



Five A Day Market Garden

Annual Report April 2023 – March 2024

Charity Number: 1202446

Trustees Annual Report for the year ended March 2024

Annual Report

The trustees of Five a Day Garden are pleased to submit their annual report on the activities of the Charity, together with the financial statement for the period from 1st April 2023 to 31st March 2024.

Chairs comments

It is my privilege to be able to write this first report for Five A Day Garden since we were accredited with our charity status in March 2023. This has been a year in which we feel we have been able to develop further and has been another year of transition, with both our award of charity status, and in our staffing situation.

To be able to fully reopen the garden and invite people, many of whom have experienced severe social isolation during the Covid-19 pandemic, has been incredible. We have all been reminded of the importance of green community spaces and how much pleasure a simple act of gardening and seeing things grow can bring. Our volunteers come from all different backgrounds and within our garden they can come together, socialise and share experiences benefiting both physically and emotionally.

Funding has been difficult to secure and partnership working has been important to try and ensure financial stability. We have also appointed two more trustees with appropriate experience to be able to support us and we anticipate that our new board will be able to offer good guidance on future improvement.

In conclusion I would like to thank all our funders and donors for their vital support, as well as Englefield Estate for letting us use their land. I would like to thank our volunteers both current and past, for their hard work, and who are the key to the success of Five A Day Garden, along with my fellow trustees and management team, who remain continually supportive and committed as we look forward to another year and a new set of challenges.

Review of the year

Since being awarded charity status in late March 2023, we have continued to provide opportunities for groups to visit the garden for therapeutic, educational and general wellbeing purposes and have provided access to natural, healthy produce grown on site.

The main groups attending the garden are the over 65's called Thyme Together which meets every Thursday; local reception and year 1 children from urban schools and uniform groups e.g. Guides, Brownies, Rainbows. By maintaining the garden to a high standard, we ensure that these groups have a safe and calm space to enjoy.

Charity Objectives

As stated in our application to the Commission, the Objects of Five A Day Garden are to improve the wellbeing of everyone in the local community by managing the garden to provide horticultural education, therapy and access to health, natural grown produce.

We have maintained these Objects throughout this year and will continue to do so.

Activity during the year

We continued our work with schools and uniform groups and in the year 2023-24, we have welcomed over 1,300 school children and over 250 members of uniform groups to Five a Day.

This continues to be one of our main focus areas.

Our Thyme Together group for the over 65's has fluctuated in numbers, due to the nature of the people who attend, but we have had great feedback about our service (shown below) and continue to work on expanding this facility in the future.

"I work for the NHS Older adults Community Mental Health Service, The Thyme Together Group is a wonderful opportunity for my clients to interact and socialise in a peaceful location, staff are amazing at what they do, always ongoing activities to achieve, it's always a joy to visit old clients that I have referred and see the progress they have made. "

"I thoroughly enjoy attending the 'Thyme Together' gardening sessions. They are always well-planned with a mixture of social chitchat and active gardening. There is always a variety of tasks needing undertaking and we can always choose something we enjoy"

Throughout the year, we sold our produce very local. Sales of our produce, along with our wreath making workshops using our own willow, amounted to over £7,000. This income allows us to pay our regular expenses and also contribute towards the visiting groups, as well as providing fresh seasonal produce to the local community.

Our annual wreath making events, run prior to Christmas 2023, are very popular and is a major fundraising opportunity for us and is one that we will continue to run and hopefully build upon.

We have done various activities to help try and spread the word about who we are and what we do:

- a) We have rebuilt our website to provide better information about us and have maintained our regular quarterly newsletter about our activities. This is distributed to over 200 people.
- b) We were involved in a Green Social Prescribing group who distributed leaflets out to doctors, pharmacists, physiotherapists and hospitals within and around the area.
- c) We have been interviewed on several local radio stations
- d) We have maintained good relations with the local community and in particular, the Englefield Estate, from whom we lease our land. We participate in the Englefield annual flower show each July and have been awarded prizes for our produce of

which we are very proud. Participation at this event helps us to maintain our profile within the local community.

- e) We ran our own Open Day on the same day as the Englefield annual flower show and this attracted many people into the garden.
- f) Our garden manager was nominated and shortlisted for the BBC Make a Difference award run by Radio Berkshire.

During 2023, we were made charity of the year by a local company who ran various events to raise funds for us. These funds allowed us to renovate our pond which is much enjoyed by the visiting schools and uniform groups. We also bought some new gardening equipment and replaced a dilapidated shed.

The trustees confirm that when setting the objectives and planning the activities of Five A Day Garden, they have considered and complied with the Charity Commission guidance on Public Benefit.

Volunteers

The trustees would like to thank all the volunteers who make Five a Day Garden the fun and yet place of calm that it is. In order to fulfil the above objectives, the Charity benefits from the time donated by unpaid volunteers, including its management team.

We currently have around forty regular unpaid volunteers who maintain all aspects of the garden and help with the visiting groups and fundraising activities as necessary, such as the garden open days. During the last quarter of the reporting year (Jan – Mar 24) the total number of volunteer attendances was 204 with an average time spent by each volunteer being 3 hours. This provided a total of 612 hours of gardening. As well as providing fantastic input into the garden, the volunteers also find that their own wellbeing is enhanced by being part of the Five a Day team.

An example of the feedback that we've had is shown below:

"I love being at the Five a Day Garden, it does me a power of good to be there. I love the rich soil and the wonderful vegetables and flowers we grow, and I get a great deal of pleasure from all the gardening jobs. It's satisfying, and food for the soul, a real tonic."

"I joined Five a Day to help contribute to the local community as I had recently retired. Working outside in such beautiful surroundings is a joy and a privilege and brings great health benefits. Everyone is such great company and very friendly. I am so glad I joined."

