



West Ham Park Committee

Date: WEDNESDAY, 28 APRIL 2021
Time: 11.00 am
Venue: VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

Members: Oliver Sells QC
Caroline Haines
Graeme Doshi-Smith
Catherine Bickmore (External Member)
Karina Dostalova
Rafe Courage (External Member)
Alderman Ian Luder
Wendy Mead
Barbara Newman
Justin Meath-Baker (External Member)
Richard Gurney (External Member)
Cllr James Asser (External Member)
Cllr Tahmina Rahman (External Member)
Deputy John Tomlinson
Rev. Simon Nicholls (External Member)

Enquiries: Richard Holt
Richard.Holt@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:

<https://youtu.be/9CpqxOUzgsA>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

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

3. **ORDER OF THE COURT OF COMMON COUNCIL**

To receive the Order of the Court of Common Council dated 15 April 2021 appointing the Committee and setting its Terms of Reference.

For Information
(Pages 1 - 2)

4. **ELECTION OF CHAIRMAN**

The Committee are invited to elect a Chairman in accordance with Standing Order 29.

For Decision

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee are invited to elect a Deputy Chairman in accordance with Standing Order 30.

For Decision

6. **MINUTES**

To agree the public minutes and non-public summary of the previous meeting of the West Ham Park Committee held on the 12th of February 2021.

For Decision
(Pages 3 - 8)

7. **OPEN SPACES COVERAGE 2021**

Report of the Town Clerk.

For Information
(Pages 9 - 12)

8. **WEST HAM PARK MANAGER'S UPDATE**

Report of the Director of Open Spaces.

For Information
(Pages 13 - 16)

9. **WEST HAM PARK TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

Joint report of the Chamberlain and Director of Open Spaces.

For Information
(Pages 17 - 50)

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

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

12. **EXCLUSION OF THE PUBLIC**

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

For Decision

Non-public Agenda

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting of the West Ham Park Committee held on the 12th of February 2021.

For Decision

(Pages 51 - 52)

14. **NURSERY PROJECT**

Joint report of the City Surveyor and the Director of Open Spaces.

For Decision

(Pages 53 - 162)

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

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

This page is intentionally left blank

RUSSELL, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 15 th April 2021, doth hereby appoint the following Committee until the first meeting of the Court in April, 2022.
----------------	---

WEST HAM PARK COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- eight Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment; the membership to be the same as the Open Spaces & City Gardens Committee.
- plus the following:-
 - four representatives nominated by the Heirs-at-Law of the late John Gurney
 - one representative nominated by the Parish of West Ham
 - two representatives nominated by the London Borough of Newham

2. **Quorum**

The quorum consists of any five Members.

3. **Membership 2021/22**

11 (4) Ian David Luder J.P., Alderman

8 (4) Graeme Martyn Doshi-Smith

4 (3) Caroline Wilma Haines

11 (3) Wendy Mead, O.B.E.

2 (2) Karina Dostalova

5 (2) Oliver Sells, Q.C.

9 (1) Barbara Patricia Newman, C.B.E., Deputy

5 (1) John Tomlinson, Deputy

together with the ex-officio Members referred to in paragraph 1 above, and:-

Four representatives appointed by the heirs-at-law of the late John Gurney:-

- Catherine Bickmore
- Rafe Courage
- Richard Gurney (Heir-at-Law)
- Justin Meath-Baker

One representative appointed by the incumbent or priest, for the time being, in charge of the present benefice of West Ham:-

- Rev Simon Nicholls

Two representatives appointed by the London Borough of Newham

- Councillor James Asser
- Councillor Tahmina Rahman

4. **Terms of Reference**

To:-

- have regard to the overall policy laid down by the Open Spaces & City Gardens Committee.
- be responsible for the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of conveyance of the Park by John Gurney, Esq. to the City of London Corporation dated 20th July 1874 and in accordance with the Licence in Mortmain dated 22nd May 1874.
- authorise the institution of any criminal or civil proceedings arising out of the exercise of its functions.
- express views or make recommendations to the Open Spaces and City Gardens Committee for that Committee's allocation of grants which relate to West Ham Park.

