Dear SGT member

Welcome to the Spring mailing from Sussex Gardens Trust. Below you will find details about the AGM to be held on 28th April at Warnham Park (our visit commences at 2pm and the AGM will follow at 4pm).

Also enclosed are two brochures about ***Highlights of our Activities in 2023*** and details of our ***2024 Garden Visits Programme***. I look forward to welcoming as many of you as possible at these events

Penny Vasey, Chairman SGT

28th Annual General Meeting of Sussex Gardens Trust to be held at 4.00 pm on Sunday 28th April 2024 at Warnham Park.

Notice is given that the 28th Annual General Meeting of members of the Sussex Gardens Trust will be held at Warnham Park on Sunday 28th April 2024 commencing at 4.00pm for the purpose of executing the following:

AGENDA

1. Apologies
2. Chairman's report
3. To receive & adopt the Minutes of the Twenty Seventh Annual General Meeting
4. To receive & consider the Report of the Trustees (Council of Management) "***Highlights of our Activities in 2023***" enclosed and Reference and Administrative details attached
5. To receive & consider the Independently Examined Accounts and Balance Sheet for 2023 (attached)
6. To elect Sue Faulkner as Honorary Independent Examiner

Jenny Howard and Virginia Hinze are retiring from Council in accordance with Article 48 of the Articles of Association. Jenny Howard is not seeking re-election but Virginia Hinze is seeking re-election. Judy Tarling is seeking election to Council

7. To elect to Council Virginia Hinze and Judy Tarling
8. Any Other Business

End of Business

Note: Two members may nominate a member for election to Council by notifying the Hon Secretary 7-21 days before the AGM (the nominee to indicate willingness to stand in writing). Members are entitled to vote by proxy. A form is required to be deposited 48 hours beforehand. This form can be obtained from the Hon Secretary Julie O'Hara, 8 West Hill Road, Brighton, East Sussex BN1 3RT.

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MINUTES OF THE 27TH ANNUAL GENERAL MEETING of SUSSEX GARDENS TRUST held at 4.15pm at One Garden, Stanmer Park, Brighton, BN1 9SE on 22nd April 2023

1. **Apologies:** Virginia and John Hinze, Wendy and Ken Jordan, Stella and Anthony Capo-Bianco, Colin and Gwen Chinnery, Nigel Philips, Alan Starr, David and Peta Crowther, Hilary May, Julie O'Hara, John and Jackie Dorkings.
2. **Chairman's Report:** Penny Vasey welcomed everyone to the event and referred people to her written report which had been circulated. Penny said she particularly wished to thank all Council members; Jim Stockwell, Jennie Starr, Julie O'Hara, Sally Ingram and Virginia Hinze. In addition, her thanks went to those members involved in the Trust's working groups; Conservation, Events, Research and Recording, Small Grants, Website management and Membership organization working behind the scenes. Penny welcomed anyone interested in helping in any of these areas to contact her or another Council member as all members of the Trust could only gain from the greater involvement and ideas of others.
3. **To receive and adopt the Minutes of the Twenty Sixth Annual General Meetings.** These were agreed and unanimously adopted.
4. **To receive and consider the Report of the Trustees *'Highlights of our Activities in 2022'*:** The report was received, accepted and agreed.
5. **To receive and consider the Independently Examined Accounts and Balance sheet for 2022**. The accounts were received and unanimously adopted and the Treasurer, Jenny Howard, was thanked.
6. **To elect Sue Faulkner as Honorary Independent Examiner:** All were agreed.
7. **To elect to Council Jenny Howard, Jennie Starr and Katherine Meakin.** These nominations were taken together and were unanimously agreed. Penny also gave additional thanks John and Jackie Dorkings for their work as joint Membership secretary, Julie O'Hara as Secretary, Paul Tosey for his work on the website, Jim Stockwell and Virginia Hinze.
8. **AOB:** Penny asked the meeting for views on how the Trust should organise its Winter lecture series in 2024. During Covid, and this year, the lectures had been given on Zoom. However, this year numbers attending had reduced by half which was in line with the Garden Trust experience. Her question was would members like to consider in person events again. Discussion raised points in favour of both options. In addition, Celia Davies queried whether any in person events could be recorded and then made available on Zoom. It was agreed that this would be considered by the Events group before organizing the sessions for 2024.

