

Minutes of the Annual General Meeting of the Friends of Grappenhall Heys Walled Garden held at the garden, on Wednesday 17 May 2017

Present: Brian Johnson (Chairman), Kath Brown (Secretary), Ian Fountain, Bob Jennings, Janet Richards, Jane Coumbarides, Bill Leah, Jean Heath and 30 other members.

1. Welcome

The Chairman opened the meeting and welcomed members.

2. Apologies for absence

Apologies were received from: Margaret Davies, Margaret Hedley, Catherine & Peter Bamber, Judith Wheeler and Liz Sibbald

3. Minutes

The minutes of the last AGM held on 19 May 2016 were accepted.

4. Chairman's Report

The Chairman (Brian Johnson) presented his report, the main points being as follows:

- This time last year, volunteers were still running the café – thanks are due to all those who helped.
- Apé Bars took over running the café in July, and it is now open on Friday, Saturday and Sunday.
- We are always in need of volunteers, either to help in the garden or to help at events.
- We also have vacancies on the committee (publicity co-ordinator, web & social media officer, and general member) and are looking for a new Treasurer to take over from Ian at the end of this year. Please get in touch if you can help.
- This year we've had an Easter event and a very successful Spring Fair (featuring Warrington Rock choir). Many thanks to Jean for organising this, and to those who helped with the gazebos, etc.
- This year's coach trip will be to Baddesley Clinton, in July.
- Thanks were offered to the executive committee and Graham Richardson for their work over the year, and to members present for attending the AGM.

5. Treasurer's Report

The Treasurer (Ian Fountain) had circulated his report and the audited accounts prior to the meeting (attached to these minutes), and invited comments on these – none were forthcoming. Ian noted we had contributed £10,000 to the Parish Council towards the courtyard resurfacing – this had proved a very worthwhile expenditure.

Approval of the accounts was proposed by Bob Jennings, seconded by Kath Carey and supported unanimously.

6 Future expenditure plans

Ian reported that we still have around £20,000 in the bank and invited suggestions for how we might spend this, noting that resurfacing the paths in the kitchen garden, to make them more accessible for wheelchair users and pushchairs, was one possibility. The price for this would be around £40,000 and would be shared with the Parish Council.

Suggestions from the floor included:

- A new bridge over the culvert between wall pond and heron pond
- A contribution to replanting the area where rhododendron has been cleared
- Removal of water soldier from the pond (this would require lowering the water level to allow physical access)

- Further clearing of rhododendrons and replanting
- A storage shed in the courtyard (the current store is not big enough for all the Friends' equipment)
- Provision of weather protection for the existing store (this also needs to be made fireproof)
- Permanent eye bolts for tying the gazebos (rather than using drainpipes etc)

Ian thanked everybody for their suggestions, which will be considered further by the committee and discussed with the Parish Council where appropriate (**AGM17/1 – Ian Fountain & Committee**)

7 Gardener's Report

In the absence of Graham Richardson, Gardener/Manager, there was no report.

8 Election of officers

Brian Johnson relinquished the Chair to Ian Fountain??? for the election of a new Chairman. Brian Johnson was unanimously re-elected and returned to the Chair.

In the absence of any other nominations, the existing committee members agreed to continue and were re-elected unopposed as follows:

Treasurer	Ian Fountain
Secretary	Kath Brown
Membership Secretary	Jane Coumbarides
Volunteer gardener co-ordinator	Bob Jennings
Volunteer warden co-ordinator	Ian Fountain
Merchandise co-ordinator/Grants	Janet Richards
Events co-ordinator	Jean Heath
General member	Bill Leah

Jean Heath intends to step down from the Events co-ordinator role at the end of this calendar year. Ian Fountain intends to step down as Treasurer at the end of this financial year. There were no volunteers to consider taking on these roles nor to take on the vacant roles of Publicity Co-ordinator, Website officer, Historical Research Co-ordinator and second general member, although Kath Carey said she would continue to do what she can on researching the history of the garden. (*Secretary's note: any member who might be interested in any of these roles is asked to get in touch with Brian, Ian or any other committee member.*)

9 Any other business

It was noted that when the café is open, there are no tables in the garden where people can eat their own food, as there are signs saying that your own food can't be eaten at the picnic tables outside the café. This might discourage visitors. Ian said this will be raised at the next parish council estates committee (to check the contractual position). The possibility of providing additional picnic tables for general use around the garden will also be discussed (**AGM17/2 – Ian Fountain**)

10 Close

There being no further business, the Chairman closed the meeting.