This page is intentionally left blank

WEST HAM PARK COMMITTEE **Friday, 12 February 2021**

Minutes of the meeting of the West Ham Park Committee held at Virtual Public Meeting (Accessible Remotely) on Friday, 12 February 2021 at 12.27 pm

Present

Members:

Oliver Sells QC (Chairman)
Caroline Haines (Deputy Chairman)
Graeme Doshi-Smith
Alderman Ian Luder
Barbara Newman
Deputy John Tomlinson
Catherine Bickmore
Richard Gurney
Rafe Courage
Rev Simon Nicholls

Officers:

Richard Holt	- Town Clerk's Department
Joe Anstee	- Town Clerk's Department
Kristina Drake	- Media Officer, Town Clerk's Department
Mark Jarvis	- Chamberlain's Department
Aqib Hussain	- Chamberlain's Department
Colin Buttery	- Director of Open Spaces
Martin Rodman	- Superintendent, West Ham Park and City Gardens
Gerry Kiefer	- Business Manager, Open Spaces Department

1. APOLOGIES

Apologies were received from Wendy Mead.

2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

There were no declarations of interest.

3. MINUTES

The Committee considered the public minutes and non-public summary of the previous meeting of the West Ham Park Committee held on the 12th of December 2020.

Responding to a query from a Committee member the Chairman explained that the meeting date was changed due to a clash of committee meetings on the previous date and had been completed in accordance with Standing Order 29(1,e).

RESOLVED- That the public minutes and non-public summary of the previous meeting of the West Ham Park Committee held on the 12th of December 2020 be approved as an accurate record.

4. TERMS OF REFERENCE

The Committee considered a report of the Town Clerk on the West Ham Park Committee's Terms of Reference. The Town Clerk introduced the report and explained that the only recommended change was to update the membership with Reverend Simon Nicholls and Rafe Courage added accordingly.

Following a question from Committee member the Director of Open Spaces confirmed that, due to other commitments, Councillor Tahmina Rahman would need to step down from the West Ham Park Committee and a replacement London Borough of Newham representative would be confirmed.

It was suggested by a Committee member that 4 (a) 'have regard to the overall policy laid down by the Open Spaces & City Gardens Committee.' and (b) 'be responsible for the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of conveyance of the Park by John Gurney, Esq. to the City of London Corporation dated 20th July 1874 and in accordance with the Licence in Mortmain dated 22nd May 1874.' of the West Ham Park Committee Terms of Reference be switched in order to reflect the relative importance of these two points. The Committee discussed this suggestion noting that all sections of the Terms of Reference were allocated equal importance, irrespective of the order in which they are listed, and that the relationship with the Open Spaces & City Gardens Committee meant that it would not interfere directly with West Ham Park Committee business.

RESOLVED- That:-

- I. The terms of reference of the West Ham Park Committee be approved for submission to the Court of Common Council in April with the inclusion of Reverend Simon Nicholls and Rafe Courage; and
- II. That any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman; and
- III. It be agreed that no change is required to the frequency of the Committee's meetings.

5. SUPERINTENDENT' UPDATE

The Committee received a report of the Director of Open Spaces on the management and operational activities at West Ham Park since December 2021.

The Chairman thanked Officers for their tireless work in supporting West Ham Park and keeping it open in an extremely difficult period effected by COVID with a huge increase in visitor numbers. The Committee agreed and extended their sympathies for staff members personally effected by COVID.

The Committee discussed opportunities for securing external funding sources for the West Ham Park Playground project. The Deputy Chairman commented that she would be reporting to the next committee meeting on these funding sources and invited Members to be in contact regarding any interested organisations.

Following a query from a committee member the Director of Open Spaces explained that an update on the involvement of Savills Ltd could not be provided in the public session and all required details be included in the detailed report to be considered by Members. In addition, it was added that, although it was possible to circulate this information to the Committee, it would not be helpful to involve Members with operational matters of this nature.

