



West Ham Park Committee

Date: MONDAY, 12 OCTOBER 2015
Time: 1.45 pm
Venue: COMMITTEE ROOMS - SECOND FLOOR WEST WING, GUILDHALL

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

Enquiries: Natasha Dogra
natasha.dogra@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

3. **MINUTES**

To agree the minutes of the previous meeting.

For Decision
(Pages 1 - 6)

4. **SUPERINTENDENT'S UPDATE**

Report of the Superintendent of West Ham Park.

For Information
(Pages 7 - 10)

5. **TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS 2014/15**

Report of the Chamberlain.

For Information
(Pages 11 - 36)

6. **OPEN SPACES LEARNING PROGRAMME**

Report of the Director of Open Spaces.

For Information
(Pages 37 - 42)

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

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

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.

For Decision

Part 2 - Members Only

10. **PRIVATE MINUTES OF THE PREVIOUS MEETING**

Private minutes to be circulated to Members separately.

For Decision

11. **SERVICE BASED REVIEW UPDATE**

Report of the Director of Open Spaces to be circulated to Members separately.

For Decision

WEST HAM PARK COMMITTEE Monday, 27 July 2015

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms
- Second Floor West Wing, Guildhall on Monday, 27 July 2015 at 1.45 pm

Present

Members:

Deputy Robert Howard
Alderman Ian Luder
Wendy Mead
Barbara Newman
Jeremy Simons
Graeme Smith
Michael Welbank
Justin Meath-Baker (Ex-Officio Member)
Robert Cazenove (Ex-Officio Member)
Catherine Bickmore (Ex-Officio Member)
Richard Gurney (Ex-Officio Member)
Councillor Joy Laguda MBE (Ex-Officio Member)

Others Present:

Virginia Rounding
Verderer Peter Adams

Officers:

Natasha Dogra	Town Clerk's Department
Scott Morgan	Town Clerk's Department
Paul Double	Remembrancer
Sue Ireland	Director of Open Spaces
Martin Rodman	Superintendent Parks & Gardens
Esther Sumner	Open Spaces Business Manager
Louisa Allen	City Gardens Manager
Lucy Anne Murphy	West Ham Park Manager
Edward Wood	Comptroller & City Solicitor's Department
Alison Elam	Group Accountant, Chamberlain's
Patrick Hegarty	Technical Manager, Open Spaces

1. APOLOGIES

Apologies had been received from Deputy Alex Deane, Councillor Bryan Collier and Reverend Stennett Kirby.

2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

Deputy Robert Howard declared a non-pecuniary interest in item 16 as he was a School Governor at Capel Manor College.

3. ORDER OF THE COURT OF COMMON COUNCIL

Resolved – that the Order of the Court of Common Council be received.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order 29. The Town Clerk read out a list of Member's eligible to stand and Alderman Ian Luder, being the only Member to express his willingness to serve, was declared the duly elected Chairman of the Committee for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order 30. The Town Clerk read out a list of Member's eligible to stand and Graeme Smith, being the only Member to express his willingness to serve, was declared the duly elected Deputy Chairman of the Committee for the ensuing year.

6. **MINUTES**

Resolved – that the minutes of the previous meeting be agreed as an accurate record.

Matters Arising:

- The Chairman queried whether Members preferred the new format of the Committee dinner, and Members agreed that the arrangements had been suitable and that it was an enjoyable evening.
- Officers confirmed that the West Ham Park charitable objective wording was correctly recorded in the business plan.

7. **VARIOUS POWERS ACT UPDATE**

The Committee received an update from the Remembrancer informing Members that the City was seeking agreement to the promotion of a private Bill in Parliament to make changes to the legislative framework governing the City Corporation's Open Spaces. The principal aims of the changes would be to clarify and expand the management powers available to the Corporation, to increase opportunities to generate revenue for the benefit of the Open Spaces (consistently with their status as public places of recreation and enjoyment), and to strengthen enforcement powers.

Members were informed that the Bill was no longer intended to apply to West Ham Park as, owing to the particular legal position of that land, parliamentary powers were not considered necessary in order to achieve the relevant management objectives.

Resolved – that the update be received,

8. **SUPERINTENDENT'S UPDATE**

The Committee received an update from the West Ham Park Manager and noted that the park had been awarded a Green Flag and Green Heritage Award this year. Members congratulated Officers on this achievement.

Members were informed that a public consultation had been taking place during June and July in regards to three benches situated adjacent to Aileen Walk. Antisocial behaviour had been taking place near the benches. Officers were

sifting through the responses now, and the current opinion seemed to be split. Members suggested that as the days got shorter and the park closed earlier perhaps the problem would solve itself.

The Committee were informed that unfortunately Oak Processionary Moth (OPM) had recently been discovered in Stratford and New Spitalfields areas. The Director of Open Spaces chaired the OPM advisory group for the Forestry Commission, and was supporting the London wide challenge in managing this pest. The Forestry Commission secured funding from DEFRA, which had been affecting parts of west and south east London.

