



Epping Forest & Commons Committee (For Information Items)

Date: THURSDAY, 16 MARCH 2023

Time: 11.00 am

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

4. MATTERS ARISING

- a) Action Log (Pages 3 - 6)
Report of the Town Clerk.

Epping Forest

5. DIRECTOR'S REPORT

Report of the Executive Director, Environment.

For Information
(Pages 7 - 26)

6. ASSISTANT DIRECTOR'S UPDATE

Report of the Executive Director, Environment.

For Information
(Pages 27 - 36)

7. EPPING FOREST TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Joint report of the Chamberlain and Executive Director, Environment.

For Information
(Pages 37 - 78)

8. DRAFT HIGH-LEVEL BUSINESS PLAN 2023/24 - ENVIRONMENT DEPARTMENT

Report of the Executive Director, Environment.

For Information
(Pages 79 - 90)

Burnham Beeches & The Commons

9. ASSISTANT DIRECTOR'S UPDATE

Report of the Executive Director, Environment.

For Information
(Pages 91 - 100)

10. ASHTEAD COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Joint report of the Chamberlain and Executive Director, Environment.

For Information
(Pages 101 - 128)

11. BURNHAM BEECHES AND STOKE COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Joint report of the Chamberlain and Executive Director, Environment.

For Information
(Pages 129 - 166)

12. WEST WICKHAM COMMON AND SPRING PARK WOOD, COULSDON AND OTHER COMMONS TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

Joint report of the Chamberlain and Executive Director, Environment.

For Information
(Pages 167 - 206)

14. EPPING FOREST AND THE COMMONS MEDIA COVERAGE

Report of the Media Officer.

For Information
(Pages 207 - 210)

Part 2 - Non-Public Agenda

19. MATTERS ARISING

- a) Action Log (Pages 211 - 212)
Report of the Town Clerk.



Number	Recommendation	Progress Update	Owner	Creation date	Target date
2022-1	Emergency Planning – Fire Risk: Committee requested a report on the learnings from the wildfires which took place in the summer of 2022 and what additional, detective or preventative measures could be taken to mitigate the risk		Paul Thompson / Geoff Sinclair	13 Oct 2022	16 March 2023
2022-2	Buffer Land: The Superintendent of Epping Forest to provide DMOG with information on the method of counting deer and how assessments are made on deer stock across Epping Forest land.	16 March 2023 – PT apologies for the delay in supplying some data and would arrange for the data to be gathered.	Paul Thomson	13 Oct 2022	16 March 2023
2022-3	Buffer Land: The Superintendent of Epping Forest to provide DMOG with analysis to understand: i) The intended use of agricultural land forming part of the Buffer Lands ii) The extent of the anticipated damage caused by deer iii) The extent to which deer pass from Buffer Lands onto Epping Forest charity land iv) The extent to which adjacent land managers manage the deer population v) The extent to which deer fencing and other physical deer management techniques can protect the Epping Forest charity land, e.g. deer fencing on Copped Hall.	16 March 2023 – PT apologies for the delay in supplying some data and would arrange for the data to be gathered.	Paul Thomson	13 Oct 2022	16 March 2023
2022-4	Lodges: Income Generation: Members discussed vacant lodges that required investment. The Executive Director, Environment noted that a structure and aspiration were required for a long-term approach. It was requested that a business case on potential funding be brought back to the Committee regarding the costs of refurbishing lodges.		Juliemma McLoughlin	21 Nov 2022	18 May 2023
2023-1	Avian Flu: The Committee agreed that a ‘lessons learned’ review be brought back to the Committee considering: - Risk mapping - Challenges		Paul Thomson	26 January 2023	18 May 2023



	<ul style="list-style-type: none"> - Comms with DEFRA - Processes understanding - Sterilisation - Communications with public 				
2023-2	Projects - Members requested that a GAANT chart of all major Epping Forest and Commons Committee projects be produced, to show the timeline and key project milestones requiring decision or oversight		Simon Glynn	26 January 2023	17 February 2023
2023-3	Car Parking Charges: The Committee requested information on the full cost of operating a parking scheme, which should include all associated costs from equipment to the opening and closing of the car parks daily. Committee recognised that opening and closing the car parks also derived other benefits, such as limiting fly tipping and anti-social behaviour.		Jacqueline Eggleston	26 January 2023	16 March 2023
2023-4	Car Parking Income: Committee understood that parking charges were introduced to cover a 12% budget cut. Committee asked the Chamberlain to confirm if the car parking income generated from 2021 and 2022 was more than the 12% cuts equivalent or less. If more, the Chamberlain to confirm how this income has been spent. Members gave a clear view that surplus car parking income should be spent on car park resurfacing.	<p>Update received 15/02/23</p> <p><i>The 12% savings required for Epping Forest & Commons Committee were a reduction in net expenditure to the committee's 2021/22 original local risk budget of £523k (split £334k Epping Forest and £189k The Commons). All 12% savings have been made at Epping Forest but an amount of £72k remains unidentified for The Commons (split Burnham Beeches £39k and WW&CC £33k) for 2022/23 currently and next year's 2023/24 budget, as reported in the estimates report</i></p>	Simon Owen	26 January 2023	16 March 2023



		<i>approved by committee 21st November 2022. This sum of £72k is still in the process of being identified but is expected to be met by the implementation of the TOM Phase 2 to meet the estimates target for 2023/24. For this year 2022/23, EF&C Committee is currently expected to meet its local risk budget due to other offsetting underspends and additional income streams as reported in the finance progress update recently.</i>			
2023-5	Volunteers: Committee asked Officers to find identify a suitable and consistent framework for recording and measuring the impact volunteers are having on the delivery of management plans for individual charities. Members also requested that thought be given to celebrating and rewarding volunteers.		Sally Agass	26 January 2023	18 May 2023
2023-6	Dog Waste Bag Savings Scheme – Committee requested the Superintendent of the Commons to consider a dog waste bags sponsorship scheme		Geoff Sinclair	26 January 2023	18 May 2023
2023-7	HM King Charles III Coronation – Committee requested Officers consider plans for marking the King’s Coronation and whether there is an opportunity to leverage ‘The Big Help Out’ for a volunteering event on Monday 8 th May 2023		Paul Thompson / Geoff Sinclair	26 January 2023	16 March 2023
2023-8	Risk Register – Committee requested that all related risks which impact any Epping Forest and Commons Committee charity are listed on the respective registers. Risks which have a common theme across		Joanne Hill	26 January 2023	16 March 2023



	the Natural Environment department should be duplicated onto the Departmental Risk Register. Key Risks should also be duplicated up to the Corporate Risk Register. This is to ensure Trustees have full sight of all relevant risks.				
2023-9	Review of Dog Control Measures – Committee noted that the Commons would bring forward PSPO extension plans, but asked the Superintendent of Epping Forest to consider whether additional action is now required to tighten dog control measures, to include accreditation/ licensing of professional dog walkers, limits on number of dogs per dog walker and updates to byelaws. Hampstead Heath running a pilot study, which will feed into the approach.		Jacqueline Egglestone	26 January 2023	18 May 2023

Committee(s): Epping Forest and Commons Committee	Date(s): 16 March 2023
Subject: Director's Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 5, 11 & 12
Does this proposal require extra revenue and/or capital spending?	N/A
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Juliemma McLoughlin, Executive Director, Environment	For Information
Report author: Sally Agass, interim Director of Natural Environment	

Summary

This report provides the Committee Members with an update on matters relating to the work of the Natural Environment Division of the Environment Department since the last Committee in January 2023.

Recommendation

Members are asked to:

- Note the contents of the report.
- Provide feedback on the contents of the report.

Main Report

Epping Forest and Commons Away Day

A successful event was held at the Guildhall on the 17 February 2023, with the main points on the agenda as follows:

- Strategy and Purpose – details of which are presented as part of this report.
- Charity Review, a summary sheet was shared with Members outlining the ongoing work and the complexities of same
- Governance, the Chair shared his thoughts...
- Asset Review, an update was provided on the stages of the Natural Environment Operational Property Review, update included below.

- Project Review, further details are included in the Assistant Director, Projects and Culture section of this report.

There was an open floor session which was joined by Deputy Keith Bottomley for a wide-ranging discussion and sharing of information about the Natural Environment Division.

Emerging Strategy

A slide deck illustrating the Natural Environment strategic approach was shared with the Away Day and is included as Appendix 1 to this report. Members discussed the vision below and suggestions were made to change some words and to include others, for example add the word 'safe' alongside sustainable, as this work still needs to be shared with all the Natural Environment Charities, all suggestions for change are being collated and will be reported back to Committee.

Our vision is: “*The City of London ‘Corporation’s open spaces are life-enhancing places where everyone is invited to spend time, enjoy and learn within a sustainable and resilient natural environment*”.

The background to these slides is that they were prepared covering Visitor, Conservation and Nature Resilience, Community, Learning and Charity Income. With one of the purposes of this document to be an introduction to potential funders it was felt appropriate to combine all elements, with the exception of the charity income strategy into a single document with a golden thread running through it but capable of being customised for each charity accepting that one size does not fit all.

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Charity Review

Work has been furthered during this period, with significant progress having been made on the strategic, finance and TOM2 actions identified in the initial scope of activities. The Corporate Charity Review Group will continue to support the Natural Environment Charity Review and in the first instance will scoping out those activities that can add value to the process.

Members are invited to discuss the Draft Project Initiation Document attached Appendix 2 which has been prepared and shared with the Corporate Charity Review Group and illustrates the work that has been completed to date and the work in progress with indications of the timescales for completion.

The Terms of Reference and delegations for the Corporation’s Committees are set annually by the Court of Common Council.

The Policy and Resources has identified the need for a light-touch governance review, which will have wider implications. Accordingly, whilst it had been hoped to submit revised Terms of Reference to the Natural Environment Committees to address the issues highlighted, this will not be possible at this stage and should be delayed until the light touch review has been completed.

In light of advice received from legal on certain aspects discussed below and the support received from the Corporate Charity Review Group, this report proposes:

- changes to the scope of the Charity Review, which is reflected in an amended Project Initiation Document (PID) attached at Appendix 'A' Note, the Corporate Charity Review Group are conducting a scoping exercise to further support the work of the Natural Environment Charity Review, the results of which will be reported at a later date.
- That any necessary changes to the Terms of Reference for Committees be held in abeyance until the Corporation's recently approved light-touch governance review is completed

It is also the case that a full review of objects, or consideration of charity mergers and uniting orders may require an extensive legislative change process which would be costly to undertake, and which is unlikely to bring any significant benefit as the founding legislation and subsequent variations will determine what can and cannot be changed. It is considered that merging charities could potentially remove the local connection which would be detrimental to charities, especially where the opportunity to raise funding could be through local organisations, donations, legacies working with local partners and neighbouring councils.

Therefore, based on the advice received and learning from the Corporation's experience on other charity reviews it is considered unwise and premature to action those aspects of the review. It is proposed not to advance a review of the governing objects and the associated governing documents for the charities, nor is it proposed to make recommendations on mergers or uniting orders. Instead, it is considered more appropriate to assess the impact of the "descriptor" changes, as previously reported on the Charity Commission website.

Advice and expertise have continued to be provided by the Corporate Charity Review Group and following a workshop in January, informed by the learning and experience they have gained from other charity reviews, it was considered that whilst some activities should be removed from scope, there are other aspects that may be added to the scope of the review that could improve overall outcomes. Specifically, it was felt that there was a need to ensure the review focused on the individual charities rather than review at a group level. This has helped to refine the Project Initiation Document and ensure a clearer timeline for key milestones, having regard to the natural rhythm of the Corporation's review processes. The Project Initiation Document is attached at Appendix 2.

The revised PID sets out specific outcomes, products, actions and a detailed timetable for the review, acknowledging the complexity of the charities under review and the inter-relationship with non-charity land and assets.

Key News from our Charities

Hampstead Heath

Tree planting for the Queen's green canopy is taking place in Hampstead Heath with over 33 trees planted during January and March.

A recent survey of bat boxes on Hampstead Heath uncovered several bats with three species identified including Common and Soprano Pipistrelles and a Noctule.

Work is progressing with the implementation of capital projects including the refurbishment of the athletic track at Parliament Hill, the ponds infrastructure on the Heath and the playground at Queen's Park.

A number of events took place at Hampstead Heath during the autumn and festive period which included a Remembrance Day event, a Christmas fayre and the traditional Christmas and new year day swims at the ponds.

The Commons

The Ranger team at Burnham Beeches have been focussed on undertaking second and third cuts of the new pollards created over the last 30 years. Each year we aim to work around 100 of these trees. Contractors and staff at Burnham Beeches have been working together to complete the tree safety program for the year. Working in partnership with enforcement officers from Croydon Council, City of London Rangers helped to build a case against fly tippers who dumped nearly 70 full bags of waste on Farthing Downs last October with a successful prosecution in January. In this incident, Ditches Lane was blocked to evening traffic and the rubbish spread onto the surrounding chalk grassland within the National Nature Reserve. During the particularly cold spell and in line with our risk management policy on these matters, warning notices saying to stay off the ice were widely displayed but despite that we had a report of an adult male, two children and their dog walking on one of the frozen ponds at Burnham Beeches. At the time of writing all the pregnant cattle at West Wickham and Coulsdon Commons have calved except one who was due any day. Happily, all the cattle have passed their TB checks.

Volunteers have delivered 2719 hours (389 seven-hour days) of work during the period the equivalent of £ 27,190 using the Heritage Fund's matched funding calculator. Works have included 19 staff from Centrica joining the Stoke Common volunteers for a day for a second yearly corporate volunteering activity. Ashted Common hosted a winter joint task session of the Ashstead Epson based countryside volunteering groups who cleared lots of targeted encroaching scrub to maintain the grassland/scrub mosaic Through the [Elms4London](#) programme, three elms specially bred to resist Dutch Elm disease were planted on West Wickham and Coulsdon Common by local volunteers.

At Farthing Downs, at short notice, staff were offered £10,000 funding from Natural England to help progress developing the identity of the National Nature Reserve. The NNR covers both COL and LB Croydon owned sites and the funded work will look at

options on how to create a coherent identity on the relatively new NNR and is being undertaken by Sustrans. The outcome and proposed way forward will be reported to future Epping Forest and Commons Committee meetings. Two new Conservation & Community Engagement Rangers started work at Burnham Beeches in January. They are employed by The City of London Corporation but funded by building developments within 5.6km of the Beeches.

West Ham Park – Former Nursery Site

Officers of the Natural Environment with the City Surveyors team are continuing to work towards completion of this important project.

Learning

The learning team are leading a new 'Climate Action Pathways in Education' (CAPE) alliance, bringing together teachers and researchers to develop best practice in climate education. The alliance will work together to change today's education for tomorrow's climate, equipping people with the knowledge and skills to take climate action and protect the environment.

The learning programme has engaged 34,671 participants at Epping Forest, Hampstead Heath and West Ham Park (April 2022 – February 2023).

- 15,997 students participated in our school programme, which reached children in London's most deprived boroughs, including Tower Hamlets, Newham, Hackney, Waltham Forest and Haringey. Schools took part in facilitated workshops that support the National Curriculum and boost fusion skills, wellbeing and connection to nature.
- 18,450 people participated in our play programme at Hampstead Heath, with visitors enjoying activities which promoted social skills, physical fitness, confidence and wellbeing.
- 150 people participated in our community programme, including groups from Chance UK and the Queens Crescent Community Association.
- 74 people participated in our youth programme, including a pre-apprenticeship work experience programme for school students at risk of exclusion, careers events, and a long-term programme for pupil referral units.

Operational Property review

The Corporation is currently conducting a Corporate Property Review that is running alongside the Natural Environment Property Asset Review.

Stage one of this project was to take the 142 land assets relating to each of the charities and to compile a data base of each land asset with the title number and the title deeds and whether the land is owned, i.e. purchased by the Corporation and

whether there are any restrictive covenants, This work is 95 % complete with the remaining 5% being those parcels of land that do not appear on the land asset register and require additional work by legal' Please note a budget has been set aside from the Directors budget to accommodate the legal work.

In addition to the data base of the land assets, with the support of legal and officers from Epping Forest, work has also been undertaken to identify ownership and restrictive covenants for all the Buffer Lands.

The third piece of work is the 'Pink Lands, legal have completed the dossier on the Warren House Estate excluding the two Public Houses and are now working on Pink Lands in West Ham Park.

The final piece of work is to examine the remaining 300+ properties owned by the Natural Environment, to establish ownership, any listings etc.

The purpose of this piece of work is to enable the Director to propose alternative uses that could deliver revenue as part of the Charity Income Strategy, and to inform Committee of any properties or land that could have an alternative use or be considered for change.

This base line information will be reported to this committee in midsummer 2023 as this information will inform the committee of what we can or cannot do in relation to each property in terms of income generation or alternate uses of the properties.

Byelaws

The Natural Environment Division have established a Byelaw Review Group to examine the byelaws for each of the open spaces. However, due to the pressures on staff and the timing of the TOM Phase 2 proposals, this work will progress at a slower pace. The Comptroller and City Solicitor produced some detailed proposals for Epping Forest, which was selected as a pilot project, last year. The proposals cover topical issues of general application, such as the use of drones and personal electric vehicles, as well as local matters that are specific to Epping.

There is also an opportunity to revoke byelaws that are no longer needed, and to update some of the historical language, whilst focussing on those changes that will have the biggest impact. These proposals are still being considered. The issues raised are complex, and may in some case be contentious, which is a reason for taking our time to complete this review. Any new byelaws (which create new criminal offences) must be necessary and proportionate and comply with the relevant statutory framework and the available guidance. Further reports will be brought back to committee in due course. We will also need to liaise with The Department for Levelling Up, Housing and Communities and carry out a period of public consultation at the appropriate stages. It is hoped that the pilot project at Epping Forest can be progressed over the summer and autumn, followed by the other open spaces in order of priority.

Policy and Projects Update

- Natural Environment Strategy – Previous strategy work across key themes affecting Natural Environment has been combined in a single draft document. A final draft Strategy will be presented to Members in May 2023
- West Ham Park - The commercial agreement with the preferred developer of the former nursery site is currently being finalised and pre-application discussion with LB Newham and relevant statutory agencies has commenced.
- Monument – A feasibility study in relation to a Monument Visitor Centre, which could be delivered with a development partner through the Planning process, is underway and is due for completion in April 2023.
- Wanstead Park – The Wanstead Park Ponds project is progressing towards Gateway 5, whilst a decision from the GLA on funding to support a prospective SUDs project at the Park is expected at the end of March 2023. The activities at the Grotto and Landing Stage have been combined into a single project, with new project governance and documentation in place.

Corporate & Strategic Implications

All projects and works delivered by our Charities contribute towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23: Contribute to a flourishing society, Support a thriving economy and Shape outstanding environments.

A key strategic link is the Climate Action Strategy, and we work with the Departmental and Corporate teams to deliver those elements allocated to the Natural Environment Department,

Financial Implications

Not applicable

Resource Implications

Not directly applicable

Climate Implications

Not directly applicable

Legal Implications

Not applicable at this time but will be reported to Committee as part of the Charity Review

Risk Implications

Not applicable

Equality Implications

No impact.

Security Implications

Not applicable

Appendices

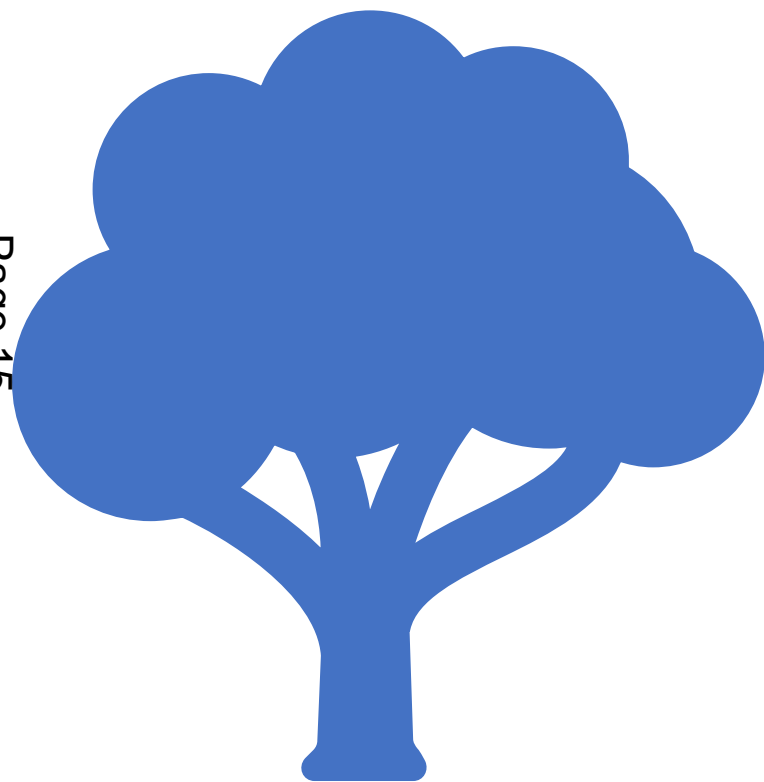
Appendix 1

Appendix 2 – *To Follow*

Sally Agass

Interim Director, Environment Department.

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Epping Forest and Commons Committee Away Day

17 February 2023

Natural Environment Division Strategy

Natural Environment Strategy: Vision

Our vision is: *“The City of London Corporation’s open spaces are life-enhancing places where everyone is invited to spend time, enjoy and learn within a sustainable and resilient natural environment”*

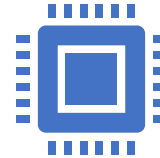
Work to date



- Strategies have been developed on the agreed key themes which are grounded in existing management plans and strategies



- There was a process of aligning with higher level strategies, such as the CoLC Corporate Strategy, The London Plan and some neighbouring Council plans and priorities, demonstrating a golden thread



- The strategies were tested against the founding objects (which themselves are under review), recognising the complexity of sites and land ownership arrangements



- Strategies then synthesised into a single coherent strategy, setting the guiding vision and key overall objectives

Integrating strategies into a single document

6 existing Strategies covering:

- Nature Recovery and Climate Resilience
- Community Engagement
- Learning
- Visitor and Destination
- Charity Income
- Culture and Heritage (Draft)



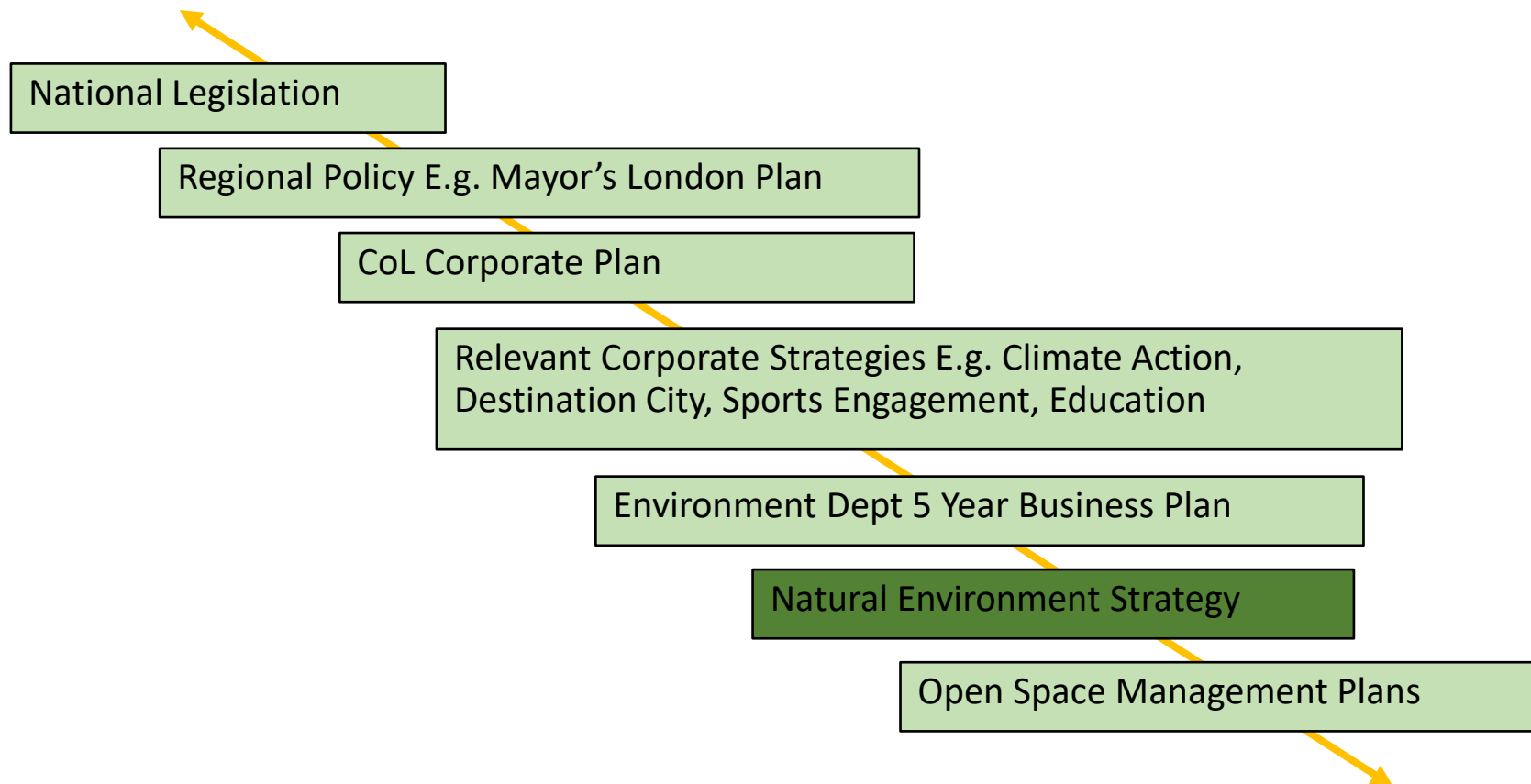
Reasons for combining into a single Strategy:

- Reduce repetition across the Strategies
- Resolve or directly address areas of conflict between Strategies
- Create clear and concise Vision, Aims and Outcomes for Natural Environment
- Create compelling 'story' of what Natural Environment is and what it can be in the future

Overview of combined document

- A single vision for the Natural Environment Division but flexible to meet the needs of each Charity
- 10 Strategic Aims covering the key aims of each of the 6 Strategies
- 14 Outcomes describing the future of our Open Spaces.
- A combined First Year Action Plan
- Reference to our responsibilities, our challenges over the coming five years, our resources and our performance
- Reference to our commitment to best practice behaviours and how we will use this Plan to guide our activities

The 'Golden Thread'



Ten Strategic Aims (Aims 1-5)

1. To protect and enhance, thriving urban, peri-urban and rural green spaces at the heart of wider, inter-connected natural landscapes.

2. To support the achievement of net zero carbon, bio-diversity improvement and build climate resilience across our open spaces.

3. To increase the involvement of local communities in contributing to the continued protection of our Open Spaces.

4. To describe the value, through data, of our activities and assets, including adoption of the Natural Capital approach

5. To develop strong partnerships with the public and private sector that influence issues and opportunities affecting our open spaces and land adjacent to our boundaries

Ten Strategic Aims (Aims 6-10)

6. To effectively promote our open spaces and their range of recreational activities and facilities, develop audiences and provide an inclusive welcome to all visitors

7. To provide opportunities for people to learn and benefit from our green spaces, delivering activities which improve wellbeing, build nature connection, and develop knowledge and skills.

8. To protect and enhance our built heritage, landscape heritage and archaeological assets and promote them as part of our visitor and learning offers.

9. To generate income, both revenue and capital, for reinvestment to support the long-term future of our Charities.

10. To establish and maintain modern charity structures and processes that enable implementation of this Strategy and deliver our Charities' objects.

14 Strategy Outcomes (1-8)

Climate Action/Conservation

1. Climate change adaptation and mitigation, and carbon sequestration within our open spaces is enhanced as a result of the techniques we adopt to manage land and resources
2. Biodiversity, natural and heritage assets within our ownership boundaries are conserved in perpetuity and, where appropriate, enhanced
3. Our buffer lands are actively managed to help to protect and enhance our open spaces, provide visitor gateways that reduce pressure on biodiversity, sequester carbon, generate income and support nature recovery.
4. Our visitor activities inspire but do not harm our ability to deliver bio-diversity improvement, heritage protection or nature recovery

Visitors and Volunteers

5. People enjoy a positive visitor experience which, in turn, secures income that supports the financial resilience of our open spaces
6. More people than ever before from traditionally under-represented or disadvantaged communities visit, and volunteer in, our open spaces
7. Our visitors and volunteers benefit from improved health and well-being
8. Our visitors help us to learn more about our open spaces through improved engagement and knowledge sharing

14 Strategy Outcomes (9-14)

Learning

9. Our learning programmes increase participants' wellbeing and their understanding, confidence and connection to nature.
10. Our learning offer reaches participants across Greater London including a greater proportion of all participants from the most deprived London boroughs and from people with special educational and physical needs

Financial Resilience

11. Our Charities are financially resilient and secure the income they need to reinvest in the on-going protection and enhancement of our open spaces.
12. The data we collect on our assets, activities and visitors, support service improvement, sound governance and prudent financial management of our Charities and open spaces

Promotion and understanding

13. Our open spaces, including natural and heritage assets, are well known and understood for the important role they play in the lives of the people who use them and; the Natural Environment Division is seen as thought leader in relation to open space management

Partnerships

14. Our partnerships with local authorities, statutory agencies and a wide array of local communities support good decision-making, mitigate the impact of development affecting our open spaces, secure funding (or land) and support the implementation of our Strategy

Information gaps and questions for the group

Information gaps include:

- Further data from across Natural Environment to highlight the range of activities, assets and impact of our open spaces
- Collation of a full five-year action plan in tabular form

Questions for this group include:

- Do you agree with the direction of travel expressed within the Strategy?
- Are there particular gaps or points of emphasis that you would like the Strategy to include?

Next Steps



Further Feedback received
on draft Strategy (Feb '23)



Resolution of remaining
information gaps (Feb '23)



Creation of a high quality
presentation and format for
the combined Strategy using
images, info-graphics and
colour (March '23)



Further briefing to Members
(April '23)



Adoption of Strategy via
Committees (May '23)

Committee(s)	Dated:
Epping Forest and Commons	16/03/2023
Epping Forest Consultative Group	21/06/2023
Subject: Epping Forest – Assistant Director’s Update (SEF 06/23)	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	2, 5, 11 & 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	City’s Cash Local Risk if required
Has this Funding Source been agreed with the Chamberlain’s Department?	Y
Report of: Juliemma McLoughlin, Executive Director Environment Department	For Information
Report author: Paul Thomson – Superintendent & Assistant Director of Epping Forest	

Summary

The purpose of this report is to summarise Epping Forest’s activities between December 2022 and January 2023. The Assistant Directors report is presented in a revised format that retains essential information for Members, using a dashboard style to summarise key data and statistics. Further data streams will be added to subsequent reports.