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Reference and Administrative Details

The Sussex Gardens Trust, a registered charity, was incorporated in January 1996 as a company limited by guarantee.

Registered Company number 03149760 (England and Wales)	**Registered Charity number** 1052734
Registered Office 47 Denmans Lane, Lindfield, Haywards Heath, West Sussex, RH16 2JN	**Independent examiner** S. Faulkner
Bankers Lloyds Bank, Haywards Heath Branch PO Box 1000, BX1 1LT	

Membership of Council of Management and Other Roles

The Trustees (The Council of Management) who held office during the year were as follows:

Penny Vasey	Chair and Safeguarding Officer
Julie O'Hara	Secretary
Jenny Howard	Treasurer
Katherine Meakin	Membership Secretary
Sally Ingram	Retired April 2023
Virginia Hinze	Small Grants, Research Group and Conservation
Jennie Starr	Research Group and Events
Jim Stockwell	Conservation

The Charity Trustees are the current Directors of the limited company.

Vice Chairman - vacant

Other Roles (non-Trustee)

Paul Tosey	Website Editor
Sally Ingram	Communications, Social Media and Website Content
John Dorkings	Joint membership secretary until April 2023
Jackie Dorkings	Joint membership secretary until April 2023
Dr Barbara Simms	Journal Editor

Safeguarding

In December 2017, the Government published guidance on safeguarding and protecting people for charities and trustees, applicable in England and Wales. In line with other organisations, SGT Council considered the guidance where relevant to our activities and produced a document entitled 'Safeguarding Adults - Sussex Gardens Trust policy and procedures'. The document was accepted by Council in November 2019 and is available to all members on request.

SUSSEX GARDENS TRUST
Charity no 1052734 **Registered Company 03149760**

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR TO 31 DECEMBER 2023

	Year to 31/12/23 £	Year to 31/12/22 £
INCOME		
Membership Subscriptions	3,331.10	3,504.06
Event Income	3,782.25	4,081.17
AGM Income	-	-
Winter Lectures	525.80	1,769.32
Gift Aid	679.19	667.83
Publication sales	252.09	374.35
Interest COIF	433.47	65.48
Miscellaneous Income	419.46	712.45
Total Income	**9,423.36**	**11,174.66**
EXPENDITURE		
Event Costs	2,993.16	3,494.34
AGM Costs	100.00	118.00
Winter lectures	200.00	-
Production of Journal	2,439.00	2,012.00
Postage and stationery	828.12	743.29
Advertising and Promotion	172.00	-
Subscriptions and Donations	323.50	335.50
Insurance	278.00	278.00
Research	52.50	98.75
Website Costs	303.58	5,067.71
Publication costs	-	-
Miscellaneous expenditure	848.16	456.88
Total Expenditure	**8,538.02**	**12,604.47**
Surplus income/(expenditure)	885.34	(1,429.81)
Accumulated fund brought forward	21,342.32	22,772.13
Accumulated fund carried forward	**22,227.66**	**21,342.32**

I have examined the balance sheet, income and expenditure account and associated vouchers relating to the year ending 31 December 2023 and found them to be correct.

Examiner signature **Date**



30/1/2024

Sue Faulkner, Examiner

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SUSSEX GARDENS TRUST

Charity no. 1052734 **Registered Company 03149760**

BALANCE SHEET as at 31 DECEMBER 2023

	31/12/2023	31/12/2022
	£	£
Current Assets		
Bank Balances	18,681.10	18,964.36
Charities Ethical Investment Fund	5,000.00	5,000.00
Debtors	-	-
Total Current Assets	23,681.10	23,964.36
Current Liabilities		
Creditors	480.00	461.10
Net Current Assets	23,201.10	23,503.26
Total Net Assets	**23,201.10**	**23,503.26**
Represented by		
Accumulated fund	22,227.66	21,342.32
Small Grants Scheme	973.44	2,160.94
	23,201.10	**23,503.26**

Notes on Small Grants Scheme

Balance as at 31 December 2022	2,160.94
Debit to fund of 2 small grants	-1,187.50
Balance as at 31 December 2023	**973.44**

The market value of the Investment in Charities Ethical Investment Fund at 31st December 2023 was estimated at £5,990.83.

For the year ended 31 December 2023 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 of its accounts for the year in question in accordance with section 476,

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.

CHAIRMAN **SECRETARY**

P Vasey J O'Hara

date date

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