



## West Ham Park Committee

**Date:** MONDAY, 9 DECEMBER 2019  
**Time:** 12.15 pm, or on the rising of the Open Spaces and City Gardens Committee, whichever is later.  
**Venue:** COMMITTEE ROOMS - SECOND FLOOR WEST WING, GUILDHALL

**Members:** Oliver Sells QC (Chairman)  
Graeme Doshi-Smith (Deputy Chairman)  
Catherine Bickmore (External Member)  
Robert Cazenove (External Member)  
Caroline Haines  
Alderman Ian Luder  
Wendy Mead  
Barbara Newman  
Justin Meath-Baker (External Member)  
Richard Gurney (External Member)  
Cllr James Asser (External Member)  
Cllr Tahmina Rahman (External Member)  
Jeremy Simons  
Deputy John Tomlinson  
Rev'd Canon Alex Summers (External Member)

**Enquiries:** Richard Holt  
Richard.Holt@cityoflondon.gov.uk / 020 73323113

Lunch will be served in the Guildhall Club at 1pm

N.B. part of this meeting may be subject to audio-visual recording

John Barradell  
Town Clerk and Chief Executive

## **AGENDA**

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and non-public summary of the previous meeting of the West Ham Park Committee 14 October 2019.

**For Decision**  
(Pages 1 - 4)

4. **PARK MANAGER'S UPDATE**

Report of the Director of Open Spaces.

**For Information**  
(Pages 5 - 8)

5. **WEST HAM PARK FEES AND CHARGES REVIEW 2020-21**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 9 - 22)

6. **TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS**

Report of the Chamberlain.

**For Information**  
(Pages 23 - 56)

7. **2019/20 BUSINESS PLAN PERFORMANCE UPDATE**

Report of the Director of Open Spaces.

**For Information**  
(Pages 57 - 64)

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

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

10. **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**

## **Non-public Agenda**

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting of the West Ham Park Committee 14 October 2019.

**For Decision**  
(Pages 65 - 68)

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

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

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## WEST HAM PARK COMMITTEE Monday, 14 October 2019

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms  
- Second Floor West Wing, Guildhall on Monday, 14 October 2019 at 12.15 pm

### Present

#### Members:

Oliver Sells QC (Chairman)  
Graeme Doshi-Smith (Deputy Chairman)  
Catherine Bickmore  
Robert Cazenove  
Caroline Haines  
Alderman Ian Luder  
Wendy Mead  
Councillor James Asser  
Justin Meath-Baker  
Richard Gurney  
Jeremy Simons  
Deputy John Tomlinson  
Rev'd Canon Alex Summers

#### Officers:

Richard Holt	- Town Clerk's Department
Carl Locsin	- Town Clerk's Department
Alison Elam	- Group Accountant, Chamberlain's Department
Edward Wood	- Comptroller and City Solicitor's Department
Fiona McKeith	- Head of Corporate Development – Assistant Director, City Surveyor's Department
Colin BATTERY	- Director of Open Spaces
Martin Rodman	- Superintendent, Parks & Gardens
Lucy Anne Murphy	- West Ham Park Manager, Open Spaces Department
Gerry Kiefer	- Business Manager, Open Spaces Business Manager
Michael Bradley	- City Surveyor's Department
Jake Tibbetts	- City Gardens Manager, Open Spaces Department
Abigail Tinkler	- Head of Learning, Open Spaces Department

#### 1. **APOLOGIES**

Apologies were received from Barbara Newman.

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

There were no declarations received.

3. **MINUTES**

The Committee considered the public minutes and non-public summary of the West Ham Park Committee held on 15 July 2019.

**RESOLVED** – That the public minutes of the previous meeting of the West Ham Park Committee on 15 July 2019 be agreed as an accurate record.

4. **BREXIT UPDATE**

The Director of Open Spaces provided Members with an update on the impact of the Brexit process on the management of West Ham Park. The Director noted that due to the fluid nature of the situation there was no substantive update to be provided at this time.

**RESOLVED-** That the update be noted.

5. **PARK MANAGER'S UPDATE**

The Committee received a report of the Director of Open Spaces on the management and operational activities at West Ham Park since July 2019. The Director of Open Spaces clarified that the Newham's biggest leaf pile event was now due to take place on the 17<sup>th</sup> of November 2019.

**RESOLVED-** That the report be noted.

6. **BRINGING COMMUNITIES TOGETHER EVENT FEEDBACK AND FUTURE PROPOSAL**

The Committee considered a report of the Director of Open Spaces on the Bringing Communities Together event. The Report sought approval for the organisers to hold the event on an annual basis in West Ham Park for the coming three years at the same size, scale and duration.

Replying to a query from a Member of the Committee the Director of Open Spaces clarified that the fees charged for the event would be reviewed on an annual basis by the Committee. The Chairman noted that the approval for the event to be held on for the proceeding three years was for reasons of continuity.

In response to a point raised by a Member of the Committee the Director of Open Spaces explained that the organisers of the event had contacted a variety of different community organisations regarding possible involvement with the Bringing Communities Together event.

It was commented by a Member that Hampstead Heath held a number of similar events annually which were both successful community events and effective sources of revenue for the management of the open space. In addition, it was commented that Officers should look into the viability of holding more events of this type at West Ham Park.

A Member of the Committee commented that he would be working in his capacity as the London Borough of Newham Cabinet Member for Environment to increase engagement between the West Ham Park management team and the London Borough of Newham.

**RESOLVED-** That: -

- I. The HAFS Academy and Irvin Leisure delivering a 'Bringing Communities Together' event at the same size, scale and duration as in 2019 in West Ham Park annually in July for the next three years from 2020 to 2022 be approved; and
- II. That authority be delegated to the Superintendent to finalise details of each event, and pricing structure for fairground rides, food and other items to be sold by stall holders; and
- III. That future event feedback and any change in charging will be proposed with the annual fees and charges report that is submitted to Members each December.

**7. THREE YEAR REVIEW OF THE OPEN SPACES DEPARTMENT'S 'GREEN SPACES, LEARNING PLACES' PROGRAMME**

The Committee received a report of the Director of Open Spaces regarding the Three-year review of the Open Spaces Department's 'Green Spaces, Learning Places' programme.

The Committee commented on the quality of the programme and commented that more should be done to publicise the educational work undertaken by the Open Spaces Department at West Ham Park. A Member replied to this point by noting that they would liaise with the London Borough of Newham's Cabinet Member for Education regarding engagement of local schools with the programme.

**RESOLVED-** That the report be noted.

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

Further to Standing Orders of the Court of Common Council, whereby all questions of order are decided at the Chairman's discretion, the Chairman did not approve that a question from a member of the public be heard on the grounds that no prior notice of this question was given. The Committee voted to not hear the question from a member of the public. Six Members voted against the motion and seven voted in favour including the Chairman who, in accordance with Standing Order 29 (1) (c), cast the deciding vote.

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

There was no urgent business which the Chairman considered urgent.

**10. EXCLUSION OF THE PUBLIC**

The Chairman provided a brief outline of the reasons why the report at Item 12 regarding the West Ham Park Nursery site had been included in the non-public section of the agenda. The Chairman explained that the report contained exempt material relating to the business and financial affairs of the City of

London Corporation and the West Ham Park Charity which if made publicly available at this early stage would have seriously detrimental implications. He emphasised that the Nursery site was not part of the Park and there was no public access to it. The Committee also needed to be able to speak openly and candidly about the available options. In addition, the Chairman noted that the Committee membership included a substantial number of Members external to the Court of Common Council including representatives of the local community and reminded Members that they were acting on behalf of the City of London Corporation in its capacity as Trustee of the West Ham Park Charity.

The Chairman moved that the Committee consider the exclusion of the public. The Committee then proceeded to vote on the motion to exclude the public from the remainder of the Committee meeting as specified in Section 100A (4) of the Local Government Act 1972. Six Members voted in favour and Five voting against the motion, with one abstention. Accordingly, the motion to exclude the public from the remainder of the Committee meeting was carried.

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

**11. NON-PUBLIC MINUTES**

The Committee considered the non-public minutes of the meeting of the West Ham Park Committee held on 15 July 2019.

**RESOLVED-** That the non-public minutes of the meeting of the West Ham Park Committee held on 15 July 2019 be approved as an accurate record.

**12. WEST HAM PARK NURSERY**

The Committee considered a joint report of the City Surveyor and Director of Open Spaces on the West Ham Park Nursery.

**RESOLVED-**That the report be agreed.

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

There were no questions considered in the non-public session.

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

There was no urgent business considered in the non-public session.

**The meeting ended at 1.26 pm**

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Chairman

**Contact Officer: Richard Holt**  
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<b>Committee:</b>	<b>Date:</b>
West Ham Park	9 December 2019
<b>Subject:</b> Park Manager's Update	<b>Public</b>
<b>Report of:</b> Superintendent of Parks and Gardens	<b>For Information</b>
<b>Summary</b>	
<p>This report provides an update to Members of the West Ham Park Committee on management and operational activities at West Ham Park since October 2019.</p>	
<b>Recommendation</b>	
Members are asked to:	
<ul style="list-style-type: none"><li>• Note the report</li></ul>	

## Main Report

### **Budget and Personnel**

1. Expenditure for West Ham Park is in line with that expected at this time of year. The Park currently has a full complement of full-time staff.

### **Community, Volunteering, Outreach and events**

2. Wild Schools: Wild Schools in West Ham Park has been progressing well with 1188 students taught in the Park since the start of term in September. The aboriginal art sessions were very well received by staff and students from St Helens Primary School. Year 3 from Park Primary also successfully constructed their own versions of Caesars 'Rhine Bridges', spanning two metres using only string and two lengths of stick. The Wild Schools' officer has also been busy running Forest School sessions for Ravenscroft school, where they cooked over the fire and planted bulbs in the Wildlife Gardens. Finally, the team successfully trialled a new stone age session where students used turmeric, red cabbage and charcoal pigments to colour sticks after they had scraped off the bark using a stone age flint tool. As the number of school sessions reduces in December, the team are planning to concentrate on some outdoor education training for our Wild Schools' volunteers and work to improve habitats in West Ham Park wildlife gardens.

