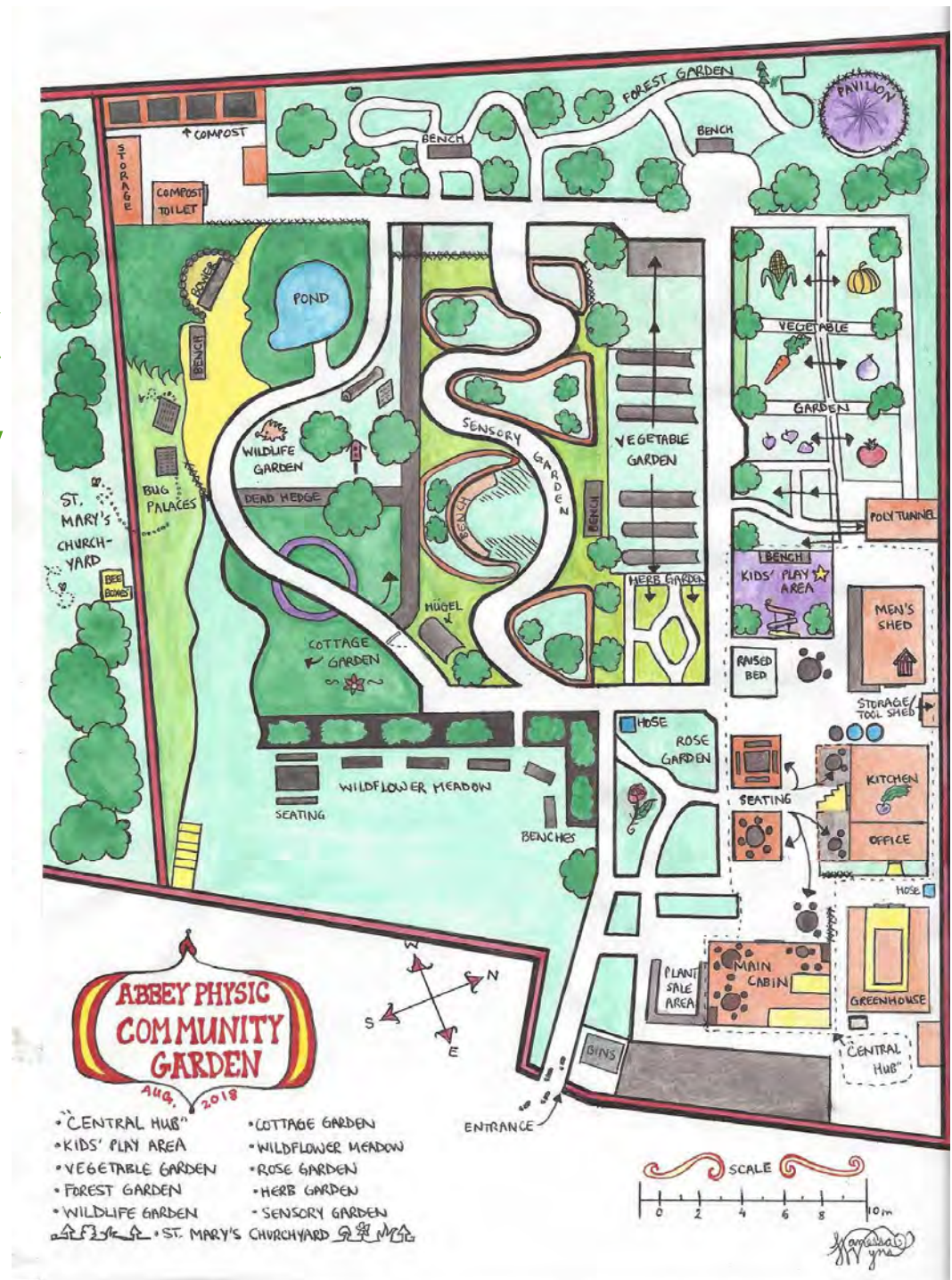


Abbey Physic Community Garden

Annual Report 2018



Abbey Place, Faversham ME137BJ
Tel: 01795 539915
www.abbeyphysic.org

Abbey Physic Community Garden -why we exist

- ▶ The Abbey Physic Community Garden (APCG) is a half-acre, award winning, therapeutic community garden in the heart of Faversham, Kent. Our mission is **Growing a Healthy Community**.
- ▶ Our core purpose is to help to improve the health, well-being and life chances of people who have mental health issues, or who are socially isolated.
- ▶ We welcome everyone regardless of their personal background, or circumstances and this philosophy of inclusion enriches everyone through the sharing of skills, aptitudes and life experiences.
- ▶ Our inclusive, member-led, community project offers support, companionship, therapeutic horticulture, craft activities, horticulture training and skills development. The benefits for members are wide ranging. For some the Physic Garden offers a safe place to find peace and support. They may become less isolated or lonely and begin to feel part of the wider community. Health and wellbeing may be improved through exercise from gardening or improved eating habits. For others the garden is a stepping stone back to work or education.
- ▶ We are open to the public and this interaction is a key element in helping people recover their confidence and self esteem. The garden is a valued resource for both Faversham residents and the increasing numbers who visit our town for its fascinating history, environment and numerous festivals. Health professionals interested in the therapeutic benefits of gardening visit with or without clients. Local residents, including students, benefit from accessing a beautiful outdoor space. Parents bring children to play in the mud kitchen and schools use us as an informal educational resource. People who want to establish similar programmes in their own communities come to learn from our experience. Local gardeners and allotmenters use us as a source of inspiration and advice.

A message from Sarah Harvey, our Chairman

- ▶ 2018 has been another fantastic year for us. Gardening has featured centre stage, with more members getting involved in different ways: completing the raised beds and camomile lawn, designing, growing and planting our second Hampton Court display garden, horticulture training and the surprise attraction of the year, restoring a neglected part of the churchyard of St Mary of Charity. These activities provided daily confirmation of how gardening can improve health and wellbeing.
