

| Trustees' Annual Report for the period | | | | | | | |
|--|----|-------------------|------|-----------|-----------------|-------|------|
| | | Period start date | | | Period end date | | |
| From | 06 | April | 2021 | To | 05 | April | 2022 |

Section A Reference and administration details

| | | | |
|-----------------------------|---------------------|---------|--|
| Charity name | Collings Park Trust | | |
| Registered charity number | 1163248 | | |
| Charity's principal address | 12 Fortescue Place | | |
| | Plymouth | | |
| | Postcode | PL3 5HT | |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|--------------------|-------------------|-----------------------------------|---|
| 1 | Andrew Leigh | Chair of Trustees | | |
| 2 | Mike Taylor | | | |
| 3 | Elizabeth Rawlings | | | |

Section B Structure, governance and management

Description of the charity's trusts

| | |
|--------------------------------|---|
| Type of governing document | Constitution (adopted 21 st August 2015) |
| How the charity is constituted | Charitable Incorporated Organisation |
| Trustee selection methods | Trustees appointed by Members, with one third of Trustees required to retire each year (they may be re-appointed) |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Collings Park Trust maintains a suite of policies and procedures that guide and protect stakeholders from major risk. These, along with insurance cover in place (Public Liability, Financial & Administration Liability, and Personal Accident), are considered by the Trust to reduce major risks to a manageable level.

Day-to-day management of the Trust is exercised through a management committee, responsible to trustees for the implementation of agreed plans in a way that complies with defined policies and procedures, in order to reach the Trust's defined aims and objectives.

The Trust is a stand-alone organisation, affiliated to the Plymouth Open Spaces Network, an organisation set up with the assistance of Plymouth City Council's Natural Infrastructure team. The aim of this group is to promote cooperation and coordination between similar organisations in the Plymouth area.

All Trustees give their time voluntarily and receive no remuneration or other benefits.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

1. Promoting the provision of facilities for recreation within Collings Park with the object of improving life for local residents.
2. Promoting the conservation, protection and improvement of the physical and natural environment of (the whole of) Collings Park.
3. Advancing the education of the public by providing facilities and opportunities within Collings Park for learning about the natural environment.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Trustees are fully aware of and have taken due account of the Charity Commission's guidance on public benefit when considering proposals and approving plans and activities relating to Collings Park.

This reporting period covers the ongoing development and maintenance of a community garden and wildlife area within Collings Park. The focus of activities during the reporting period include:

1. Defining the further development of the community garden and in doing so taking account of the Trust's objects and community feedback on user requirements.
2. Fundraising and applying for grants and donations of materials towards the development of the community garden and wildlife area.
3. Procurement of materials and equipment required for the ongoing development and maintenance of the community garden and wildlife area.
4. Organising community events for the benefit of local residents.
5. Securing and managing volunteer support whilst undertaking activities that contribute towards achieving the aims of the Trust.
6. Promoting the Trust and its aims through social media and the local media, securing new members where possible.
7. Maintaining the suite of policies and procedures that govern the undertakings of the Trust.
8. Networking with local groups and support agencies to establish sources of assistance and examples of best practice.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trust has not made any grants during the reporting period. Surplus funds are held on deposit in the Trust's bank account. It is considered unnecessary to increase the burden of financial management by holding a separate interest account.

The Trust's management committee is made up of volunteers from the local community (all trustees are ex-officio members of the committee) and it is this team that provides momentum to the Trust by implementing plans agreed with the trustees. These and other volunteers have made significant contributions to various fundraising and community consultation events. They have also undertaken a large volume of physical work on the Trust's site to create a safe and usable community garden and wildlife area. Trustees recognise that without these contributions of time, energy and expertise the Trust would not have achieved all that it has done within the reporting period.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Footfall in the community garden has remained at a very encouraging level, with many local people making regular use the site for their enjoyment and daily exercise. Particular achievements include:

- installing a 'French drain' that increases our rainwater collection five-fold, along with 3.2m³ of additional rainwater storage capacity. This project was funded through a successful crowd-funding campaign, an indication of local community support;
- a donated timber arch has been installed and climbing roses planted either side of it;
- three donated wooden composting bins were assembled and installed and are now providing us with valuable material to maintain the productivity of our raised beds;
- we hosted a 'Carols in the Community Garden' evening, with a local *cappella* group leading the singing. This attracted many local residents and, weather permitting, will be repeated;
- a new community group from a garden site in another part of the city visited, enabling them to gather ideas and to learn from our experience;
- general development and maintenance of our site has continued, providing valuable volunteering opportunities for people of all ages. Volunteers have tended the fruit trees and used raised beds to grow a variety of vegetables, herbs and flowers, with produce being shared; installed another picnic bench, which was donated by local residents; regularly maintained paths with additional layers of donated woodchip; maintained the willow tunnel, wildflower area, hedges and grassed areas throughout the site;
- the local pre-school continues to make regular use of the site and their planting area, with children learning about the natural environment, an important part of the national curriculum;
- our colony of Cornish Black Bees has continued to thrive, and a small amount of honey has been harvested and distributed locally;
- the Trust has continued to communicate with the local community through emails, use of the on-site noticeboard, and regular posts on the Trust's Facebook page ('Collings Park Trust'). The Trust's website (www.collingsparktrust.org) is maintained to provide information about the Trust's aims, policies, activities, and volunteering procedure.

Section E

Financial review

Brief statement of the charity's policy on reserves

Trustees will, where possible, ensure that sufficient reserves of funds of at least £1,000 are and will remain in place (as demonstrated by a cash-flow forecast) before authorising expenditure plans in accordance with the Trust's Financial Authorisation policy.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trust's main sources of income during the reporting period were:

- membership fees of £654;
- personal donations of £230.

The Trust's investment of £5,268 in equipment and materials has enabled the ongoing development of a community garden where members of the local community are able to enjoy recreation and have the opportunity to learn about the natural environment. This includes the installation of a French drain, to significantly increase the on-site availability and storage of rainwater (the site has no access to mains water). The design of the site and further commitment of funds is promoting conservation and enhancement of the natural environment, as well as providing various learning opportunities.

Section F Other optional information

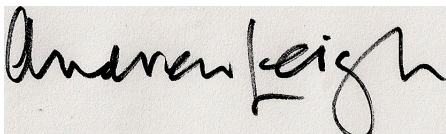
None

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Andrew Leigh

Position

Chair of Trustees

Date

8th November 2022