

## **Bohemia Walled Garden Association CIO**

Registered charity, number 1167167

### **Trustee Annual Report and Accounts for the year ended 31<sup>st</sup> December 2018**

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## **Bohemia Walled Garden Association Trustees' annual report for the year ended 31<sup>st</sup> December 2018**

**Full name** Bohemia Walled Garden Association CIO

**Registered charity number** 1167167

**Legal form** Charitable Incorporated Organisation

**Trustees** Mary Dawson (Chair) – resigned 7.2.19  
Susan Thomson (Secretary)  
Darren Windley (Treasurer & IT)  
Dot Hill (Plot secretary)  
Nigel Sinden  
Christine M'baye – resigned 11.12.18

**Bankers** NatWest, Hastings

### **Independent examiner**

Pat Weaver, employee of Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings TN34 1QN

### **Governance and management**

The charity is operated under the rules of its constitution that was registered with the Charity Commission on 17<sup>th</sup> May 2016.

Trustees are elected using the process outlined in the constitution.

Trustees are elected on a three-year rotational basis.

### **Aims and objectives**

- (1) TO PROMOTE FOR THE PUBLIC THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT;
- (2) TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT; AND
- (3) THE PROVISION OF FACILITIES FOR RECREATION AND OTHER LEISURE-TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE FOR THE PUBLIC AT LARGE WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

## **Bohemia Walled Garden Association Trustees' annual report for the year ended 31<sup>st</sup> December 2018**

### **Summary of the main achievements during the period**

#### **The Bohemia Walled Garden Association (BWGA)**

The BWGA was formed in 2009 with the purpose of restoring, preserving and utilising the 19th Century Victorian walled garden in the Summerfields Wood. It aims to bring it back into active use for horticultural, educational, heritage and cultural activities.

The garden is owned by Hastings Borough Council (HBC) and leased to the BWGA for 25 years until 31 March 2036. The lease was renewed on the 5th January 2018 in line with the BWGA change of status to a Registered Charity. The garden is located within the Summerfields Wood which is a Local Nature Reserve (LNR).

#### **Structure, Governance and Management**

The BWGA is run completely by volunteers. It is a registered Charity (Registration Number 1167167) as a Charitable Incorporated Organisation (CIO) with voting members other than its charity trustees. The organisation is managed by charity trustees and governed by the BWGA Charity Commission Constitution. It follows Charity Commission (CC) guidelines and must report annually to the CC to affirm its obligation to function for the 'public benefit' and to uphold the BWGA/CC objects.

The BWGA trustees are supported by other BWGA members on a committee who have delegated roles. BWGA members, plot-holders and volunteers, are overseen by the trustees in the everyday running of the garden, events, fund raising and educational activities. The local community is encouraged to participate in all the above.

#### **The BWGA Charity Commission Objects:**

- (1) To promote for the public the conservation, protection and improvement of the physical and natural environment.
- (2) To advance the education of the public in the conservation, protection and improvement of the physical and natural environment.
- (3) The provision of facilities for recreation and other leisure-time occupation in the interests of social welfare for the public at large with the object of improving their conditions of life.

To be a Charity it is necessary for the trustees to understand and to have regard to the 'public benefits' that the charity aims to provide as in the objects. The Trustees Annual Report is to show how these objects are being achieved. It is presented to the BWGA members at the AGM.

## **Bohemia Walled Garden Association Trustees' annual report for the year ended 31<sup>st</sup> December 2018**

### **Members of the BWGA committee as elected at the 2018 AGM**

Trustee (Chair) Mary Dawson (resigned 7.2.19)  
Trustee (Secretary) Susan Thomson  
Trustee (Treasurer & IT) Darren Windley  
Trustee (Plot Secretary) Dot Hill  
Trustee Nigel Sinden  
Trustee Christine M'baye (resigned 11.12.18)

### **Fund Raising and Income**

Funds are raised at all public events from the sale of refreshments and donations which are used for the ongoing maintenance and development of the garden.

Additional income comes from the fee charged for use of a plot in the garden.