- ▶ A wonderful early Christmas present was news of a new grant from the Big Lottery to help us improve the way we tackle loneliness. The funding will help us extend our opening hours and activities including the redevelopment of Men's Shed.
- ▶ Our fantastic team - Suzanne, Richard, Paul, Tom and Kim have worked incredibly hard this year, developing the garden and projects, supporting members and planning for the future. In December we welcomed Jacqui Hunt to the team as our Loneliness Connector - helping us improve our communications and links both with our members and other community organisations locally. A huge thank you too to our many volunteers who make such a huge difference to the garden and its upkeep.
- ▶ We strengthened the Board with three new Trustee appointments - Hannah Temple whose background is in human rights, Lucia Dello, (bookkeeper and economist) joined as Treasurer and Jo Osborn, a communications specialist is now our Company Secretary. It's a delight to work with such a talented group of Trustees who bring such a rich mix of skills and fantastic energy and commitment to the garden.
- ▶ Special thanks are also due to the Old Grammar School Charity who extended our lease for a further seven years. It's a great privilege to serve as Chairman of the Abbey Physic Community Garden and to be part of the 'family'.

Our organisation and governance

- ▶ We are a registered charity and a company limited by guarantee:

Charity Registration Number 1119456

Company Registration Number 06015188
- ▶ Our Registered Office is:
Abbey Physic Community Garden
Abbey Place
Faversham
ME13 7BG
- ▶ Bank details:
Santander Business Banking,
Bridle Road. Bootle, L30 4BG
Account title: Abbey Physic Community Garden.
- ▶ Garden members appoint the trustees at the Annual General Meeting for a term of one year. Trustees are welcome to stand again if they want to be reappointed.
- ▶ Day to day management is the responsibility of the garden manager, Suzanne Campbell and her team - Richard Senior, Tom Jewell, Kim Barnicott and Paul Muddle. We have around 180 members/ volunteers. There are regular member meetings to discuss and plan how the garden operates.
- ▶ The Trustees for 2018 were:
 - ▶ *Dr Sarah Harvey - appointed 7.9.15 and appointed Chairman in September 2017*
 - ▶ *Mrs Elaine Ali - appointed 7.9.15*
 - ▶ *Mrs Edwina Jackaman - appointed 23.09.16*
 - ▶ *Mr Gulliver Immink appointed 23.09.16*
 - ▶ *Ms Hannah Temple - appointed 8.6.18*
 - ▶ *Ms Lucia Dello-Iolo - appointed 8.6.18 and as Treasurer in July 2018*
 - ▶ *Ms Josephine Osborn - appointed 8.6.18 and as Secretary in July 2018*
- ▶ The Trustees met six times during the year. In our planning of APCG's activities we have paid due regard to Charity Commission's guidance on public benefit, where relevant.

