



# Bishop's Waltham Gardening Club



01/01/2022

## AGENDA

You are warmly invited to attend the Annual General Meeting of Bishop's Waltham Gardening Club for the year ending 30<sup>th</sup> September 2021 which is to be held on **Wednesday 26<sup>th</sup> January 2022 at 7:00 p.m.** at Bishop's Waltham Junior School, Oak Road, Bishop's Waltham SO32 1EP.

**Please note that only paid up Members are entitled to attend and vote at the AGM.**

Many thanks to those Members who have paid their subscription and/or allotment rent. If you have not paid, you are reminded that annual subscriptions and allotment rentals were due on **October 1<sup>st</sup> 2021**. Please remember to use the **application form** sent out during September/October 2021 and also to **gift aid** your payments to increase the benefit to the club. A membership application form can also be downloaded from the Membership page on the website at: <http://www.bwgc.org.uk/>

Within this notice of meeting you will find the:

### **Agenda**

**Minutes of the AGM for 2019-2020 (year ending 30/09/2020) held on 28th April 2021**

**Chairperson's Report**

**Treasurer's Report**

**Nomination form for election as an officer or trustee**

**Financial statements for the year 2020-2021 ending on 30/09/2021**

Please return any **Trustee nomination form(s)** (see page 6) to the Secretary (address under the agenda) by **6:00 pm on Friday 14th January 2022**.

Sue Curtis, Secretary

1. Welcome
2. Apologies for absence
3. Minutes of the Annual General Meeting for 2019-2020 held on 28th April 2021 (by Zoom)
4. Matters arising from the Minutes
5. Notification to the meeting of any additional items raised under A.O.B.
6. Correspondence
7. Chairman's report for 2020-2021
8. Treasurer's report for 2020-2021
9. Adoption of the accounts for 2020-2021
10. Approval of the examiner for 2021-2022
11. Approval of Membership Subscriptions and Allotment Rentals
12. Election of officers and trustees:
  - Chairman
  - Secretary
  - Treasurer
  - 10 additional Trustees
13. Matters previously notified to the Secretary by the due date.
14. A.O.B.

Please notify the Secretary,  
Sue Curtis  
1, Rareridge Close  
Bishop's Waltham  
SO32 1PU

**in writing (or by email to [webbwgc@outlook.com](mailto:webbwgc@outlook.com) )** of any matters for inclusion under item 13 by 6:00 p.m. on Friday January 14th 2022.

**Please note that no matters under item 13 can be raised from the floor during the course of the meeting**

Refreshments will be served upon completion of the AGM business.

**BISHOP'S WALTHAM GARDENING CLUB**  
**MINUTES OF ANNUAL GENERAL MEETING HELD**  
**24<sup>th</sup> April 2021 for Year 2019-2020**  
**by ZOOM Video conferencing**

NB. The Chairperson's and Treasurer's Reports were distributed in advance of the meeting in January 2021.

1. **Welcome:** The Chair opened the Meeting at 7.00pm by welcoming all members. 30 members were present, constituting a quorum.

2. **Apologies for absence:** None

3. **Minutes of the 2018/19 Annual General Meeting held on 22<sup>rd</sup> January 2020 :** These were accepted as a true record and signed by the Treasurer on behalf of the Chair (proposed: P Gover seconded: C Carter)

4. **Matters arising from the Minutes:** None

5. **Correspondence:** 1 letter to be addressed under Item 10.

6. **Adoption of the Accounts for 2019-2020:** Proposed: L McClymont seconded: T Gover - agreed by the meeting.

7. **Approval of the Examiner for 2020 – 2021:** Paul Emmerson (absent) was thanked for examining the accounts and is to be asked to continue in this role.

8. **Approval of Membership Subscriptions and Allotment Rents:** The Trustees are not proposing to change subscription rates or allotment rents. Approved by membership.

9. **Election of Officers and Trustees:** The Secretary listed the 3 Officers & 7 Trustees being re-nominated, all being re-elected, which is 3 short of the requirement for 13. Noted that if only 7 Trustees are at a meeting no decisions may be made. All were seconded by C Carter.