### **Expenditure**

One of the largest expenditure items on an annual basis is the insurance, which covers public liability and protects the individual trustees.

Any expenses incurred by our volunteers are reimbursed, following a procedure of proof of expense and payment is always authorised by two trustees.

### **Grant applications**

No grant applications have been made in 2018

In 2017 we applied for grant funding from the Hastings & St Leonards Muffin Club and the Magdalen and Lasher Charity to replace a shed previously destroyed by fire in 2016. The replacement wooden shed was installed by Skinners Sheds after the wall rebuild was completed and painted an unobtrusive dark green colour.

### **Financial Management**

The BWGA operates two bank accounts with one for day-to-day transactions and the other used for the Heritage Lottery Funded project and other future projects. This division allows for careful and clear management of funds.

The BWGA have the ability to manage their bank accounts online and can make and receive payments by BACS. Plot fees can be made by BACS and we make payments by BACS for members expenses and other expenditure (like insurance, membership fees). The financial controls online are the same as physical cheque payments that need two authorisations.

Our accounts are examined by Hastings Voluntary Action for which a fee is charged. The accounts are presented at the AGM and sent to the Charity Commission.

## **Bohemia Walled Garden Association Trustees' annual report for the year ended 31<sup>st</sup> December 2018**

### **Insurance, Health and Safety and Policies**

The BWGA has public liability insurance and this is renewed annually. The BWGA does risk assessments for all events and activities at the garden. The risk assessment is based on a template policy before being customised for each event. Various policy documents (including risk management, volunteering and privacy) are available on our web site.

### **Publicity, Information, Members and Supporters**

We have a presence on two Social Media platforms; Facebook and Twitter. The garden has its own website ([www.bohemiawga.org.uk](http://www.bohemiawga.org.uk)) which contains a vast amount of information about the organisation. Events are also publicised in the local newspaper and posters displayed at various locations around the local area.

We use a product called MailChimp to administer and communicate with our members and supporters. There are two lists maintained of members and supporters. The difference between members and supporters is that only members can vote at the AGM and includes all plot-holders and active members who contribute in an active way to the garden's upkeep or development. Supporters are those who are keen to know what is going on and how to support us through our events.

At the end of the year we had 55 supporters and 83 members. In 2017 we had a lot more supporters, but we needed to unsubscribe many as part of new GDPR regulations in May 2018 and many people did not re-subscribe.

### **Opening Times**

The garden is opened most (weather dependent) Wednesdays and Sundays 10 -12 in the growing season March-November. Our 'open days' offer advertised opportunities to visit and enjoy the garden.

### **Volunteers**

The BWGA is completely run by volunteers and we welcome new members from the local community. We continue to aim to use the varied skills of our volunteers. Some volunteers come for a short period of time and others make up the backbone of the BWGA volunteer team.

### **Groups who use the garden**

There are areas for educational purposes at no cost, which the BWGA offers as a commitment to encouraging the appreciation and benefits of working in the garden.

## **Bohemia Walled Garden Association Trustees' annual report for the year ended 31<sup>st</sup> December 2018**

Spaces were used by Christchurch Primary School and Treasure Tots. The Recovery College (an NHS mental health recovery project) successfully ran a course at the garden called 'Gardening for Well Being'

### **Plots**

All plots have been in use throughout the year and any vacant plots have quickly been taken up by the next person on the waiting list. Plot fees have remained at £1.20 per square metre.

### **Outreach and Consultations**

The BWGA aims to be informed and to work with others who are involved in plans to improve the area around the garden. We help expand the public interest in green open spaces for the benefit of all.

There has been consultation with other organisations to promote the garden and the surrounding area. Contact continues with Friends of Summerfields Wood, Sussex Gardens Trust, Heritage Open Days, Chelsea Fringe and Alexandra Park Greenhouse Group.

### **Garden Management and Development**

Members continue to maintain the borders, to give pleasure to members and visitors and also to benefit pollinating insects.

Improvement to the physical shape of the garden were carried out by a local landscape gardener and his helper. The ground made available by the rebuilt wall was very uneven and was littered with building rubble from the old fallen wall. Levelling work was carried out using a mini-digger and the rubble was removed from the garden.