Figure 1: Wild school sessions



3. The Friends of West Ham Park: Over 200 people attended this year's leaf pile event in the Park. The event, organised and run by the Friends, assists with leaf clearance in the Park, whilst connecting young and old with nature. The Friends group also completed a wildlife garden maintenance session, carrying out key autumn maintenance tasks.
4. Future Friends' events happening in the Park over the coming months are listed below.
  - a. Park in the Dark and stargazing – 6<sup>th</sup> December 5 – 7pm
  - b. Wildlife garden maintenance – 14<sup>th</sup> and 15<sup>th</sup> December 12 – 3pm
  - c. Vegetable garden sessions – Tuesdays 2 – 4pm
  - d. Health Walk – every Wednesday 11am – 12 noon
5. In September on City Giving Day colleagues from across the City Corporation came to volunteer in the Park. Working with the Wild Schools' officer the team created dead wood habitats, topped up the dead hedge with additional material and topped up the central path with wood chip. Corporate volunteers from Brit insurance visited the Park in October and spent the day clearing and mulching tree pits in the orchard.

### **Operational activities**

6. Management plan review: In November a workshop was held to review the Park's management plan. Attendees included Friends of the Park, Tennis coaches, members of our adult cricket team and colleagues from the learning team. The groups considered the Park's recent achievements and discussed what they felt were the priorities going forward. A draft document is being prepared for wider consultation, before it comes to this Committee in 2020 for final sign off.
7. Ornamental gardens: Planting of the top terrace of the rose garden has been completed with a mixed herbaceous scheme that echoes planting in neighbouring beds.
8. Parkland – Re-sculpting of the mounds is progressing well despite the rain. Two mounds have been completed. 17 Corporate volunteers helped plant 30,000 bulbs and wildflower seeds. The remaining work will be completed over the winter months.

9. Playground Project – The refurbishment project has been submitted as one of the Open Spaces Department’s top priorities in the new annual bidding process to try to secure Capital funding. An application to the London Marathon Charitable Trust for additional funding has also been submitted.
10. Sports: A full review of this year’s sporting activity is presented in a separate report.
11. Tree Management database. The Park Manager has been working with the City Gardens Manager to identify a new provider for tree information in the Square Mile and at the Park. Tenders have been assessed and a preferred supplier identified. The new system will be operational by March 2020.

### **Property Matters**

12. Nursery project: The proposals for the future of the nursery site have been presented and approved by the following committees:
  - a. Projects Sub Committee - 16<sup>th</sup> October
  - b. Corporate Asset Sub-Committee – 7<sup>th</sup> November
13. The Park Manager has been working with Head of Corporate Development Management in the City Surveyor’s team to appoint a Senior Development Manager to support the project going forward. Colleagues from the City Solicitor’s team have contacted the Charity Commission regarding the proposed scheme and are currently awaiting their response.

### **Lucy Murphy**

West Ham Park Manager

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<b>Committee:</b>	<b>Date:</b>
West Ham Park Committee	9 December 2019
<b>Subject:</b>	<b>Public</b>
West Ham Park Fees and Charges review 2020-21	
<b>Report of:</b>	<b>For Decision</b>
Director of Open Spaces	
<b>Summary</b>	
<p>Within the City of London Open Spaces, charges for sports activities are reviewed annually. This report summarises sports activity in the Park throughout 2019 and sets out the proposed fees and charges for sports facilities provided at West Ham Park in 2020/21</p>	
<b>Recommendation</b>	
<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• Approve the proposed schedule of charges (attached at Appendix 1) for sports facilities in West Ham Park for the 2020/21 financial year.</li> <li>• Delegate authority to the Superintendent to finalise details of the Tennis Annual Membership package with Newham Council prior to the start of the tennis season.</li> </ul>	

## Main Report

### Background

1. West Ham Park is situated in the London Borough of Newham which has one of the highest obesity and inactivity levels in London. Newham Council heavily subsidises sports provision across the borough to encourage local people to be more active and help address these issues. Until last year it was free to play tennis at council owned park facilities. In 2018 investment from the Lawn Tennis Association (LTA) in partnership with the council saw facilities at several key strategic sites upgraded (including Stratford Park less than 1 mile away from West Ham Park). Modest charging was then introduced along with an annual Family Membership pass. This impacted usage at West Ham Park and so an annual pass was introduced in 2019 for tennis and for use of the newly refurbished cricket nets.
2. Charges for the wide range of recreation and sporting facilities that are provided in all the City Corporation's Open Spaces are reviewed annually. The proposed fees and charges include concessionary rates, offering a 40% discount on the standard adult charge, except where indicated.
3. Sports fees and charges are not based on full cost recovery and are significantly subsidised by the City of London Corporation to promote participation in formal and informal recreation and to support health and well-being.

## Current Position

4. Table 1 summarises the sports income for West Ham Park annually from 2016/17, and for this financial year up to the end of September. Income targets have steadily increased year on year since 2017/18, to help offset budget reductions implemented across the City of London. The International Cricket World Cup T20 and milder summer temperatures saw an increase in usage of sports facilities across the Park, in most areas exceeding our annual target. Although we have seen a small shortfall in the tennis income in 2019, income from other areas (e.g. events and licencing) has gone some way towards making up the shortfall.

Table 1: Sports income, West Ham Park

	2016/17	2017/18	2018/19	2019-20 to October	Target Income
Cricket Nets	£ 1,055.00	£ 1,428.00	£ 844.00	£ 1,549.00	£ 1,000.00
Cricket General	£ 4,001.00	£ 5,410.00	£ 5,712.00	£ 6,248.25	£ 6,000.00
Football Pitches	£ 2,474.00	£ 1,217.00	£ 1,456.00	£ 2,107.00	£ 2,000.00
Tennis Courts	£ 11,153.00	£ 17,580.00	£ 24,377.14	£ 17,256.00	£ 23,000.00
School Sports	£ 1,091.00	£ 2,624.00	£ 1,854.00	£ 2,340.00	£ 3,000.00
<b>Total Income</b>	<b>£ 19,774.00</b>	<b>£ 28,259.00</b>	<b>£ 34,243.14</b>	<b>£ 29,500.25</b>	<b>£ 35,000.00</b>

5. Football: The Park lost one of its long standing teams in 2019 due to a change in their circumstances which saw the team dissolve, however the remaining teams continue to return to the Park. Positive comments were received regarding the quality of the pitches, which is encouraging following investment in pitch reparation works. As a trial this winter the Park marked two 9-a-side junior training pitches in order to help manage increasing regular 'informal' use. This has seen new junior teams using the Park and one school making a regular booking for the season. Staff are currently looking at options to promote increased usage of Park facilities, to help maximise participation and future income.
6. Tennis: Usage of our courts almost doubled from September 2018 to September 2019: 12,449 court hours, compared to the same period 2017 to 2018 that saw 6,249 court hours. This is a direct result of the introduction of The Annual Tennis Household pass, which allows a family of 4 to play for two hours a day every day for £30 per annum. The pass was introduced to mirror that brought in by Newham Council the previous year, but the increased participation has been offset by a drop in income of 7% on the previous year (see Table 1). Tennis is a popular sport with local users, but factors such as socio-economic background and deprivation within the Borough do have an impact, as the team tries to find the balance between affordability and generating maximum income.
7. Fed Cup project: Tennis Come True – The Park's licensed coaches continue to grow their profile and coaching portfolio. The Fed cup was held at the Copper Box area in the Olympic Park in the spring of 2019. The LTA brought together the Olympic Boroughs of Hackney, Waltham Forest, Tower Hamlets and Newham to run a Legacy project aiming to inspire children in East London

to play tennis. The Park's coaches approached 16 local primary schools, and visited 6 of them, coaching 57 classes – a total of 1620 children who were then invited to a 'Nature Valley Big Tennis Weekend' held at the Park which attracted 213 attendees. With 31 children then signing up for further tennis coaching at the Park. We continue to work in partnership with the LTA and the Park coaches, as well as considering other models of service delivery to improve use of our courts during the quieter booking periods.

8. Cricket: All of the regular cricket teams returned this season, some of whom have a long history with the Park dating back to the 1970s. One of the teams, Amez Cricket Club, reached the League final, narrowly missing out on victory with a defeat in their final game. Four new benches were installed around the cricket area along with a new scoreboard as a direct response to the requirements of the teams. Further additional equipment is required such as side screens and covers for the ground to comply with Essex County League regulations in which the adult teams play. The team is working with the clubs to identify source of funding for this.
9. Capital Kids Cricket, a youth cricket organisation, returned for another successful season of activities. They run West Ham and Stratford Cricket Club based at the Park, which started the season with an impressive 90 participants as they had 16 new members join in 2018. They once again hosted their annual cricket festivals at the Park and monopolised on success of the ICC T20 Cricket World Cup. Training sessions were attended on average by 25 children in the winter and 40 children and young adults in the summer. The young adults' team are now competing in The National Cricket League's third division. This year saw the start-up of their new Women and Girl's Cricket Programme, funded through the City's 'Enjoying Green Spaces' grant that was very successful – see Appendix 3 for a full report.
10. Schools Sports days: Over 7,000 children participated in approximately 100 hours of School Sports Days that are run from mid-June to mid-July due to the schools activity calendar. Schools tend to book their Sports days only if their preferred dates are available. Where possible the Park's support team ensure as many schools as possible can enjoy the use of the facilities, although income is limited to what schools can afford. The introduction of a half day option has helped to accommodate more schools and fit within their budgets.

