



Open Spaces Grants Review Working Party

Date: WEDNESDAY, 16 SEPTEMBER 2015
Time: 9.30 am
Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL.

Members: George Abrahams
Verderer Peter Adams
Deputy John Barker
Councillor Bryan Collier
Martyn Foster
Alderman Gordon Haines
Alderman Ian Luder
Virginia Rounding
Graeme Smith

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NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST UNDER THE MEMBERS' CODE OF CONDUCT**
3. **OPEN SPACES GRANTS REVIEW - PRELIMINARY DISCUSSION PAPER**
Report of the Director of Open Spaces.
For Discussion
(Pages 1 - 20)
4. **QUESTIONS RELATED TO THE WORK OF THE GROUP**
For Information
5. **ANY URGENT BUSINESS**
For Information

Agenda Item 3

Committee(s):		Date(s):
Open Spaces Grants Working Party	- For discussion	16 September 2015
Subject:		Public
Open Spaces Grants Review – preliminary discussion paper		
Report of:		For Discussion
Director of Open Spaces		
Summary		
<p>Following the corporate cross cutting review of grants, the open spaces committees agreed to establish a working party to consider the current position and to make recommendations in respect of establishing a “jointly governed and accessible to all” grants programme for open spaces.</p> <p>Members’ views and guidance are sought on a range of issues. This report will be followed by a further report to your Working Party to enable recommendations to be made to the Open Space Committees early in 2016.</p>		
Recommendations		
<p>Members views and guidance are sought on the following issues, mindful of the Charity Commission guidance:</p> <ul style="list-style-type: none">• The current position in respect of grant giving• The development of a grants policy statement and the potential to adopt a “de minimis” position in respect of small scale grants which are in line with this agreed policy• Monitoring and effectiveness• Operation of a grants programme		

Main Report

Background

1. A corporate review of grants was undertaken which aimed to improve value for money, enhanced impact and improved outcomes from grant giving. The review made suggestions in seven areas:
 - a. Set out a clear, corporate offer: The City Corporation’s grants programmes should be clearly differentiated and complementary, easy to communicate, easy to understand and easy to engage with.
 - b. Allocate resources strategically: Resource Allocation Sub Committee should set the annual quantum for all City’s Cash and City Fund grants programmes prior to the start of each financial year according to their

relative priority, taking advice from the relevant grant-giving committees and Finance Committee.

- c. Streamline governance: Where a grants programme relates specifically to the remit of a particular committee, that committee should have responsibility for the policy and operation of the grants programme in order to ensure alignment between relevant policies and other investments. Other committees should avoid allocating funds to initiatives which cut across the remit of those grant giving committees. Finance Grants Sub Committee takes on a performance management role for all City Corporation grants programmes
 - d. Establish a common identity for City of London Corporation grants: All grants programmes which are controlled by City of London Corporation should share a common corporate 'Identity', with consistent branding which identifies them as belonging to the City of London Corporation family of grants – whether publicly, privately or charitably funded.
 - e. Provide a consistent 'City of London' customer experience: All grants programmes should comply with the spirit of the Government's Transparency Code even where not legally required to do so, and charitable trusts should comply with the Charity Commissions' best practise guidelines. The handling of applications and the monitoring of spend should be consistent for all grants programmes and proportionate to the size of the award.
 - f. Review all City of London Corporation grants programmes in a consistent way in relation to their spending, outcomes and risks, on the basis of a twice-yearly report to Finance Committee, Resource Allocation Sub Committee and appropriate Committees and boards of trustees.
 - g. Manage City of London Corporation grants more effectively and more efficiently: Administrative and professional expertise should be consolidated wherever possible to provide economies of scale and assist the sharing of best practice. Staff costs (e.g. legal, finance and audit) should be recharged to grant programmes to avoid the City Corporation having to subsidise operations.
2. The report also made a specific recommendation in respect of open spaces, which was the establishment of a sub-committee to oversee a "jointly governed and accessible to all" grants programme. It was subsequently agreed by the open spaces committees that the various issues arising from this should be considered by a working party in September and October 2015.
 3. The report specifically addressed grants rather than benefits in kind, however at Committee, Members recognised that benefits in kind were significant within open spaces, although there was a strongly expressed desire to avoid an excessive governance structure with some level of a "de-minimis" approach suggested.

