

**Assessment of the extent to which the organisations activities contribute towards achieving the Council's aims and objectives.**

**Brentwood Horticultural Society**

<b>Council Requirements</b>	<b>Response</b>
<p>Contribution towards achieving the Council's aims and objectives. The Current Corporate Plan 2013-2016 sets out six priority areas the most relevant on this occasion being:</p> <p><b>Localism</b></p> <p>We believe that through bringing communities together and working effectively in collaboration with a range of groups and organisations we can better ensure the future wellbeing of our borough. We will work with local businesses, community groups and the voluntary sector to develop projects that will enhance and support the local community.</p>	<p>Brentwood Horticultural Society calculate an annual contribution to the Community of £44,192 (If paid at first step Locally Qualified NJC rates of £10.20 an hour). Their time spent is a combination of membership administration, finance work, secretarial work, the preparation and distribution of their newsletter, committee meetings, work on their website and Allotment site management. Please see the breakdown of the hours contributed elsewhere in Appendix 2.</p> <p><u>Note</u> - There is very little comparable rental evidence for the subject allotment land and where evidence exists a rental valuation is likely to be extremely limited by the recommendation to designate the sites as being 'Statutory'. We have provided details of the £6,780 per annum rental income achieved by Brentwood Horticultural Society for the 2017/18 year (see details earlier in this report and the 2016 /17 accounts in Appendix 2) and whilst steps are in hand to increase this income there is always likely to be a large difference in the rental income achievable and the deemed contribution by the Society to the Community as outlined above.</p>
<b>Accounts</b>	See attachments in Appendix 2
The extent to which the organisation is proactive in seeking to share and make available the assets to other community and voluntary sector uses on a not for profit basis	See attachments in Appendix 2
Confirmation that the organisation will submit its activities and accounts on an	To be provided

annual basis or when required by the Council.	
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### **Brentwood Horticultural Society Accounts 2016 – 2017**

#### **Brentwood Horticultural Society have provided some details of the work currently going on within the Society:**

Following the appointment of an entirely new Committee in November 2017 Brentwood Horticultural Society over the past 12 months has focused on ensuring that all sites under its management are maintained to the standards and requirements of its Landlord. This follows a period of decline.

The Council has an obligation to provide good allotment facilities for residents of the Borough of Brentwood and as such the Society considered that its priority is to maximise the opportunity for the number of viable allotment plots available for cultivation. To achieve this goal, the Society's Committee has carried out a root and branch review of its Rules & Regulations plus an in-depth review of its Constitution. The result of this significant action is that at both Society and local site level changes have been introduced and enforced. Those plot holders who do not meet the expectations and requirements of our Landlords are encouraged to either improve or downsize to a plot size that meets their capabilities. This has resulted in a significant increase in the number of local residents now able to take up the cultivation of allotment plots.

Brentwood like many areas has seen a steady increase in its residents housed in apartments and maisonettes where individual gardens are not available. As a result of this trend, residents are actively seeking alternative arrangements to produce fresh and wherever possible, organic vegetables and to increase the awareness for their children to learn how food is actually produced.

This has resulted in a significant increase in the waiting list for allotments.

To try and meet this demand consideration has been given to "splitting" a number of plots for residents that are 'time poor' and to also reflect their personal constraints. The outcome of this plot "splitting" has proven to be most successful.

### **Hutton Horticultural Society**

Council Requirements	Response
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<p>Contribution towards achieving the Council's aims and objectives.</p> <p>The Current Corporate Plan 2013-2016 sets out six priority areas the most relevant on this occasion being:</p> <p><b>Localism</b></p> <p>We believe that through bringing communities together and working effectively in collaboration with a range of groups and organisations we can better ensure the future wellbeing of our borough. We will work with local businesses, community groups and the voluntary sector to develop projects that will enhance and support the local community.</p>	<p>Hutton Horticultural Society calculate an annual contribution to the Community of £26,182.80 (If paid at first step Locally Qualified NJC rates of £10.20 an hour). This is through local flower shows, their trading shed, visits to places of horticultural interest and the general management of the Society including the updating of their website. Please see breakdown of the hours contributed elsewhere in Appendix 2.</p> <p><u>Note</u></p> <p>There is very little comparable rental evidence for the subject allotment land and where evidence exists a rental valuation is likely to be extremely limited by the recommendation to designate the sites as being 'Statutory'. We have provided details of the £390 per annum rental income achieved by Hutton Horticultural Society in their 2016 accounts and whilst steps are in hand to increase this income there is always likely to be a large difference in the rental income achievable and the deemed contribution by the Society to the Community as outlined above.</p>
<b>Accounts</b>	See attachments in Appendix 2
The extent to which the organisation is proactive in seeking to share and make available the assets to other community and voluntary sector uses on a not for profit basis	See attachments in Appendix 2
Confirmation that the organisation will submit its activities and accounts on an annual basis or when required by the Council.	To be provided once a new Agreement is drafted