At this stage the costs had been limited to nest removal but the costs of spraying were not yet quantifiable. Members noted that these costs to date had been met from the Director of Open Spaces' local risk budget. If, regrettably, the incidence spreads and becomes of a much larger scale, the Chamberlain had agreed in writing that a request against contingencies could be considered.

Resolved – that the update be received.

9. **GRANTS REVIEW**

The Committee considered a report of the Deputy Town Clerk concerning the outcome of the cross-cutting review of the City Corporation's grant giving activities.

It was noted that the proposals had been considered by the Resource Allocation Sub-Committee and Policy and Resources Committee, and were recommended for approval subject to responsibility for strategic oversight and performance management of the City Corporation's grant giving activities being given to the Finance Committee rather than to the Finance Grants Sub-Committee.

The Committee acknowledged that a de minimis limit would need to be established as part of the governance process.

The Committee noted the resolution from the Open Spaces and City Gardens Committee that a Working Party should be formed to discuss the matter. The group would consist of up to three Members from the Open Spaces & City Gardens, Epping Forest & City Commons and Hampstead Heath, Highgate Wood & Queens Park Committees, 1 Member of the West Ham Park Committee and 1 representative of the Finance Grants Sub Committee. Members nominated Councillor Bryan Collier as their representative and suggested that the Town Clerk seek his availability.

The Working Party would meet on 16 September at 9:30am and 25 November at 3:30pm and each meeting would last 1 hour.

RESOLVED – That approval be given for a more structured approach to grant giving which was jointly governed by all Open Spaces and which was publicised and managed as part of the City Corporation's suite of grants programmes.

10. **BUSINESS PLAN OUTCOME REPORT - QUARTER 1 2015/16**

The Committee were presented with the outcome of the first quarter of the 2015/16-17/18 business plan. It included the divisional roadmap. Currently the Sports, Learning, and Lodges & Operational Property programmes were reporting as amber. All other programmes were green.

Members also reported on the Key Performance Indicators to date. There was still further work to be done in developing meaningful baskets of indicators for Finance and Developing Our Staff.

Resolved – that the update be received.

11. **REVENUE OUTTURN 2014-15**

The Committee received a report comparing the revenue outturn for the services overseen by the Committee in 2014/15 with the final agreed budget for the year. In total, there was a better than budget position of £54,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

Resolved – that the update be received.

12. **REVIEW OF LODGE ALLOCATION AT WEST HAM PARK**

The Committee received a report informing Members that the Open Spaces Department required employees in certain roles to reside in residential accommodation on site for the better performance of their duties and to provide an out-of-hours callout service. West Ham Park had 10 such properties.

Members were informed that due to historic reasons, not all lodges were allocated in accordance with the best fit for the service and it was desirable to rectify this situation for the future. The simplest way to achieve this was through natural turnover, as staff retired or left the organisation. The allocation model identified that only 8 lodges were required to fulfil a fair but fit-for purpose callout rota.

In response to a query, Members noted that by relocating some staff, it was possible to free up 2 neighbouring lodges that are self-contained, in that they can be easily separated from the Park and nursery complex, and have direct access to the main road.

Discussions ensued regarding the Right to Buy scheme and Officers informed Members that the City Corporation could robustly challenge any attempt from tenants to purchase the property. The Chairman suggested that the gardens of each property be let under a separate short term lease agreement which could help mitigate the risk of any Right to Buy claims.

Resolved – That the following be agreed:

- the revised model for lodge residency, recognising that this will be implemented over time through natural turnover of staff;
- that 240 and 242 Upton Lane, identified as surplus to service need, be

let to the open market as residential accommodation on the best terms that can reasonably be obtained;

- delegate authority to the Director of Open Spaces, Comptroller & City Solicitor and the City Surveyor to undertake the necessary works to render the properties suitable for letting, to agree appropriate terms and management arrangements, and to complete the necessary documentation;
- that officers report back to a future meeting of this Committee to advise Members of the letting arrangements agreed under Recommendation 3 above.

13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT.

The Committee considered a report of the City Surveyor which set out the provisional list of cyclical projects being considered for West Ham Park in 2016/17. The list totalled £5,500 and would continue the ongoing maintenance of the property and infrastructure assets.

Resolved – that the report be received.

16. EXCLUSION OF THE PUBLIC

MOTION - It was agreed 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.

17. NURSERY SERVICE REVIEW

Members of the Committee considered a confidential report regarding the Nursery Service Review.

The meeting ended at 3.00 pm

Chairman

Contact Officer: Natasha Dogra
natasha.dogra@cityoflondon.gov.uk

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Committee: West Ham Park Committee	Date: 12 th October 2015
Subject: Superintendent's update October 2015	Public
Report of: Superintendent of Parks & Gardens	For Information
<p>Summary</p> <p>This report provides an update to Members of the West Ham Park Committee on management and operational activities at West Ham Park since July 2015.</p> <p>Recommendation</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Note the report. 	

Main Report

Budget

1. The West Ham Park budget is in line with agreed budget profiles. Income from sport is higher than expected due to good weather in May and June. The summer bedding plants produced by the nursery were well received by our clients with good feedback received from all. Demand for floral displays has been very low. To date several quotes have been completed for forthcoming events, however only two small events have been delivered by the team. This coming autumn the team will decorate the Great Hall for the China State Banquet and also provide pot plants to decorate the corridors at Guildhall for the Lord Mayors Banquet, however as in previous years it is not expected that we will meet our income targets for floral decorations this financial year.

Personnel

2. The nursery has a full complement of staff. The joint apprenticeship scheme between the City of London, Roots and Shoots and the Royal Parks (funded by the City Bridge Trust – Growing Localities fund) has come to an end. The parks apprentice successfully completed his Level 1 City and Guild Certificate in English and Maths and achieved his NVQ Level 1 in Horticulture. Further work based training and short term work placements to Golders Hill Park and City Garden's helped to build his confidence. He has secured a permanent job with a landscaping firm in North London.

3. One of our gardeners is retiring from gardening duties in the park at the end of October after 35 years of service. Recruitment for a replacement gardener is currently taking place, 5 applications have been shortlisted for interview.

Operational Activities

4. The end of July saw the return of Capital Kids Cricket's West Ham Summer Cricket Camp. The camp, aimed at 8 – 16 year olds of all abilities, took place in West Ham Park and provided an opportunity for children from the local community to learn new skills, meet new friends, exercise and, have fun. As a result of the camp some of the children have joined West Ham Cricket Club.
5. September has seen the start of the football season, with Laron FC returning to the park to play matches, along with a new team AC Milano. A children's coaching squad will be operating in the park from the end of September also.
6. On the 15th September, officers attended the London in Bloom finalist award celebrations. The park received a Silver Gilt award in the Large park (over above 25 acres category).
7. The Park Manager has been working with the Lawn Tennis Association (LTA) to create a Tennis Development Plan for the park and secure funding towards the refurbishment of 9 tennis courts (the remaining 3 were resurfaced in 2012/13). Quotes for the works are currently being sought with the City Surveyor and it is expected that work will begin in January 2016, with the courts being opened to the public in May.

Community, Volunteering, Outreach and Events

8. In July the Park commissioned local artist Sonia Patel Ellis to install an exhibit on the West Ham Park bandstand. The exhibit, titled 'The Story Without' was part of the Forest Gate Arts Trail and took the form of a pop-up Victorian library exploring the links between nature, art, books and local history and paying particular homage to former resident, physician and botanist Dr John Fothergill. The exhibit attracted over 170 visitors over three weeks and formed part of our Love Parks Week celebrations.
8. Throughout August the parks Outreach, Biodiversity and Education officer delivered a Summer Wildlife Club every Tuesday for local families looking for inspiration over the school holiday period for fun, free activities to entertain the children. Activities included wildlife exploration, pond dipping, minibeast hunts, crafts and games and saw 65 local children taking part. Following the return of the schools this autumn the parks learning programme has delivered outdoor education sessions to 119 students from local schools.
9. In collaboration with the Friends of West Ham Park we have delivered three educational bat walks in the Park to 179 visitors, including 69 cub scouts from the Newham Scout District. The bat walks were thoroughly enjoyed by all those that attended and have even inspired some students to hand in bat inspired homework following their extra-curricular participation on the West

Ham Park walks. Over the summer months the friends conducted 60 second surveys the results of which are currently being collated.

10. The gardening group have had a bountiful crop of vegetables throughout the summer. Potatoes, tomatoes, leeks, onions, cabbages, kale, runner and French beans, herbs, salad leave, carrot, beetroot, chilies and spinach have all been collected by the 8 regular members and other volunteers. A three bin compost system has been added to the garden and will be used to enrich the soil over the winter months.

Photograph1: Gardening Group and produce collected during one volunteer session in the garden.



11. The Challenge Network are returning to the Park to complete their National Citizenship Service programme through September 2015. 54 volunteers delivered a range of community engagement initiatives in the Park on the 19/20 September and 26 volunteers helped deliver practical conservation tasks as part of the Parks wildflower meadow maintenance plan the following week, contributing towards the parks biodiversity goals. The wildflower meadow maintenance plan for the Park was developed following a site visit to Hampstead Heath to share knowledge with colleagues experienced in conservation and countryside management and bring this back to West Ham Park.
12. The Park has successfully secured 105 native tree saplings free of charge from the Woodland Trust as part of their community tree packs initiative, which will be planted with the support of local volunteer groups this winter.