<u>Name:</u>	<u>Nominated by:</u>	<u>Name:</u>	<u>Nominated By</u>
Gill Cooper (Chair)	S Curtis	Sue Curtis (Sec.)	C. Curtis
Chris Curtis(Treas.)	S. Curtis	Annie Lowe	S. Curtis
Nicole Jones	S. Curtis	Tim Gover	S. Curtis
Liz McClymont	S. Curtis	Anthea Mabey	S. Curtis
Larry Mabey	S.Curtis	Gill Hamill	S. Curtis

The Chair thanked the Trustees for all their hard work to maintain the smooth running of the Club and continuing to provide services to the membership during a difficult year

10. **Matters Previously Notified to the Secretary by the Due Date :**

The Secretary read out the query raised by S Bircher and the Trustees response to it (appended below).

11. **AOB:**

11.1 The Chair requested that more people come forward to assist with maintaining the Community Orchard and Butterfly and Chalk Gardens at the start of the railway path gardens – volunteers commit to working a few hours a year. These activities are organised by non-Trustees Ann Magrath and Sarah McLeod respectively and they were thanked for their input.

11.2. Jenny Carter thanked all Trustees and volunteers for their hard work.

**The Meeting closed at 7.30pm.**

**Item 10 Question and Response:**

**Question:** I would like to ask the Trustees to report on any discussions with the Council and developers concerning the proposed new cycle/footpath across the top of the allotments, and whether adequate protection is being offered to the allotments in terms of fencing, as well as whether much ground will be lost from the top plots. I would also be grateful to know if there is any news on the proposed new development planned for the north side of the allotments - access and parking in particular.

Many thanks  
Sue Bircher

**Response: The Albany Farm to Albany Road Footpath / Cycleway:** A group of Trustees have met with representatives of the Parish Council on 2 occasions to discuss the proposed cycle/pathway along the top of the allotments which is funded by CIL money from the developers. The width of the pathway will have to meet government guidelines but there was no indication that it would require loss of allotment plot land other than the width of the cycle/footpath itself. The Council are responsible for the new boundary between the allotments and cycleway / footpath. Possible options for the protection of the allotments were raised and discussed. These were no fencing, post and rail fencing, post and rail fencing with animal wire, deer fencing. The Trustees were not prepared to accept no fencing. The Council representative's preferred option was post and rail. The Trustees were not happy with this as it provides no barrier against access to the allotments by dogs. Post and rail with animal wire is a viable option. Deer fencing is the most expensive option and the Council have said verbally that if it were installed along the cycleway/footpath at their expense they would require the Club to do the same along the access road boundary or there is no point in doing it along the top. Closer to the time when the cycle/footpath will be developed there will be consultation with allotment holders on the fencing options/ pros and cons of each / costs / possible implications for allotment rents in the future.

**Tangier Lane West Development and Allotments Access Road:** No further information has been received on the progress of this development. Any information on these developments is documented in the minutes of the Monthly Trustee meetings which are posted on the BWGC website.

## Chairperson's Report October 2020 - September 2021

This time last year, as I wrote my report for the 2021 AGM, I was mentioning all the problems that CoVid restrictions had imposed on the Gardening Club's year during 2020. Well, I'm not going to talk about much of that now as basically all the problems have been on-going with a few months of light relief during the autumn so I am sure you don't need to hear the depressing bits again!

I'll start with your Trustees. We have eleven at the moment, two short of the number we require which means some Trustees are multi-tasking and having to take on too much. So, if you are looking forward to the shop being open with a wide range of new products, mowers which can be borrowed with no charge for petrol, the hedges being cut, the pathways maintained, the taps working, your membership processed, good speakers to listen to and learn from, new allotments allocated, your subs recorded, information emailed, social events to attend and superb articles to read, please don't take it for granted! The Trustees are a great team and are proud of our very vibrant club but we need you to step forward and join us and start with just a small role to get you involved...every little helps!