Current Position

4. The open spaces committees currently provide some £90,000 of grant funding to local groups:

Committee	Recipient	Amount
Epping Forest & Commons	Field Studies Council	£53,000
Epping Forest & Commons	Lower Mole Countryside Management Project	£15,000
Epping Forest & Commons	Downlands Countryside Management Project	£15,000
Hampstead Heath, Highgate Wood & Queen's Park	Parliament Hill Bowling Club	£4,500
Epping Forest & Commons	Friends of Stoke Common - insurance	£500
Epping Forest & Commons	Friends of Swaines Green - insurance	£200
Epping Forest & Commons	WREN Group - insurance	£500
Epping Forest & Commons	Epping Forest Conservation Volunteers – insurance	£200
Epping Forest & Commons	Bushwood Conservation Group	£500
Epping Forest & Commons	The Lake House Project	£500
Epping Forest & Commons	Epping Forest Conservation Volunteers	£336
Epping Forest & Commons	Trust for Conservation Volunteers	£3,000
Epping Forest & Commons	Friends of Kenley Airfield (Kenley Fun Day)	£1,000
	Total	£88,300

5. A further £140,000 is provided through benefits in kind, and this is illustrated at Appendix 1.
6. Members will note that the majority of the grant funding is provided to the Field Studies Council, Lower Mole Countryside Management Project and Downlands Countrywide Management Project.
7. A further detail about the grants provided is at Appendix 2.

Governance position

8. The City of London acting through the Common Council is the corporate trustee of the open spaces charities and under the current Committee terms of reference delegates the exercise of those trustee functions to various Committees of the Common Council, with trustee functions being split across more than one Committee.
9. The open spaces charities do not all benefit from endowment funds to meet the relevant charity's objects and where they do those funds are inadequate to meet the current costs of administering the charity and funding current activities (having regard to current resource allocation and budget setting). That deficit is met by the City from City's Cash. Resource allocation is the responsibility of P&R Committee, and budgets for Departments and Spending Committees are set by Finance Committee
10. The City of London as trustee has a duty to ensure a charity is properly administered as a going concern to meet the charity's objects; in summary and in very general terms for the opens spaces - to preserve and maintain the relevant open space for the benefit of the public. The City has discretion in determining the amount allocated from City's Cash to the individual open space charity's budget.

11. Once a budget is allocated to the relevant spending Committee responsible for managing the relevant charitable open space, that Committee will exercise the City's trustee obligations regarding expenditure of those funds, having regard to that Committee's terms of reference.
12. Strategic decisions are reserved to the Open Spaces and City Garden's Committee. The Open Spaces and City Garden's Committee has responsibility for "dealing with, or making recommendations to the Court of Common Council where appropriate, [for] all matters relating to the strategic management (eg. policy, financial and staffing) of the City of London Corporation's open spaces where such matters are not specifically the responsibility of another Committee..."
13. Policy and Resources Committee has responsibility for: "considering matters of policy and strategic importance to the City of London Corporation including matters referred to it by other Committees and/or Chief Officers" and also "determining resource allocation in accordance with the City of London Corporation's strategic policies".
14. Finance Committee has responsibility for: "Ensuring effective arrangements are made for the proper administration of the City Corporation's financial affairs": "considering the annual budget of the several committees, to ascertain that they are within the resources allocated, are applied to the policies for which those resources were allocated and represent value for money in the achievement of those policies" and "obtaining value for money in all aspects of the City of London Corporation's activities".
15. Having considered this position, the Corporate Grants Review recommended that grant giving by the Open Spaces be consolidated into a single grants programme administered by the Chief Grants Officer. This suggests that rather than the open spaces Committees each allocating grants from their local risk, a separate bid would be made to Resource Allocation Sub as part of the budget setting process. This would in effect remove grant giving from open spaces local risk budgets.