Property Matters

13. Existing clients have now been notified about the closure of the Nursery. Following a meeting with The Royal Parks (TRP) and formal written notification, they have responded expressing sadness at the loss of the service, but understanding that this was a necessary business decision. TRP have also expressed gratitude at our intention to honour deliveries up to and including summer bedding next year (delivered June 2016), as this will give them time to source an alternative supplier. They clearly stated their intention to keep sourcing costs to an absolute minimum through robust procurement,

in order to minimise the ongoing impact to the City of London for the duration of the contract (final bedding season autumn 2018). This will result in a revenue-type discharging of our obligation to them, which will be agreed formally in due course.

14. Whichever option or combination of options is selected for the future of the Nursery site, this will automatically trigger the City's Project Procedure due to its value (i.e. greater than £50,000). Consequently, it is desirable to begin the Project Procedure's gateway reporting process sooner rather than later. This will entail reporting to Projects Sub-Committee as well as your Committee, and potentially Corporate Asset Sub-Committee. Consultation with your Committee regarding future options will remain paramount, regardless of the various committee routes.
15. Conversations have continued with Newham Council and Park Primary school regarding the proposed installation of an access gate on the Ham Park road edge of the park. Final designs are being drawn up by their planning department for submission to your committee in December.

Lucy Murphy
West Ham Park Manager

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Committee(s)	Dated:
West Ham Park	12102015
Subject: West Ham Park Trustee's Annual report and Financial Statements for the Year Ended 31 March 2015	Public
Report of: The Chamberlain	For Information

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2015 for West Ham Park are presented in the format required by the Charity Commission.

Recommendation

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 10th 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.

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2015

Derek Cobbing

Chamberlains Department

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***WEST HAM PARK
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015***

Charity Number: 206948

WESTHAM PARK

Trustee's Annual Report and Financial Statements for the year ended 31 March 2015

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WEST HAM PARK

Trustee's Annual Report for the year ended 31 March 2015

1. Reference and Administration Details

Charity Name:	West Ham Park
Registered Charity Number:	206948
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor and 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:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The Governing Document and constitution of the charity

The governing documents are the indenture dated 20 July 1874 and the schemes approved by the Charity Commission on 12 May 1981 and 27 September 1991. The charity is constituted as a charitable trust.

Trustee selection methods

The Mayor and Commonalty and Citizens of the City of London known as the City of London Corporation is the Trustee of West Ham Park ("the Park"). The Park is managed by the West Ham Park Committee consisting of fifteen 'managers' or members. Eight members are appointed by the Court of Common Council of the City of London Corporation (traditionally elected Alderman and Common Councilmen of the City of London Corporation), together with four members appointed by the heir-at-law of the late John Gurney, one member appointed by the incumbent or priest in charge of the benefice of West Ham Park, and two members appointed by the Council of the London Borough of Newham.

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 2015

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 2015

4. Achievements and Performance

Key Targets for 2014/15 and review of achievement

The key targets for 2014/15 together with their outcomes were:

- **Plan for implementation of budget savings agreed with the Chamberlain as part of the corporate Service Based Review process.** Savings agreed with the Chamberlain as part of the corporate Service Based Review process have been allowed for in the 2015/16 budget as part of the budget planning process.
- **Undertake a full review of the Nursery business performance in preparation for revision of Nursery Business Plan in 2015.** A full review of the Nursery service has been undertaken by a specialist external consultant. The results of this review will be presented to Committee early in the 2015/16 financial year to enable a decision to be made about future service provision by the Nursery.
- **Undertake feasibility study for a potential café concession at West Ham Park.** A feasibility study for a potential café concession at West Ham Park has been undertaken in conjunction with the City Surveyor. Although it was found that a café would not be viable, it was agreed that, in advance of the current mobile concession ending in November 2015, the feasibility of a more extensive food offer is investigated that will be of greater benefit to the community.
- **Refurbishment of a further 6 tennis courts.** The refurbishment of a further 6 tennis courts did not take place in 2014/15. Following a meeting with the City Surveyor and the Lawn Tennis Association at which potential further partnership funding was identified, it was agreed that Additional Works Programme monies allocated for the courts in 2014/15 would be carried forward to enable a larger scale project to take place in 2015/16.

A review of other achievements

- A full calendar of events has taken place throughout the year in order to enrich the visitor experience for the local community; many of these have been in conjunction with the Friends of West Ham Park;
- The grant-funded gardening apprentice is nearing completion of their second academic year and has successfully completed all coursework to date;
- A refurbishment of the sunken area around the bridge within the ornamental gardens has taken place;
- A Tree Safety Policy has been written and adopted;
- West Ham Park's tree stock has been captured on an electronic tree management database and all recommended tree work has been completed by a framework contractor.

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 2015

5. Financial Review

Review of financial position

Income was received from: £50 public donations (2013/14:£50) £30,406 other grants (2013/14: £141,091), £1,406 interest (2013/14: £1,834), £243,928 sale of goods, products and materials (2013/14 £233,292), £54,506 fees and charges (2013/14: £39,171) and £97,230 from rents (2013/14: £96,567).The contribution towards the running costs of the charity amounted to £990,409 (2013/14: £1,046,778). 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 and restricted 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 2015

6. Plans for Future Periods

The plans for 2015/16 are:

- Plan for the implementation of 2016/17 budget savings agreed with the Chamberlain as part of the corporate Service Based Review process;
- Review the terms of the mobile catering concession with the aim of attracting a more comprehensive catering offer for the next three years;
- Investigate the feasibility of letting surplus lodge accommodation on a commercial basis;
- Implement the recommendations of the Nursery service review after reporting to Committee;
- Align the park's current education provision to the Education Strategy and support the bid for grant funding to ultimately achieve sustainable learning at West Ham Park.

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.

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.

WEST HAM PARK
Trustee's Annual Report for the year ended 31 March 2015

8. Statement of Trustee's Responsibilities (continued)

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 on 21 July 2015.

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

J.P. Mayhew
Deputy Chairman of
Finance Committee
Guildhall, London

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

We have audited the financial statements of West Ham Park for the year ended 31 March 2015 which are set out on pages 10 to 22. 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, as a body, in accordance with Chapter 3 of Part 8 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 them 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 its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustee's Responsibilities Statement set out on pages 6 and 7, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 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 (APB'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 trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustee's Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2015, 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 TRUSTEE 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.

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street
London
EC1A 4AB

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

WEST HAM PARK

Statement of Financial Activities for the year ended 31 March 2015

	Notes	Unrestricted Funds			2014/15	2013/14
		General Fund	Designated Fund	Restricted Fund		
		£	£	£		
Incoming Resources						
Incoming resources from generated Funds						
Voluntary income		1,456	-	30,406	31,862	142,975
Grant from City of London Corporation		990,409	-	-	990,409	1,046,778
Incoming resources from charitable activities		395,664	-	-	395,664	369,030
Total incoming resources	4	<u>1,387,529</u>	-	30,406	1,417,935	1,558,783
Resources Expended						
Charitable activities						
Governance costs		1,320,410	9,995	61,671	1,392,076	1,493,101
		102,117	-	-	102,117	98,608
Total resources expended	5	<u>1,422,527</u>	9,995	61,671	1,494,193	1,591,709
Net (outgoing)/incoming resources before transfers						
		(34,998)	(9,995)	(31,265)	(76,258)	(32,926)
Transfer (from)/to funds	12	<u>34,998</u>	<u>(34,998)</u>	-	-	-
Net (outgoing)/incoming resources for the financial year		-	(44,993)	(31,265)	(76,258)	(32,926)
Reconciliation of funds						
Total funds brought forward	12	-	83,509	32,945	116,454	149,380
Total funds carried forward	12	<u>-</u>	<u>38,516</u>	<u>1,680</u>	40,196	116,454

All operations are continuing.

WEST HAM PARK

Balance Sheet as at 31 March 2015

	Notes	2015 £	2014 £
Fixed Assets			
Tangible Assets	9	<u>109,946</u>	<u>119,941</u>
		109,946	119,941
Current Assets			
Debtors	10	23,488	30,352
Cash at bank and in hand		<u>46,965</u>	<u>200,467</u>
		70,453	230,819
Creditors: Amounts falling due within one year	11	(140,203)	(234,306)
Net Current Liabilities/Assets		<u>(69,750)</u>	<u>(3,487)</u>
Total Assets Less Current Liabilities		<u>40,196</u>	<u>116,454</u>
The funds of the charity			
Unrestricted income fund			
Designated Funds	12	38,516	83,509
Restricted Fund	12	1,680	32,945
Total Charity Funds		<u>40,196</u>	<u>116,454</u>

Approved and signed for ad behalf of the Trustee

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

Dr Peter Kane
Chamberlain of London
21 July 2015

WEST HAM PARK

Notes to the Financial Statements for the year ended 31 March 2015

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.

Activity is accounted for in the year that it takes place on an accruals basis, not simply when cash payments are made or received. In particular, where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

(b) Going Concern

The governing documents place an obligation on the City of London Corporation to hold West Ham Park as an open public grounds and gardens for the resort and recreation for adults and as playground for children and youth. 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 2018/19 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 objects of the charity are to hold West Ham Park as open public grounds and gardens for the resort and recreation for adults and as playground for children and youth. 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.

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:

WEST HAM PARK
Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(c) Fixed Assets (continued)

	Years
Equipment	5 to 15

(d) Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the service it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

(e) 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 2015

1. Accounting Policies (continued)

(f) 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.

(g) 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.

(h) 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.

(i) 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.

(j) 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 2015

4. Incoming Resources

Incoming resources are comprised as follows:

	Unrestricted Funds	Restricted Fund	2014/15	2013/14
	£	£	£	£
Incoming resources from generated funds				
Public Donations	50	-	50	50
Grants	-	30,406	30,406	141,091
Interest income	1,406	-	1,406	1,834
Grant from City of London Corporation	990,409	-	990,409	1,046,778
	991,865	30,406	1,022,271	1,189,753
Incoming resources from charitable activities				
Sales of products or materials	243,928	-	243,928	233,292
Fees and charges	54,506	-	54,506	39,171
Rental income	97,230	-	97,230	96,567
	395,664	-	395,664	369,030
Total incoming resources	1,387,529	30,406	1,417,935	1,558,783

Grants

City Bridge Trust – Restricted Fund

The existing 3 year grant awarded in 2013/14 is to engage 3 young people to undertake horticultural training across a range of sites. A grant of £30,406 was given by the City Bridge Trust in 2014/15 (2013/14 £64,700). 2013/14 was the final year of a previous three year grant 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 2015

5. Resources Expended

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

	Activities undertaken directly £	Support costs £	2014/15 £	2013/14 £
Charitable activities	1,245,884	146,192	1,392,076	1,493,101
Governance costs	-	102,117	102,117	98,608
Total resources expended	1,245,884	248,309	1,494,193	1,591,709

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

Moore Stephens are the auditors of the City of London City's Cash. 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 2014/15 (2013/14: Nil).

WEST HAM PARK

Notes to the Financial Statements for the year ended 31 March 2015

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 £	2014/15 £	2013/14 £
Department				
Chamberlain	-	52,145	52,145	43,584
Comptroller & City Solicitor	-	3,026	3,026	3,500
Open Spaces Directorate	52,557	-	52,557	47,070
Town Clerk	-	32,765	32,765	23,280
City Surveyor	43,387	14,181	57,568	69,955
Information Systems	23,692	-	23,692	28,560
Other governance and support costs	26,556	-	26,556	27,140
Total support costs	146,192	102,117	248,309	243,089

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

Chamberlain	Accounting services, insurance, cashiers, 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, personnel services, 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.

WEST HAM PARK

Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs (continued)

Other governance costs Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

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 2014/15 is 21 (2013/14 21) at a cost of £729,803 (2013/14 £726,311). 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 £
2014/15 Charitable activities	21	588,275	42,215	99,313	729,803
2013/14 Charitable activities	21	591,104	40,211	94,996	726,311

No employees earned more than £60,000 during the year (2013/14 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 2015

9. Tangible Fixed Assets

At 31 March 2015 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £109,946 (31 March 2014: £119,941) as set out below.

	Equipment £	Total £
<u>Cost</u> At 1 April 2014 and 31 March 2015	146,828	146,828
<u>Depreciation</u> At 1 April 2014	26,887	26,887
Charge for year	9,995	9,995
At 31 March 2015	36,882	36,882
<u>Net book values</u> At 31 March 2015	109,946	109,946
At 31 March 2014	119,941	119,941

10. Debtors

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

	2015 £	2014 £
Other Debtors	3,128	2,776
Rental Debtors	225	-
Recoverable VAT	9,395	18,001
Payments in Advance	10,740	9,575
Total	23,488	30,352

WEST HAM PARK
Notes to the Financial Statements for the year ended 31 March 2015

11. Creditors

Creditors consist of amounts due within one year.

The creditors figure consists of:

	2015 £	2014 £
Trade Creditors	21,939	79,827
Accruals	38,172	130,739
Other Creditors	57,707	1,355
Receipts In Advance	22,385	22,385
Total	140,203	234,306

12. Movement of Funds during the year to 31 March 2015

	Balance at 1 April 2014 £	Net (outgoing) /incoming resources £	Transfers £	Balance at 31 March 2015 £
Unrestricted Funds				
<i>General Funds</i>	-	(34,998)	34,998	-
<i>Designated Funds</i>				
West Ham Park Nursery	(36,432)	-	(34,998)	(71,430)
Tangible Fixed Assets	119,941	(9,995)	-	109,946
	83,509	(9,995)	(34,998)	38,516
Total Unrestricted Funds	83,509	(44,993)	-	38,516
Restricted Funds				
City Bridge Trust	32,945	-	(31,265)	1,680
Total Restricted Funds	32,945	-	(31,265)	1,680
Total Funds	116,454	(44,993)	(31,265)	40,196

WEST HAM PARK
Notes to the financial statements for the year ended 31 March 2015

12. Movement of Funds during the year to 31 March 2015 (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. Should the Nursery account be in surplus in the medium term the Trustees may agree to transfer part of this to the main Park.

The Nursery made a deficit of £56,000 in 2013/14 which was transferred to reserve hoping that it would be recouped in 2014/15. However, the Nursery made a deficit again in 2014/15 £42,000. A report by the Superintendent of West Ham Park is being prepared and will be presented to Members before recess seeking a way forward.

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

The existing 3 year grant awarded in 2013/14 is to engage 3 young people to undertake horticultural training across a range of sites. 2013/14 was the final year of a previous three year grant to provide educational and biodiversity services to support communities within the Greater London area.

13. Pensions

Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17.

In 2014/15, employer's contributions to the scheme for staff engaged on City's Cash activities was £9.1m (2013/14 £8.6m). There are no outstanding or pre-paid contributions at the balance sheet date.

The deficit of the scheme at 31 March 2015 is £516m (2013/14 £401m) as calculated in accordance with FRS17 disclosures.

WEST HAM PARK

Notes to the financial statements for the year ended 31 March 2015

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 £248,309 (2013/14: £243,089). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £990,409 (2013/14: £1,046,778) 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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Committees	Dates:
Epping Forest and Commons Committee Hampstead Heath, Highgate Wood & Queen's Park Committee West Ham Park Committee Open Spaces Committee	7 September 2015 21 September 2015 12 October 2015 12 October 2015
Subject: Open Spaces Learning Programme	Public
Report of: Sue Ireland, Director of Open Spaces	For Information

Summary

A wide variety of learning services are offered across the Open Spaces Department to further our departmental objective of enriching the lives of Londoners. The Open Spaces Committee, at its October 2014 meeting, agreed the development of a departmental education strategy. This report describes the learning framework, which will be used to deliver learning outcomes across the open spaces.

The current learning provision lacks coordination, consistent and robust evaluation, and strategic focus, which has resulted in a disparate offer and challenges in securing external funding. In response to these challenges, a new outcomes-based approach to developing and delivering learning activities (education, play, volunteering, and research) has been developed with a strategic focus on engaging with deprived communities bordering the City's open spaces. The new learning framework and programme aims to develop a robust evidence base for the impact of learning activities; to enable more effective fundraising, involve volunteers in the creation and management of learning activities, and work with new and existing partners; all to the furtherance of our charitable objectives of "recreation and enjoyment" for the public.

The delivery of this programme will require a new operating model involving some realignment of staff roles and responsibilities at some Open Spaces, however the full extent of these changes will depend on the result of a funding application to the City Bridge Trust and other funding arrangements.

Recommendation

It is recommended that:-

- Members note the development of the learning framework and the progress made.

Main Report

Background

1. The City of London Open Spaces provides a range of formal learning services including national curriculum focused school sessions, research opportunities and informal learning services such as walks and talks, facilitated play, learning events and workshops, volunteer opportunities and work experience.
2. The provision of learning services is not directly reflected in the founding statutory duties of the relevant Acts of Parliament that govern our Charities, which are to protect open spaces and preserve the natural aspect to provide for the 'recreation and enjoyment of the public'. However the learning programme contributes both directly to protection through the development of public understanding and appreciation and to recreation and enjoyment by developing understanding, confidence, involvement, wellbeing and a tangible connection to open spaces. Learning also contributes to the departmental business plan objectives to 'enrich the lives of Londoners by providing a high quality and engaging educational and volunteering opportunities'. Furthermore, the provision of learning on the City's open spaces directly contributes to the aims of the City's Education Policy to enrich the lives of London's children through the use of our cultural, open spaces and recreational assets.
3. Learning provision across the open spaces varies significantly with large, well developed programmes for schools and families at Epping Forest and Hampstead Heath and smaller programmes at other sites. Similarly, varying levels and structures of volunteering occur across the department with some managed by friends groups and some internally coordinated. These services have been developed and managed on individual sites without the benefit of coordination across the department in a single consistent and measurable programme.
4. Learning services are funded primarily through grants or local risk budgets, and increasingly through charging for activities. Between 2011-15 a significant proportion of learning activities across the department were funded through a four year grant from the City Bridge Trust. Additional funding through the Heritage Lottery Fund supported programmes at Epping Forest, as well as partnership projects on Hampstead Heath. The introduction of a new charging model at Hampstead Heath has allowed the schools programme to contribute to the cost of freelance field teachers. However, learning activities are still largely dependent on achieving external funding to meet the cost of operation.
5. In October 2014, a report was presented to the Open Spaces Committee highlighting the need to develop a new coordinated learning programme and strategy for the department. The report provided a review of the current education activities across the department, the effect of recent external funding on the continuing development of education and the costs of education and implications of the service based review. In particular, the report suggested that learning

activities should continue to be funded through external sources to reduce impacts on the Open Spaces Charitable Trust budgets and contribute to departmental savings. As a result, in order to fund the new learning programme, the report proposed the submission of an application for funding to the City Bridge Trust.

Current Position

6. In January 2015, the department began developing an application for support from the City Bridge Trust to fund learning activities. As part of the application process, a new learning framework was developed to inform the prioritisation and strategic direction of learning services. An evaluation of current learning activities highlighted a lack of robust and consistent measurement, as well as a lack of evidence demonstrating the success of those learning activities. Each division monitors output data through participation and satisfaction levels to varying degrees. However, with the notable exception of the Discovering Epping Forest (DEF) Project, the current evaluation techniques employed do not measure the impact that activities have on participants or the outcomes achieved. As a result, the success of our current learning activities cannot be assessed accurately against the new learning framework.
7. Current trends in the fundraising sector tend towards projects that are able to demonstrate measurable outcomes directly attributable to the activities provided – specifically the impact of the learning experience. Due to the lack of coordinated evidence of the impact that learning activities have on participants, it is increasingly challenging to secure external funding for learning activities.
8. In order to respond to these challenges, a new learning programme and an associated operating model are being prepared to ensure that the department is able to continue to provide demonstrable learning outcomes, achieve measurable impact in our local communities, and be well positioned to apply for future external funding.

Progress

9. The Director of Open Spaces and the Open Spaces Senior Leadership Team have prepared a learning framework for the department which focuses on five high level learning impact areas of understanding, confidence, involvement, wellbeing and connection. This is attached as Appendix 1.
10. Each impact area has been developed into a set of measurable outcomes which will be monitored across all learning activities. Measuring these outcomes and impact areas will provide a more robust analysis of the success of learning activities. Furthermore, the evidence base provided by this outcomes-based approach will allow more strategic decision making and prioritisation, as well as a greater ability to access and secure external funding for activities in the future.

11. The outcomes-based learning programme will have a new strategic focus on engaging with deprived communities surrounding our open spaces. The City's open spaces border some of the most deprived communities in London with the poorest access to green spaces. A variety of opportunities including family events, school sessions and play activities will be provided to help overcome the barriers for accessing green spaces in these communities.
12. To better direct and report on the successful delivery of the strategic impact framework, the learning programme will be managed as a coordinated programme of activities encompassing formal education opportunities, organised play activities, volunteering, and research.
13. Experience from previous projects has demonstrated that engaging volunteers in the delivery of learning opportunities has many benefits including: increasing confidence; involvement and wellbeing of the volunteers; creating robust legacies for learning activities beyond the end of projects; increasing the employability of volunteers and building community support for learning activities. As a result, developing teams of volunteers in the creation and delivery of learning activities will be a priority in the future. The learning programme will also seek to work closely with existing and new partners to develop more successful learning projects and activities.

Corporate & Strategic Implications

14. The learning programme will be the main mechanism for delivering the departmental objective of 'enriching the lives of Londoners by providing a high quality and engaging educational and volunteering opportunities'. The achievement of our strategic outcomes will also contribute to our charitable objectives of "recreation and enjoyment".
15. The learning programme supports the aims of the City of London Education Policy vision to 'use its outstanding cultural, heritage, open and recreational assets to enrich the education of children both in City schools and across London'.

Implications

16. **Financial Implications** - A new modular approach to delivering learning has been developed. The whole programme is costed at approximately £400,000 per annum, with the overall cost reducing over time as income streams are developed. An application to support part of these costs was submitted to the City Bridge Trust in June 2015 for consideration. Additional funding mechanisms are also being explored.
17. The learning programme will help contribute to departmental savings identified as part of the corporate Service Based Review process. Due to the non-statutory nature of learning activities, they will be provided through externally fundraised income, reducing the impact on the Open Spaces Charitable Trust budgets. The department is exploring a range of funding opportunities, to ensure the delivery of the learning programme in the future.

18. Human Resources Implications – The full implications of a new operating model for learning remain dependent on the outcome of external funding. The model is expected to impact on the roles and responsibilities of some staff that currently deliver learning activities; details are provided in a separate report to this meeting.

Conclusion

19. In order to capitalise on fundraising opportunities for non-statutory learning provision, a new centrally coordinated outcomes-based approach will be adopted by the Open Spaces Department. This approach will allow the development of a robust body of evidence regarding the impact of learning activities across five strategic impact areas; understanding, confidence, involvement, wellbeing, and connection. To achieve this change in the delivery of learning activities, learning will be coordinated as a single programme, which will focus on delivering to deprived communities close to our open spaces, through the involvement of volunteers and partners in the development of future activities.

Appendices

- Appendix 1 – Strategic Impact Framework for Learning

Background Papers

Open Spaces Education Strategy – 13th October 2014 (Open Spaces Committee)

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Appendix 1 – Strategic Impact Framework for Learning

What we are trying to do				
Make a positive impact on the communities, who use, or border, our green spaces through learning activities				
By positive impact we mean...				
Understanding People understand and value the importance of our green spaces	Confidence People are confident to use our green spaces, as part of our activities or independently	Involvement People take positive action for, and get involved with, our green spaces	Wellbeing People have restorative and meaningful experiences in our open spaces	Connection People develop a sense of place with our open spaces, and pass this down through generations