

Bohemia Walled Garden Association

Registered Charity Number: 1167167

Annual Accounts

for the period

1 January 2023 - 31 December 2023

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Hastings Voluntary Action
Jackson Hall
Portland Place
Hastings
East Sussex
TN34 1QN

Organisational information of the Bohemia Walled Garden Association

The Trustees of the Bohemia Walled Garden Association presents its organisational information for the year
Ended 31st December 2023

Name of charity:	Bohemia Walled Garden Association - BWGA
Registered charity number:	1167167
Legal form:	CIO
Governing document:	CIO - Association Registered 17 May 2016 as amended on 16 May 2018
Address:	C/O Jackson Hall Portland Place Hastings East Sussex TN34 1QN
Committee members:	Nigel Sinden (Chair) Beryl Lovett (Secretary) Sue Jirbandey (Treasurer) Lesley Bruce
Bankers:	Lloyds Bank Lewisham Branch 120 Lewisham High Street, Lewisham, London, SE13 6JG
Independent Examiner:	Laura Dawson, Independent Examiner HVA, Jackson Hall, Portland Place, Hastings, TN34 1QN

Bohemia Walled Garden Association
Trustee Annual Report
For the year January - December 2023
Charity Commission report & for AGM in 2024

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 in the Summerfields Wood which is a Local Nature Reserve (LNR).

Structure, Governance and Management

The BWGA is managed 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 objectives.

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, fundraising 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 objectives. The Trustees Annual Report is to show how these objectives are being achieved. It is presented to the BWGA members at the AGM.

Members of the BWGA committee as confirmed at the 2023 AGM

Trustee(Chair)	Nigel Sinden
Trustee(Secretary)	Beryl Lovett
Trustee(Treasurer)	Sue Juibandey
Trustee	Lesley Bruce

The current trustees are supported by other members in various activities.

Fundraising and Income

Income in 2023 has come from the plot fees and refreshments sales and donations at public events.

Expenditure

The following sizeable expenditure was made in 2023:

- Annual insurance, which covers public liability and protects the individual trustees.
- Bore Hole survey to understand the feasibility and costs involved in getting an alternative water supply into the garden rather than relying on the water storage containers which run out in the dry summer months.
- Corporation Tax Returns – HMRC issued us with a Corporation Tax return for the years ending 2020,2021 and 2022. We needed the services of accountancy firm, Ashdown Hurrey to submit these returns on our behalf. No Tax was due.

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 applications were made.

Financial Management

The BWGA operates a Lloyds Bank Treasurers account which is managed 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 expenditures (like insurance, membership fees, Web site & Email). All payments need two authorisations.

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 website.

Publicity, Information, Members and Supporters

Our main social media platform currently is Facebook. The garden has its own website (www.bohemiawga.org.uk) which contains a vast amount of information about the organisation.

We continue to use Mail Chimp to communicate with members and supporters, each maintained as separate lists. Members at times receive communications that are only relevant to them and they can vote at the AGM. The member group 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. Supporters do not have voting rights at the AGM.

Open to the public

We aim to open the garden to the public on Wednesdays and Sundays 10 - 12 in the growing season March-November (weather dependent and depending on volunteer availability).

Currently the garden is opened by the same members. In 2023 we started an "opening up rota" for Sundays with each week staffed by a plot holder and a committee member.

This was to remove the reliance on the same members opening up and allow members to know who is on the committee and encourage community spirit. The rota was self managed and there were a few weeks when plot holders opened up. It was a good start and we will further develop this in 2024 with a better booking system.

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 garden volunteer team, particularly on the Wednesday and Sunday sessions or at Events.

Community groups, collaborations and partnerships

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.

Spaces were still allocated throughout 2023 to Christ Church CE Primary Academy, Eggtooth (wellbeing services for children, young people, parents and professionals) and two groups from East Sussex College.

BWGA continues a partnership with Groundwork South/Greener Futures project, whereby Groundwork runs weekly "gardening for health sessions" on a larger plot within the garden.

The Refugee Buddy Project (Hastings, Rother & Wealden) has two plots against the outer wall.

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.

Education

Many educational resources can be downloaded from the website.