Our main change to the Trustees this year is that Tim Gover decided it was time to resign from his role in charge of Trading at the Shop at the Shed. He has done a magnificent job over the last fifteen - yes 15 years and increased the amount of goods on sale and the subsequent turnover. He has been such an asset and will be a hard act to follow and thankfully he is still offering to help by being on the weekend shop rota. Larry Mabey kindly moved effortlessly from Allotment Maintenance into the Trading role and has already been sourcing products from different suppliers. The shop will continue to stock the staples but there will be more emphasis on organic products, peat free compost etc. in line with the general way of thinking these days. Prices will still be kept as keen as possible. Some will definitely be cheaper than mainstream retailers but we cannot compete with the massive bulk buying strength on some products. It is your shop, for your convenience so please support us and try us first. The shop re-opens again on the first weekend in February with seed potatoes and onions on sale.

Under Larry's watchful eye and wonderful DIY skills, the maintenance work at the allotments ran smoothly throughout the year and any outstanding jobs at the end of the season were completed, thanks mainly to the very successful working party in October. We had a great turn out of volunteers which resulted in the jobs being completed in less than two hours. Many hands indeed made light work.

With Larry having now moved from Maintenance to Trading, we needed to fill the Maintenance gap so Kate Cassell and our most recent new Trustee, William Heaps have agreed to take on this role. They will begin by making a register of skills that allotment holders are able to offer when small maintenance tasks need doing so if you have a particular skill and can offer time or advice, that will be much appreciated.

Anthea Mabey has continued in her role managing all the allotment plots. A massive task as we have 160 plots of different sizes! This year she has seen a huge surge in demand for allotments and, with all the new housing developments in Bishop's Waltham, we would expect this demand to increase even more. A couple of years ago we had no waiting list at all, this year over forty people expressed interest in an allotment. All available plots have now been allocated and the waiting list remains healthy. Quarter plots have proved very popular as it helps people to realise whether they have the necessary time to devote to an allotment. It is very satisfying to see the pleasure and rewards these newcomers gain from their efforts and small plots make this easier to achieve.

Gill Hamill's role has been to organise the weekend rotas for volunteers to supervise the Shop at the Shed and to organise the annual plant sale. She reports that we were fortunate this year to have twelve volunteers helping Trustees to open the shop at the shed on Saturdays and Sundays from April, after lockdown, to October. The club could not operate without this valuable help and to show our appreciation we held a small "Thank You" tea party at the end of the shop season. Many volunteered to help next year as well which is testament to what a vibrant club we have. In 2022 we hope to open the shop from the beginning of February and new volunteers are always welcome. Your help will probably amount to 4-6 duties throughout the whole year, always with a Trustee working with you. This is a wonderful way to meet fellow allotmenters and pick up hints and tips on growing... as well as actually sitting down outside on a sunny day with a coffee and chatting with like minded people.

The annual Plant Sale has always been held in Red Lion St but this year, for the first time, it was held at the Allotment Shed on Saturday and Sunday 8/9 May. The wet weather did not deter people from coming and buying a wonderful selection of garden plants and vegetable seedlings ( the choice of tomato plants was second to none!). Eco friendly

## **Chairperson's Report October 2020 - September 2021 (continued)**

growers gave seedlings and plants in recycled and reused containers - gardeners are nothing if not inventive and unorthodox and this is terrific to see! It was also lovely to see families coming to look at the plants and the children choosing what they wanted to grow. We managed the pandemic restrictions with wide open doors, a one way system, hand sanitisers and a covered waiting area to ensure social distancing. Thanks are due to all who provided plants and to the Trustees who put in the hours to set it all up, to Ann McGrath for her invaluable botanical advice to customers and to Liz McClymont for ensuring the event was Covid safe.

Nicole Jones has coped incredibly well with finding speakers for our monthly meetings whilst CoVid restrictions have caused her to swap speakers around or find alternatives who were able to give Zoom presentations. We had over forty members who logged in to most meetings to watch and take part in all the excellent talks on a wide variety of topics. We started with Richard Barnes on 'inspiration' and then another superb evening with Adam Pasco on 'spring into action and get set for summer' to name but a few. A highlight was also Christine Walkden who gave us an interesting and revealing talk on 'the life and times of a gardener'. Fortunately, we were able to hold our annual social evening back at the Jubilee Hall in October when we were treated to a wonderful two course supper followed by Benjamin Pope who gave us a superb evening with lovely photos of the private garden where he works as Head Gardener in West Sussex. We also ended our year with our first live talk back at the Junior School when Gillian Taylor gave us another excellent talk and showed us how nature had thrived in her garden in France during the lockdown.

If you take the Parish Magazine you will, no doubt, have read Annie Lowe's superb articles written on behalf of the Gardening Club every month. There were so many favourable comments from readers that we decided that we should also send these out by email to our Club members who might not take the magazine. Annie keeps her articles topical; telling readers what has been going on at the allotments and within the parish as well as giving good advice on what you could be doing that month or which variety of tree, shrub or plant to check out for different garden situations. She has also been covering the important Health and Safety side of the workings of the allotments over the last year and this has now been taken over by William who is currently updating the Health and Safety Policy. This will be brought to the attention of all members early in the new year.

Liz McClymont is in charge of publicity and works closely with all the rest of the Trustees to make sure that all notices are communicated to members by email and also maintains our social media Facebook page.

Finally the contributions by secretary, Sue Curtis and Treasurer Chris Curtis have once again been huge. Sue has many contacts and researches the background to all situations that need addressing so that she can lead us through any problems that arise. She has worked closely with the Parish Council and the two building companies that have sites on the neighbouring fields to the allotments to make sure that the Trustees are kept informed of anything that affects our club.

Chris Curtis, our Treasurer has kept our finances in a very healthy state throughout the year. It is a role that needs constant attention every week to make sure that the income and expenditure for items bought for the shop are balanced, invoices are sent out to members, our invited speakers are paid for and any other items - from petrol for the mowers to water in the taps are accounted and paid for. Additionally he is the Membership Secretary, keeping track of those who have paid their membership fees and chasing those who are late in paying and also keeping up to date with new members and their contact details. These are two large roles for one person but they go together well so Sue would like to take this role on and work with husband, Chris but give up her secretary's role. Chris also maintains and updates our website and liaises with the Charity Commission.

As I said earlier in this report, we have Trustees who are multi-tasking which makes their voluntary role too onerous and time consuming. To keep our hard working team of Trustees working for the benefit of you, our members, we are looking for two more volunteer Trustees to bring us up to full capacity so we can spread the work-load more evenly. Whoever joins us will be able to start without a portfolio if necessary to give time to understand how things are run. We look forward to two new volunteers coming forward to join our team as soon as possible...please offer; you will be made most welcome.

## **Chairperson's Report October 2020 - September 2021 (continued)**

Colin Carter is not a Trustee but takes on the role of organising the Annual Show. In 2020 this had to be abandoned due to lockdown but Colin liaised with the Trustees early this last year and was determined to put on a smaller show in a way that would make members confident to compete and the public to come and enjoy. Well, he did all of that by running the show in the open air on the allotment car park. Our thanks go to Colin for his determination to keep going and overcome all difficulties. The Jubilee Hall is booked for the Show to go ahead there again this next summer...lets hope it does!

Another great success was our 'Come and Plant some Crocus Bulbs' stall at the Church fete. As part of our club's charity work, the Trustees agreed to donate all the equipment needed to run the stall so that it was a free event for local children and parents and grandparents to enjoy. Any voluntary donations could then be given to the St Peter's Church funds. Sue Curtis ordered 500 bulbs, bags of compost came from the Shed Shop and plenty of pots were given by friends. Well, what fun it was! So many children wanted to get the hands in the compost and it was a great learning experience for them (and many adults) to know which way up to plant a bulb! Over £60 was raised for the church from kind donations and it was a great opportunity for us to advertise our club.

Our thanks also go to Ann Magrath and Sarah Macleod and their small band of helpers for their voluntary work in looking after the Priory Park orchard and the butterfly garden at the old railway crossing site. Both areas are much appreciated by the many people who walk through them.