**Hutton Horticultural Society have summarised their background and current activities as follows:**

**The Hutton Horticultural Society** was founded in 1947 to encourage and extend all aspects of horticulture and to organise and stage horticultural shows within the district of Hutton. The society encourage the continuation and growth of home crafts

and floral artistry by including appropriate classes in both annual shows. HHS makes supportive donations to organisations both local and national concerned with horticulture, children and elderly people, [www.huttonhorticulturalsociety.org.uk](http://www.huttonhorticulturalsociety.org.uk)

The current objectives are

- (A) To encourage and extend all aspects of horticulture by collecting and disseminating information by organizing trips to places of Horticultural interest for members and others, by organizing and staging Horticultural shows and by co-operating with the appropriate bodies to promote the availability of allotment sites for members and others.
- (B) To encourage the continuation and growth of home crafts by both children and adults by including appropriate classes in the Society's annual shows.
- (C) To make supportive donations to organizations, both local and national concerned with horticulture, children and elderly people.

The objectives are reviewed annually by the committee & any changes required are agreed or otherwise at our AGM held during November each year.

Over recent years we have met these objectives by:-

Organising at least one trip per annum to a place of horticultural interest.

Annually a series of free monthly talks of horticultural interest.

Organising monthly floral art classes.

Providing expert advice to our members either via our web site or at the trading shed located on the Birkbeck Road allotment site.

We have staged two shows every year since 1950 with classes for flowers, fruit, vegetables, novices, handicraft, cookery, floral art & children.

We have managed allotment sites within the Hutton area since the mid 1950's

We have a web site that promotes allotments & provides a wealth of horticultural information.

We make annual donations to local Charities on a 4 year cycle to: Crossroad:  
Hamlin House: Riding for the Disabled: Brentwood Talking Newspaper:

Hold an Annual Open Weekend at Birkbeck Road Allotment/Trading site

Judged "best kept front garden" competition for Long Ridings Residents Assoc

We supply bulbs/flower pots to local guide/brownie groups

We have supplied discounted spring daffodil bulbs for planting on the greens by  
Haverling Grove Residents Assoc Hutton

Sourced discounted fertilizers for use on the rose gardens at St Mary's Church  
Shenfield

Present and historically exhibited stands of horticultural interest + advice at

Christmas Tree Festival: Hutton and Shenfield Union Church

Brentwood Town Show: Essex County Show: Brentwood Library:

Fully supported "Poplars for Hutton" project in the 1970's

With the exception of exhibiting at our shows or making purchases at our trading  
shed all of our activities are open to members of the local community.

**Hutton Horticultural Society Committee voluntary hours**

**Hutton Horticultural Society Accounts 2015 / 2016**

# **HUTTON HORTICULTURAL SOCIETY**

## **Income and Expenditure for Year Ending 30th September 2016**

<u>Expenditure</u>		<u>Income</u>	
2015	2016	2016	2015
£	£	£	£
<u>General</u>	<u>General</u>		
438 Comm. & AGM Exp.	321.02 Subscriptions	1496	1634
292 Comm. & AGM Hall	187.5 Bank Interest	9.98	11
100 Gifts and Donations	150 Charity Collection	90.71	117
373 Bulletin	593.75 Annual Dinner	2067.5	1790
40 Website & PA System	39.99 Ann. Dinner Raffle	188	164
143 Affiliation	193.5 AGM Raffle	24.15	80
1949 Annual Dinner	2254.84		
371 Insurance	406		
- Christmas Tree	30		
90 Surplus to net inc & Exp	Deficit to net Inc & Exp	300.26	
<u>3796</u>	<u>4176.6</u>	<u>4176.6</u>	<u>3796</u>
<u>Trading</u>	<u>Trading</u>		
10569 Stock at cost 1/10/15	11044.32 Sales	12181.88	14847
11654 Cost of Goods	9249.69 Stock at Cost 30/9/15	10081.96	11044
75 Lease	75		
3593 Surplus to net Inc & Exp	1894.83		
<u>25891</u>	<u>22263.84</u>	<u>22263.84</u>	<u>25891</u>
<u>Shows</u>	<u>Shows</u>		
266 Medals, Trophies, Engraving	528.43 Entries, Raffles Etc	186.6	303
72 Printing	50 Deficit to net Inc & Exp	1615.64	1213
429 Hire of Hall	517		
749 Fees & Expenses	706.81		
<u>1516</u>	<u>1802.24</u>	<u>1802.24</u>	<u>1516</u>
<u>Social &amp; Education</u>	<u>Social &amp; Education</u>		
960 Outings	386 Outings	212	694
427 Lectures	240		
363 Floral Art	363 Deficit to net Inc.&Exp	1011	1251
195 Hire of Hall	234		
<u>1945</u>	<u>1223</u>	<u>1223</u>	<u>1945</u>
<u>Allotments</u>	<u>Allotments</u>		
- Brentwood B. Council	306 Rents & Water	390	2054
701 Water	438.96 Forfeited Deposit	50	200
118 Management Expenses	- Maint. Repayment	50	
1539 Maintenance	173.6		
	Deficit to net Inc.&Exp	428.56	104
<u>2358</u>	<u>918.56</u>	<u>918.56</u>	<u>2358</u>