Achievements and
developments in 2018
- a report from our
trustees



2018 - a year of highlights

January	Kent Environment Champions Award
February	Winter Herbal Health Garden Tour
March	Groundforce Action Team start clearing the churchyard Great training on mental health awareness for all staff and trustees
April	A month of partnership - with workshops for Ashford Carers, a Photography Group and New Mums' group, Bumps and Beyond
May	A big tidy to get the garden looking lovely for a season of Faversham Festivals Gardens and Faversham in Bloom Awards
June	APCG Open Day - a visit from the Mayor and new partners and volunteers Faversham Open Gardens and we host the Faversham in Bloom awards Saturday morning yoga sessions start
July	Our second entry to Hampton Court Flower Show - APCG wins Silver medal
August	APCG hosts Faversham Fringe - Poets and Performers entertain members and visitors
September	Our Summer Soiree Fundraising Party Faversham Food Festival attracts record visitors for a Teddy Bear's picnic, sushi demonstration and jazz band
October	Coping with Anxiety and Stress programme starts, followed by Coping with Depression East Kent Artists Open House - several members exhibited and sold their works
November	Tom Jewell goes to Kew Gardens to receive his Bees Needs Champions award from the Bumblebee Conservation Trust Shaw Trust awards us a grant for supporting carers
December	Christmas Fair - the garden looked magical all lit up and festive Yummy Christmas lunch for 50 members featuring home grown pumpkins Big Lottery confirm our grant to tackle Loneliness and our first Happiness Café

A few reflections on 2018

- ▶ It has been a busy yet fulfilling year in the Abbey Physic Garden with 59 new members and higher levels of participation in our various activities
- ▶ Some long standing members of the garden have taken on more responsibilities e.g. meeting and greeting visitors, leading cookery sessions, opening the garden at weekends
- ▶ Our Reaching Communities projects have gone from strength to strength - we exceeded our targets for participation in both the Grub Club and Groundforce Action Team
- ▶ We improved our sustainability by securing a new seven year lease and sufficient funding to ensure our Reaching Communities projects can continue after the grant funding comes to an end
- ▶ We started work on improving the way we tell people about the garden and what we have to offer both through our website and publicity materials
- ▶ We have developed new working relationships with other community organisations and look forward to further work with them in the coming years so that together we can better serve the people of Faversham
- ▶ Its been wonderful to see more young people participate in the garden, including weekly gardening and cooking sessions for a small group of students with autism
- ▶ We have also strengthened our governance, revised our policies on safeguarding and data protection, improved the way we plan projects and introduced better and clearer financial controls

Making a difference - the benefits and impact of our work

Our performance is not just about numbers - its about people benefiting, gaining skills and growing in confidence because they are in the Garden. Nevertheless we are trying to improve the way we monitor and evaluate what we do and now have tangible evidence that the Physic Garden is having a positive impact on the lives of our members. Here are some highlights from the independent evaluation of our Growing for Health programme.*

OUTCOMES

- The project is broadly delivering outcomes for participants in the areas envisaged
- A survey of members found that 90% agreed or strongly agreed that the Garden helps keep them mentally stable
- The Growing for Health programme has helped to change people's eating habits for the better
- The Garden is effective at building trust among people
- There is good evidence that members gained skills from Growing for Health activities

IMPACT

"The project did contribute to its intended impacts, especially in terms of improved community health and wellbeing, reduced food poverty and improved community cohesion. While impact appears to be lower in relation to workforce skills in the economic sense, it was significant in how developed skills contribute to people's wellbeing."

*Growing for Health Reaching Communities Two Year evaluation report for Abbey Physic Community Garden, Steve Matthews and Dr. Jonathan Pratt, May 2019

Summer Yoga in the Garden



Vanessa (who drew the lovely map of the garden on our front cover) with some members



Groundforce Action Team hard at work in the Churchyard

A few favourite moments from 2018

Learning to cook in our Community Kitchen



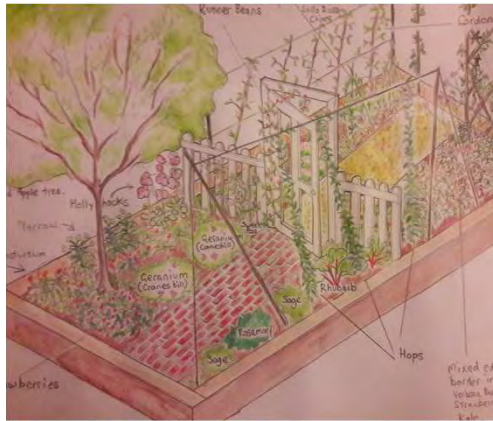
Making Sushi at Faversham Food Festival



Horticulture students with their City and Guilds certificates



From early design to Silver medal at Hampton Court Flower Show



Turning our massive pumpkins into Christmas lunch



A few more favourite moments from 2018



Christmas Wreath workshop



Our Summer Soiree



All 8 people completing level 1 horticulture training progress to higher level courses