"My journey with Five a Day began in 2023. Volunteering at the garden is incredibly meaningful to me as it allows me to actively contribute to the wellbeing of our local community. Witnessing the positive impact of our collective efforts is fulfilling and I find joy in socialising with the other volunteers."

In addition to our regular volunteers, we were very fortunate to have visits from corporate organisations who provide manpower for the heavier tasks in the garden and have all

commented on how much they enjoy their visiting an outside environment, helping others, enhancing their wellbeing and being away from their desks in our very tranquil garden.

As well as the volunteers, we made the decision to engage a Service Development Manager, to help us develop further, who joined us in January 2024. Her main aim is to manage the three key groups currently visiting the garden and to expand these services to new groups as well.

We are also actively encouraging some of our volunteers to join the management team so that we have a diverse range of people to reflect everyone's voice. This will continue to ensure that all requirements are met.

Risk management

The Management Team has conducted its own review of the major risks to which the charity is exposed, and systems have been established to mitigate those risks. We have an extensive list of policies covering all aspects of our activity to ensure that they still meet the needs of the charity and comply with external regulations and requirements. Each policy is reviewed annually by the management team and distributed as necessary.

Plans for Future periods

As we look towards 2024 and 2025 we have built a budget which anticipates growth and incorporates ideas for new workshops that we would like to implement and monitor.

Five A Day Garden plans to continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Our plans for 2024/2025 include:

- Work on expanding and exploring new group opportunities
- Increasing the number of current groups
- Continuing to increase volunteer numbers
- Recruiting more trustees and management members
- Maintaining and increasing our presence in the local community
- Seeking funding opportunities for current and future projects
- Expanding our use of social media

Financial Review

The Charity has a number of sources of funding.:

- Grants and donations from funding bodies such as local charities and charitable trusts
- Private donations including Match Funding
- Donations from local businesses
- Fundraising activities, such as our workshops

The results for the year and the company's financial position at the end of the year are shown in the attached financial statements

During the year Five A Day Garden had income of £35,210 (2022: £32,887), of which £4,788 was restricted, and expenditure of £25,478 (2022: £42,902).

There was an operating surplus of £9,732 (2022: operating deficit of £10,015)

Reserves policy

The trustees consider the level of reserves, £24,386 appropriate for the Charity at this time, considering our ongoing financial commitments and the potential liabilities in the event that the charity ceased.

The charity holds no significant assets.

Reference and Administrative Details	
Charity Number	1202446
Registered Office	The Street, Englefield, Theale, RG7 5EL
Bankers	The Co-Operative Bank PO Box250, Skelmersdale, WN8 6WT
Independent Examiner	Rachel Belshaw (MA ACA CTA) Hill Top Accounting Ltd, Hill Cottage, Church Lane, Upton Nervet, Reading, RG7 4HQ

Trustees	
During the period ending 31 st March 2024 the following were Trustees for the charity	
Name	Date of Appointment
Glenys Higgins (Chair & Management Team)	23 March 2023
Sarah Brooke	09 May 2023
Lizbeth Cooper	03 May 2023
Wendy Cadman (Management Team)	23 March 2023
Yvonne Redgrave (Management Team)	23 March 2023
Additional Management Team members	
Jenny Carter	Finance Officer
Robert Elliott	Treasurer
Alison Luke (appointed 01/01/2024)	Service Development Manager

Date of Approval: 21st September 2024

Signed by Glenys Higgins, Trustee, Chair and Garden Manager:

Glen Higgins



Receipts and payments accounts

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For the period
from

01 April 2023

To

31 March 2024

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					
Grants	17,157	4,788	-	21,945	18,982
Donations	5,480	-	-	5,480	7,501
Charitable activities	700	-	-	700	259
Sales of garden produce	7,085	-	-	7,085	6,145
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,422	4,788	-	35,210	32,887
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,422	4,788	-	35,210	32,887
A3 Payments					
Materials for projects	929	47	-	976	1,104
Sessional tutors	13,596	2,613	-	16,209	20,377
Advertising & Marketing	157	-	-	157	98
Audit & Accountancy fees	209	-	-	209	205
DBS Checks	145	-	-	145	-
Garden supplies	1,458	147	-	1,605	970
General Expenses	691	396	-	1,087	462
Insurance	756	-	-	756	737
Motor Vehicle Expenses	87	-	-	87	-
Refreshments	338	-	-	338	248
Rent	426	-	-	426	706
Repairs & Maintenance	1,039	-	-	1,039	12,290
Consultants	1,036	484	-	1,520	1,262
Telephone & Internet	306	48	-	354	638
Training	-	-	-	-	300
Volunteer expnses	124	122	-	246	22
Washroom Facilities	95	-	-	95	3,100
Workshops	229	-	-	229	383
	-	-	-	-	-
Sub total	21,621	3,857	-	25,478	42,902
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	21,621	3,857	-	25,478	42,902
Net of receipts/(payments)	8,801	931	-	9,732	- 10,015
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,585	3,114	-	18,699	-
Cash funds this year end	24,386	4,045	-	28,431	- 10,015

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	Community Dorect Plus account	17,207	4,045	-
	Community Dorect Plus account	7,169	-	-
	Petty Cash	10	-	-
	Total cash funds	24,386	4,045	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	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	



Section A

Independent Examiner's Report

Report to the trustees

Five a Day Garden

On accounts for the year
ended

31 March 2024

Charity no
(if any)

1202446

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

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 Trust's accounts carried out under section 145 of the 2011 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed: Rachel Belshaw

Date: 24/09/24

Name: Rachel Belshaw

Relevant professional
qualification(s) or body
(if any):

ICAEW

Address:

Hill Top Accounting Ltd, Hill Cottage

Church Lane, Ufton Nervet

Reading, RG7 4HQ