Issues

Charity Commission Guidance

16. Members will be aware that all of the open spaces (with the exception of City Gardens and the Cemetery & Crematorium) operate as registered charities with the City Corporation as trustee. Members must act in accordance with the duties of the trustee and in particular must ensure that those charities are carrying out their stated purposes (and no other purposes) for the public benefit. In doing so, Members ought to have regard to Charity Commission guidance, which says:

Charities can work with other charities to carry out their aims. This joint working could include:

- *fundraising, donating or making a grant to the other organisation*

- *collaborating to deliver a project or contract, or share facilities*

Before your charity decides to do one of these things, you should start by asking what you intend to achieve. The trustees must properly consider and be satisfied that:

- *it will be an effective way of using your charity's resources to further its charitable purposes*
- *it will be in your charity's best interests*
- *your charity's governing document doesn't prevent you from doing it*
- *you have identified and can deal with any risks that the proposal presents*

This may be straightforward or more complex, depending on:

- *how similar the other organisation's aims are to your charity's purposes*
- *the nature of the activity you intend to support or collaborate on*
- *the value, duration and nature of the support or collaboration*
- *how easily you can verify how your charity's funds are being spent*

17. Further summary guidance on the duties and responsibilities of trustees is at Appendix 3. Members may also find *The essential trustee: what you need to know, what you need to do (CC3)* published by the Charity Commission instructive.
18. The objectives of the various open space charities are included at Appendix 4. Members may wish to consider the following issues:
 - a. To what extent do the aims and activities of current grant recipients align with the relevant site's charitable objectives?
 - b. To what extent do these activities further charities' objectives?
 - c. To what extent are we confident about the outcomes achieved and how could this be monitored more effectively?

Grants policy statement

19. Members may like to consider whether the development of a grants policy statement would be helpful in guiding future decisions about grant giving. A policy statement could be produced to reflect:
 - a. the charity commission guidance
 - b. the charitable aims of each of the sites
 - c. outcomes sought from grant giving
 - d. monitoring expectations
20. In this respect, Members may like to consider the theme which emerges from our charitable objectives: the preservation of our open spaces and the

provision of recreation for the public. It may therefore be appropriate for any policy statement to reflect these twin concerns.

21. In developing a policy statement, emphasis will need to be placed on ensuring that it is proportionate and light touch, but with a strong focus on outcomes.
22. Officers have noted that in the discussions to date, Members have commented on the importance of establishing a de-minimis position. Member views are sought on what would be an appropriate grant value to permit officers to exercise delegation, as long as the grant was in line with the grants policy statement.

Monitoring and effectiveness

23. In line with good budgetary practice and the charity commission guidance, it is important for Members to be able to ensure that any grants are utilised effectively and appropriately.
24. Currently there is very limited monitoring in place and grants are given without outcomes being specified and agreed. Members may find it helpful to consider instructing officers to develop a consistent and proportionate framework for specifying and monitoring outcomes for grants. For example, in giving a grant to an educational charity, it could be appropriate to align the grant with the department's learning framework and to specify specific outcomes which the receipt will deliver.

Operation of grants programme

25. Members will have noted the recommendation for a "jointly governed and accessible to all" grants programme. This would suggest any charity or voluntary group would be able to apply for an open spaces grant.
26. Members will note that currently grants are only provided by the Epping Forest & Commons and Hampstead Heath, Highgate Wood & Queen's Park Committees. Members may wish to consider whether it would be desirable to make funds available from the West Ham Park Committee.
27. The Corporate Grants Review recommended that the Open Spaces grants programme be administered by the Chief Grants Officer. It will be necessary to undertake some further discussion as to how this work, but it is anticipated that the Chief Grants Officer could provide support to Open Spaces in assessing applications, providing recommendations to the Open Spaces Grants Sub Committee and monitoring the outcomes of grants.
28. There are a number of operational issues that would need to be considered prior to establishing a new grants programme:
 - a. Noting the in effect, grants will be removed from the Open Spaces local risk budgets, what size of bid would Members like to make to Resource Allocation Sub Committee to support the new grants programme?
 - b. Should a limit be placed on the size of grant, or for how many years a grant can be provided?
 - c. How frequently should the Sub Committee meet to award grants?

Dealing with the historic position

29. Members will be aware that an alteration in our approach to grant giving may mean that some organisations who have received funding in the past may not continue to receive this funding or may receive less. Consideration will therefore need to be given to managing this transition. In addition to opening dialogue with those currently receiving grants, Members may also like officers to consider the preparation of a series of stepping stones by which grant giving is aligned with specific outcomes while tapering the current historical grants over a number of years.

Benefits in kind

30. Members will recall that the issue of benefit in kind was raised at Committee. This was not included in the original corporate review, and some further work and consideration is required, both within Open Spaces but across the City. It is anticipated that further information will be brought to your next meeting. As the figures included in Appendix 1 do not reflect any contribution of staff time, it is likely that the true figures are significantly higher.

Next steps

31. Having received Members views and guidance on the issues presented in this report, it is anticipated that these views will be used in the preparation of a further report which will contain a series of recommendations to address each issue. Subject to your agreement, these recommendations will be submitted to the Open Spaces committees for their consideration.

Implications

32. This report follows on from the cross-cutting review of grants. It is anticipated that effective, outcome focused grant giving will support the work of the Open Spaces charities; and the Corporate Plan's aim "to provide valued services, such as education, employment, culture and leisure, to London and the nation" and the objectives of the Open Space Business Plan.

Conclusion

33. This report seeks Members views to enable the development of a series of recommendations on grant giving. It is anticipated that this will enable the development of an accessible and effective grants programme for the benefit of our charities and the communities they serve.

Appendices

- Appendix 1 – Benefits in Kind
- Appendix 2 – Information on current grant recipients
- Appendix 3 – Charity trustee duties and responsibilities

- Appendix 4 – Charitable objectives

Background Papers:

Report of the Town Clerk - Grant Giving: Report of the Cross-Cutting Service Based Review, 2015

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Appendix 1 – current benefits in kind

Committee	Recipient	Benefit	Value
Epping Forest & Commons	Field Studies Council	Use of building	£77,200
Epping Forest & Commons	Wren Conservation Group	Use of building	£200
Epping Forest & Commons	Ancient Tree Forum	Staff support	£500
Epping Forest & Commons	Epping Forest Centenary Trust	Use of building	£7,800
Epping Forest & Commons	Epping Forest Centenary Trust	Use of building	£1,560
Epping Forest & Commons	Scout Association	Use of building	£1,000
Epping Forest & Commons	Epping Foresters Cricket Club	Land for sport	£475
Epping Forest & Commons	Buckhurst Hill Cricket & Lacrosse Club	Land for sport	£475
Epping Forest & Commons	Woodford Green Cricket Club	Land for sport	£490
Epping Forest & Commons	Braeside School	Land for sport	£185
Epping Forest & Commons	Buckhurst Hill Parish Council – King’s Place Playground	Land for play	£1,000
Epping Forest & Commons	London Borough of Waltham Forest – Sidney Road play area	Land for play	£1,000
Epping Forest & Commons	Shree Nathji Sanataan Hindu Mandir Temple	Land for parking for events	£6,000
Epping Forest & Commons	Forest School	Land for parking for events	£4,000
Epping Forest & Commons	National Film and Television School	Free student filming	£500
Hampstead Heath, Highgate Wood & Queen's Park	Heath Hands	Volunteer coordinator	£28,000
Hampstead Heath, Highgate Wood & Queen's Park	Hampstead Rugby Club	Storage	£500
Hampstead Heath, Highgate Wood & Queen's Park	Queen’s Crescent Community Association	Use of building	£5,000
Hampstead Heath, Highgate Wood & Queen's Park	Highgate Lifebuoys Swimming Club	Use of building	£2,600
Hampstead Heath, Highgate Wood & Queen's Park	Parliament Hill Bowling Club	Use of building	£1,000
Hampstead Heath, Highgate Wood & Queen's Park	Highgate Harriers	Use of building	£500
Hampstead Heath, Highgate Wood & Queen's Park	London Natural History Society	Use of building	£500
Open Spaces & City Gardens	British Red Cross	Christmas tree (alternate years)	£140
Open Spaces & City Gardens	Educational & Religious Organisations	Free filming	£250
West Ham Park	London Garden Society and St Bonaventure’s School	Loan and transport of plants	£500
West Ham Park	Friends of West Ham Park	Use of building	£75
		Total	£141,450

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Appendix 2

Epping Forest Field Studies Council

The Epping Forest Field Studies Council currently receives £53,000 per annum in direct grants and additional estimated £77,200 of in-kind support through the provision of accommodation.

According to their 2014 end of year report¹, the centre reached over 21,000 learners from a diverse range of backgrounds. The FSC charge for their educational programmes and also undertake commercial room hire.

About the FSC (from their website)

“Field Studies Council, FSC, is an environmental education charity providing informative and enjoyable opportunities for people of all ages and abilities to discover, explore, and understand the environment.

FSC is an independent charity receiving no core revenue funding from statutory sources and we therefore rely on fees paid by our visitors and on the generosity of donors, trust funds and grant bodies to finance our activities.

What we believe

FSC believes that the more we understand about and take inspiration from the world around us the more we can appreciate its needs and protect its diversity and beauty for future generations.

In all we do, we are committed to:

- **Delivering first hand experiences.** FSC uses the environment to inspire. Taking in its sights, sounds and smells has the ability to motivate, deepen knowledge and broaden horizons.
- **Providing opportunities for everyone.** FSC strives to provide opportunities for everyone regardless of age, ability or background. Some of our proudest moments have arrived when trying to help those that would not otherwise benefit from an FSC experience.
- **Sustainability for the future.** A commitment to the environment is at the heart of everything FSC does: how we run the charity, what people learn on our courses and through our publications.
- **A caring attitude.** From the way we treat our customers, our staff, the environments we work in and the feel of our locations, FSC demonstrates a personal approach with great care taken in everything we do.

What we do

Each year over 140,000 people experience FSC, many through our UK wide network of locations.

- Learning outside the classroom experiences with their school, college or university.
- Professional training courses for environmental professionals and teachers.
- Natural history courses.

¹ <http://www.field-studies-council.org/media/1776585/effc-end-of-year-report-2014.pdf>

- Identification guides and free resources.
- Funded projects both in the UK and abroad.
- Art courses.
- Family holidays.
- Campaigns for the right to outdoor learning and fieldwork”²

Lower Mole Countryside Management Project

The Lower Mole Countryside Management Project currently receives a £15,000 annual grant. This grant has been provided to reflect the importance of the management of the wider countryside around City Commons. The partnership also undertakes practical work which supports the maintenance of the City Commons.

The Partnership partners include:

- Surrey County Council
- Elmbridge Borough Council
- Epsom and Ewell Borough Council
- Royal Borough of Kingston upon Thames
- Mole Valley District Council
- City of London
- Natural England

The Lower Mole Project was set up in 1983 and now covers an area of 264 square kilometres. The aim of the Project is to carry out countryside improvements for the benefit of people and wildlife, by:

- Improving public access to the countryside for informal recreation.
- Conserving landscape features and enhancing the natural beauty of the countryside.
- Increasing public knowledge and understanding of the countryside.
- Encouraging greater community involvement in the countryside

The Partnership has built up a large and enthusiastic volunteer group which carries out a wide range of tasks to implement improvements to the local countryside, 4 days a week, including weekends, throughout the year.

The Partnership has a high standard and broad spread of skills for tackling specialist countryside management work including landscape enhancements, woodland management and pond restoration as well as access initiatives such as the Thames Down Link footpath.

Our practical work is carried out by hard-working volunteers, supervised by the Partnership. In addition to practical work the Partnership gives advice to private and public landowners.³

² <http://www.field-studies-council.org/about.aspx>

³ <http://new.surreycc.gov.uk/environment-housing-and-planning/countryside/looking-after-the-countryside/countryside-management-projects/lower-mole-partnership>

Downlands Countryside Management Project

The Downlands Countryside Management Project currently receives a £15,000 annual grant. This grant has been provided to reflect the importance of the management of the wider countryside around City Commons. The partnership also undertakes practical work which supports the maintenance of the City Commons.

The Downlands Partnership is hosted by Surrey County Council, one of the core funding partners.

The other core funding partners are:

- Reigate and Banstead Borough Council
- Tandridge District Council
- Croydon Council
- The City of London Corporation
- The London Borough of Sutton

Our other main partners are:

- Downlands Trust
- Natural England (through our Agri-Environmental Schemes - Higher Level Stewardship agreements)

Now in its 27th year, the Downlands Partnership provides a quality urban fringe countryside management service, enhancing the environment for people and wildlife. Its area of operation covers greenbelt countryside in north-east Surrey and adjoining parts of south London. The rolling chalk hills and associated valleys give rise to stunning scenery. Sheep (breeds: Herdwick, Beulah Speckled Face & Jacob), feral goats, Sussex cattle and Dartmoor ponies successfully graze the chalk downland as part of a long-term management regime.

The aims of the Partnership encompass the whole range of countryside management activities relating to access, landscape, biodiversity, sustainability, information and community involvement. The Partnership area contains a variety of habitats and features, but is dominated by the important and threatened chalk downland habitat found on the scarp and dip slopes of the North Downs.

The Partnership has been extremely successful in achieving a wide range of countryside improvements and generating support and involvement in practical conservation from local communities.

A dedicated, enthusiastic group of countryside volunteers help support the work of the Partnership and new volunteers are always very welcome. Volunteering in the glorious local countryside is great for happiness, health and habitat.⁴

⁴ <http://new.surreycc.gov.uk/environment-housing-and-planning/countryside/looking-after-the-countryside/countryside-management-projects/downlands-partnership>

Parliament Hill Bowls Club

The Parliament Hill Bowls Club is currently provided with an annual grant of £4,500. This grant supplements the club's income of approximately £2,500 per annum. The club also receives benefit in kind of peppercorn rent and equipment maintenance. The Bowls Club and Croquet Club jointly have some 60 members.

The Superintendent of Hampstead Heath has been working with the clubs to increase membership, and has introduced a number of KPIs to support this.

TCV - The Conservation Volunteers

The TCV focus on the "every day green places" such as playing fields, allotments and local parks, which they are concerned that are vulnerable without the special protection afforded to national parks, nature reserves and historic gardens. They believe that poor quality green spaces are damaging to communities. They therefore assist their volunteers to reclaim and transform local green spaces. They support these initiatives through a community network and trained project leaders.

TCV has six strategic goals:

1. Work together with people and communities to transform their health, prospects and outdoor places for the long term
2. Be a resilient organisation
3. Be a great place to work
4. Be a great place to volunteer
5. Have customers who love us
6. Be better known and support for the value we deliver

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

Kenley Airfield Friends Group

The Kenley Airfield Friends Group (formally the Friends of Kenley Airfield) lists their objects and activities as:

Objects:

1. To work as a single body, representative of the population local to Kenley Airfield (predominantly in postcode areas CR3, CR5, CR6 & CR8) and of those having historic and/or sentimental ties to the airfield and its surroundings, to their benefit and best advantage.
2. To act as the public interface with those authorities that have governance over the airfield and its surroundings. These are in particular but not exclusively:
 - a. The Ministry of Defence
 - b. The City of London Corporation
 - c. The London Borough of Croydon
 - d. Tandridge District Council
3. To protect preserve and stimulate public interest in Kenley Airfield and the publicly accessible areas around it.

4. To advance the education and interest of the public in the history of Kenley Airfield and in particular:
 - a. The establishment and support of a living museum and interpretative centre.
 - b. The preservation of relevant historical details, records and artefacts.
 - c. The maintenance of memorials and monuments within and surrounding the site.
5. To secure the preservation, conservation, development and improvement of features of general public amenity or historic or public interest in the area.
6. To further such other related and charitable objects as the Officers and Committee determine from time to time.

Activities:

KAFG shall through its Officers and Committee

1. Negotiate with the relevant authorities on matters concerning the membership and to disseminate to its members information forthcoming from such negotiations.
2. Raise funds and spend funds in order to further KAFG's objectives.
3. Buy, lease, exchange, hire or otherwise acquire property and to maintain and equip it for use.
4. Sell, lease, or otherwise dispose of, all or part of any property acquired.

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

Insurance payments

Friends of Stoke Common - <http://www.friendsofstokecommon.org.uk/>

Friends of Swains Green - <http://www.swainesgreen.org.uk/>

WREN Group - <https://www.facebook.com/WrenOrg>

Epping Forest Conservation Group Volunteers - <http://www.efcv.co.uk/index.php>

Bushwood Conservation Group - <http://www.fobw.net/>

The Lake House Project

All of these groups currently undertake volunteering work on sites managed by the open spaces charities. For small voluntary organisations, the cost of insurance can be prohibitively expensive and so historically grants have been provided.

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[A] Charity trustee: what's involved - <https://www.gov.uk/charity-trustee-whats-involved>

Legal responsibilities of trustees - trustees must:

- follow the law and the rules in the charity's governing document
- act responsibly and only in the interests of the charity
- use reasonable care and skill
- make well-informed decisions, taking advice when they need to

[B] It's your decision: charity trustees and decision making - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349937/Its_your_decision.pdf

Trustees must:

- act within their powers
- act in good faith and only in the interests of the charity
- make sure they are sufficiently informed
- take account of all relevant factors
- ignore any irrelevant factors
- manage conflicts of interest
- make decisions that are within the range of decisions that a reasonable trustee body could make.

[C] The Essential Trustee - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/298865/cc3text.pdf

Trustees and their responsibilities

Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.

(1) Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Compliance – Trustees must:

(2) Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.

(3) Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

(4) Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.

(5) Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence – Trustees must:

(6) Ensure that the charity is and will remain solvent.

(7) Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.

(8) Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

(9) Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

Duty of care – Trustees must:

(10) Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.

(11) Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

Extracts – 25 November 2014

Appendix 3 - Charitable objectives

Charity	Objective	Charity Number
Ashtead Common	The Ashtead Common charity was established under the Corporation of London (Open Spaces) Act 1878, which states that the purpose of the charity is the preservation of the Common at Ashtead for the recreation and enjoyment of the public.	1051510
Burnham Beeches & Stoke Common	The Burnham Beeches charity was established under the Corporation of London (Open Spaces) Act 1878, which states that the purpose of the charity is the preservation of the open spaces known as Burnham beeches, "The Beeches", for the recreation and enjoyment of the public.	232987
Coulsdon & Other Commons	The objectives of the Charities are the preservation of the open space known collectively as West Wickham Common and Spring Park Wood, and Coulsdon and other Commons for the recreation and enjoyment of the public.	
West Wickham Common & Spring Park	The charities have identical objectives and are managed and accounted for as one unit, therefore separate accounts and financial statements are not published for each charity.	232989 232988
Epping Forest	The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as the conservators of Epping Forest, as an open space for the reaction and enjoyment of the public	232990
Hampstead Heath	The objective of the charity is the preservation of Hampstead Heath for the recreation and enjoyment of the public	803392
Highgate Wood & Queen's Park	The purpose of the charity is the preservation in perpetuity by the City of London Corporation of the open spaces known as Highgate Wood, Highgate and Queen's Park, Kilburn for the use by the public for exercise and recreation	232986
West Ham Park	The park is held on trust forever "as an open public grounds and garden for the resort and recreation of adults and playgrounds for children"	206948

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