

# **Alexandra Park Greenhouse Group**

**Registered Charity, number 1177523**

## **Annual Report and Financial Statements**

**for the Year ended**

**31 March 2022**

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

Alexandra Park Greenhouse Group  
Registered Charity Number 1177523

**Alexandra Greenhouse Group**  
**Trustee's annual report**  
**for the year ended 31 March 2022**

**Name of charity:** Alexandra Park Greenhouse Group

**Other Names by which the charity is known:** APGG

**Legal Status** Charitable Incorporated Organisation (Foundation Model)

**Registered Charity numk** 1177523

**Principal Address** 45 St Helens Road, Hastings, TN34 2EL

**Trustees:** Linda Pearson - Chair  
Ann Hodkinson - Treasurer  
Adrian Penfold  
Jill Penfold

**Bankers:** NatWest, Hastings

**Independent Examiner:** Laura Dawson, employee of Hastings Voluntary Action,  
HVA, Jackson Hall, Portland Place, Hastings, TN34 1QN

**Governance and Management**

The Charity is operated under the rules of its constitution registered with the Charity Commission on 13th March 2018. The charity's principal activity during the year continued to be the maintenance and upkeep of the Alexandra Park Greenhouse

The methods adopted for the recruitment and appointment of new trustees are as laid down in the constitution. Trustees are elected on a 3 year rotational basis. Retiring trustees are eligible for re-election. All trustees give their time freely and no trustee remuneration was paid during the year

**Public Benefit**

In writing their trustee report, the trustees of Alexandra Park Greenhouse Group have given due regard to the guidance of the charity commission on public benefit

## Annual Report April 2021 - March 2022

### **The Objectives of the CIO are:-**

To provide facilities for recreation or leisure time occupation by providing an area for use as a community garden and other activities for individuals residing in Hastings and the surrounding area, who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of said inhabitants. To advance education for public benefit in particular opportunities for learning about horticulture.

### **Review year April 1st 2021 - March 31st 2022**

It is increasingly apparent facing the challenges of covid, that benefits to health and well-being are greatly enhanced by connecting with the natural world.

The opportunity to enjoy the countryside and urban green spaces provided by councils in towns and cities are a vital resource. Gardens, parks and nature trails are ever more popular enriching our leisure time, increasing physical activity and easing mental stress. Outdoor exercise helps reduce many health issues, the benefits that gardening brings and the nutritional value of home grown vegetables to our diets are now encouraged as part of a healthy lifestyle.

Alexandra Park in the centre of Hastings has welcomed the community in increasing numbers throughout the pandemic, the gardening and maintenance teams created stunning flower displays and ensured the impressive collection of trees and shrubs were carefully maintained. The local community and visitors to Hastings enjoyed this idyllic green space and in doing so have supported the greenhouse restoration objectives with interest and enthusiasm. They look forward to developing the use of the greenhouse productively and creatively when the restoration is complete.

The planned development of the derelict Southern Water pumping station adjacent to the greenhouse has finally been resolved after 20 years. The building is being repurposed as a café scheduled to open in the summer of 2022. This café will be a new facility in the park, we hope to work with the new owners to host events and open days at the greenhouse.

### **2021-2022 Overview**

We have been contacted by Jackson's a local engineering company selected by Hastings Borough Council as the contractor to carry out the major work repairing Bucks Hole Reservoir. We hope their support will be given to the greenhouse with the offer of materials and labour. We discussed laying an improved walkway along the depot side of the greenhouse building, they are currently looking into proposals.

#### **May**

Clarity on insurance issues were resolved with Hastings Borough Council. Sue Kirby and Charlotte Ramage undertook what proved to be a lengthy process. The building reinstatement value is required in the terms of the lease. Work in progress insurance had also to be prepared this will be in place when work on site commences.

Charlotte Ramage joined the board of trustees as charity secretary bringing additional professional experience and much enthusiasm. Her remit will include reaching out to other compatible community groups in order to grow together with, in the future.

#### **June**

Received approval for the scope of work we submitted to Hastings Borough Council

A new plan for the depot side walkway of the greenhouse was undertaken by lead volunteers Eddie Weekes who designed the planting scheme and Paul Sleet who dismantled and rebuilt the internal raised beds making new planting areas against the new perimeter fence. This project was aided by volunteers from CHART who were very willing to move quantities of soil and compost to fill the new display beds which look very professional. These beds showcase the range of donated plants the community have supplied from their gardens.

Paul also built extra plant display shelving, potting up tables and a study table and bench set with wood donated by Charlotte. Volunteers now enjoy a dedicated area to sit, enjoy tea and the fruits of their labour.

With extra plant sales in mind a card reader was purchased to accommodate larger purchases at the weekly sales, this has proved invaluable and has as expected increased income. We promote the Alexandra Park Greenhouse as a plant charity shop, the community and supermarkets donate plants which we then sell to make our working capital. Founder trustees Adrian and Jill undertake the not insignificant endeavour to collect the donated plants from Sainsbury's and make them flourish again, these plants add colour and variety to our plant sale offer. We are very grateful to all the supermarkets who give their support, Asda, Sainsbury's, Tesco and Morrisons. We were also donated some stylish terracotta planters from Great Park Farm Nursery in Battle.

Debbie Quinn has taken our social media to new heights with posts sometimes reaching over 2,000 a week. Our improved website is also proving to be a success, this will be updated on a regular basis by Sue Kirby who has taken over the management. Sue will join the trustee board in the near future.

## **July**

### **Restoration Preparation**

Ann Hodkinson our treasurer has now the responsibility along with the other trustees to manage the precious funds for the restoration. We are reassured that Tim Chapple who has given much support volunteered to project manage the restoration. His past experience and professional approach is invaluable

Timber at a cost of £3,000 to replace the glazing bars was purchased from JW Timber, this is the first step in the restoration process. Building materials have rocketed in price and lead times are becoming longer due to covid. We were pleased to secure the timber required which has now been safely stored in Jason's workshop. Work on the glazing bars commenced offsite as soon as the new profile has been agreed to accommodate the heavier toughened glass. Jan 2022 glass purchase from Croft Glass £9,189 now stored offsite.

### **Volunteer Contribution**

Our loyal group and some new recruits of dedicated volunteers have given their constant support and expertise throughout the year. A rota was introduced so volunteers could work alone in the greenhouse, this meant that when covid restrictions were demanded we were still able to do the vital work of maintaining the borders and maintaining the site. Saturday plant sales were reintroduced complying with covid guidelines.

CHART volunteers were able to work with us during July and August making a very successful team. It was however, disappointing that most of the groups who used the greenhouse for training sessions had to be cancelled due to works in progress.

## **July**

We were invited to take a stall at the prestigious Great Dixter plant fair in July, a great success. Our stall looked very professional receiving compliments from the acclaimed nurseries who showed there. Interesting new contacts were made who we can call on for advice in the future.

### **August/September**

Plant stall at the delayed May Queen event in the park.

Trip to RHS Wisley was very inspirational for the 8 volunteers who attended.

Heritage Open day was unfortunately cancelled due to covid.

Succulent Saturday proved very successful thanks to Eddie Weeks wonderful selection of plants for sale. We took £700 in 2.5hrs

## **October**

Spooky Halloween plant sale was fun selling many spider plants to suit the theme. It was though a very wet weekend that dampened the potential for very good sales.

## **December**

AGM 2020-21 was well attended and much improved with the addition of power point presentation which Charlotte and Sue developed.

## **January 2022**

Resignation of one of our founder members, Jill Penfold.

Jill a long standing volunteer, trustee and plants woman advised that she would like to step down from the board.

As a major contributor to the running of the greenhouse along with excellent plant sale management, we shall miss her excellent organisational skills and positive attitude. Her contribution throughout the years has helped tremendously in the progress of achieving our goals. We all appreciate her continued support as she continues nurturing plants in the garden she and her husband Adrian share. She is much missed at the greenhouse.

### **Funding Required**

The trustees have identified the following areas where funding will still be required.

1. New concrete tiled floor throughout the greenhouse, and improved external walkway which will become an increased selling area and space for training - £15,000
2. Design and construction of glazed timber doors to close an area for training workshops or talks within the greenhouse - £10,000
3. Wooden tool shed - £2,000

Applications have been submitted to the Lottery Community Fund for £10,000 and Hastings Round Table for £5,000 towards a new floor throughout the greenhouse.

We have prepared applications to the Finnis Scott Foundation for the glazed partition within the greenhouse.

We look forward to finally having a fully functioning greenhouse for the community to use next year.

**Lets Grow Together and Get it Done!**

Annual Report April 2021 - March 2022

**Financial Review**

The greenhouse finances all its activities with the sale of plants and produce grown by volunteers working in the greenhouse, the amount of revenue generated in the financial year demonstrated the success of the work being undertaken by the volunteers, and groups already using the greenhouse in it's current state.

The greenhouse is available for private hire, the community enjoy talks, demonstrations, practical workshops, art classes, parties and social gatherings. A varied scale of hire fees will be implemented. The greenhouse has only a temporary roof cover so the opportunities to increase these events are hampered by weather conditions and seasonal light levels.

During the year the charity received £18,857.57 (2021 £100,915) in grants and fundraising activities, and spent £22,981.92 (2021 £8,089). The group goes forward into a new financial year with a surplus of £101,619.43 (2021 £105,744).

**Accounting and reporting responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The charity has no specific policy on reserves but will be formulating one in the coming year to accommodate their need to raise funds for the restoration of the greenhouse.

Signed on behalf of the charity's trustees:

Signed \_\_\_\_\_  
Linda Pearson, Chair

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Ann Hodgkinson, Treasurer

Date \_\_\_\_\_

## **Independent Examiner's Report to the Committee of Alexandra Park Greenhouse Group**

I report on the accounts of Alexandra Park Greenhouse Group for the twelve month period ended 31 March 2022 which are set out in this document.

### **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 the 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**

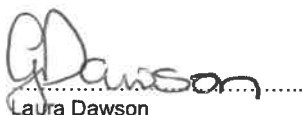
02-Mar

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 Acthave 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.



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

**Alexandra Park Greenhouse Group**

Receipts & Payments accounts

for the period

1 April 2021 to 31 March 2022

31/03/2021

**Current Year**

	Notes	Restricted funds	Unrestricted funds	Total funds
<b>Receipts</b>				
93,008	Grants & Donations	-	10,519.00	10,519.00
7,907	Ticket Sales	-	-	-
	Plant Sales & Events	-	8,338.57	8,338.57
	Miscellaneous	-	-	-
<u>100,915</u>		<u>-</u>	<u>18,857.57</u>	<u>18,857.57</u>
<b>Expenditure</b>				
2,869	Greenhouse Restoration	-	20,772.21	20,772.21
240	Misc Expenses	-	266.65	266.65
1,283	Printing & Marketing	-	245.37	245.37
80	Health & Safety	-	-	-
	Equipment	-	337.11	337.11
425	Room Hire & Events	-	114.90	114.90
	Legal Fees	-	168.00	168.00
318	Insurance	-	1,015.46	1,015.46
1,285	Domain	-	-	-
89	Water Rates	-	42.56	42.56
-	Bank Charges	-	19.66	19.66
1,500	Crowdfunding	-	-	-
<u>8,089</u>	<b>TOTAL PAYMENTS</b>	<u>-</u>	<u>22,981.92</u>	<u>22,981.92</u>
<u>92,826</u>	Net surplus (deficit)	0.00	-4,124.35	-4,124.35
	Movement in funds	-	-	-
<u>105,744</u>	Fund balances b/f	1/4/21 -	<u>105,743.78</u>	<u>105,743.78</u>
			<u>101,619.43</u>	<u>101,619.43</u>

Alexandra Park Greenhouse Group

**Alexandra Park Greenhouse Group**  
**Statement of Assets & Liabilities**  
**as at**  
**31 March 2022**

<b>2021</b>				<b>2022</b>
	<b>Current assets</b>			
105,743	Current Account	@	31/03/22	1,156.27
-	Receipts not paid	@	31/03/22	100,463.16
-	Cash in hand	@	31/03/22	-
105,743				101,619.43
	<b>less Current liabilities</b>			
				-
105,743				101,619.43
	Represented by:			
12,918	ACCUMULATED FUND b/f			105,743.78
92,826	Net Receipts			-4,124.35
105,744				101,619.43

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 trustess 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.



**Alexandra Park Greenhouse Group**  
**Notes to the accounts**  
**for the year ended 31st March 2022**

**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 belong to Hastings Borough Council, but the group has been granted a long term lease to enable them to raise funds for the restoration project.  
The charity employs no staff

**3 Trustees' remuneration**

During the accounting period, trustees received no expenses. Remuneration or benefits

**4 Related Party Transactions**

During the accounting period there were no related party transactions

**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.