BALANCE SHEET AS AT 30TH SEPTEMBER 2016

<u>2015</u>	<u>2016</u>	<u>2016</u>	<u>2015</u>
£	£	£	£
35656.19 Balance	36769.89 Trophies	727.97	727.97
1113.7 Surplus(defecit)	-1460.63		
<u>36769.89</u>	<u>35309.26</u>	<u>727.97</u>	<u>727.97</u>
<u>Current Liabilities</u>		<u>Current Assets</u>	
850 Allotment Deposits	850 Stock of Goods at cost	10081.96	11044.32
	Stock of Stationery	30	30
	Cash Adjustments	0.5	0.5
	<u>Investments</u>		
	9426 Henderson Alpha		
	Fund Share Class A	5000	5000
	(Acc) - Market Price		
	Offer	<u>£11,641.05</u>	
	Cash at Bank	20268.83	20767.1
	Cash with Trading Sec.	50	50
<u>37619.89</u>	<u>36159.26</u>	<u>36159.26</u>	<u>37619.89</u>

<u>2015</u>	<u>2016</u>
<u>Net Income and Expenditure</u>	
89.75 General Surplus/Defecit	-300.26
3592.55 Trading Surplus	1894.83
-1251 Social Defecit	-1011
-1212.97 Show Defecit	-1615.64
-104.63 Allotment Defecit	-428.56
<u>1113.7 Overall Surplus/Defecit</u>	<u>-1460.63</u>

In our opinion, after examination of the books, receipts and vouchers produced by Hutton Horticultural Society, we have found the above accounts to be correct according to the information supplied for our inspection.

Mr B Mann  
Auditor  
Signature

Date 28/11/16

Mr G Selfe  
Auditor

15.11.16

Mr M W Hunt  
Treasurer

22/11/2016

## HHS committee voluntary hours

Section	Sub section	Estimated hours	Rate/hour	Total	Benefits to members & the local community
Flower shows	General Admin	15	£10.20	£153.00	We hold two flower shows every year that demonstrate our member's skills in horticulture, handicrafts, cookery, and floral art. We advertise these shows on our web site & with local signage on Show days to advertise the event to local residents who are all welcome to attend free of charge. . We encourage children's interests In the above subjects by having classes specifically for children
	Staging	21	£10.20	£214.20	
	Managing	200	£10.20	£2040.00	
	Section total	<b>236</b>	£10.20	<b>£2407.20</b>	
Trading shed	Administration	25	£10.20	£255.00	The trading shed is the centre of our activities. It provides the income that enables us to meet our objectives. The shed supplies a huge range of fertilisers, composts, & horticultural products for our members & associated societies at a discounted rate. Sales at the shed are restricted to members but we will always give horticultural advice to members of the public. Advice is also available via our web site Supplied or provided at a discounted rate bulbs, pots fertilisers to local brownie groups, resident associations & churches.
	Purchasing	72	£10.20	£734.40	
	Sales	945	£10.20	£9639.00	
	Plant sale	40	£10.20	£408.00	
	Stock take	18	£10.20	£183.60	
	Section total	<b>1100</b>	£10.20	<b>£11219.60</b>	
Bulletin distribution		<b>150</b>	£10.20	<b>£1530.00</b>	News/e vents/gardening advice forwarded on a monthly edition to members & local community via web.
Bulletin editing		<b>40</b>	£10.20	<b>£408.00</b>	Maintaining a record of the membership.
Membership administration		<b>120</b>	£10.20	<b>£1224.00</b>	Maintaining all financial aspects of the society & providing financial details to other interested parties.
Finance		<b>160</b>	£10.20	<b>£1632.00</b>	Meetings/minutes/bookings & all correspondence.
Secretarial		<b>51</b>	£10.20	<b>£520.00</b>	Management of the society within the community.
Meetings	Committee	135	£10.20	£1377.00	Arranging trips to places of horticultural interest for members & the local community. Arranging talks on horticultural for members & the local community.
	AGM attendance	20	£10.20	£204.00	
	Section total	<b>155</b>	£10.20	<b>£1581</b>	
	Trip attendance	8	£10.20	£81.60	
Social	Talk attendance	10	£10.20	£102.00	
	Trip administration	32	£10.20	£326.40	



	Talk administration	20	£10.20	£204.00	Trips are subsidised by HHS for all. Talks are free for all attendees.
	Section total	<b>70</b>	£10.20	<b>£714.00</b>	
Web site administration		<b>120</b>	£10.20	<b>£1224.00</b>	Keeps our web site up to date providing a wealth of information for members & the local community.
Annual dinner		<b>12</b>	£10.20	<b>£122.40</b>	Arranging the event for members & members of the local community
Allotment management	Birckbeck	120	£10.20	£1224.00	We manage & maintain two allotment sites & the trading shed on behalf of BBC for the benefit of members & the local community.
	Whittington	120	£10.20	£1224.00	
	Section total	<b>240</b>	£10.20	<b>£2448.00</b>	
Floral art	Demonstrating	30	£10.20	£306.00	<i>We provide at a nominal fee traing in floral art for members &amp; members of the local community</i>
	Preparation	80	£10.20	£816.00	
	Section total	<b>110</b>	£10.20	<b>£1122.00</b>	
<b>Totals</b>		<b>2564</b>		<b>£26152.80</b>	

## BRENTWOOD HORTICULTURAL SOCIETY ACCOUNTS 2016-2017

INCOMEEXPENDITURE2015-16 GENERAL ACCOUNT

£ p	£ p
1240 Subscriptions	1955.00
417 Monthly meetings	449.45

2404.45

TRADING ACCOUNT

2448 Sales

2948.26

SHOW ACCOUNT

46 Entry Fees	52.10
20 Hire of Tables	50.00
31 Refreshments	25.65
256 Sponsors	340.40
98 Raffle	90.00

558.15

ALLOTMENT ACCOUNT

5170 Rents Collected	6780.00
120 Deposits on Keys	190.50

6970.50

9947.7 Total Income

12881.36

2015-16 GENERAL ACCOUNT

£ p	£ p
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134 Affiliation/Ins.	155.00
57 Telephone	24.08
1232 Monthly Meetings	1309.70
24 Envelopes	73.92
54 Postage	61.72
Donation Church	25.00
Funeral Donation	31.00

1680.42

TRADING ACCOUNT

2100 Purchases

2426.76

SHOW ACCOUNT

55 Prize Stickers/Cards	42.40
520 Hire of Halls	520.00
101 Prize Money	98.95
40 Judges Fees	27.00
127 Engraving/miniatures	141.44
7 Raffle	9.00
42 Lunches/Refreshments	40.75
10 Caretaker	10.00
60 Transport	200.00

1089.54

ALLOTMENT ACCOUNT

2528 Water Charges	2527.43
1677 Plot Maintenance/Repairs	1405.31
84 Stationery	156.50
315 Postage	222.70
130 Honoraria	130.00
251 Telephone	219.92
248 New Keys & Padlock	345.60
502 Rent to Council 10%	517.04
120 Prize Money Competition	140.00
21.6 Rent Refund	30.00

5694.50

Total 10891.22

Cash at Bank 2016	4795.53
Add Excess Income	1990.14
	<u>£6,785.67</u>

Cash at Bank 2017	7290.67
Less unrepresented cheques	505.00
	<u>6785.67</u>

Audited by W. Stroud

*Audited and found to be correct*  
*(W. Stroud)* 25/10/17



President: Mrs. A. Bloomfield

Chairman: Mr, R.G. Stuart

Treasurer: Mrs. S.M. page

Hon. & Trading Secretary Mr. B.J. Page

10 Windsor Road, Brentwood, Essex, CM15 9LB

Telephone 01277 213574

E-Mail B.Page91@btinternet.com

26th. October 2017

Stuart Anderson

Dear Stuart,

Enclosed please find cheque for £678.00

This being 10% of allotment rents collected 2017

Please can you pass it to the appropriate department.

Yours sincerely,

B.J.Page

25-10-17  
c/v 125