Extra serving space has been developed next to the refreshment lean-to. In recent times, the serving of refreshments on open days has become overwhelming due to the numbers of visitors. The serving area is now expanded with increased shelter being provided by a newly purchased gazebo.

Much of the north-east corner of the garden is becoming a demonstration area for fruit growing. It is expected to have educational benefits for both the members involved and also visitors. Activities and information boards will broaden its appeal.

## **Bohemia Walled Garden Association Trustees' annual report for the year ended 31<sup>st</sup> December 2018**

### **Project: The Heritage Lottery Grant**

The BWGA was awarded up to £97,000 in March 2016 by the Heritage Lottery Fund (HLF) for 'Restoration and Development of the Bohemia Victorian Walled Garden for heritage, learning and enjoyment'. From our own fundraising efforts, we raised £4,000 of which £2,000 was the BWGA contribution to the project and £2,000 being held as contingency. Construction of the wall was delayed due to some structural concerns and additional survey work was completed. These delays caused costs to increase and we were grateful for additional financial assistance of £26,877 from Hastings Borough Council to cover the increased costs.

### The Wall and Path build

Work was begun by Michael Blanch and his team on 11th May 2018. Great effort and care were taken in moving the large quantities of building materials from the Summerfields Sports Centre car-park to inside the walls of the garden. Fortunately the weather was favourable and the builders were able to put in long work-days. The path was laid on 15th June and the wall itself was completed on 27th June.

The end result is a beautiful and strong new wall and an improved garden. It is now more secure, more easily accessible and more spacious with an increase of usable ground within the garden.

Evidence of the procedures and schedule of the work as it progressed along with professional approval of the completed work was supplied to Hastings Borough Council and the Heritage Lottery Fund.

Evaluations were sent to the HLF and they subsequently evaluated the completed project, which they praised for its social engagement.

### Celebration Day

The BWGA was able to celebrate this terrific achievement with a party on the 21st October. Traditional skills demonstrations and a wall-decorated cake made it an enjoyable occasion. We were delighted that Mary Sue Powell of the Brisco family travelled from the USA to be present on the day and gave a small talk about her family's connection to the garden.

### Film "The Wall Goes Up"

A film documenting the build from start, during and completion, named 'The Wall Goes Up' was made by some local film makers called Jukebox Headaches. It was shown for the first time at our Christmas party and is now available to view on the BWGA website.

## **Bohemia Walled Garden Association Trustees' annual report for the year ended 31<sup>st</sup> December 2018**

### HLF History Booklet – Past, Present and Future

It has now been up-dated since the completion of the HLF work and is available as a paper booklet and viewable on the BWGA website.

### Nature activity sheets

Nature activity sheets were produced in 2018 and are available on our web site for downloading. This was part of the future community engagement aims.

### **Other public events in 2018**

We held a number of events (including those for the HLF) which were supported by 811 people and all together raised £1,855.10

Summer Open Day on 20th May  
Heritage Open Day: linked with Marianne North project on 16th September  
Pumpkin Day on 28th October

We hosted a Woodland Trust Tree Charter event on 24th November who kindly made us a donation of £59.34

### **Members events in 2018**

We held several events to allow our members to socialize in informal surroundings.

Mid summer members party on 23rd June & Christmas party on 18th December

### **Positive outcomes/making a difference**

The activities and work of the BWGA has:

- increased confidence in socially isolated people.
- increased community participation and friendships.
- increased horticultural knowledge for novice gardeners.
- increased awareness of local history through talks and the booklet.
- increased appreciation of the natural surroundings.
- increased working in partnership with others through consultation.
- increased volunteer and membership participation

### **Conclusion**

The BWGA works for the benefit of as many people as possible so they can enjoy the environment of this lovely garden and area. We ensure that the walled garden is conserved, protected and improved for future generations to enjoy.



**Bohemia Walled Garden Association  
Trustees' annual report  
for the year ended 31<sup>st</sup> December 2018**

The BWGA trustees would like to thank all BWGA members, volunteers and partners for their support in 2018. We thank HBC for their continued cooperation in this joint effort.