Finally, thanks to all our members who have volunteered to help or taken part in any way over the year. The Gardening Club would not function so successfully without you.

Despite CoVid rather curtailing our social side and organised visits to other gardens, it has been another good year on both on the allotments and with the monthly meetings. We have crept cautiously back towards some normality and your Trustees will continue to do as much as possible over the coming year for all our members. But please remember...all we want for New Year is not Two Turtle Doves but Two New Trustees!

Let us hope that we can all get together for our AGM at BW Junior School at 7pm on Wednesday 26th January. We look forward to seeing you there.

Gill Cooper  
Chairperson BW Gardening Club

## Treasurer's Report: October 2020 - September 2021

The full financial statement of our examined accounts for the financial year 2020-2021 follows this report.

In summary the total club funds have increased by **£2016** during the financial year ending 30th September 2021. The total sum (Charity account plus Trading account) was **£22421** compared to **£20405** for the previous year.

A number of factors have combined to create this growth of funds.

1. The impact of the Covid-19 restrictions during the year has meant that for the second financial year running a number of our activities which often make a financial loss or at best break even have not taken place. The full Annual Show in July 2021 and the Social Evening in October 2020 were cancelled. Our Monthly Meetings were replaced by Zoom on-line presentations which were well received by those who took part. The annual cost of the required Zoom licence was considerably less than the hire of Bishops Waltham Junior School whose hire fee continues to escalate well beyond inflation.
2. Our trading sales, costs and operating profit were very similar to the previous year because of Covid-19 restrictions. Apart from external manure sales the shop only reopened in mid-April 2021 alongside other non-essential shops. Whilst the profit margin is very healthy our total annual sales were 60% of our average of pre-Covid years.
3. As is often the case a water bill based on actual usage for the summer months of 2021 rather than estimates was not received by the end of this financial year.
4. A first glance at the income from membership subscriptions and allotment rentals might appear to show a considerable drop in income. This is not the case. Because the majority of people pay the membership renewals and rentals during the months of September, October and November these figures cross the boundaries of the financial year. At the end of this financial year less people paid in September (shown in the 2020-2021 figures) and more in October and November (shown in the 2021-2022 figures).
5. Allotment and shed maintenance costs this year were similar to 2019-2020. Apart from mowing costs (spares/petrol etc.) Covid-19 restrictions have restricted shed and allotment maintenance activities to essential work (car park fencing/track maintenance/disabled bed repair etc.) up to the end of September. As work has not started on the roadway to the Tangier Lane (West) development and decisions on fencing have yet to be agreed our future costs are as yet unknown.
6. The club has failed yet again to attract a student to sponsor for the 2020-2021 academic year. We normally budget to spend £500 annually on this sponsorship. As usual we sponsored BW in Bloom for hanging baskets.
7. As I have said in previous reports we will employ outside contractors where necessary to ease the physical burden on Trustees and the few other volunteers who help out at the allotment working parties and other tasks. The Community Payback scheme from Portsmouth that we used sometimes in previous years is no longer in operation.

Most other costs (administration, insurance etc.) were similar to the previous year.

Many thanks as always to Paul Emmerson for carrying out the examination of our accounts for 2020-2021.

We are planning for a return to a normal event schedule next year. However as we have all discovered in the last couple of years things can change rapidly and upset these plans.

Chris Curtis  
Treasurer

<----->

Royal Horticultural Society (RHS)  
Hampshire Federation of Horticultural Societies (HFHS)



# Bishop's Waltham Gardening Club



**BWGC**

Registered Charity No.  
1169353

### Nomination Form for: Chairman/Secretary/Treasurer/Trustee

I..... (your name) nominate .....

To serve as Chairman/Secretary/Treasurer/Trustee\* from 26th January 2022 to the date of the Annual General Meeting in January 2023.

I agree to this nomination..... (Nominee's signature)



# Bishop's Waltham Gardening Club



BWGC  
Registered Charity No.  
1169353

CHARITY ACCOUNT - FINANCIAL STATEMENT 01/10/2020 TO 30/09/2021			CHARITY ACCOUNT - BALANCES 01/10/2020 TO 30/09/2021		
<b>INCOME</b>	<b>2020/2021</b>	<b>2019/2020</b>	Opening balance 1 October 2020	£11,254	
AGM	£0	£31	Excess of income over expenditure	£673	
Allotment rent	£1,848	£2,580	Transfer from trading	£4,000	
Barbeque	£0	£0			£15,927
Carnival and Events	£0	£0	Less Charity Income not credited to bank	£0	
Donations/Grants	£8	£60	Plus Charity Expenditure not debited from bank	£0	
Annual Show/Veg Show	£35	£393	Represented by bank and cash as at date 30/09/2021		£15,927
Gift Aid	£392	£369			
Membership subscriptions	£1,782	£2,526			
Monthly meetings	£0	£107			
Red Lion Street & Plant Sales	£374	£0			
Social Evening(s)	£30	£194			
Trips	£0	£24			
Water	£76	£128			
		£4,546			£6,411
<b>EXPENDITURE</b>					
Administration & Subscriptions	£469	£425			
AGM	£0	£168			
Allotment running costs	£1,194	£1,020			
Barbeque	£0	£0			
Carnival and Events	£45	£0			
Insurance	£578	£679			
Donations/Grants	£279	£146			
Annual Show/Veg Show	£27	£57			
Community Orchard	£44	£121			
Membership	£6	£0			
Monthly meetings	£725	£459			
Newsletter	£0	£34			
Red Lion Street & Plant Sales	£0	£0			
Rent	£50	£12			
Shed running costs	£133	£264			
Social Evening(s)	£11	£683			
Trips	£0	£24			
Water	£312	£37			
		£3,872			£4,128
<b>EXCESS OF INCOME OVER EXPENDITURE</b>					£2,283
		£673			£2,283

Independent examiners report to the trustees of Registered Charity Number 1169353

**Respective responsibilities of trustees and examiner**

The Bishop's Waltham Gardening Club on accounts for the year ended 30 September 2021

The charity's trustees are responsible for the preparation of the accounts. The charity trustees consider that an audit is not required this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedure laid down in the general Directions given by the commission under section 145(5) (b) of the 2011 Act
- 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 next statement.

**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 2011 Act
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

Name: P R Emmerson, 7, Sişkin Close, Bishop's Waltham, SO32 1RP Date: 15/11/2021

Signed:

(Bishop's Waltham Gardening Club-Examiners statement)

TRADING ACCOUNT - FINANCIAL STATEMENT 01/10/2020 TO 30/09/2021			TRADING ACCOUNT - BALANCES 01/10/2020 TO 30/09/2021		
<b>INCOME</b>	<b>2020/2021</b>	<b>2019/2020</b>	Opening Balance 1 October 2020	£9,151	
Sales	£2,695	£2,496	Excess of income over expenditure	£1,343	
Donations	£3	£0	Less Transfer to Charity	£4,000	
Non-Trading Sales	£410				
<b>TOTAL INCOME</b>		£3,107			£6,494
		£2,496			
<b>EXPENDITURE</b>			Less Trading Income not credited to bank	£0	
Purchases for resale	£1,355	£1,255	Plus Trading Expenditure not debited from bank	£0	
Non-Trading Transfers Out	£410	£0	Represented by bank and cash as at date 30/09/2021		£6,494
Trading Promotions	£0	£0			
<b>TOTAL EXPENDITURE</b>		£1,764			£1,255
		£1,343			£1,241
<b>EXCESS OF INCOME OVER EXPENDITURE</b>					

I have examined the records maintained by the Bishop's Waltham Gardening Club Trading Account and based on these records, confirm that the statement of income and expenditure and funds in hand fairly reflect the transactions carried out during that period.

Name: P R Emmerson (Examiner), Address: 7, Siskin Close, Bishop's Waltham, SO32 1RP Date: 15/11/2021

Signed: