



# HEREFORDSHIRE GROWING POINT

Annual Report and Accounts for the year ending

31st May 2019



(Charity Number 1006625)

PATRON: The Baroness Masham of Iilton HON PRESIDENT: Dr Heather Barrett-Mold OBE  
c/o Holme Lacy College, Holme Lacy, Hereford HR2 6LL

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**HEREFORDSHIRE GROWING POINT  
(Charity No. 1006625)**

**Annual Report for the Year ending 31<sup>st</sup> May 2019**

The Trustees present their report for the year ended 31<sup>st</sup> May 2019.

The Members of the Committee during the year were:

<b>Chairman:</b>	Laura Hone	<b>Deputy Chairman:</b>	Julie Cohn
<b>Charity Manager:</b>	Julian Reeves		
<b>Treasurer:</b>	Andrew Huntley		
<b>Policies Oversight:</b>	Fiona Paterson and Shelagh Wynn		
<b>Events:</b>	Julie Cohn & Mary Knight		
<b>Minute Secretary:</b>	Caroline Lechmere		

**Trustees:** Heather Barrett-Mold OBE, Laura Hone, Andrew Huntley, Janet Parry, Julie Cohn, Mary Knight, Fiona Paterson, Shelagh Wynn, Caroline Lechmere, Jeanie Falconer, and Rachel Huntley.

The Charity was established in 1990 with, as its original governing instrument, a Constitution adopted on 29<sup>th</sup> April 1991. This Constitution was revised in 2014 and again in 2019

Officers and Members of the Committee are elected annually at the Annual General Meeting held in November.

**The Aim and Objectives of Herefordshire Growing Point**

The aim of Herefordshire Growing Point is to enable vulnerable and disabled people of all ages to enjoy the social and therapeutic benefits of horticultural activities.

The objectives of Herefordshire Growing Point are:

- The provision of horticultural therapy. The benefits being that people with a wide range of disabilities can meet up socially as part of a group and gain a real sense of achievement through a range of gardening activities.
- The provision and maintenance of a demonstration garden at the Holme Lacy Campus for horticultural therapy sessions as well as training courses. Also, to enable people to think of ideas for their own gardens.
- To provide training, guidance and advice;
- To employ suitably qualified and experienced horticultural instructors;
- To raise funds to finance the objectives of the Charity.

**Disclosures within the Annual Report and Accounts.**

***Herefordshire Growing Point will include or disclose the following in its Annual Report and Accounts:***

- ***A statement that summarises the remuneration policy.***
- ***A summary of payments to Trustees for expenses.***
- ***The actual salary and other benefits received by the Manager.***
- ***The number of Tutors and their total remuneration.***

***These disclosures are given in two appendices at the end of Report and Accounts.***

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## Review of the Year 2018-19

The Trustees can report that there have been no serious incidents over the past year.

Everyone at Herefordshire Growing Point would like to pass on their thanks to all the staff at the Holme Lacy Campus who, as always offer their generous support.

The principal focus of the year was the very exciting invitation Herefordshire Growing Point received to design, create and build a garden for the RHS Spring Show at Malvern. The garden was entitled "A Snapshot of Herefordshire Growing Point". This will be followed by a second garden for the Autumn Show in September 2019. This was an initiative from Mark Harwood-Browne, the Education Executive of the Three Counties Agricultural Society and certainly a challenging project that involved input from everyone connected with the charity. Tutor Felicity Weeks led the project and was also responsible for the considerable amount of admin that was involved. Trustee Shelagh Wynn assisted with liaison with the Showground and Manager Julian Reeves designed the garden, with input from other tutors and gardeners. The design was an outline of Herefordshire, with a representation of the River Wye running through it. Apart from a small grant from the Three Counties Society, HGP had to raise the funds itself and seek sponsorship. The charity was fortunate enough to be one of the beneficiaries of the Holloways of Suckley Christmas Extravaganza, and to receive personal donations from individuals as well as donations from some Trusts. In addition, we received generous sponsorship from Hereford Patios and Sheds; Kings Mill Carpets; English Braids; Radbournes; Hereford Hospital who donated old crutches, used as flower pot holders; B&Q; Tarmac Trading and FP Matthews. FP Matthews lent four espaliered apple trees, plus some free-standing trees which, as they were in blossom were eye-catching. In addition, HGP was allowed to auction four of these trees (one for each day of the Show), so this generosity was very much appreciated.