Friends of Grappenhall Heys Walled Garden

Treasurer's Report for the year to 31 March 2017

As usual, we have to have a boring part of the proceedings, but I believe it's very important you all know how the charity's money is being raised and spent.

I am pleased to present for your acceptance and approval the accounts for the year ended 31 March 2017.

Due to the level of our activities, we are not obliged by the Charity Commission to have our accounts audited, but I believe that it is in all the Members' best interests that this is carried out. Once again, we are pleased that these have been audited by Ian Baxter, a local Chartered Accountant and Friend of the garden. I would like to express my thanks to Ian for carrying out this important function.

There were no items that gave any cause for concern, and Ian has issued and signed an Independent Auditors Report. The accounts will appear on the Charity Commission website in due course.

Accounts

The accounts for the year to 31 March 2017 show a surplus of Income over Expenditure of £4,606.56. This is marginally lower than last year (by £246.09).

Just a few items to note on the accounts:

Income and Expenditure Account Income

There are no significant changes in income in any of the categories for the year, the overall total being £14688.44 (2015/6 £14464.07).

Membership

The receipts from new and renewed memberships have barely increased, reflecting the difficulty we are experiencing in increasing our membership to the levels before the glasshouses restoration.

Events

Our events all made a surplus this year, apart from the Members' Only event, which is not intended to make a surplus. Two new event for us were the Pastel Pencil Drawing courses, from which we received a contribution from Anita Young – for which we wish to say thank you. Unfortunately, these courses were not very well attended, and one of them was cancelled due to a lack of interest.

The Food and Xmas Fayres were, as usual, very successful, and we continue to hire out tables to outside suppliers. We received a grant from the Borough Council's Local Area Fund of £500 towards the cost of hiring a large marquee (shown under "Grants Received" in the accounts). Thanks to Jean Heath, our Events Co-ordinator, for organising these events.

Merchandise

General During the year, we started to sell pens on which our name is printed, the cost of which is included in the Expenditure column. These are selling reasonably well.

1

History Books There appears to be a renewed interest in the History books, sales of which continue on a regular basis. Margaret Fellowes, one of the authors, is also continuing to give talks on the Parr Family, and selling the books at them.

Produce

Although the income from sales is comparable with last year, the costs are higher, mainly due a higher cost for pressing apples for juice. We decided to have some juice put into smaller bottles, some of which are purchased by the café operators for sale in the café as an alternative to their other bottled drinks. As a result, we cannot sell these ourselves at the garden as we would be

competing with the café. However, our only other outlet at the moment is at Grappenhall Post Office – sales were initially reasonable, but have slowed down.

Equipment

The two main items purchased were a large propagator for use in the glasshouses, and the new bridge behind Wall Pond to open up the Masters Walk.

Balance Sheet

Bank Balance

The bank balance at 31 March was £20,577.42, which I think you'll agree is continuing to be very healthy. We paid out to Grappenhall and Thelwall Heys Parish Council the grant of £10,000 towards the cost of resurfacing the courtyard, which, as we all know, was sorely needed. We are still looking at areas where the remaining money might be utilised in the garden and structures, and we would welcome any ideas.

Independent Examiner's Report

**Report to the trustees/
members of** Friends of Grappenhall Heys Walled Garden

**On accounts for the year
ended** 31 March 2017

Comprising The Income and Expenditure Account and Balance Sheet

Respective responsibilities of trustees and 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:

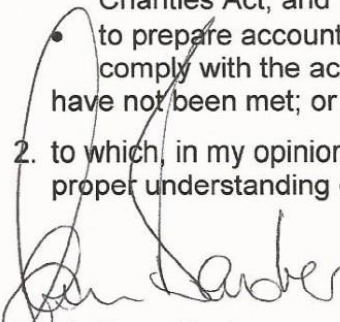
- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement My examination was carried out in accordance with 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 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; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Signed:



Date:

4/5/2017

Name: Ian Anthony Baxter

Relevant professional qualification or body: ACA - Institute of Chartered Accountants of England and Wales

Address: 9 Croft Gardens
Grappenhall Heys
Warrington, WA4 3LH

Friends of Grappenhall Heys Walled Garden

Income and Expenditure Account for the year ended 31 March 2017

	Income £.p	Expenditure £.p	Net £.p	31-03-2016 £
Annual Membership				
Forms		246.74		
New	197.50			
Renewal	1307.50	0.55		
Total Annual Membership	1505.00	247.29	1257.71	1464
Donations Received				
Other	985.90			
Pennies In Jars	2.10			
Red Tin & Bucket	491.51			
Total Donations Received	1479.51	0.00	1479.51	1351
Events				
Apple Day	301.50	128.00	173.50	
Coach Trip	896.00	875.00	21.00	
Easter	0.00	0.00	0.00	
Food Fair	1102.33	371.75	730.58	
Fun Day	336.91	72.39	264.52	
Hog Roast	947.00	695.05	251.95	
Members Only	594.00	625.85	-31.85	
Miscellaneous		3.00	-3.00	
Picnic in the Park				
Pastel Pencil Drawing	264.00	0.10	263.90	
Xmas Fayre	1837.70	1091.66	746.04	
Total Events	6279.44	3862.80	2416.64	2107
Grants Received	500.00		500.00	
Bank Interest	11.56		11.56	14
Merchandise				
General	204.00	193.45	10.55	
History Books	222.00	0.00	222.00	
Pots	19.50	12.14	7.36	
Total Merchandise	445.50	205.59	239.91	417
Produce	4362.93	2802.23	1560.70	2781
Refreshments	104.50	112.78	-8.28	
AGM and Meeting Costs		13.70	-13.70	-4
Bank Charges		6.00	-6.00	
Equipment				
Garden	0.00	1142.48		
Kitchen	0.00	85.00		
Miscellaneous	0.00	1013.97		
Total Equipment	0.00	2241.45	-2241.45	-2925
Insurance		182.14	-182.14	-177
Misc		32.75	-32.75	-2
Newsletters		7.82	-7.82	-6
Postage		134.20	-134.20	-73
Publicity		59.10	-59.10	-82
Stationery		34.27	-34.27	-12
Website		139.76	-139.76	0
TOTAL INCOME/EXPENDITURE AND SURPLUS	14688.44	10081.88	4606.56	4853

Grant paid to Grappenhall & Thelwall Parish Council for Courtyard Resurfacing

-10000.00

Friends of Grappenhall Heys Walled Garden

Balance Sheet as at 31 March 2017

ASSETS	31-03-17	31-03-16
Cash and Bank Accounts		
Current Account	20577.42	26047.79
Cash Floats	275.00	215.00
	20852.42	26262.79
Other Assets		
Prepayments	66.93	50.00
TOTAL ASSETS	20919.35	26312.79
LIABILITIES		
Accruals	0.00	0.00
Creditors	0.00	0.00
TOTAL LIABILITIES	0.00	0.00
NET ASSETS	20919.35	26312.79
REPRESENTED BY:		
SURPLUS FUNDS		
Balance as at 31 March 2016	25812.79	20960.14
Surplus 01/04/16 to 31/03/17	4606.56	4852.65
	30419.35	
Less Grant to G&T Parish Council	-10000.00	
	20419.35	25812.79
Produce Fund	500.00	500.00
	20919.35	26312.79

Chairman 

Treasurer 

Auditor 