Garden Management and Development

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

Bringing alternative water sources into the garden: Our committee member Abi continued to investigate options for getting water into the garden, which has proved more involved and costly than was first thought. We commissioned a survey in 2023 to look at the feasibility of a bore hole and associated costs.

Abi wrote up a proposal paper for water and together with all documents obtained which are stored on BWGA Google Drive. It is now up to the committee to secure funding and decide how to proceed.

Public events in 2023

We held our usual public events which were well supported.

Event	Adults	Children
Easter	67	35
Summer	155	35
Heritage Open Day	80	10
Pumpkin Day	78	71
	380	151

Total attending: 531

Pumpkins for Pumpkin Day were kindly donated by the local Morrisons and Lidl supermarkets to top up those grown at the garden.

Members events in 2023

In July, there was a bring-your-own picnic in the garden for plot holders and members.

In December we scheduled two social gatherings; indoors and outdoors.

On Sunday 3rd December we planned to be in the garden, but had to cancel owing to heavy rain.

On Thursday 14th December we met at the Welcome, St Leonards-on-Sea for a drink and food during the evening

Conclusion

The BWGA works for the benefit of as many people in our community 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.

The BWGA trustees would like to thank all BWGA members, volunteers and partners for their support in 2023. We thank HBC for their continued cooperation in this joint effort.

This report has been compiled and approved by the following trustees in post during 2023.

Nigel Sinden _____ / /2024
(Chair)

Sue Jirbandey _____ / /2024
(Treasurer)

Beryl Lovett _____ / /2024
(Secretary)

Lesley Bruce _____ / /2024

Bohemia Walled Garden Association

Receipts & Payment accounts

for the period

01 January 2023 to **31 December 2023**

	Current Year		Previous Year
	General Funds	Total funds	Total
<u>Receipts</u>			
Events	1,030.89	1,030.89	351.30
Donations	301.76	301.76	100.00
Plot Fees	798.96	798.96	622.40
Grants	-	-	-
Other income	-	-	-
Bank Interest	-	-	-
TOTAL RECEIPTS	2,131.61	2,131.61	1,073.70
<u>Expenditure</u>			
Room Hire	50.70	50.70	-
Garden Supplies	252.12	252.12	40.92
Events	115.27	115.27	63.28
Insurance	335.48	335.48	325.94
Repairs & Maintenance	74.78	74.78	578.12
Stationary/Office Expenses	79.80	79.80	60.00
Independent Examination	1,134.00	1,134.00	-
Volunteer Expenses	-	-	-
Equipment Bought & Hired	150.00	150.00	30.62
IT	116.27	116.27	112.31
Misc Expenses	-	-	-
TOTAL PAYMENTS	2,308.42	2,308.42	1,211.19
Net surplus/-deficit	-176.81	-176.81	-137.49
Movement in funds	-	-	-
Fund balances b/f 1/1/23	4,913.43	4,913.43	5,050.92
Fund balances c/f 31/12/23	<u>4,736.62</u>	<u>4,736.62</u>	<u>4,913.43</u>

Bohemia Walled Garden Association

Statement of Assets & Liabilities

as at

31 December 2023

	2023	2022
<u>Current assets</u>		
Current Account @ 31/12/23	4,711.62	4,913.43
Deposit Account @ 31/12/23	-	
Cash in hand @ 31/12/23	25.00	
Receipts awaiting banking	-	
	4,736.62	4,913.43
 <u>less Current liabilities</u>		
Uncashed cheques	-	
	4,736.62	4,913.43
 <u>Represented by:</u>		
ACCUMULATED FUND b/f	4,913.43	5,050.92
Surplus/deficit of receipts over payments	-176.81	-137.49
	4,736.62	4,913.43

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities.

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

Independent Examiner's Report to the Committee of Bohemia Walled Garden Association

I report on the accounts of Bohemia Walled Garden Association for the twelve month period ended 31st December 2023 which are set out on the previous pages.

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 examiner's 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 supporting documentation 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 examiner's statement

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

- 1) which gives me 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 to 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.

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Laura Dawson
Finance Manager
Hastings Voluntary Action
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated: