



Bishop's Waltham Gardening Club



01/01/2023

AGENDA

You are warmly invited to attend the Annual General Meeting of Bishop's Waltham Gardening Club for the year ending 30th September 2022 which is to be held on **Wednesday 25th January 2023 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 1st 2022**. Please remember to use the **application form** sent out during September/October 2022 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 2020-2021 (year ending 30/09/2021) held on 27th April 2022

Chairperson's Report

Treasurer's Report

Nomination form for election as an officer or trustee

Financial statements for the year 2021-2022 ending on 30/09/2022

Please return any **Trustee nomination form(s)** (see page 6) to the Secretary (address under the agenda) by **6:00 pm on Monday 16th January 2023**.

Sue Curtis, Secretary

1. Welcome
2. Apologies for absence
3. Minutes of the Annual General Meeting for 2020-2021 held on 27th April 2022
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 2021-2022
8. Treasurer's report for 2021-2022
9. Adoption of the accounts for 2021-2022
10. Approval of the examiner for 2022-2023
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) of any matters for inclusion under item 13 by 6:00 p.m. on Monday January 16th 2023.

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
27th April 2022 for Year 2020-2021
at Bishop's Waltham Junior School

NB. The Chairperson's and Treasurer's Reports were distributed in advance of the postponed meeting in January 2022.

1. **Welcome:** The Chair opened the Meeting at 7.00pm by welcoming all members. 29 members were present.

2. **Apologies for absence:** W. Heaps, L. Mc Clymont, G. Hamill, G. Atkins, A. Mabey, L. Mabey

3. **Minutes of the 2019/20 Annual General Meeting held on 24th April 2021 :** These were accepted as a true record and signed by the Treasurer on behalf of the Chair (proposed by J Marsh, seconded R Breach)

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

5. **Correspondence:** None.

6. **Adoption of the Accounts for 2020-2021:** Proposed R Breach, seconded S Stainton) - agreed by the meeting.

7. **Approval of the Examiner for 2021 – 2022:** 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 Chairperson listed the 11 Trustees being re-nominated and the tasks they undertake, all being re-elected, which is 2 short of the requirement for 13. Noted that if only 7 Trustees are at a meeting no decisions may be made.

<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
William Heaps	S. Curtis
Liz McClymont	S. Curtis
Anthea Mabey	S. Curtis
Larry Mabey	S. Curtis
Gill Hamill	S. Curtis
Kate Cassell	S. Curtis

All were seconded by J. Marsh.

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 :**
None

11. **AOB:**

1. Judy Marsh informed the attendees that there is a proposal to have a Community Garden in Bishop's Waltham and if anyone has comments to contact her.
2. Gill Cooper expressed the Club's sadness at the passing of Brian Hutchings and its huge appreciation of the contributions he made to its running. He was a terrific volunteer at the allotments, where a plaque will be placed in his memory.
3. Gill Cooper – acknowledged the retirement this year of very long-term Trustee Tim Gover who managed sales at the Shed for many years in addition to other roles. The Trustees are very thankful for his input over the years and a gift was made to him.

The Meeting closed at 7.05pm.

Chairperson's Report October 2021 - September 2022

Well, it's been wonderful to have been able to get back to a fairly normal year of activities in all aspects of our Gardening Club. Our last AGM had to be held in April before one of our Wednesday meetings due to Covid still lurking around last January but since then things have moved on steadily and members have cautiously welcomed the return to near normal. Your Trustees have certainly had a full-on year and we were delighted to welcome Maewyn Cumming and Dave Bennett who have stepped forward to join us as new Trustees. With over 320 members, 171 allotment plots, a trading shop, our Wednesday evening speakers, plant sales and our social gatherings there is a lot to keep your thirteen Trustees busy!

As a registered charity, we have to follow the guidelines as set out in our constitution and commit to several different charitable activities during the year. Trustee Chris Curtis then reports our activities to the Charity Commission every year as part of the requirements of our retaining Charitable status.

Charitable activities;

A group of volunteers have continued to maintain and care for the 2 gardens at the end of the railway path. We have had the sleeper edging of one bed replaced via HCC Countryside Services and the Parish Council. We are working on HCC to repair the fencing.

A group of volunteers have continued to maintain the Community orchard at Priory Meadow. All the pens round the trees have been removed. We have 2 trees to plant between now and spring – a replacement damson (replaced free of charge by supplier) and a Bramley apple in memory of Jane Carpenter to be paid for by another group.

Horticultural student sponsorship – After a three year gap when no local horticultural student could be found to take up our offer of sponsorship, we are delighted to have recently agreed to sponsor a student on a two year Level 3 horticulture course at Sparsholt for £600 a year.

We participated in the Church Fayre in September, with 100 children planting crocus bulbs provided by the club and raised £70+ for the Church through donations.

As secretary, Sue Curtis has continued regular liaison with the Parish Council and developers to represent the interests of allotment holders while the new housing developments are put into the surrounding fields and roadways and cycleways encroach on all sides. The one benefit of the new road has been the number of drains by the shed which has stopped the flooding into the shop that happened on a few occasions during stormy weather!

Sue works tirelessly to make sure she researches the background to every query and has gained the respect of all who work with her and this is why we have benefited from an ongoing smooth relationship with Baram who did all the groundwork for the building of the roadway. Sue and Trustee Kate are now liaising with the company who will be burrowing the new sewage pipes about three metres down under our top allotment field. At our August Trustee meeting, Sue gave notice that she would be retiring as secretary at the upcoming AGM in January and Maewyn Cumming has kindly volunteered to become a Trustee with the intention of learning the ropes from Sue and taking over the position fully by the AGM. Sue will continue as Trustee until January 2024 and will manage the membership jointly with Chris until Sept/Oct 23 ready to hand over the role to someone else.

As you know Chris has been our Treasurer as well as having the Charity and membership remit. A huge role to cope with, especially when it comes to membership renewal and fees being paid in September together with coping with shop and social event income and expenses and the general costs of allotment maintenance. Chris has given the Trustees a year's notice that he will be retiring as Treasurer and Membership secretary in Sept 23 with the intention of mentoring someone to take on the role by January 2024 when he will cease to be a Trustee. The Trustees are therefore looking for a volunteer to take on the Treasurer's role which Chris has managed so well for us all.

Gill Hamill took over the organisation of the volunteer rota for running the 'Shop at the Shed' at the start of the year and she reports that this year we had 16 wonderful volunteers to help the trustees to open and run the shop on every weekend from February to October. With 39 weekends in total, this was quite a feat! Each volunteer helped on 4-6 occasions during those 9 months and we simply could not offer this brilliant allotment resource without them. As a small "thank you" and to show our appreciation, the Trustees held a tea party (with cake of course) at the end of the shop season.

Two allotment holders, new to our site, have already offered to help in the shop next year. So, don't be shy if you would like to meet your fellow BWGC members and get involved. Volunteers always work alongside a Trustee who is totally familiar with the workings of the shop so the main requirement is a welcoming smile, a chat and the offer of a cuppa before checking what is required! We can guarantee you will pick up some useful gardening hints and tips too.

Chairperson's Report October 2021 - September 2022 (continued)

Gill also organised the superb plant sale which was held at the allotment shed over a weekend at the beginning of May. The fine weather ensured a large turnout to purchase a lovely selection of flowering plants, vegetable seedlings, shrubs and houseplants which had been kindly grown and donated by our BWGC members. Our grateful thanks go to them and to all the Trustees who work together to make this event so successful. Thanks also to our additional helpers: Kate Webb, Lisa Day, Robin Breach, Ann McGrath and Gill Atkins for their invaluable knowledge and assistance - and cake!

Nicole has arranged some wonderful speakers for us at our Wednesday evening meetings and this year we managed to hold them all at Bishop's Waltham Junior School instead of by Zoom. We started the year with Chris Bird from Sparsholt College showing us how to grow and prune fruit bushes and trees. This was followed by Geoff Hawkins giving us useful tips on growing vegetables in a small garden. Carol Watson treated us to some outstanding slides of wildflower hotspots of the world and then Barry Newman gave us hints and tips on preparing our fruit and veg for our annual summer Show. As the year went on our numbers grew and we had a full house for Craig Whitelock from the Hants & I.O.W. Wildlife Trust in June helping us to create 'Wilder Gardens'.

We were treated to a super social evening in October when award winning Pip Bensley entertained us with 'The Secrets of Showing at Chelsea'. It was such a pleasant social evening with a superb meal prepared for us by a wonderful team of volunteers led by Garden Club members Vanessa and Linda. For our last meeting of the year award winning garden designer and educationalist Annie Guilfoyle informed us with superb illustrations on 'What Makes a Great Garden'.

Hopefully, with the wide variety of subjects, there has been something to interest you all and if you have not yet joined us at one of these meetings, please come along...they start at 7pm (doors open from 6.45) are free to members and £2 for guests. Nicole will be handing over her role to Annie Lowe at the AGM but is staying on as a Trustee to help run the social side with Gill C and to arrange some visits to gardens and places of interest in 2023. A visit to Waterperry Gardens near Oxford is already being planned for May.

Trustee Larry settled in so well and quickly after taking over the trading from Tim, who retired this time last year after 15 years of successfully running the allotment shop. The shop was given a bit of a facelift and Larry spent a lot of time researching where the best places were to purchase products after Warwicks closed in Wickham and he has since expanded the range of goods on sale. The plan was to offer allotment holders goods at competitive prices in order to encourage more use of the shop...the IOW garlic flew out of the shop almost as soon as it arrived! This appears to be working, with many favourable comments and an increase in turnover which has been very encouraging. If you are not in the habit of dropping in to the shop on a weekend morning, please do come along between 10 and 12 noon and see what is on offer... it is open for the benefit of all members.

Since the pandemic there has been an increase in demand for allotments. Trustee Anthea, who so ably manages all the organisation of letting a mix of over 170 full, half, quarter size, disabled and children's plots, has had a healthy waiting list for the last couple of years. Newcomers are started off on a quarter plot, which enables more people to have the chance to try an allotment, and 'weeds out' any who do not have the time or energy to commit. The competition for 'The best kept allotment' was won by Jonathan Buckland, plot 23, with runners up Mark and Sandy Gardaner for plot 100. The 'Newcomers' award went to Debbie and Chris Austin for plot 12. The standard was extremely high even though the drought conditions in July made it even more difficult to maintain a plot to a good standard. Well done to all our winners and thanks to all allotmentees who keep their plots productive and tidy; it makes Anthea's task of managing so much easier when she does not have to chase up the few plot holders who leave their plots barren of produce and covered in weeds when there are people on the waiting list hoping for a plot.

With a background in Health and Safety, Trustee William has reviewed the way we store and maintain our machinery and made some changes to the advice to all users. Please make sure that you adhere to the safety notices about using any of the Garden Club's machines to keep accidents at bay. William has also advised on a few changes in the trading shop and updated our risk assessments. He also takes occasional walks around the allotment plots to give advice if he sees anything which could be a danger and then liaises with Anthea and reports back to our monthly meetings. All of which is a comfort to us all.

Trustee Kate took over 'Allotment Maintenance' from Larry last AGM and has taken it on 'like a duck to water' or a 'shovel to scalpings!' She has eyes everywhere and is quick to respond to any problems that jump out of the blue. Kate has arranged work parties to maintain the traffic routes, with scalpings being barrowed and shovelled along over 200m of track. Hedges have been trimmed and all the main grass routes have been cut by her and her team of volunteers who have been trained to use the tractor mower. As you may know, we lost our dear friend Brian Hutchings earlier this year whose expertise in maintaining the mowers is sadly missed and so Kate has arranged for a local mower maintenance company to take over the repairs when required. With Larry's help and some from Barams, the groundworkers who built the road, we have bridged the gap across the ditch linking the the top and bottom fields so that cars can now access parking along the tree line.

Chairperson's Report October 2021 - September 2022 (continued)

Maintenance of the allotment estate is a huge and constant task for which we have relied on the help of volunteer work parties for many years. Sadly, the number of volunteers has been dwindling as people get older and are unable to take on the heavier tasks and our younger members are working, with little time to offer. The Trustees have been discussing how this can be solved and are considering charging a small yearly maintenance levy on allotment holders in the future. We have enough funds for the moment for this not to be needed but from now on we will bring in and pay for professional help instead of organising voluntary work parties. By the next AGM we will have a clearer understanding of whether we need to apply a small levy to meet the maintenance costs in the future.

As Trustees, Liz and Annie have been in charge of maintaining contact with members through email, social media and articles in the BW Parish News. Liz is the designated holder of contact addresses along with Chris and they liaise to make sure that new members 'join the party' as quickly as possible. Whatever is going on, be it allotment related, speaker evening or social gathering, you will be informed by Liz so please take time to read her emails. So many say 'I didn't know about that' ... but you would if you read your emails!

Annie's articles in the Parish News are always a delight to read as she puts so much into her research before putting pen to paper. A monthly article puts a lot of pressure on her make them relevant to the time of year and to get them to the production team at least a month in advance. For those who do not receive the magazine, which can be delivered or bought in the village Co-op or Newtown Store, Annie's articles are now sent to you by email...so do sit and have a read. Annie has volunteered to take over finding speakers for our Wednesday evening meetings from Nicole and is well underway with the planning for 2023.

The Trustees were really pleased that the Annual Horticultural Show could take place again in July. Colin Carter did a brilliant job of organising it for us again and it was a very successful event. We had plenty of entries of a very high standard and a good attendance throughout the afternoon. The Banksian Medal and Challenge Cup were both won by Larry Mabey. We're pleased to say that Colin will be organising the Show again this year.

As I said earlier, there's a lot going on in our vibrant community, all led and organised by your Trustees who commit so much of their time voluntarily to the many different aspects of BW Gardening Club. It has been a 'steadily coming back to normal' year which we all hope will continue into 2023. We look forward to seeing you at the AGM at Bishop's Waltham Junior School hall on Wednesday 25th January at 7pm and afterwards for cheese and wine, social chatter and a bit of a quiz. Please come and give your support.

Gill Cooper. Chairperson, December 2022

Treasurer's Report October 2021 - September 2022

The full financial statement of our examined accounts for the financial year 2021-2022 follows this report on the last page.

This year has been a fairly neutral year financially. In summary the total club funds have increased by **£224** during the financial year ending 30th September 2022. The total sum (Charity account plus Trading account) was **£22645** compared to **£22421** for the previous year. This is a modest increase as the club returned to its normal activities following the impact of the Covid-19 restrictions. The Annual Show returned to the Jubilee Hall, our monthly meetings returned to our normal venue at Bishops Waltham Junior School and the annual Social Evening also returned along with our annual BBQ. Our fees for members, allotment rentals remained at the 2020-2021 levels although we have had to absorb above inflation increases in prices from the School and the Parish Council.

A number of factors from the financial report are worth bringing to your attention.

1. Total income from membership subscriptions and allotment rentals shown on the report is not always a totally accurate reflection of the total annual income to the club from these two income streams. 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. Payments made during September 2021 would show in the 2020-2021 figures. Payments made during October 2021 and November 2021 would show in the 2021-2022 figures. Payments made during September 2022 (for the 2022-2023 year) would also show in the 2021-2022 figures. The 'real adjusted annual income' for 2021-2022 actually is £2024 for membership and £2128 for allotment rentals.
2. In a similar vein income and expenditure from the Social Evening held in October 2021 crosses the boundary of the financial year. The actual figures for this event were an income of £1050 and an expenditure of £742 thus making a profit of £308.
3. Our trading sales and costs are back to a more normal picture with the shed permanently open throughout the year. Although the profit shown seems modest the figures reflect a large stock increase (£1250) at end of the 2021-2022 financial year for sale in the subsequent year. As ever manure and ProGrow sales produced a regular healthy income.
4. As is often the case a water bill based on actual usage for the summer months of 2022 rather than estimates was not received by the end of this financial year. Income from water is the payment by BW Cricket Club for their usage which is on a sub-meter from our main water meter .
5. Allotment running costs this year were similar to 2020-2021. Following completion of the roadway finalised plans for allotment fencing have yet to be agreed with BWPC and Crest Nicholson so our future costs are as yet unknown. As some of this cost on the lower field and near the shed will be the club's responsibility this is one of the major reasons for maintaining a large balance.
6. Shed running costs have increased considerably this year. The shed roof required some repair following a storm. We have invested heavily in some health and safety requirements for fuel storage etc. and PAT testing for electrical appliances. New tools for maintenance and new kitchen utensils have been purchased during the year. The padlocks for the shed have been replaced using a universal key system. The shop part of the shed has been remodelled to accommodate an increase in stock.
7. The club failed to attract a student to sponsor for the 2021-2022 academic year. We normally budget to spend £600 annually on this sponsorship. However at the time of writing we are arranging sponsorship of a student at Sparsholt College for 2022-2023. As usual we sponsored BW in Bloom for hanging baskets.
8. 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.

