



HASLEMERE TOWN COUNCIL

Small Grant / Green Grant Application Form¹

CONTACT DETAILS

Name of Organisation	Community Orchard Project South East (COPSE) CIC
Contact Name	Gareth Matthes
Position in Organisation	Director
Address	
Telephone	
Email	

PROJECT DETAILS

Name of Project	Community Apple Juicing, with Haslemere Allotment Holders and Educational Groups
What aspect of the project will grant money be used for. Please be as specific as possible. ²	The grant will be for the supply of Heritage apples (from Swan Barn orchard, two trugs per session) and hire of Apple Press and Scratte for a 2-hour session per site. The grant will be for four apple juicing events at Collards Lane (proved very popular in 2022); and Clammer Hill Allotment; Grayswood Forest School and The Den Afterschool Club at St. Bartholomew's Church
What benefits for the Haslemere community do you expect will result from the project? ³	Use of Heritage Apples, that may otherwise go to waste, to make fresh apple juice and to provide a fun, educational event to show children and families how to make apple juice
Scheduled project start and finish date	5 th November to 30 th November 2023

FUNDING DETAILS

Total estimated cost of the project	£125 per session/site x4
Amount of grant requested from the Town Council	£500
Have you or will you be applying to other bodies for financial assistance? ⁴	Yes – looking to also conduct apple tree planting at Grayswood Forest School with trees supplied by Surrey CC
If yes please state: To whom applied	Requested assistance from Surrey County Council Debra Lee to fund supply of several heritage apple trees for Grayswood.
Amount(s) applied for	Requested supply of 2-5 fruit trees from SCC, for Grayswood FS
Amount(s) received	Surrey CC currently considering supply of 30 fruit trees as part of a Fruitful Parish Project, which COPSE is currently developing

¹ Delete as appropriate

² Use a separate sheet if required

³ Use a separate sheet if required

⁴ HTC will not accept applications for 100% of project funding

Have you received a grant from the Town Council before? If so for how much and for what purpose? ⁵	Yes - £1,000 in 2019 to plant and protect 20 fruit trees at Grayswood Forest School
What fundraising activities will your organisation be doing to fund this project?	Waitrose and Tesco community funding

ORGANISATION DETAILS

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	No, but we are a not for profit Community Interest Company (CIC) CIC Companies House Registration Number: 12250592
Is it affiliated to a National Body? If yes please specify.	Yes – People’s Trust of Endangered Species (the National Champions of Traditional Orchards)
What are the aims and objectives of the organisation?	We create community orchard spaces for local communities to maintain as a source of local, free food; a place of casual rest, relaxation and social well-being; to encourage wildlife; for local residents to learn new skills and make new friendships
What is the geographical area covered by your organisation?	Surrey, Hampshire and Sussex
Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	Account Name: Community Orchard Project South East CIC

VALIDITY CHECKLIST

For your project to be considered you must be able to confirm the following statements:

Criteria	Tick to confirm
The project is of benefit to residents of the Council’s electoral area	Yes
You hold a bank account in the name of the organisation applying, not an individual	Yes
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.	Yes
The grant is not for a project already completed	Yes
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation’s reserves	Yes
You consent to acknowledge HTC’s contribution in your marketing / promotional material	Yes

DECLARATION

In submitting this application on behalf of the stated organisation I certify that all statements made or enclosed to be true. This application and all supporting information may be made publicly available	Signed: Print name: GARTH MATTHES
Date	16 TH October 2023

Report of the Directors and
Unaudited Financial Statements for the Year Ended 31 October 2022
for
COMMUNITY ORCHARD PROJECT SOUTH EAST CIC

COMMUNITY ORCHARD PROJECT SOUTH EAST CIC

Company Information
for the Year Ended 31 October 2022

DIRECTORS:

G P Matthes
Mrs C Matthes
A Rothwell
Dr S M Ryland

REGISTERED OFFICE:

9 Pitfold Avenue
Haslemere
GU27 1PN

REGISTERED NUMBER:

12250592 (England and Wales)

ACCOUNTANTS:

A & N (Haslemere) Limited
Aruna House
2 Kings Road
Haslemere
Surrey
GU27 2QA

COMMUNITY ORCHARD PROJECT SOUTH EAST CIC

Report of the Directors
for the Year Ended 31 October 2022

The directors present their report with the financial statements of the company for the year ended 31 October 2022.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 November 2021 to the date of this report.

