

Bohemia Walled Garden Association CIO

Registered charity, number 1167167

Trustee Annual Report and Accounts for the year ended 31st December 2019

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**Bohemia Walled Garden Association
Trustees' annual report
for the year ended 31st December 2019**

Full name Bohemia Walled Garden Association CIO

Registered charity number 1167167

Legal form Charitable Incorporated Organisation

Trustees John Freedman (Chair)
Darren Windley (Treasurer & IT)
Dot Hill (Plot secretary)
Nigel Sinden
Sue Jirbandey
Justine Munro
Daniela Othieno

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 17th 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 31st December 2019

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 31st December 2019

Members of the BWGA committee as elected at the 2019 AGM

Trustee(Chair) John Freedman
Trustee(Secretary) Vacant
Trustee(Treasurer & IT) Darren Windley
Trustee(Plot Secretary) Dot Hill
Trustee Sue Jirbandey
Trustee Justine Munro
Trustee Daniela Othieno
Trustee Nigel Sinden

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 2019.

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 future projects which require restricted funds to be held in a separate account.

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.

Bohemia Walled Garden Association Trustees' annual report for the year ended 31st December 2019

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.

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) 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 68 supporters and 116 members.

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 31st December 2019

Spaces were used by Christchurch Primary School and Treasure Tots Friends Group.

The Recovery College (an NHS mental health recovery project) use several of the educational areas.

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.

Education

One of our trustees designed and developed an activity trail and quiz in and around the garden for our younger visitors to complete with their parents. Copies will be available at our open day events. It is also available as a download resource from our web site.

Garden Management and Development

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

The area in front of the new wall was planted with grass seed and the top terrace area was converted from a base of gravel to chamomile plants. The gravel was redistributed to existing gravel areas.

An additional water boiler was purchased and the boiler stand in the refreshment shelter was replaced and extended to accommodate two boilers.

The new mini-forest garden at the top of the garden was further developed with some additional plants and information signs. A local company donated chip bark to cover the path within it.

An existing wooden shelter near the entrance had some wooden sides put on it and became a members tool shed. This replaced a plastic toolbox.

In the concrete shed, a unit was built to store our folding tables and this now protects them from being scraped on the floor.

We partnered with a local Syrian refugee resettlement project where participants made use of some of the education plots to grow vegetables and other produce.

Bohemia Walled Garden Association Trustees' annual report for the year ended 31st December 2019

.BWGA public events in 2019

We held a number of events which were supported by 435 adults and 277 children giving a total of 712 people.

Easter Mini Play Day on 13th April

Spring Open Day in association with Chelsea Fringe on 19th May

Heritage Open Day on 22nd September

Pumpkin Day on 27th October

Nature Play was a new event for children and their parents. It was a number of small events over the summer months. Activities included creating the Bohemia Tapestry bunting ready for the ten year celebration in September, tree of life and clay modelling activities which were popular and enjoyed by all. There was also some story telling and Project Rewild partnered with us on some of the sessions.

BWGA Members events in 2019

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

The mid summer members party on 22nd June & Christmas social was on the on 2nd December

External Public events in 2019

We hosted a Woodland Trust Tree Charter event on 30th November who kindly made us a donation of £58.00.

A not for profit theatre group ran a series of performances between 6-8th June as part of the "Full Knotty" festival held across Hastings. A discount was offered to our members and a donation of £100 was received.

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 31st December 2019**

The BWGA trustees would like to thank all BWGA members, volunteers and partners for their support in 2019. 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 2019.

Chair: John Freedman _____ / ____ / ____

Treasurer: Darren Windley _____ / ____ / ____

Trustee: Dot Hill _____ / ____ / ____

Trustee: Sue Jirbandey _____ / ____ / ____

Trustee: Justine Munro _____ / ____ / ____

Trustee: Daniela Othieno _____ / ____ / ____

Trustee: Nigel Sinden _____ / ____ / ____

Independent examiner's report to the trustees of Bohemia Walled Garden Association for the year ended 31st December 2019

I report on the accounts of Bohemia Walled Garden Association for the period ended 31st December 2019 which are set out on pages 2- 12

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: 20th July 2020

**Bohemia Walled Garden Association
Receipts & payments account
for the year ended 31st December 2019**

	Restricted funds	Unrestricted funds	£	2018 £
<u>Receipts</u>				
Grants	6,171.00	-	6,171.00	65,677.00
Donations	-	609.40	609.40	1,505.94
Plots & keys	-	607.35	607.35	593.75
Events	-	1,275.71	1,275.71	1,660.95
	-	-	-	-
	<u>6,171.00</u>	<u>2,492.46</u>	<u>8,663.46</u>	<u>69,437.64</u>
<u>Payments</u>				
Room hire	-	196.60	196.60	35.00
Garden supplies	-	83.88	83.88	145.30
Events/activities	-	336.22	336.22	187.04
BCTV insurance & memberships	-	390.08	390.08	425.84
Repairs & maintenance	-	1,567.99	1,567.99	1,027.90
Stationery/office expenses	-	203.84	203.84	92.49
Independent examination	-	35.00	35.00	85.00
Volunteer expenses	-	31.74	31.74	19.49
Equipment - bought and hired	-	737.10	737.10	1,227.01
IT	-	95.60	95.60	95.06
Bank charges	-	15.60	15.60	21.20
HLF project	8,100.02	-	8,100.02	103,946.38
	<u>8,100.02</u>	<u>3,693.65</u>	<u>11,793.67</u>	<u>107,307.71</u>
Surplus/deficit for year	- 1,929.02	-1,201.19	- 3,130.21	- 37,870.07
Balance of funds b/f @ 01/01/19	3,983.27	2,711.42	6,694.69	44,564.76
Movement of funds	- 2,054.25	2,054.25	-	
Balance of funds c/f @31/12/19	<u>- 0.00</u>	<u>3,564.48</u>	<u>3,564.48</u>	<u>6,694.69</u>

**Bohemia Walled Garden Association
Statement of assets and liabilities
at 31st December 2019**

	£	2018 £
<u>Current assets</u>		
Bank @ 31.12.19	779.26	2,991.41
Current account @ 06.12.19	2,785.22	3,703.28
Cash in hand	-	-
	<u>3,564.48</u>	<u>6,694.69</u>
<u>Current liabilities</u>		
Outstanding cheque	-	-
	<u>3,564.48</u>	<u>6,694.69</u>
<u>Represented by:</u>		
Accumulated fund b/f	6,694.69	44,564.76
Surplus of receipts over payments	- 3,130.21	- 37,870.07
	<u>3,564.48</u>	<u>6,694.69</u>

Approved by the Trustees on _____ 2020 and signed on their behalf by

Sign

John Freedman (Chair)
Print

Sign

Darren Windley (Treasurer)
Print

**Bohemia Walled Garden Association
Notes to the accounts
for the year ended 31st December 2019**

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.