



Chippenham Collective

Charity No: 1203080

**Trustees' Annual Report
& Statement of Financial Activity
for the period 16 May 2023 to 5 April 2024**

Trustees

Emily Weston
Alison Attfield
Jayesh Bhardwa
Nick Burn

June 2024

**Chippenham Collective
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1. Introduction

1.1 Charitable objects

Chippenham Collective's constitution (governing document) states our charitable objects:

'Chippenham Collective's charitable purpose is for the public benefit; the preservation and protection of good physical and mental health of people in Chippenham, Wiltshire and the surrounding area for those with physical or mental health issues/illness through the provision of activities, courses and related programmes based on the NHS's 5 steps to better mental health and wellbeing.'

1.2 Executive summary

This is the first annual report for Chippenham Collective ('The Collective') which was registered with the Charity Commission on 16 May 2023.

Our mission is to provide opportunities for local people to maintain or improve their mental wellbeing through nature-based activities.

Chippenham Collective offers its members the opportunity to engage in social gardening, conservation tasks and citizen science activities. In addition, it supports members to participate in social events.

We are:

- Growing slowly but surely
- Listening to our members
- Planning further development
- Solvent

Year 1 has been concerned with creating a robust governance framework, establishing a range of core activities for our members and making links with local statutory organisations and voluntary, community and social enterprise (VSCE) organisations.

2. Activities and achievements

2.1 Outputs and outcomes in our first year



Chippenham Collective offers a range of nature-based activities for 11 months of the year. We have two unique selling points:

- We are based in Chippenham – previously people had to travel to other towns for similar activities.
- Our sessions take place from February to December each year – providing long-term, consistent support to our members, unlike the many short life groups that end after 6 - 12 weeks.

Every week for 11 months of the year (unless a session falls on Christmas Day), we run the following groups:

- Sundays – conservation tasks in woodland by Westmead Open Space
- Mondays – gardening on our allotment in Cricketts Lane

From March to October we hold monthly citizen science evenings and, approximately twice a month, we also support our members to participate in local social activities of their choosing.

Our website provides up to date information about everything we do.

Achievements in our first year include:

- Establishment of a small but growing membership
- Encouragement of an inclusive culture, promoting kindness
- Supporting some people with very complex needs
- Acquiring a few highly skilled volunteers
- Gaining the qualification required to run accredited Mental Health First Aid courses
- Clearing paths and litter picking
- Setting up an allotment and greenhouse
- Supporting social events in response to members' requests
- Signing up to two citizen science initiatives with more in the pipeline
- Recruiting and retaining committed trustees with a range of professional skills and knowledge
- Starting a shadow trustee scheme to 'grow our own'
- Recruiting a registered social worker as a volunteer independent safeguarding advisor
- Acquiring external support from an ecologist
- Developing a full set of policies and procedures
- Acquiring sufficient funds for current level of activity until October 2025
- Setting up an accounting system in line with recommendations from Wessex Community Action
- Being fully insured from day 1 with a company that specialises in our sort of business
- Development of foraging skills and knowledge, with a view to running foraging walks
- Maintaining an up-to-date website, which includes helpful links to other sources of support for our members
- Membership of lots of local forums; in contact with key organisations locally.

2.2 The contribution of our members



Our members are our most valued resource because they have helped us develop and maintain a positive culture within the Collective by upholding our values. They are kind and non-judgemental.

Four of our members have been instrumental in supporting other members or leading activities or raising money or carrying out essential tasks outside our sessions, such as watering the allotment. These members fulfil traditional volunteer roles, but we do not differentiate them from other members by calling them volunteers. This is because our members will move in and out of these 'volunteer' roles according to their state of wellbeing.

2.3 How the community has benefitted

There have been two main tangible benefits:

- The collection of litter and the cutting back of vegetation overhanging the paths in the area of Westmead Open Space maintained by the Collective.
- The focus on the NHS's 5 steps to mental wellbeing through the provision of regular nature-based activities for those with challenges on account of their mental health and other conditions takes pressure off other services.

2.4 Looking ahead

The wet weather of autumn / winter / spring of 2023-24, coupled with the physical health conditions that affect many of our members, has made us determined to find some accessible land to lease in Chippenham with access to shelter and toilet facilities.

This will enable us to enhance and expand our offer to our members and to reach out to those who cannot attend due to some physical frailty.

In common with most organisations that rely on volunteers, it is a challenge to recruit volunteers who are able to take on leadership roles. Therefore, we need to start planning to take on a part-time member/s of staff to reduce dependence on one main volunteer.

This succession planning will improve Chippenham Collective's sustainability in the longer term.

3. Financial review

3.1 Financial Position

Chippenham Collective has sufficient funding to maintain its current level of activity until October 2025.

At the end of the financial year 2023-24 we had £764.83 to carry over from 2023-24. In addition, a payment of £3,100 is due from Wiltshire Community Foundation in October 2024.