Of particular note was good progress with local risk spending to profile alongside improved income performance; procurement to reduce the amount of outstanding hazardous trees; the delay of the Countryside Stewardship bid for Copped Hall to provide more time to complete the additional requirements associated with the Forest #2 Stewardship Bid and completion of the LiDAR historic features overflight.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Epping Forest Local Risk Financial Summary – Appendix 1

1. Appendix 1 contains graphical representation of financial data to the end of January 2023 (period 1023). These figures are Epping Local Risk only and do not include central risk elements such as City Surveyors projects.
2. The first table in appendix 1 gives actual expenditure to the end of January 2023 against whole year budget, subdivided by type and Department of Service (DOS), where CGC is Chingford Golf Club, CSS is Countryside Stewardship, WF is Wanstead Flats (football) W&W is Woodredon and Warlies and EF is all other expenditure/income at Epping Forest. This is further summarised graphically in Budget and Actuals by Type, across all these Departments of Service for this financial year.
3. Debt figures have been managed downward very significantly over the last twelve months, a reduction in debt by £24,839.95 since the last report. Property debts are largely wayleaves and similar, administered through one system, while non-property are all other payable invoices raised by the Epping Forest office.
4. The overall financial summary at Appendix 1 shows very positive performance on income across the year so far, with car parking and some notable filming licences helping to exceed targets. Expenditure is depressed in some areas, particularly employees as a high number of vacancies are currently being experienced, as not all specialist roles can be effectively covered through the use of casual contracts. Budget pressures such as the purchase of fleet, the use of contractors to complete outstanding works and investment in property in particular have required additional investment. Managers are confident of an balanced budget outturn by financial year end.
5. All financial information shown in Appendix 2 is a subset of these Appendix 1 figures.

Epping Forest Key data – Appendix 2

6. **Car Parking Income (table 1)** – Car parking over the winter months has been slightly lower than in the previous year but remains on target to achieve budget for year end.

7. **Licencing (table 2)** - Licencing continues to do well this financial year, particularly in Filming and Photography. This is an unpredictable income stream, but work continues to focus on growing this area where possible.
8. **Golf Income (table 3)** – Income is reduced for December and January as is expected for Golf. Yearly income totals show a healthy outturn against budget.
9. **Energy Consumption (table 4)**- A change of reporting systems has caused a delay in information being received. This will be caught up in future reports. The Epping Forest team are investing in battery storage for our existing large solar arrays to utilise power during peak periods, avoiding the loss of value by channelling excess power to the National Grid at a low tariff.
10. **Waste Disposal (table 5)** - The 1.95% rise in Landfill Tax Disposal charges to £98.60 per tonne since April 2022 continues to be reflected in the rise in disposal charges, alongside fluctuations in fly tipping experienced. These disposal costs include our own waste generated as well as that collected from litter, fly tip clearance or speciality waste.
11. This data will be utilised to monitor the impact of trials of new time slot booking and identification requirements at Household Waste Recycling Centres in Essex, which began on 13 March 2023.
12. **Fly tips (table 6)** – General household waste continues to dominate the fly tips experienced across Epping Forest.
13. **Staff Vacancies (table 7)** - This pie chart shows FTE posts in current structure (not proposed structure post-TOM phase 2) filled either by permanent or fixed term contract, versus vacant. Posts filled with casual or temporary staff are shown as vacant. The recent resignation of our Stockperson gives another small rise in vacancies this period.
14. **Volunteering (table 8)** – Although variable, volunteer hours continue to average at around 1,000 hours per month level. There is often a lag in hours work and data recorded, so recent months will be updated in future reports.
15. **Current Lodge Occupancy** – with the loss of Stockperson and Head of Operations 14 lodges are currently empty. Refurbishment works, including removal of known asbestos containing materials are being undertaken from local risk and Forest Fund, but outcome of TOM is awaited prior to making decisions on future use. These figures do not include facilities at Field Studies Centre High Beach, or the Warren House.
16. **Visitor Centre Numbers (table 10)** - Visitor numbers mirrored previous year trends, with decreases as weather declined and daylight hours shrunk.
17. **Outstanding Tree Works** – Better-than-budgeted income for this financial year is being directed towards addressing the backlog of works through the

procurement of contractors on a risk priority basis. Graph show total number of tasks, not trees, and although a number have now moved to over a year old, the total number is reducing.

18. **Grazing (table 12)** - Planning permission has been granted for a hay shed at Great Gregories, a second application will be submitted shortly for further buildings which are part of grant funded works under Countryside Stewardship.
19. **Site of Special Scientific Interest (SSSI) (table 13)** - Natural England's current assessment places 30 of the Forest's 38 SSSI compartments in 'Favourable' or 'Unfavourable Recovering' condition. Last updated in Jun '22.
20. **Quality Awards** - Green Flag and Green Heritage Site awards renewed 30th July 2022. Coveted Visit England 'Blue Badge' Visitor Attraction Quality Assurance Scheme (VAQAS) also renewed.
21. **Social Media** – Follower numbers on Facebook, Instagram and Twitter remain healthy and all show a small increase since last report.
22. Further tables planned for future reports include current status of cases proceeding through prosecution stages, learning sessions, detail of tenancies and wayleaves and football play statistics but are delayed due to available resource at present.
23. **Operations** – Work has been principally focused on tree safety and vegetation against property responsibilities, alongside a major procurement exercise to commence work on 517 priority hazardous trees and tender the Epping Forest Tree Inspection programme.
24. **Heritage** – External contractors have been commissioned to undertake a full Light Imaging, Detection and Ranging (LiDAR) overflight of Epping Forest and the Buffer Land which will collection information on poorly understood heritage features as part of the Charity's Section 7(3) duties in the Epping Forests Acts 1878 and 1880.
25. **Learning** – The learning team are leading a new 'Climate Action Pathways in Education' (CAPE) alliance, bringing together teachers and researchers to develop best practice in climate education. The alliance will work together to change today's education for tomorrow's climate, equipping people with the knowledge and skills to take climate action and protect the environment.
26. The learning programme has engaged 3,026 school students at Epping Forest (April 2022 – February 2023). The programme has reached schools from some of London's most deprived boroughs, including Tower Hamlets, Enfield, Newham, Hackney and Haringey. Schools took part in facilitated workshops that support the National Curriculum and boost fusion skills, wellbeing and connection to nature.

27. Over January and February, Newham school students took part in Wellbeing Workshops at Wanstead Flats, and our Iron Age workshop at Barh Hoppitt was very popular with Hackney and Waltham Forest schools.

28.

Epping Forest school visits: number of students and boroughs of origin	Newham	Islington	Hackney	Waltham Forest	Haringey
January	90		120	180	13
February		18	30		26

29. The team have welcomed students from a local pupil referral unit. The team have been working with a Newham charity to engage children and families with West Ham Park; building on this collaboration, they have organised three facilitated trips to Epping Forest in the Easter holidays.

Additional Important Updates

Projects

30. **CSS** - An application to the government's Countryside Stewardship (CS) grant scheme is being prepared for the second half of the Forest, this follows on from the first CS agreement started in 2020. The works cover restoration of nationally important habitats, preservation of historic features and assisting visitors to navigate the Forest. A public consultation on the proposals is open until 10th March 2023. Work to a further CS bid for Copped Hall Park has been postponed due to competing pressures associated with the Carbon Storage Project.

Appendices

Appendix 1 – Epping Forest Local Risk Financial Summary

Appendix 2 – Epping Forest Key Data

Paul Thomson

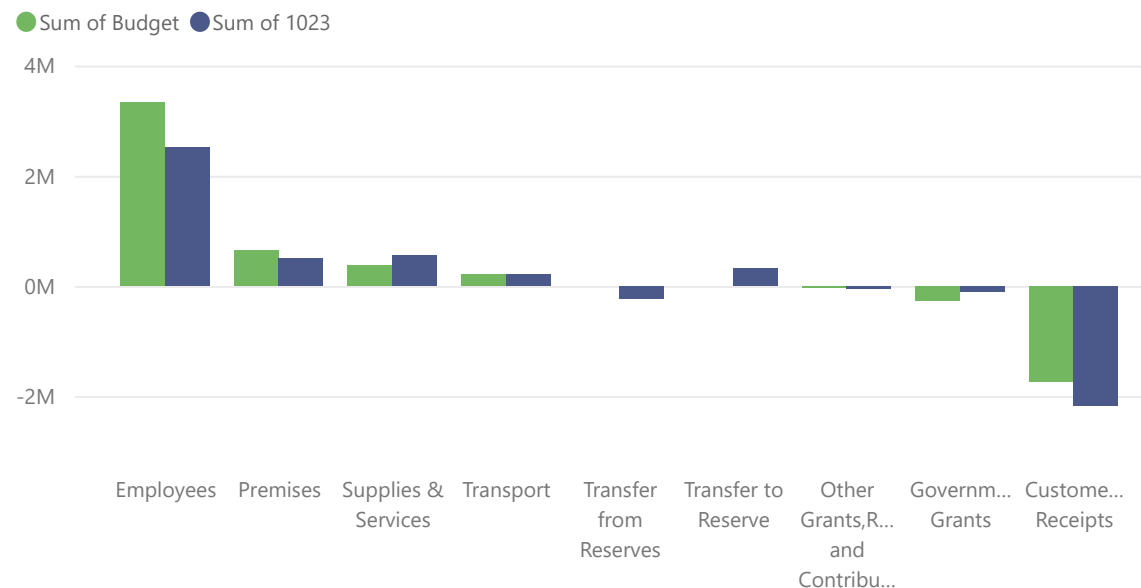
T: 0208 532 1010

E: paul.thomson@cityoflondon.gov.uk

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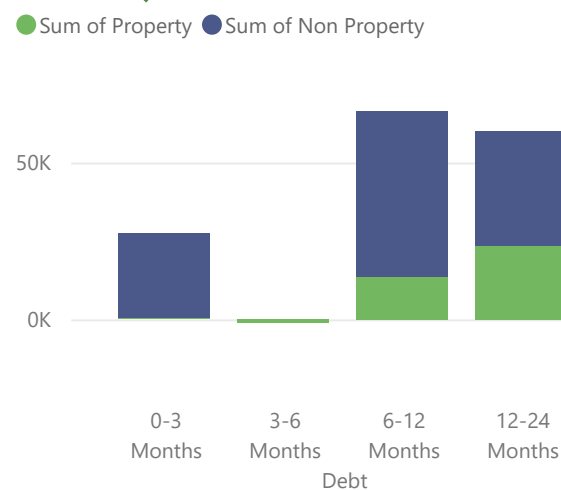
Exp/Inc	P&L Header	DOS	Sum of Budget	Sum of 1023
Income	Customer,Client Receipts	CGC	-348,000	-422,321.00
Income	Customer,Client Receipts	EF	-1,224,000	-1,667,721.00
Income	Customer,Client Receipts	W&W	-69,000	-41,098.00
Income	Customer,Client Receipts	WF	-90,000	-43,911.00
Expenditure	Employees	CGC	207,000	131,443.00
Expenditure	Employees	EF	2,891,000	2,174,350.00
Expenditure	Employees	W&W	56,000	43,494.00
Expenditure	Employees	WF	172,000	166,301.00
Income	Government Grants	CSS	-173,000	-1,684.00
Income	Government Grants	EF	-72,000	-79,117.00
Income	Government Grants	W&W	-12,000	-13,064.00
Income	Government Grants	WF	0	-60.00
Income	Other Grants,Reimbursements and Contributions	EF	-18,000	-43,175.00
Expenditure	Premises	CGC	26,000	15,221.00
Expenditure	Premises	CSS	173,000	84,938.00
Expenditure	Premises	EF	423,000	368,745.00
Expenditure	Premises	W&W	3,000	6,902.00
Expenditure	Premises	WF	26,000	27,610.00
Expenditure	Supplies & Services	CGC	43,000	103,373.00
Expenditure	Supplies & Services	EF	317,000	430,764.00
Expenditure	Supplies & Services	W&W	0	5,531.00
Expenditure	Supplies & Services	WF	9,000	15,329.00
Income	Transfer from Reserves	CSS	0	-126,081.00
Income	Transfer from Reserves	EF	0	-107,765.00
Expenditure	Transfer to Reserve	EF	0	317,500.00
Expenditure	Transport	CGC	7,000	6,511.00
Expenditure	Transport	EF	193,000	202,894.00
Expenditure	Transport	WF	7,000	5,623.00
Total			2,547,000	1,560,532.00

Budget and Actuals by type



Debt

Down £24,839.95 since last report



Expenditure

4,553,000
Sum of Budget
90.19%
Actual by Budget
4,106,529.00
Sum of 1023

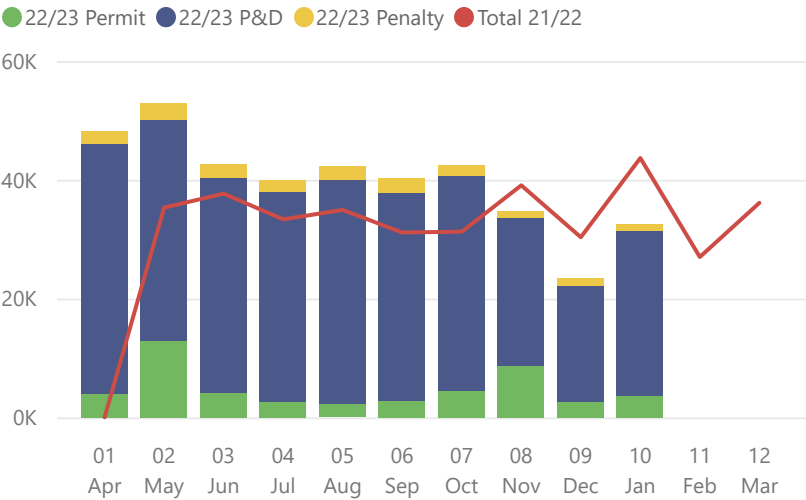
Income

-2,006,000
Sum of Budget
126.92%
Actual by Budget
-2,545,997.00
Sum of 1023

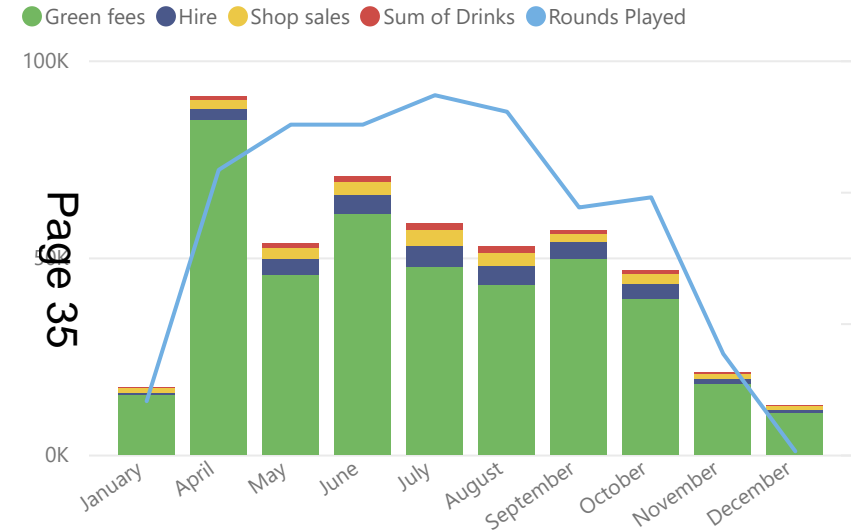
Epping Forest performance against budget to end Jan 23 (period 1023, 83% of FY)

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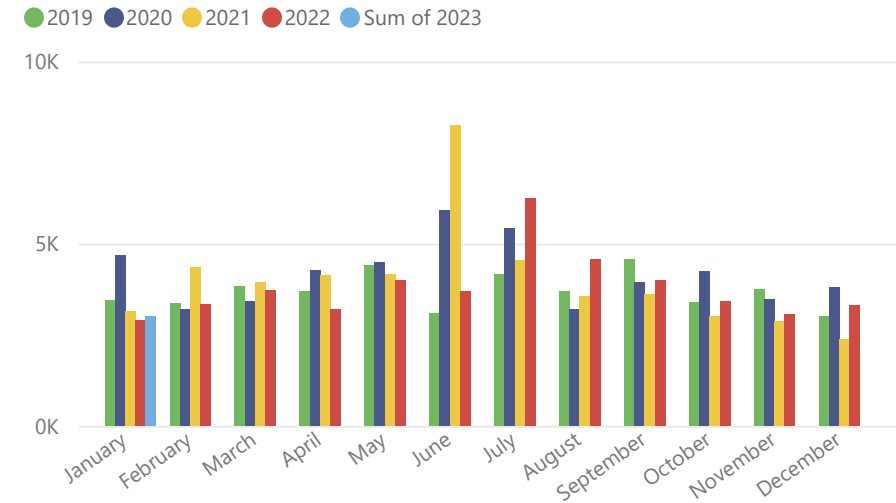
1. Car Parking Income



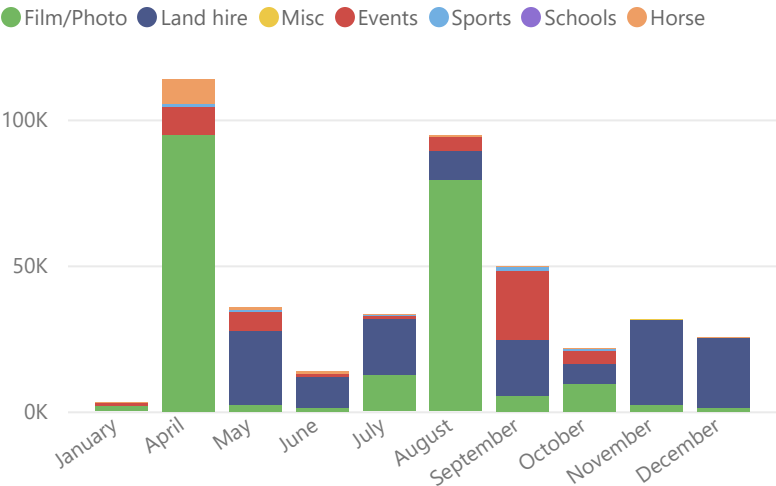
3. Golf Income



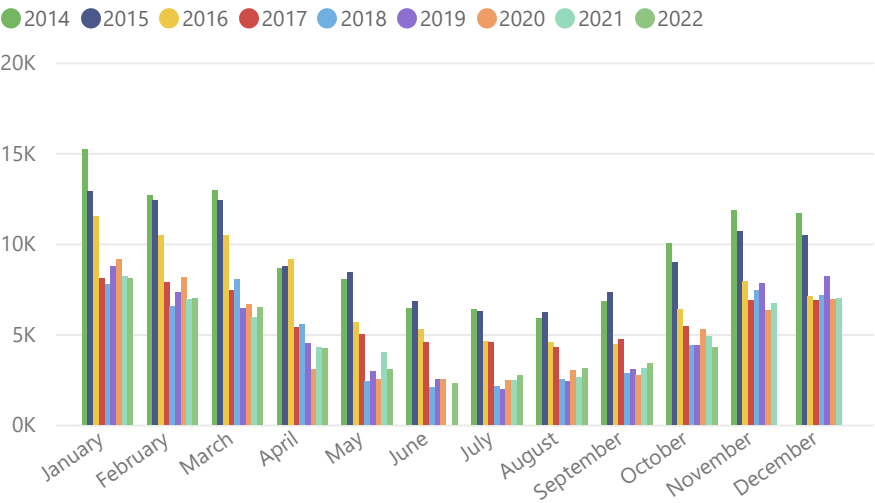
5. Waste Disposal Costs by Month



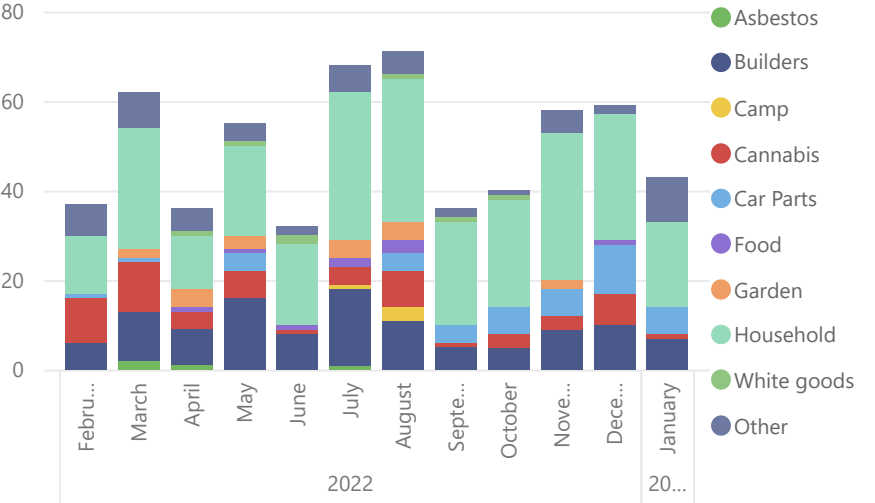
2. Licensing Income 2022/23



4. Energy Consumption at the Warren kWh



6. Fly Tips Rolling Year



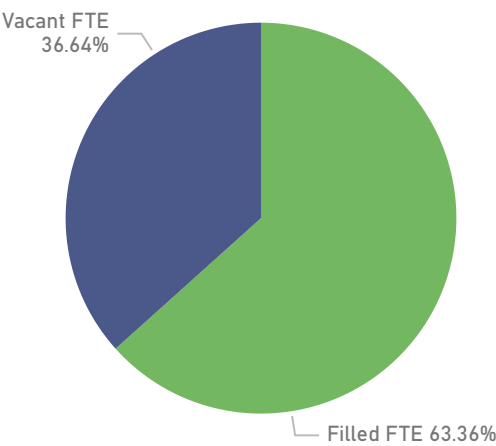
Tenancies and Wayleaves



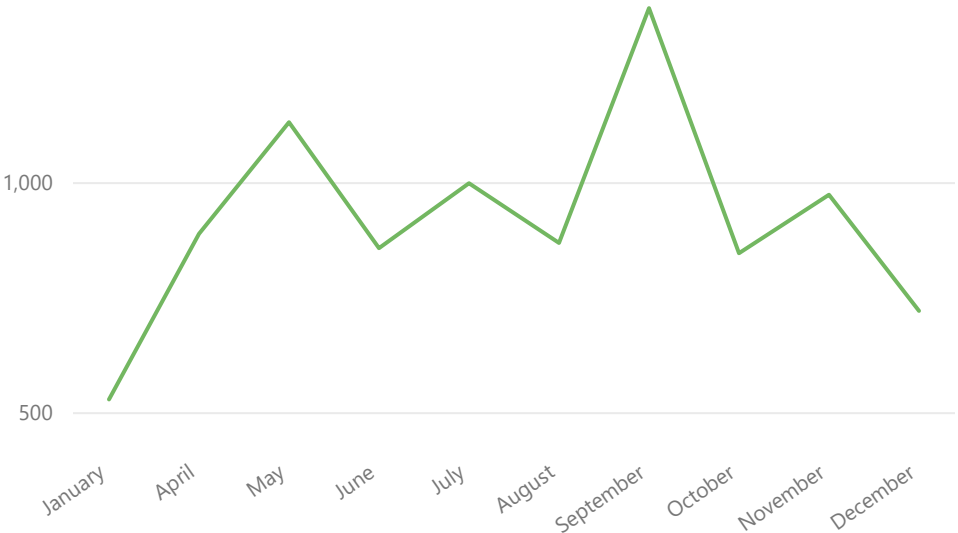
Football income



7. Current Staff Vacancies



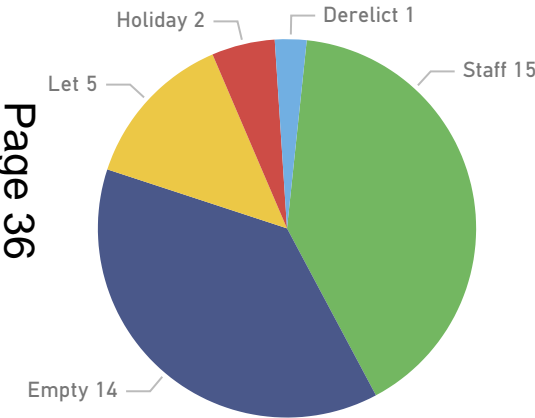
8. Volunteer Hours



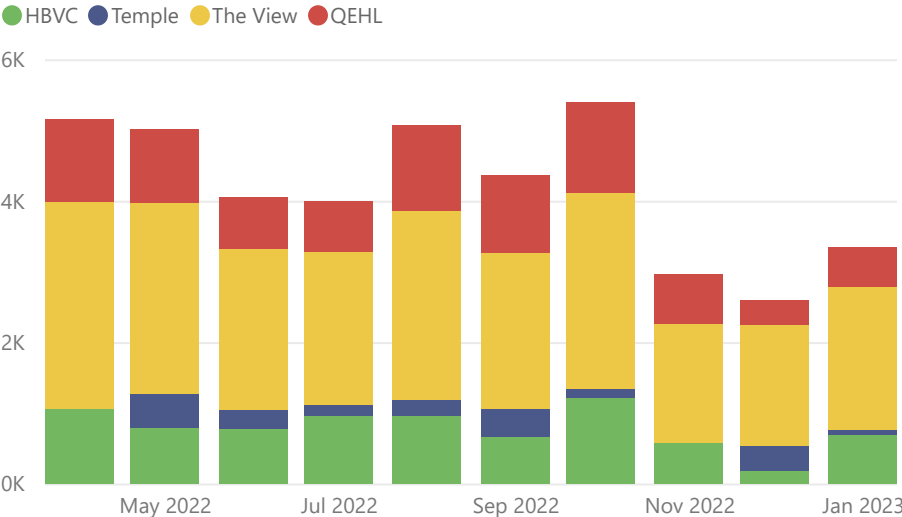
Prosecutions



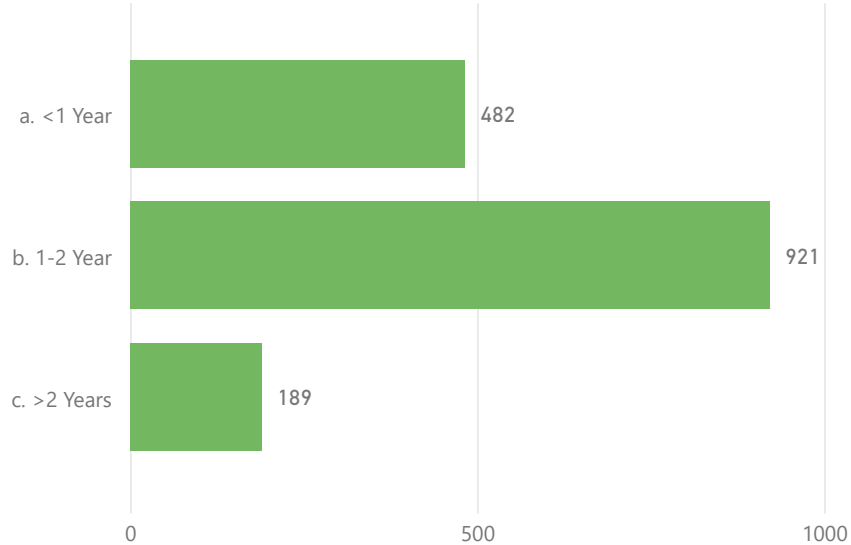
9. Current Lodge Occupancy



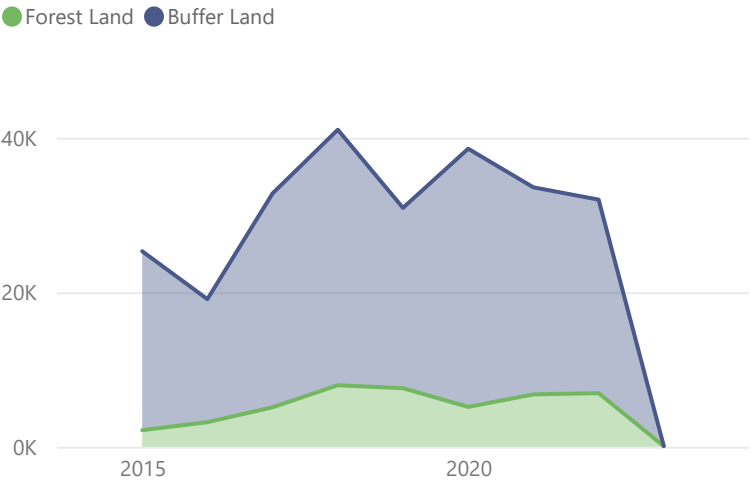
10. Building Visitor Numbers



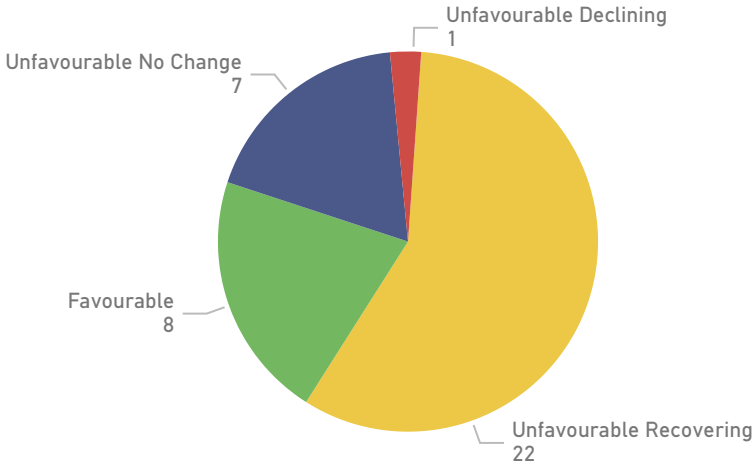
11. Outstanding Tree Works



12. Grazing Days by Year



13. NE SSSI Condition



VAQAS

Renewed

Green Heritage

Renewed

Green Flag

Renewed

Facebook

4642

Instagram

3677

Twitter

9771



Agenda Item 7

Committee(s)	Dated:
Epping Forest and Commons	16 March 2023
Subject: Epping Forest Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2022	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Executive Director Environment	For Information
Report author: Clem Harcourt, Chamberlain's Department	

Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2022 for Epping Forest (charity registration number 232990) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2021/22 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors Crowe U.K LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via the outturn report on 11 July 2022.
2. A previous review of the charities for which the City is responsible, (completed in 2010), detailed key reports that should be presented to your Committee. 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. 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.

3. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2023.

Appendices

- Appendix 1 – Epping Forest Annual Report and Financial Statements for the year ended 31 March 2022

Clem Harcourt
Chamberlain's Financial Services Division

E: clem.harcourt@cityoflondon.gov.uk

Epping Forest

Annual Report and Financial Statements for the
year ended 31 March 2022

Charity registration number 232990

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ORIGINS OF THE CHARITY

As one of the earliest publicly- accessible wild landscapes in England, Epping Forest predates the UK's National Parks by nearly 80 years and shares a common bond in seeking to preserve the wildness of a treasured landscape whilst guaranteeing widespread public access.

Purchased by the City of London Corporation under founding legislation The Epping Forest Act 1878, the Forest was then dedicated by Queen Victoria “for the enjoyment of my people forever”, and as the custodian of the Forest, the City and the Forest's Conservators have continued to conserve it for everyone to enjoy.

Promoting and enabling public access to the Forest remains our guiding principle and we strive to exceed visitors' expectations by providing a safe and welcoming environment, rich in wildlife, which offers activity and excitement, and peace and tranquillity in equal measure. We welcome 4.2 million people to the Forest every year, and we want all Londoners to continue to value their Forest, and for visitors from further afield to benefit from all that the Forest has to offer.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

The governing documents are the Epping Forest Acts 1878 and 1880 as amended. The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the trustee of Epping Forest. The City Corporation is trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills. For Epping Forest, Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee, together with four Verderers - locally elected by Epping Forest Commoners in elections held every seven years - governing Epping Forest for the Court of Common Council of the City of London Corporation.

Members of the Court of Common Council are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2021/22 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Investment Committee** – responsible for the strategic oversight and monitoring of the performance of the charity's investments which are managed by three separate sub-committees, namely the Financial Investment Board, the Property Investment Board and the Social Investment Board.
- **Epping Forest & Commons Committee** – responsible for the activities undertaken at Epping Forest, approving budget allocations for the forthcoming year and acting as Trustees of the charity.
- **Epping Forest Consultative Committee** – considers and discusses areas of concern or debate at Epping Forest with representative user groups across the Forest– particularly those due to be raised at Epping Forest and Commons Committee.

- **Corporate Services Committee** – responsible for personnel and establishment matters throughout the City of London, including negotiations with the recognised trade unions.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance is ongoing to ensure that the charity is effective in fulfilling its objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 38.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of London Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

As part of the City of London Corporation's restructure, the Open Spaces Department has merged with Planning & Transportation and Port Health & Environmental Services to form a new Environment Department, and Epping Forest became part of the Environment Department from 1 April 2022.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Epping Forest. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objective of the charity is the preservation of Epping Forest in perpetuity, as an open space for the recreation and enjoyment of the public. The open space consists of the lands known as Epping Forest including Wanstead Park and Highams Park in Essex. Various buffer lands have been acquired by the City Corporation around the edges of Epping Forest.

Investment Policy

The charity's investments are held in units of the City of London Charities Pool (registered charity number: 1021138). The investment policy is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool (which include an analysis of investment performance against objectives set) are available from the Chamberlain of London, at the email address stated on page 38.

Volunteers

Epping Forest welcomes volunteers both directly and through partner organisation in all aspects of Forest management from conservation, to front of house and Rangers.

Remuneration Policy

The charity's senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City 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 the payment of recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within note 9 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives. This also includes addressing the City Corporation's gender, ethnicity and disability pay gaps.

Owing to the COVID 19 pandemic and the recommendations from the Tackling Racism Taskforce, which was set up last year to identify the actions that the City Corporation could implement to tackle racism in all its forms, the Corporate Equality and Inclusion Plan will be updated in the autumn. There is work ongoing relating the new Equalities and Inclusion objectives, that will include internal and external consultation. This is expected to take place

at the end of April 2023, with publication of the revised Equalities and Inclusion objectives by September 2023.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as “soliciting or otherwise procuring money or other property for charitable purposes”. Although Epping Forest charity does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as “voluntary income” including 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 trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

From March 2021 a donations page has been created on the Epping Forest webpage, inviting and enabling the public to make on-line donations to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign.

The charity has received no complaints in relation to fundraising activities in 2021/22 (2020/21: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing Epping Forest’s aims and objectives and in planning future activities. The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

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 the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

Consequently, the Trustee considers that Epping Forest operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 38.

ACHIEVEMENTS AND PERFORMANCE

The Teams across Epping Forest have ensured that the Forest remained open and accessible throughout the COVID-19 pandemic. However, with the focus on keeping the Forest open, tidy and safe, this did impact on the delivery of some of the projects planned for 2021/22 which will roll over into 2022/23.

Epping Forest's 2021/22 aims together with their outcomes were:

Carbon Reduction -The Carbon reduction project aims and objectives continue to be reviewed centrally. Key role descriptions have been drawn up and grades assessed, with recruitment planned alongside corporate restructures.

Epping Forest Management Plan and Strategy – The Plan has been finalised and published, with progress being made on key documents, policies and projects detailed within. Some reprioritisation has been necessary due to Covid-19 and corporate restructure.

Local Planning Process - The Charity continues to represent concerns regarding the conservation of Epping Forest through the Local Planning Process with Local Authorities in order to protect the unique and delicate nature of the Epping Forest habitat.

Wanstead Parkland Plan – is progressing and continues to address areas such as Reservoir Risk, Heritage at Risk, Water Abstraction and Flood Risk to address statutory obligations in these areas.

Car Parking - Car parking charging phases one and two are complete with charging introduced at 38 car parks during 2021. Further work on remaining sites is underway, as are complementary workstreams to review Byelaws.

Implementation of Customer Relationship Management (CRM) – Implementation of CiviCRM™ software to enable efficient and compliant handling of contact data, event booking, licensing, work requests, fundraising and other customer contacts has been slower than originally planned but initial testing was completed in March 2022 with go-live expected early in 2022-23 financial year. A concurrent project to adopt StarTraq® software to manage, monitor and support payments and fines for Fixed Penalty Notices (FPNs) and Penalty Charge Notices (PCNs) is almost complete.

Developing sporting partnership opportunities - The charity continues to investigate the benefit of working with partner organisations to improve the sporting offer at Epping Forest, particularly in the existing offer of football and golf, but possibly to include other formal sports, or improve opportunities for informal fitness activities for Forest users. This should also address the issues of the costs of providing these facilities and likely income to the charity. Projects have been delayed due to Covid-19 and the effect this has had, particularly on partner organisations, but projects are being pursued once again.

Lodges – Renovation of lodges particularly at Jubilee Retreat, Blake Hall Road and Wanstead Park have slowed due to structural and internal complications of scheduling and priority. Rangers Road is close to completion of extensive overhaul to become a second holiday let, following the success of the first at Baldwins Hill. Plans for alternative routes for investment in such properties are being considered.

Countryside Stewardship Scheme (CSS) - The work programme for the CSS has begun, including final stage procurement of several felling contracts, under 100% capital grant aid, for work across two years from 2021 to 2023.

New Cattle Grazing System - GPS-driven invisible fencing is proving successful and new areas for grazing are being considered following a successful trial at Wanstead Park.

Special Areas of Conservation (SAC) Mitigation Strategy - The Oversight Group has completed negotiations over the strategy's governance and financing arrangements and the first transfer of tariff monies from the local authorities to Epping Forest to pay for the Strategic Access Management and Monitoring Strategy (SAMMS) works is still under discussion. The priority SAMMS works are likely to include work at Leyton Flats and High Beach on new pathways to reduce damage to ancient trees and flora from visitor pressure.

Sustainable Fleet and Operations – A number of vehicles with much improved environmental performance have been sourced to achieve compliance with recently extended ULEZ.

Budget Management – Financial targets achieved particularly through income diversification, chiefly introduction of parking charges.

Corporate Restructure – Epping Forest is now part of the Environment Department, with structures currently under review.

PLANS FOR FUTURE PERIODS

The global pandemic of Coronavirus was still very much part of operations at the start of 2021/22. This may have an impact on income and ability to deliver some projects in the next 12 months.

Key projects for 2022/23 include:

Corporate Restructure – To continue with the corporate restructure review designed to implement the new City Corporation Corporate Plan as set out, consulting on and embedding new structures in 2022/23 that improve efficiency and bring greater ability to seek opportunities for improved income diversification.

Carbon Reduction - The Carbon Recovery Project has commenced delivery with the arable reversion of Epping Forest Buffer Land at Patmores Field. Specialist Land Agents are advancing discussions on the surrender of arable tenancies, and recruitment to project staff roles are on hold until the completion of the Land use Consultants' detailed evaluation of the Natural Environment Division's potential sequestration capacity.

Special Areas of Conservation (SAC) Mitigation Strategy - The Oversight Group has agreed the governance and finance arrangements of the strategy and the City of London await confirmation of approval by all the relevant Local Authority decision making committees. The City of London will act as the 'banker' for the Strategic Access Management and Monitoring Strategy (SAMMS) contributions. The priority SAMMS works will focus on improvements to access infrastructure at Leyton Flats and High Beach, due to their high visitor attraction.

Wanstead Parkland Plan – In association with local community partners, initial funding to undertake a phased development of a natural play area has been achieved and work is scheduled. The second phase of community-funded Grotto restoration will be underway in summer 2022; assessments and works to stabilise the Grotto façade are also planned. Next phases for replacing the derelict pump house by the River Roding and for installing land drainage within the Glade will commence. Following the completion of flood modelling research, some £1m of works to strengthen dam faces and level dam tops are anticipated to address the ‘High Risk’ flood safety status notified by the Environment Agency.

Baldwins & Birch Hall Park Ponds Small Raised Reservoirs - Managed under the Health and Safety at Work Act, these Victorian sub-25,000 cubic metre raised reservoirs require significant works to manage leakage and safe overtopping, using procured external specialist contractors.

Sustainable Visitor Strategy and Car Parking – To draw up and publish an Epping Forest Sustainable Visitor Strategy setting out our aims and objectives for balancing visitor numbers and enjoyment of the Forest with protection of this valuable habitat. This includes completion of the final stages of the car parking plan and move to business as usual. The coming year should see a reduction in penalties and vandalism to car parking infrastructure.

Byelaw Review – Last updated in 1980, a very necessary review of the current byelaws in place for Epping Forest and Wanstead Park will be carried out to reflect wider changes to the law, the manner in which our visitors engage with the Forest and additional statutory designations, and where change is needed, the review will engage with Defra to explore how the byelaws can be brought up-to-date in line with the modern demands on the open space.

Implementation of new Customer Service and Regulatory Software - To complete build and testing of CiviCRM™ and StarTraq® software which together will enable efficient and compliant handling of contact data, event booking, licensing, work requests, fundraising, Penalty Charge Notices (PCNs) and other customer contacts, and all associated payment streams.

Developing sporting partnership opportunities - The charity continues to investigate the benefit of working with partner organisations to improve the sporting offer at Epping Forest, particularly in the existing offer of football and golf, but possibly to include other formal sports where possible, or improve opportunities for informal fitness activities for Forest users. This should also address the issues of the costs of providing these facilities and likely income to the charity. Projects have been delayed due to Covid-19 and the effect this has had, particularly on partner organisations, but projects are being pursued once again.

Lodges – To review and reprioritise renovation of lodges, particularly in the light of changing staff terms and conditions through corporate restructure. To review financial structures allowing for more sustainable investment and improved efficiency moving forward.

Countryside Stewardship Scheme (CSS) - The work programme for the CSS Epping Forest #1 Grant has commenced, including final stage procurement of several felling contracts, under 100% capital grant aid, for work across two years from 2021 to 2023. Further bids are in progress for Epping Forest #2, Wanstead Park and Copped Hall Park.

Conservation Cattle Grazing – To improve cattle housing buildings at the Great Gregories overwintering facility, test the extension of the cattle grazing season and increase cattle grazing days in the Forest, including new areas identified by the GIS-based Grassland Gazetteer assessment.

Sustainable Fleet and Operations – We will continue to upgrade our ageing fleet to improve environmental performance and achieve compliance with recently extended ULEZ requirements.

The Trustee does not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 22.

The Trustee is monitoring the situation and will continue with its purpose to preserve Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for recreation and enjoyment of the public.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2021/22 the charity's total income for the year was £7,263,658, an overall increase of £623,546 against the previous year (£6,640,112). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £1,359,149 from charges for use of facilities and licences (2020/21: £742,416), £541,531 from rents (2020/21: £430,703) and £100,784 from sales of goods, products and materials (2020/21: £76,905). 2021/22 saw an increase in fees and charges for use of facilities owing to car parking charges being introduced during 2021 and a large scale licenced use of Forest Land for works compound. The increase in rent income was due to a rent review and lettings of Forest lodges.

In total, grant income of £502,243 was received in the year, towards programmes administered by the charity (2020/21: £302,944) (see below).

- A government grant of £119,774 was received in the year from the Rural Payment Agency (RPA), which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil. (2020/21: £175,944).
- A capital property receipt of £118,000 (2020/21: £127,000) was received in 2021/22 from proceeds from the Deed of Easement in relation to three properties on Epping Forest Land. The full amount of income was designated in the Epping Forest Capital Fund which can be used for the acquisition of Forest land or capital projects in the Forest.
- A new restricted government grant of £264,469 in relation to the 10 year Countryside Stewardship Scheme was received in the year from the Rural Payment Agency towards a specific programme administered by the charity providing financial incentives for farmers, woodland owners, foresters and land managers to look after and improve the environment (2020/21: £nil).

A restricted donation of £9,000 was received from Transport for London (TfL) for implementation of cycle stands including delivery, materials and staff costs at Epping Forest (2020/21: £12,821 received from the Highams Park Community CIC for improvements at Epping Forest).

Donations – being amounts received from the public through donation boxes at the Temple and at the View. In total £894 was received during the year (2020/21: £56). Donations can be made on the Epping Forest webpage, to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign. In total, £635 was received during the year (2020/21: £90). The full amount was held at 31 March 2022 in a restricted fund for 'Campaign Donations'. Furthermore, £216,004 was received during the year from Orion Harriers towards Epping Jubilee Retreat extension costs for the Staff Welfare Facilities at Epping Forest (2020/21: £nil).

Investment income of £3,171 (2020/21: £6,283) received during the year consists of distributions from the Charities Pool and interest receivable on cash balances held on behalf of the Trust.

Other income of £3,112 was received in relation to Coronavirus Job Retention Scheme (2020/21: £8,916). There are no unfulfilled conditions or other contingencies relating to this grant income and no other forms of government assistance have been received in the year.

An amount of £4,527,135 (2020/21: £5,058,978) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charity.

Expenditure

Total expenditure for the year relating to charitable activities expenditure was £7,351,365 (2020/21: £6,665,397). The increase in expenditure in the year mainly relates to premises related expenses, transport related expenses and supplies and services.

Funds held

The charity's total funds held decreased by £87,522 to £6,298,463 as at 31 March 2022 (2020/21: decreased of £24,521 to £6,385,985).

The charity's designated funds consist of unrestricted income funds which the Trustee has chosen to set aside for specific purposes. Such designations are not legally binding, and the Trustee can decide to "undesignate" these funds at any time. Designations as at 31 March 2022 totalled £6,171,657 (2020/21: £6,385,895).

A restricted fund of £126,806 (2020/21: £90) was held at year-end. This relates to Campaign Donations of £725 and to the Countryside Stewardship Scheme of £126,081. Donations can be made on the Epping Forest webpage, to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign. Plans are being put in place for utilising these funds.

Details of all funds held, including their purposes, is set out within note 17 to the financial statements.

Investments performance

Over the course of 2021/22 the Charities Pool investment strategy delivered an absolute return (gross of fees) of 11.1% which was below the FTSE All Share Index benchmark return of 13.0%, although this followed a period of outperformance in the prior year (the investment strategy gained 30.7% in 2020/21 versus 26.7% from the benchmark). The Charities Pool invests in an actively managed, high conviction strategy where performance is expected to be volatile over the short term. Over the longer term three and five year horizon, the Charities Pool continues to outperform the FTSE All Share Index as shown below.

	2021/22		2020/21	
	3 years	5 years	3 years	5 years
Fund	+7.35%	+6.16%	+5.04%	+7.19%
FTSE All Share	+5.31%	+4.69%	+3.19%	+6.29%
Fund outperformance	+2.04%	+1.47%	+1.85%	+0.90%

Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Epping Forest 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 considered by the trustee to be inappropriate.

Donations are now being sought which may be carried forward into future years to contribute to a larger project, but there is currently no intention to hold them as a minimum amount owing to the deficit funded status of the Charity.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charity, and actions taken to manage them are as follows:

Risk	Actions to manage risks
Decline in Assets condition	Schedule of statutory checks and visits carried out by City Surveyor or delegated to site. Joint inspection of all buildings including residential by site and City Surveyor to capture maintenance needs. Improvements to Great Gregories. Capital funding being sought for essential works to Aldersbrook changing facilities.
Wanstead Park Reservoirs	Engineering study was completed in November 2020 which recommended a lower level of activity than originally envisaged. Outline options are being considered with procurement of professional expertise to refine options.
Raised Reservoirs	Weekly inspection of reservoirs / dams. Statutory inspection visits by engineer every six months. Complete works on Birch Hall Park Pond. Undertake surveys and investigate funding options for works on other ponds.
Accelerated long-term damage to site	Implement mitigation program which was developed from results of Path Survey. Funding for works is being sought.
Invasive Non-Native Species (INNS)	Develop an INNS policy - particular focus on Oak Processionary Moth, although other pathogens and areas of concern to be tackled. Track works done to mitigate the spread of Oak Processionary Moth in Epping Forest.
Development Consents close to Forest Land	Continue to influence the Epping Forest District Council, London Borough of Waltham Forest and other surrounding local plans. Look to embed the Epping Forest

Risk	Actions to manage risks
	Special Area of Conservation (SAC) Mitigation Strategy in Local Plans and to ensure robust monitoring of the effectiveness of mitigation measures.
Loss of Forest Land and/or concession of prescriptive rights	Audits of all forest compartments to be completed. Work with City Surveyor's and Comptroller and City Solicitor's Departments to consider whether legal action is required to settle disputes.
Financial management and loss of income	Working to deficit budget reduction targets by increasing income generation e.g. from car parking charges. Further efficiencies and income enhancement to be sought.
Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition	Application for a further Countryside Stewardship grant is likely to be submitted in 2023. Remodel the in-house grazing expansion plan using the new GPS invisible fencing system.
Pathogens	Implement actions arising from Massaria survey. Annual inspection of all Rhododendron and Larch to ensure Ramorum disease does not spread. Develop a biosecurity policy for whole Forest, building on Ramorum security policy approach. Measures will be integrated into the INNS Action Plan during 2022.
Increase in Health and Safety incidents/Catastrophic Health & Safety failure	Health & Safety training (operational) system in place. Clear role and responsibilities set out in documentation and reinforced by training. Annual Health & Safety checks on all licensed refreshment and food outlets in the forest (excluding ice cream vans). Works identified from tree survey are being prioritised and options for employing additional staff to undertake the works are being considered..
Wanstead Park – Heritage at Risk Register	Sources of funding continue to be investigated. An application for Countryside Stewardship for 2023 is being actively considered.
Major Incident resulting in prolonged 'Access Denial'	The Emergency Action Plan was tested successfully during the pandemic using JESIP (Joint Emergency Services Interoperability Principles) and has been implemented and supported by additional measures.
Public behaviour	Public Spaces Protection Orders (PSPO's) are in place. These and other dog control measures are monitored and action taken where appropriate. Multi-disciplinary approach with enforcement and outreach team. Develop relationships with local authority neighbours, police services, fire service etc.
Severe Weather Events	Incident Management Plan updated to incorporate wildfire planning and JESIP protocols for joint action across authorities.

Risk	Actions to manage risks
	<p>Site visits by fire services to confirm infrastructure is satisfactory have been scheduled.</p> <p>Tree safety survey has identified necessary works.</p> <p>Relevant works are being prioritised and options for employing additional staff or contractors to carry them out are being considered.</p>
Loss of knowledge of skilled staff/difficulties in recruitment	<p>Succession plan approved and to be reviewed annually.</p> <p>Talent Management Strategy to be developed but deferred awaiting outcome of corporate restructure.</p>

TRUSTEE'S RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, 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;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

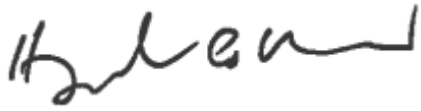
The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The 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.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.



Henry Nicholas Almroth Colthurst, Deputy
Chairman of Finance Committee of
The City of London Corporation

Guildhall, London

31 January 2023



Randall Keith Anderson, Deputy
Deputy Chairman of Finance Committee
of The City of London Corporation

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST

Opinion

We have audited the financial statements of Epping Forest ('the charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including 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 2022 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 that are 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 relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustee with respect to going concern are described in the relevant sections of this report.

Other information

The Trustee is responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. 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.

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 this gives rise to a material misstatement in the financial statements themselves. 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 (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustee's report; or
- sufficient and proper accounting records have not been kept by the Charity; 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 the Trustee

As explained more fully in the Trustee's responsibilities statement set out on page 15 and 16, the Trustee is 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 Trustee 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 Trustee is 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 Trustee either intends 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 Acts and relevant regulations made or having effect thereunder.

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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the Charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Charities Act 2011 together with the Charities SORP (FRS102) 2019. We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect

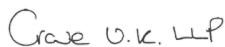
on the financial statements but compliance with which might be fundamental to the Charity's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charity for fraud. The laws and regulations we considered in this context for the UK operations were General Data Protection Regulation (GDPR), Anti-fraud, bribery and corruption legislation, Health and safety legislation, and Employment legislation. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustee and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income, and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, internal audit, legal counsel and the Audit & Risk Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charity's Trustee, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.



Crowe U.K. LLP
Statutory Auditor

55 Ludgate Hill, London, EC4M 7JW

31 January 2023

Crowe U.K. 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.

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted Funds 2021/22 £	Restricted Funds 2021/22 £	2021/22 Total Funds £	2020/21 Total Funds £
Income from:					
Voluntary activities	2	238,668	490,108	728,776	315,911
Charitable activities	3	2,001,464	-	2,001,464	1,250,024
Grant from City of London Corporation	4	4,527,135	-	4,527,135	5,058,978
Investments	5	3,171	-	3,171	6,283
Other income	6	3,112	-	3,112	8,916
Total income		6,773,550	490,108	7,263,658	6,640,112
Expenditure on:					
Charitable activities:					
Preservation of Epping Forest	7	7,203,977	147,388	7,351,365	6,665,397
Total expenditure		7,203,977	147,388	7,351,365	6,665,397
Net gains on investments	12	185	-	185	764
Net expenditure		(430,242)	342,720	(87,522)	(24,521)
Transfers between funds		216,004	(216,004)	-	-
Net movement in funds		(214,238)	126,716	(87,522)	(24,521)
Reconciliation of funds:					
Total funds brought forward	17	6,385,895	90	6,385,985	6,410,506
Total funds carried forward	17	6,171,657	126,806	6,298,463	6,385,985

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 22 to 38 form part of these financial statements.

BALANCE SHEET**AS AT 31 MARCH 2022**

	Notes	2022 Total £	2021 Total £
Fixed assets:			
Heritage assets	10	378,911	379,872
Tangible assets	11	4,849,752	4,971,853
Investments	12	4,058	3,873
Total fixed assets		5,232,721	5,355,598
Current assets			
Stock		28,077	46,671
Debtors	13	443,120	262,751
Cash at bank and in hand		1,428,251	1,180,589
Total current assets		1,899,448	1,490,011
Creditors: Amounts falling due within one year	14	(769,946)	(411,114)
Net current assets/(liabilities)		1,129,502	1,078,897
Total assets less current liabilities		6,362,223	6,434,495
Creditors: Amounts falling due after more than one year	15	(63,760)	(48,510)
Total net assets		6,298,463	6,385,985
The funds of the charity:			
Restricted income funds	17	126,806	90
Unrestricted income funds	17	6,171,657	6,385,895
Total funds		6,298,463	6,385,985

The notes on pages 22 to 38 form part of these financial statements

Approved and signed on behalf of the Trustee.



Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

31 January 2023

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

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

(a) Basis of preparation

The financial statements of the charities, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity's governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash, covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the 12 months from the date of these financial statements being signed to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the potential ongoing impact of the Covid-19 pandemic and current high inflationary pressures on the financial position, including future income levels and planned expenditure and the liquidity of the charity over the next 12-month period. The assessment helps to provide assurances that the charity can continue to keep operating over the next 12-month period from these financial statements being signed. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

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 decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised 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.

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets and the recovery of debts.

(d) Statement of Cash Flows

As per section 14.1 of the Charities SORP the Charity is not required to produce a statement of cash flows on the grounds that it is a qualifying entity.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2022 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of donations, charges for services and use of facilities, contributions, grants (including government grants), investment income, interest, sales and rental income.

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. 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.

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in note 8.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the administration fees incurred from each of its charities, and these costs are included with support costs.

(g) 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 benefit 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 £832.7m as at 31 March 2022 (£919.7m as at 31 March 2021). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does 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 these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The 31 March 2022 valuation is being carried out in 2022/23 and must be finalised before 31 March 2023, which will set contribution rates for the period 01 April 2023 to 31 March 2026. Contribution rates adopted for the financial years 2020/21, 2021/22 and 2022/23 have been set at 21% (2019/20: 21%).

(h) Taxation

The 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.

(i) Fixed Assets**Heritage Land and Associated Buildings**

Epping Forest comprises 2,485 hectares (6,142 acres) of land stretching 12 miles from Manor Park in East London to just north of Epping in Essex, together with associated buildings. The object of the charity is the preservation of Epping Forest in perpetuity as an Open Space for the recreation and enjoyment of the public. Epping Forest is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts

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

Tangible fixed assets

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged from the year following that of acquisition, on a straight-line basis, in order to write off each asset over its estimated useful life as follows. Land is not depreciated.

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 25
Infrastructure	up to 20
Heavy vehicles and plant	5

(j) Investments

Investments are made in the City of London Charities Pool (charity number 1021138) which is an investment mechanism operating in a similar way to a unit trust. This enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

Investments are valued at bid-price. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

(k) Stocks

Stocks are valued at the lower of cost or net realisable value. All stocks are finished goods and are held for resale as part of the charity operation.

(l) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation’s treasury management activities with original maturities of three months or less.”

(m) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Restricted funds – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

Unrestricted income funds – these funds can be used in accordance with the charitable object at the discretion of the Trustee and include both income generated by assets held representing unrestricted funds. Specifically, this represents any surplus of income over

expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

Designated funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(n) Insurance

The charity, elected Members and staff supporting the charity's administration are covered by the City Corporation's insurance liability policies, and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City's Cash.

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds	Restricted funds	Total 2021/22	Unrestricted funds	Restricted funds	Total 2020/21
	£	£	£	£	£	£
Grants	237,774	264,469	502,243	302,944	-	302,944
Donations and legacies	894	225,639	226,533	12,877	90	12,967
Total	238,668	490,108	728,776	315,821	90	315,911

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2021/22 £	Unrestricted funds 2020/21 £
Charges for use of facilities	1,359,149	742,416
Sales	100,784	76,905
Rental income	541,531	430,703
Total	2,001,464	1,250,024

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds 2021/22 £	Unrestricted funds 2020/21 £
Revenue and capital grants from City of London Corporation	4,527,135	5,058,978

5. INCOME FROM INVESTMENTS

	Unrestricted funds 2021/22 £	Unrestricted funds 2020/21 £
Interest	<u>3,171</u>	<u>6,283</u>

6. OTHER INCOME

	Unrestricted funds 2021/22 £	Unrestricted funds 2020/21 £
Other income	<u>3,112</u>	<u>8,916</u>

Income for the year included:

Grants – being amounts received from organisations towards programmes operated by the charity.

- Grant income received from the Rural Payment Agency (RPA) which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil.
- A capital property receipt was credited to the Epping Forest Fund from proceeds from the Deed of Easement in relation to three properties which can be used for the acquisition of Forest land or capital projects in the Forest.
- Countryside Stewardship Scheme – 10 year grant funding from the Rural Payment Agency towards a specific programme administered by the charity providing financial incentives for farmers, woodland owners, foresters and land managers to look after and improve the environment.

Donations – being amounts received from the public through donation boxes at the Temple and at the View. Donations can be made on the Epping Forest webpage, to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign. A restricted donation was received from Transport for London (TfL) for implementation of cycle stands including delivery, materials and staff costs at Epping Forest.

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City's Cash to meet the deficit on running expenses of the charity, alongside funding for capital purchases.

Investment income – being the amount received from the Charities Pool and interest receivable on cash balances held on behalf of the Trust.

Charitable activities – being amounts generated from the sales of leaflets, books, maps cards and other publications relating to Epping Forest; charges made to the public for the use of facilities, admissions and services and from rental income.

Other income - included in Other Income on the Statement of Financial Activities is Coronavirus Job Retention Scheme income. There are no unfulfilled conditions or other contingencies relating to this grant income and no other forms of government assistance have been received in the year.

7. EXPENDITURE

Expenditure on charitable activities

	Direct costs £	Support costs £	Total 2021/22 £	Direct costs £	Support costs £	Total 2020/21 £
Preservation of Epping Forest	<u>6,225,588</u>	<u>1,125,777</u>	<u>7,351,365</u>	<u>5,564,546</u>	<u>1,100,851</u>	<u>6,665,397</u>

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Epping Forest.

Auditor's remuneration and fees for other services

Crowe U.K. LLP are the auditors of the City of London's City's Cash Fund and provide assurance services to all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City's Cash Fund. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the audit fee incurred from each of its charities. In 2021/22 an audit fee of £5,000 was recharged (2020/21: £nil). No other services were provided to the charity by its auditors during the year (2020/21: £nil).

8. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

	Charitable activities £	Governance £	2021/22 £	2020/21 £
Department:				
Chamberlain	170,320	-	170,320	161,195
Comptroller & City Solicitor	32,965	-	32,965	-
Town Clerk	-	104,294	104,294	123,958
City Surveyor	334,933	-	334,933	368,381
Open Spaces directorate	223,295	-	223,295	163,511
Other governance & support costs	84,877	5,000	89,877	78,147
Digital Services	170,093	-	170,093	205,659
Sub-total	1,016,483	109,294	1,125,777	1,100,851
Reallocation of governance costs	109,294	(109,294)	-	-
Total support costs	1,125,777	-	1,125,777	1,100,851

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

9. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 77 (2020/21: 81).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2021/22 £	2020/21 £
Salaries and wages	2,237,668	2,328,878
National Insurance costs	213,948	219,772
Employer's pension contributions	478,609	486,762
Total emoluments of employees	2,930,225	3,035,412

The number of directly charged employees whose emoluments (excluding employer's pension contribution and national insurance contribution) for the year were over £60,000 was 1.0 (2020/21: 1.0).

	2021/22	2020/21
£70,000 - £79,999	1.0	1.0

Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Natural Environment who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

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 amount of employee benefits received by key management personnel totalled £45,781 (2020/21: £29,721). The members of the Finance Committee of the City of London Corporation are not remunerated and expenses are not reimbursed for acting on behalf of the Trustee during 2021/22 (2020/21: £nil).

10. HERITAGE ASSETS

	2018 £	2019 £	2020 £	2021 £	2022 £
Cost					
At 1 April	388,382	388,382	388,382	388,382	388,382
At 31 March	388,382	388,382	388,382	388,382	388,382
Depreciation					
At 1 April	4,667	5,628	6,589	7,550	8,510
Charge for the year	961	961	961	960	961
At 31 March	5,628	6,589	7,550	8,510	9,471
Net book value					
At 31 March 2022	382,754	381,793	380,832	379,872	378,911
At 31 March 2021	384,675	382,754	381,793	380,832	379,872

Since 1878 the primary purpose of the charity has been the preservation of Epping Forest for the recreation and enjoyment of the public. As set out in Note 1(i), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of Epping Forest are contained in the Epping Forest Conservation Management Plan. Records of heritage assets owned and maintained by Epping Forest can be obtained from the Executive Director Environment at the principal address as stated on page 38.

11. TANGIBLE FIXED ASSETS

	Land and Buildings £	Infrastructure £	Vehicles and Plant £	Equipment £	Total £
Cost					
At 1 April 2021	3,661,845	4,332,633	255,528	409,738	8,659,744
Additions	280,525	7,487	50,000	-	338,012
At 31 March 2022	3,942,370	4,340,120	305,528	409,738	8,997,756
Depreciation					
At 1 April 2021	1,697,785	1,513,672	131,759	344,675	3,687,891
Charge for the year	197,833	230,954	25,904	5,422	460,113
At 31 March 2022	1,895,618	1,744,626	157,663	350,097	4,148,004
Net book value					
At 31 March 2022	2,046,752	2,595,494	147,865	59,641	4,849,752
At 31 March 2021	1,964,060	2,818,961	123,769	65,063	4,971,853

12. FIXED ASSET INVESTMENTS

The investments are held in the City of London Corporation Charities Pool, a charity registered in the UK with the Charity Commission (charity number 1021138). The Charities Pool is a UK registered unit trust.

The value of investments held by the charity are as follows:

	2022 £	2021 £
Market value 1 April	3,873	3,109
Gain/(loss) for the year	185	764
Market value 31 March	4,058	3,873
Cost 31 March	438	438
Units held in Charities Pool	438	438

The geographical spread of listed investments as at 31 March 2022 was as follows:

	Held in the UK £	Held outside the UK £	Total at 31 March 2022 £	Held in the UK £	Held outside the UK £	Total at 31 March 2021 £
Equities	3,299	463	3,762	3,164	449	3,613
Bonds	-	-	-	-	-	-
Pooled Units	239	-	239	206	-	206
Cash held by Fund Manager	57	-	57	54	-	54
Total	3,595	463	4,058	3,424	449	3,873

13. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2022 £	2021 £
Rental debtors	24,576	85,573
Prepayments and accrued income	39,049	36,119
Recoverable VAT	119,586	48,296
Other debtors	259,909	92,763
Total	443,120	262,751

Other debtors consist of non-property related debtors of £65,013 (2020/21: £23,411) and sundry debtors of £194,896 (2020/21: £69,352). The increase in sundry debtors relates to the new Countryside Stewardship Scheme.

14. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	263,919	86,460
Accruals	352,531	228,177
Deferred income	123,899	70,619
Other creditors	29,597	25,858
Total	769,946	411,114

Other creditors consist of sundry creditors.

Deferred income relates to rental income received in advance for periods after the year-end.

	2022 £	2021 £
Deferred income analysis within creditors:		
Balance at 1 April	70,619	85,802
Amounts released to income	(70,619)	(85,802)
Amounts deferred in the year	123,899	70,619
Balance at 31 March	123,899	70,619

15. CREDITORS – AMOUNTS DUE AFTER MORE THAN ONE YEAR

	2022 £	2021 £
Sundry deposits	63,760	48,510

These consist of rent deposits due after more than one year.

16. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2022	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2022	Total at 31 March 2021
	General Funds	Designated Funds			
	£	£	£	£	£
Heritage Assets	-	378,911	-	378,911	379,872
Tangible Assets	-	4,849,752	-	4,849,752	4,971,853
Investments	-	4,058	-	4,058	3,873
Current Assets	833,706	938,936	126,806	1,899,448	1,490,011
Current Liabilities	(769,946)	-	-	(769,946)	(411,114)
Non-Current Liabilities	(63,760)	-	-	(63,760)	(48,510)
Total	-	6,171,657	126,806	6,298,463	6,385,985

At 31 March 2021	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2021	Total at 31 March 2020
	General Funds	Designated Funds			
	£	£	£	£	£
Heritage Assets	-	379,872	-	379,872	380,832
Tangible Assets	-	4,971,853	-	4,971,853	5,357,428
Investments	-	3,873	-	3,873	3,108
Current Assets	459,624	1,030,297	90	1,490,011	1,075,484
Current Liabilities	(411,114)	-	-	(411,114)	(357,836)
Non-Current Liabilities	(48,510)	-	-	(48,510)	(48,510)
Total	-	6,385,895	90	6,385,985	6,410,506

17. MOVEMENT IN FUNDS

At 31 March 2021	Total as at 1 April 2021 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	Total as at 31 March 2022 £
Restricted funds:						
Campaign Donations	90	635	-	-	-	725
Transport for London Cycle Stands	-	9,000	(9,000)	-	-	
Countryside Stewardship Scheme	-	264,469	(138,388)	-	-	126,081
Orion Harriers	-	216,004	-	-	(216,004)	-
Total restricted funds	90	490,108	(147,388)	-	(216,004)	126,806
Unrestricted funds:						
General funds	-	6,598,676	(6,558,078)	-	(40,598)	-
Designated funds:						
Tangible fixed assets	4,971,853	56,874	(460,113)	-	281,138	4,849,752
Heritage assets	379,872	-	(961)	-	-	378,911
Capital fund	549,620	118,000	(184,003)	-	(65,134)	418,483
Sports ground deposit	3,968	-	-	185	-	4,153
Golf course machinery fund	27,716	-	-	-	30,001	57,717
Knighton Wood maintenance	5,801	-	-	-	-	5,801
Branching Out project	42,423	-	-	-	-	42,423
Future green infrastructure fund	6,824	-	(822)	-	-	6,002
Cattle purchase fund	97,168	-	-	-	10,597	107,765
Wanstead Park/Flats future projects fund	100,000	-	-	-	-	100,000
South Lodge The Warren	200,650	-	-	-	-	200,650
Total designated funds	6,385,895	174,874	(645,899)	185	256,602	6,171,657
Total unrestricted funds	6,385,895	6,773,550	(7,203,977)	185	216,004	6,171,657
Total funds	6,385,985	7,263,658	(7,351,365)	185	-	6,298,463
At 31 March 2021	Total as at 1 April 2020 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	Total as at 31 March 2021 £
Restricted funds:						
Campaign Donations	-	90	-	-	-	90
Total restricted funds	-	90	-	-	-	90
Unrestricted funds:						
General funds	-	6,245,348	(6,195,820)	-	(49,528)	-
Designated funds:						
Tangible fixed assets	5,357,428	67,024	(467,833)	-	15,234	4,971,853
Heritage assets	380,832	-	(960)	-	-	379,872
Capital fund	437,854	127,000	-	-	(15,234)	549,620
Sports ground deposit	3,204	-	-	764	-	3,968
Golf course machinery fund	27,716	-	-	-	-	27,716
Knighton Wood maintenance	5,801	-	-	-	-	5,801
Branching Out project	42,423	-	-	-	-	42,423
Future green infrastructure fund	7,608	-	(784)	-	-	6,824
Cattle purchase fund	47,640	-	-	-	49,528	97,168
Wanstead Park/Flats future projects fund	100,000	-	-	-	-	100,000
South Lodge The Warren	-	200,650	-	-	-	200,650
Total designated funds	6,410,506	394,674	(469,577)	764	49,528	6,385,895
Total unrestricted funds	6,410,506	6,640,022	(6,665,397)	764	-	6,385,895
Total funds	6,410,506	6,640,112	(6,665,397)	764	-	6,385,985

Purposes of restricted funds

Restricted funds have been set aside by the Trustee for the following purposes:

- i. *Campaign Donations* - donations can be made on the Epping Forest webpage, to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign. In total £635 was received during the year (2020/21: £90) which is all restricted income for 'Campaign Donations'.
- ii. *Countryside Stewardship Scheme* – 10 year grant funding from the Rural Payment Agency towards a specific programme administered by the charity providing financial incentives for farmers, woodland owners, foresters and land managers to look after and improve the environment. At 31 March 2022 £126,081 was held in a restricted fund for the Countryside Stewardship Scheme (2020/21: £nil).
- iii. *Transport for London Cycle Stands* - a restricted donation of £9,000 was received from Transport for London (TfL) for implementation of cycle stands including delivery, materials and staff costs at Epping Forest in the year. Funds were fully utilised in 2021/22.
- iv. *Orion Harriers* - the transfer out of this fund in 2021/22 related to the use of the fund for the purchase of unrestricted fixed assets in line with the donor's intention.

Purposes of designated funds

Designated funds have been set aside by the Trustee for the following purposes:

- i. *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. At 31 March 2022 the net book value of fixed assets relating to direct charitable purposes amounted to £4,849,752 (2020/21: £4,971,853). In the year there were transfers into this fund totalling £281,138, being amounts transferred from the Orion Harriers Fund for fixed asset additions, and amounts from the Capital Fund employed for purchase of new fixed assets in the year.
- ii. *Heritage Assets* – additions to land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment. The net book value of heritage assets to direct charitable purposes at 31 March 2022 was £378,911 (2020/21: £379,872).
- iii. *Capital Fund* - the Epping Forest capital fund was established under the Epping Forest and Open Spaces Act 1878. The fund finances the purchase, construction, or repair of Forest buildings and can also be used to purchase further charitable land. The income of the fund is comprised of income from the sale of buildings and by any contribution the City of London Corporation may wish to make to the fund. In 2021/22 income of £118,000 arose from a capital property receipt (2020/21: £127,000) from proceeds from the Deed of Easement in relation to three properties which can be used for the acquisition of Forest land or capital projects in the Forest. The transfer out of this fund in the year related to employment of funds in purchase of new tangible fixed assets.
- iv. *Sports grounds deposit* – sum of money was invested in 1968 relating to the Sports ground.
- v. *Golf course machinery fund* – the purpose of this fund is to provide for the future replacement of plant and equipment at Chingford Golf Course. At 31 March 2022 the fund balance relating to the Golf course machinery fund amounted to £57,717 (2020/21: £27,716). The transfer into this fund in the year related to purchasing two ex-demo machines in 2021/22, a rough mower and a fairway mower.

- vi. *Knighton Wood maintenance* - a gift was made in 1930 to be spent on maintaining the beauty of Knighton Wood. The unused balance of the fund was invested in 1931 for future use. Charity Pool units relating to E.N. Buxton Knighton Wood were sold in 2016/17. It is anticipated that the balance of £5,801 will be spent in 2022/23.
- vii. *Branching Out project* - Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost of the 'Branching Out' project. The fund is used to finance the costs of the project that are not met by the grant and are to be provided by Epping Forest. The scheme was completed and verification of final accounts is underway.
- viii. *Future green infrastructure fund* - The Green Arc Partnership takes a strategic view of future 'green' infrastructure, principally the provision of further public open space in London's peri-urban fringe and metropolitan green belt. The City of London as the lead authority holds the funding and meets expenditure when required. Expenditure amounted to £822 in 2021/22 (2020/21: £784).
- ix. *Cattle purchase fund* - The purpose of this fund is to provide for the future purchase of cattle. Surplus net income of £10,597 from sale of livestock and produce was transferred into reserve as at 31 March 2022 (2020/21: £49,528) to fund future herd expansion at Epping Forest.
- x. *Wanstead Park/Flats future projects fund* - the City of London Corporation received a payment of £195,000 as a fee-in-lieu-of-rent in compensation for the temporary use of part of Wanstead Flats for 90 days spanning the 2012 Olympic and Paralympic Games. No expenditure incurred during the accounting period.
The balance of £100,000 will be used for future projects at Wanstead Park and Wanstead Flats.
- xi. *South Lodge The Warren* - the charity received a cash settlement of £200,650 from the RSA Insurance Group in relation to a subsidence damage claim at South Lodge, on the Warren Estate in the previous year. These funds were set aside by the Trustee to fund replacement for operational needs elsewhere in the Forest. No expenditure incurred during the accounting period.

18. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in note 6.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2021/22 £	2020/21 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	4,527,135 (nil)	5,058,978 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		1,125,777 (nil)	1,100,851 (nil)	Administrative services provided for the charity
		3,171 (nil)	6,283 (nil)	Distribution from the Charities Pool

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Epping Forest

Registered charity number: 232990

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation (retired 31 December 2022)

Treasurer

Caroline Al-Beyerty - The Chamberlain & Chief Financial Officer of the City of London Corporation

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Environment Department

Juliemma McLoughlin – Executive Director of Environment (appointed 2 August 2021)

Colin Buttery – Director of Open Spaces (retired 31 October 2021)

AUDITORS:

Crowe U.K. LLP, 55 Ludgate Hill, London, EC4M 7JW

BANKERS:

Lloyds Bank Plc., P.O. Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

INVESTMENT ADVISORS:

Artemis Investment Management Limited, Cassini House, 57 St. James's Street, London, SW1A 1LD

Contact for The Chamberlain, to request copies of governance documents & of the Annual Report of City's Cash:

PA-DeputyChamberlain@cityoflondon.gov.uk

Committee:	Date:
Epping Forest and Commons Committee – For information	16 March 2023
Open Spaces Committee – For decision	13 February 2023
West Ham Park Committee – For information	13 February 2023
Hampstead Heath, Highgate Wood & Queen’s Park Committee – For information	8 February 2023
Subject: Draft High-Level Business Plan 2023/24 – Environment Department	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 2, 4, 5, 6, 11, 12
Does this proposal require extra revenue and/or capital spending?	N
Report of: Juliemma McLoughlin, Executive Director Environment	For Information
Report author: Joanne Hill, Environment Department	

Summary

This report presents the high-level Business Plan for the Environment Department for 2023/24. Due to the complexity and scope of the department, three separate High-Level Business Plans have been produced to reflect our three key Committee ‘clusters’. The plan presented in this report covers the Natural Environment Division and City Gardens.

Recommendation

Members of the Open Spaces and City Gardens Committee are asked to:

- Note the factors taken into consideration in compiling the Environment Department Business Plan; and
- Approve, subject to the incorporation of any changes sought by this Committee, the departmental high-level Business Plan 2023/24.

Members of the West Ham Park Committee; the Epping Forest and Commons Committee; and the Hampstead Heath, Highgate Wood and Queen’s Park Committee are asked to:

- Note this report

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, two-side Business Plans for the first time in 2017 for the 2018/19 year. Members generally welcomed these high-level plans as being brief, concise, focused and consistent statements of the key ambitions and objectives for each department.

2. For 2023/24, the high-level Business Plan has further evolved to add more narrative and improve readability. The Business Plan now incorporates TOM departmental structure changes. As a high-level plan, this document does not capture the granularity of departmental work but gives the strategic overview of departmental activity, trends where applicable and direction of travel.

Draft final high-level Business Plan for 2023/24

3. This report presents, at Appendix 1, the draft final high-level Business Plan for 2023/24 for the Natural Environment Division and the City Gardens Team of the Environment Department.
4. This high-level plan forms a link between the Corporate Plan and other key City of London policies and strategies, and the local, detailed business plans of each site or service area. It includes the key areas of work that will be undertaken during 2023/24, all of which are focused on the need to continue to deliver our services in an efficient and compliant manner, while maximising opportunities to reduce expenditure and generate income.
5. The plan was developed through consultation with the department's Senior Leadership Team, Assistant Directors and colleagues from across the wider City Corporation. The involvement of colleagues from Town Clerk's Department, and the Chamberlain's Department has been instrumental in refining deliverables and priorities.
6. Throughout the year, the Environment Department reports to Committees on progress made against the workstreams and performance indicators set out in its Business Plan. Updates on key business risks are also reported on a regular basis. This gives Members the opportunity to scrutinise the department's progress towards achieving its objectives.
7. Members have further opportunity to scrutinise departmental performance through the Bilateral process, which most recently occurred in autumn 2022. In addition, the Audit and Risk Management Committee scrutinise the risk management process and ensure top risks are reviewed through regular risk updates and deep dives of corporate risks.

Standing Order 56: Property assets

8. The Environment Department's 850 staff are based across 25 sites throughout London and the south-east. We hold approximately 400 physical assets, almost 300 of which are at our Natural Environment sites.
9. The Executive Director is represented by the City Operations Director and the Interim Natural Environment Director on the Board for the Corporation's Operational Property Review Programme. As part of this Programme, the Department is undertaking a critical review of all its physical assets, including operational property. A Departmental 'Task and Finish' group will be established early in 2023/24 to undertake this project. The initial stage of the project will be to identify the resources required to undertake a full analysis and in-depth review of all physical assets held by the department, including baselining operational requirements, financial position and state of repair.
10. Following this, we will work with the City Surveyor's Department to establish a detailed project plan and realistic timeline. An update on the status of the assets relevant to this Committee will be reported, including any that are identified as surplus to requirements.

Corporate & Strategic Implications - The Corporate Plan outcomes we have a direct impact upon are listed in the Business Plan. The Plan also shows other key City of London strategies we are helping to deliver. Officers will actively engage with colleagues in the Corporate Strategy and Performance Team as they develop the new Corporate Plan.

Financial implications - The high-level Business Plan has been produced in liaison with Chamberlain's Department and takes into consideration opportunities to reduce expenditure and increase income in order to make necessary savings.

Public sector equality duty (PSED) - The Department has established an Equality, Diversity and Inclusion (EDI) Working Group which is working on an EDI Action Plan. Members of the group will lead on a range of EDI actions, including those set out in the Business Plan, to ensure compliance with the PSED across the department.

Resourcing implications - Any changes to resources will be brought to the relevant Committee(s).

Security implications - None

Conclusion

This report presents the draft high-level Business Plan for 2023/24 for the Environment Department's Natural Environment Division and City Gardens Team for Members to consider, approve or note, as indicated.

Appendices

Appendix 1 – Draft Environment Department high-level Business Plan 2023/24

Joanne Hill

Business Planning & Compliance Manager

Environment Department

joanne.hill@cityoflondon.gov.uk

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The Environment Department

Shaping sustainable future environments

The Environment Department is the largest in the organisation and provides a diverse range of services to London and the South East.

Within the ‘square mile’ we deliver many local authority and regulatory functions including planning and development; building control; highways and transportation; cleansing and waste; environmental health, licensing and trading standards.

Further afield, we manage over 4,500 hectares of green spaces; run the City of London Cemetery and Crematorium; operate the Heathrow Animal Reception Centre; provide animal health services London-wide; and, as the London Port Health Authority, undertake controls on imported food and feed through London’s ports. The Department’s aims, activities and vision are presented.

Due to the complexity and scope of the department, three separate High-Level Business Plans have been produced to reflect our three key Committee ‘clusters’.
This plan covers the Natural Environment Division and City Gardens.



Natural Environment Division and City Gardens

Looking back: some of our achievements in 2022/23...

- The **new Environment Department** came into existence on 1 April 2022, bringing together two and a half former departments. The initial structures defined under the new Target Operating Model (TOM) were implemented and Phase Two of the TOM process was undertaken to define the **new structure of the Natural Environment Division**.
- The Senior Leadership Team began to embed **consistent working practices** across the new department and identify synergies and opportunities for collaboration and partnership working.
- The **Natural Environment Charity Review** commenced to review and amend, as appropriate, the governance structure and the financial model.
- All service areas continued to work in partnership with internal and external partners to **deliver excellent services**.
- Teams responded quickly and effectively to the effects of the **heat wave and drought**, dealing with challenges such as fires and hosepipe bans by adapting working practices and invoking contingency plans.
- All sites maintained their **Green Heritage Accreditation and Green Flag** awards and several won London In Bloom Awards.
- The **Queen's Green Canopy** initiative was supported and promoted with several tree planting events held across the green spaces. Burnham Beeches, Ashted Common and Epping Forest were chosen as part of a nationwide network of 70 ancient woodlands. The black mulberry tree at Keats House was designated as one of 70 ancient trees.
- £2m capital investment was secured for the resurfacing of the **Parliament Hill Athletics Track** at Hampstead Heath.
- Three **Playgrounds** (West Ham Park, East Heath on Hampstead Heath, and the Heath Extension) were refurbished. A local fundraising campaign raised £40,000 towards the Heath Extension Playground refurbishment.
- A new **Customer Relationship Management (CRM) software system** was implemented at Epping Forest to enable efficient and compliant handling of contact data, work requests, fundraising and other customer contacts.
- Epping Forest saw completion of safety work on the **Birch Hall Park small raised reservoir** and the launch of the new **'Golden Trail'** at Golding's Hill Pond in the ancient woodland at Loughton.
- Staff from Burnham Beeches, Ashted Common and Hampstead Heath undertook a study tour to the Basque Country in Spain and participated in a conference. Recognised as **industry experts**, they discussed and gave presentations on tree pollarding and the restoration of ancient trees.
- The **learning programme** achieved a return to pre-pandemic school participant numbers and met its targets for the number of participants in play centre activities at Hampstead Heath.
- The City Gardens Team played a **key role in the City's delivery of events** following the passing of HM The Queen, dealing with floral tributes as well as marshalling crowds at the service of commemoration at St Paul's Cathedral and the Proclamation of the King outside the Royal Exchange.

How we plan to develop our capabilities in 2023/24

1. Implement the **new divisional structure** defined by the TOM process.
2. Implement the four sections of the **Natural Environment Charity Review** to ensure each charity is fit for the future in terms of governance, finance, resources and strategy.
3. Develop our **people**, creating aspirational roles with genuine career progression and job satisfaction that retain and attract **talent**.
4. Invest in individuals' **professional and personal development** and build a sustainable, inclusive, resilient and agile workforce.
5. Embed **collaborative working** across teams, divisions and the wider department to share knowledge, expertise and experience.
6. Develop effective, collaborative, **business partner relationships** particularly with the HR, City Surveyor's, and Comptroller and City Solicitor's departments and with the Corporate Charity Review Group.
7. Review existing working practices and procedures to ensure **effective and efficient service delivery**.
8. Develop our use of **information** to support delivery of services that are intelligence led, data-driven and evidence based.
9. Strengthen **Partnerships**, including stronger links with third sector, businesses, community groups and local and national governing bodies (NGBs).
10. Address significant budget pressures; seek **external funding**.

Our major workstreams in 2023/24 will be...

- Refine the elements of the **Natural Environment Charity Review** for approval, working with the Comptroller and City Solicitor and the Corporate Charity Review Group to ensure each charity is fit for purpose. As part of the review, deliver **Charity Training for Members**.
- Embed the transformation plans for Phase Two of the **Target Operating Model**.
- Ensure the safety of our buildings and assets by collaborating with City Surveyor's Department on the **Operational Property Review** to prioritise and carry out essential repairs and maintenance.
- Further develop, and commence implementation of, the six **Natural Environment strategies** in line with Corporate strategies.
- Continue to provide **learning programmes** for schools and for children with special educational needs which build wellbeing and nature connection.
- Develop **income generating activities** and continue to investigate further opportunities for funding.
- Continue to progress the **Carbon Removals** project.
- Review **digitalisation of services** to achieve efficiency gains.
- Develop a **Gift Aid** system for the Natural Environment charities.
- Support the development of volunteer skills, networks and confidence, and improve **volunteer wellbeing**.
- Work with local partners on the inclusion of Burnham Beeches and Stoke Common within an extended Chilterns **Area of Outstanding Natural Beauty** (AONB) and The Coulsdon Commons within an extended Surrey Hills AONB.
- Continue to work closely with stakeholders on the Burnham Beeches landscape scale **habitat management programme**.
- The Burnham Beeches Team will work with Buckinghamshire Borough Council to deliver the agreed **Strategic Access Management and Monitoring program**; and with Slough Borough Council to deliver **Section 106** agreements.
- At Epping Forest, undertake a review of the **Byelaws** and complete the **Countryside Stewardship Scheme** application for remaining Forest Buffer Lands and Wanstead Park.
- The City Gardens Team will deliver the Biodiversity Action Plan; deliver improvement schemes along **biodiversity routes** as part of the Climate Adaptation Strategy; develop a **Climate-resilient planting** catalogue; and deliver a **street tree development programme** under the Woodland Creation Accelerator Fund.
- Replace the City Gardens Team's existing diesel fleet with fully **electric vehicles**.

How we will measure our performance

Key Performance Indicators	2023-24 Target
Green Heritage Accreditation	Retain 13
Green Flag Awards	Retain 14
Volunteer work hours	Increase
Number of Ranger days spent interacting with visitors in Burnham Beeches with regards to SAMM commitments and s106 agreements	>100 days by year end
Number of visitors to The Queen Elizabeth's Hunting Lodge and the Temple at Epping Forest	Increase
Number of visitors to Keats House	Increase
Number of visits recorded at the Bathing Ponds and Lido at Hampstead Heath	Increase
Self-reported perception of wellbeing by Learning Programme participants	Sustain/ increase
Progress toward achieving net zero (carbon) (improvement against baseline)	Increase
Health & Safety investigations completed within 21 days (corporate target)	85%



Our strategic commitments

The Corporate Plan outcomes we have a direct impact on are...

Contribute to a flourishing society

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

Support a thriving economy

- 5. Businesses are trusted and socially and environmentally responsible.

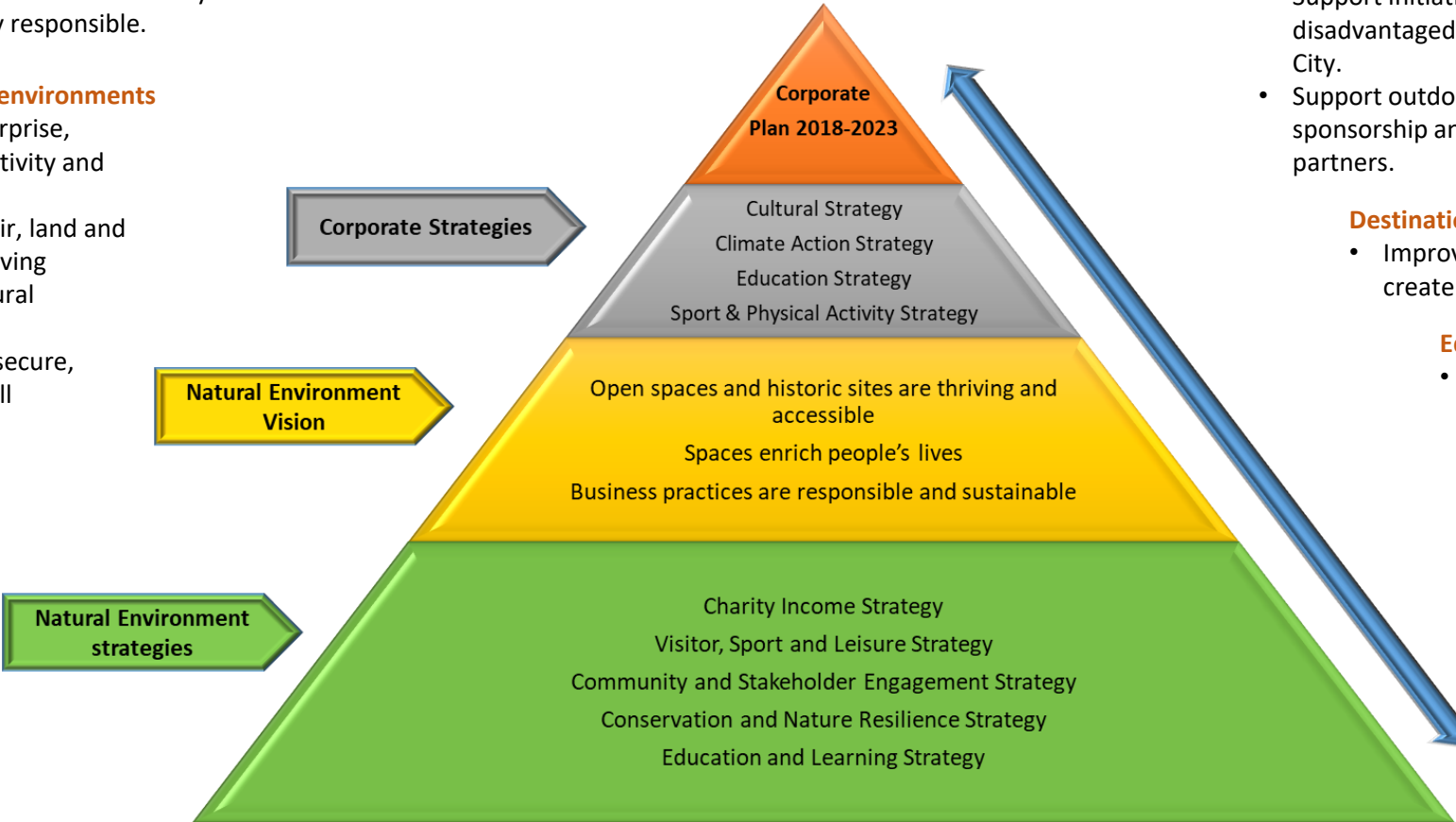
Shape outstanding environments

- 10. We inspire enterprise, excellence, creativity and collaboration.
- 11. We have clear air, land and water and a thriving sustainable natural environment.
- 12. Our spaces are secure, resilient and well maintained.

Natural Environment Strategies

Several strategies for the Natural Environment Division are being developed, subject to Committee approval. When approved, these strategies will support the aims and objectives of the Corporate Plan, other Corporate strategies and policies, as well as the Charity Objects and the Environment Department’s vision and aims.

The diagram below illustrates how the elements will support and link with one another.



The key Corporate strategies we support are...

Climate Action Strategy

- Enhance carbon removal in our open spaces.
- Advocate the importance of green spaces and urban greening as natural carbon sinks, and their contribution to biodiversity and overall wellbeing.
- Deliver further climate resilient planting schemes in City Gardens.

Cultural Strategy

- Develop, enhance and animate open and green spaces.
- Support initiatives that encourage London schools, especially in disadvantaged areas, to engage with the cultural life of the City.
- Support outdoor programmes to grow, and actively encourage sponsorship and participation from neighbouring commercial partners.

Destination City

- Improve the quality of green spaces in the City to create a more attractive and welcoming public realm.

Education Strategy

- Contribute to delivering the strategy actions, particularly under the aim to: *Ensure that the Square Mile’s outstanding cultural, historical and open spaces resources enrich the creative experience of London’s learners.*

Sport & Physical Activity Strategy

- Contribute to deliver the strategy actions, particularly under the outcome: *People enjoy good health and wellbeing and health inequalities are reduced.*

Risk Management

Our business risks are managed in accordance with the Corporate Risk Management Framework and, where applicable, with the Charities Act 2011. Risks are routinely reviewed and updated by management teams in consultation with risk owners. Committees receive regular updates on the risks held by the charities/services within their remit to provide them with necessary assurance that risks are being managed and mitigated effectively, and to enable Members to fulfil their oversight and scrutiny role.

During 2022/23 an initial review of all risks was carried out to improve consistency, align risks with the new departmental structure, and create a separate risk register for each Natural Environment charity. A further detailed review, rationalisation and quality assurance exercise will be undertaken in 2023/24 to ensure all risks are identified, written, managed and mitigated consistently and compliantly across the department.

The matrix below shows the business risk profile of the Natural Environment Division and the City Gardens Team. Appropriate mitigating actions are in place for all risks. These details were correct at January 2023 but are subject to continual review and change.

		Impact			
		Minor	Serious	Major	Extreme
Likelihood	Likely		23	22	
	Possible	1	11	21	5
	Unlikely		6	29	
	Rare				

Natural Environment and City Gardens business risk profile – January 2023

Stakeholder engagement

We have a wide range of stakeholders and delivery partners (including, but not limited to the key ones listed here) and will ensure we continue to communicate with them appropriately.

- Our staff
Volunteers
Members of the public
Committee Members
Charity Trustees
Local residents
Local businesses
Other CoL departments
Contractors
Developers
Neighbouring boroughs
- Diocese of London
St Paul’s Cathedral
Third sector organisations and NGBs
The emergency services
Charity Commission
Regulators
Historic England
Natural England
Defra
GLA

Operational Property requirements

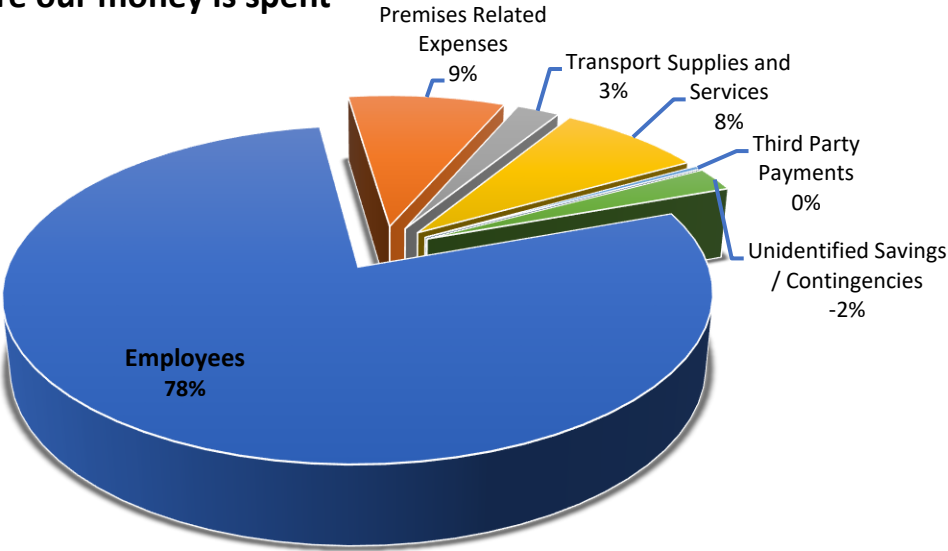
The Environment Department’s 850 staff are based across 25 sites throughout London and the south-east. We hold approximately 400 physical assets, almost 300 of which are at our Natural Environment sites.

As part of the Corporation’s Operational Property Review Programme, the Environment Department is undertaking a critical review of all its physical assets, including identifying ownership. A Departmental ‘Task and Finish’ group will be established early in 2023/24 to undertake this project. The initial stage of the project will be to identify the resources required to undertake a full analysis and in-depth review of all physical assets held by the department, including baselining operational requirements, financial position and state of repair.

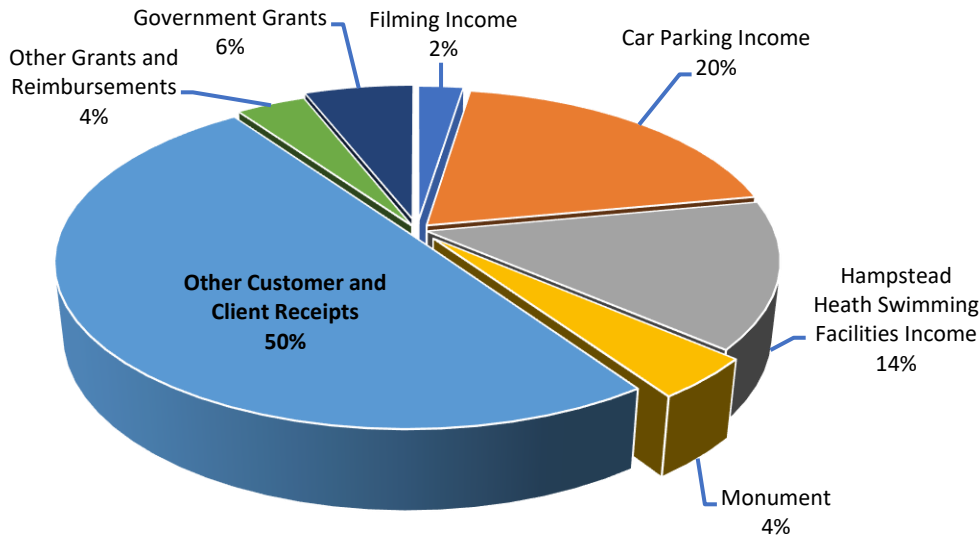
Following this, we will work with the City Surveyor’s Department to establish a detailed project plan and realistic timeline. An update on the status of the assets relevant to this Committee will be reported, including any that are identified as surplus to requirements.

Our financial information

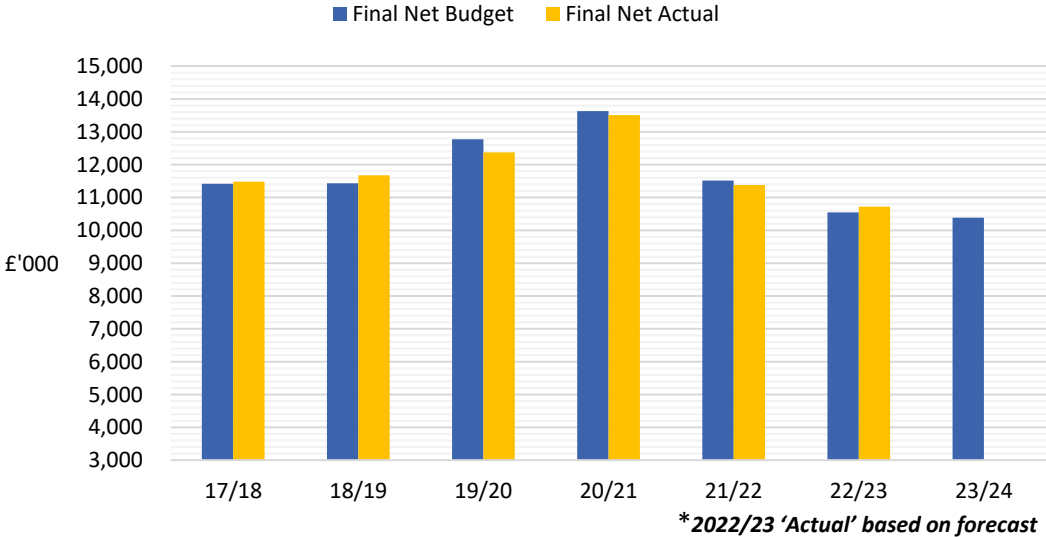
Where our money is spent



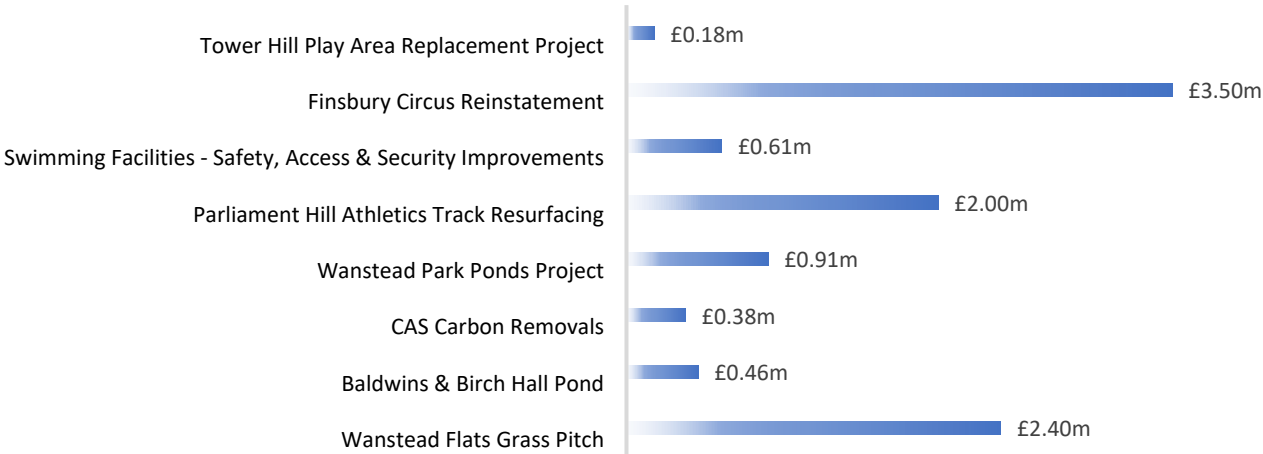
Where our money comes from



Budget vs Actual



Capital Projects - 2023/24 forecast Total estimated spend is £10.44m



Our people*

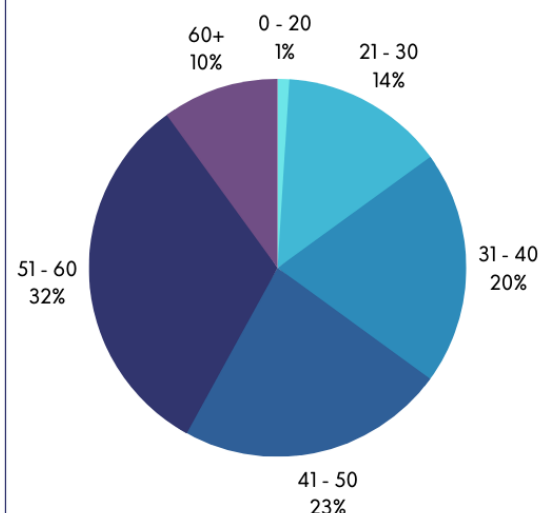
As a new department Equality, Diversity and Inclusion will be a key piece of work, and will include:

- Undertaking an audit on EDI across the new department
- Increased training and development for staff
- Encouraging staff to complete 'sensitive' HR information
- Looking at recruitment practices to expand staff diversity
- Encouraging staff to join and participate in staff networks

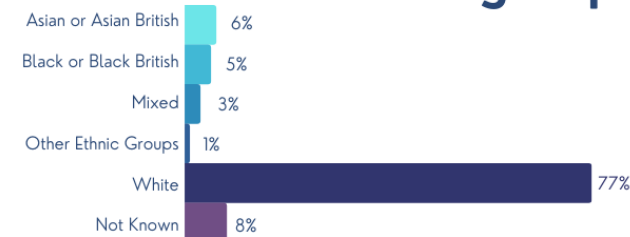
Gender



Age range



Ethnic group



*N.B. The information on this page relates to the whole of the Environment Department, not just to the services covered by the rest of this Business Plan.
All data correct at time of most recent staff survey.

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Committee(s): Epping Forest and Commons Committee - For decision	Dated: 16/03/2023
Subject: The Commons- Assistant Director's Update Dec-Jan 2023	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	2,5,11 &12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Juliemma McLoughlin, Executive Director Environment Department	For Information
Report author: Geoff Sinclair, Assistant Director The Commons	

Summary

The purpose of this report is to summarise activities across The Commons between December 2022 and January 2023. Reflecting the Chairman's guidance, the Assistant Directors report is presented in a shorter format but retaining the essential information for Members, with a dashboard style to summarise key data and statistics. Further refinement of the report will be made to better reflect progress on delivering the respective management and risk plans

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

The Commons Local Risk Financial Summary – Appendix 1

1. Appendix 1 contains graphical representation of financial data to the end of January 2023 (period 1023) These figures are The Commons Local Risk only and does not include non-local risk elements such as City Surveyors projects.
2. The first table in appendix 1 gives actual expenditure to the end of January 2023 against the whole year budget, subdivided by type and Division of Service (DOS), where BB is Burnham Beeches, SC is Stoke Common, WW is West Wickham and Coulsdon Commons and AC is Ashted Common. This is further

summarised graphically in chart 'Budget and Actuals by type, across all the DOS for this financial year

3. The overall debt figures of £10,088.98 are in the process of being reviewed for the forthcoming financial year end. £7,702.56 of the total debt are wayleaves with a mix of private residents and utilities companies involved. There are a couple of persistent nonpayers where further action is to be considered, however, through death and other considerations this wayleave debt will be reduced by around half through write-offs. The negative property debt reflects over payments, for example, where wayleave holders have died and there is a possible repayment required. The non-property debts are either charges made to staff or invoice for room rental.
4. The overall financial summary at Appendix 1 shows that:
 - a. Expenditure is in line with budget expectations for this period and income exceeds budget expectations.
 - b. The income figure, however, includes a Section 106 payment of £264,696.61 for expenditure to be spread over 5 years.
 - c. Reduced staff costs for the year, due to longstanding vacancies, have been allocated to update vehicles to be ULEZ compliant and to acquire two tractors. Increasingly protracted delivery times for these mean that, at least for the ULEZ compliant vehicles, there is a need to request carry forward funding into 2023/24 to cover this procurement, subject to agreement by Chamberlains and RASC

The Commons Key Data – Appendix 2

5. **Car Parking Income (Fig 1):** Overall car parking income is 85% of the budget forecast for this time of year. Bad weather over Christmas plus the previously reported lower than expected use of Riddlesdown CP impacted income. Takings on nice weekends at Burnham Beeches are being maintained however weekday takings are lower than previously.
6. **Energy Consumption (Fig 2):** Energy consumption during 2022 is given in kWh for all the Commons along with the five-year average energy consumption. 2022 use has typically been below the five-year average with the period where it exceeded the average being when the wood heating system failed and a electric heaters had to be used during cold weather. The energy produced from photo voltaic (PV) cells installed on buildings at the Commons and from the wood heating system at the Burnham Beeches office is also shown with the energy produced on average 1.7 times that used from the national grid.
7. **Site of Special Scientific Interest (SSSI) (Fig 3):** Natural England (NE) condition assessment places ten of The Common's 14 SSSI Units in the highest, 'Favourable' category with remaining four unit in the next highest, 'Unfavourable Recovering' category. This data changes infrequently following assessment by NE

8. **Volunteering (Fig 4):** Volunteers undertook 2719 hours (389 seven-hour days) of work during the period the equivalent of £ 27,190 using the Heritage Fund's matched funding calculator.
9. **Antisocial Behaviour:** Flytipping (Fig 5) and Byelaw infringements (Fig 6) are at very low rates
10. **Accidents:** During the reporting period there was one reported accident, a car crash on icy roads involving a member of the public and no staff. So far this year there have been six accidents which is above the average of circa four per year. Chart 8 shows the accidents by type where, 'Vehicle' is vehicle related accidents, 'Task' is accidents linked to work being undertaken, 'Livestock' is where livestock is involved, 'Dog' are accidents involving dogs, 'Sport' is where an accident is linked to a sporting activity, 'Infrastructure' is accidents involving failures of site infrastructure, and 'Undefined' are where accidents are none of the above, eg someone falling while walking in the yard and hurting themselves.

Additional Important Updates

Livestock

11. At the very beginning of December the pregnant cows on Farthing Downs were brought back to the barn at the Merlewood Estate Yard on the edge of Coulsdon Common. There will still be some Sussex cattle and Jacob sheep out grazing on the Commons during the winter.

SAMM/S106 Rangers

12. Two new Conservation & Community Engagement Rangers started work at Burnham Beeches in January. They are employed by The City of London Corporation, but funded by building developments within 5.6km of the Beeches in the Buckinghamshire area and from a single development at Slough at the old Horlicks factory which is being converted to housing, as mitigation for the potential harm that they may cause to the Special Area of Conservation. These Rangers will be out and about on the Beeches, working to provide sustainable outcomes for the National Nature Reserve and highlighting the many other recreational opportunities that exist in the surrounding countryside.

Flytip Prosecution

13. Working in partnership with enforcement officers from Croydon Council, City of London Rangers helped to build a case against fly tippers who dumped nearly 70 full bags of waste on Farthing Downs last October. In this particular incident, Ditches Lane was blocked to evening traffic and the rubbish spread onto the surrounding chalk grassland within the National Nature Reserve. Our thanks go out to several passers-by who helped to pile the bags, sweep broken glass and go through the rubbish. After finding evidence of an address amongst the waste, Croydon Council located the original owner and a fine was issued.

Temporary Path Closures

14. For the past couple of years, the Ranger team at Burnham Beeches has carried out temporary winter path closures in areas that are most vulnerable to erosion - this was repeated at several areas again this year including, the ancient monuments at the Moat and Seven Ways Plain, where not only the habitat but also the archaeology are at risk.

Bridge Repair

15. Following detailed surveying and numerous proposals to decide the best way to strengthen a key bridge on Ashted Common repairs were completed in December by the City of London's bridge engineers. The repair formed part of fire resilience plans and has meant that fire engines can now access over it to tackle any future fires.

Planning Matters

16. Comments were submitted by Officers on the following application:
MO/2022/1965 'Request for an Environmental Impact (Screening) Opinion under Regulation 6 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 for the proposed installation of a battery energy storage system'
17. The proposed development is sited immediately adjacent to Epsom and Ashted Commons SSSI, designated in 1955 for its diversity of habitat, rare invertebrates (particularly decaying wood specialists, flies and butterflies) and rich community of breeding birds. The facility will consume a considerable area of what is currently relatively low input grassland, an important foraging ground for some of the rare and endangered species living within the SSSI. Planning Officers confirmed the scheme did not require an EIA, a decision which we are looking at questioning.

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Appendices

Appendix 1 – The Commons Local Risk Financial Summary

Appendix 2 – The Commons Key Data

Geoff Sinclair

Assistant Director, The Commons

T: 01753 647358

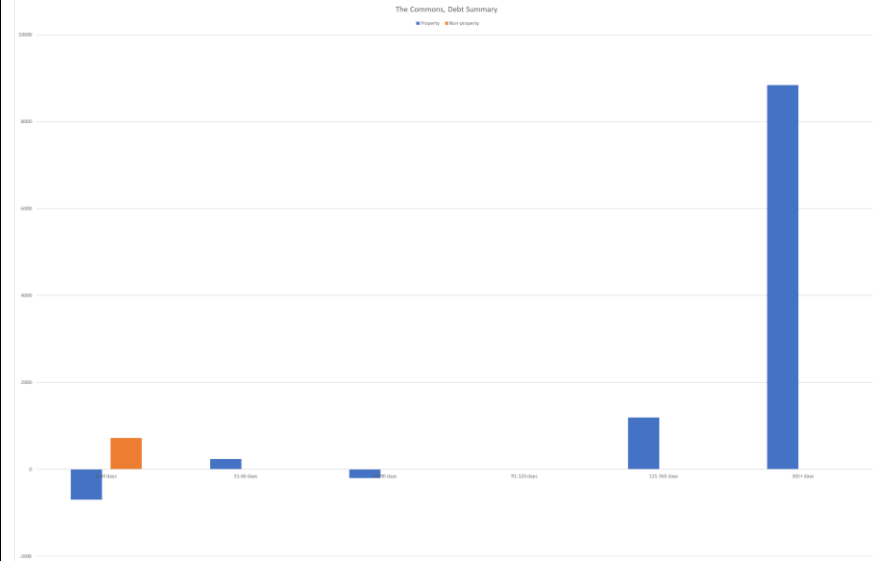
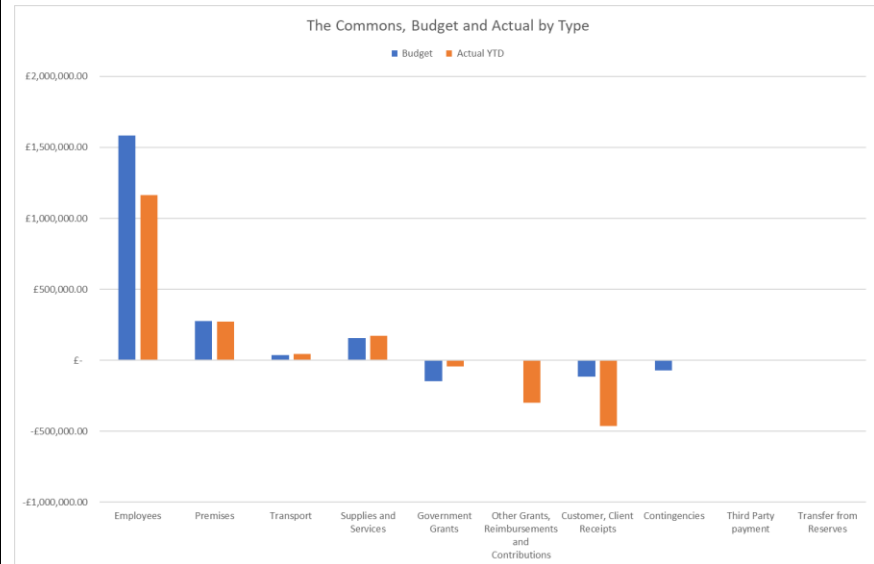
E: geoff.sinclair@cityoflondon.gov.uk

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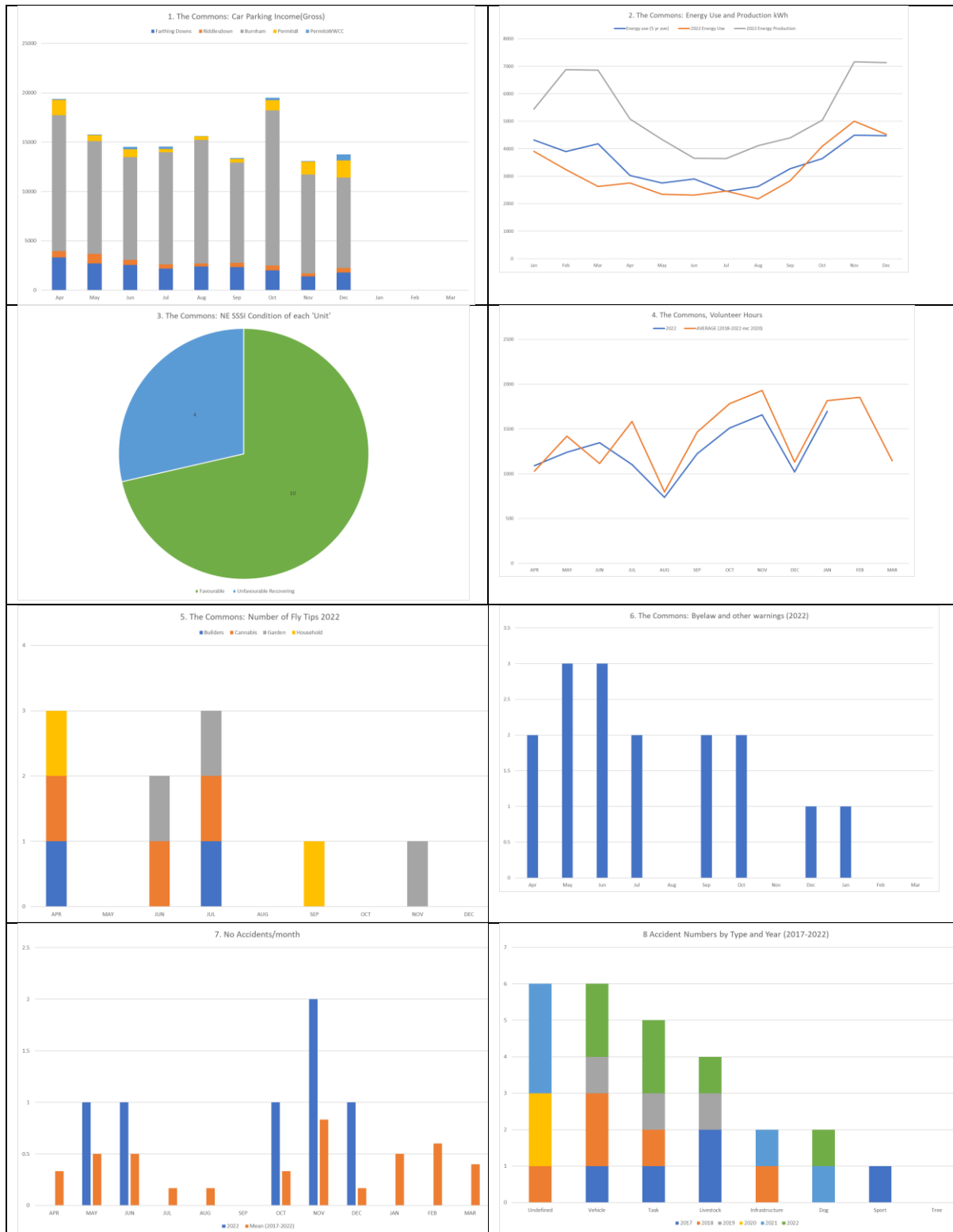
Appendix 1: The Commons performance against budget to end January 2023 (Period 1023, 83% of FY)

Exp/Inc	P&L Header	DOS	Budget	Actual YTD
Expenditure	Contingencies	BB	-39,000	0.00
Expenditure	Contingencies	WW	-33,000	0.00
Income	Customer, Client Receipts	AC	-5,000	-2,559.60
Income	Customer, Client Receipts	BB	-219,000	-347,034.44
Income	Customer, Client Receipts	WW	-126,000	-114,083.52
Expenditure	Employees	AC	300,000	250,392.08
Expenditure	Employees	BB	581,000	450,991.50
Expenditure	Employees	SC	22,000	14,849.36
Expenditure	Employees	WW	680,000	445,987.84
Income	Government Grants	AC	-20,000	-1,959.73
Income	Government Grants	BB	-55,000	-5,085.70
Income	Government Grants	SC	-20,000	-12,878.61
Income	Government Grants	WW	-54,000	-23,410.77
Income	Other Grants, Reimbursements and Contributions	AC	-2,000	-409.89
Income	Other Grants, Reimbursements and Contributions	BB	-2,000	-292,761.94
Income	Other Grants, Reimbursements and Contributions	WW	0	-8,252.15
Expenditure	Premises	AC	63,000	50,921.21
Expenditure	Premises	BB	70,000	92,524.19
Expenditure	Premises	SC	24,000	24,539.54
Expenditure	Premises	WW	118,000	103,034.80
Expenditure	Supplies and Services	AC	27,000	22,606.04
Expenditure	Supplies and Services	BB	94,000	72,495.91
Expenditure	Supplies and Services	SC	4,000	2,599.79
Expenditure	Supplies and Services	WW	30,000	72,884.87
Expenditure	Third Party payment	SC	1,000	157
Income	Transfer from Reserves	WW	0	-1,465.17
Expenditure	Transport	AC	10,000	5,985.82
Expenditure	Transport	BB	13,000	9,189.67
Expenditure	Transport	WW	14,000	28,488.64
Total			1,476,000	837,747

EXPENDITURE			
£1,979,000		83.25%	
Sum of Budget		Actual by Budget	
£1,647,648.26			
Sum of Actual YTD			
INCOME			
£503,000		160.98%	
Sum of Budget		Actual by Budget	
£809,744.52			
Sum of Actual YTD			



Appendix 2: The Commons: Key Data, January 2023



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Committee(s)	Dated:
Epping Forest and Commons	16 March 2023
Subject: Ashtead Common Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2022	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Executive Director Environment	For Information
Report author: Clem Harcourt, Chamberlain's Department	

Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2022 for Ashtead Common (charity registration number 1051510) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2021/22 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors Crowe U.K LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via the outturn report on 11 July 2022.
2. A previous review of the charities for which the City is responsible, (completed in 2010), detailed key reports that should be presented to your Committee. 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. 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.

3. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2023.

Appendices

- Appendix 1 – Ashted Common Annual Report and Financial Statements for the year ended 31 March 2022

Clem Harcourt
Chamberlain's Financial Services Division

E: clem.harcourt@cityoflondon.gov.uk

Ashtead Common

Annual Report and Financial Statements for the
year ended 31 March 2022

Charity registration number 1051510

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ORIGINS OF THE CHARITY

Ashted Common is a 200-hectare area of open space, home to over 1,000 living ancient oak pollards. Its natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. The Ashted Common charity was established under the Corporation of London (Open Spaces) Act 1878 which states that the purpose of the charity is the preservation of the Common at Ashted for the recreation and enjoyment of the public.

Acquisition

The City of London acquired the Lordship of the Manor of Ashted from the Trustees of Lord Barnby's Charitable Foundation on March 25th 1991. It was the wish of the Trustees that the nature of the Common be forever preserved for the use and benefit of the general public. To achieve this, they approached Mole Valley District Council, who already held a lease for Woodfield, to see whether they would be prepared to purchase the Common. In subsequent negotiations it was agreed that Mole Valley District Council would complete the acquisition of the southern part of Woodfield for the sum of £875. The Trustees transferred the remainder of the Common directly to the City of London for the sum of £29,125.

Protected rights and designations

Ashted Common was registered as a common in 1968 (register unit number CL 280). An entry was made in the Register of Common Land in 1970 to record rights in common held by the private owners of Newton Wood. These include rights of access, right of pasture for four cattle, estovers (collection of fallen branches or bracken) and turbary (turf or peat). In conjunction with Epsom Common, much of Ashted Common (180 hectares) was designated as a Site of Special Scientific Interest (SSSI) in 1955 for its diversity of habitat, rare invertebrates (particularly decaying wood specialists, flies and butterflies) and rich community of breeding birds. Woodfield (8 hectares) was not included but was later designated as a Site of Nature Conservation Importance for species diversity with rare species present. The area designated as National Nature Reserve on September 26th 1995 follows the SSSI boundary, so it too is 180 hectares in size. As well as Woodfield, the other notable exclusions include the City owned land south of the railway line (sometimes called Craddocks Wood), and a thin strip adjacent to the railway line between the Woodlands Road entrance and Bridleway 38. Ashted Common was registered as a charity on December 19th 1995.

Community involvement and visitors

The City of London adopted aspects of the Community Woodland model when it acquired Ashted Common in 1991, and the local community has been an integral part of the Commons' management ever since. Primarily it is through practical conservation volunteering that the local community is involved. Much of the work to manage the Common is literally done by the local community itself.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

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

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the trustee of Ashtead Common. The City Corporation is trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing Ashtead Common by the Court of Common Council of the City of London Corporation.

Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2021/22 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Epping Forest and Commons Committee** - responsible for the activities undertaken at Ashtead Common, approving budget allocations for the forthcoming year and acting as Trustee of the charity.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties,

land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance is ongoing to ensure that the charity is effective in fulfilling its objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 24.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

As part of the City of London Corporation's Target Operating Model (TOM) restructure, the Open Spaces Department has merged with Planning & Transportation and Port Health & Environmental Services to form a new Environment Department. The new structure was agreed by a total of nine Committees during December 2021 and January 2022. As a result, Ashtead Common became part of the Environment Department from 1 April 2022.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Ashtead Common. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objective of the charity is the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public.

Purposes of the charity as set out in the governing document, the Corporation of London (Open Spaces) Act 1878:

- Ashtead Common to be kept as open space for public recreation.
- Natural aspect to be preserved.
- Protect the timber and other trees, pollards, shrubs, underwood and herbage.
- Land to be unenclosed and unbuilt upon, except those features required for better attainment of the Act and deemed necessary by the City.
- Byelaws protecting the site and its features to be enforced.
- Encroachments to be resisted and abated.

Main activities undertaken in relation to these purposes:

- Practical conservation management activities to maintain the biodiversity of Ashtead Common, such as tree surgery work on the veteran oak pollards, bracken suppression and management of firebreaks, scrub, grassland and wetland habitats.
- Providing volunteering opportunities to encourage community involvement.
- Providing and maintaining facilities for informal recreation.
- Grazing with cattle.
- Protecting Ashtead Common and its users from harm by patrolling, enforcing byelaws, resisting encroachments, challenging threats and managing assets.
- Providing educational activities and events.
- Surveying and monitoring, for wildlife, visitor use, archaeological investigations and pollution monitoring.
- Managing and protecting Scheduled Monuments, including a Roman villa and tileworks.
- Managing and creating watercourses and water management systems.

Ashtead Common's natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. As we progress through the 2020's and beyond the challenge of protecting this valuable resource will increase as pressures from environmental and human factors mount.

Aims of the charity

- Maintain the biodiversity of Ashtead Common by managing habitats to favourable condition and achieving conservation gains that benefit the site and beyond.
Governing document link: preserve natural aspect, protect the timber and other trees, pollards, shrubs, underwood and herbage.
- Encourage the sustainable use of Ashtead Common for recreation and promote community involvement in all aspects of the site.
Governing document link: commons acquired by the City to be kept as open spaces for the recreation and enjoyment of the public
- Protect Ashtead Common and its users from harm. Challenge threats and maintain assets, including heritage assets, in good condition.

Governing document link: open spaces kept unenclosed and unbuilt upon. Shall by all lawful means prevent, resist and abate enclosures, encroachments and buildings upon. The City may from time to time make and alter byelaws.

The Ashtead Common Management Plan describes the strategy for achieving these aims.

Volunteers

Volunteer activity resumed as quickly as possible as Covid controls were eased, albeit with adjusted procedures to minimise the risk. This meant that volunteer involvement was recorded in every month of 2021/22 to varying degrees. In total over 6,000 hours of volunteering was achieved.

Remuneration Policy

The charity's senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City 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 the payment of recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within note 7 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives. This also includes addressing the City Corporation's gender, ethnicity and disability pay gaps.

Owing to the COVID 19 pandemic and the recommendations from the Tackling Racism Taskforce, which was set up last year to identify the actions that the City Corporation could implement to tackle racism in all its forms, the Corporate Equality and Inclusion Plan will be updated in the autumn. There is work ongoing relating to the new Equalities and Inclusion objectives, that will include internal and external consultation. This is expected to take place at the end of April 2023, with publication of the revised Equalities and Inclusion objectives by September 2023.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although Ashtead Common charity does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as "voluntary income" including 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 trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

The charity has received nil complaints in relation to fundraising activities in the current year (2020/21: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Ashtead Common's aims and objectives and in planning future activities. The purpose of the charity is the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public. Almost the entire open space is designated as a National Nature Reserve and Site of Special Scientific Interest (SSSI).

Past land use has influenced the Common, creating its rich ecological and cultural diversity. Today it is an important amenity resource for local people, who use the site for a variety of informal recreational and educational activities. Local people are actively encouraged to become involved as volunteers in all aspects of managing the Common.

Consequently, the Trustee considers that Ashtead Common operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 24.

ACHIEVEMENTS AND PERFORMANCE

The story of 2021/22 was one of a gradual if somewhat stilted return to near normal following the Covid-19 lockdowns of 2020/21. Adjusted working arrangements continued through much of the year, which limited the opportunity to deliver activities such as events and educational visits. However, a full programme of conservation management was delivered, along with ecological surveying of flies and grassland management.

The key targets for 2021/22 together with their outcomes were:

Implementing the management plan – The new 10-year management plan covering the period 2021 to 2031 became live on April 1 2021. With over 450 consultee contributions, more people were engaged in the development of this plan than in any previous iteration. The new plan details a number of initiatives to make Ashtead Common more resilient to climate change and increased visitor pressure, including improvements and extensions to the firebreak network. Work on this task commenced with the creation of a new firebreak along the vulnerable western boundary. The new plan also scheduled ecological surveys of Woodfield and a comprehensive study of flies. Despite being mentioned in the 1955 SSSI citation, flies have never been studied in detail. Survey work was conducted through much of the year, although an unusually cold spring affected early results, necessitating additional work in spring 2022. Aerial work on the ancient pollards recommenced following a suspension last year due to dry conditions the year before. Scrub and ride management also occurred in accordance with the plan. Overall targets for volunteer engagement were achieved, although the month-on-month situation was somewhat up and down due to Covid controls. This also affected the delivery of educational activities and events, and targets were not met in this area.

Countryside Stewardship scheme – A successful application was made to Natural England for Countryside Stewardship funding for a 10-year programme of conservation work that includes veteran tree management, wood pasture restoration, wood pasture management and grazing. Grassland management is also included, and some of this occurs on a small piece of Ashtead Common not owned by the City of London. This necessitated the drawing-up of an Internal Agreement between the City and Mole Valley District Council. Under this agreement the City will undertake to deliver the annual hay cut on the small part of Ashtead Common owned by Mole Valley. This funding stream has the potential to provide up to £30,000 of grant income a year.

Budget management – The budget for the year anticipated the reduction in grant income caused by the transition to the new Countryside Stewardship Scheme after the expiry of the old agreement. Financial targets were achieved through cost control measures.

Target Operating Model – This process has established that Ashtead Common requires an additional member of staff to sustain the level of service delivery required by the City Corporation. See below.

PLANS FOR FUTURE PERIODS

Key projects for 2022/23 include:

Additional staff resource – An additional Assistant Ranger post will be created and filled during the year. Also, an Apprentice Assistant Ranger will be recruited.

Enhance the visitor experience – Initially focussed on improved presentation standards partly to mitigate the effects of high visitor numbers during lockdown periods, this also includes the reintroduction of events and activities to engage people in the past, present and future story of Ashtead Common.

Implementing the Management Plan – Specifically for year two the plan identifies tasks to enhance biodiversity in wetland habitats, increase the area grazed, manage additional areas of scrub, study fungi and improve the interpretation of historical features.

Implement Countryside Stewardship – Work funded by this grant must be carefully recorded using techniques like before and after photography to provide evidence for the annual claim.

Budget management – Achieve financial savings as required through a combination of reducing expenditure and appropriate income generation activities.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2021/22 the charity total income for the year was £482,589, an overall decrease of £59,972 against the previous year (£542,561). The decrease was largely due to a reduction in grant income.

Income from Charitable Activities £3,823 (2020/21 £612) comprised of charges for use of facilities, licences and auction sales.

Grants income of £7,620 was received in the year, towards programmes administered by the charity (2020/21: £28,265). The reduction in grant was due to the transition to the new Countryside Stewardship Scheme (CSS). The grants relate to Agri-environment schemes that provide funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil.

An amount of £471,011 (2020/21: £511,064) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charity.

Expenditure

Total expenditure for the year was £482,589 (2020/21: £542,561) all of which related to charitable activities.

Funds held

The charity's total funds held were £nil as at 31 March 2022 (2020/21: £nil).

Details of funds held, including their purposes, is set out within note 13 to the financial statements.

Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Ashtead Common 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 considered by the Trustee to be inappropriate.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charity, and actions taken to manage them are as follows:

Risk	Actions to manage risks
Climate change – fire, storms, drought, pests (ancient trees particularly vulnerable)	Increase firebreak network. Increase mowing regimes. Increase area of bracken managed. Continue managing habitats to promote species diversity and resilience. Close liaison with Fire Service and comprehensive emergency planning procedures in place.
Zoonotic disease	Oak Processionary Moth (OPM) (allergic reaction) and ticks (Lyme disease) are present on Ashtead Common. Comprehensive arrangements are in place to manage both risks; a survey and risk-based approach to OPM and a graduated risk assessment action plan for Lyme disease.
Fragile old trees	Tree Safety Policy implemented including a zoned approach to safety inspections and high wing procedures. Professional Tree Inspector qualification held by team member.

TRUSTEE RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, 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;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

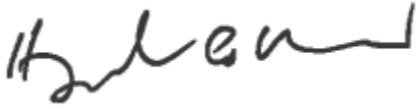
The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The 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.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.



Henry Nicholas Almroth Colthurst, Deputy
Chairman of Finance Committee of
The City of London Corporation

Guildhall, London



Randall Keith Anderson, Deputy
Deputy Chairman of Finance
Committee of The City of London
Corporation

30 January 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON

I report to the Trustee on my examination of the accounts of Ashtead Common for the year ended 31 March 2022 which are set out on pages 13 to 24.

This report is made solely to the charity's Trustee, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's Trustee those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's Trustee as a body for my independent examiner's work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity Trustee of the Trust, the Trustee is responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Tina Allison, FCCA

Crowe U.K LLP,
55 Ludgate Hill,
London,
EC4M 7JW

31 January 2023

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted Funds	Unrestricted Funds
	Notes	2021/22 £	2020/21 £
Income from:			
Voluntary activities	2	7,755	30,885
Charitable activities	3	3,823	612
Grant from City of London Corporation	4	471,011	511,064
Total income		482,589	542,561
Expenditure on:			
Charitable activities:			
Preservation of Ashtead Common	5	482,589	542,561
Total expenditure		482,589	542,561
Net income/(expenditure)		-	-
Net movement in funds		-	-
Reconciliation of funds:			
Total funds brought forward	13	-	-
Total funds carried forward	13	-	-

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 15 to 24 form part of these financial statements.

BALANCE SHEET**AS AT 31 MARCH 2022**

	Notes	2022 Total £	2021 Total £
Current assets			
Debtors	9	3,980	8,811
Cash at bank and in hand		4,619	15,522
Total current assets		8,599	24,333
Creditors: Amounts falling due within one year	10	(8,599)	(22,333)
Net current assets		-	2,000
Total assets less current liabilities		-	2,000
Creditors: Amounts falling due after more than one year	11	-	(2,000)
Total net assets		-	-
The funds of the charity:			
Unrestricted income funds	13	-	-
Total funds		-	-

The notes on pages 15 to 24 form part of these financial statements

Approved and signed on behalf of the Trustee.



Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

30 January 2023

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

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

(a) Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity's governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash, covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the 12 months from the date of these financial statements being signed to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the financial position, including future income levels and the liquidity of the charity over the next 12-month period. The assessment helps to provide assurances that the charity can continue to keep operating over the next 12-month period. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

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 decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised 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.

(d) Statement of Cash Flows

The charity 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.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2022 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of charges for use of facilities, contributions, grants, sales and license income

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and it recognised in the SOFA at this point.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. 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.

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in Note 6.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the administration fees incurred from each of its charities, and these costs are included within support costs.

(g) 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 benefit 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 £832.7m as at 31 March 2022 (£919.7m as at 31 March 2021). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does 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 these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The 31 March 2022 valuation is being carried out in 2022/23 and must be finalised before 31 March 2023, which will set contribution rates for the period 01 April 2023 to 31 March 2026. Contribution rates adopted for the financial years 2020/21 2021/22 and 2022/23 have been set at 21% (2019/20: 21%).

(h) Taxation

The 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.

(i) Fixed Assets

Heritage Land and Associated Buildings

Ashtead Common comprises 200 hectares (500 acres) of land located in North East Surrey, together with associated buildings. The object of the charity is the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public. Ashtead Common is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts

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

(j) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Unrestricted income funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustee and include both income generated by assets held representing unrestricted funds. Specifically, this represents any surplus of income over expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

(k) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation's treasury management activities with original maturities of three months or less.

(l) Insurance

The charity, elected Members and staff supporting the charity's administration are covered by the City Corporation's insurance liability policies, and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City's Cash.

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds 2021/22 £	Unrestricted funds 2020/21 £
Grants	7,620	28,265
Contributions	135	2,620
Total	7,755	30,885

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2021/22 £	Unrestricted funds 2020/21 £
Charges for use of facilities	1,046	51
Sales	2	651
Licenses	2,775	(90)
Total	3,823	612

Licence income incurred a loss in the current year due to the value of credit notes exceeding the value of invoices raised.

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds 2021/22 £	Total 2020/21 £
Revenue and capital grant from City of London Corporation	471,011	511,064

Income for the year included:

Grants – being amounts received from organisations towards specific programmes operated by the charity. Grants have been received from Natural England's Stewardship Scheme and the Rural Payments Agency under the basic payment scheme.

Contributions – being amounts contributed towards hosting events and supplying by-product materials to local allotments.

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City's Cash to meet the deficit on running expenses of the charity.

Charitable activities – being amounts generated from licences, an auction sale and charges made to the public for the use of facilities.

5. EXPENDITURE

	Direct costs £	Support costs £	Total 2021/22 £	Direct costs £	Support costs £	Total 2020/21 £
Preservation of Ashtead Common	398,324	84,265	482,589	459,538	83,023	542,561
Total	398,324	84,265	482,589	459,538	83,023	542,561

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Ashtead Common.

Auditor's remuneration and fees for other services

Crowe LLP are the auditors of the City of London City's Cash Fund and provide assurance services to all of the different charities of which it is Trustee. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the fees incurred from each of its charities. In 2021/22 an independent examination fee of £1,750 was recharged (2020/21: £nil). No other services were provided to the charity by its auditors during the year (2020/21: £nil).

6. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

	Charitable activities £	Governance £	2021/22 £	2020/21 £
Department:				
Chamberlain	19,077	-	19,077	17,176
Comptroller & City Solicitor	3,965	-	3,965	-
Town Clerk	-	12,544	12,544	14,915
City Surveyor	5,938	-	5,938	10,139
Open Spaces directorate	19,380	-	19,380	15,238
Other governance & support costs	1,784	1,750	3,534	1,824
Digital Services	19,827	-	19,827	23,731
Sub-total	69,971	14,294	84,265	83,023
Reallocation of governance costs	14,294	(14,294)	-	-
Total	84,265	-	84,265	83,023

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

7. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 7 (2020/21: 7).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2021/22 £	2020/21 £
Salaries and wages	214,924	224,389
National Insurance costs	22,244	22,518
Employer's pension contributions	47,919	49,840
Total emoluments of employees	285,087	296,747

The number of directly charged employees whose emoluments (excluding employer's pension contribution and national insurance contribution) for the year were over £60,000 was nil (2020/21: nil).

Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

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 amount of employee benefits received by key management personnel totalled £3,538 (2020/21: £2,610). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. Expenses totalling £nil were claimed in 2021/22 (2020/21: £nil).

8. HERITAGE ASSETS

Since 1995 the primary purpose of the charity has been the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public. As set out in Note 1(i), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of Ashtead Common are contained in the Ashtead Common Heritage Conservation Plan 2021. Records of heritage assets owned and maintained by Ashtead Common can be obtained from the Executive Director of Environment at the principal address as stated on page 24.

9. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2022 £	2021 £
Prepayments and accrued income	1,059	1,003
Recoverable VAT	2,911	7,808
Other debtors	10	-
Total	3,980	8,811

10. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	1,428	18,934
Accruals	4,165	2,624
Deferred income	246	256
Other creditors	2,760	519
Total	8,599	22,333

Other creditors consist of listed creditors and a telecommunications wayleave rent deposit

	2022 £	2021 £
Deferred income analysis within creditors:		
Balance at 1 April	256	295
Amounts released to income	(256)	(295)
Amounts deferred in the year	246	256
Balance at 31 March	246	256

11. CREDITORS – AMOUNTS DUE AFTER MORE THAN ONE YEAR

	2022 £	2021 £
Rent Deposits	-	2,000
Total	-	2,000

The 2020/21 rent deposit relates to a telecommunications wayleave that will be returned in 2022/23.

12. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2022	Unrestricted funds Total at 31 March 2022 £	Unrestricted funds Total at 31 March 2021 £
Current Assets	8,599	24,333
Current Liabilities	(8,599)	(22,333)
Non-current liabilities	-	(2,000)
Total	-	-

At 31 March 2021	Unrestricted funds Total at 31 March 2021 £	Unrestricted funds Total at 31 March 2020 £
Current Assets	24,333	9,538
Current Liabilities	(22,333)	(7,538)
Non-current liabilities	(2,000)	(2,000)
Total	-	-

13. MOVEMENT IN FUNDS

At 31 March 2022	Total as at 1 April 2021 £	Income £	Expenditure £	Total as at 31 March 2022 £
Unrestricted funds:				
General funds	-	482,589	(482,589)	-

At 31 March 2021	Total as at 1 April 2020 £	Income £	Expenditure £	Total as at 31 March 2021 £
Unrestricted funds:				
General funds	-	542,561	(542,561)	-

14. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in note 5.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2021/22 £	2020/21 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	84,265 (nil)	83,023 (nil)	Management, surveying and administrative services provided for the charity
		471,011 (nil)	511,064 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Ashtead Common

Registered charity number: 1051510

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation

Treasurer

Caroline Al-Beyerty - The Chamberlain & Chief Financial Officer of the City of London Corporation

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Environment Department

Juliemma McLoughlin – Executive Director of Environment (appointed 2 August 2021)

Colin Buttery – Director of Open Spaces (retired 31 October 2021)

INDEPENDENT EXAMINER

Crowe U.K. LLP, 55 Ludgate Hill, London, EC4M 7JW

BANKERS:

Lloyds Bank Plc., P.O.Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

Contact for The Chamberlain, to request copies of governance documents & of the Annual Report of City's Cash:

PA-DeputyChamberlain@cityoflondon.gov.uk

Committee(s)	Dated:
Epping Forest and Commons	16 March 2023
Subject: Burnham Beeches and Stoke Common Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2022	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Executive Director Environment	For Information
Report author: Clem Harcourt, Chamberlain's Department	

Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2022 for Burnham Beeches and Stoke Common (charity registration number 232987) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2021/22 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors Crowe U.K LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via the outturn report on 11 July 2022.
2. A previous review of the charities for which the City is responsible, (completed in 2010), detailed key reports that should be presented to your Committee. 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. 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.

3. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2023.

Appendices

- Appendix 1 – Burnham Beeches and Stoke Common Annual Report and Financial Statements for the year ended 31 March 2022

Clem Harcourt
Chamberlain's Financial Services Division

E: clem.harcourt@cityoflondon.gov.uk

Burnham Beeches and Stoke Common

Annual Report and Financial Statements for the year ended 31 March 2022

Charity registration number 232987

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ORIGINS OF THE CHARITY

Burnham Beeches is a 220-hectare area of open space, home to hundreds of living veteran beech and oak pollards. Its natural and cultural heritage area of international importance, the legacy of centuries of interaction between people and the environment.

Burnham Beeches is designated as Site of Special Scientific Interest (SSSI), it is also a National Nature Reserve and a Special Area of Conservation (SAC); there are requirements under the Wildlife and Countryside Act and also a European obligation to manage the Beeches for the benefit of its wildlife.

Stoke Common is an 80-hectare area of open space and contains the largest remnant of Buckinghamshire's once extensive heathland and is also designated as Site of Special Scientific Interest (SSSI).

The Burnham Beeches charity was established under the Corporation of London (Open Spaces) Act 1878 which provided that the purpose of the charity is the preservation in perpetuity of the Open Space known as Burnham Beeches, "the Beeches", as Open Space for the recreation and enjoyment of the public.

On 12 September 2011 the assets of Stoke Common (unregistered) were transferred to Burnham Beeches (232987). After this date the Charity is called Burnham Beeches and Stoke Common.

The objects of the Charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment and to preserve the natural aspect.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

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

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the Trustee of Burnham Beeches and Stoke Common-City Of London. The City Corporation is Trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills.

Members of the Court of Common Council are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2021/22 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity
- **Finance Committee** – Responsible for administering the Trust on behalf of the Trustee.
- **Audit and Risk Management Committee** – Responsible for overseeing systems of internal control and making recommendations to the Finance Committee of the charity.
- **Epping Forest and Commons Committee** – responsible for the activities undertaken at Burnham Beeches and Stoke Common approving budget allocations for the forthcoming year and acting as Trustee of the charity.
- **Burnham Beeches and Stoke Common Consultation Group** – provides a forum for local residents and users to comment upon both the management of Burnham Beeches and Stoke Common.
- **Corporate Services Committee** – responsible for personnel and establishment matters throughout the City of London, including negotiations with the recognised trade unions.

Individuals collectively act as Trustee by virtue of positions that they hold in the City of London Corporation in accordance with the governing document. They act as a Trustee during their tenure of these positions.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The Trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance is ongoing to ensure that the charity is effective in fulfilling its objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 35.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as Trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of London Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

As part of the City of London Corporation's corporate restructure, the Open Spaces Department has merged with Planning & Transportation and Port Health & Environmental Services to form a new Environment Department. Burnham Beeches and Stoke Common became part of the Environment Department from 1 April 2022.

INDUCTION AND TRAINING OF MEMBERS

The City of London Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Burnham Beeches and Stoke Common. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objectives of the charity are the preservation and maintenance of Burnham Beeches and Stoke common, as Open Spaces for the recreation and enjoyment of the public and to maintain their natural aspect.

Purposes of the charity as set out in the governing document, the Corporation of London (Open Spaces) Act 1878:

- Burnham Beeches and Stoke Common to be kept as open space for public recreation.
- Natural aspect to be preserved.
- Land to be unenclosed and un-built upon, except those features required for better attainment of the Act and deemed necessary by the City.
- Byelaws protecting the site and its features to be enforced.
- Encroachments to be resisted and abated.

Main activities undertaken in relation to these purposes (All day to day activity is governed by 10-year site management plans):

- Practical conservation management activities to maintain the biodiversity of Burnham Beeches and Stoke Common, such as tree surgery work on the veteran and young replacement pollards, restoration of wood pasture and heathland habitats and management of firebreaks, scrub, grassland, bracken and wetland habitats.
- Providing volunteering opportunities to encourage community involvement.
- Providing and maintaining facilities for informal recreation.
- Grazing with cattle, Ponies and other livestock where appropriate.
- Protecting Ashted Common and its users from harm by patrolling, enforcing byelaws, resisting encroachments, challenging threats and managing assets.
- Providing educational activities and events.
- Surveying and monitoring, for wildlife, visitor use, archaeological investigations and pollution monitoring.
- Managing and protecting three Scheduled Monuments, including an iron age hillfort and 13th century moated farmstead.

Issues the charity is seeking to tackle:

- Burnham Beeches and Stoke Common's natural and cultural heritage are of national and international importance, the legacy of centuries of interaction between people and the environment. As we progress through the 2020's and beyond the challenge of protecting this valuable resource will increase as pressures from environmental and human factors mount.

Aims:

- Maintain the biodiversity of Burnham Beeches and Stoke Common by managing habitats to favourable condition and achieving conservation gains that benefit the site and beyond.

Governing document link: preserve natural aspect, protect the timber and other trees, pollards, shrubs, underwood and herbage.

- Encourage the sustainable use of Burnham Beeches and Stoke Common for recreation and promote community involvement in all aspects of the site.

Governing document link: commons acquired by the City to be kept as open spaces for the recreation and enjoyment of the public

- Protect Burnham Beeches and Stoke Common and site users from harm. Challenge threats and maintain assets, including heritage assets, in good condition.

Governing document link: open spaces kept unenclosed and unbuilt upon. Shall by all lawful means prevent, resist and abate inclosures, encroachments and buildings upon. The City may from time to time make and alter byelaws.

The Burnham Beeches and Stoke Common Management Plans describe the strategy for achieving these aims.

Volunteers

Burnham Beeches and Stoke Common provide a wide range of volunteer opportunities. The Charity normally averages around 6,000 hours of volunteer input a year. In 2021/22 opportunities were still reduced, particularly early on for group activities, due to the Coronavirus pandemic. However, groups restarted with activities split into small teams from May and full group tasks returned in September 2021, individual volunteers supported work throughout the year. Volunteers helped deliver habitat restoration and site maintenance, monitoring activity and care of livestock, all year round, with a total of 4,500 hours of support provided.

Investment Policy

The charity itself has no underlying supporting funds or investments and therefore there is no investment policy.

Remuneration Policy

The charity's senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City 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 the payment of recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within Note 8 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives. This also includes addressing the City Corporation's gender pay gap.

Owing to the COVID 19 pandemic and the recommendations from the Tackling Racism Taskforce, which was set up last year to identify the actions that the City Corporation could implement to tackle racism in all its forms, the Corporate Equality and Inclusion Plan will be updated in the autumn. There is work ongoing relating to the new Equalities and Inclusion objectives, that will include internal and external consultation. This is expected to take place at the end of April 2023, with publication of the revised Equalities and Inclusion objectives by September 2023..

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although Burnham Beeches and Stoke Common charity does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as "voluntary income" including 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 Trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

From March 2021 a donations page has been created on the Burnham Beeches webpage, inviting and enabling the public to make on-line donations to the Burnham Beeches ancient Trees campaign.

The charity has received no complaints in relation to fundraising activities in the current year (2020/21: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Burnham Beeches and Stoke Common aims and objectives and in planning future activities. The purpose of the charity is the preservation of Burnham Beeches and Stoke Common in perpetuity by the City of London Corporation as the Conservators of Burnham Beeches and Stoke Common, as Open Spaces for the recreation and enjoyment of the public and to conserve the natural aspect.

Consequently, the Trustee considers that Burnham Beeches and Stoke Common operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 35.

ACHIEVEMENTS AND PERFORMANCE

The key targets for 2021/22 together with their outputs and outcomes were:

Protection of Burnham Beeches and Stoke Common from Impact of development

The team have worked with Buckinghamshire Council and Natural England to enforce the mitigation strategy to prevent damage from recreation pressure which includes no additional dwellings within 500m of Burnham Beeches SAC. Buckinghamshire Council have been collecting mitigation payments from new dwellings between 500m and 5.6km and the first project funded by this, to calculate the carrying capacity of Burnham Beeches in terms of visitor numbers, has commenced. The team have also continued to liaise with Slough Borough Council to attempt to gain quality mitigation in respect of the impact of several big housing developments within 5.6km. Both Buckinghamshire Council and Slough Borough Council are in the early stages of Local Plan development and the team are also engaged with this process. A review of the Chilterns Area of Outstanding Local Beauty is also in the early stages and the team are contributing to this process to explore the options for better protection for Burnham Beeches and Stoke Common through expansion of the boundary to include both areas.

Protection of the wider landscape around Burnham Beeches – The team at Burnham Beeches and Stoke Common worked with partner organisations including the National Trust, Buckinghamshire Council and Plantlife to begin to develop proposals to improve the management of the land around Burnham Beeches, so that it better supports and buffers the habitats and species found within the nature

reserve. In 2021/22 this involved carrying out a range of surveys of the land adjacent to the Beeches to help understand what already exists to provide a base line to judge future changes against and ongoing discussions with partners and other landowners on what any future proposals might look like and how they might work.

Protection of Burnham Beeches from very high recreation pressure - The team worked with Buckinghamshire Council to support the implementation of a roadside parking prevention plan, to protect verges and land around Burnham Beeches and prevent nuisance parking on local roads. Detailed proposals have gone through public consultation in 2021/22 but have not yet been made permanent, the previous 6-month temporary restrictions have now lapsed.

The success of the temporary seasonal area and path closures at Burnham Beeches, introduced in late winter 2020/21, were reviewed and were clearly successful in limiting damage to the Scheduled Monuments (SM) and reducing wear in other areas of the SAC. The SM closures were again put in place from December 2021 to the end of March 2022 with clear signage and good alternative access routes made available and have again prevented damage to the monuments. Temporary restrictions were advertised and explained by notices on site and through other means. Car park restrictions were not required in 2021/22.

Work to look at the impact of recreation pressure was also commissioned and will be completed in the next year.

Caring for scheduled Ancient Monuments - The Iron Age hillfort at Burnham Beeches, known as Seven Ways Plain, was subject to a further investigation by archaeologists working for the Heritage Lottery Fund (HLF) funded project, Beacons of the past - Hillforts in the Chilterns Landscape. Sadly, due to Covid 19, public events were limited in 2021/22 to visitor turning up 'ad hoc' during the 10 day dig in October 2021. However, over 500 visitors still dropped in during that period and a daily dig 'vlog' highlighted the monument to a wide audience. Finds that may also give a date for the end of use of the monument were also discovered and have gone off for analysis. Work to improve interpretation and help with long term management at Seven Ways Plain and the Moat SM is also underway.

Countryside Stewardship and key habitat management works – With the funding secured for Burnham Beeches and Stoke Common under the new scheme additional wood pasture restoration was undertaken in two areas at Burnham Beeches and all other required work carried out at both sites.

Veteran Trees – 67 ancient trees were worked on and around as per the 10-year work programme and squirrel control continued to ensure reduction in damage on old pollards which are the most important habitat feature at Burnham Beeches and of international significance

Grazing – As per the Burnham Beeches Management plan, a small additional area <0.5 Ha was grazed in 2021/22 at Victory cross as part of the main common. Grazing across the large areas of the Beeches was achieved with the use of invisible fencing (IF) and new a IF system was trialled in autumn 2021

Oak Processionary Moth (OPM) – Following the discovery of Oak Processionary

Moth nests at Stoke Common in 2020, site inspection and control plans were developed and implemented in 2021/22 along with the necessary nest removal. As expected from the small number found in 2020 (just 6 nests), OPM had increased significantly with over 90 nests removed in the summer of 2021. This has also increased the workload of the team with the need for extensive surveys to be undertaken in early summer to ensure as many nests as possible are found and removed as required by the National OPM control due to the location of Stoke Common.

Budget management – The Burnham Beeches and Stoke Common charity achieved financial targets in 2021/22. These were achieved through efficiencies and income generation through the introduction of 7 days a week car parking charges.

Corporate restructure – The corporate restructure process was completed for Burnham Beeches and Stoke Common in 2021/22 and has established that current staffing levels are appropriate.

Additional Achievement:

Pond Dam Wall repairs – Repairs were undertaken to a leaking dam wall of one of the ponds at Burnham Beeches. This work followed effort of many years to identify an affordable project to affect the repair work. The repair work was completed in March 2022. Completion of this work will now allow the team to look at the biological restoration works required at this pond and one other that could not be undertaken until the leak had been resolved.

PLANS FOR FUTURE PERIODS

The aim of the charity is the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment and to preserve the natural aspect.

Key projects for 2022/23 include:

Protection of Burnham Beeches and Stoke Common from impact of development - The team at Burnham Beeches and Stoke Common we will continue to support Buckinghamshire Council in implementing the mitigation strategy to protect Burnham Beeches from the impact of recreation associated with local development. Payments raised through the strategy will be used to employ an additional Ranger and implement other projects to raise awareness to visitors of their impact on the nature reserve. The team will continue to work with Slough Borough Council to obtain the best protection possible from development pressure caused by housing development and the Slough local plan and to use s106 money already received by Slough Borough Council to employ a further Ranger and to carry out air quality monitoring.

Protection of the wider landscape around Burnham Beeches – The team will continue to work with neighbouring landowners, including the National Trust and the

Dorneywood Trust, to change the management of land adjacent to Burnham Beeches to better support the protected species and habitats. This will include using information gathered over the last few years to draw up a plan for the ideal long-term management and obtain costs for delivering this, including potential funding options for delivery.

Protection of Burnham Beeches from very high recreation pressure - The team will continue to work with Buckinghamshire Council to help them implement a roadside parking prevention plan, to protect verges and land around Burnham Beeches and prevent nuisance parking on local roads.

The team will review findings from the visitor impact study that is due to be completed in June 2022. This will further guide action to help minimise damage from heavy recreational use.

Caring for Scheduled Monuments - The Iron Age hillfort at Burnham Beeches, known as Seven Ways Plain (SWP), will be subject to further investigation and interpretation over the next 6 months up to the end of the HLF funded project, Beacons of the past – Hillforts in the Chilterns Landscape, that we have been working in partnership with. In 2022/23 this will include: – development of long term management guidance for both SWP and The Moat SMs; installation of new signage near SWP; launch of augmented reality interpretation; public events to interpret the monument to visitors and involve them in its care and a public excavation of a bank connected to the monument. Works will also be carried out at the Moat SM to protect it from visitor pressure and allow access without damaging the banks of the monument – the work will be supported by site volunteers.

Countryside Stewardship and key habitat management works – With funding secured for Burnham Beeches and Stoke Common under the new scheme additional wood pasture restoration will be undertaken in two areas.

Veteran Trees – Carry out clearance and reduction work as per the 10-year work programme and maintain efforts on squirrel control to ensure reduction in damage on old pollards which are the most important habitat feature at Burnham Beeches and of international significance.

Grazing – Plans from the new management plan 2020 -2029 to further expand the area of Burnham Beeches grazed by livestock will continue in 2022/23 with an expansion of the area grazed by invisible fences. The Beeches will also use a new IF system 'for real' during the summer of 2022 which will allow the grazing of areas currently not possible with existing systems and also provide additional information for monitoring of the impact of grazing.

Pond restoration – With the dam wall at Middle Pond being repaired in March 2022 plans will be drawn up for biological restoration works at both Top and Middle ponds at the Beeches. We hope resulting works will be undertaken in the summers of 2022 or 2023.

Oak Processionary Moth (OPM) – Site inspection and control plans will be implemented as required in 2022/23 and numbers of nests dealt with are likely to

have increased again this year.

Boardwalks – Two boardwalks at Burnham Beeches (over 200m in total length) will be replaced in 2022/23 to continue to improve access at the National Nature Reserve whilst ensuring damage to vulnerable habitat is minimised.

The Trustee does not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 23.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2021/22 the charity total income for the year was £1,310,506, an overall decrease of £42,608 against the previous year (£1,353,114). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £213,385 from fees charges (2020/21: £144,055) £57,169 from rents (2021/22: £39,487) and £nil from sales (2020/21: £11,860 largely generated by the one off, part exchange sale of a chipper). The increase in income from fees and charges was due to an increase in filming and car park income. From December 2020 car park charges were enforced 7 days a week.

Grants income of £140,290 was received in the year (2020/21: £72,543). Donations income was £3,664 (2020/21: £48,474 which included a legacy payment of £35,014 towards a pond restoration)

An amount of £895,524 (2020/21: £1,035,556) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charities..

Expenditure

Total expenditure for the year was £1,262,241 (2020/21: £1,138,443) all of which related to charitable activities. During 2020/21 fewer cyclical building works took place due to the economic impact of COVID-19. The City Surveyor was tasked by the Chamberlain to review current programmes of work to level the expenditure, smoothing some of the spend into a 'fourth' year to reduce the impact of committed expenditure within the next two years. The City's programme of cyclical repairs and maintenance works to maintain its operational properties in fair to good condition is usually delivered in a number of overlapping three year programmes of works. The programme is monitored by the Corporate Asset Sub Committee of the City of London Corporation.

Funds held

The charity's total funds held increased by £48,265 to £1,052,650 as at 31 March 2022 (2020/21: increased by £214,671 to £1,004,385).

The charity's designated funds consist of unrestricted income which the Trustee has chosen to set aside for specific purposes. Such designations are not legally binding,

and the Trustee can decide to 'undesignate' these funds at any time. Designations as at 31 March 2022 totalled £990,252 (2020/21: £944,261) an increase of £45,991. Designated funds within the unrestricted income fund represent the net book value of fixed assets held and a designated fund for Stoke Common.

A general fund of £831 (2020/21: £nil) relates to surplus unrestricted donation income received in 2021/22.

A restricted fund of £61,567 (2020/21: £60,124) was held at year-end. This relates to £60,014 legacy payments for the purpose of specific restoration work (2020/21 £60,014) and £1,553 in Campaign Donations (2020/21 £110). From March 2021 a donations page has been created on the Burnham Beeches webpage, inviting and enabling the public to make on-line donations to the Burnham Beeches Ancient Trees Campaign.

Details of all funds held, including their purposes, is set out within Note 15 to the financial statements.

Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Burnham Beeches and Stoke Common 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 considered by the Trustee to be inappropriate. Donations are now being sought and these may be carried forward, but there is currently no intention to hold them as a minimum amount owing to the deficit funding status of the charity.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charity, and actions taken to manage them are as follows :

Risk	Actions to manage risks
Health and Safety Failure	Policies and procedures developed and under active review. Staff training for roles and activity undertaken. Staff, volunteers and contractors follow established safety protocols. Regular compliance checks including annual audit.
Local Planning Issues	Impact of visitor and development pressure monitored. Environmental monitoring is carried out.

Risk	Actions to manage risks
	<p>Section 106 funding will be used to employ additional Rangers and mitigation projects.</p> <p>Local plans being developed by neighbouring boroughs are scrutinised and commented on by officers.</p> <p>Production of mitigation strategies with neighbouring local authorities as part of the local plan process.</p>
Tree Diseases and Other Pests	<p>Biosecurity policies and procedures in place and regularly reviewed.</p> <p>An OMP management plan is in place for Stoke Common and a similar one may be introduced for Burnham Beeches if required.</p> <p>Education and information for visitors.</p> <p>Staff and volunteer training to help them recognise issues at early stages.</p> <p>Programme of tree health and annual tree safety inspections in place.</p> <p>Active involvement with leading partners such as Forestry Commission and Natural England.</p>
Climate and Weather	<p>Storm procedures in place and regularly reviewed.</p> <p>Fire plans in place and subject to annual review.</p> <p>Research on impact of climate change on protected habitats of Burnham Beeches and Stoke Common.</p> <p>Ongoing liaison with local fire services to develop emergency plans.</p>
Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver conservation related services across the charity and reduction in Basic Payment Schemes (BPS)	<p>CSS grants secured until 2028.</p> <p>Monitoring of proposed changes to grant options with phasing out of BPS and responding to consultations as required.</p> <p>RPA re-assessment of elements of the previously secured grants may see a reduction for some annual payments related to the management of veteran trees. This is still being actively discussed.</p>
Accelerated long term damage to sites	<p>Visitor numbers have returned to 'normal' pre-Covid levels. Although they have still been higher than average at times.</p> <p>Seasonal; area/path restrictions are now part of normal business in order to protect the SAC. Permanent parking restrictions are expected to be installed by Buckinghamshire County Council around Burnham Beeches during the next 12 months.</p>
Cyclical Works Programme (CWP) reduction in 2021/22	<p>Reduction in centrally funded CWP and site maintenance funding for 2022/23 and regular fabric work suspension requiring local budget to deliver needed repairs.</p>

TRUSTEE RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, 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;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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 adequate accounting records that are sufficient to show and explain the charity's transactions and disclose 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 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.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.



Henry Nicholas Almroth Colthurst, Deputy
Chairman of Finance Committee of
The City of London Corporation

Guildhall, London



Randall Keith Anderson, Deputy
Deputy Chairman of Finance
Committee of The City of London
Corporation

31 January 2023

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON

Opinion

We have audited the financial statements of Burnham Beeches and Stoke Common ('the charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including 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 2022 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 that are 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 relating to going concern

In auditing the financial statements, we have concluded that the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustee with respect to going concern are described in the relevant sections of this report.

Other information

The Trustee is responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. 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.

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 this gives rise to a material misstatement in the financial statements themselves. 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 (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustee's report; or
- sufficient and proper accounting records have not been kept by the Charity; 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 Trustee

As explained more fully in the trustee's responsibilities statement set out on page 16 and 17, the Trustee is 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 Trustee 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 Trustee is 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 Trustee either intends 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 Acts and relevant regulations made or having effect thereunder.

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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the Charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and

regulations we considered in this context were the Charities Act 2011 together with the Charities SORP (FRS102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the Charity's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charity for fraud. The laws and regulations we considered in this context for the UK operations were General Data Protection Regulation (GDPR), Anti-fraud, bribery and corruption legislation, Health and safety legislation, and Employment legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustee and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income, and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, internal audit, legal counsel and the Audit & Risk Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charity's Trustee, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.



Crowe U.K. LLP
Statutory Auditor

55 Ludgate Hill, London, EC4M 7JW

31 January 2023

Crowe U.K. 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.

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDING 31 MARCH 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2021/22 Total Funds £	2020/21 Total Funds £
Income from:					
Voluntary activities	2	142,511	1,443	143,954	121,017
Charitable activities	3	270,554	-	270,554	195,402
Grant from City of London Corporation	4	895,524	-	895,524	1,035,556
Investments	5	474	-	474	1,139
Total income		1,309,063	1,443	1,310,506	1,353,114
Expenditure on:					
Charitable activities:					
Preservation and operation of Burnham Beeches and Stoke Common	6	1,262,241	-	1,262,241	1,138,443
Total expenditure		1,262,241	-	1,262,241	1,138,443
Net income/(expenditure) and net movement in funds		46,822	1,443	48,265	214,671
Reconciliation of funds:					
Total funds brought forward	15	944,261	60,124	1,004,385	789,714
Total funds carried forward	15	991,083	61,567	1,052,650	1,004,385

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 23 to 34 form part of these financial statements.

BALANCE SHEET

AS AT MARCH 2022

	Notes	2022 Total £	2021 Total £
Fixed assets:			
Tangible assets	10	859,812	814,295
Total fixed assets		859,812	814,295
Current assets			
Debtors	11	39,256	79,163
Cash at bank and in hand		214,865	194,865
Total current assets		254,121	274,028
Creditors: Amounts falling due within one year	12	(49,283)	(71,938)
Net current assets		204,838	202,090
Total assets less current liabilities		1,064,650	1,016,385
Creditors: Amounts falling due after more than one year	13	(12,000)	(12,000)
Total net assets		1,052,650	1,004,385
The funds of the charity:			
Restricted income funds	15	61,567	60,124
Unrestricted income funds	15	991,083	944,261
Total funds		1,052,650	1,004,385

The notes on pages 23 to 34 form part of these financial statements

Approved and signed on behalf of the Trustee.



Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

31 January 2023

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

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

(a) Basis of Preparation

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity's governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. The Trustee considers the level of grant funding received and plans activities as a result of this. On an annual basis, a medium-term financial forecast is prepared for City's Cash, covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the 12 months from the date of these financial statements being signed to enable the charity to continue to fulfil its obligations.

In making this assessment the Trustee has considered the potential ongoing impact of the Covid-19 pandemic and current high inflationary pressures on the financial position, including future income levels and planned expenditure and the liquidity of the charity over the next 12-month period. The assessment helps to provide assurances that the charity can continue to keep operating over the next 12-month period. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

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 decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised 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.

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets and the recovery of debts.

(d) Statement of Cash Flows

The charity 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.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2021 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of donations, charges for use of facilities, contributions, grants, investment income, interest, sales and rental income:

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. 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.

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in Note 7.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the administration fees incurred from each of its charities, and these costs are included within support costs.

(g) 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 benefit 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 £832.7m as at 31 March 2022 (£919.7m as at 31 March 2021). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does 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 these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The 31 March 2022 valuation is being carried out in 2022/23 and must be finished before 31 March 2023, which will set contribution rates for the period 01 April 2023 to 31 March 2026. Contribution rates adopted for the financial years 2020/21, 2021/22 and 2022/23 have been set at 21% (2019/20: 21%).

(h) Taxation

The 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.

(i) Fixed Assets**Heritage Land and Associated Buildings**

Burnham Beeches and Stoke Common comprises 303 hectares (748 acres) of land in South Buckinghamshire, together with associated buildings. The object of the charity is the preservation of Burnham Beeches and Stoke Common in perpetuity as Open Spaces for the recreation and enjoyment of the public. Burnham Beeches and Stoke Common is considered to be inalienable (i.e. they may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

Additions to the original land and capital expenditure on buildings and other assets 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

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged from the year following that of acquisition, on a straight-line basis, in order to write off each asset over its estimated useful life as follows:

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 25

(j) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation's treasury management activities with original maturities of three months or less.

(k) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Restricted Funds – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

Unrestricted Income Funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustee and include both income generated by assets held within the permanent endowment fund and from those representing unrestricted funds. Specifically, this represents the surplus of income over expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

Designated Funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(l) Insurance

The charity, elected Members and staff supporting the charity's administration are covered by the City Corporation's insurance liability policies, and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City's Cash.

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds	Restricted funds	Total 2021/22	Unrestricted funds	Restricted funds	Total 2020/21
	£	£	£	£	£	£
Grants	140,290	-	140,290	72,543	-	72,543
Donations and legacies	2,221	1,443	3,664	13,350	35,124	48,474
Total	142,511	1,443	143,954	85,893	35,124	121,017

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds	Total 2021/22	Unrestricted funds	Total 2020/21
	£	£	£	£
Charges for use of facilities	213,385	213,385	144,055	144,055
Sales	-	-	11,860	11,860
Rental income	57,169	57,169	39,487	39,487
Total	270,554	270,554	195,402	195,402

Sales in 2020/21 were largely from the one off part exchange sale of a chipper

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds	Total 2021/22	Unrestricted funds	Total 2020/21
	£	£	£	£
Revenue and Capital grants	895,524	895,524	1,035,556	1,035,556

5. INCOME FROM INVESTMENTS

	Unrestricted funds	Total 2021/22	Unrestricted funds	Total 2020/21
	£	£	£	£
Interest	474	474	1,139	1,139

Income for the year included:

Grants – being amounts received from organisations towards specific programmes operated by the charity. Grants have been received from Natural England's

Countryside Stewardship Scheme and the Rural Payments Agency under the basic payment scheme.

Donations – being voluntary amounts received from the public through donations. From March 2021 a donations page have been available on Burnham Beeches webpage, inviting and enabling the public to make on-line donations to The Burnham Beeches ancient Trees campaign.

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City's Cash to meet the deficit on running expenses of the charity, alongside funding for capital purchases.

Charitable activities – being amounts generated from charges made to the public for the use of facilities, such as car parks, the use of the site as a filming location and from the rental of the Beeches Eco Café.

6. EXPENDITURE

	Direct costs £	Support costs £	Total 2021/22 £	Direct costs £	Support costs £	Total 2020/21 £
Preservation and operation of Burnham Beeches and Stoke Common	1,110,716	151,525	1,262,241	996,422	142,021	1,138,443

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Burnham Beeches and Stoke Common.

Auditor's remuneration and fees for other services

Crowe U.K. LLP are the auditors of the City of London's City's Cash Fund and provide assurance services to all of the different charities of which it is Trustee. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the audit fees incurred from each of its charities. In 2021/22 an audit fee of £5,000 was recharged (2020/21: £nil). No other services were provided to the charity by its auditors during the year (2020/21: £nil).

7. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

	Charitable activities £	Governance £	2021/22 £	2020/21 £
Department:				
Chamberlain	27,702	-	27,702	26,713
Comptroller & City Solicitor	4,984	-	4,984	-
Town Clerk	-	15,770	15,770	18,668
City Surveyor	21,201	-	21,201	26,625
Open Spaces directorate	39,702	-	39,702	26,027
Other governance & support costs	6,904	5,000	11,904	6,950
Digital Services	30,262	-	30,262	37,038
Sub-total	130,755	20,770	151,525	142,021
Reallocation of governance costs	20,770	(20,770)	-	-
Total	151,525	-	151,525	142,021

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

8. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 13 (2020/21: 13).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2021/22 £	2020/21 £
Salaries and wages	406,239	428,687
National Insurance costs	39,346	42,620
Employer's pension contributions	89,391	93,757
Total emoluments of employees	534,976	565,064

The number of directly charged employees whose emoluments (excluding employer's pension contribution) for the year were over £60,000 was nil (2020/21: nil).

Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

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 amount of employee benefits received by key management personnel totalled £7,732 (2020/21: £4,996). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. Expenses totalling £nil were claimed in 2021/22 (2020/21: £nil).

9. HERITAGE ASSETS

Since 1880 the primary purpose of the charity has been the preservation of Burnham Beeches and Stoke Common for the recreation and enjoyment of the public and the preservation of the natural aspect. As set out in Note 1(j), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of Burnham Beeches and Stoke Common are contained in the Management plans for Burnham Beeches and Stoke Common. Records of heritage assets owned and maintained by Burnham Beeches and Stoke Common can be obtained from the Executive Director of Environment at the principal address as stated on page 35.

10. TANGIBLE FIXED ASSETS

	Land and Buildings £	Infrastructure £	Plant £	Equipment £	Total £
Cost					
At 1 April 2021	835,256	87,650	-	165,045	1,087,951
Additions	-	38,774	50,000	-	88,774
Disposals	-	-	-	-	-
At 31 March 2022	835,256	126,424	50,000	165,045	1,176,725
Depreciation					
At 1 April 2021	268,656	-	-	5,000	273,656
Charge for the year	18,148	8,604	-	16,505	43,257
Disposals	-	-	-	-	-
At 31 March 2022	286,804	8,604	-	21,505	316,913
Net book value					
At 31 March 2022	548,452	117,820	50,000	143,540	859,812
At 31 March 2021	566,600	87,650	-	160,045	814,295

11. DEBTORS

	2022	2021
	£	£
Rental debtors	2,353	6,506
Prepayments and accrued income	3,754	3,535
Recoverable VAT	23,486	19,508
Other debtors	9,663	76
Sundry debtors	-	49,538
Total	39,256	79,163

12. CREDITORS – AMOUNT FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	29,969	28,058
Accruals	13,070	34,756
Deferred income	2,703	6,526
Other creditors	3,541	2,598
Total	49,283	71,938

Deferred income relates to rental income received in advance for periods after the year-end.

	2022	2021
	£	£
Deferred income analysis within creditors:		
Balance at 1 April	6,526	5,827
Amounts released to income	(6,526)	(5,827)
Amounts deferred in the year	2,703	6,526
Balance at 31 March	2,703	6,526

13. CREDITORS - AMOUNTS DUE AFTER MORE THAN ONE YEAR

	2022	2021
	£	£
Sundry deposits	12,000	12,000

The Sundry deposit relates to a Café rent deposit.

14. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2022	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2022	Total at 31 March 2021
	General Funds	Designated Funds			
	£	£	£	£	£
Tangible Assets	-	859,812	-	859,812	814,295
Current Assets	62,114	130,440	61,567	254,121	274,028
Current Liabilities	(49,283)	-	-	(49,283)	(71,938)
Non-current liabilities	(12,000)	-	-	(12,000)	(12,000)
Total	831	990,252	61,567	1,052,650	1,004,385

At 31 March 2021	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2021	Total at 31 March 2020
	General Funds	Designated Funds			
	£	£	£	£	£
Tangible Assets	-	814,295	-	814,295	634,748
Current Assets	83,938	129,966	60,124	274,028	311,320
Current Liabilities	(71,938)	-	-	(71,938)	(156,354)
Non-current liabilities	(12,000)	-	-	(12,000)	-
Total	-	944,261	60,124	1,004,385	789,714

15. MOVEMENT IN FUNDS

At 31 March 2022	Total as at 1 April 2021	Income	Expenditure	Total as at 31 March 2022
	£	£	£	£
Restricted funds:				
Legacy income	60,014	-	-	60,014
Campaign donations	110	1,443	-	1,553
Total restricted funds	60,124	1,443	-	61,567
Unrestricted funds:				
General funds	-	1,219,815	(1,218,984)	831
Designated funds:				
Stoke Common	129,966	474	-	130,440
Capital Adjustment Account	561,600	-	(43,257)	518,343
Infrastructure	87,650	38,774	-	126,424
Furniture and Equipment	165,045	-	-	165,045
Plant	-	50,000	-	50,000
Total designated funds	944,261	89,248	(43,257)	990,252
Total unrestricted funds	944,261	1,309,063	(1,262,241)	991,083
Total funds	1,004,385	1,310,506	(1,262,241)	1,052,650

At 31 March 2021	Total as at 1 April 2020 £	Income £	Expenditure £	Total as at 31 March 2021 £
Restricted funds:				
Legacy income	25,000	35,014	-	60,014
Campaign donations	-	110	-	110
Total restricted funds	25,000	35,124	-	60,124
Unrestricted funds:				
General funds	-	1,115,295	(1,115,295)	-
Designated funds:				
Stoke Common	129,966	-	-	129,966
Capital Adjustment Account	584,748	-	(23,148)	561,600
Infrastructure	-	87,650	-	87,650
Furniture and Equipment	50,000	115,045	-	165,045
Total designated funds	764,714	202,695	(23,148)	944,261
Total unrestricted funds	764,714	1,317,990	(1,138,443)	944,261
Total funds	789,714	1,353,114	(1,138,443)	1,004,385

Purposes of restricted funds

Legacy income - To be held and spent in accordance with the donator's wishes in maintaining a pond area.

Campaign donations - Represents funds received from the public through donations. From March 2021 a donations page has been created on Burnham Beeches webpage, inviting and enabling the public to make on-line donations to the Burnham Beeches ancient trees campaign. In total, £1,443 was received during the year (2020/21: £110).

Purposes of unrestricted funds

General fund – Consists of surplus unrestricted donation income. Unrestricted donations received during the year were £2,221 (2020/21 £13,350) of which £831 (2020/21 £nil) was surplus and transferred to the general fund.

Designated funds have been set aside by the Trustee for the following purposes:

Fixed Assets (Capital Adjustment Account Fund, Infrastructure Fund and Furniture and Equipment Fund) – Plant and equipment are included at historic cost less provision for depreciation and any impairment. The net book value of fixed assets at 31 March 2022 was £859,812 and is represented by these three designated funds (2020/21: £814,295, three designated funds)

Stoke Common designated fund – Stoke Common was acquired by the City of London from South Bucks District Council on 31 October 2007. On 12 September 2011 the assets and liabilities of Stoke Common were transferred to Burnham Beeches and Stoke Common. £109,872 was transferred, being the balance of the lump sum from South Buckinghamshire District Council; interest accrued to date is reflected in the balance of £130,440 as at 31 March 2022 (2020/21: £129,966). This lump sum is to fund on-going maintenance costs of Stoke Common.

16. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in Note 6.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2021/22 £	2020/21 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	895,524 (nil)	1,035,556 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		151,525 (nil)	142,021 (nil)	Administrative services provided for the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME Burnham Beeches and Stoke Common

Registered charity number 232987

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION

Guildhall, London, EC2P 2EJ

TRUSTEE

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation (retired 31 December 2022)

Treasurer

Caroline Al-Beyerty - The Chamberlain & Chief Financial Officer of the City of London Corporation

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Environment Department

Juliemma McLoughlin – Executive Director of Environment (appointed 2 August 2021)

Colin Buttery – Director of Open Spaces (retired 31 October 2021)

AUDITORS

Crowe U.K. LLP, 55 Ludgate Hill, London, EC4M 7JW

BANKERS

Lloyds Bank Plc., P.O.Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

Contact for The Chamberlain, to request copies of governance documents & of the Annual Report of City's Cash:

PA-DeputyChamberlain@cityoflondon.gov.uk

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Committee(s)	Dated:
Epping Forest and Commons	16 March 2023
Subject: West Wickham Common and Spring Park Wood, Coulsdon and Other Commons Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2022	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Executive Director Environment	For Information
Report author: Clem Harcourt, Chamberlain's Department	

Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2022 for West Wickham Common and Spring Park Wood, Coulsdon and Other Commons (charity registration numbers 232988 and 232989) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2021/22 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors Crowe U.K LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via the outturn report on 11 July 2022.
2. A previous review of the charities for which the City is responsible, (completed in 2010), detailed key reports that should be presented to your Committee. 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. 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.

3. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2023.

Appendices

- Appendix 1 – West Wickham Common and Spring Park Wood, Coulsdon and Other Commons Annual Report and Financial Statements for the year ended 31 March 2022

Clem Harcourt
Chamberlain's Financial Services Division

E: clem.harcourt@cityoflondon.gov.uk

West Wickham Common and Spring Park Wood
Coulsdon and other Commons

Annual Report and Financial Statements for the
year ended 31 March 2022

Charity registration numbers 232988 and 232989

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ORIGINS OF THE CHARITY

West Wickham, Spring Park and Coulsdon and other Commons is a collection of separate sites comprising of over 275-hectares of area of open space, made up of natural chalk grassland, wooded pasture, copse and natural wooded areas, including several veteran species. Its natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. The Coulsdon and other Commons were designated as part of the South London Downs National Nature Reserve in 2019.

Acquisition

In 1883 the City of London Corporation bought the freehold to the greater part of Coulsdon Common as one of the four Coulsdon Commons. Further acquisitions were made in 1924 (a strip of land on the north side of Stites Hill Road and part of Rydens Wood), 1936 (the remainder of Rydens Wood), 1939 (the area known as Merlewood) and 2003 (an enclosure which was the site of a windmill). The City of London Corporation also owns a plot of land adjacent to, but not part of Coulsdon Common that is occupied by the Merlewood Estate Office, tied accommodation for its Rangers and the Lodge Garden. This land is not public open space. In 1926, the City of London Corporation was given the woodland at Spring Park as a gift from Colonel Sir Arthur and Stephen Hallam Farnaby Lennard of Wickham Court. In 1927, the area of open meadow between the woodland and the Addington Road was sold to the City of London Corporation from the same vendors for a cost of £1,623 2s 6d.

The City of London Corporation bought the four Coulsdon Commons, including Kenley, in 1883 from the Lord of the Manor of Coulsdon, Edmund Byron. During the First World War the Air Ministry requisitioned the whole Common (20.6 hectares) to form part of Kenley Aerodrome. After the war only the northern half was returned but 25 ha of adjacent agricultural land was compulsory purchased and given to the City in substitution for the land lost to the airfield, now owned by the Ministry of Defence (MoD). In 1965 the City of London Corporation extended its holding when it bought land between Welcomes Road and Kenley Lane. Then in 1983 the City acquired land outside the perimeter track of the airfield that was no longer required for military purposes. Finally, in 2004, a small parcel of land, (0.63 hectares) linking Kenley and Coulsdon Commons was returned from the MoD.

Farthing Downs was also part of the 1883 acquisition. Prior to this, it belonged to the Lord of the Manor of Coulsdon. In 2002 New Hill, together with Eight and Ten Acre, was bought at auction by the City of London Corporation from a developer. In 2004, Woodplace Farm Fields to the west of Farthing Downs were also purchased by the City of London Corporation, following a successful local fund-raising appeal.

Riddlesdown Common was the last of the four 'Coulsdon Common' also acquired in 1883. Coombes Wood and Donkey Field were acquired in 1929, the Bull Pen in 1973, Riddlesdown Quarry and adjacent Quarry Field in 1996, and the Riddlesdown Cottage plot in 2006.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The governing document is the Corporation of London (Open Spaces) Act 1878. The charities are constituted as charitable trusts.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the trustee of West Wickham Common and Spring Park Wood Coulsdon and other Commons. The City Corporation is trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of these charities to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing West Wickham Common and Spring Park Wood Coulsdon and other Commons by the Court of Common Council of the City of London Corporation.

Members of the Court of Common Council are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charities during 2021/22 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Epping Forest & Commons Committee** – responsible for the activities undertaken at West Wickham Common and Spring Park Wood, Coulsdon and Other Commons approving budget allocations for the forthcoming year and acting as Trustees of the charity.
- **West Wickham, Spring Park and Coulsdon Commons Consultation Group** - provides a forum for local residents and users to comment upon both the management of Coulsdon Common and its neighbouring public open spaces: Kenley Common (with its World War II-era airfield), Riddlesdown, and Farthing Downs and New Hill.

- **Corporate Services Committee** – responsible for personnel and establishment matters throughout the City of London, including negotiations with the recognised trade unions.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charities. A comprehensive review of governance is ongoing to ensure that the charities are effective in fulfilling objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charities are administered in accordance with their governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 36.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charities by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

As part of the City of London Corporation's restructure, the Open Spaces Department has merged with Planning & Transportation and Port Health & Environmental Services to form a new Environment Department, and West Wickham Common and Spring Park Wood Coulsdon and other Commons became part of the Environment Department from 1 April 2022.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charities, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of West Wickham Common and Spring Park Wood Coulsdon and other Commons. If suitable seminars or other training options are identified that are relevant to the charities, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objectives of the charities are the preservation and maintenance of West Wickham Common and Spring Park Wood Coulsdon, as Open Spaces for the recreation and enjoyment of the public.

Purposes of the charity as set out in the governing document, the Corporation of London (Open Spaces) Act 1878 and the Open Spaces Act 2018:

- West Wickham and Spring Park Wood and Coulsdon and other Commons to be kept as open space for public recreation.
- Natural aspect to be preserved.
- Protect the timber and other trees, pollards, shrubs, underwood and herbage.
- Land to be unenclosed and un-built upon, except those features required for better attainment of the Act and deemed necessary by the City.
- Byelaws protecting the site and its features to be enforced.
- Encroachments to be resisted and abated.

Main activities undertaken in relation to these purposes:

- Practical conservation management activities to maintain the biodiversity of the open spaces, including tree surgery work on the veteran oaks, bracken suppression and management of firebreaks, scrub, chalk grassland and wetland habitats.
- Providing volunteering opportunities to encourage community involvement.
- Providing and maintaining facilities for informal recreation.
- Grazing with cattle, sheep and goats.
- Protecting the open spaces and its users from harm by patrolling, enforcing byelaws, resisting encroachments, challenging threats and managing assets.
- Providing educational activities and events.
- Surveying and monitoring, for wildlife, visitor use, archaeological investigations and pollution monitoring.
- Managing and protecting Scheduled Monuments, including Farthing Downs, a scheduled ancient monument and Kenley airfield and the World War II heritage assets.
- Managing and creating chalk downland and woodland pasture.

West Wickham and Spring Park Wood and Coulsdon and other Commons natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. As we progress through the 2020's and beyond the challenge of protecting this valuable resource will increase as pressures from environmental and human factors mount.

Aims of the charity

- Maintain the biodiversity of West Wickham and Spring Park Wood and Coulsdon and other Commons by managing habitats to favourable condition and achieving conservation gains that benefit the site and beyond. *Governing document link: preserve natural aspect, protect the timber and other trees, pollards, shrubs, underwood and herbage.*
- Encourage the sustainable use of West Wickham and Spring Park Wood and Coulsdon and other Commons for recreation and promote community involvement in all aspects of the site. *Governing document link: commons acquired by the City to be kept as open spaces for the recreation and enjoyment of the public.*
- Protect West Wickham and Spring Park Wood and Coulsdon and other Commons and its users from harm. Challenge threats and maintain assets, including heritage assets, in good condition. *Governing document link: open spaces kept unenclosed and unbuilt upon. Shall by all lawful means prevent, resist and abate enclosures, encroachments and buildings upon. The City may from time to time make and alter byelaws.*

The West Wickham and Spring Park Wood and Coulsdon and other Commons Management Plans describe the strategy for achieving these aims.

Volunteers

Group volunteering was suspended for periods during 2021/22 in response to the Covid-19 pandemic. Individual volunteering for activities such as litter picking and livestock checking continued and increased as lockdown measures came to an end. All six Commons received requests from locals wanting to help out in some way such that our volunteer numbers have increased by over 52 individuals. Despite conditions we exceeded 2,310 volunteer hours.

Remuneration Policy

The charities senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City 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 the payment of recognition awards.

The above policy applies to staff within the charities key management personnel, as defined within note 7 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and

inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives. This also includes addressing the City Corporation's gender, ethnicity and disability pay gaps.

Owing to the COVID 19 pandemic and the recommendations from the Tackling Racism Taskforce, which was set up last year to identify the actions that the City Corporation could implement to tackle racism in all its forms, the Corporate Equality and Inclusion Plan will be updated in the autumn. There is work ongoing relating the new Equalities and Inclusion objectives, that will include internal and external consultation. This is expected to take place at the end of April 2023, with publication of the revised Equalities and Inclusion objectives by September 2023.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although West Wickham Common and Spring Park Wood Coulsdon and other Commons charities does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as "voluntary income" including 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 trustee. The charities are not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

From March 2021 a donations page has been created on the Farthing Downs webpage, inviting and enabling the public to make on-line donations to the Farthing Downs Interpretation Improvements campaign.

The charity has received no complaints in relation to fundraising activities in 2021/22 (2020/21: nil). Individuals are not approached for funds, hence the charities do not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing West Wickham Common and Spring Park Wood Coulsdon and other Commons aims and objectives and in planning future activities. The purposes of the charities are the preservation in

perpetuity of West Wickham Common and Spring Park Wood Coulsdon and other Commons as an open space for the recreation and enjoyment of the public.

Consequently, the Trustee considers that West Wickham Common and Spring Park Wood Coulsdon and other Commons operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charities are stated on page 36.

ACHIEVEMENTS AND PERFORMANCE

West Wickham and Coulsdon Commons teams have ensured that the sites remained open and accessible throughout the COVID-19 pandemic. However, with the focus on keeping the Commons open, tidy and safe, this did impact on the delivery of some of the projects planned for 2021/22 which will roll over into 2022/23.

West Wickham and Coulsdon Commons 2021/22 aims together with their outcomes were:

Management Planning - New 10-year Site Management Plan - In addition to the approved plan for the West Wickham Commons produced in early 2021, further plans for the Coulsdon Commons were produced and consulted upon this year. These last four plans will be presented to Epping Forest and Commons Committee in May 2022 for final approval.

Countryside Stewardship Scheme - An application for the next round of Government Grants was submitted to the Rural Payments Agency (RPA) in March 2021. It was confirmed in December 2021 that our application was successful and funding for the next 5 years of our grassland habitat management plans secured. The funding resource is primarily for the maintenance of habitats created during the previous 10-year Higher Level Stewardship Scheme (HLS) which ended in 2021.

Countryside Management:

Grassland – The majority of the current funded programme to restore open areas on Farthing Downs, New Hill, Coulsdon Common, Kenley Common and Riddlesdown is complete. This brings to an end the previous 10-year Environmental Stewardship Scheme (ESS) which started in 2011.

Scrub – This rolling project continues to manage blocks of retained scrub on Farthing Downs and restore succession on New Hill. This natural habitat work is seasonal and species varied depending on the time of year and climatic conditions.

Woodland - Tree safety management, coppicing and glade creation on Coulsdon Common, West Wickham, Spring Park and Riddlesdown. Ash dieback clearance took place on New Hill. This will enhance the natural environment whilst removing dead and dying Ash trees, creating valuable habitat for other species. This will limit the transmission of the disease to other Ash trees in the vicinity.

Ranger Presence - Increased patrols and site safety checks whilst Coronavirus restrictions remained in place ensured boundaries were secure and staff and members of the public were safe.

Kenley Revival Project - Concluded the final elements of HLF funded Kenley Revival Project and resolved conservation issues with the built heritage assets.

Riddlesdown Quarry - Concluded the safety works.

Budget management – Achieved financial savings as required through a combination of reducing expenditure and appropriate income generation activities such as charging for parking and renting surplus properties.

Corporate Restructure - Supported the development of the City of London Corporation's new corporate restructure (Phase 1) which created the new Environment Department within which this charity now sits.

PLANS FOR FUTURE PERIODS

The Coronavirus pandemic was still very much part of operations at the start of 2022/23. This may have an impact on income and the ability to deliver some projects in the next 12 months.

Key projects for 2022/23 include:

Staff - Following the completion of the corporate restructure (Phase1) and agreement of the new staff structure, recruit to vacant positions as agreed.

Countryside Stewardship - Establish an evidence-based monitor and review system to record the habitat management work across our sites.

Countryside Management:

Grassland - Ongoing maintenance of species-rich chalk grassland habitats through grazing and hay-cutting that satisfies prescription from Natural England and enhances and enriches biodiversity across all sites.

Scrub - control scrub to create and maintain open downland landscape focusing on chemical-free "tree-popping". This facilitates larger grazing areas and enhances the mosaic of grassland habitats across the sites.

Woodland - Tree safety management, coppicing and glade creation. Ash dieback clearance on Kenley Common and New Hill will continue.

Events - Reinstate our programme of walks, talks and guided events which were cancelled during the Covid-19 pandemic.

Volunteers - With Covid-19 restrictions lifted, we will aim to increase volunteer numbers, hours, and profile across all sites within charities.

Trial of the Nofence® (virtual fencing) - Continue to develop, monitor and review the use of this technology for the management of our sites. In particular, trial the technology in previously unfenced areas, managing risk and keeping partners and our local community appraised.

Budget management - Achieve financial savings as required through a combination of reducing expenditure and appropriate income generation activities. This includes a trial of a mobile catering facility on Riddlesdown Common. We will aim to seek grant

funding from external sources and continue to review how we allocate resources generally.

Corporate Restructure - Support the development of the City of London Corporation's new corporate restructure Phase 2.

The Trustee does not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 23.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2021/22 the charity's total income for the year was £1,285,520 an overall decrease of £39,742 against the previous year (£1,325,262). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £58,322 from fees charged (2020/21: £16,065), £43,568 from rents (2020/21: £31,159) and £14,776 from sales (2020/21: £28,934). 2021/22 saw decreased sales of livestock. In January 2021, car parking charges were introduced at the Riddlesdown and Farthing Downs car park which resulted in an increase in fees and charges for use of facilities.

In total grant income of £116,951 was received in the year, towards programmes administered by the charities (2020/21: £154,990) (see below).

- A government grant of £36,685 (2020/21: £65,937) was received from the Rural Payment Agency in relation to Agri - environment schemes that provide funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil. The reduction in grant was due to the transition to the new Countryside Stewardship Scheme (CSS).
- A restricted grant of £80,266 (2020/21: £89,053) was received from the Heritage Lottery Fund (HLF) towards the Kenley Revival project which aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

Donations – included contributions towards corporate volunteering events and for free events such as guided walks, as well as amounts donated by the public at walks and talks advertised via Eventbrite. In total £3,457 was received during the year (2020/21: £166). Donations can be made on the Farthing Downs webpage to the Farthing Downs Interpretation Improvements project. In total £2,934 was received during the year (2020/21: £nil). The full amount was held as at 31 March 2022 in a restricted fund for 'Campaign Donations'

An amount of £1,046,052 (2020/21: £1,093,948) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charities.

Expenditure

Total expenditure for the year relating to charitable activities expenditure was £1,126,927 (2020/21: £1,390,281). The decrease in expenditure is owing to a lower number of cyclical building works taking place during the year.

Funds held

The charity's total funds held increased by £158,593 to £574,876 as at 31 March 2022 (2020/21: decreased by £65,019 to £416,283).

A restricted fund of £2,394 (2020/21: £nil) was held at year-end. This relates to Campaign Donations for the Farthing Downs Interpretation Improvements project.

The charity's designated funds consist of unrestricted income funds which the Trustee has chosen to set aside for specific purposes. Such designations are not legally binding, and the Trustee can decide to "undesignate" these funds at any time. Designations as at 31 March 2022 totalled £571,742 (2020/21: £416,283). The increase in designated funds relates to heritage assets additions during the year in relation to the Kenley Revival project.

A general fund of £740 (2020/21: £nil) relates to surplus unrestricted donation income received in 2021/22.

Details of all funds held, including their purposes, is set out within note 14 to the financial statements.

Reserves

The charities are wholly supported by the City of London Corporation which is committed to maintain and preserve West Wickham Common and Spring Park Wood Coulsdon and other Commons 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, these charities have no free reserves and a reserves policy is considered by the trustee to be inappropriate.

Donations are now being sought and these may be carried forward, but there is currently no intention to hold them as a minimum amount owing to the deficit funded status of the Charity.

Principal Risks and Uncertainties

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charities assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charities, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charities, and actions taken to manage them are as follows:

Risk	Actions to manage risks
Reduction in funding	<ul style="list-style-type: none"> • Seek additional grant funding from Natural England's Countryside Stewardship Scheme, Forestry Commission and other external sources. • Ensure future plans are scalable and reduce costs where necessary.
Climate and Weather	<ul style="list-style-type: none"> • Review and update plan bi-annually. • Fire management and monitoring policies and plans in place and link to staff training and local emergency services. • Storm monitoring and management policies across all sites linked to high staff awareness and training. • Understanding of the potential impacts of climate change on the open spaces. • Engagement in climate change research and debate.
Tree Diseases and other Pests	<ul style="list-style-type: none"> • Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention. • Annual tree inspections undertaken through qualified personnel. • Active involvement with leading partners such as Forestry Commission and Natural England. • Measures in place for staff, volunteers and contractors including public messages.
Local planning issues	<ul style="list-style-type: none"> • Inclusion in core strategy planning documents where applicable. • Close partnership working with local planning authorities. • Active monitoring of planning applications with responses as appropriate.
Health & safety failure	<ul style="list-style-type: none"> • Adequate and appropriate training for staff and volunteers - link to PDRs (all line managers). • Links to other departmental service providers in Natural Environment Division. • Clear and appropriate communication.
Accelerated long term damage to sites	<ul style="list-style-type: none"> • Rangers increased engagement with site users and review provision of dog waste bins. • Ranger campaigns to raise awareness of increased footfall leading to compaction and erosion of soil created anaerobic conditions unfavourable for plant health. Additional signs, zoning and public information notices. • Additional monitoring and ecological assessment in areas of increased incursions into sensitive areas e.g. trampling of delicate local ecosystems (<i>esp. rare orchid sites on the chalk grassland</i>) - signs and public information notices.

Risk	Actions to manage risks
	<ul style="list-style-type: none"> • Parking charges are affecting the type/number of visitors to sites.

TRUSTEE'S RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, 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;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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 adequate accounting records that are sufficient to show and explain the charity's transactions and disclose 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 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.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.



Henry Nicholas Almroth Colthurst, Deputy
Chairman of Finance Committee
of The City of London Corporation

Guildhall, London



Randall Keith Anderson, Deputy
Deputy Chairman of Finance
Committee of The City of London
Corporation

Guildhall, London

31 January 2023

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Opinion

We have audited the financial statements of West Wickham Common and Spring Park Wood Coulsdon and Other Commons ('the charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including 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 2022 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 that are 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 relating to going concern

In auditing the financial statements, we have concluded that the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustee with respect to going concern are described in the relevant sections of this report.

Other information

The Trustee is responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. 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.

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 this gives rise to a material misstatement in the financial statements themselves. 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 (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustee's report; or
- sufficient and proper accounting records have not been kept by the Charity; 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 Trustee

As explained more fully in the Trustee's responsibilities statement set out on page 15 and 16, the Trustee is 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 Trustee 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 Trustee is 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 Trustee either intends 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 Acts and relevant regulations made or having effect thereunder.

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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the Charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Charities Act 2011 together with the Charities SORP (FRS102) 2019. We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the Charity's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charity for fraud. The laws and regulations we considered in this context for the UK operations were General Data Protection Regulation (GDPR), Anti-fraud, bribery and corruption legislation, Health and safety legislation, and Employment legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustee and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income, and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, internal audit, legal counsel and the Audit & Risk Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charity's Trustee, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not

accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Crowe U.K. LLP

Crowe U.K. LLP

Statutory Auditor

55 Ludgate Hill, London, EC4M 7JW

31 January 2023

Crowe U.K. 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.

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted Funds	Restricted Funds	Total Funds 2021/22	Unrestricted Funds 2020/21
	Notes	2021/22 £	2021/22 £	2021/22 £	2020/21 £
Income from:					
Voluntary activities	2	40,142	82,660	122,802	155,156
Charitable activities	3	116,666	-	116,666	76,158
Grant from City of London Corporation	4	1,046,052	-	1,046,052	1,093,948
Total income		1,202,860	82,660	1,285,520	1,325,262
Expenditure on:					
Charitable activities:					
Preservation and operation of West Wickham Common and Spring Park Wood	5	1,126,927	-	1,126,927	1,390,281
Total expenditure		1,126,927	-	1,126,927	1,390,281
Net income/(expenditure)		75,933	82,660	158,593	(65,019)
Transfers between funds		80,266	(80,266)	-	-
Net movement in funds		156,199	2,394	158,593	(65,019)
Reconciliation of funds:					
Total funds brought forward	14	416,283	-	416,283	481,302
Total funds carried forward	14	572,482	2,394	574,876	416,283

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 23 to 35 form part of these financial statements.

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 Total £	2021 Total £
Fixed assets:			
Heritage assets	8	575,365	409,394
Tangible assets	9	5,957	6,889
Intangible assets	10	420	-
Total fixed assets		581,742	416,283
Current assets			
Debtors	11	12,240	117,919
Cash at bank and in hand		52,151	47,208
Total current assets		64,391	165,127
Current liabilities			
Creditors: Amounts falling due within one year	12	(71,257)	(165,127)
Net current (liabilities)/assets		(6,866)	-
Total assets less current liabilities		574,876	416,283
The funds of the charity:			
Restricted income funds	14	2,394	-
Unrestricted income funds	14	572,482	416,283
Total funds		574,876	416,283

The notes on pages 23 to 35 form part of these financial statements

Approved and signed on behalf of the Trustee.



Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

31 January 2023

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items that are considered material in relation to the financial statements of the charities.

(a) Basis of preparation

The financial statements of the charities, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charities ability to continue as a going concern. The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the next 12 months from the date of these financial statements being signed to enable the charities to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the potential ongoing impact of the Covid-19 pandemic and current high inflationary pressures on the financial position, including future income levels and planned expenditure and the liquidity of the charity over the next 12-month period. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

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 decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised 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.

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets.

(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. A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2022 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charities are legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charities and the amount can be quantified with reasonable certainty. Income consists of donations, charges for use of facilities, contributions, grants, sales and rental income.

The City of London Corporation's City's Cash meets the deficit on running expenses of the charities and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charities to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Governance costs include the costs of governance arrangements which relate to the general running of the charities as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charities, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in note 6.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charities account for all such sums due as having been paid. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the administration fees incurred from each of its charities, and these costs are included within support costs.

(g) 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 benefit 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 £832.7m as at 31 March 2022 (£919.7m as at 31 March 2021). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does 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 these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The 31 March 2022 valuation is being carried out in 2022/23 and must be finalised before 31 March 2023, which will set contribution rates for the period 01 April 2023 to 31 March 2026. Contribution rates adopted for the financial years 2020/21, 2021/22 and 2022/23 have been set at 21% (2019/20: 21%).

(h) Taxation

The charities 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 charities are 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.

(i) Fixed Assets

Heritage Land and Associated Buildings

West Wickham Common and Spring Park Wood Coulsdon and other Commons comprises 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings. The objects of the charities are the preservation of West Wickham Common and Spring Park Wood Coulsdon and other Commons in perpetuity as an Open Space for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and other Commons is considered to be inalienable (i.e. they may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts

Additions to the original land and capital expenditure on buildings and other assets 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

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged from the year following that of acquisition, on a straight-line basis, in order to write off each asset over its estimated useful life as follows. Land is not depreciated.

	Years
Infrastructure	up to 20
Heavy vehicles and plant	5

Intangible fixed assets

Intangible assets comprise website design relating to the Kenley Revival project which are capitalised at cost and reflected within the financial statements at amortised historic cost.

Amortisation is calculated by allocation of the balance sheet value of the asset, less any residual value, to the periods expected to benefit from its use on a straight-line basis over 3 to 7 years. Amortisation charges are charged to the SOFA.

(j) Stocks

Stocks are valued at the lower of cost or net realisable value. All stocks are finished goods and are held for resale as part of the charities operations.

(k) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation's treasury management activities with original maturities of three months or less.

(l) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Restricted funds – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

Unrestricted income funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustee and include both income generated by assets held representing unrestricted funds. Specifically, this represents any surplus of income over expenditure for the charities which is carried forward to meet the requirements of future years, known as free reserves.

Designated funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(m) Insurance

The charity, elected Members and staff supporting the charity's administration are covered by the City Corporation's insurance liability policies, and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City's Cash.

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted income funds	Restricted income funds	Total 2021/22	Unrestricted income funds 2020/21
	£	£	£	£
Grants	36,685	80,266	116,951	154,990
Donations and legacies	3,456	2,394	5,850	166
Total	40,142	82,660	122,802	155,156

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted income funds 2021/22	Unrestricted income funds 2020/21
	£	£
Charges for use of facilities	58,322	16,065
Sales	14,776	28,934
Rental income	43,568	31,159
Total	116,666	76,158

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted income funds 2021/22	Unrestricted income funds 2020/21
	£	£
Revenue and capital grants from City of London Corporation	1,046,052	1,093,948

Income for the year included:

Grants – being amounts received from organisations towards programmes operated by the charity. Grant income includes a government grant received from the Rural Payment Agency (RPA) which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil. There are no unfulfilled conditions or other contingencies relating to this grant income and no other forms of government assistance have been received in the year.

Other grant income is from Heritage Lottery Fund towards the Kenley Revival Project which aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

Donations – being amounts received from the public for walks and talks advertised via Eventbrite. Donations can be made on the Farthing Downs webpage, to the Farthing Downs Interpretation Improvements project.

Contributions – being amounts contributed towards corporate volunteering events and by the public towards free events such as guided walks.

Charitable activities – being amounts generated from the sales of livestock and woodland products such as timber and charcoal; from charges made for the use of facilities, such as for car parking, for filming on City Commons and from rental of catering facilities, licence fees and wayleave licences.

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City's Cash to meet the deficit on running expenses of the charities, alongside funding for capital purchases.

5. EXPENDITURE

	Direct costs £	Support costs £	Total 2021/22 £	Direct costs £	Support costs £	Total 2020/21 £
Preservation and operation of West Wickham Common and Spring Park Wood	945,897	181,030	1,126,927	1,218,100	172,181	1,390,281

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of West Wickham Common and Spring Park Wood Coulsdon and other Commons.

Auditor's remuneration and fees for other services

Crowe U.K. LLP are the auditors of the City of London's City's Cash Fund and provide assurance services to all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City's Cash Fund. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the audit fee incurred from each of its charities. In 2021/22 an audit fee of £5,000 was recharged (2020/21: £nil). No other services were provided to the charity by its auditors during the year (2020/21: £nil).

6. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the charities, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charities based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

Support costs

	Charitable activities £	Governance £	2021/22 £	2020/21 £
Department:				
Chamberlain	37,332	-	37,332	36,821
Comptroller & City Solicitor	6,684	-	6,684	-
Town Clerk	-	21,146	21,146	25,006
City Surveyor	31,315	-	31,315	38,091
Open Spaces directorate	40,842	-	40,842	27,342
Other governance & support costs	9,493	5,000	14,493	9,904
Digital Services	29,218	-	29,218	35,017
Sub-total	154,884	26,146	181,030	172,181
Reallocation of governance costs	26,146	(26,146)	-	-
Total support costs	181,030	-	181,030	172,181

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

7. DETAILS OF STAFF COSTS

All staff that work on behalf of the charities are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charities during the year was 13 (2020/21: 13).

Amounts paid in respect of employees directly undertaking activities on behalf of the charities were as follows:

	2021/22 £	2020/21 £
Salaries and wages	373,470	392,541
National Insurance costs	37,659	39,095
Employer's pension contributions	89,351	88,627
Total emoluments of employees	500,480	520,263

The number of directly charged employees whose emoluments (excluding employer's NI and pension contribution) for the year were over £60,000 was £nil (2020/21: £nil).

Remuneration of Key Management Personnel

The charities considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Natural Environment who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to these charities.

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 amount of employee benefits received by key management personnel totalled £7,315 (2020/21: £4,905). The members of the Finance Committee of the City of London Corporation are not remunerated and expenses are not reimbursed for acting on behalf of the Trustee during 2021/22 (2020/21: nil).

8. HERITAGE ASSETS

	2018 £	2019 £	2020 £	2021 £	2022 £
Cost					
At 1 April	-	418,248	462,673	463,341	409,394
Additions	324,094	44,425	668	89,053	165,971
Transfers	94,154	-	-	-	-
At 31 March	418,248	462,673	463,341	552,394	575,365
Depreciation					
At 1 April	-	-	-	-	-
Charge for the year	-	-	-	-	-
Impairment	-	-	-	143,000	-
At 31 March	-	-	-	143,000	-
Net book value					
At 31 March 2022	418,248	462,673	463,341	409,394	575,365
At 31 March 2021	-	418,248	462,673	463,341	409,394

Heritage assets represent the historic cost of restoring the blast pens on Kenley airfield.

Since 1892 the primary purpose of the charities has been the preservation of West Wickham Common and Spring Park Wood Coulsdon and other Commons for the recreation and enjoyment of the public. As set out in note 1(i), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of West Wickham Common and Spring Park Wood Coulsdon and other Commons are contained in the West Wickham Common and Spring Park Wood Coulsdon and other Commons Conservation Plans. Records of heritage assets owned and maintained by West Wickham Common and Spring Park Wood Coulsdon and other Commons can be obtained from the Executive Director Environment at the principal address as stated on page 36.

9. TANGIBLE FIXED ASSETS

	Infrastructure	Plant	Total
	£	£	£
Cost			
At 1 April 2021	730	8,955	9,685
At 31 March 2022	730	8,955	9,685
Depreciation			
At 1 April 2021	110	2,686	2,796
Charge for the year	36	896	932
Disposals	-	-	-
At 31 March 2022	146	3,582	3,728
Net book value			
At 31 March 2022	584	5,373	5,957
At 31 March 2021	620	6,269	6,889

10. INTANGIBLE FIXED ASSETS

	Website development £
Cost	
At 1 April 2021	28,700
Additions	420
At 31 March 2022	29,120
Depreciation	
At 1 April 2021	28,700
Charge for the year	-
At 31 March 2022	28,700
Net book value	
At 31 March 2022	420
At 31 March 2021	-

11. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2022 £	2021 £
Rental debtors	514	223
Recoverable VAT	7,099	9,036
Other debtors	4,627	108,660
Total	12,240	117,919

Other debtors consist of a listed payment in advance of £4,627 (2020/21: £4,601). The 2020/21 other debtors included a sundry debtor of £104,049 from the Heritage Lottery Funding (HLF) in respect of the Kenley Revival project and non-property related debtors of £10.

12. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	16,238	1,459
Accruals	9,836	105,922
Deferred income	9,208	9,293
Sundry deposits	31,164	36,009
Other creditors	4,811	12,444
Total	71,257	165,127

Other creditors consist of sundry creditors. Deferred income relates to rental income received in advance for periods after the year-end.

	2022 £	2021 £
Deferred income analysis within creditors:		
Balance at 1 April	9,293	9,446
Amounts released to income	(9,293)	(9,446)
Amounts deferred in the year	9,208	9,293
Balance at 31 March	9,208	9,293

13. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2022	Unrestricted income funds		Restricted funds	Total at 31 March 2022	Total at 31 March 2021
	General funds £	Designated funds £	£	£	£
Heritage assets	-	575,365	-	575,365	409,394
Tangible assets	-	5,957	-	5,957	6,889
Intangible assets	-	420	-	420	-
Current assets	71,997	(10,000)	2,394	64,391	165,127
Current liabilities	(71,257)	-	-	(71,257)	(165,127)
Total	740	571,742	2,394	574,876	416,283

At 31 March 2021	Unrestricted income funds		Restricted funds	Total at 31 March 2021	Total at 31 March 2020
	General funds	Designated funds			
	£	£	£	£	£
Heritage assets	-	409,394	-	409,394	463,341
Tangible assets	-	6,889	-	6,889	7,821
Intangible assets	-	-	-	-	10,140
Current assets	165,127	-	-	165,127	129,843
Current liabilities	(165,127)	-	-	(165,127)	(129,843)
Total	-	416,283	-	416,283	481,302

14. MOVEMENT IN FUNDS

At 31 March 2022	Total as at 1 April 2021	Income	Expenditure	Transfers	Total as at 31 March 2022
	£	£	£	£	£
Restricted funds:					
Kenley Revival Project	-	80,266	-	(80,266)	-
Campaign Donations	-	2,394	-	-	2,394
Total restricted funds	-	82,660	-	(80,266)	2,394
Unrestricted funds:					
General funds	-	1,125,535	(1,124,795)	-	740
Designated funds:					
Capital reserve funds	416,283	77,325	(2,132)	80,266	571,742
Total funds	416,283	1,285,520	(1,126,927)	-	574,876

At 31 March 2021	Total as at 1 April 2020	Income	Expenditure	Total as at 31 March 2021
	£	£	£	£
Unrestricted funds:				
General funds	-	1,236,209	(1,236,209)	-
Designated funds:				
Capital reserve funds	481,302	89,053	(154,072)	416,283
Total funds	481,302	1,325,262	(1,390,281)	416,283

Purposes of restricted funds

The restricted fund for 'Campaign Donations' represents funds received from the public through donations. From March 2021 a donations page has been created on the Farthing Downs webpage, inviting and enabling the public to make on-line donations to

the Farthing Downs Interpretation Improvements project. In total £2,394 was received during the year (2020/21: £nil).

Purposes of general funds

A general fund of £740 (2020/21: £nil) relates to surplus unrestricted donation income received in 2021/22.

Purposes of designated funds

Designated funds have been set aside by the Trustee for the following purposes in relation to the Kenley Revival project:

- i. *Tangible 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. At 31 March 2022 the net book value of tangible assets relating to direct charitable purposes amounted to £5,957 (2020/21: £6,889).
- ii. *Heritage Assets* – this represents the historic cost of restoring the blast pens on Kenley airfield. The net book value of heritage assets relating to direct charitable purposes at 31 March 2022 was £575,365 (2020/21: £409,394). There was an addition of £165,971 during the year relating to the Kenley Revival project. Transfers in the year related to the use of restricted Heritage Lottery Funds being capitalised as unrestricted assets. All other additions were paid for by City's Cash grants.
- iii. *Intangible Assets* - comprise website design relating to the Kenley Revival project which are capitalised at cost and reflected within the financial statements at amortised historic cost. Amortisation is calculated by allocation of the balance sheet value of the asset, less any residual value, to the periods expected to benefit from its use on a straight-line basis over 3 to 7 years. At 31 March 2022 the net book value of intangible fixed assets relating to direct charitable purposes amounted to £420 (2020/21: £nil).

The Kenley Revival project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

15. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of these charities, as described on page 2. The City Corporation provides various services, the costs of which are recharged to the charities. This includes the provision of banking services, charging all transactions to the charities at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in note 5.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to

use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charities are required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charities. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2021/22 £	2020/21 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	1,046,052 (nil)	1,093,948 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		181,030 (nil)	172,181 (nil)	Administrative services provided for the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAMES: West Wickham Common and Spring Park Wood Coulsdon and other Commons

Registered charity numbers: 232988 and 232989

PRINCIPAL OFFICE OF THE CHARITIES & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation (retired 31 December 2022)

Treasurer

Caroline Al-Beyerty - The Chamberlain and Chief Financial Officer of the City of London Corporation

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Environment Department

Juliemma McLoughlin – Executive Director of Environment (appointed 2 August 2021)

Colin Buttery – Director of Open Spaces (retired 31 October 2021)

AUDITORS:

Crowe U.K. LLP, 55 Ludgate Hill, London, EC4M 7JW

BANKERS:

Lloyds Bank Plc., P.O.Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

Contact for The Chamberlain, to request copies of governance documents & of the Annual Report of City's Cash:

PA-DeputyChamberlain@cityoflondon.gov.uk

Epping Forest and the Commons media coverage

This document summarises the media coverage for Epping Forest and the Commons in the period from July 2022-February 2023.


Visitors urged to help protect native English bluebells

The Chairman of the Epping Forest and Commons Committee wrote in his February [Epping Forest Guardian](#) column on the importance of protecting the Forest's bluebells.


Visitors warned to stay off frozen ponds in Burnham Beeches

[Maidenhead Advertiser](#) reported on a warning by the Chairman of the Epping Forest and Commons Committee that people should stay off ponds that have frozen over at Burnham Beeches.

Queen's Green Canopy

[Horticulture Week](#), the  [Epping Forest Guardian](#) (viewable internally) and [City Matters](#) reported on the planting of 70 Silver Birch trees on Wanstead Flats. The Chairman of the Epping Forest and Commons Committee, and the Chair of the Open Spaces and City Gardens Committee were pictured with HRH the Duke of Gloucester. The story was also featured on [Royal.UK](#) and was tweeted by [BBC Essex](#).

The Chairman of the Epping Forest and Commons Committee also wrote about the Queen's Green Canopy in his January [Epping Forest Guardian](#) column.

 [Epping Forest Guardian](#) also reported a tree has been planted on Epping's Town Green as part of the nationwide Queen's Green Canopy initiative. The Chairman of the Epping Forest and Commons Committee was referenced (viewable internally).

Queen Elizabeth's Hunting Lodge

The City Corporation was referenced in [Essex Live](#) in a feature on Queen Elizabeth's Hunting Lodge in Epping Forest.

Wanstead Park Ponds

[My London](#) reported on works at Wanstead Park Ponds to reduce flood risk. A City Corporation spokesperson was quoted.

Car park vandalism

A City of London Corporation spokesperson was quoted in [Everything Epping Forest](#) on vandalism in Epping Forest car parks.

Christmas in the Forest

In his December [Epping Forest Guardian](#) column, the Chairman of the Epping Forest and Commons Committee highlighted how readers can contribute to the Epping Forest charity this Christmas.

New Lord Mayor supports Epping Forest

The Chairman of the Epping Forest Committee wrote in his November [Epping Forest Guardian](#) column about how Lord Mayor Nicholas Lyons is supporting the Forest during his mayoral year.

Avian Flu outbreak

The [Evening Standard](#) reported on the death of a rare black swan after an avian flu outbreak in Epping Forest. The Chairman of the Epping Forest and Commons Committee was quoted. Further coverage appeared in [BBC Radio Essex](#) (listenable internally only), [Time Out, Essex Live](#), [MSN](#), [My London](#), [Waltham Forest Echo](#), and [Yahoo News](#).

Impact of fungi foraging

[BBC Essex](#) (starts at 20:20) interviewed the Chairman of the Epping Forest and Commons Committee on the harmful impact of foraging in Epping Forest. Also in [Epping Forest Guardian](#), [Air Quality News](#), [Waltham Forest Echo](#) and [This is Local London](#).

Tree planted in memory of former Lord Mayor Sir Roger Gifford

The Chairman of the Epping Forest and Commons Committee wrote in his October [Epping Forest Guardian](#) column about the Lord Mayor (at the time of writing) Vincent Keaveny planting a tree in memory of former Lord Mayor Sir Roger Gifford. Also in [This is Local London](#).

Car parking scam warning

[Epping Forest Guardian](#) reported on a warning to motorists visiting the forest about scammers mimicking a parking app that steals money. A City of London Corporation spokesperson was quoted.


Reflections on Queen Elizabeth II role in Epping Forest

The Chairman of the Epping Forest and Commons Committee wrote in his September [Epping Forest Guardian](#) column reflecting on Her Late Majesty Queen Elizabeth's II relationship with Epping Forest.

Green City opens in Epping Forest

[City Matters](#) and [This Is Local London](#) reported on a new outdoor exhibition, which has opened at Epping Forest and has been curated by the City Corporation's London Metropolitan Archives. The Chairman of the Epping Forest and Commons Committee was quoted. Further coverage in [IanVisits](#) and [Heromag](#).

Fire safety

 [BBC Radio Essex](#) interviewed the Chairman of the Epping Forest and Commons Committee on fire safety at Epping Forest. [Listenable internally].

This was also the topic of the Chairman's July [Epping Forest Guardian](#) column.


Epping Forest pond algae

My London ran a story about concerns over algae in ponds at Epping Forest. Further coverage in [LBC News](#), [The Daily Mail](#), [The Evening Standard](#), and the [Mirror](#). The story was removed from the *My London* site following a complaint on grounds of inaccuracy by the Town Clerk's Media Team.

Battle of Britain airfield restored

Coverage of the restoration of a Battle of Britain airfield in Croydon, partly funded by the City Corporation, appeared in [My London](#), [South London Press](#), [Sutton and Croydon Guardian](#) and [MSN](#). The Chairman of the Epping Forest and Commons Committee was quoted.

Green Flag Awards

The Chairman of the Epping Forest and Commons Committee was quoted in the  [Epping Forest Guardian](#) (viewable internally), [Bucks Free Press](#), [Slough Observer](#), [Windsor Observer](#), [Inside Croydon](#), [Slough Express](#) and [In Your Area](#) on the Green Flag Awards won by Epping Forest and the Commons. Further coverage appeared in [City Matters](#), [Horticulture Week](#) (£), and [Pro Landscaper](#).

Green belt development blocked by the Planning Inspectorate

[BBC Radio Essex](#), (listenable internally), [Essex Live](#), [City Matters](#), [Epping Forest Guardian](#), and [Hertfordshire Mercury](#) reported on the Planning Inspectorate's decision to block a planned retail distribution centre near Epping Forest. The Chairman of the Epping Forest and Commons Committee was quoted.

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

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