5 members applied to volunteer for other charities



10 members completed first aid training



30 people helped design, grow and install our Hampton Court display
73 involved in maintaining our beautiful garden



41 people and 14 children have taken courses in our Community Kitchen
20 people trained in Food Hygiene



35 people joined in our Groundforce Action Team's restoration of the St Mary of Charity Graveyard



What our members say

“When the mental health support team discharged me I felt scared and alone. People at the garden help me feel safe and support me with everything. I love the garden- it’s the only thing that keeps me going”

“Coming here has really helped me . I used to attend my day centre but it has closed leaving me nowhere to go. It meant me staying at home and seeing no one.”

“Being a member of the APCG has helped improve and stabilise my mental health. After leaving hospital for bipolar disorder last year I had extreme anxiety and low confidence. I came to the garden and slowly built up my confidence and my anxiety improved. I completed a level 1 horticulture qualification with support from the garden and am studying my RHS level 2 at college. Without the garden I would never have had the confidence to attend a course like this.”

“I am normally a shy person but people at the garden are so welcoming that I don’t feel shy there”

Awards and recognition in 2018



- ▶ Silver Medal at the Hampton Court Flower Show
- ▶ Bees need Champions award
- ▶ Green Flag Community award for the 4th year running
- ▶ Outstanding certificate for Britain in Bloom - for the 5th year in a row
- ▶ Kent Environment Champion award
- ▶ Middle Sized Garden of the month - see <https://www.youtube.com/watch?v=LH3EMoozooM>

Further plans for 2019



- ▶ Our Hampton Court entry and the Churchyard restoration have encouraged more of our members to get involved in gardening. We want to build on this, focusing on refreshing and replanting parts of Abbey Physic Garden that have not been changed for years and producing more plants for sale.
- ▶ We plan to create more spaces for wildlife and add bees and chickens to our 'family'.
- ▶ We will extend our opening times and activities in response to what our members want and need and to enable more people to benefit from what the garden has to offer.
- ▶ We will be working more proactively with other community organisations in the town to tackle the issue of loneliness and social isolation.
- ▶ We will refresh our Men's Shed programme, including the installation of two new sheds with improved health and safety.
- ▶ We want to strengthen our focus on healthy eating with more emphasis on cooking on a budget.
- ▶ Fundraising is a further priority ensuring that APCG is sustainable for the long term.

Financial report

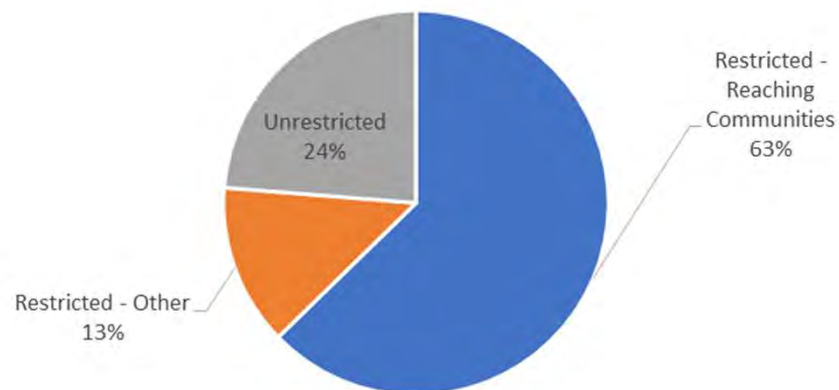
1 January to 31 December 2018



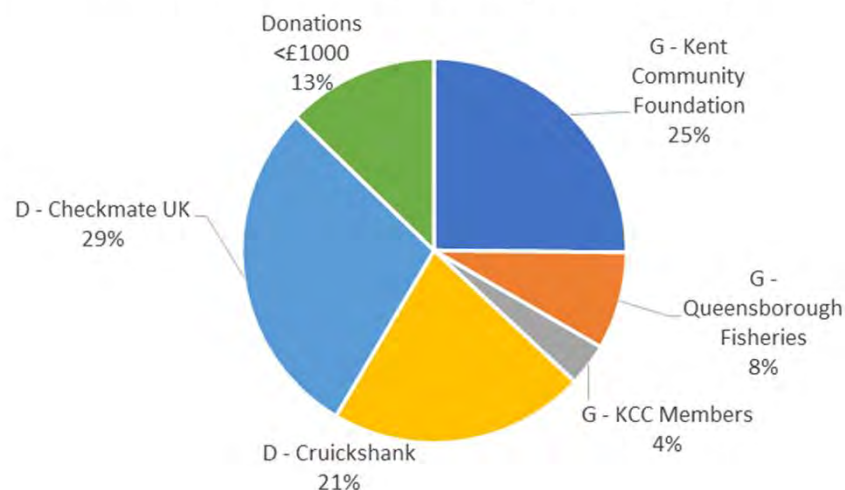
Our income

- ▶ Total income was £102,624.
- ▶ Three quarters of income received was restricted to be allocated to specific projects. Reaching Communities grant (National Lottery) was the largest source of income for the garden (£64,359). Other restricted income was received from Kent Community Foundation (£3,500), Queensborough Fisheries (£1,140) and Kent County Council Members (£500). Restricted donations were received from Checkmate UK (£4,000), Cruickshank (£3,000) and from small individual donations (£1,773).
- ▶ The £24,352 of unrestricted income came from various sources:
 - ▶ Donations - £5,000 - Swire Foundation, £3,723 Brian Pain, £3,154 individual donations <£1,000
 - ▶ Memberships - £2,189
 - ▶ Fundraising Refreshments & Plants - £3,045, Events - £3,494, Grub Club Income £1,828
 - ▶ Services - Optivo - £1,920

2018 Income Analysis



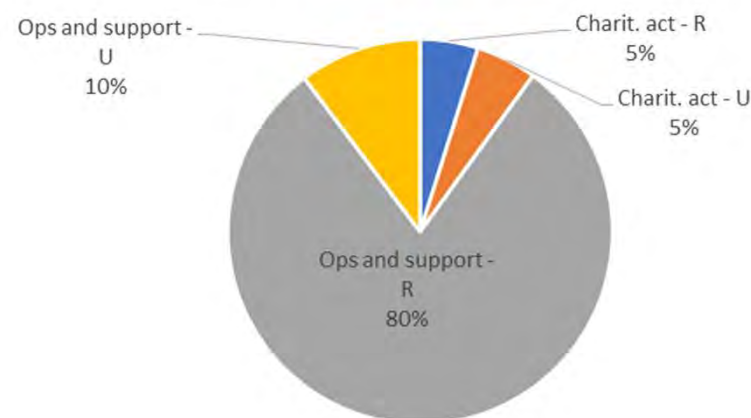
2018 Income - Restricted (excluding RC)



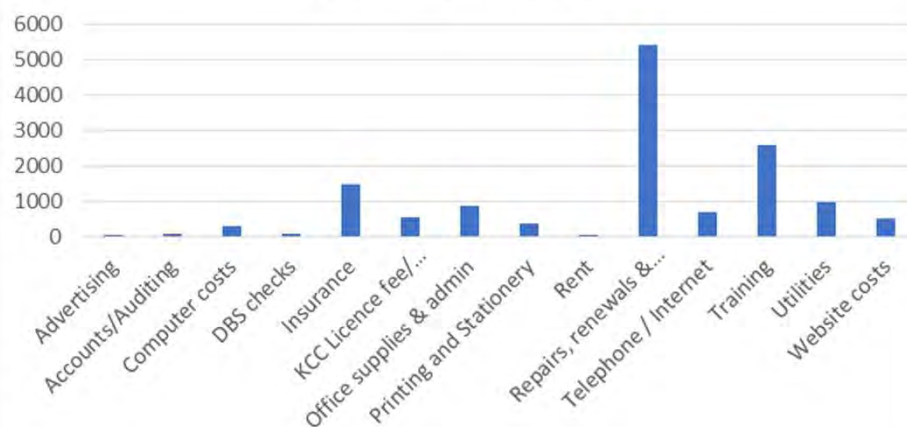
Our expenditure

- ▶ In 2018 we spent £92,198. Charitable activities was 10% of this, £9,198 evenly split between restricted and unrestricted spending. Operational and support costs accounted for 90% of spending of which £73,511 was restricted. Staff salaries and national insurance costs were £68,994
- ▶ The diagrams below shows the main classes of expenditure.

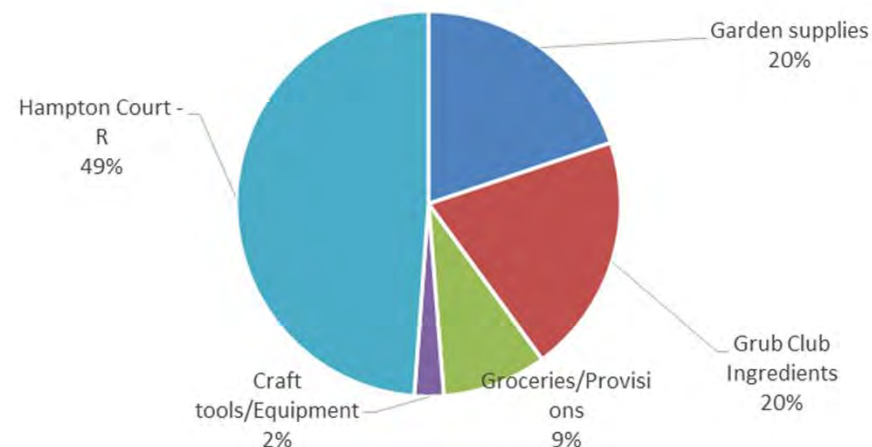
2018 Expenditure Breakdown



2018 Expenditure- Operational and Support Costs (excluding salaries/NI)



2018 Expenditure - Charitable Activities



Our balance sheet and reserves

- ▶ **2018 Balance Sheet** -at the end of the year APCG had £12,388 of assets, £44,061 in the bank account and £35 in cash. Of this, £3,945 was restricted funds and £40,151 unrestricted. With no loans our total assets were £56,484.
- ▶ **Fund movements.** Charities measure fund movements as the difference between incoming resources and resources expended. In 2018 unrestricted funds rose by £10,154 and restricted funds by £271. This was a net movement of £10,426 i.e. £10,426 more was received than spent.
- ▶ The £10,426 accumulation of funds during 2018 was an improvement in performance on the previous year where there was a £29,100 reduction in funds due to the growth of the staff team, construction of new cabin and the new community kitchen.
- ▶ **Investment Policy.** The charity does not currently have excess surplus funds to invest but the trustees will monitor the situation.
- ▶ **Reserves.** We aim to maintain reserves sufficient to cover three months of staff salaries, other running costs and to sustain the costs of projects when grant funding comes to an end.

Risk management

- ▶ The Trustees have reviewed the major risks to which the charity is exposed. These are primarily concerned with the health and safety of staff, garden members and visitors, compliance with national policy, legislation and good practice, safeguarding and income to cover costs. We have a risk register, which we review annually. Procedures are in place to ensure that people are aware of health and safety risks and their responsibilities, whether they are trustees, staff, members or visitors. As our income comes mainly from irregular grants, fund raising and donations we ensure that there is sufficient funding before making financial commitments.
- ▶ The expiry of our Reaching Communities Grant in 2019 is a key risk. The Trustees have developed a fundraising strategic plan to promote more diversification of funding and systematic arrangements to review and pursue all grant funding opportunities.
- ▶ This year we have also strengthened our internal financial control procedures with a clearer scheme of delegation and expenditure approvals and introduced automated bookkeeping arrangements.

Declarations

- ▶ The trustees recognise that they are responsible for maintaining proper accounting records that disclose, with reasonable accuracy at any time, the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The financial statements attached to this report comply with both these statutory requirements and APCG's memorandum and articles of association.
- ▶ The trustees consider that APCG is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and members have not required the company to obtain an audit of the accounts for the period in question in accordance with section 476 of the Act. An independent accountant has approved the accounts for 2018.
- ▶ APCG has taken the advantage of the small companies' exemption in preparing the report above. The trustees declare that they have approved the annual report and financial report above.
- ▶ Signed on behalf of the trustees

Sarah Harvey (Chairman)

Lucia Dello-Ioio (Treasurer)

Edwina Jackaman

Hannah Temple

Jo Osborn (Company Secretary)