## **Proposals**

11. A benchmarking exercise was undertaken to compare West Ham Park's sporting facilities with the Park's local competitors and other City sites (see Appendix 1). It is proposed that most charges for 2020/21 be increased by 2.6% in line with Retail Price Index (CPI) as at August 2019 with rounding to aid cash handling. Consequently, this may represent marginally higher or lower percentage uplifts. The proposed fees and charges include concessionary rates, offering a 40% discount on the standard adult charge.
12. Tennis Annual Household pass: Due to the impact on budget, the Park manager has spoken with the LTA and Newham council about changing the charging structure for the annual pass in 2020. The suggestion is to introduce a family pass for a higher fee that would allow 2 hours of play per day and have an individual pass that would allow 1 hour of play per day within a set

fee. Pass holders would then be eligible for discounts on any further courts booked. This proposal and the fees associated with it are currently being negotiated and it is requested that delegated authority be given to the Superintendent to agree these charges before the start of the season in March 2020.

13. The charges stated are inclusive of VAT, other than for block booking of football where more than ten games are booked each season (subject to meeting the conditions as set out by the HMRC).

### **Corporate & Strategic Implications**

14. The proposed sports charges are consistent with Objective 2 of the West Ham Park Management Plan 'a healthy and active park'. The proposals set out in this report contain a range of charges with concessionary rates that have been benchmarked against local providers and other City Open Spaces.
15. The provision of sports facilities supports the **Department of Open Spaces 2019/20 Business Plan:**
  - i. **Spaces enrich people's lives:** People enjoy good health and wellbeing and People feel welcome and included
  - ii. **Business practices are responsible and sustainable:** Our practices are financially and socially and environmentally sustainable
16. The provision of sports facilities contributes to the following **Corporate Plan 2018-23** aims and outcomes:

#### **Contribute to a flourishing society**

- i. People enjoy good health and wellbeing
- ii. People have equal opportunities to enrich their lives and reach their full potential
- iii. Communities are cohesive and have the facilities they need

#### **Shape outstanding environments**

- i. Our spaces are secure, resilient and well-maintained

### **Implications**

17. The City's Financial Regulations require all departments to recover full costs when setting charges to persons or external organisations or submit reasons to the appropriate service Committee when that objective is not met. It is therefore at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.
18. Any shortfall in income, from the budgeted level, would need to be met by offsetting reductions elsewhere in the Chief Officer's local risk budgets or from new income sources. In light of the current financial situation, it is desirable that, where appropriate, income generated from fees and charges should be maximised, where this can be achieved within individual Committees' pricing policies.

Fees and charges in this report have been set by benchmarking and comparing fees with other facilities in the local area and across London through data gathered by the London Parks Benchmarking group.

## **Conclusion**

19. The City seeks to maximise the use of the sporting activities in its Open Spaces and encourage active participation from all sections of the community. The approach to charging for sports facilities in West Ham Park will continue to be reviewed annually, in the light of market conditions, user requirements and the implementation of local sports strategies.

## **Appendices**

- Appendix 1: Benchmarking of West Ham Park sports charges
- Appendix 2: Summary of West Ham Park proposed charges for 2020
- Appendix 3: Capital Kids Cricket: Enjoying Green Spaces - End of project report

## **Lucy Murphy**

West Ham Park Manager

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- Appendix 1: Benchmarking of West Ham Park sports charges

Cricket		Flanders Field (Bonny Downs)	NLOS: Proposed	WHP 19-20 current	Inflation 2.6%	Proposed change	WHP 20-21 Proposed	Notes
Adult	7 games, plus free use of 1 practice net, 1 evening per week & free use of dressing rooms	£765 (6 and over) £127.50 per extra match		£730.00	£748.98	See notes	£740.00	Increase by inflation at 2.6% but round down to stay competitive with local team
	Single match - day	£150.00	£96.00	£124.00	£127.22	x 2 artificial	£126.00	
	Single match - 4 hours (artificial)	£100.00		£62.00	£63.61	Inflation	£63.00	
	Nets - per hour	£10.00	£8.00	£9.00	£9.23	Hold	£9.00	Membership pass continued. Hourly rate held at previous to encourage play
	Nets - Annual pass			£20.00	£20.52	Hold	£20.00	
Concession	7 games, plus free use of 1 practice net, 1 evening per week & free use of dressing rooms	£459 (6 and over) £76.50 per extra match		£438.00	£449.39	40% discount	£444.00	40% discount on adult price offered to encourage youth participation
	Single Match - day	£90.00		£74.00	£75.92	40% discount	£75.00	
	Single Match - 4 hours	£65.00	£63.00	£37.00	£37.96	40% discount	£37.00	
	Nets - per hour	£10.00	£8.00	£6.00	£6.16	Hold	£6.00	

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Tennis Courts		Lee Valley & Olympic Park	NLOS: Proposed	WHP 19-20 current	Inflation 2.60%	Proposed change	WHP 20-21 Proposed	Notes
Adults	per hour	Peak £10 Off Peak £8	£9.25	£7 peak £5 off peak	£7.15 peak £5.15 off peak	Hold	Peak £7 Off Peak £5	Hold prices
	Coaching: Various levels (per hr)	£8, £12	£59.50; £89.25; £119	£10.00	£10.26	Benchmark	£59-£90	9 sessions
Concession	per hour	Peak £8.00 Off Peak £6	£5.55	£4.00	£4.10	Hold	Peak £4 Off Peak £2.50	Hold prices
	Coaching - Red/Orange/Green session	£48/ 7week;	£47.50	£2.50	£2.57	Benchmark	£49.50	9 sessions
Household	Membership	Not comparable		£30.00	£30.78	TBC	£30.00	Household pass

Marking out charges		Hampstead Heath	WHP 19-20 current	2.60%	Proposed change	WHP 20-21 Proposed	Notes
Adult	Rounder's - per pitch	£56.50	£56.00	£57.46	Inflation	£57.00	Increase by inflation at 2.6%
Concession	Rounder's - per pitch		£22.00	£22.57	Discount	£23.00	
Concession	Running track per day (400m)	£263.50	£58.00	£59.51	Inflation	£60.00	
Concession	Running track per day (100m)		£22.00	£22.57	Inflation	£23.00	
Concession	School Sports day <100 attendees	£158.00	£85.00	£87.21	Inflation	£87.00	
Concession	School Sports day <500 attendees		£117.00	£120.04	Inflation	£120.00	
Concession	School Sports day >500 attendees		On request		On request	On request	Prices calculated based on staff support required at larger sports days
Adult	Running track: prices available on request.	£4.50	On request		On request		

Football		Flanders Playing	Wanstead Flats	Hampstead	WHP 19-20	2.60%	Proposed	WHP 20-21	Notes
Adult Page 15	<b>Saturdays:</b> 15 games plus free use of	12 matches £950	£658.00	N/A	£480.00	£492.48	Inflation	£492.00	Increased by inflation
	<b>Sundays:</b> 15 games plus free use of		£937.00	N/A	£706.00	£724.36	Inflation	£724.00	
	Single match - Mon-Fri	£90.00		£90.00	£54.00	£55.40	Inflation	£55.00	
	Single match - Sat		£47.00		£66.00	£67.72	Inflation	£68.00	
	Single match - Sun		£67.00		£80.00	£82.08	Inflation	£82.00	
Concessions	<b>Saturdays:</b> 15 games plus free use of	12 matches £450	£296.00	N/A	£211.00	£216.49	Inflation	£216.00	
	<b>Sundays:</b> 15 games plus free use of		£378.00	N/A	£316.00	£324.22	Inflation	£324.00	
	Single match - Mon-Fri	£60.00	N/A	£54.00	£33.00	£33.86	Inflation	£34.00	
	Single match - Sat & Sun		N/A		£37.00	£37.96	Inflation	£38.00	

Use of changing rooms		LB Newham	WHP 19-20 current	2.60%	Proposed change	WHP 20-21 Proposed	Notes
All	Changing room fee for single match	N/A	£52.00	£53.35	Inflation (2.6%)	£53.00	Increased by inflation

## Appendix 2: Summary of West Ham Park proposed charges

	2020/21	
	Adult	Concession
<b>Cricket</b>		
7 games, plus free use of 1 practice net, 1 evening per week & free use of dressing rooms	£ 740.00	£ 444.00
Single match - day	£ 126.00	£ 75.00
Single match - 4 hours	£ 63.00	£ 37.00
Nets - per hour	£ 9.00	£ 6.00
Nets - Annual pass	£ 20.00	
<b>Tennis Courts</b>		
Per hour - Peak*	£ 7.00	£ 4.00
Per hour - Off-Peak**	£ 5.00	£ 2.50
Coaching - Various levels (9 sessions on average)	£59 to £90	£ 49.50
Membership	TBC	
<b>Marking out charges</b>		
Rounders - per pitch	£ 57.00	£ 23.00
Running track per day (400m)	On request	£ 60.00
Running track per day (100m)		£ 23.00
School Sports day <100 attendees		£ 87.00
School Sports day <500 attendees		£ 120.00
School Sports day >500 attendees - price on request		On request
<b>Football</b>		
<b>Saturdays:</b> 15 games plus free use of dressing rooms	£ 492.00	£ 216.00
<b>Sundays:</b> 15 games plus free use of dressing rooms	£ 724.00	£ 324.00
Single match - Mon-Fri	£ 55.00	£ 34.00
Single match - Sat	£ 68.00	£ 38.00
Single match - Sun	£ 82.00	
<b>5 Aside</b>	On request	
<b>Changing rooms</b>		
Changing room fee for single match	£ 53.00	
<b>All charges are inclusive of VAT</b>		

### Notes:

- Concession – A concession rate is available for under 16s, OAPs, students, unemployed people and disabled people
- Tennis peak\* Monday to Friday 8am to 10am and 3pm till closing, Saturday and Sunday – 8am till closing
- Tennis off peak\*\* Monday to Friday 10am to 3pm
- Annual pass per household introduced for cricket nets and tennis – maximum booking of one lane/court for two hours per day (in line with LB Newham terms and conditions)
- Tennis Membership TBC due to negotiations with LB Newham in regard to pricing structure.

# City of London Enjoying Greenspaces Grant End of Project Report 2019

## Introduction/Summary

Funding was awarded by the City of London's Enjoying Greenspaces grant to increase the engagement between families, particularly mothers and daughters, and West Ham Park in Newham, east London.

The project aimed to achieve this initially through engagement with families at local primary schools (via cricket and aerobic coaching sessions) during the late winter and early spring months. During the summer school term and holiday, this engagement was then used to move the activities to West Ham Park.

Overall, the project succeeded in achieving its stated aim.



## Statistics

Aerobics sessions for mothers - total mums attending = 72

Girl's cricket sessions at primary schools - total girl's attending = 64

Primary school cricket competition in West Ham Park - total girl's engaged = 82

West Ham Park activities - total mums engaged = 32, total girl's engaged = 22

Summer activities in West Ham Park - total mums engaged = 38, total girl's engaged = 28

# Report on Activities

Initial engagement was established through the provision of aerobics sessions for mothers and “girls only” cricket sessions at three primary schools local to West Ham Park. These sessions took place from February to July 2019 and aimed to engage both mothers and daughters in regular physical activity.

During the Easter school holiday, outdoor sessions in West Ham Park were gradually phased in with evening cricket sessions for girls and regular aerobics or walking sessions for mothers.

To mark the beginning of this transition, we ran a mother’s and daughter’s festival on Mother’s Day (31st March) in the park. Attended by 20 mums and 25 children (predominantly girls), the festival featured activities including small cricket games, walking, races and various other small games and activities.



It was expected, given the local demographic, that the uptake for the regular outdoor sessions may be slow to begin with - mothers had a preference for the privacy of sessions taking place in primary school halls and families were reluctant to let their daughters attend evening sessions in the park.

These two factors were evident when the outdoor sessions first began. Over time, however, we began to break down these boundaries and we eventually had a strong regular attendance at each of these sessions.



Photo: awards ceremony for the mothers who participated in the aerobics classes at Elmhurst Primary

As part of our wider engagement, we ran a girl's primary school cricket festival in West Ham Park for 10 primary schools local to the park. This gave us an opportunity to engage with participants beyond the three focus schools for this project and, in turn, potentially attract a new audience to engage with the park and the activities taking place within it.



In total, 82 girls took part in the festival and, of these, 15 re-engaged with other activities that we ran in the park.

The festival also captured the imagination of the primary school teachers who attended and, using a combination of school funds and our own, we will be running another girl's festival in West Ham Park in September.



During the summer school holiday we stepped up our efforts even further to develop an engagement between local people and West Ham Park. Throughout August, we ran a West Ham Summer Cricket Camp for both boys and girls aged 6 to 16.

The camp ran 3 days a week for 3 hours per day and included a family day once a week. The regular camp sessions provided an opportunity for children to learn a new skill and take part in regular physical activity whilst enjoying the benefits of being in West Ham Park.

The family days achieved the same goals, but also allowed parents to get involved in their own sessions and take part in activities with their children. We found that these sessions worked particularly well in engaging with girls who enjoyed taking part in activities with their parents.



To mark the end of the summer activities and the project as a whole, we ran a big family festival in West Ham Park on Thursday, 29th August. The festival was a huge success with over 150 participants taking part in a variety of activities from cricket games to dance and beach ball volleyball.

We were delighted to see so many of our project participants turn out on the day and their improved engagement with the park was evident. Some of the families brought home made food and refreshments for everyone to enjoy and the sense of community was very strong.

At the end of the festival, we held a special awards ceremony for everyone who had taken part and children received various prizes including plastic cricket bats and balls.



# Summary and Outcomes

As a result of this project we have successfully developed an engagement between local families (particularly women and girls) and West Ham Park. Over the course of the project, we have seen over 300 people take part in activities in the park.

The feeling of community and the improved links between local people and the park has been palpable throughout the project and never was this highlighted more than during the end of summer festival.

Seeing families come together to enjoy the park filled us with immense pride and we are very grateful to the City of London grants team for awarding us with the funding to make this happen.



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# Agenda Item 6

<b>Committee(s)</b>	<b>Dated:</b>
West Ham Park	9 December 2019
<b>Subject:</b> West Ham Park Trustee's Annual report and Financial Statements for the Year Ended 31 March 2019	<b>Public</b>
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<b>Report author:</b> Derek Cobbing	

## Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2019 for West Ham Park are presented in the format required by the Charity Commission.

## Recommendation(s)

Members are asked to:

- Note the report.

## 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 10<sup>th</sup> 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. Since this undertaking the City Corporation has recently approved that a further comprehensive review be undertaken across all of its charities, the outcome of which will be reported to this committee in due course.
4. 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 31<sup>st</sup> March 2019

Derek Cobbing  
Chamberlains department

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***WEST HAM PARK***  
***REPORT AND FINANCIAL STATEMENTS***  
***FOR THE YEAR ENDED 31 MARCH 2019***  
**Charity Number: 206948**

# WEST HAM PARK

## Trustee's Annual Report and Financial Statements for the year ended 31 March 2019

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**WEST HAM PARK**  
**Trustee's Annual Report for the year ended 31 March 2019**

**1. Reference and Administration Details**

Charity Name:	West Ham Park
Registered Charity Number:	206948
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	BDO LLP 55 Baker Street London W1U 7EU

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

**Policies and procedures for the induction and training of Trustee**

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

# WEST HAM PARK

## Trustee's Annual Report for the year ended 31 March 2019

### 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.

The Charity Governance Code was published in July 2017. The charity is supportive of the Code and its aim to assist in the development of high standards of governance throughout the sector. The Trustee is currently considering application of the recommended practice to the work of the West Ham Park charity.

#### **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.

#### **Key management personnel remuneration**

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

#### **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.

**WEST HAM PARK**  
**Trustee's Annual Report for the year ended 31 March 2019**

**2. Structure, Governance and Management (continued)**

**Risk identification (continued)**

There are 10 risks which have been identified as affecting all the Open Spaces of which 9 relate to "green spaces". These are:

- Health and safety;
- Extreme weather and climate change risk;
- Poor repair and maintenance of buildings;
- Impact of development;
- Pests and diseases;
- Maintaining the City's water bodies;
- Reputational Risk Associated with efficiency improvement arising out of the Open Spaces Act;
- Ultra Low Emission Zone (ULEZ) Fleet Purchase risk; and
- Budget reductions implications

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

Risk which is specific to West Ham Park:

Public Behaviour – including crime, irresponsible dog owners, rough sleepers, user conflict, trespass and alcohol. Liaison with police has reduced both the impact from major to serious and the likelihood from possible to unlikely.

**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 is listed in Historic England's Register of Historic Parks & Gardens (Grade II).

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 2019

### 4. Achievements and Performance

#### Key Targets for 2018/19 and review of achievement

The key targets for 2018/19 together with their outcomes were:

- **West Ham Park Nursery Project: Identify a preferred option for the future use of the nursery site and work with the City Surveyor and other partners to deliver that option.** The Options Review Group comprised of Members and other key stakeholders met for the third time in May 2018. Substantial progress had been made by BDP, the lead consultant, bringing design work up to RIBA Stage 2. The consultant's report was presented to various internal boards and committees. Research has been undertaken to identify funding streams for each of the potential options prior to this returning to Committee.
- **Update the Management Plan for West Ham Park (2018-2022).** This piece of work has been deferred by one year so that staff resources could be focussed on higher priority projects.
- **Working with volunteers, deliver the agreed extension to the wildlife garden.** The newly extended wildlife garden was opened by Sherriff Redcliffe during the committee visit to site in June 2018. Volunteers from across the open spaces department along with 4 teams of corporate volunteers have assisted with building the dead hedge, installing log piles and planting trees in the garden. Work is continuing in the garden to enhance its features and improve the habitats for wildlife with local schools during forest school sessions.
- **Continue to work with sporting partners in order to increase active participation through sport at West Ham Park in line with agreed targets.** West Ham and Stratford junior cricket team has extended its training sessions to two evenings per week due to increased demand from local people. The park has also seen an increase in requests for evening cricket games. Tennis numbers in the summer were lower than expected, the high temperatures resulting in a reduction in play. However, coaches are now qualified to referee during tournaments and are holding a number of Lawn Tennis Association competitions at the park. An annual fixed price membership to allow families to play daily on the tennis courts or cricket nets have been launched in early 2019 to attract more users and increase usage.
- **Redesign the playground at West Ham Park creating a new master plan, with alternative options for water play provision. Consult with the local community and implement preferred option by summer 2019.** In summer 2018, West Ham Park held a series of public consultations with an active survey for users and visitors online as well as on site drop-in sessions to ascertain users' views. Results from the consultation were in favour of extending the footprint of the space and including new planting. Users supported the removal of the paddling pool in preference of a water play feature with hand pumps. The preferred option has received support at committee and confirmation of funding is awaited.

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

### 5. Financial Review

#### Review of financial position

Income from donations and legacies comprised grant income: £21,530 (2017/18: £13,061) and contribution of £3,376 (2017/18: £nil), income from charitable activities £259,986 (2017/18: £308,843) comprised £82,867 fees and charges (2017/18: £72,056), £177,119 from rents (2017/18: £236,787). Interest of £1,526 was received (2017/18: £824). The contribution towards the running costs of the charity amounted to £1,256,228 (2017/18: £1,170,644). This cost was met by the City of London Corporation's City's Cash.

# WEST HAM PARK

## Trustee's Annual Report for the year ended 31 March 2019

### 5. Financial Review (continued)

#### Review of financial position (continued)

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 13 of the Notes to the financial statements.

#### Going Concern

The Trustee considers the Park to be a going concern. Please see Note 1 (c) to the financial statements.

#### Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. Although the West Ham Park Charity does not undertake widespread fundraising from the general public, the legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Such amounts receivable are presented in our accounts as "voluntary income" and includes legacies and grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustees.

The charity is not bound by any undertaking to be bound by any regulatory scheme and the charity does not consider it necessary to comply with any voluntary code of practice.

We have received no complaints in relation to fundraising activities. Our terms of employment require staff to behave reasonably at all times. As we do not approach individuals for funds we do not consider it necessary to design specific procedures to monitor such activities.

### 6. Plans for Future Periods

The plans for 2019/20 are:

- Playground project: Complete detailed design, secure funding and planning approval for the proposal and implement the project (expected completion date summer 2020);
- West Ham Park Nursery Project: Identify a potential funding route for each option, then report at next Gateway to identify the one preferred option to progress. Work with the City Surveyor and other partners towards delivering that option;
- Update the Management Plan for West Ham Park;
- Continue to work with sporting partners in order to increase active participation through sport at West Ham Park in line with agreed targets; and
- Working in partnership with the departmental Learning Team, increase the learning and engagement offer at the Park, in line with programme targets.

**WEST HAM PARK**  
**Trustee's Annual Report for the year ended 31 March 2019**

**7. Disclosure of Information to the auditor**

At the date of approval of this report, the Trustee confirms that:

- so far as they are aware, there is no relevant audit information of which the Auditor is unaware; and
- the Trustee has taken all the steps that it ought to have taken in order to make itself aware of any relevant audit information and to establish that the Auditor is aware of that information.

**8. Statement of Trustee's Responsibilities**

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

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.

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. 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 xxxxx**

Jeremy Paul Mayhew MA MBA  
Chairman of Finance Committee  
Guildhall, London

Jamie Ingham Clark  
Deputy Chairman of  
Finance Committee  
Guildhall, London

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

### **Opinion**

We have audited the financial statements of West Ham Park (the Charity) for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2019 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.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions related to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information.

**(CONTINUED)**

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

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

- the information contained in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- adequate 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.

**Responsibilities of Trustees**

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST HAM PARK (CONTINUED)**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the Charity's trustees, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's trustees 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 the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Fiona Condron (Senior Statutory Auditor)  
For and on behalf of BDO LLP, statutory auditor  
London

Date

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

# WEST HAM PARK

## Statement of Financial Activities for the year ended 31 March 2019

	Notes	Unrestricted Funds			2018/19	2017/18
		General Fund	Designated Funds	Restricted Fund		
		£	£	£		
<b>Income from:</b>						
Donations and legacies		3,376	-	21,530	<b>24,906</b>	13,061
Charitable activities		259,986	-	-	<b>259,986</b>	308,843
Grant from City of London Corporation		1,256,228	-	-	<b>1,256,228</b>	1,170,644
Investments		1,526	-	-	<b>1,526</b>	824
<b>Total</b>	4	<b>1,521,116</b>	-	<b>21,530</b>	<b>1,542,646</b>	1,493,372
<b>Expenditure on:</b>						
Charitable activities		1,474,684	9,995	21,530	<b>1,506,209</b>	1,510,414
<b>Total</b>	5	<b>1,474,684</b>	<b>9,995</b>	<b>21,530</b>	<b>1,506,209</b>	1,510,414
<b>Net income/(expenditure)</b>		<b>46,432</b>	<b>(9,995)</b>	-	<b>36,437</b>	<b>(17,042)</b>
<b>Transfers between funds</b>		<b>(46,432)</b>	<b>46,432</b>	-	-	-
<b>Net movements in funds</b>		-	<b>36,437</b>	-	<b>36,437</b>	<b>(17,042)</b>
<b>Reconciliation of funds</b>						
Total funds brought forward	13	-	33,528	-	<b>33,528</b>	50,570
<b>Total funds carried forward</b>	13	-	<b>69,965</b>	-	<b>69,965</b>	33,528

All operations are continuing.

# WEST HAM PARK

## Balance Sheet as at 31 March 2019

	Notes	2019 £	2018 £
<b>Fixed Assets</b>			
Tangible Assets	9	<u>69,965</u>	<u>79,960</u>
		<b>69,965</b>	<b>79,960</b>
<b>Current Assets</b>			
Debtors	10	56,579	48,127
Cash at bank and in hand		<u>40,326</u>	<u>182,626</u>
		<b>96,905</b>	<b>230,753</b>
<b>Creditors: Amounts falling due within one year</b>	11	<b>(96,905)</b>	<b>(277,185)</b>
<b>Net Current (Liabilities)/Assets</b>		<u>-</u>	<u>(46,432)</u>
<b>Total Assets Less Current Liabilities</b>		<u><b>69,965</b></u>	<u><b>33,528</b></u>
<b>The funds of the charity</b>			
<b>Unrestricted income fund</b>			
Designated Funds	13	<u>69,965</u>	<u>33,528</u>
<b>Total Charity Funds</b>		<u><b>69,965</b></u>	<u><b>33,528</b></u>

Approved and signed for and behalf of the Trustee

The Notes at pages 13 to 27 form part of these accounts.

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

Dr Peter Kane  
Chamberlain of London  
XXXXX

## WEST HAM PARK

### Notes to the Financial Statements for the year ended 31 March 2019

#### 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 of West Ham Park, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) and the Charities Act 2011.

*(b) Significant Management Judgements and Key Sources of Estimation*

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of making judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

*(c) 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 2022/23 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.

The Trustees have considered the closure of the West Ham Nursery and the resulting loss of income as part of their assessment of going concern. In light of the funding of the Trust by the City of London Corporation, the closure is not deemed to raise a question over the going concern status of the Trust.

## WEST HAM PARK

### Notes to the Financial Statements for the year ended 31 March 2019

#### 1. Accounting Policies (continued)

##### *(d) Statement of Cash Flows*

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2019 which is publicly available and can be found at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk).

##### *(e) 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.

###### ***Heritage Land and Associated Buildings (continued)***

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:

	Years
Equipment	5 to 15

##### *(f) Recognition of capital expenditure*

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.

## WEST HAM PARK

### Notes to the Financial Statements for the year ended 31 March 2019

#### 1. Accounting Policies (continued)

**(g) *Income Recognition***

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

**(h) *Grants receivable***

Income from grants is recognised when there is evidence of entitlement to the grant, receipt is probable and its amount can be measured reliably. To this end, evidence of entitlement is assumed to exist when the formal offer of funding is communicated in writing to the Charity. Where there is a performance condition attached to the grant, entitlement is only recognised when the conditions have been met.

**(i) *Contribution from City's Cash***

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 and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

**(j) *Volunteers***

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

**(k) *Donations and legacies***

Donations and legacies comprise public donations, non-government grants and interest from a capital receipt in respect of the sale of property.

**(l) *Rental income***

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

**(m) *Expenditure Recognition***

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**(n) *Allocation of costs between different activities***

The City of London Corporation charges staff costs to the charitable activity 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.

## WEST HAM PARK

### Notes to the Financial Statements for the year ended 31 March 2019

#### 1. Accounting Policies (continued)

##### (o) *Pension Costs*

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £608.6m as at 31 March 2019 (£592.6m as at 31 March 2018). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. A triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19 and 2019/20 has been set at 21% (2016/17: 17.5%). The next actuarial valuation of the Scheme was carried out as at 31 March 2019 and will set contributions for the period from 1 April 2020 to 31 March 2023. There are no outstanding or pre-paid contributions at the balance sheet date.

##### (p) *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 13 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 13 to the accounts.

#### 2. Tax Status of the Charity

The West Ham Park Charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### 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.



#### 4. Income

Income is comprised as follows:

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2018/19 £</b>	2017/18 £
<b>Income from:</b>				
<b>Donations and legacies</b>				
Grants	-	21,530	<b>21,530</b>	13,061
Contributions	3,376	-	<b>3,376</b>	-
Investments	1,526	-	<b>1,526</b>	824
Grant from City of London Corporation	1,256,228	-	<b>1,256,228</b>	1,170,644
	<b>1,261,130</b>	<b>21,530</b>	<b>1,282,660</b>	<b>1,184,529</b>
<b>Income from charitable activities</b>				
Fees and charges	82,867	-	<b>82,867</b>	72,056
Rents	177,119	-	<b>177,119</b>	236,787
	<b>259,986</b>	<b>-</b>	<b>259,986</b>	<b>308,843</b>
<b>Total income</b>	<b>1,521,116</b>	<b>21,530</b>	<b>1,542,646</b>	<b>1,493,372</b>

### *Contributions*

A contribution of £2,450 was received in 2018/19 from Savage Gray Ltd in respect of part exchange value (2017/18: £nil). Ernest Doe & Sons Ltd contributed £927 in 2018/19 towards reimbursement of legal fees (2017/18: £nil).

### ***Restricted Fund***

#### *City Bridge Trust*

Funding from City Bridge Trust towards an environmental learning programme designed to improve London's engagement and sense of wellbeing with respect to green spaces; as well as a sector – specific evaluation. A grant of £6,000 was given by the City Bridge Trust in 2018/19 (2017/18: £5,435). 2018/19 was the final year of this three year grant.

#### *Lawn Tennis Association*

No grant was received from the Lawn Tennis Association in 2018/19. A grant of £4,538 was received in 2017/18 towards the installation of an electronic gate access system on the tennis courts at West Ham Park. Funds were fully spent in 2017/18.

#### *Tesco Bags of Help*

No grant was received from Tesco in 2018/19. A grant of £3,088 was received from Tesco (administered by Groundwork UK) in 2017/18 to purchase outdoor gym equipment (two different pieces of apparatus). Funds were fully utilised in 2017/18.

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## **WEST HAM PARK**

### **Notes to the Financial Statements for the year ended 31 March 2019**

#### **4. Income (continued)**

##### ***Restricted Fund (continued)***

##### *South Meadow Improvement Project*

A grant of £14,930 was received from the Greater London Authority (administered by Groundwork London) towards a landscaping and tree planting project on site. Funds were fully utilised in 2018/19 (2017/18: £nil).

##### *Mathematics Education*

A grant of £600 was received from the Company of Actuaries Charitable Trust to support work in outdoor mathematics education. Funds were fully spent in 2018/19 (2017/18: £nil).

#### **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.

#### **Sales, fees and charges (continued)**

Nursery service ceased in September 2016.

#### **Rental income**

Rental income relates to income of £41,400 received from the lodges at 240 and 242 Upton Lane (2017/18: £41,019) and rental income of £120,245 from the Territorial Army in 2018/19 (2017/18: £236,787 which included a backdated rental income of £88,000 from the Territorial Army).

#### **Grant from City of London Corporation**

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

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**WEST HAM PARK**

**Notes to the Financial Statements for the year ended 31 March 2019**

**4. Income (continued)**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2017/18 £</b>	2016/17 £
<b>Income from:</b>				
<b>Donations and legacies</b>				
Public donations	-	-	-	154
Grants	-	13,061	<b>13,061</b>	11,796
Investments	824	-	<b>824</b>	955
Grant from City of London Corporation	1,170,644	-	<b>1,170,644</b>	1,157,035
	<b>1,171,468</b>	<b>13,061</b>	<b>1,184,529</b>	<b>1,169,940</b>
<b>Income from charitable activities</b>				
Sale of goods, products and materials	-	-	-	151,966
Fees and charges	72,056	-	<b>72,056</b>	31,854
Rents	236,787	-	<b>236,787</b>	119,675
	<b>308,843</b>	<b>-</b>	<b>308,843</b>	<b>303,495</b>
<b>Total income</b>	<b>1,480,311</b>	<b>13,061</b>	<b>1,493,372</b>	<b>1,473,435</b>

## 5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	<b>2018/19 £</b>	2017/18 £
Charitable activities	1,271,189	235,020	<b>1,506,209</b>	1,510,414

<b>Total expenditure</b>	1,271,189	235,020	<b>1,506,209</b>	1,510,414
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No expenditure is incurred 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.

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## WEST HAM PARK

### Notes to the Financial Statements for the year ended 31 March 2019

#### 5. Expenditure (continued)

##### *Auditor's remuneration and fees for external financial services*

BDO 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 2018/19 (2017/18: nil).

#### 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 activities are as follows:

	Charitable activities £	2018/19 £	2017/18 £
<b>Department</b>			
Chamberlain	46,059	<b>46,059</b>	42,463
Comptroller & City Solicitor	19,299	<b>19,299</b>	4,068
Open Spaces Directorate	18,156	<b>18,156</b>	18,145
Town Clerk	23,587	<b>23,587</b>	31,407
City Surveyor	68,852	<b>68,852</b>	56,152
Information Systems	42,400	<b>42,400</b>	40,775
Other governance and support costs	16,667	<b>16,667</b>	15,554
<b>Total support costs</b>	<b>235,020</b>	<b>235,020</b>	208,564

## WEST HAM PARK

### Notes to the Financial Statements for the year ended 31 March 2019

#### 6. Support Costs (continued)

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

<b>Chamberlain</b>	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
<b>Comptroller and City Solicitor</b>	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
<b>Open Spaces Directorate</b>	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.
<b>Town Clerk</b>	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
<b>City Surveyor</b>	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
<b>Information Systems</b>	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.
<b>Other governance costs</b>	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.

**WEST HAM PARK**  
**Notes to the Financial Statements for the year ended 31 March 2019**

**7. Staff Numbers and Costs**

The average actual number of staff employed by the City of London Corporation charged to West Ham Park in 2018/19 is 16 (2017/18: 16) at a cost of £627,858 (2017/18: £609,522). The table below sets out the employment costs and the average actual number of staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2018/19 Charitable activities	16	487,549	44,439	95,870	<b>627,858</b>
2017/18 Charitable activities	16	468,396	43,856	97,270	<b>609,522</b>

There were no employees whose total employee benefits were above the £60,000 threshold (2017/18: nil).

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £5,058 in 2018/19 (2017/18: £5,034). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

**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 Note 1(d), 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.

included at historic cost less accumulated depreciation in accordance with Note 1 (d).

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**WEST HAM PARK**  
**Notes to the Financial Statements for the year ended 31 March 2019**

**9. Tangible Fixed Assets**

At 31 March 2019 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £69,965 (31 March 2018: £79,960) as set out below.

	Equipment £	Total £
<b><u>Cost</u></b> At 1 April 2018 and <b>31 March 2019</b>	146,828	<b>146,828</b>
<b><u>Depreciation</u></b> At 1 April 2018	66,868	<b>66,868</b>
Charge for year	9,995	<b>9,995</b>
<b>At 31 March 2019</b>	<b>76,863</b>	<b>76,863</b>
<b><u>Net book values</u></b> <b>At 31 March 2019</b>	69,965	<b>69,965</b>
At 31 March 2018	79,960	<b>79,960</b>

**10. Debtors**

Debtors consist of amounts owing to the charity due within one year.

The debtors figure consists of:

	2019 £	2018 £
Other Debtors	<b>26,405</b>	21,125
Rental Debtors	<b>3</b>	(10)
Recoverable VAT	<b>22,073</b>	8,852
Payments in Advance	<b>8,098</b>	18,160
<b>Total at 31 March</b>	<b>56,579</b>	48,127

**WEST HAM PARK**  
**Notes to the Financial Statements for the year ended 31 March 2019**

**11. Creditors**

Creditors consist of amounts due within one year.  
 The creditors figure consists of:

	<b>2019</b> £	2018 £
Trade Creditors	<b>27,605</b>	61,625
Accruals	<b>26,243</b>	53,820
Other Creditors	<b>11,662</b>	130,519
Receipts in Advance	<b>31,395</b>	31,221
<b>Total at 31 March</b>	<b>96,905</b>	277,185

**12. West Ham Park Analysis of Net Assets by Fund at 31 March 2019**

	Unrestricted Funds		<b>2019</b>	2018
	General Funds	Designated Funds		
	£	£	£	£
Tangible Fixed Assets	-	69,965	<b>69,965</b>	79,960
Current Assets	96,905	-	<b>96,905</b>	230,753
Current Liabilities	(96,905)	-	<b>(96,905)</b>	(277,185)
<b>Total Net Assets</b>	-	69,965	<b>69,965</b>	33,528

	Unrestricted Funds		<b>2018</b>	2017
	General Funds	Designated Funds		
	£	£	£	£
Tangible Fixed Assets	-	79,960	<b>79,960</b>	89,955
Current Assets	230,753	-	<b>230,753</b>	66,199
Current Liabilities	(230,753)	(46,432)	<b>(277,185)</b>	(105,584)
<b>Total Net Assets</b>	-	33,528	<b>33,528</b>	50,570

**WEST HAM PARK**  
**Notes to the Financial Statements for the year ended 31 March 2019**

**13. Movements of Funds during the year to 31 March 2019**

	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Fund balances carried forward £
<b>Unrestricted Funds</b>					
<i>General Funds</i>	-	1,521,116	(1,474,684)	(46,432)	-
<i>Designated Funds</i>					
West Ham Park Nursery	(46,432)	-	-	46,432	-
Tangible Fixed Assets	79,960	-	(9,995)	-	<b>69,965</b>
<b>Total Unrestricted Funds</b>	33,528	1,521,116	(1,484,679)	-	<b>69,965</b>
<b>Restricted Funds</b>					
City Bridge Trust	-	6,000	(6,000)	-	-
Mathematics Education	-	600	(600)	-	-
South Meadow Improvement Project	-	14,930	(14,930)	-	-
<b>Total Restricted Funds</b>	-	21,530	(21,530)	-	-
<b>Total Funds</b>	33,528	1,542,646	(1,506,209)	-	<b>69,965</b>

**Notes to the funds**

***Unrestricted funds***

*General fund*

The General fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation.

***Designated funds***

*West Ham Park Nursery*

West Ham Park Nursery closed in September 2016. It produced 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 was transferred to a Designated Fund which was 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 Trustee could agree to transfer part of this to the main Park.

## WEST HAM PARK

### Notes to the financial statements for the year ended 31 March 2019

#### 13. Movement of Funds during the year to 31 March 2019 (continued)

##### **Notes to the funds (continued)**

##### ***Designated funds (continued)***

##### *West Ham Park Nursery*

Nursery service ceased and operational buildings were decommissioned in September 2016. Options appraisal for the future use of the site was completed. Following feedback from the options review group, the options were reduced to three. These are currently being developed to identify a single preferred option to take forward to the next Gateway.

##### *Tangible Fixed Assets*

Designated funds consist of the net book value of Tangible Fixed Assets in accordance with Note 1 (d).

##### ***Restricted funds***

##### *City Bridge Trust*

Further funding has been agreed by the City Bridge Trust towards an environmental learning programme designed to improve London's engagement and sense of wellbeing with respect to green spaces; as well as a sector – specific evaluation. A grant of £6,000 was given by the City Bridge Trust in 2018/19 (2017/18: £5,435). 2018/19 was the final year of this three year grant.

##### *South Meadow Improvement Project*

A grant of £14,930 was received from the Greater London Authority (administered by Groundwork London) towards a landscaping and tree planting project on site. Funds were fully utilised in 2018/19 (2017/18: £nil)

##### *Mathematics Education*

A grant of £600 was received from the Company of Actuaries Charitable Trust to support work in outdoor mathematics education. Funds were fully spent in 2018/19 (2017/18: £nil).

## WEST HAM PARK

### Notes to the financial statements for the year ended 31 March 2019

#### 14. 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 “Expenditure on charitable activities” and an explanation of these services is set out in Note 6 for the support costs of £235,020 (2017/18: £208,564). The City of London Corporation’s City’s Cash meets the deficit on running expenses of the charity. This amounted to £1,256,228 (2017/18: £1,170,644) 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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<b>Committee:</b>			<b>Date:</b>
Open Spaces and City Gardens	-	For Information	<b>9 December 2019</b>
West Ham Park	-	For Information	9 December 2019
Epping Forest and City Commons	-	For Information	13 January 2020
Hampstead Heath, Highgate Wood and Queens Park	-	For Information	TBC January 2020
<b>Subject:</b> Departmental Business Plan 2019/20 – Six month performance update: April to Sept 2019			<b>Public</b>
<b>Report of:</b> Colin Buttery – Director, Open Spaces			
<b>Report author:</b> Gerry Kiefer, Open Spaces			

## Summary

This report provides Members with an update on progress and performance against the 2019/20 Business Plan by the services which report to the various Open Spaces Committees. Good progress has been achieved with activities having been delivered against all three of the Departments top-line objectives. Where performance is recorded at 6 months, this has been reported.

## Recommendation

Members are asked to:

- Note the progress made against the 2019/20 Business Plan objectives and performance indicators.

## Main Report

### Background

1. The Open Spaces & City Gardens Committee approved the Departmental Business Plan 2019/20 (Appendix 1) on 8 April 2019.
2. The Department's Vision is; *we enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.*
3. The Business Plan identified three main objectives under which sit twelve outcomes which are set out on page one of the Business Plan (Appendix 1)

### Current Position

### Objectives and Outcomes

4. A number of notable achievements and progress have been made under the three Business Plan objectives:

## **A. Open Spaces and Historic Sites are Thriving and Accessible.**

- The South London Downs National Nature Reserve (SLDNNR) was officially launched on Thursday 25 July.
- Positive progress is being made in relation to the Heathrow Biodiversity offsetting project
- The Hampstead Heath Management Strategy was approved and shared with the Court of Common Council and the designed document is available on the website.
- City Gardens were fully ULEZ compliant when it was introduced on the 8<sup>th</sup> April, through securing a fleet of EURO 6 diesels
- Epping Forest completed a £5M part-Common application to the Countryside Stewardship grant scheme at the end of August. The application seeks further funding from the Rural Payments Agency to contribute to the conservation management of the Forest's most important habitats and rarest species.
- Officers from The Commons have been working closely with South Bucks District Council (SBDC) and Natural England (NE) and comments were submitted on the draft SBDC Local Plan.
- Epping Forest made detailed representations to two major Local Plans.
  - Evidence was given to the public examination of the Regulation 19 Epping Forest District Council Local Plan in May, urging further protection for the Special Area of Conservation. Officers have subsequently been responding to the Inspectors Interim Advice.
  - A detailed submission was also made to the London Borough of Waltham Forest's Regulation 18 Local Plan public consultation.
- Officers at Epping Forest have been working with consultants to develop a final and fully costed Epping Forest SAC Mitigation Strategy for adoption by 6 Local Planning Authorities.
- Officers continue to work with contractors and the Forestry Commission to monitor and implement control measures for Oak Processionary Moth (OPM) across the Open Spaces. A significant increase in infestation has been recorded at Ashted Common.
- Cattle, and ponies and sheep have been grazing for conservation objectives at various sites at The Commons, Epping Forest and Hampstead Heath.
- North London Open Space continue to work with Keep Britain Tidy to finalise their waste and recycling project. Veolia are undertaking regular waste collections from Parliament Hill; food waste collection has increased, linked with on-site cafes. Recycling collection has also been increased, following the infrastructure changes at Parliament Hill. Good progress is being made with the selection and procurement of a specialised waste fleet.
- The newly landscaped South Meadow area at West Ham Park was opened to the public in April. Trees, multithemed shrubs and underplanting was added to the park boundary. The project, part funded by the Mayor of London aims to increase canopy cover in the park and increase the amount of native planting to support biodiversity.

## **B. Spaces Enrich People's Lives.**

- Epping Forest has supported Waltham Forest in its role as the London Borough of Culture, hosting several events including the May Day Fayre on Chingford Plain.
- Epping Forest contributed four events to Open House weekend on 21 and 22 September; including The View, The Temple and at Queen Elizabeth's Hunting Lodge.
- Epping Forest has achieved a Trip Advisor Certificate of Excellence via our online profile with Trip Advisor
- The Cafe in Burnham Beeches opened under a new tenant
- Wild Schools learning in West Ham Park introduced new sessions in physics and immersive sessions in creative writing and storytelling. There has also been a focus on broadening the range of schools who use the programme to enhance their curriculum.
- Open Spaces retained 15 Green Flag Awards and 13 Green Heritage Accreditations
- Numerous sites won London in Bloom Awards

## **C. Business Practices are Responsible and Sustainable.**

- Many Capital projects were put on hold as part of the Fundamental Review.
- The Senior Leadership Team (SLT) and 'staff led' options were put forward for the Fundamental Review
- City Gardens were awarded a special London in Bloom award - *Gardening in a Changing Climate*. The judges were particularly impressed with the trialling of new species and new planting mediums.
- An engagement and consultation exercise to inform the development of a dog walkers code of conduct and a personal training code of conduct has been undertaken at Hampstead Heath.
- The Heath & Hampstead Society hosted an event to mark 30 years of the City Corporation's custodianship of Hampstead Heath.

## **Performance Measures**

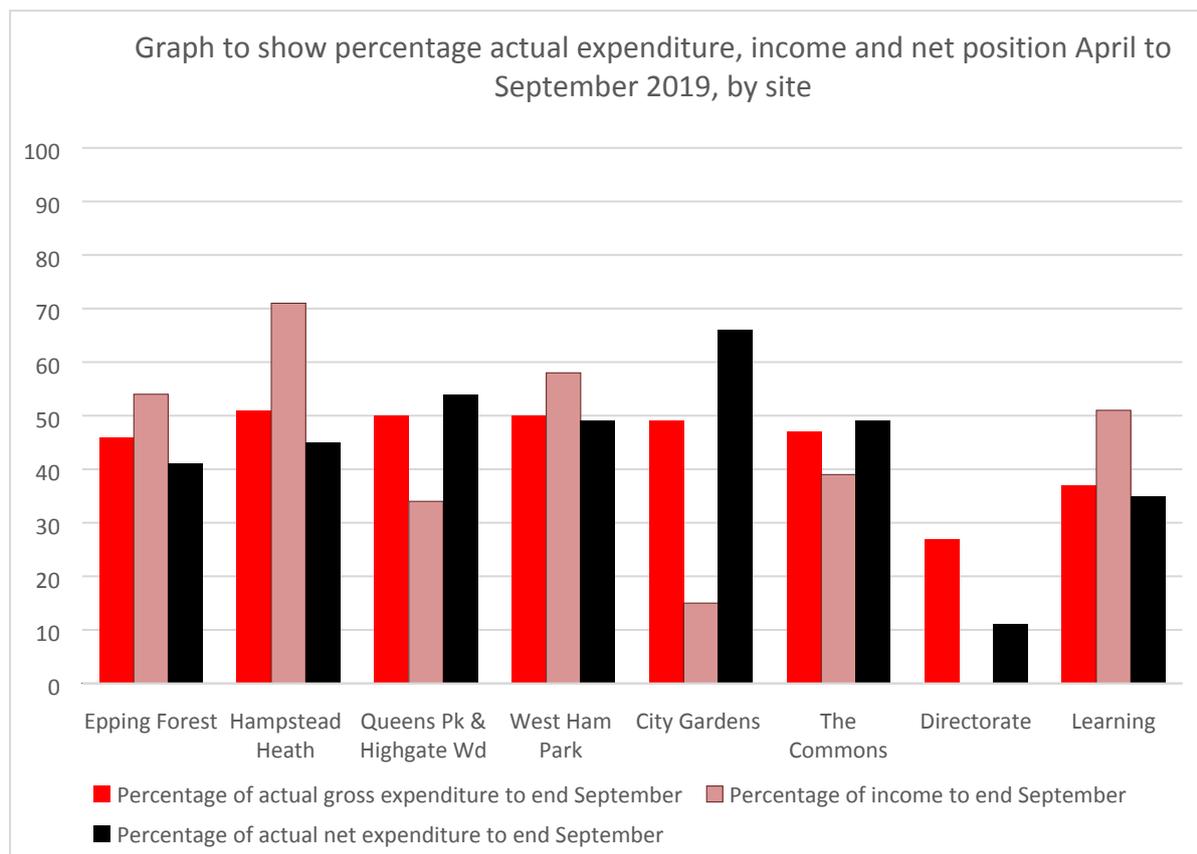
5. The Business Plan report identified several performance measures. Many of these are collated annually, but those where data is available at 6 months is attached as appendix 2. Some notable points include:

- Open Spaces retained 15 Green Flag and 13 Green Heritage Awards
- Webpage hits are below the anticipated level. This was due to a functionality problem that occurred between May and September which prevented Android phones from accessing the City Corporation website and there was restricted appearance of Open Spaces webpages on Google Searches
- The unpredictable weather this summer impacted on tennis participation levels with numbers down across all sites and represents only 69% of this year's annual target.

## Implications

### Financial Performance

6. Six months into the financial year and across the Divisions that report to the Open Spaces Committees, the full year outturn position is estimated to be broadly on budget.
7. The graph below shows the percentage actual expenditure, income and net expenditure to end September.



