

## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2020 To 31<sup>st</sup> December 2020

Charity name: Hereford allotments and Leisure Gardeners'

Charity registration number: 1185338

### Objectives and Activities

<b>Summary of the purposes of the charity as set out in its governing document</b>
To further or benefit the residents of Hereford and surrounding neighbourhood, without distinction of gender, sexual orientation, race or of political, religious or other opinions by providing allotment facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents
<b>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</b>
To provide an effective administration system for the allotments it manages, including letting, rent collection and waiting list management
To ensure that allotment plots are kept in good condition and sites are well managed
To balance income and expenditure to ensure financial sustainability
To publicise the availability of allotments and promote allotments as a leisure activity
To improve facilities on allotment sites
To improve the knowledge and skills of plot holders to better use and manage their allotments
To encourage wider community engagements
To operate in a transparent and open way and ensuring that allotments are let and managed in an equitable way and in accordance with any legislation
To ensure allotments are managed and used in a way that protects the environment and wildlife
<b>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</b>
The trustees consider that they have complied with their required duties and have due regard to the public guidance published by the Charity Commission

## Achievements and Performance

**Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.**

### Administration

This continues to be undertaken by trustees and the committee on a voluntary basis, the main areas being Treasurer, Letting secretary and secretary.

We have a new and improved website, [herefordallotments.co.uk](http://herefordallotments.co.uk). The trustees thank Naomi Andersson, an allotment holder, for all her hard work in setting this up and maintaining the site.

### Structure and Governance

The HALGS tenancy agreement, rules, terms and conditions have been updated to reflect the charity status and can be found on the website.

Trustees continued to meet regularly through zoom and are always available to respond to members queries.

The day to day running of the sites is managed through site reps who let new plots and discuss with individuals any poorly managed plots. They send reports, via email, on a monthly basis to the Trustees and meet via zoom.

### Operational Management

We continue to rely on Herefordshire Council for grass and hedge cutting, which they fund.

We have provided skips on some sites to clear rubbish and stone to fill potholes

We held a COVID safe Summer judging competition and distributed prizes. Unfortunately, we were unable to have a presentation of cups this year

### Performance management

There have been some evictions for non-cultivation.

We have established some extra plots, by dividing up larger one that became vacant.

There have been new tenancies and there is a waiting list.

### Risk management

We maintain membership of the National association of Allotment and Leisure Gardeners, making use of their legal and other advice, also seed ordering from Kings.

### Issues and challenges

Dealing with disputes between individual plot holders on sites.

Rental income and small grant from the council at present covers the outgoings. However, costs are projected to increase for water and the sites with buildings on require attention.

Hereford City Council have still not provided us with a lease or details of the amount of grant we will receive.

The standard of grass cutting and hedge cutting provided by the Council is still variable across all sites.



## Future Plans

To take on the lease from the council.

To increase the number of sites around the city

Increase tenant awareness of environmentally sustainable growing.

Develop plans for sites to have more water capture and be more sustainable management.

Develop closer links with similar charities to support initiatives that promote overall well-being, improve mental health.

Consider the financial sustainability of HALGS and revise rents as necessary to ensure the organisation can operate

Investigate possible funding opportunities to improve facilities on sites

## Financial Review

### Review of the charity's financial position at the end of the period

A small surplus has been made ensuring the charity has reserves

### Statement explaining the policy for holding reserves stating why they are held

We require to keep a minimum amount of one years' costs to enable unexpected items to be covered and to ensure that we can be solvent when we take on the lease of the allotments from the council.

### Amount of reserves held

£44,153

### Reasons for holding zero reserves

N/A

### Details of fund materially in deficit

None

### Explanation of any uncertainties about the charity continuing as a going concern

Hereford Council not providing a long lease for the allotments and some funding towards larger maintenance

## Structure, Governance and Management

### Description of charity's trusts:

#### Type of governing document

constitution

#### How is the charity constituted?

Charitable incorporated Organisation (CIO) with voting members

#### Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

The trustees will stand down at the first AGM, as required, and can stand for re- election.



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

HEREFORD ALLOTMENTS AND LEISURE  
GARDENERS

On accounts for the year  
ended

31st DECEMBER  
2020

Charity no  
(if any)

1185038

Set out on pages

5 and 6

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

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

A.D. Bonelle

Date:

18.3.2021

Name:

ANDREW DAVID BONELLE

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

INSTITUTE OF CHARTERED ACCOUNTANTS IN  
ENGLAND AND WALES  
- CHARTERED ACCOUNTANT

Address:

1 WYECRIFFE TERRACE,

BATH ST,

HEREFORD

HR1 2HG





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Hereford Allotments and Leisure Gardeners

1185338

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01.01.20		31.12.20

### 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 £
<b>A1 Receipts</b>					
Admin paid by members	2,142	-	-	2,142	-
rent paid by members	14,010	-	-	14,010	-
grant	7,053	-	-	7,053	-
fund raising	161	-	-	161	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>23,366</b>	<b>-</b>	<b>-</b>	<b>23,366</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>23,366</b>	<b>-</b>	<b>-</b>	<b>23,366</b>	<b>-</b>
<b>A3 Payments</b>					
Repairs and maintenance	4,010	-	-	4,010	-
water	3,675	-	-	3,675	-
office cost	1,979	-	-	1,979	-
honorary	790	-	-	790	-
competition	1,061	-	-	1,061	-
Insurance	499	-	-	499	-
Accountancy and Legal	1,717	-	-	1,717	-
Bank Charges	35	-	-	35	-
Travel and Sundry	21	-	-	21	-
	13,787	-	-	13,787	-
<b>Sub total</b>					
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>					
<b>Total payments</b>	<b>13,787</b>	<b>-</b>	<b>-</b>	<b>13,787</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>9,579</b>	<b>-</b>	<b>-</b>	<b>9,579</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>34,574</b>	<b>-</b>	<b>-</b>	<b>34,574</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>44,153</b>	<b>-</b>	<b>-</b>	<b>44,153</b>	<b>-</b>

## Section B Statement of

Categories

### B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
cash in bank	44,153	-	-
	-	-	-
	-	-	-
<b>Total cash funds</b>	<b>44,153</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))			

### B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
None		-	-
	-	-	-
	-	-	-

### B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
none		-	-
		-	-
		-	-


### B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
none		-	-
		-	-
		-	-

### B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
none		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Valerie Simms	25.03.21



## Reference and Administrative details

Charity name	Hereford Allotments and Leisure Gardeners
Other name the charity uses	HALGS
Registered charity number	1185338
Charity's principal address	The Pavilion Castle Green Hereford HR1 2NW

## Names of the charity trustees who manage the charity

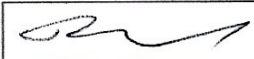

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	John Rosser			
2	Nigel Davies	Chair		
3	Derek Mumford	Letting Secretary		
4	Val Simms	Treasurer		
5	Tony Ennis		12/10/20	
6	Andrew Colby		14/12/20	
7	Roy Matthews		12/10/20	
8				
9				
10				

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Andrew Bonelle	Bonelle and company Ltd 1 Wyeclyffe Terrace Bath Street Hereford HR1 2HG
Bankers	Santander	

## Declarations

The trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	DEREK MUMFORD	NIGEL JOHN DAVIES
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE CHAIRMAN

Date 29/3/21