This report and the action plan show how the BWGA continues to meet the Charity Objects.

**The charity's policy on reserves**

The charity has no specific policy with regard to the level of reserves.

This report has been compiled and approved by the following trustees in post during 2018.

Acting Chair: Nigel Sinden \_\_\_\_\_ / /

Secretary: Susan Thomson \_\_\_\_\_ / /

Treasurer: Darren Windley \_\_\_\_\_ / /

Trustee: Dot Hill \_\_\_\_\_ / /

## **Independent examiner's report to the trustees of Bohemia Walled Garden Association for the year ended 31<sup>st</sup> December 2018**

I report on the accounts of Bohemia Walled Garden Association for the period ended 31<sup>st</sup> December 2018 which are set out on pages 2- 13

### **Respective responsibilities of committee & 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 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention

### **Basis of independent examiners 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 from the trustees concerning any 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 examiners statement**

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

1. which gives reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.



.....  
Pat Weaver  
Community Accountancy worker  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: 12<sup>th</sup> May 2019

**Bohemia Walled Garden Association  
Receipts & payments account  
for the year ended 31<sup>st</sup> December 2018**

	Restricted funds	Unrestricted funds	£	2017 £
<b><u>Receipts</u></b>				
Grants	65,677	-	65,677	525
Donations	-	1,506	1,506	385
Plots & keys	-	594	594	619
HOD	-	-	-	-
Events	-	1,661	1,661	1,557
	-	-	-	-
	<u>65,677</u>	<u>3,761</u>	<u>69,438</u>	<u>3,087</u>
<b><u>Payments</u></b>				
Room hire	-	35	35	15
Garden supplies	-	145	145	65
Events/activities	-	187	187	240
BCTV insurance & memberships	-	426	426	422
Repairs & maintenance	-	1,028	1,028	403
Stationery/office expenses	-	92	92	168
Independent examination	-	85	85	30
Volunteer expenses	-	19	19	21
Equipment - bought and hired	500	727	1,227	544
IT	-	95	95	92
Bank charges	-	21	21	15
HLF project	103,946	-	103,946	8,134
	<u>104,446</u>	<u>2,861</u>	<u>107,308</u>	<u>10,150</u>
Surplus/deficit for year	<b>-38,769</b>	899	<b>-37,870</b>	<b>-7,063</b>
Balance of funds b/f @ 01/01/18	42,753	1,812	44,565	51,628
Balance of funds c/f @31/12/18	<u>3,983</u>	<u>2,711</u>	<u>6,695</u>	<u>44,565</u>

**Bohemia Walled Garden Association  
Statement of assets and liabilities  
at 31<sup>st</sup> December 2018**

	£	2017 £
<b><u>Current assets</u></b>		
Bank @ 31.12.18	2,991	2,470
Current account @ 06.12.18	3,703	42,095
Cash in hand	-	-
	<u>6,695</u>	<u>44,565</u>
 <b><u>Current liabilities</u></b>		
Outstanding cheque	-	-
	<u>6,695</u>	<u>44,565</u>
 <b><u>Represented by:</u></b>		
Accumulated fund b/f	44,565	51,628
Surplus of receipts over payments	<u>- 37,870</u>	<u>- 7,063</u>
	<u>6,695</u>	<u>44,565</u>

Approved by the Trustees on \_\_\_\_\_ 2019 and signed on their behalf by

\_\_\_\_\_  
Sign

Nigel Sinden (Acting Chair)  
Print

\_\_\_\_\_  
Sign

Darren Windley (Treasurer)  
Print

**Bohemia Walled Garden Association  
Notes to the accounts  
for the year ended 31<sup>st</sup> December 2018**

**1. Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2. Premises & staff**

The premises are provided by the local authority.....  
The Association has no employees

**3. Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**4. Related party transactions**

There were no related party transactions in this period

**5. Previous period comparison**

The previous period's figures have been included for comparison.

**6. Glossary of terms**

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.