8. It should be noted though that some expenditure and income is not spent/received in equal proportions across the year
9. Hampstead Heath is showing 71% income for the year. This recognises the seasonality of the income from activities such as sports fees (particularly swimming), events, filming and car park charges. It is slightly down on last year when the dry, hot summer resulted in higher than average swim visits. Other sites where summer sports fees and charges make up a significant proportion of the income will also show greater than 50% of income achieved.
10. The 66% net expenditure for City Gardens is comparable to last year and recognises that a fair proportion of their income is from S106 contributions and rechargeable works which are applied towards the end of the financial year.

## **Corporate & Strategic Implications**

### **Open Space Charities**

11. Many of the Open Spaces sites are registered charities. Officers have been asked to remind Members that decisions they take in relation to the relevant charity must be taken in the best interests of the charity.

### **The Corporate Plan**

12. The Open Spaces Department actively contributes to all the Corporate Plan aims:

- Contribute to a flourishing society
- Support a thriving economy
- Shape outstanding environments

### **Conclusion**

13. The Open Spaces Department has progressed well in delivering its Business Plan. Its activities are helping to achieve the Department's three main objectives and Corporate Plan aims.

### **Appendices**

- Appendix 1 - High-level Business Plan 2019 -20
- Appendix 2 - 6 month performance measures

### **Background Reports**

Final Departmental Business Plan 2019/20 – Open Spaces, April 2019.

### **Gerry Kiefer**

Business Manager – Open Spaces Department

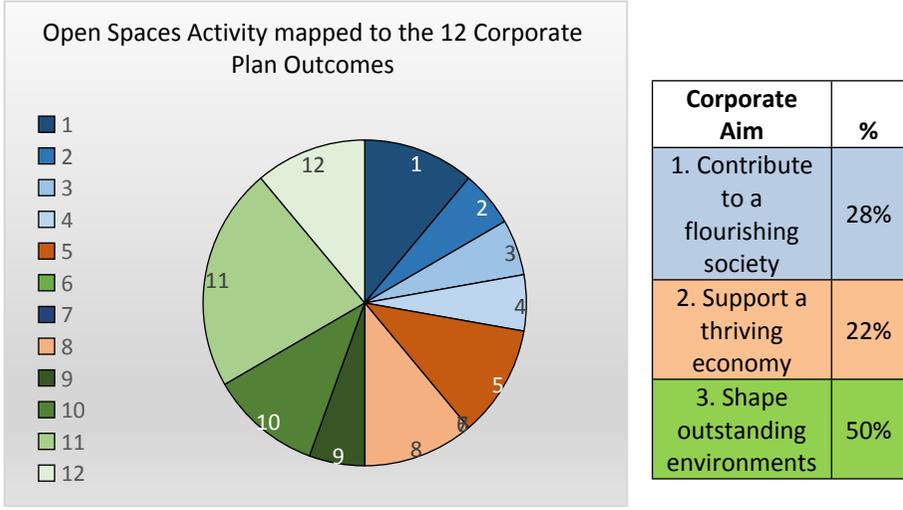
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**OUR VISION: We enrich people’s lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.**

The Department’s Business Plan Activity is mapped below to the 12 Corporate Outcomes and 3 Corporate Aims



The Department manages open spaces across London and beyond, a Cemetery & Crematorium, Keats House, the Monument & Tower Bridge.

City Gardens and the Crematorium and Cemetery operate as local authority functions funded by City’s Fund. The other Open Spaces & Keats House are Charitable Trusts and with The Monument, are funded by the City of London through City’s Cash. Tower Bridge is funded by Bridge House Estates.

Our total 2019-20 budget is:	(Expenditure) (£000)	Income £000	Net cost (£000)
<b>DIRECTORS’S LOCAL RISK:</b>			
City’s Fund	(5,013)	5,626	613
City’s Cash	(15,543)	4,422	(11,121)
Bridge House Estates	(6,435)	6,217	(218)
<b>TOTAL Director’s Local Risk</b>	<b>(26,991)</b>	<b>16,265</b>	<b>(10,726)</b>
City Surveyor’s local risk (across all funds)	(4,898)	-	(4,898)
Recharges (across all funds)	(7,345)	1,330	(6,015)
Central risk (across all funds)	(1,121)	1,522	401
<b>GRAND TOTAL ALL CHARGES</b>	<b>(40,355)</b>	<b>19,117</b>	<b>(21,238)</b>

**Our three top line objectives and twelve outcomes are:**

- A. Open spaces and historic sites are thriving and accessible.**
  - 1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced (12)
  - 2. London has clean air and mitigates flood risk and climate change (11)
  - 3. Our spaces are accessible, inclusive and safe (1)
  - 4. Our habitats are flourishing, biodiverse and resilient to change (11)
- B. Spaces enrich people’s lives.**
  - 5. People enjoy good health and wellbeing (2)
  - 6. Nature, heritage and place are valued and understood (3)
  - 7. People feel welcome and included (4)
  - 8. People discover, learn and develop (3)
- C. Business practices are responsible and sustainable.**
  - 9. Our practices are financially, socially and environmentally sustainable (5)
  - 10. London’s natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation (10)
  - 11. Our staff and volunteers are motivated, empowered, engaged and supported (8)
  - 12. Everyone has the relevant skills to reach their full potential (8)

**What we’ll measure:**

- Green Flags Awards & Green Heritage Accreditation
- Condition of our Sites of Special Scientific Interest
- Our negative environmental impact
- Planning influence
- Active veteran tree management
- Internet access
- Learning
- Visits to our heritage attractions
- Customer satisfaction
- Tennis participation
- Net budget
- Income generation
- Volunteering
- Apprenticeships
- Short term sickness
- Health and safety investigations

**KEY:** The numbers in brackets show how the Open Spaces Outcomes link to the twelve Corporate Plan Outcomes 2018-2023.

We will work across the Department, with colleagues in City Surveyors, Chamberlains, Town Clerks, Comptrollers, Remembrancer's, Built Environment, Community and Children's Services and with Members, partners, stakeholders and our local communities to deliver our activities which will help us achieve our Departmental objectives and outcomes.

### Departmental activity

#### **A. Open Spaces and Historic Sites Are Thriving and Accessible**

- a) Protect our heritage: developing partnership funding bids where possible (A1) (10d)
- b) Progress reviews, drafting, approval and implementation of management / conservation / heritage plans (A1) (11b)
- c) Reduce the negative environmental impacts of our activities (A2 & C9) (11a)
- d) Engage with the local planning process to mitigate and protect against the impact of development on our open spaces (A4) (12b)
- e) Review security and access control provision (A3) (1c)
- f) Protect and enhance our sites' biodiversity and determine the 'value of our green infrastructure'. (A4) (11b)

#### **B. Spaces Enrich People's Lives**

- g) Provide a sustainable range of sports and recreational opportunities (B5) (2d)
- h) Improve the visitor and cultural offer, including the development of facilities, new technologies, customer service and a programme of events celebrating our anniversaries, historic sites and nature. (B6 & B7) (4a)
- i) Determine our 'learning offer' (B8) (3b)

#### **C. Business practices are responsible and sustainable.**

- j) Maximise the value and opportunities of our built and natural assets (C9) (10c)
- k) Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act 2018 (A1) (1c)
- l) Develop innovative approaches to income diversification (C9) (5c)
- m) Make more effective use of IT and technology and adopt 'smarter' ways of working (C9) (9b)
- n) Support the development of asset management plans and master plans for each site and influence the City Surveyors implementation of their operational property review (C9, C10) (12a)
- o) Maintain our regional and national influence with regard to environmental, open space, burial, heritage and tourism matters (C10) (11d)
- p) Implement the recommendations arising out of the workforce plan, staff and customer surveys (C11) (8a)
- q) Develop our apprenticeship programme and volunteering opportunities across the Department (C12) (8d)
- r) Commence the process for prioritisation of services to mitigate efficiencies and establish long term sustainable service provision (C9) (5c)

**Key:**

The letter/number in brackets (e.g. A2) shows which Open Spaces outcome our activities are helping to achieve.

The number/letter in brackets (e.g. 2a) shows which Corporate Plan activity our activities are helping to achieve.

**See appendix 1 for the detail behind these synopsised Departmental activities**

#### **Corporate programmes and projects:**

In addition to those programmes and projects listed above and in appendix 1 we will support the delivery of Corporate Strategies in particular: Responsible Business Strategy, Apprenticeships, Volunteering, Education Social Mobility and the emerging strategies including: Customer Service, Climate Acti, Transport, Visitor Destination, Local Plan.

We will contribute to development of the Culture Mile.

#### **How we plan to develop our capabilities this year:**

Actions k), m), p) and q) particularly show how we will develop our capabilities including those of our staff and volunteers. This is also reflected within Appendix 1.

#### **The Open Spaces Cultural Values**

which staff should uphold in the course of their work are:

**Collaborative and Inclusive,  
Passionate and Driven,  
Respectful and Open  
Honest and Responsible**

## Appendix 2 - Performance Measures

PI No:	Performance Measure	2019/20 Target	2019/20 - 6 month data
1	Retaining Green Heritage Site Accreditation	13 Green Heritage Awards	13 Green Heritage Awards
2	Retaining Green Flag Awards	15 green flag sites overall band score 53% = 80+ 40% = 75 – 79 7% = 70 - 74	15 green flag sites overall band score 13% = 80+ 53% = 75 – 79 33% = 70 - 74
7	Increase the number of visits to Open Spaces Department's webpages	930,000	412,679
11	Increase tennis court usage	31,505	21,794
12	Net expenditure (OS Director local risk only)	(12,221,000)	(5,763,620)
13	Income generated (OS Director local risk)	4,184,000	2,224,893
17	Health and safety accident investigations	85%	85%

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

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