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

As always many thanks to Paul Emmerson for carrying out the examination of our accounts for 2021-2022.

Chris Curtis
Treasurer - Bishops Waltham Gardening Club

2nd December 2022

Nomination form for election as an officer or trustee

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 25th January 2023 to the date of the Annual General Meeting in January 2024.

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



Bishop's Waltham Gardening Club



BWGC
Registered Charity No.
1169353

CHARITY ACCOUNT - FINANCIAL STATEMENT 01/10/2021 TO 30/09/2022				CHARITY ACCOUNT – BALANCES 01/10/2021 TO 30/09/2022	
INCOME	2021/2022	2020/2021		Opening balance 1 October 2021	£15,927
AGM	£0	£0		Excess of income over expenditure	-£292
Allotment rent	£1,877	£1,848		Transfer from trading	£2,000
Barbeque	£334	£0			£17,635
Carnival and Events	£0	£0		Less Charity Income not credited to bank	£0
Donations/Grants	£58	£8		Plus Charity Expenditure not debited from bank	£217
Annual Show/Veg Show	£876	£35		Represented by bank and cash as at date 30/09/2022	£17,852
Gift Aid	£428	£392			
Membership subscriptions	£1,824	£1,782		Independent examiners report to the trustees of Registered Charity Number 1169353	
Monthly meetings	£2	£0		Respective responsibilities of trustees and examiner	
Red Lion Street & Plant Sales	£527	£374			
Social Evening(s)	£1,350	£30			
Trips	£0	£0			
Water	£85	£76			
(Cash Payments From Income)	-£6	£0			
		£7,354	£4,546		
EXPENDITURE					
Administration & Subscriptions	£424	£469		Basis of independent examiner's report	
AGM	£6	£0			
Allotment running costs	£1,411	£1,194			
Barbeque	£211	£0			
Carnival and Events	£68	£45			
Insurance	£578	£578			
Donations/Grants	£217	£279			
Annual Show/Veg Show	£1,407	£27			
Community Orchard	£59	£44			
Membership	£0	£6		Independent examiner's Statement	
Monthly meetings	£884	£725			
Newsletter	£0	£0			
Red Lion Street & Plant Sales	£88	£0			
Rent	£26	£50			
Shed running costs	£1,293	£133			
Social Evening(s)	£731	£11			
Trips	£0	£0			
Water	£245	£312			
		£7,646	£3,872		
EXCESS OF INCOME OVER EXPENDITURE		-£292	£673		

The Bishop's Waltham Gardening Club
on accounts for the year ended 30 September 2022

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

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.

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, Siskin Close, Bishop's Waltham, SO32 1RP Date: 25/11/2022

Signed:

(Bishop's Waltham Gardening Club-Examiners statement)

TRADING ACCOUNT - FINANCIAL STATEMENT 01/10/2021 TO 30/09/2022				TRADING ACCOUNT - BALANCES 01/10/2021 TO 30/09/2022	
INCOME	2021/2022	2020/2021		Opening Balance 1 October 2021	£6,494
Sales	£5,672	£2,695		Excess of income over expenditure	£516
Donations	£50	£3		Less Transfer to Charity	£2,000
Non-Trading Sales	£25	£410			
TOTAL INCOME		£5,747	£3,107		£5,010
				Less Trading Income not credited to bank	£0
EXPENDITURE				Plus Trading Expenditure not debited from bank	£0
Purchases for resale	£4,522	£1,355		Represented by bank and cash as at date 30/09/2022	£5,010
Non-Trading Transfers Out	£552	£410			
Trading Support Costs	£157	£0			
TOTAL EXPENDITURE		£5,231	£1,764		
EXCESS OF INCOME OVER EXPENDITURE		£516	£1,343		

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: 25/11/2022

Signed: