

# Barracks Lane Community Garden Project Ltd



Presented at AGM for year ended 31<sup>st</sup> March 2020

Company Registration Number: 05945388

Charity Number: 1116544

Our funders and supporters in 2019 / 2020:



St Michaels  
and All Saints  
Charitable Funds



EOAP



## Members of the Board and Professional Advisors

### Registered Charity Name:

Barracks Lane Community Garden Project

Charity Number: 1116544

Company Registration No.: 05945388

### Registered Office:

c/o 36 Kenilworth Avenue  
Oxford, OX4 2AN

### Trustees (Directors) as of April 2019

Jenny Creese

(Chair of Governors)

Helen Osborn (Treasurer)

John Green (Company Secretary)

Jennifer Tamargo Johnson

### Trustee (Company Secretary):

John Green

### Bankers:

Co-operative Bank  
PLC

The Bank House  
13 New Road  
Oxford  
OX1 1LG

## Barracks Lane Community Garden Project Ltd

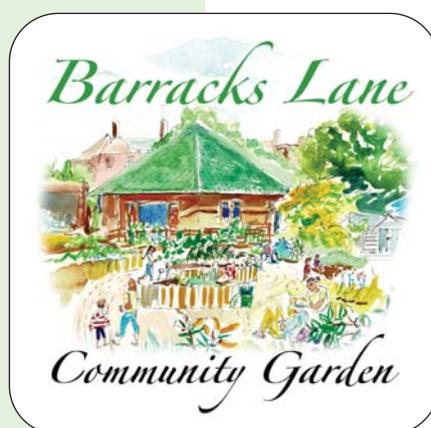
### Chairperson's Annual Report - Year ended 31st March 2019

The Chairperson on behalf of the Trustees, also Directors for the purposes of company law, present the report and financial statements of the charity for the year ended 31st March 2020.

### The Trustees

The current Board of Trustees appoints new Trustees at a General Meeting, and the decision is duly minuted.

One third of Trustees are obliged to retire by rotation at each Annual General Meeting and offer themselves for re-election if that is their wish.



### Governance and Management

Barracks Lane Community Garden Project was originally registered as a charity in 2005 and became a company limited by guarantee and incorporated in September 2006. The company registration number is 05945388. Charity number 1116544.

### The Memorandum of Association and Articles of Association govern the Charity



The day to day work of the Charity is undertaken by the Charity Chairperson and Trustee Directors.

They are responsible for ensuring that the strategic aims of the Charity, as determined by the Trustees, are achieved to their satisfaction.

The Charity does not employ staff but relies on tremendous help from volunteers and on contracted specialist knowledge and skills for project development and programme delivery.



# Chairperson's Summary

## Jenny Creese

**This report reflects on the achievements and progress made during the period April 1st 2019 to March 31st 2020.**

This year saw the completion of funding granted by Awards for All (National Lottery) and St Michael and All Saints for the 'Gaining Ground' programme which started at the end of the financial year 2018-19. This allowed us to continue our inclusive activities of engaging youth groups in the development of events in the garden, allowing them to develop skills in event organisation and provide a youth facilitator to support the groups and fund workshop leaders at events. In addition, the AFA grant paid for the purchasing of a water harvesting kit which was installed.

This year also saw the completion of funding granted by OCF (Oxfordshire Community Foundation) which brought to a close our work with unaccompanied minor asylum seekers, refugees and migrants from the local school.

The grant money received from the COOP purchased chairs and tables for our younger users and made a contribution towards our caretaking costs.

Via Neighbourly, Marks and Spencers volunteers spent a day in the garden as part of a team building activity, and so did

Nielsens. Both groups carried out much valued garden maintenance, and made a donation to the garden which covered consumables and supervision.

The EOAP grant was used to contribute towards the technical support and ongoing costs of the website.

The remainder of the St Michael and All Saints grant carried forward from 2018-19 was spent on garden maintenance and Gardener costs.



*Helpful visitors from Nielsens*

## Thanks to our Funders

**We would particularly like to thank our funding bodies and community fundraisers:**

Funding granted in 2018-19 financial year for activities continuing into 2019-20 financial year:

- St Michael and All Saints
- EOAP
- Oxfordshire Community Foundation - First and Second Steps
- National Lottery – Awards for All – Gaining Ground
- Marks and Spencers – supporting volunteer day

All the people, groups and organisations that have booked the garden for their own events – this provides an essential part of our income.

All those who give donations to the garden and offer their time and skills, and to Oxford City Council who are our landlords and charge a peppercorn rent.

Thank you to all the people who, through their paid and voluntary roles, through their use of the garden as a tranquil space or through bookings for groups and parties, continue to make the garden thrive.

Moving forward we have secured funding from Trust for Oxfordshire's Environment (TOE) with funding from Grondon Waste Management Ltd to carry out our Wild Edges project. This project will see the garden replace the raised bed support posts that form a central feature in the garden, with new

posts made from recycled plastic, and create a new planting scheme which include pollinator friendly plants.

We have also secured some funding from Neighbourly and Tesco's to open up the garden for vulnerable families and groups living in Oxford who do not have access to a safe green space whilst Covid 19 restrictions are in place.

**Jenny Creese**

April 2020

Barracks Lane Community Garden Project Ltd

## Objectives & Activities

### The objectives of the charity are:

1. To provide and maintain a public Garden or Gardens for the use and the benefit of the inhabitants of the Oxford area and others (the beneficiaries) in the interests of social welfare and with the objects of improving conditions of life for the said beneficiaries and to promote develop and support community led Gardening initiatives in the Oxford area generally.
2. The advancement of public education in the area of the environmental, economic and social dimensions of sustainability and biodiversity by the development and delivery of educational activities including vegetable and flower growing, waste management and the use of renewable energy sources.

### To achieve this the garden project:

1. Has built and maintains a garden for all members of the community and general public to use free of charge for recreation and leisure.
2. Offers the garden to organisations and individuals who want to hold their own events for their members, for courses and for private functions.
3. Works in partnership with other organisations to facilitate events and activities that benefit certain community groups in particular those who are disadvantaged socially, economically, through disability or life circumstance.
4. Puts on events and activities open to everyone to encourage general use of the garden.
5. Uses the garden as a venue to demonstrate and encourage a greater understanding of sustainable and environmentally friendly ways of urban living. In particular to demonstrate sustainable and environmentally friendly ways of building, growing food, managing water, managing waste and the use of renewable energy sources.



## Summary of Achievements & Highlights (2019-2020)

This year has seen the garden put in place a water harvesting system around the second shed and pizza oven. The drainage in the kitchen area has been further improved. We have been pleased to see the Garden being used by different groups and for a wider variety of uses as well as keeping our longer standing user groups. We secured funding to support the continuation of valued groups for younger users. Over this period, we completed the delivery of our project, 'Gaining Ground' and First and Second Steps, as well as continuing the Saturday Open sessions. The Memory Garden with accessible pathways and raised beds was formally opened after our last AGM. The Garden has been kept safe and beautiful with the work of **Dan Thorpe** – Maintenance, **Ruth Calder** – Gardener and **Roger Felton** – Caretaker. It is fantastic to have the continuity of their service to the Garden.

### 1. Use by the community

Just over 5000 visits were made to the garden in the twelve months. This maintains the high numbers using the Garden that we have recorded year on year. Most visits come via private bookings for community events and gatherings. We are delighted that our long term and regular users of the garden such as the Name It Youth Group, Twiglets and Woodchips, Woodcraft Folk and The Children's Allotment continued to play such an important part in the garden activities. We were glad to welcome new users using the cabin for singing lessons and acoustic band rehearsals, meetings to debate current environmental concerns, children's parties, management away days and training sessions as well as use by the Oxford Story Museum, Yoga sessions, Kirtan chanting and Seasonal celebrations of the turning of the year.

## 2. Making the garden suitable for everyone

Keeping people safe while they are in the Garden is important to us and we make regular checks that we provide a garden that is suitable for all the community. We listen to the feedback from our users and respond to identified needs and problems as they arise. Dan Thorpe has kept up the running repairs as well as improvements to enclose the kitchen. We continue to be delighted with the new sheds that were put up last year and improvements to the kitchen drainage system. We have identified that the water drainage needs work to help increase the capacity of the soakaway.

## 3. Developing our volunteer programme to support and care for the garden

Ruth Calder continued the role of volunteer coordinator and garden contractor over the summer of 2019 –20. We have welcomed enthusiastic groups of corporate volunteers from Neilsen’s and Marks and Spencer who have made a lasting impact in the upkeep of the Garden.

Ruth, together with the Saturday Garden Guardians, have ensured the garden is loved and cared for. People were able to volunteer for a variety of gardening tasks to suit different abilities, or just enjoy being in the garden, so vital for people’s wellbeing. Led by Kate Jury together with Ruth and with support from their Teachers, the regular First and Second Steps Groups from the local school have contributed their time and experience to ensure the Garden continues to be a wonderful place to visit.

## 4. Events, workshop and celebrations

Because of grants, community fundraising, donations, trustee and friends gift days we have been able to celebrate the renewal of the infrastructure of the Garden. We have focussed on keeping the Garden open for drop-in sessions every Saturday and created a warm welcome to visitors and volunteers alike. Special one-off workshops were delivered to the First/Second Steps Groups to offer high quality activities and trips.



The poster for the Barracks Lane Community Garden Festival of Fire features a colorful illustration of a garden scene on the left and a map of the location on the right. The map shows Barracks Lane, Cowley Road, and other nearby streets, with a bus stop marked 'Buses on Cowley Road: 1, 5, 10, 12, 101, 102, 103, 104 U5 and U10'. The event title 'FESTIVAL OF FIRE' is written in large, bold, red letters. Below the title, the date and time are given as 'Saturday 2nd Nov 2019 Noon-6.30pm'. The text describes the event as a quiet bonfire for younger folk, celebrating sources of fuel and energy and respect for real fire. Activities listed include lantern making, vegetable printing, breadsticks on the fire, mask making and dance procession, and pumpkin soup and baked potatoes for sale. Logos for Oxfordshire Community Foundation, Lottery Funded, and the website [www.barrackslanegarden.org.uk](http://www.barrackslanegarden.org.uk) are also present.

*BLCG posters (and flyers) designed by Stig*

## 5. Communications

Our website and a linked Yahoo calendar and Facebook page as well as our Mailchimp Newsletter, Instagram and using the Hoop App enable the public access to the Garden, providing a means of finding out about events, of contacting and booking the Garden and a resource of materials. We also produce posters and flyers as a way of reaching people not connected to digital media. Thank you Tim Pullen (web), Stig (print) and Computer Assistance for enabling this to happen.



The website homepage for Barracks Lane Community Garden features a green header with the title 'Barracks Lane Community Garden' and the tagline 'A beautiful green space at the heart of a growing community'. Below the header is a navigation menu with links for Home, About the Garden, Visiting the Garden, News & Events, Get Involved, Booking the Garden, Contact Us, and Resources. The main content area shows a large photograph of a group of people sitting on a bench in a garden, with a 'Welcome' message below it. The message states: 'Barracks Lane Community Garden is a beautiful green space and eco building at the heart of a vibrant community in Oxford. It is for everyone to use and enjoy by visiting, booking for a private function or by coming along to one of the many events and activities that are held throughout the year.' A small logo for 'Barracks Lane Community Garden' is visible in the bottom right corner.

*The BLCG website homepage designed by Tim Pullen*

## 6. Special Projects

Grant funding from The National Lottery and St Michael and All Saints allowed us to continue to make the Garden a welcoming space on Saturdays with the Ruth and the Garden Guardians hand to provide a sustaining cup of tea and snacks, a newspaper to read as well as a suitable gardening tasks for those who have come to offer their physical support in the upkeep of the Garden. We have improved the drainage system in the kitchen. The Lottery funding gave Trustees a chance to step back, welcome new Trustees and visit other local projects to share skills around Safeguarding and Volunteers which informed our policy updates. We received excellent support from Annette Mountford at The Charity Mentor Project which offered the chance to gain perspective on the role of the coordinator and the future plans for the Community Garden.



*A young visitor learns to cook popcorn!*

### Financial review and reserves including capital reserves policy

Our total funds decreased by £15,271 in the year to 31 March 2020 mainly due to receiving the Awards for All funding in March 2019 which has now been spent. Total reserves at the end of March 2020 were £32,563, of which £30,112 were unrestricted. The charity is dependent on a mixture of grant funding, donations and other fundraising efforts. Reserves are retained in order to allow the charity to be able to continue to cover its operating costs for at least the next six months and continue as a going concern in the event that incoming donations are unexpectedly reduced for a period of time. The unrestricted cash equivalent reserves of £22,410 at the year-end represents approximately three years of core operating costs.

## Looking Ahead

### Planning for the future

An important aspect of the trustees' work is to plan ahead to ensure the garden's future. It would be amiss of us not to mention that since the end of the financial year we are reporting on, we have faced unprecedented times. Events that we would normally run and bookings that we would normally take have been put on hold. A more detailed update on this will be covered in the next annual report. However, we continue to work with funding bodies to support the core aims of the Garden and bring this unique venue to the widest groups of users in our diverse community. In particular, we are looking

to encourage new, regular groups that have not had significant contact with the Garden to date. We have made plans to ensure the infrastructure of the Garden remains safe and that items are replaced when they are no longer serviceable.

Signed:

\_\_\_\_\_

John Greene

Date: \_\_\_\_\_