Gulliver Immink

Elain Ali

Thank you

- ▶ We are incredibly thankful for all the support we receive from all our donors, sponsors, volunteers and the community - thank you for every tea and coffee drunk, every cake consumed, plants and gifts purchased, weeds removed and paths swept, every workshop attended and each donation you have given us. All of this matters and helps us continue what we do well - supporting people when they need us.
- ▶ We said a goodbye to Kim Barnicott who led our Community Kitchen project. Kim left us to pursue her dream of setting up her own floristry business. Thank you Kim for introducing people to new foods, inspiring them to cook differently and helping to produce delicious food to share.
- ▶ We would also like to say an extra special thanks to the following organisations and individuals
 - ▶ *Our landlords - Old Grammar School Charity*
 - ▶ *Funders: The Big Lottery Reaching Communities Fund, Kent Community Foundation, Queenborough Fisheries, KCC Members Grant.*
 - ▶ *Donors: Lady Swire, Brian Pain, Checkmate UK, Cruickshank*
 - ▶ *Steve Matthews for his help in monitoring and evaluation*



Accounts

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating an Income and Expenditure Account)						
FOR THE YEAR ENDED 31 December 2018						
		Notes	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
			£	£	£	£
INCOMING RESOURCES						
Incoming resources from generated funds:						
Voluntary Income:						
	Grants		0	69,499	69,499	67,682
	Donations		11,877	8,773	20,650	8,987
	Membership subscriptions		2189	0	2,189	1,658
Activities for Generating Funds:						
	Sales		3,045	0	3,045	3,065
	Fundraising events		3,494		3,494	
	Grub Club Sales		1,828		1,828	
	Optivo		1,920		1,920	
Investment Income:						
	Bank interest				0	0
Total Incoming Resources			24,352	78,272	102,624	81,392
RESOURCES EXPENDED						
Cost of generating funds:						
	Charitable activities		4,708	4,490	9,198	18,463
	Operational and support costs		9,490	73,511	83,001	91,878
	Governance costs		0			150
Total Expended Resources			14,198	78,001	92,198	110,491
NET MOVEMENT OF FUNDS			10,154	271	10,426	-29,100
RECONCILIATION OF FUNDS						
Total Funds Brought Forward			29,997	3,674	33,671	62,771
Fund Balance Carried Forward			40,151	3,945	44,097	33,671

Accounts

ABBEEY PHYSIC COMMUNITY GARDEN Company Reg. No. 06015188

Charity Reg. No. 1119456

BALANCE SHEET FOR THE YEAR ENDED 31 December 2018

	Notes	2018 £	2017 £
FIXED ASSETS			
Tangible assets: Old Cabin	6	800	1,600
New Cabin		9,000	10,000
New sink & Island units		2,588	2876
CURRENT ASSETS			
Debtors			
Bank deposits		44,061	33,670
Cash in hand		35	
Creditors			
Net Current Assets		44,096	33,670
NET ASSETS			
Represented by:			
Fixed Assets		12,388	14,476
Restricted Funds		3,945	3,674
Unrestricted Funds		40,151	29,997
Retained earnings			
Total Funds		56,485	48,147

For the year ending 31 December 2018 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts have been prepared in accordance with IAS / IFRS.

INDEPENDENT EXAMINATION

I can confirm that the financial statements give a true and fair view of the state of the charity's affairs as at 31st December 2018.

Signed Philip Dyball

Date 17-9-2019

NOTES TO THE FINANCIAL STATEMENTS					
FOR THE YEAR ENDED 31 December 2018					
1 Accounting Policies					
Basis of Preparation					
The financial statements have been prepared under the historical cost convention and are in accordance with Financial Reporting Standard for Smaller Entities (effective January 2007), the Companies Act 2006, and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice (issued 2005).					
Grants and Voluntary Income					
All grants and voluntary income are accounted for gross when receivable.					
Resources Expended:					
Depreciation					
Assets acquired costing less than £2,500 are charged to revenue in the year of purchase: These were: Pavillion, New Cabin, New kitchen units and island 10% straight line					
Charitable Expenditure					
Charitable expenditure includes the direct costs of the activities. Where such costs relate to more than function cost category, they have been split on an estimated basis as appropriate.					
Unrestricted Funds					
Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.					
Restricted Funds					
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets criteria is charged to the fund.					
2 Incoming Resources		Unrestricted 2018	Restricted 2018	Total 2018	Total 2017
Grants Receivable:		£	£	£	£
Groundworks South East					6,000
Nineveh					2000
Kent ET					5,000
KCC members grant					500
KCC members grant	16.03.18		500	500	
Main Grants. Rcommunities				0	54182
Main Grants. Rcommunities	12.02.18		17,868	17,868	
Main Grants. Rcommunities	06.04.18		15,368	15,368	
Main Grants. Rcommunities	06.07.18		15,368	15,368	
Main Grants. Rcommunities	05.10.18		15,755	15,755	
Queensborough Fisheries	28.6.18		1,140	1,140	
Kent Community Foundation	24.08.18		3,500	3,500	
		0	69,499	69,499	67,682