We will be seeking additional funding once we identify a suitable site we can lease as a base.

Chippenham Collective prepares a receipts and payments account for the Charity Commission annually.

3.2 Policy on reserves

Chippenham Collective's reserves policy is under development. The grant awarded by our sole current funder, Wiltshire Community Foundation, runs from October 2023 – October 2025, so a proportion of year 1 funding was carried over into the 2024-25 financial year from the financial year 2023-24.

3.3 Principal sources of funding

To date, in our first year of operation, we have been reliant on grants. However, our chair of trustees has qualified as a Mental Health First Aid instructor and the plan is to generate some income by offering this course to, predominantly, paying customers.

3.4 Principal risks

The Collective holds a risk register which is reviewed at quarterly trustee meetings.

Two main risks have been identified:

- Over-reliance on one volunteer
- Health and safety

The over-dependence on one person will be addressed in our business plan.

Health and safety risks have been mitigated as far as possible, but inherent risks remain due to working outdoors with tools and equipment and the fact that some of our members have conditions such as epilepsy or dyspraxia.

3.5 Remuneration of trustees

All trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the charity.

3.6 Statutory statements on liabilities

The trustees declare that:

- The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement. There is no outstanding/ongoing contract or legal undertaking to buy or provide specific services.
- The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO.

4. Reference and administration details

4.1 Charity name and registration

Name of the Charity: Chippenham Collective

Charity No: 1203080

Registered with HM Revenue & Customs: No

4.2 Principal address

Chippenham Collective

c/o Chippenham Community Hub

23 Borough Parade

Chippenham

Wiltshire

SN15 3WL

e-mail: chippenhamcollective@outlook.com

website: www.chippenhamcollective.co.uk

4.3 Our trustees

Name	Office	Appointed	Resigned
Emily Weston	Chair	16 May 2023	Not applicable
Jayesh Bhardwa	Finance lead	16 May 2023	Not applicable
Alison Attfield	Safeguarding lead	16 May 2023	Not applicable
Nick Burn	Sustainability lead	16 May 2023	Not applicable

4.4 External advisor

Victoria Hart - Safeguarding Advisor (Registered Social Worker no: SW8214)

4.5 Bank

The Co-operative Bank

5. Structure, governance and management

5.1 Type of governing document

Chippenham Collective is an association Charitable Incorporated Organisation (CIO) and, as such, it has an Association model constitution which complies with Charity Commission requirements.

5.2 Statutory declaration

The trustees confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

5.3 Trustee selection methods

There are four trustees who were invited to undertake the role when the charity was first set up in 2023.

In accordance with the constitution, trustees are appointed or re-appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. Our initial trustees have given an undertaking to stagger their departures.

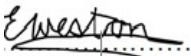



In appointing trustees, due consideration is given to ensuring that the trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

Future trustees will be recruited in line with the Collective's Recruitment of Trustees Policy, which aligns with our Equality, Diversity and Involvement Policy.

5.4 Trustee development

Trustees have received a briefing on their safeguarding responsibilities and issued with guidance in this area. Trustees have access to online learning recommended by Wessex Community Action for their roles.

Approved by the trustees on 6 June 2024

 Emily Weston (Chair)	 Jayesh Bhardwa
 Alison Attfield	 Nick Burn



CHARITY COMMISSION
FOR ENGLAND AND WALES

Chippenham Collective

No:1203080

Receipts and payments accounts

CC16a

For the period
from

16-May-23

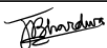
To

5-Apr-24

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					
Donations	547	-	-	547	-
Grants	3,048	-	-	3,048	-
Other income	1	-	-	1	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,595	-	-	3,595	-
A2 Asset and investment sales, (see table).					
Not applicable	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,595	-	-	3,595	-
A3 Payments					
Insurance	266	-	-	266	-
Training	1,272	-	-	1,272	-
DBS checks	54	-	-	54	-
Website & social media	45	-	-	45	-
Mobile phone charges	30	-	-	30	-
Sundries (Printing,ink,misc.)	184	-	-	184	-
Rent	10	-	-	10	-
Planting seeds, bulbs & manure	157	-	-	157	-
Subscription (resource roundup)	24	-	-	24	-
Sub total	2,042	-	-	2,042	-
A4 Asset and investment purchases, (see table)					
Tools, gardening equipment & Greenhouse	563	-	-	563	-
First aid equipment & Mobile Phone incl.cover	225	-	-	225	-
Sub total	788	-	-	788	-
Total payments	2,830	-	-	2,830	-
Net of receipts/(payments)	765	-	-	765	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	765	-	-	765	-

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	Grant from Wiltshire Community Foundation	765	-	-
		-	-	-
		-	-	-
	Total cash funds	765	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
	Nil	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Nil		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Gardening Equipment		563	-
	First Aide Equipment		54	-
	Mobile Phone & Cover		171	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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
		#VALUE!	Emily Weston	6-Jun-24
			Jayesh Bhardwa	6-Jun-24