



West Ham Park Committee

Date: MONDAY, 7 OCTOBER 2013
Time: 12.15pm
Venue: COMMITTEE ROOMS - SECOND FLOOR WEST WING, GUILDHALL

Members: Alderman Ian Luder (Chairman)
Alderman Robert Hall
Deputy Alex Deane
Deputy Robert Howard
Wendy Mead
Barbara Newman
Jeremy Simons
Deputy Michael Welbank
Justin Meath-Baker
Robert Cazenove
Catherine Bickmore
Richard Gurney
Councillor Bryan Collier
Councillor Joy Laguda
The Rev. Stennett Kirby

Enquiries: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**
3. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in accordance with Standing Order 30.

For Decision
4. **MINUTES**
To agree the public minutes and summary of the meeting dated 22 July 2013 (copy attached).

For Decision
(Pages 1 - 4)
5. **SUPERINTENDENT'S UPDATE**
The Superintendent of West Ham Park to be heard.

For Information
6. **WEST HAM PARK MANAGEMENT PROGRESS REPORT**
A report of the Director of Open Spaces (copy attached).

For Information
(Pages 5 - 16)
7. **WEST HAM PARK TRUSTEES ANNUAL REPORT**
A report of the Chamberlain (copy attached).

For Information
(Pages 17 - 42)
8. **GREEN FLAG AWARDS 2013**
A report of the Director of Open Spaces (copy attached).

For Decision
(Pages 43 - 48)
9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

11. **EXCLUSION OF THE PUBLIC**

MOTION: that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

12. **MINUTES**

To agree the non-public minutes and summary of the meeting dated 22 July 2013 (copy attached).

For Decision
(Pages 49 - 50)

13. **WEST HAM PARK UPDATE**

The Director of Open Spaces to be heard.

For Information

14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE SHOULD AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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WEST HAM PARK COMMITTEE
Monday, 22 July 2013

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms
- Second Floor West Wing, Guildhall on Monday, 22 July 2013 at 1.45 pm

Present

Members:

Alderman Robert Hall
Alderman Ian Luder
Deputy Alex Deane
Deputy Robert Howard
Wendy Mead
Barbara Newman
Jeremy Simons
Deputy Michael Welbank
Catherine Bickmore
Councillor Bryan Collier
Councillor Joy Laguda

Officers:

Alistair MacLellan	- Town Clerk's Department
Esther Sumner	- Policy Officer, Town Clerk's Department
Alison Elam	- Group Accountant, Chamberlain's Department
Sue Ireland	- Director of Open Spaces
Martin Rodman	- Superintendent, West Ham Park and City Gardens
Bob Meldrum	- Assistant Property Services Director (Operational Property), City Surveyor's Department

1. APOLOGIES

Apologies were received from Mr Justin Meath Baker, Mr Robert Cazenove, Mr Richard Gurney, and the Reverend Stennett Kirby.

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. ELECTION OF CHAIRMAN

Following the resignation of Alderman Robert Hall as Chairman, the Committee proceeded to elect his replacement in accordance with Standing Order 29. Mrs Wendy Mead moved that Mrs Barbara Newman take the Chair whilst the election was conducted, which was agreed. The Town Clerk read out a list of Members eligible to stand and Alderman Ian Luder, being the only Member

expressing his willingness to serve, was declared the duly elected Chairman for the remainder of the year.

The Town Clerk then informed the Committee that Alderman Robert Hall had chosen to exercise his right as immediate past Chairman to become the Deputy Chairman of the Committee for the remainder of the year in accordance with Standing Order 30 (3) (a).

4. **MINUTES**

The minutes of the meeting held on Monday 10 June 2013 were approved as a correct record.

Matters Arising

Tessa Sanderson Foundation and Academy

In response to a question from a Member the Superintendent of West Ham Park confirmed that he had met with Ms Sanderson and was planning in conjunction with her a two week programme of activities in the Park in August.

5. **SUPERINTENDENT'S UPDATE**

The Superintendent of West Ham Park updated the Committee on current issues affecting the Park:

Finance

The West Ham Park budget remains in line with expected expenditure for this time of year.

Staff

West Ham Park and Nursery remain two senior members of staff below complement, and existing staff were working hard to ensure core services remain uninterrupted. The two young people on work experience from horticultural charity *Roots and Shoots* continue to do well and will be completing their placement on 31 August. Over the next few weeks officers from West Ham Park and City Gardens will be meeting with colleagues from *Roots and Shoots* and The Royal Parks to choose which three candidates, of the current six, will be taken on as full-time apprentices to train towards Royal Horticultural Society Level 2 over the next two years.

Works

Normal operational activity in the Park had been challenging recently due to the hot weather. Summer bedding had been planted around the ornamental gardens and office, whilst in the Nursery spring bedding plants have been ordered for all of the Park's main clients, and are due to be delivered over the next two weeks.

Visits

The scheduled Green Flag inspection on 13 June did not take place, with the organisers *Keep Britain Tidy* instead committing to 'mystery shop' the Park at some point over the summer to assess its Green Flag status. The *London In Bloom* judge visited the Park on 11 July and results will be announced at an awards ceremony in Richmond on 18 September.

The Committee then addressed some questions and remarks to the Superintendent:

- In response to a question from a Member, the Superintendent confirmed that native perennials were being sown in the Wildflower Area.
- In response to a question from a Member, the Superintendent confirmed that staff were taking necessary precautions in the heat, with hats, long sleeve shirts, kepis, suncream and water being provided for them.
- In response to feedback from a Member, the Superintendent stated that the floor in the Ladies toilets would be upgraded and repaired either during the winter or at the start of the next financial year. The City Surveyor confirmed that such repairs would come under the Additional Works Programme.
- In response to a question from a Member, the Superintendent confirmed that the contractor that carried out works on the changing rooms was one of the Corporation's framework contractors.

6. REVENUE OUTTURN 2012/13 - WEST HAM PARK

The Chairman introduced the Outturn report to the Committee, noting that Members of the Committee had been sent a copy of Alderman Hall's e-mail of 14 July 2013 (raising concerns with respect to an apparent significant underspend in the Additional Works Programme in 2012/13) and of the reply of the City Surveyor dated 17 July 2013 (which explained, inter alia, that over half the apparent underspend was at the reporting date committed spend which will feature in the 2013/14 report to the Committee).

The City Surveyor assured the Committee, further to his note with additional details on the AWP, that internal controls existed to ensure the appropriate use of funds, and that regular meetings took place between the City Surveyor's Department and the Open Spaces Directorate to ensure that projects were timely and appropriate. The Deputy Chairman thanked the City Surveyor for providing the additional information requested by him on the AWP and welcomed the fact that the format of subsequent reports on the AWP will include more detail.

In response to a remark from the Chairman, the Director of Open Spaces confirmed that some areas of the Open Spaces Directorate had effectively subsidised the overspend at Epping Forest to its current level of £39,000.

In response to questions from a Member, the Chamberlain confirmed that the Nursery was not operating at a loss and that its surplus had been allocated to the West Ham Park reserve, which would be used to fund repairs and enhancement works within the Park. The Director of Open Spaces noted that the current year was the first in which the current arrangement was in place for surplus from the Nursery to be allocated to the reserve.

NOTED

7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

9. **EXCLUSION OF THE PUBLIC**

RESOLVED: that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act as follows:-

Item No.	Paragraphs in Schedule 12A
10	1 and 3

10. **DIRECTOR OF OPEN SPACES UPDATE**

The Director of Open Spaces provided a verbal update to the Committee.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business.

The meeting ended at 2.16 pm

Chairman

Contact Officer: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

Agenda Item 6

Committee(s):	Date(s):
West Ham Park Committee	7 October 2013
Subject: West Ham Park Management Progress Report	Public
Report of: Director of Open Spaces	For Information
Summary	
<p>This report is to provide Members with background information relating to the uses and management of West Ham Park during the 2012/13 financial year.</p>	
Recommendations	
Members are asked to:	
<ul style="list-style-type: none">• Note the Report• Note the hard work and commitment of staff and volunteers at West Ham Park	

Main Report

Background

1. Historically, progress on the Management Plan objectives along with data collected during the year relating to the use of the park has been reported to this Committee annually.
2. Due to the absence of key senior staff this year, it has not been possible to progress as many Management Plan projects as envisaged, due to other priorities taking precedence. This report will therefore only provide background information relating to the management of the park in 2012/13. A summary of progress is attached as an appendix at the end of this report.
3. Progress reports on objectives in the revised West Ham Park Management Plan 2012-17 will resume from 2014.

Current Position

4. Through improved monitoring of all of our facilities, we are able to provide detailed information regarding participation levels for a variety of activities and make available an analysis of other factors that have an impact on the park

during the year. This range of information is provided in Appendix 1 of this report.

5. The appendix includes information relating to weather, visitor numbers, audience numbers for the free entertainment provided, and paddling pool and sports usage. In addition, the appendix provides information relating to volunteer activities and data relating to incidents that have occurred during the year, for consideration and discussion by Members.

Corporate & Strategic Implications

6. Projects and activities that take place within the park strongly support four of the five Community Strategy themes:
 - Supports our communities – by encouraging well-being and participation in volunteer activities
 - Protects, promotes and enhances our environment – by raising awareness and encouraging enjoyment of the City's open spaces
 - Is vibrant and culturally rich – by providing opportunities for people of all backgrounds and abilities
 - Is safer and stronger – evidence suggests increasing legitimate use in open space can discourage anti-social behaviour
7. Management activities also support all five strategic aims and objectives within the Open Spaces Departmental Business Plan:
 - Quality: provide safe, secure and accessible open spaces and services for the benefit of London and the Nation
 - Inclusion: Involve communities and partners in developing a sense of place through the care and management of our sites
 - Environment: Deliver sustainable working practices to promote the variety of life and protect the Open Spaces for the enjoyment of future generations
 - Promotion: Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living
 - People: Manage, develop and empower a capable and motivated workforce to achieve high standards of safety and performance

Implications

8. The park continues to improve its sustainability credentials through participation in the Departmental Sustainability Audit System, striving to improve wildlife conservation, water conservation, recycling of waste and reducing energy consumption.

Conclusion

9. Despite the challenges faced by the Park team in dealing with adverse weather conditions and a wide range of incidents, the 2012/13 financial year at West Ham Park was very successful with over a million visitors enjoying the park, its facilities and free entertainment

Appendices

- Appendix 1 - Update on key projects and an analysis of data collection relating to the management of West Ham Park

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Appendix 1 – Park Management Background Data

1. Weather conditions

- 1.1 The weather station at the Nursery recorded the following monthly average maximum and minimum temperatures for the year:

Month	Average Min (°C) 2011	Average Min (°C) 2012	Average Max (°C) 2011	Average Max (°C) 2012
April	9	6	21	15
May	10	10	21	20
June	12	12	23	21
July	13	14	23	23
August	14	15	23	25
September	13	11	23	21
October	11	8	19	15
November	8	6	14	12
December	5	4	10	10
January	5	3	10	7
February	3	2	9	7
March	6	2	17	8

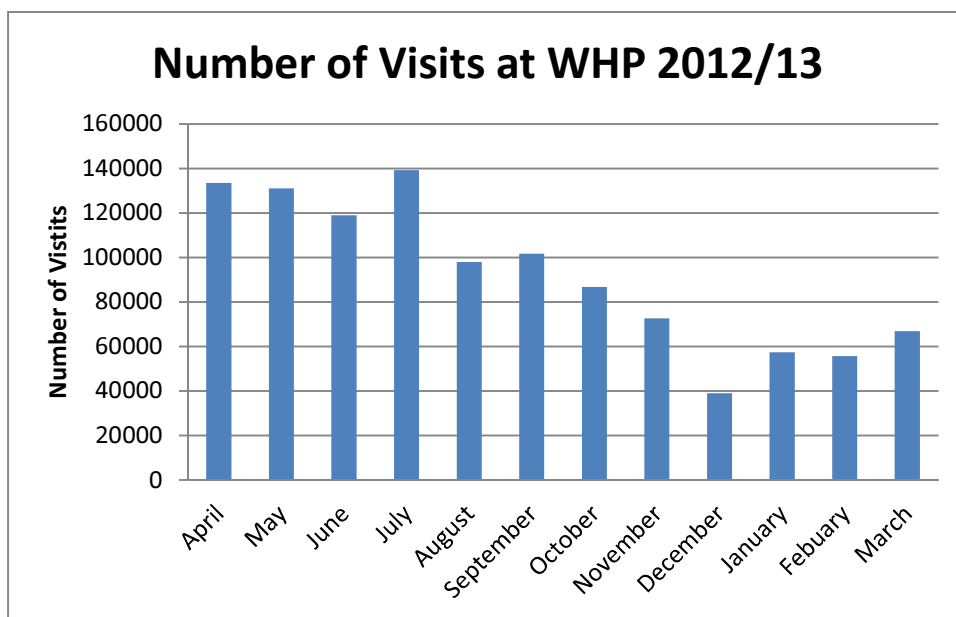
- 1.2 The weather recorded in the last year shows no extreme variance from the temperatures recorded in the preceding year. Maximum and minimum recordings show that on average 2011 was the warmer year. The hottest day recorded for 2012 was on the 18th August at 34.6 °C and the coldest day was the 17th January at -4.6 °C.
- 1.3 The weather recorded in the last year serves as a timely reminder that as part of the long term management planning process for the park, measures for dealing with such conditions and possible long term climate change must be considered. We will therefore continue to monitor temperature to enable us to respond to fluctuations in seasonal weather conditions.

2. Park visitor numbers April 2012 – March 2013

Month	Number of Visits	
	2011/12	2012/13
April	173,580	133,468
May	137,910	131,015
June	125,170	118,912
July	132,637	139,269
August	93,306	97,971
September	96,876	101,720
October	85,093	86,795

November	71,971	72,691
December	52,174	38,907
January	64,538	57,317
February	70,110	55,680
March	113,528	66,831
Totals:	1,216,893	1,100,576

2.1 Analysis of the data from 1st April 2012 to 31st March 2013 shows that the Main Gate is still the most widely used gate in the Park with over 26% of the visitors at 290,552. This is followed by Margery Gate which accounts for 20% of attendances with 220,115 visitors. The least used gate in the park is Country gate with 51,397 visitors for the year equating to 4.67%.



2.2 Unsurprisingly, given the poor weather conditions of last summer, the number of visits to the park was lower than those of 2011/12. This seems to have cancelled out any increase in usage during the Olympic Games, although visitors were very carefully marshalled from key travel hubs direct to the Olympic site, and so this is not unexpected. July 2012 saw the most visits over this time period with December 2012 having the least number of visits.

3. Use of sports facilities

3.1 The use of park sports facilities throughout the year was as follows:

- i. **Cricket pitches:** 90 games were scheduled on the two cricket pitches. 48 of these were booked by the three regular clubs at West Ham Park: Amez, Bow Rovers and Star. The remainder of the games were booked by schools.

- ii. **Cricket nets:** The three cricket nets continued to be very popular and received 529 hours of paid use. In addition, our three regular cricket teams enjoyed the free use of one practice net per week.
- iii. **Tennis:** A total of 1853 hours of tennis took place across the twelve available tennis courts throughout the year (3 courts were out of action between February and April 2013 due to refurbishment works). Over 50% of the bookings were over the weekends.
- iv. **School sports:** Eleven different local schools held their sports days in the park. There were 25 separate bookings for the running track, and 251 hourly bookings for tennis courts.

4. Newham Cricket Clinics

- 4.1 Active Newham continue to deliver cricket coaching in West Ham Park and this much valued partnership is a valuable link with the Borough enabling cricket coaching to be delivered throughout the year at minimal cost to the park, whilst providing free sports coaching for young children and adults in Newham.

5. Tessa Sanderson Foundation Academy (TSFA)

- 5.1 2012/13 saw the second year of the highly popular West Ham Park Run series, which was attended, on average, by 65 participants. There were fifteen 5km Runs every Sunday from 21st October 2012 through to 10th February 2013 (except 23rd and 30th December). The year concluded with a 10k run and, for the first time, a half-marathon, both of which start and finish in the park. This year saw over 3,000 runners participate.
- 5.2 The foundation has also provided tennis coaching sessions for local schools. Originally launched in 2011, the morning sessions allow 400 children to have taster sessions with Tessa and her professional coaches. Those that show potential are also invited to train with the Academy on Wednesday afternoons.

6. Summer Entertainment

Activity: Summer entertainment	2011	June - August 2012
Children attending	935	1278
Adults attending	523	740

- 6.1 As in previous years, free entertainment was provided from late June through to August on the bandstand. At each show, a staff member was present to observe the quality of the performance and record attendance. Staff received a number of favourable comments and noted that attendance had increased over the previous year, with 37% more children attending than in summer 2011.

7. Paddling Pool

Activity - Paddling Pool	June – September 2012
Paddling Pool open	37 days
Paddling Pool closed	65 days

- 7.1 The paddling pool opens throughout the summer on fine days from June to early September. Using our visitor monitoring form, staff recorded patterns of use and site conditions throughout the opening period.
- 7.2 Analysis of the data shows that the pool was open for 37 days during the summer, closed for 50 days due to inclement weather or lack of interest, and 15 days for repairs. During these times staff undertook other duties.
- 7.3 The visitor figures also show that, on average, ten children use the pool each hour when open, and that the most popular day was Sunday 24th July when 93 children and 40 adults (supervising guardians) used the pool in the seven hours it was open.

8. Recorded incidents

- 8.1 In common with most busy urban parks, a number of incidents took place throughout the year. For the eleventh year running, park staff have recorded all incidents in an occurrence book held in the playground office. Analysis of the records shows that during the year the staff had to deal with a variety of incidents and details are shown in the table that follows (years 2010 and 2011 provided for comparison):

Incident	Frequency		
	2010	2011	2012
Ambulance called and persons taken to hospital	18	17	13
Arson	4	6	8
Assault	21	13	3
Dangerous dogs	4	3	10
Eviction of a person from park by keepers	39	49	43
Fights broken up by keepers	8	4	8
First Aid administered to the public	80	72	102
Found goods	6	12	17
Graffiti	4	3	3
Lost children	5	10	11
Rough sleepers	0	7	5
Police called	34	28	33
Police present (uncalled)	270	165	61
Robbery reported to keepers	12	13	11
Smoking cannabis	21	18	3
Stray dogs	3	5	7
Syringes found	42	16	25
Threats to staff and members of the public	27	23	15

Vandalism	36	24	12
Vehicles entering park without permission	4	1	4

- 8.2 Although these incidents involve only a small percentage of visitors throughout the year, they continue to be an important and time consuming part of the work carried out on site. The presence of an experienced and dedicated keeping team continues to be a great asset to the site – much valued by our residents and users - and allows these incidents to be dealt with professionally and efficiently.
- 8.3 Although many of the statistics remain broadly in line with previous years, points to note include a very positive drop in assaults, cannabis smoking, vandalism and threats to staff, but with an increase in the number of reported dangerous dogs. Staff continue to work with the London Borough of Newham in enforcing Dog Control Orders in certain areas of the park, and with the Metropolitan Police Service (MPS) where incidents involve dangerous dogs. Also of note is the increase in the number of times when first aid had to be administered to members of the public, which is a welcome ‘additional service’ provided by the team, but of course has an impact on staff time.
- 8.4 The final point of note is the reduction in the number of uncalled police visits. This can be partially explained by a change in the way that the MPS are targeting gang-related crime in the area. This was exemplified by an in-depth weapons sweep exercise in early 2013, providing a high-profile presence in the form of officers, dogs and air support. This took place across a number of open spaces in the area. Police attendance on that day is not included in the figure recorded above.
- 8.5 Support from our local MPS Safer Neighbourhood Team continues to be effective throughout the year. Regular visits are made to the Park and Office in order to gather information and discuss assistance that site staff may need with particular issues. The park is represented on the West Ham Ward Panel along with other members of the community. The group meets four times a year and areas requiring attention and support are discussed and a partnership approach is adopted for resolving issues within the area.

9. Recognising Success

- 9.1 The Park achieved its fourteenth Green Flag award during the year and in addition received its fourth Green Heritage Award achieving top quartile marks. The Park also entered the London in Bloom competition, where we achieved a Gold award and Park of the Year for the second consecutive year.

10. Other volunteer activities in the Park

- 10.1 In addition to activities carried out by the Friends, other volunteers have provided assistance with a wide range of projects throughout the year. For example, through projects funded by City Bridge Trust, 4 different local primary schools, 7 classes and approximately 210 children were involved in

sowing 2,200m² of wildflower meadow. The local scouts group also assisted in other CBT funded projects such as native bulb and soft fruit planting in the Orchard. The Park has continued to support a variety of work experience candidates through our established links with a number of educational establishments, charities and volunteer agencies ranging from school children to adults who sought experience in a working environment. As always these volunteer projects and work placements benefit staff as well as the participants, as staff have direct involvement in the projects, as well as being able to pass on their skills to guide, encourage and support participants.

10.2 Members may recall that a permanent food growing garden was constructed in January 2012 using funding from the City Bridge Trust. The project aims to involve local people in food growing, illustrating how food can be grown in confined spaces in a sustainable way. The Jubilee Food Garden was officially opened by Alderman Hall in June 2012. A public planting day in May 2012 saw 20 adults and children plant various vegetables and the start of the West Ham Park Gardening club. Seven gardening club sessions were held between May and October 2012 involving 52 visits by gardening club members. We look forward to developing the gardening club further in 2013/14.

10.3 Table showing Volunteer Hours and Educational Sessions

Year	Volunteer (hours)	Educational sessions (number of attendees)	Number of educational sessions
2010/11 April - March	1494	702	26
2011/12 April - March	1574	1399	59
2012/13 April - March	1518	1159	43
% change	-3.6%	-17.2%	-27%

10.4 The table above shows the number of volunteer hours and educational sessions carried out in the park. The latter includes specific sessions teaching about different wildlife habitats and about the requirements for growing food, which are run for up to 7 local schools. Also included are sessions run by the Field Studies Council for local adults and children.

10.5 There was a slight decrease in both volunteer and educational sessions compared to the previous year. This can be attributed to the fact that 2011/12 saw an exceptional increase, particularly in number of attendees of educational sessions and the number of educational sessions carried out, from the previous year and therefore 2012/13 is a more realistic picture of what can be delivered in a year by staff. The 2012/13 figures still show a substantial increase over time when compared with only 2 years before. There has also been a focus on the quality of the training and volunteer experience, rather than just 'numbers through the door'.

11. Additional Funding

Activity: Funding	April 2012 – March 2013
City Bridge Trust Year 2	£75,000
Tessa Sanderson Foundation and Academy (indirect funding)	Refurbishment of tennis courts £100,000

- The sum of £100k was granted to the TSFA by the London Marathon Trust to refurbish courts, 3 of which were completed in April 2013.
- An application to the London Marathon Trust for a £150k grant towards the paddling pool conversion to a splash pad was turned down in December 2012.

- 11.1 The park benefitted from funding for a number of projects from the second year of the Open Spaces City Bridge Trust Application. The funding enabled us to establish a gardening club in The Jubilee Food Garden (see above), the replacement of 50% of the hedge around the tennis courts, and also assisted with the creation of several new meadow areas.
- 11.2 One of the largest projects to take place in the park in 2012/13 was the refurbishment, to a very high standard, of three of our twelve tennis courts. This was made possible through a bid submitted by TSFA to the London Marathon Trust. A small balance of the £100,000 secured by TSFA is available to put toward improvements to the remaining courts, providing additional funding can be secured.

12. Friends of West Ham Park

- 12.1 During 2012/13, four public meetings were held by the Friends at the local Scout hall and on occasion on the bandstand in the Park. At their annual meeting in June 2012, the Friends re-elected their seventh Chairman, Ms Nicky Brown, and Deputy Chairman, Mr Ron Innell who replaces Ms Charlotte Evans. At this annual meeting, the Friends suggest projects that they would like to be involved in and agree a timetable of events for the forthcoming year. The group was formed in July 2006 and are currently have 12 regularly active members and 176 additional corresponding members.
- 12.2 Through a close working relationship between the park's Outreach Officer and the elected Friends' Chairman, the group has successfully organised a number of activities throughout the year that have been of benefit to the Park. These have included monthly bird surveys and the organisation and promotion of events on their own web site www.friendsofwesthampark.btck.co.uk and Facebook. The Friends have been extremely successful in providing a diverse programme of activities that has enabled park visitors to assist in a range of projects centred on conservation, heritage, and community involvement. The park has benefitted greatly from the support of the Friends, as many of the projects could not have been achieved without their support.

13. Nursery update

- 13.1 Throughout the year, the team worked on projects set out in year three of the five year business plan. The plan has provided clear direction exploring charity, business and trading options that clearly support the objectives of the park.

- 13.2 In addition, the nursery has continued with its core role of providing a quality service to its clients, supplying over 250,000 bedding plants to internal and external clients. For the first time, these included 3 of The Royal Parks – Richmond, Greenwich and Bushy – as part of the 7-year contract for the provision of bedding. The first deliveries were made in October 2012 and these were plants that would flower throughout the winter and into spring 2013. Positive feedback was received and the exercise proved extremely helpful in streamlining the process for future deliveries. A number of bespoke floral displays were provided for high profile events and visits, including The Queen’s Diamond Jubilee and banquets for Kuwait, and for the President of the Republic of Indonesia.

Committee(s):	Date(s):
West Ham Park	07 October 2013
Subject: West Ham Park Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2013	Public
Report of: The Chamberlain	For Information
Summary	
<p>The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2013 for West Ham Park are presented in the format required by the Charity Commission.</p>	
Recommendation(s)	
<ul style="list-style-type: none">• It is recommended that the Trustee's Annual Report and Financial Statements be noted.	

Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 24th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Alison Elam

Group Accountant, Chamberlain's Department

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WEST HAM PARK
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

Charity Number: 206948

WESTHAM PARK

Trustee's Annual Report and Financial Statements for the year ended 31 March 2013

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WEST HAM PARK

Trustee's Annual Report for the year ended 31 March 2013

1. Reference and Administration Details

Charity Name:	West Ham Park
Registered Charity Number:	206948
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor, Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 2 New Street Square London EC4A 3BZ

2. Structure, Governance and Management

The Governing Document and constitution of the charity

The governing document is the Corporation of London (Open Spaces) Act 1878. The charity is constituted as a charitable trust.

Trustee Selection methods

The Mayor, Commonalty and Citizens of London known as the City of London Corporation is the Trustee of West Ham Park ("the Park"). Elected Aldermen and Members of the City of London Corporation, together with four members nominated by the heir-at-law of the late John Gurney, one member nominated by the Benefice of West Ham Park and two members nominated by the London Borough of Newham, are appointed to the Committee governing West Ham Park by the Court of Common Council of the City of London Corporation.

Policies and procedures for the induction and training of trustee

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning West Ham Park, as it considers necessary to enable the Members to efficiently carry out their duties.

WEST HAM PARK

Trustee's Annual Report for the year ended 31 March 2013

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The committee governing the charity's activities is noted above. The committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities. The Standing Orders and Financial Regulations are available from the Town Clerk at the registered address.

Details of related parties and wider networks

Details of any related party transactions are disclosed in note 14 of the Notes to the Financial Statements.

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice, a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation. A key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and activities for the Public Benefit

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The Park was purchased in 1874 from Mr John Gurney. The conveyance to the City of London Corporation provided that it was to be held on trust forever "as open public grounds and gardens for the resort and recreation of adults and as playgrounds for children and youth". The City of London Corporation agreed to maintain and preserve the Park for this purpose at its own cost. The Park is managed by a joint committee of 15 managers, eight of whom are appointed by the City of London Corporation, four by the heirs of the late John Gurney, one by the Parish of West Ham and two by the London Borough of Newham. The Park includes a nursery in which plants are grown either for use in the Park or for use for other City of London Corporation purposes on a cost plus overheads basis.

This charity is operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is to maintain and preserve the Park "as open public grounds and gardens for the resort and recreation of adults and as playgrounds for children and youth".

WEST HAM PARK

Trustee's Annual Report for the year ended 31 March 2013

4. Achievements and Performance

Key Targets for 2012/13 and review of achievement

The key targets for 2012/13 together with their outcomes were:

- Park Management Plan reviewed and adopted for 2012-17. Year one objectives implemented;
- remainder of Phase 1 Conservation Management Plan actions completed, including improvements to the playground,
- Nursery Business Plan Year 3 objectives implemented, including the successful growing and delivery of bedding plants for The Royal Parks as the first year of a seven year contract;
- Gold and Large Park of the Year award achieved in the London in Bloom Campaign;
- highly successful summer of professional sports coaching delivered in partnership with the London Borough of Newham celebrating the Olympic and Paralympic Games;
- actively contributed to Newham's Safer Neighbourhood Team and attend Ward Panel Meetings to ensure Park issues are represented;
- Meadow areas extended and 'shelter belts' planted using Year 2 grant funding from the City Bridge Trust. Hedge around tennis courts replaced with coniferous plants in order to encourage greater diversity of birds and other wildlife;
- full audit of water use undertaken and action points from the Sustainability Audit adopted into day to day working practices.
- due to the Territorial Army identifying 'The Cedars' site within West Ham Park as a key location within their national strategic accommodation review, it was not feasible for Capel Manor to use part of the site for horticultural education. Therefore following investigation, it was not possible to progress this objective.

A review of other achievements

- retention of Green Flag Award status and achievement of Green Heritage Award;
- negotiated with London Borough of Newham's Children's play services to secure free activities for young people during the summer;
- numerous events organised and led by the Friends of West Ham Park with positive feedback received from attendees.

All of the above achievements have or will contribute towards the enhancement of the Park for the benefit of the public.

WEST HAM PARK
Trustee's Annual Report for the year ended 31 March 2013

5. Financial Review

Review of financial position

Income was received from: £75,177 other grants (2011/12: £118,437), £3,770 interest (2011/12: £3,166), £239,741 sale of goods, products and materials (2011/12: £250,331), £82,719 fees and charges (2011/12: £71,951) and £108,624 from rents (2011/12: £89,843). The contribution towards the running costs of the charity amounted to £920,048 (2011/12: £1,098,909). This cost was met by the City of London Corporation's City's Cash.

Additions to land and capital expenditure on buildings are included in the financial statements as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

Reserves Policy

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve West Ham Park out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore not required. The charity has designated fund and details are set out in note 12 of the Notes to the financial statements.

Going Concern

The Trustee considers the Park to be a going concern. Please see Note 1 (b) to the Financial Statements.

WEST HAM PARK

Trustee's Annual Report for the year ended 31 March 2013

6. Plans for Future Periods

The plans for 2013/14 are:

- continue to explore funding opportunities to enable completion of the playground master plan;
- commence implementation of phase 2 actions in Conservation Management Plan including production of a Tree Strategy and feasibility study for the creation of a café in the Park;
- complete Year 4 actions identified in the Nursery Business Plan;
- participate in and achieve Silver Gilt or better in relevant categories in the London in Bloom campaign;
- using funding already secured, work with The Royal Parks and the charity Roots & Shoots to identify 3 young people to undertake horticultural training across a range of sites;
- replace perimeter fencing around tennis courts, store and cricket nets;
- provide input and participate in strategic planning and activities being led by LB Newham such as Play Partnership (Aiming High), Sports Development Partnership and other borough organisations i.e. Police, schools etc;
- implement educational and biodiversity projects using final year of City Bridge Trust Funding secured for 2011-14;
- continue to seek to reduce water and fuel usage in the Park and Nursery through adherence to the Local Improvement Plan resulting from the Sustainability Audit.

7. The Financial Statements

The financial statements consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charity.
- **Balance Sheet** setting out the assets and liabilities of the charity.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

WEST HAM PARK
Trustee's Annual Report for the year ended 31 March 2013

8. Statement of Trustee's Responsibilities (continued)

In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's governing document. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee

R.A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

Raymond Michael Catt
Deputy Chairman of
Finance Committee
Guildhall, London

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST HAM PARK

We have audited the financial statements of West Ham Park for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related Notes 1 to 14. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's Trustee in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to the Trustee in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustee and auditor

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2013, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST HAM PARK (CONTINUED)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Deloitte LLP

Chartered Accountants and Statutory Auditor
London, UK

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

WEST HAM PARK

Statement of Financial Activities for the year ended 31 March 2013

	Notes	Unrestricted Funds			2012/13 £	2011/12 £
		General Fund	Designated Fund	Restricted Fund		
		£	£	£		
Incoming Resources						
Incoming resources from generated Funds						
Voluntary income		4,067	-	74,880	78,947	121,603
Grant from City of London Corporation		920,048	-	-	920,048	1,098,909
Incoming resources from charitable activities		431,084	-	-	431,084	412,125
Total incoming resources	4	<u>1,355,199</u>	<u>-</u>	<u>74,880</u>	1,430,079	<u>1,632,637</u>
Resources Expended						
Charitable activities		1,203,184	9,995	74,511	1,287,690	1,453,377
Governance costs		133,249	-	-	133,249	164,570
Total resources expended	5	<u>1,336,433</u>	<u>9,995</u>	<u>74,511</u>	1,420,939	<u>1,617,947</u>
Net incoming resources before transfers						
		18,766	(9,995)	369	9,140	14,690
Transfer (from)/to funds	12	<u>(18,766)</u>	<u>18,766</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net incoming resources for the financial year		-	8,771	369	9,140	14,690
Reconciliation of funds						
Total funds brought forward	12	<u>-</u>	<u>140,240</u>	<u>-</u>	140,240	125,550
Total funds carried forward	12	<u>-</u>	<u>149,011</u>	<u>369</u>	149,380	<u>140,240</u>

All operations are continuing.

WEST HAM PARK

Balance Sheet as at 31 March 2013

	Notes	2013	2012
		£	£
Fixed Assets			
Tangible Fixed Assets	9	<u>129,936</u>	<u>139,931</u>
Current Assets			
Debtors	10	52,788	15,786
Cash at bank and in hand		<u>82,508</u>	<u>200,696</u>
		135,296	216,482
Creditors: Amounts falling due within one year	11	(115,852)	(216,173)
Net Current Assets		<u>19,444</u>	<u>309</u>
Total Assets less Current Liabilities		<u>149,380</u>	<u>140,240</u>
The Funds of the Charity			
Unrestricted Funds			
Designated Fund	12	149,011	140,240
Restricted Funds	12	<u>369</u>	<u>-</u>
Total charity funds		<u>149,380</u>	<u>140,240</u>

Approved and signed for an on behalf of the Trustee

The notes at pages 12 to 22 form part of these accounts.

Chris Bilsland
Chamberlain of London
22 August 2013

WEST HAM PARK

Notes to the Financial Statements for the year ended 31 March 2013

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

(a) Basis of preparation

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules, and in accordance with applicable accounting standards.

(b) Going concern

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2016/17 anticipates that adequate funding will be available to enable the City's Cash to continue to fulfil its obligations. On this basis the Trustee considers the Park to be a going concern for the foreseeable future.

(c) Fixed assets

Heritage Land and Associated Buildings

West Ham Park comprises 31 hectares (77 acres) of land, together with associated buildings, located in the London Borough of Newham. The objectives of the charity are the preservation of West Ham Park for the recreation and enjoyment of the public. West Ham Park is considered to be inalienable (i.e. may not be disposed of without specific statutory powers). Land and associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

Additions to the original land and capital expenditure on buildings are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

WEST HAM PARK

Notes to the Financial Statements for the year ended 31 March 2013

1. Accounting Policies (continued)

(c) Fixed assets (continued)

Tangible Fixed Assets

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 10
Infrastructure	15
Heavy vehicles and plant	7
Computer systems	3 to 7
Cars and light vans	5

(d) Incoming resources

Recognition of incoming resources

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are entitled to be received.

Grants received

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works.

Volunteers

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

Voluntary income

Voluntary income comprises public donations, non-government grants and interest from a capital receipt in respect of the sale of property at 240 Upton Road.

Rental income

Rental income is included in the Charity's incoming resources for the year and amounts due but not received at the year end are included in debtors.

WEST HAM PARK

Notes to the Financial Statements for the year ended 31 March 2013

1. Accounting Policies (continued)

(e) Resources expended

Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity and to governance costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

(f) Fund accounting

The Park may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 12 to the accounts. Restricted funds are those received by the Park to be used only for the purpose set out in the conditions of the grant. The purposes of these funds are described in Note 12 to the accounts.

(g) Pension costs

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership in the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charity is unable to identify its share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

(h) Cash flow statement

The Park has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it qualifies for exemption as a small entity.

(i) Governance costs

The nature of costs allocated to Governance is detailed in Note 6.

2. Tax Status of the Charity

West Ham Park is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

WEST HAM PARK
Notes to the Financial Statements for the year ended 31 March 2013

4. Incoming Resources

Incoming resources are comprised as follows:

	Unrestricted Funds	Restricted Fund	2012/13	2011/12
	£	£	£	£
Incoming resources from generated funds				
Grants	297	74,880	75,177	118,437
Interest income	3,770	-	3,770	3,166
Grant from City of London Corporation	920,048	-	920,048	1,098,909
	924,115	74,880	998,995	1,220,512
Incoming resources from charitable activities				
Sales of products or materials	239,741	-	239,741	250,331
Fees and charges	82,719	-	82,719	71,951
Rental income	108,624	-	108,624	89,843
	431,084	-	431,084	412,125
Total incoming resources	1,355,199	74,880	1,430,079	1,632,637

Grants

City Bridge Trust

Funding from the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area.

Sales, fees and charges

Sales relate to income from the sale of bedding plants. Fees and charges income relates to income received for use of sports facilities, sports tuition fees and charges for floral decorations.

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

WEST HAM PARK

Notes to the Financial Statements for the year ended 31 March 2013

5. Resources Expended

Resources expended are analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2012/13 £	2011/12 £
Charitable activities	1,164,048	123,642	1,287,690	1,453,377
Governance costs	-	133,249	133,249	164,570
Total resources expended	1,164,048	256,891	1,420,939	1,617,947

No resources are expended by third parties to undertake charitable work on behalf of the charity.

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of West Ham Park.

Governance costs

General

Governance costs relate to the general running of the charity, rather than specific activities within the charity, and include strategic planning and costs associated with Trustee meetings. These costs are borne by the City of London Corporation and charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

Auditor's remuneration and fees for external financial services

The City of London's external auditor reviews this charity as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Trust during the year or in the previous year.

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the city. However, Members may claim travelling expenses in respect of activities outside the city and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expense claims were made in 2012/13 (2011/12: Nil).

WEST HAM PARK

Notes to the Financial Statements for the year ended 31 March 2013

6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities. Support costs allocated by the City of London Corporation to the charitable activity and to governance are as follows:

	Charitable activities £	Governance £	2012/13 £	2011/12 £
Department				
Chamberlain	-	84,579	84,579	100,248
Comptroller & City Solicitor	-	2,632	2,632	14,948
Open Spaces Directorate	40,626	-	40,626	42,461
Town Clerk	-	23,591	23,591	24,995
City Surveyor	38,418	15,919	54,337	53,948
Information Systems	22,548	-	22,548	16,978
Other governance and support costs	22,050	6,528	28,578	36,556
Total support costs	123,642	133,249	256,891	290,134

The main support services provided by the City of London Corporation are:

Chamberlain	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
Open Spaces Directorate	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
Town Clerk	Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
Other governance costs	Contribution towards various costs including publishing the annual report and financial statements, central training, occupational health, union costs and the environmental and sustainability section.

WEST HAM PARK
Notes to the Financial Statements for the year ended 31 March 2013

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to West Ham Park in 2012/13 is 19 (2011/12 18) at a cost of £685,484 (2011/12 £694,596). The table below sets out the employment costs and the full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2012/13 Charitable activities	19	554,301	39,288	91,895	685,484
2011/12 Charitable activities	18	568,901	37,670	88,025	694,596

No employees earned more than £60,000 during the year (2011/12 Nil).

8. Heritage Assets

Since 1874 the primary purpose of the Charity has been the preservation of West Ham Park for the recreation and enjoyment of the public. Land and associated buildings are considered to be heritage assets. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of West Ham Park are contained in the West Ham Park Management Plan 2010. Records of heritage assets owned and maintained by West Ham Park can be obtained from the Director of Open Spaces at the principal address which is set out on page 2.

Additions made to heritage land or buildings, where relevant information is available, are included at historic cost less accumulated depreciation in accordance with Note 1 (c).

WEST HAM PARK

Notes to the Financial Statements for the year ended 31 March 2013

9. Tangible Fixed Assets

At 31 March 2013 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £129,936 (31 March 2012: £139,931) as set out below.

	Equipment £	Total £
<u>Cost</u> At 1 April 2012 and 31 March 2013	146,828	146,828
<u>Depreciation</u> At 1 April 2012	6,897	6,897
Charge for year	9,995	9,995
At 31 March 2013	16,892	16,892
<u>Net book values</u> At 31 March 2013	129,936	129,936
At 31 March 2012	139,931	139,931

10. Debtors

Debtors consist of amounts owing to the charity due within one year.
The debtors figure consists of:

	2013 £	2012 £
Rental Debtors	241	-
Other Debtors	31,202	2,321
Recoverable VAT	12,262	1,734
Payments in Advance	9,083	11,731
Total	52,788	15,786

WEST HAM PARK
Notes to the Financial Statements for the year ended 31 March 2013

11. Creditors

Creditors consist of amounts due within one year.

The creditors figure consists of:

	2013 £	2012 £
Trade Creditors	23,195	14,175
Accruals	69,727	151,309
Other Creditors	948	29,717
Receipts In Advance	21,982	20,972
Total	115,852	216,173

12. Movement of Funds during the year to 31 March 2013

	Balance at 1 April 2012 £	Net (outgoing) /incoming resources £	Transfers £	Balance at 31 March 2013 £
Unrestricted Funds				
<i>General Funds</i>	-	18,766	(18,766)	-
<i>Designated Funds</i>				
West Ham Park Nursery	309	-	18,766	19,075
Tangible Fixed Assets	139,931	(9,995)	-	129,936
	140,240	(9,995)	18,766	149,011
Total Unrestricted Funds				
Restricted Funds				
City Bridge Trust	-	-	369	369
Total Restricted Funds	-	-	-	369
Total Funds				

WEST HAM PARK

Notes to the financial statements for the year ended 31 March 2013

12. Movement of Funds during the year to 31 March 2013 (continued)

Notes to the funds

Designated funds

West Ham Park Nursery

The West Ham Park Nursery produces seasonal plants for all the open spaces maintained by the City of London, as well as a floral decoration service for ceremonial functions at Guildhall, Mansion House and other City of London Corporation buildings. At the end of the year, any trading surplus or deficit on the General Fund is transferred to a Designated Fund which is the total net accumulated surplus held against possible future deficits on the Nursery account.

Tangible Fixed Assets

Designated funds consist of Tangible Fixed Assets at historic cost less accumulated depreciation in accordance with Note 1 (c).

Restricted funds

City Bridge Trust

Funding from the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area.

13. Pensions

The triennial valuation undertaken as at 31 March 2010 revealed a reduced funding level of 86% (from 87% in 2007). Following this valuation, the contribution rates to be applied for 2011/12, 2012/13 and 2013/14 are 17.5%.

In 2012/13, the total employer's contributions to the pension fund for staff employed on City's Cash activities (including West Ham Park) were £6.1m amounting to 17.5% of pensionable pay. The figures for 2011/12 were £6.0m and 17.5% of pensionable pay.

Although the Pension Fund is a defined benefit scheme, for the purpose of FRS 17 City's Cash (and therefore West Ham Park) is unable to identify its share of the underlying assets and liabilities. Consequently the pension arrangements are treated as a defined contributions scheme in the City's Cash and these accounts. The deficit of the scheme calculated in accordance with FRS 17 by independent consulting actuaries at 31 March 2013 is £342m (2011/12 £351m).

WEST HAM PARK

Notes to the financial statements for the year ended 31 March 2013

14. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources Expended" and an explanation of these services is set out in note 6 to for the support costs of £256,891. The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £920,048 as shown in note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable Trusts. These Trusts do not undertake transactions with West Ham Park. A full list of other charitable Trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Park are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct.
- a register of interests is maintained.
- pecuniary and non-pecuniary interests are declared during meetings.
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and officers interests which require separate reporting. Transactions are undertaken by the Park on a normal commercial basis.

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Agenda Item 8

Committee(s):	Date(s):	Item no.
Open Spaces and City Gardens Committee	7 th October 2013	
West Ham Park Committee	7 th October 2013	
Epping Forest and Commons Committee	9 th September 2013	
Hampstead Heath, Highgate Wood and Queen's Park Committee	23 rd September 2013	
Subject: Green Flag Awards 2013	Public	
Report of: Director of Open Spaces	For Decision	
<p><u>Summary</u></p> <p>Once again the City of London Open Spaces have been successful in the Green Flag and London in Bloom award schemes. This report provides information about the process and the value of these awards.</p> <p>Recommendation</p> <p>(i) That the great success achieved by the City of London's Open Spaces in the Green Flag and London in Bloom Awards is noted and reported to the Court of Common Council on the 24th October 2013.</p> <p>(ii) That the members of staff and volunteers at all the Open Spaces are congratulated on their contribution to the success in the awards.</p>		

Main Report

Background

1. The Green Flag Awards are designed to recognise the best green spaces in the country. The Green Flag Scheme is owned by the Department of Communities and Local Government, who license the management of the scheme to a consortium led by Keep Britain Tidy.

2. Since 1997 the Awards have set the standard for the management of parks and green spaces. Awards are made on an annual basis, and sites must re-apply each year to maintain their status.
3. Parks and green spaces are judged against the following eight criteria:
 - **That it is a welcoming place** (judges will look for good access and good signage)
 - **That it is healthy, safe and secure** (for example equipment and facilities are safe, dog fouling is addressed, adequate health and safety policies are in place)
 - **That it is clean and well maintained** (policies on litter, vandalism and maintenance are in place and in practice)
 - **Sustainability** (that environmentally sound techniques are used in the management)
 - **Conservation and heritage** (natural features, landscapes, building and structural features are appropriately managed.)
 - **Community involvement** (the site should actively pursue the involvement of members of the community and have knowledge of the patterns of use of the site)
 - **Marketing** (a marketing strategy should be in place and the space should be promoted as a community resource)
 - **Management** (a management plan should be in place, actively implement and regularly reviewed)

2013/14 Green Flag Awards

4. All of the City of London's Open Spaces were successful in retaining their Green Flag status. Nine sites received additional Green Heritage Awards: Epping Forest, Ashted Common, Kenley Common, Burnham Beeches, Hampstead Heath, Highgate Wood, West Ham Park, Bunhill Fields and the Cemetery and Crematorium.
5. Feedback reports from judges have been received for a majority of the sites for the green flag awards. A summary of the feedback received is attached as an appendix.

Other Awards

6. Open Spaces sites have once again taken part in London in Bloom. City of London was also nominated by London in Bloom to be a finalist in Britain in Bloom for 2013. Results of both these competition were not

available at the time the report was prepared, but will be available at the time of the committee meeting.

Corporate and Strategic Implications

7. The achievement of Green Flag Awards supports many of the themes of the City Together Strategy relating to supporting communities, protecting, promoting and enhancing the environment and ensuring that the City is vibrant and culturally rich.

Conclusion

8. The achievement of these awards provided independent recognition of the successful work of volunteers, members of staff and elected members in ensuring the Open Spaces are well managed. The Green Flag Award Scheme provides the impetus for on-going improvement at each site and provides a good benchmark against which the quality of our sites can be measured.
9. The Open Spaces' success in winning these awards will be reported to the Court of Common Council on the 24th October 2013.

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Appendix One

Summary of feedback received from Green Flag Award Judges Highlights

I really enjoyed visiting this little gem of a site [**Bunhill Fields**]. Happy to have scored it high because I couldn't help but be fascinated by its slight unusual public open space that delivers far more than it perhaps should for such a small site.

Epping Forrest is simply the 'Jewel in a suburban Crown'. The site offers the visitor a wealth of historical and leisure activities in an area of outstanding natural beauty. The site has in the past and continues now and I feel confident in saying into the future, been maintained and preserved by the City of London to a very high standard for everyone to enjoy. It was evident during the tour that this historical site is being managed by a very professional Team of 'Curators' and volunteers of different skills and expertise who work together to protect and enhance this site for the benefit of everyone.

Considering the scale of **Heath**, the maintenance is excellent, little evidence of litter and the standards of maintenance of the grassland, turf, trees, shrubs and ornamental plantings is very good.

The [**Coulsdon Common**] based teams and all other staff members who apply their skills to maintaining the site along with the volunteers should be duly congratulated on their efforts of maintaining this fascinating and diverse common.

Riddlesdown A good site and well managed. A dedicated group of staff who take pride in their work and are willing to share their knowledge with others.

Simon and the Team at the **Heath** are doing a great job. The scale of the Heath with all its complexities is being managed well and delivering good quality results on the ground. New ideas are being introduced and exciting features are being developed thereby maximising the visitor experience alongside the conservation of the natural and built environments.

The [**Highgate Wood**] Conservation Management Plan is a pleasure to read. It demonstrates good management of the site and provides a clear understanding of aims and objectives. A lot of thought has gone into managing the site in a sensitive way, addressing the needs of site users, whilst mitigating the impact on the natural environment.

[**Burnham Beeches** is a] well managed site with high quality facilities much used by the local community as well as people from further a field. The dedication of the management team and park staff shows through in the pride in the site.

The **Queens Park** residents association seems to have a big impact on the running of the Park along with the Queens Park Joint Consultative group.

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Agenda Item 12

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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