The gardeners spent the autumn planting bulbs and seeds, planned to be ready in time for early May. Sadly, unseasonably warm weather in February meant some bulbs flowered too early. These were sold locally, but replacements had to be bought. The actual building and construction of the garden took place at the end of April/beginning of May and the garden was ready in time for the opening. Many visitors came and were shown round the garden by some of the gardeners and volunteers. After days on show, the garden had to be dismantled very quickly and this was achieved with a great deal of help. Special thanks are due to Nick and Caroline Lechmere who generously agreed to transport and store parts of the garden that were going to be used again in the Autumn. Also to some of Three Counties estates staff who drove a fork life truck so the heavier items could be removed.

Apart from the RHS garden, the usual life of HGP continued apace. Julie and Mike Cohn very generously hosted the garden visit and barbecue in their beautiful garden at Fownhope. This was a classic case of being careful what you wish you because the visit was in the middle of last summer's heatwave. However, there was plenty of shade and cooling drinks, so the gardeners had a happy afternoon. The Summer Clubs, which were an innovation from last year ran with an expanded programme and this time included some cooking. Chutneys, pickles and jams were made with the produce grown at the Demonstration Garden and these were used for prizes at the Autumn Show and also for sale.

The Autumn Show at Holme Lacy was held on a sunny afternoon and the High Sheriff judged and presented the prizes. Great Western Court were Gardeners of the Year and Bradley

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Oldman won the Progression Cup. Mark Harwood Browne, came and gave a short talk explaining the plans and concept for the two Malvern Gardens. The imaginative entries were their usual high standard and everyone enjoyed the afternoon.

The Christmas party is now an established event and took place in the Orchard Room at Holme Lacy which had been specially decorated for the occasion. There were carols and games with plenty of festive food and drink and the afternoon was much enjoyed by gardeners, carers, tutors and volunteers alike.

In early April there was a willow-weaving workshop. Several fish were woven as they were destined to "swim" in the River Wye in the Malvern garden. Then after Easter the serious business of building, painting and planting the RHS garden got under way.

A long-planned update of the website was completed just in time for the Spring Show. This was complemented by a new logo and colour scheme for the charity; both have been well received. Thanks are due to Shelagh Wynn for her efforts to make this happen.

Following the outcome of last year's GDPR update of the mailing list, an updated Friends' Scheme, plus leaflets, was trialled at the Spring Show. More names were added at the Show, so there will be a launch next year. Thanks are due to Julie Cohn, Caroline Lechmere and Fiona Paterson for all their hard work on this.

One sad development that has taken place this year is that Herefordshire Growing Point has been given notice to move from the position it currently occupies at the Holme Lacy Campus by the end of December 2020. The College management have drawn up plans to develop the site, and identified another site on campus where HGP could relocate to. Discussions took place regarding suitability and works to be done. There were some reservations felt by Herefordshire Growing Point due to noise and vehicle movements, and these issues were proving difficult to manage. Other potential sites near Hereford were identified and visited and one in particular was deemed to be particularly suitable. As a result, on-going and positive discussions are currently being held with the site's owners and managers.

## **Charity Manager's Report**

For the first time it was decided to try running a group through the winter. This proved very successful with the Tuesday Morning Group, continuing through January and February. The group did some cookery with Andrew Keir and a little garden maintenance when the weather was warm enough.

The Summer Club again proved a great success enabling continuity for vulnerable individuals who would otherwise have little opportunity for summer activities.

We took delivery of a second-hand adapted people carrier in December, kindly donated by Stanley House Care. Since then it has proven a useful and reassuring addition to our service offer. A couple of long-standing gardeners were thinking of stopping coming to Holme Lacy due to the expense of disabled taxis. We now pick them up once a week, cutting their costs down which has encouraged them to keep coming and they cover most of our costs for the trip. The vehicle was also invaluable in preparing for the forthcoming Malvern show. However, we are still extremely grateful to Community Wheels for the care and attention they show when transporting the Growing Point gardeners to some of the sessions

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The Manager gave talks to Memory Cafes in Hereford, Leominster and Ross. Also to Moccas WI and Sellack Gardening Club.

Our staff development day in February at the Green Dragon incorporated a Heartstart CPR training session (also including some of the Green Dragon staff). In the afternoon everyone was given a detailed update together with information on further planning for the RHS Malvern Spring Show.

In April, the Manager attended a one-day training course at Thrive in Reading as part of an on-going qualification in horticultural therapy.

In March HGP was delighted to welcome Sarah Sargeantson as volunteer. She has been an excellent addition to the team, supporting Alex's groups on a Wednesday and contributing to our programme of activities.

We now work with 32 organisations and our tutors visit 22 residential homes across the county, with Newstead joining in March.

The Co-op on Holme Lacy Rd asked if we would like to sell plants outside their store. This has enabled us to generate a little extra income and has given some gardeners an impetus to grow saleable items. HGP has also been nominated as a Co-op community charity, so we are grateful for this support.

We have been invited to have a stand at Hellens Gardening event in June which is exciting.

### **Outcomes update.**

This year, we have concentrated on measuring outcomes for gardeners attending our Summer Club, which ran from July to the beginning of September. Using a 4-point scale for assessing benefits, we found significant improvements in physical health (40%) and mental well-being (50%) reported by our gardeners. The most striking positive outcome was social benefit, with 90% describing themselves as feeling much less isolated and more socialised with other people, as a result of working together in the garden and social times during lunches, tea and cake. We also took note of gardeners' expectations, and what had or hadn't been enjoyed, to help improve how we run future summer clubs. Offering cooking activities using produce from the garden was a particularly popular suggestion, and one we will implement next summer.

### **Funding Report**

As we await final plans for the move to a new site, funding bids have been put to one side for much of the year, apart from those for ongoing running costs and small projects such as summer sessions and minibus expenses.

In Autumn 2018 Herefordshire Growing Point received £9320 from the Lottery Awards for All fund – this was earmarked for running the Summer Club sessions and also the continuing outreach sessions at residential homes.

We had grants from the Eveson Trust in Autumn 2018; EF Bulmer Benevolent Fund; the Herefordshire Community Foundation and Baron Davenports Charity, plus grants from several other small trusts.

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In addition to those listed above, the following charitable trusts, individuals and organisations have supported Herefordshire Growing Point over the past year and we are most grateful to them: the Alan Cadbury Charitable Trust; the Cray Trust; the Hawthorne Charitable Trust; the Jordan Foundation; the Prynnes Holme Lacy Charity; and the Sam Morley Charitable Trust. There was also support from two generous anonymous donors. In addition HGP was one of the beneficiaries of the Stanley House fete, and also a joint beneficiary of the Holloways of Suckley Christmas Extravaganza. The charity was one of the beneficiaries of the memorial service for Alice Hunt who had always been a great supporter of Herefordshire Growing Point. There was also a donation from Rick Shallcross of the Rotary Club, for a cordless strimmer.

Owing to the generosity of these organisations and individuals, this meant that the garden for the RHS Spring Show (and the second Malvern garden in September) was fully funded.

HGP has been successful in our application to the local Co-op to be one of their chosen three community charities to support. We await our total for 2019. It also provides an opportunity to raise the charity's profile, as we can put leaflets and information into the store.

What funders look for more and more are outcomes and evidence of need – we are as effective as we can be in gathering feedback (see **Outcomes Update** on the previous page), but it is becoming more difficult to approach some trusts as the guidelines become tighter. For instance, a “trawl” of the livery companies was carried out and there are just two or three who will accept “cold” applications, though personal contact is always helpful.

### **Herefordshire Growing Point's Policies**

The following policies are in place and updated on a regular basis. Complaints; Conflict of Interest; Equal Opportunities; Financial Management; Grievance; Grievance for Employees; Health & Safety; Membership; Recruitment; Reimbursement of trustees; Remuneration; Risk Management; Safeguarding; Standing orders for Charity Meetings and Volunteers. Thanks are due to Trustees Fiona Paterson and Shelagh Wynn for making sure Herefordshire Growing Point is fully compliant and up to date with all necessary policies.

Finally, Herefordshire Growing Point wouldn't function without the support and help of all the volunteers who do so much. Whether helping out at events and the Malvern gardens in particular, or working one to one with gardeners at the Demonstration Garden, the charity's thanks are due to all of them.

### **Financial report for year ending 31 May 2019.**

Total monetary assets held at 31 May 2019 were £65,864.15. The income for the year from 'charitable activities' was £60,453.70. Annual expenditure for the year was £56,232.58. The report is broken down as follows:

#### **1. Income.**

The four main sources of our income are money paid by participants for our courses, donations, fundraising and donations from charitable trusts (recorded as appeal donations).

- Total course income (including cash income). This was £8,257.70 compared with £8,037.17 in 2017-18.

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- Donations. These were £5,641.00 significantly higher than £1,329.79 in 2017-18. It is difficult to forecast donations, but this year we have been fortunate to receive three substantial donations from individuals. In addition, there were donations in memory of the late Alice Hunt who was a long-time supporter of Growing Point. It also includes £250 donated by the 3 Counties showground as a help towards the cost of the show garden at the RHS Spring Show.
- Fundraising. The total amount raised was £4,220. This included £4,060 from the Holloways Christmas Extravaganza and we are grateful to Holloways for including Growing Point as one of the charities supported by this event.
- Charitable Trusts (recorded as appeal donations). The total amount received was £42,290. Under 'Income from charitable activities', the accounts classify this amount as 'unrestricted' (£32,570) and 'restricted' (£9,720). £400 from a 'restricted' fund was used towards the cost of the show garden and £138.13 was used to fund the Summer Club gardening courses in August 2018.

## **2. Expenses.**

- Courses expenditure. This is the biggest cost for the charity and includes the tutor costs for running the gardening therapy sessions which include lecturing, travel and materials. The cost was £27,420.91, compared with £21,614.64 in 2017-18. The tutor lecture charges and mileage allowance remained the same as 2017-18. The increased costs for lecturing, materials and travel reflect a corresponding increased level of service provided by the tutors. In addition, a minibus was given to the charity. This has been a real benefit though there are additional running costs of £1,290.36.
- RHS Malvern Spring Show Garden. There was an additional expense this year of £4,162.42 for the cost of labour and materials in setting up this garden. However, the garden was fully funded due to generous support from organisations and individuals.
- The Manager. The total costs for the employment of the Manager were £18,367 compared with £17,859 in 2017-18. The main reason is that the Manager's monthly salary was increased by 3% from £1,398 to £1,440 from September 1<sup>st</sup> 2018.
- Office expenses. The cost was £1,996.59 compared with £1,643.71 in 2017-18. This includes an additional cost of £749 for the design and installation of a new website.
- Appeal costs. £2,800 was paid to our professional fund raiser to research and make applications. The charge is £200 per day and fund raiser is paid on a monthly basis.

## **3. Financial reserves.**

Herefordshire Growing Point held £30,627.82 in a COIF Charities deposit Fund for year ending 31<sup>st</sup> May 2019. The charity has no liabilities and the total monetary assets are £65,864. The risk factor is that this charity relies heavily on funding from charitable trusts. The trustees have agreed that reserves equivalent to six months expenditure are reasonable for this charity. The aim is to provide some financial protection against a shortfall in our annual income and at a level of service which is sustainable.

The independent examination of the accounts was conducted by Mr Huw Foxall and we are extremely grateful to him for carrying out this examination.

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## Conclusion

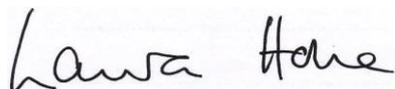
The 2018/2019 year has been a momentous one for Herefordshire Growing Point. The design, planning, planting, nurturing, then erecting and the actual build of the garden at the RHS Spring Show in May involved **everyone** with a connection to the charity who contributed in any way they could. Several of the gardeners helped man the stand during the Show and were excellent ambassadors for the charity. It also created quite a buzz which attracted visitors and resulted in extra donations and new people signing up to be involved.

Although this was the primary focus for the year, the other activities continued, including the expansion of the Summer Clubs programme, an Easter equivalent and the trial of some winter sessions at the Demonstration Garden. As this winter programme proved a success, it will be continued next winter.

The other challenge over the past year has been the knowledge that, after nearly 30 years, HGP is having to leave its current site on the Holme Lacy Campus by December 2020. As sadly, the alternative site offered by Hereford and Ludlow College couldn't be made to work, the focus of the Manager and Trustees has been to find an alternative site and somewhere very suitable has been identified. Discussions are on-going regarding this site and should be finalised over the coming months.

Herefordshire Growing Point is immensely fortunate in the level of support it has in the local community. It is also fortunate to have such knowledgeable and imaginative tutors, as well as committed volunteers and trustees. Everyone goes the extra mile to make sure the charity is able to continue its important work round the county and grateful thanks are due to each and every one of them.

On behalf of the Trustees



Laura Hone –  
Chairman, Hereford Growing Point.

Date: 31<sup>st</sup> October 2019

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## APPENDIX ONE

### Summary of HGP Remuneration Policy.

- There is one salaried employee the 'Manager' who is paid monthly for 90 hours worked per month.
- Tutors are treated as self-employed workers and are paid per session. In addition. Tutors are paid a mileage allowance (40 p per mile) and materials expenses up to £2 per client for each session.
- Trustees can be reimbursed for expenses relating to fund raising, administration and training.
- No reimbursement for volunteers.
- Tutors must support their claim for remuneration with a record of hours worked as well as mileage and materials expenses. This must be approved by the Manager.
- Trustees are responsible for agreeing remuneration rates for the Manager and the tutors, which are reviewed regularly as appropriate. The Manager's salary and benefits are reviewed annually by the Chairman and Treasurer in April.

## APPENDIX TWO

## Payments to Trustees y/end 31.05.19

	Name	ref	£ sum	Expense
16/07/2018	Laura Hone	online	79.00	Dropbox
21/03/2019	Laura Hone	online	116.00	stamps
23/07/2018	Shelagh Wynn Andrew	online	53.94	HL Garden maintenance
30/11/2018	Huntley Andrew	online	25.00	book token for independent examiner
25/02/2019	Huntley	online	81.60	Moneysoft Ltd - payroll software
		TOTAL	<u>£355.54</u>	

## Manager's Salary &amp; other benefits

Julian Reeves	Salary	workplace pension Employer contrib	Tutor lecturing	
June	1398.00	56.30	102.00	26-Jun
July	1398.00	56.30	164.00	04-Sep
Aug	1398.00	56.30	232.00	06-Nov
Sept	1440.00	58.09	48.00	15-Nov
Oct	1440.00	58.09	168.00	15-Nov
Nov	1440.00	58.09	30.00	22-Jan
Dec	1440.00	58.09	120.00	11-Apr
Jan	1440.00	58.09	60.00	24-May
Feb	1440.00	58.09		
March	1440.00	58.09		
April	1440.00			
May	1440.00			
	<u>£17154.00</u>	<u>£575.53</u>	<u>£924.00</u>	

## Tutors and total remuneration - 9 tutors

	Tutor Lecturing	Training	RHS labour	Total Remuneration £
A Fermoy	3384.00	78.00		3462.00
Jo Rigney	3450.00			3450.00
U Ashworth	264.00	78.00		342.00
F Weekes	2856.00		337.50	3193.50
Andrew Keir	822.00	75.00	26.00	923.00
Penny Wilson	456.00			456.00
I Darbshire	156.00			156.00
Alex Yorke	3152.80			3152.80
Garratt-Adams	72.00			72.00
	<u>£14612.80</u>	<u>231.00</u>	<u>363.50</u>	<u>15207.30</u>

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Herefordshire Growing Point - Financial summary 2018-2019				
Statement of Receipts and payments for year ended 31 May 2019 CC registration no. 1006625				
<b>INCOME from Charitable activities</b>				
	Unrestricted Funds £	Restricted Funds £	Total 2019	Total 2018
Courses	8151.70		8151.70	8037.17
Courses - cash received	106.00		106.00	
Donations	5391.00	250.00	5641.00	1329.79
Sales: HGP card sales	45.00		45.00	0.00
Fundraising	4220.00		4220.00	5660.04
Appeal Donations	32570.00	9720.00	42290.00	48700.00
<b>Total receipts</b>	<b>£ 50,483.70</b>	<b>£ 9,970.00</b>	<b>£ 60,453.70</b>	<b>63727.00</b>
Charities Deposit Fund (COIF) interest	179.60		179.60	72.21
<b>EXPENDITURE on Charitable activities</b>			2018-2019	2017-2018
Courses			27,420.91	21,614.64
Lecturing	15462.00	80.80		
Materials & Travel	6145.33	57.33		
Client Travel	3920.50			
Tutor Training	371.00			
Minibus	1290.36			
HGP events	0.00			
Heating	33.59			
Christmas Party	60.00			
Demonstration Garden at Holme Lacy			1485.70	0.00
Garden Maintenance	1229.69			
Garden Maintenance cash payment	106.00			
Garden House Maintenance	150.01			
Malvern Spring & Autumn Show Garden	3762.42	400.00	4162.42	0.00
Fundraising & Appeal costs	2800.00		2800.00	1,020.75
Charity Manager			18366.96	17,859.53
Salary	14703.19			
Expenses	726.12			
Payroll costs	147.60			
PAYE/NIC	2079.52			
NEST Workplace Pension	575.53			
Manager Training	135.00			
Bank charges	0.00		0.00	0.00
Office expenses	1996.59		1996.59	1643.71
<b>Total Expenditure</b>	<b>55694.45</b>	<b>538.13</b>	<b>£ 56,232.58</b>	<b>£ 42,138.63</b>
Surplus/(deficit) for the year	-5210.75	9431.87	4221.12	
Cash in Bank on 31/05/2018	61434.33		61434.33	
Charities Deposit Fund (COIF) interest	179.60		179.60	
<b>Total Surplus/(deficit) for 2019</b>	<b>£ 56,403.18</b>	<b>£ 9,431.87</b>	<b>65835.05</b>	
Reconciliation	current a/c	COIF a/c	Total 2019	
Cash in Bank year end 31/05/2019	35,207.23	30,627.82	£ 65,835.05	
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Monetary Assets	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Cash in Bank (31/05/2018)	61434.33		61434.33	39773.75
Surplus/(deficit) for the year	-5210.75	9431.87	4221.12	21588.37
Cash in hand	29.10		29.10	29.10
Charities Deposit Fund (COIF) interest	179.60		179.60	72.21
<b>Total Monetary Assets 31/05/2019</b>	<b>56432.28</b>	<b>9431.87</b>	<b>65864.15</b>	<b>61463.43</b>
<b>Assets</b>				
NatWest current account			35207.23	30986.11
Charities Deposit Fund (COIF)			30627.82	30448.22
Cash in hand			29.10	29.10
			<b>£ 65,864.15</b>	<b>£ 61,463.43</b>
	Unrestricted Funds		£ 56,432.28	
	Restricted Funds		£ 9,431.87	
	Total Assets		<b>£ 65,864.15</b>	
Accounts prepared by:	FAR HUNTER			
	Hon. treasurer			
			date	29 <sup>th</sup> October 2019
Accounts examined by:	Independent Examiner			
	AM LOKELL (MA, FCMA)		date	29 October 2019
Restricted Funds	31/05/2018	receipts	payments	£
	£			
Three Counties Showground	0.00	250.00	250.00	0.00
Awards for Lottery grant	0.00	9320.00	138.13	9181.87
Cray Trust	0.00	400.00	400.00	0.00
	£ -	£ 9,970.00	£ 788.13	£ 9,181.87
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