

## Apply to register a charity

### Organisation names

**Main name**

THE POTTON FLOWER AND VEGETABLE SHOW

**Other name or acronym**

**Application number**

5174473

**Submission date**

**Special circumstances**

The financial information given has been from the last year that the show was held, 2018/19. The show was not held in 2020 due to Covid restrictions therefore the 2019/20 accounts would not be representative. We are currently planning for the Show to take place in 2021.

**If we decide to register the organisation some of the information you have given in this form will be made publicly available in accordance with section 38(1) of the Charities Act 2011. We have marked on the online form which fields we will make public.**

This form shows the information you have entered through the apply to register a charity service.

### Your contact for this application

**Your current contact is an**

Individual

**Role**

Trustee

**Name**

Ms Patricia Elizabeth Miles

**Telephone number**

01767261996

**Email address**

pe\_miles@yahoo.co.uk

### Governing document

**A governing document sets out a charity's rules; it's the key legal document that says what it is and how it will be run. Different charities have different governing documents.**

**Select the organisation's governing document type:**

Constitution

**Has the governing document been issued by an organisation or umbrella body (often referred to as an approved governing document)?**

No

CONSTITUTION 20181130.pdf

## Charity name

**This information will be made publicly available on the Charity Register.**

**The organisation's name:**

THE POTTON FLOWER AND VEGETABLE SHOW

**Is the organisation known by any other names?**

Yes

**This information will be made publicly available on the Charity Register.**

**Please list all other names here**

THE POTTON SHOW

**This information will be made publicly available on the Charity Register.**

**Do any of the organisation's names contain acronyms, initials, made-up or non-English language words?**

No

**Do any names contain words that require consent from another body?**

No

## Structure and purposes

This information will be made publicly available on the Charity Register.

Organisation's governing document:

Constitution

This information will be made publicly available on the Charity Register.

Enter the date the organisation's governing document came into effect (dd/mm/yyyy).

25/07/2005

This information will be made publicly available on the Charity Register.

Enter the organisation's purposes (also known as 'objects') exactly as they are written in its governing document.

To arrange the Potton Show and any other related activities on behalf of the people of Potton.

## Income

Enter the organisation's gross annual income:

£9,600

What proof of income are you attaching?

latest annual accounts

201819 Signed Accounts.pdf

## Classification: What

Every charity on the Register of Charities has a classification. This is so that potential donors, beneficiaries and others who search the register can find types of charities they are interested in.

Our charity classification uses four headings. These describe WHAT a charity is set up to achieve, HOW it achieves it, WHO it helps and WHERE it operates.

Choose classifications that reflect your charity's purposes and how you currently achieve them.

What is the organisation set up to achieve? (select all that apply)

This information will be made publicly available on the Charity Register.

General charitable purposes

## Classification: How

How does the organisation achieve it? (select all that apply)

This information will be made publicly available on the Charity Register.

Other

Please specify

Provides a flower and produce show.

## Classification: Who

Who does the organisation help? (select all that apply)

This information will be made publicly available on the Charity Register.

The general public/ Mankind

People living in a specified geographical area

## Where

Where does the organisation operate? (select all that apply)

This information will be made publicly available on the Charity Register.

Specific areas in England & Wales

This information will be made publicly available on the Charity Register.

Does the organisation operate in England?

Yes

Central Bedfordshire

This information will be made publicly available on the Charity Register.

Does the organisation operate in Wales?

No

## Carrying out the purpose

**The organisation's purposes are:**

To arrange the Potton Show and any other related activities on behalf of the people of Potton.

**Explain how the organisation carries out its purposes:**

The Committee organise a Flower and Produce show in September each year according to the classes detailed in a schedule which is printed earlier in the year. Judging is organised and prizes, vouchers and cups are presented to the winners.

During the competition other stalls and activities are organised to provide entertainment and refreshments for sale to raise additional funds. Similarly other stalls and events are organised at other times in order to raise funds.

**Attach any document (such as a business plan) which sets out how the organisation carries out its purposes:**

## Benefits

**What are the benefits of the organisation's purposes?**

To organise an event which provides a community focus for Potton and the surrounding area.

To encourage individuals to grow their own produce.

**Attach any document which shows how the organisation provides benefit:**

**Who can benefit from the organisation's purposes?**

Available to everyone

## Carrying out the purpose for the public benefit

**What criteria do the trustees use to decide who the organisation benefits or what work it does or supports?**

By the nature of it's activities the whole community benefits. Classes are created to enable those of all abilities and ages to enter.

**Attach any document which explains how these decisions are made:**

## Grant making

**Is the organisation a grant maker?**

No

## Membership

**Do people or organisations have to be members of the organisation to benefit from its purpose?**

No

## Providing services or facilities

**Does the organisation provide public facilities or services as a way of carrying out its purpose?**

No

## Fees and charges

**Does the organisation charge people to be a member or to access its services or facilities?**

Yes

**What services or facilities does the organisation charge for and how much does it charge?**

A nominal entrance fee is charged for entry into the competition (30p per class) and for entrance to the show site.

**Do the trustees consider the charges to be more than the poor can afford?**

No

**How have you reached this view?**

Committee discussion.

## Property

Does the organisation have use of land or property?

No

## Contact for this application

Who is the main contact for this application?

In what capacity are you submitting the application? (select one)

Trustee

Is the contact for this application an individual or an organisation?

Individual

Title

Ms

Given names (First name(s))

Patricia Elizabeth

Family name (Last name)

Miles

Suffix (e.g. M.A.)

Date of birth (dd/mm/yyyy)

24/09/1964

Please enter details of the charity contact the Commission can use to get in touch with the charity. The charity contact must be a named individual rather than an organisation.

**Position in the organisation**

Trustee

**Title**

Mrs

**Given names (First name(s))**

Claire Alison

**Family name (Last name)**

Harwood

**Suffix (e.g. M.A.)**

**Date of birth (dd/mm/yyyy)**

10/12/1961

**Address line 1**

26 CHAPMAN CLOSE

**Address line 2**

POTTON

SANDY

**Postcode**

SG19 2PL

**Telephone number**

01767261656

**Email address**

inkerwood@aol.com

## Organisation details

Please enter the organisation's public contact details

This information will be made publicly available on the Charity Register.

**Address line 1**

19 BROOK END

This information will be made publicly available on the Charity Register.

**Address line 2**

POTTON

SANDY

This information will be made publicly available on the Charity Register.

**Postcode**

SG19 2QS

This information will be made publicly available on the Charity Register.

**Organisation website**

<http://www.pottonshow.org.uk/>

This information will be made publicly available on the Charity Register.

**Organisation Telephone number**

01767260413

This information will be made publicly available on the Charity Register.

**Organisation email address**

[pottonflowervegshow@gmail.com](mailto:pottonflowervegshow@gmail.com)

**Does the organisation operate from this address?**

Yes

## Other regulators

Are you registered with any of the following regulators? (select all that apply)

Do you have a gift aid number from HMRC?

No

## Income and bank details

Please attach the organisation's latest accounts

Estimated gross annual income

£9,600

Year to date income

£0

Does the organisation have a bank account?

Yes

Is the organisation's main account a bank or a building society account?

Bank

Sort code (e.g. 001122)

309090

Bank name

LLOYDS BANK PLC, CORPORATION ST BLACKPOOL

Account number

34594960

Account name

THE POTTON FLOWER AND PRODUCE SHOW

**This information will be made publicly available on the Charity Register.**

**Next financial year end date (dd/mm/yyyy)**

31/10/2021

**Please explain how the organisation is or will be funded in the future (select all that apply)**  
**See guidance**

Public donations

**Please tell us what procedures the trustees have put in place to identify and verify the donors and consider any conditions attached to any donations? See guidance.**

Public donations are small amounts of uncollected prize money and cash received from the sale of donated show entries.

**Do you intend to claim Gift Aid on these?**

No

Other trading activities

**Please give more details**

The Committee hold a Barn Dance and Craft Fair during the weekend of the show, the proceeds of which are used to fund the show for the following year.  
The Committee also hold events such as a Flower Stall at other times during the year.

Grants

**Please advise who is providing the grants**

Potton Town Council.  
Potton Consolidated Charities.

Commercial sponsor

**Please explain the nature of this arrangement**

Local businesses provide vouchers as prizes for the competition.

**Other than Public Donations that are eligible for Gift Aid, do the trustees intend that the proposed charity will take part in any other arrangement which might reduce the amount of tax payable by any other person?**

No

Is it intended that the organisation will hold any funds or assets in overseas investment companies or trusts?

No

## Employment

Does or is it likely the organisation will employ:

- a trustee
- its founder
- a person related to a trustee
- a person related to the founder
- an organisation connected to a trustee
- an organisation connected to the founder

No

## Goods or services

Does or is it likely the organisation will buy goods or services from:

- a trustee
- its founder
- a person related to a trustee
- a person related to the founder
- an organisation connected to a trustee
- an organisation connected to the founder

No

## Other personal benefits

Are there any close links which the organisation has, or is likely to have, with any other person or body, which might be relevant to the work of the organisation?

This would include:

- Any contract or relationship with a value which represents a significant proportion of the organisation's income or expenditure;
- Any directorship, trusteeship, shareholding, membership interest or partnership held by the organisation or by any of the trustees;
- Any position of political or public authority held by any of the trustees;
- Any other arrangement or circumstance which might give rise to a conflict of interest for one or more of the trustees.

No

## Connections

Is the organisation linked to, or has it been established by a non-charitable organisation?

No

## Managing risks

Does the organisation work with children or vulnerable people?

No

## Trustee numbers

How many trustees does the organisation currently have? (total)

3

What is the minimum number of trustees the organisation's governing document says it must have?

3

Are there any special circumstances for the organisation that require all the names of the trustees to be kept off the public register (please see guidance for examples)?

No

## Trustees

Add details for each trustee separately

## Trustee details

Fields prefixed with \* will be made publicly available on the Charity Register

### Individual Trustee

Title: Ms

Specify title:

\* Given names (First name(s)): Patricia Elizabeth

\* Family name (Last name): Miles

Suffix (e.g. M.A.):

Date of appointment: 08/11/2018

\* Trustee is a chair: F

Is this trustee a trustee of another registered charity? No

### Individual Trustee

Title: Mrs

Specify title:

\* Given names (First name(s)): Janette

\* Family name (Last name): May

Suffix (e.g. M.A.):

Date of appointment: 08/11/2018

\* Trustee is a chair: T

Is this trustee a trustee of another registered charity? No

### Individual Trustee

Title: Mrs

Specify title:

\* Given names (First name(s)): Claire Alison

\* Family name (Last name): Harwood

Suffix (e.g. M.A.):

Date of appointment: 16/11/2020

\* Trustee is a chair: F

Is this trustee a trustee of another registered charity? No

**Please add the correct number of trustees to the table and make sure all entries are complete.**

**Attach your completed and signed trustee declaration. If you do not have one you can print a completed one here and get the trustees to sign it.**

**You need to confirm that the details provided in this section are correct**

I confirm that all details provided in this section are correct

## Attached documents

1. **Governing Document**
2. **Proof of Income**

## Data protection

Any information you give us will be held securely and processed only in accordance with the rules on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as necessary so that we can properly carry out our statutory functions.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

### Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

## Information we receive from other sources

We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act 2018/GDPR.

The Data Protection Act 2018/GDPR regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals. As a 'data controller' under the Act, the Charity Commission must comply with it.

You can view our full privacy notice detailing how we process your personal data as part of the charity registration process at [www.gov.uk/government/publications/register-a-charity-privacy-notice](http://www.gov.uk/government/publications/register-a-charity-privacy-notice)

## Declaration

Do you want to attach any supplementary documentation?

No

Is there any additional information that the Charity Commission should take into account?

Yes

Please provide any additional information here:

The financial information given has been from the last year that the show was held, 2018/19. The show was not held in 2020 due to Covid restrictions therefore the 2019/20 accounts would not be representative. We are currently planning for the Show to take place in 2021.

## Submitting your application for charity registration

I certify that:

- all information provided has been checked by the trustees and is correct and complete to the best of my knowledge
- all trustees agree to this submission and have read and accept the commission's privacy notice

## Application reference number

Your application reference number is:

5174473

Please quote this in all correspondence.