Accounts

NOTES TO THE FINANCIAL STATEMENTS continued					
Year ended December 2018					
Donations:					1,000
			3,000	3,000	
KET		5,000		5,000	5,000
Cruickshank	11.01.18		4,000	4,000	
Swire Foundation	17.05.18	3,723		3,723	1,121
Checkmate UK Ltd	28.6.18				
Brian Pain	13.11.18	3,154	1,773	4,927	1,866
Total Donations <£1000					
		11,877	8,773	20,650	8,987
		2189		2,189	1658
Membership Subscriptions:		3,045		3,045	3,065
Sales:		1,828		1,828	
Grub Club:		1920		1,920	
Optivo		3,494		3,494	
Fundraising Events:					
		24,352	78,272	102,624	81,392
Bank Interest:					
Total Incoming					

Accounts

NOTES TO THE FINANCIAL STATEMENTS (cont.)					
FOR THE YEAR ENDED 31 December 2018		Unrestricted 2018	Restricted 2018	Total 2018	Total 2017
		£	£	£	£
3 Resources Expended					
		1,826		1,826	1,271
Charitable activities:					
	Garden supplies	1,848		1,848	
	Volunteer supplies	808		808	1,290
	Grub Club Ingredients	227		227	2,466
	Groceries/Provisions		4,490	4,490	
	Craft tools/Equipment				10,000
	Hampton Court				2,876
	New Cabin				560
	New Kitchen				
	Petty Cash	4,708	4,490	9,198	18,463
		60		60	
Operational and support costs:		75		75	105
	Advertising	298		298	
	Accounts/Auditing	82		82	5
	Computer costs			-	148
	DBS checks			-	151
	Elect. Inspection/maint.	1,492		1,492	1,391
	Fire extinguisher maint.	20	525	545	0
	Insurance	866		866	1,930
	KCC Licence fee/ Subscriptions	365		365	
	Office supplies & admin	2		2	
	Printing and Stationery	4,534	900	5,434	14,673
	Rent		68,994	68,994	
	Repairs, renewals & maintenance	699		699	
	Salaries /NI		2,577	2,577	1,734
	Telephone / Internet			-	728
	Training	997		997	658
	Travel/Parking		515	515	0
	Utilities	9,490	73,511	83,001	91,878
	Website costs				
					150
Governance costs:					
	Companies House				
No employee received emoluments of more than £50,000.					
4 Directors of the Charity					
No member of the Board of Directors received any remuneration during the period.					
Reimbursement of expenses to the Directors was zero.					
The charity has Trustee Indemnity Insurance (effective from 1st November 2014).					
5 Taxation					
The charity is exempt from Corporation Tax on its charitable activities.					

Accounts

ABBEY PHYSIC COMMUNITY GARDEN								
NOTES TO THE FINANCIAL STATEMENTS (cont.)								
FOR THE YEAR ENDED 31 December 2018								
							2018	2017
6 Tangible Fixed Assets							£	£
					Purchased 2009 10% straight line		800	1,600
					Purchased 2017 10% straight line		9,000	10,000
Pavilion					Purchased 2017 10% straight line		2,588	2,876
New Cabin								
New units & Island							12,388	14,476
							2018	2017
7 Analysis of Net Assets between Funds							Total	Total
							£	£
					3,945		3,945	3,674
					40,151		40,151	29,997
Restricted Funds							44,097	33,671
Unrestricted Funds								
8 Incorporation								
The Abbey Physic Community Garden is a company limited by guarantee, without a share capital, incorporated on 30 November 2006.								
It took over the activities in the garden on 1 December 2006.								
In the event of the company being wound up, members guarantee to pay £1 each towards the Garden's debts.								