G P Matthes
Mrs C Matthes
A Rothwell
Dr S M Ryland

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



.....
Mrs C Matthes - Director

Date:28/07/2023.....

COMMUNITY ORCHARD PROJECT SOUTH EAST CIC

Income Statement
for the Year Ended 31 October 2022

	31.10.22	31.10.21
	£	£
TURNOVER	12,125	6,155
Cost of sales	20,411	5,225
GROSS (DEFICIT)/SURPLUS	(8,286)	930
Administrative expenses	1,425	1,516
	(9,711)	(586)
Other operating income	10,080	3,505
OPERATING SURPLUS and SURPLUS BEFORE TAXATION	369	2,919
Tax on surplus	70	555
SURPLUS FOR THE FINANCIAL YEAR	299	2,364

The notes form part of these financial statements

COMMUNITY ORCHARD PROJECT SOUTH EAST CIC (REGISTERED NUMBER: 12250592)

Balance Sheet
31 October 2022

	Notes	31.10.22 £	31.10.21 £
CURRENT ASSETS			
Cash at bank		4,508	4,694
CREDITORS			
Amounts falling due within one year	3	70	555
NET CURRENT ASSETS		<u>4,438</u>	<u>4,139</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>4,438</u>	<u>4,139</u>
RESERVES			
Income and expenditure account		<u>4,438</u>	<u>4,139</u>
		<u>4,438</u>	<u>4,139</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2022 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on28/07/2023..... and were signed on its behalf by:



.....
Mrs C Matthes - Director

COMMUNITY ORCHARD PROJECT SOUTH EAST CIC

Notes to the Financial Statements
for the Year Ended 31 October 2022

1. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

2. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was NIL (2021 - NIL).

3. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.10.22	31.10.21
	£	£
Taxation and social security	70	555
	<u>70</u>	<u>555</u>

Chartered Accountants' Report to the Board of Directors
on the Unaudited Financial Statements of
Community Orchard Project South East CIC

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Community Orchard Project South East CIC for the year ended 31 October 2022 which comprise the Income Statement, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of Community Orchard Project South East CIC, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Community Orchard Project South East CIC and state those matters that we have agreed to state to the Board of Directors of Community Orchard Project South East CIC, as a body, in this report in accordance with ICAEW Technical Release 07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Community Orchard Project South East CIC and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Community Orchard Project South East CIC has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Community Orchard Project South East CIC. You consider that Community Orchard Project South East CIC is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Community Orchard Project South East CIC. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

A & N (Haslemere) Limited
Aruna House
2 Kings Road
Haslemere
Surrey
GU27 2QA

Date:

COMMUNITY ORCHARD PROJECT SOUTH EAST CIC

Detailed Income and Expenditure Account
for the Year Ended 31 October 2022

	31.10.22		31.10.21	
	£	£	£	£
Sales		12,125		6,155
Cost of sales				
Purchases	1,938		177	
Sub contractors	18,473		5,048	
	<u> </u>	<u>20,411</u>	<u> </u>	<u>5,225</u>
GROSS (DEFICIT)/SURPLUS		(8,286)		930
Other income				
Sundry receipts		10,080		3,505
		<u> </u>		<u> </u>
		1,794		4,435
Expenditure				
Insurance	599		265	
Advertising	57		541	
Computer costs	190		187	
Accountancy	495		516	
	<u> </u>	<u>1,341</u>	<u> </u>	<u>1,509</u>
		453		2,926
Finance costs				
Bank charges		84		7
		<u> </u>		<u> </u>
NET SURPLUS		<u>369</u>		<u>2,919</u>

This page does not form part of the statutory financial statements

COMMUNITY ORCHARD PROJECT SOUTH EAST CIC

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for the Year Ended 31 October 2022

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