



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	Jan	2019	To	31	Dec	2019

Section A Reference and administration details

Charity name Buzzworks Association (Hitchin)

Other names charity is known by Buzzworks

Registered charity number (if any) 1166441

Charity's principal address

74 Cowslip Hill	
Letchworth Garden City	
Herts	
Postcode	SG6 4EX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Calvert	Finance Manager/Admin		
2	Anne Taylor	Membership secretary		
3	Giorgio Martinelli			
4	Chris Parker			
5	Mari Stevenson			
6	Andy Cooper			
7	Rachel Scanlan			
8				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Elected by members at the AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees are proposed and voted in by the association members at the AGM.

Newly elected trustees are required to 'self-certify' that they are eligible for the position and not disqualified from holding such office

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objectives of the association are;

- To educate the public in the importance of bees to the environment
- To promote and further the craft of beekeeping

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The association delivered its objectives in 2019 through the following activities.

Educational

We hosted 5 very well-received educational visits to the Buzzworks site. We also visited a Hertford school for World Bee Day and had a pitch at the Herts County Show. The education team is slowly growing so that we hope to re-introduce Beaver Group visits next year, while continuing to host initially six school visits. We will visit a local school for World Bee Day.

Marketing

We have made a good start refreshing the facebook page and setting up twitter and Instagram accounts. It is hoped that we can find more time to really use these more actively and regularly next year.

We continued to run a monthly stall in Hitchin's Food & Craft market, selling Buzzworks Association Honey and other bee products. We also ran a number of other stalls during the year, such as the Hitchin Priory Rotary Club Spring Fayre in May and Health & Wellbeing Day in June, Triangle Community Garden's Apple Day in October, the Hitchin Tilehouse Rotary Club Food & Wine Festival in November.

We ran 2 Bee Fun days at our Buzzworks site during the beekeeping season and these have proved popular with attendance between 80-110 visitors on each day.

Training at Honeyworks Site

During 2019 we ran 2 Taster days, which were well attended with a total of 13 attendees across the 2 days. We also introduced an 'Experience Day', which included a general talk about bees & beekeeping, before we ventured into the Apiary to look at the bees. This also provided our volunteers who were not beekeepers to get more familiar with bees and beekeeping. The intension is to run these again in 2020, publicising them on the stall and website.

The association has no paid employees. All activities are carried out on a voluntary basis only. The trustees have had regard to the guidance issued by the charity commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

We received a number of small grants to support our educational activities, allowing us to add a projector & screen to the classroom to support the educational activities as well as some additional classroom materials, such as flipchart etc.

Summary of the main achievements of the charity during the year

2019 continued to be a challenging year for the association as we lost a number of active volunteers. Attracting enough volunteers to support all our activities and maintain both the Buzzworks and Honeyworks sites is a struggle. However, we have managed to continue to deliver against our main objectives by;

1. Running education sessions at our site and at local schools, as well as entertaining a number of home school visits.
2. Attracting over 200 visitors to our Bee Fun days
3. Provide Taster & Experience days at our training site
4. Generate enough funds through our activities to sustain Buzzworks Association and provide some surplus that will allow us to invest in additional marketing materials in 2019

Section E

Financial review

Brief statement of the charity's policy on reserves

The association's policy is to hold reserves equivalent to one years running costs for the Buzzworks & Honeyworks sites, including consumables required to support the Apiarists.

This equates to GBP 3,800

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

See Profit & loss summary.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Paul Calvert	
Position (eg Secretary, Chair, etc)	Finance Officer	
Date	24 th November 2020	



Buzzworks Association Hitchin

2019 Accounts

REVENUE	2019
Administration	£ -
Apiary Materials - Resale	£ -
Education	£ 336
Marketing (including Stall, Open Days etc)	£ 6,824
Membership	£ 250
Training	£ 1,200
Donations	£ -
Total Revenue	£ 8,610
GRANTS	
Grants Received (specific expenditure for Education)	£ 1,465
EXPENSES	
Administration (including insurance, hall rental)	£ 1,081
Apiary Materials	£ 1,139
Education (including Grant commitment)	£ 1,530
Marketing (including Stall, Open Days etc)	£ 2,280
Site Maintenance & Gardening	£ 2,482
Training	£ -
Total Expenditure	£ 8,512
2018 Profit & Loss	
Current Year Surplus/(Deficit)	£ 1,563
Previous Year Surplus/(Deficit) - brought forward	£ 8,543
Current Balance - surplus/(deficit)	£ 10,106
ASSETS & LIABILITIES	
Asset - Buildings & contents (based on insured value)	£ 40,642
Asset - Sales Stock (jars, labels etc)	£ 1,820
Asset - Honey stock (estimated)	£ 800
Liabilities - Equipment on loan (estimated Value)	£ (500)
Total Assets	£ 42,762

Prepared by Paul Calvert (Finance manager)
Validated by Chris Parker (Trustee)