesco Community fund has seen the completion of Accessible Pathways throughout the entire garden and the construction of a Community Greenhouse. General public visitor numbers to the Community Garden continue to significantly increase as a consequence of these achievements.
- Within the garden the wildlife pond and area together with the 45 metres of hedgerow continues to improve the bio-diversity as recorded in a BTO Garden Birdwatch linear survey.
- The partnership with B&NES More Trees, Woodland Trust, and funding from RHS has seen the development of the Community Tree Nursery with some 300 trees harvested and delivered out into the community for planting. The Woodland Trust provided over 400 trees such that some 500 have been planted in the Somerdale estate to improve the environment as part of an ongoing regular community activity.
- The workshops have continued to be developed, with new equipment, and improved benching.
- 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, with additional sessions on Thursday morning already taking place.

Brief statement of the charity's policy on reserves

We maintain and designate £1,500 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 2023 started with an opening balance of £4,385.25. During the year we received income of £10,993.87 and had outgoings of £5,840.58.

The year closed on 31st December 2023 with a balance of £9,538.54, of which £3,159.32 were restricted funds, £2,759.19 were designated funds, leaving £3,620.03 in unrestricted funds which form the operating budget for 2024.

Sources of funds

Our principal source of regular funding is through our membership donations, which in 2023 accounted for £2,830 (26%) of our receipts.

Receipts

Voluntary income raised was £3,754.05 (34% of our receipts) which includes the membership total above, plus a number of donations from external fundraisers and collections.

Additional income generated was £1,260.82 (12% of our receipts) which consisted of £782.41 raised through the sale of craft items at fairs and markets, and to visitors and members of the shed. £455 was raised through upcycling projects and the resale of donated items. We also received a small amount from Amazon's purchase scheme 'Amazon Smile', and through the sale of surplus materials.

Charitable Income received from successful grant applications was £5,979 (54% of receipts):

St Monica Trust Coronation Fund - £200

Royal Horticultural Society - £2,500

Tesco Community Grants - £1,000

The National Lottery Community Fund - £2,279

We were also awarded a grant from Keynsham Town Council of £575 which will be claimed in 2024.

Payments

We spent £118.66 (2% of our payments) generating funds, primarily on craft fair table fees, plus small costs for upcycling project materials.

We spent £1,492.52 (26% of payments) on charitable activities made up of £66.06 for the Craft Group, £231.42 for the Gardening Group, £979.20 for the Workshop Group, and £215.85 on facility development and maintenance.

We spent £2,819.68 of the charitable activities restricted funds from the grants awarded (48% of our payments).

Support Costs were £1,409.72 (24% of our payments) with £654.09 going to First Aid Training and Supplies, £403.52 to Insurance, and £149.96 on Electricity. The remainder accounting for refreshments, cleaning, domain name, marketing, and UKMSA membership.

Special Projects

We invested a large amount of funds on Health and Safety this year, with £516.82 of the Workshop budget spent on machine room emergency

stop buttons, and £475.30 of general funds spent on Emergency First Aid at Work and Catastrophic Bleed training for 6 volunteers, plus £178.79 in First Aid equipment.

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.

Membership

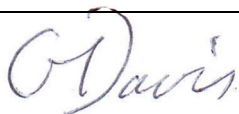

In December 2022 we had 20 subscribed members, and the year ended in December 2023 with 25 subscribed members – an increase of 25% since December 2022. As previously mentioned, membership subscriptions are our single source of regular funding, and it's encouraging to see a continuing increase in numbers 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 SSACG. 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 29/04/2024



Receipts and payments accounts

For the period from	Period start date 01-Jan-23	To	Period end date 31-Dec-23
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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	3,754	-	-	3,754	2,346
Income Generation	1,261	-	-	1,261	2,691
Investments Income	-	-	-	-	-
Charitable Income	-	5,979	-	5,979	1,400
Other Receipts	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	5,015	5,979	-	10,994	6,437
A2 Asset and investment sales, (see table).					
Sale of Investments	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,015	5,979	-	10,994	6,437
A3 Payments					
Generating Funds	(119)	-	-	(119)	(906)
Charitable Activities	(1,493)	(2,820)	-	(4,313)	(3,599)
Support Costs	(1,410)	-	-	(1,410)	(521)
Other Payments	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	(3,022)	(2,820)	-	(5,842)	(5,026)
A4 Asset and investment purchases, (see table)					
Purchase of Investments	-	-	-	-	-
Purchase of Assets	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	(3,022)	(2,820)	-	(5,842)	(5,026)
Net of receipts/(payments)	1,993	3,159	-	5,152	1,411
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,385	-	-	4,385	2,974
Cash funds this year end	6,378	3,159	-	9,537	4,385



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

Receipts and payments accounts

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For the period from	Period start date	To	Period end date
	01-Jan-23		31-Dec-23

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	6,165	3,159	-
	Bank, SumUp	-	-	-
	Cash, In Hand	213	-	-
	Total cash funds	6,378	3,159	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	C HEARD (TREASURER)	29/04/2024
	G DAVIS (CHAIR)	29/04/2024