RESOLVED- That the report be noted.

6. FEES AND CHARGES REVIEW

The Committee considered a report of the Director of Open Spaces on the fees and charges review for West Ham Park. The Director of Open Spaces introduced the report and explained the rationale behind the recommended level set for the fees and charges in West Ham Park.

Responding to a query from a Committee member the Director of Open Spaces noted that a report to be considered by the West Ham Park Committee would address potential fundraising events.

The Chairman commented that it was important for the fees and charges at each open space to be reviewed noting the specific details of the open space in question. The Deputy Chairman responded that it was sensible to approve the fees and charges in the report to allow access to the Park for the widest possible group. It was added that it was important to encourage access to West Ham Park for supporting the health and wellbeing of the local population. Responding to a query from a member of the Committee the Director of Open Spaces explained that the West Ham Park Management Team worked extensively to encourage use of the Park for exercise purposes and liaised closely with the London Borough of Newham regarding this.

RESOLVED- That the proposed schedule of charges as summarised in Appendix 2 for sports facilities in West Ham Park for the 2021/22 financial year be approved.

7. DEPARTMENTAL AND SERVICE COMMITTEE BUDGET ESTIMATES 2021/22

The Committee considered a joint report of the Chamberlain and Director of Open Spaces on the Departmental and Service Committee Budget Estimates 2021/22. The Chamberlain introduced the report and highlighted the twelve percent reduction required across the City of London Corporation's budget.

The Chairman commented that, while the twelve percent budget reduction was difficult, many other open spaces were facing significantly higher percentage cuts in their management budgets. A Member of the Committee highlighted that

funding for West Ham Park still remained at over a million pounds a year which was a significant figure.

Responding to a question from a Committee member it was confirmed that the disposal cost of the West Ham Park Nursery would not be met from the local risk budget. In addition, it was explained that all of the City of London Managed Open Spaces were considered for use in the Carbon Sequestration Project but that the majority of majority of the initial spend will be at the Epping Forest buffer land.

RESOLVED-That: -

- I. The West Ham Park Committee's proposed revenue budget for 2021/22 for submission to Finance Committee be approved; and
- II. That the West Ham Park Committee's capital and supplementary revenue projects budgets for 2021/22 be approved for submission to Finance Committee; and
- III. The Chamberlain be authorised in consultation with the Director of Open Spaces to revise these budgets to allow for any further implications arising from Corporate Projects, the City's new Target Operating Model, and changes to the Cyclical Works Programme (CWP); and
- IV. That minor amendments for 2020/21 and 2021/22 budgets arising during budget setting be delegated to the Chamberlain.

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

There were no questions received in the public session.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT.

There was no urgent business considered in the public session.

10. EXCLUSION OF THE PUBLIC

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

11. NON-PUBLIC MINUTES

The Committee considered the non-public minutes of the previous meeting of the West Ham Park Committee held on the 12th of December 2020.

RESOLVED- That the non-public minutes of the previous meeting of the West Ham Park Committee held on the 12th of December 2020 be approved as an accurate record.

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

There were no questions received in the non-public session

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

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

The meeting ended at 1.45 pm

Chairman

Contact Officer: Richard Holt
Richard.Holt@cityoflondon.gov.uk / 020 73323113

This page is intentionally left blank

Ham& High	The <i>Ham& High</i> reported on the reopening of Hampstead Heath Bathing Ponds and Parliament Hill Lido. Chair of the City Corporation's Hampstead Heath Management Committee, Anne Fairweather, was quoted.	Local	February 2021
City Matters	Chairman of the City Commons Committee, Graeme Doshi-Smith, was quoted in further coverage of a call by the City Corporation for people to only visit Burnham Beeches if they live locally.	London	February 2021
Newham Recorder [viewable internally only]	The <i>Newham Recorder</i> ran a comment piece from Chairman of the West Ham Park Committee, Oliver Sells QC. The article covered COVID-19, a local foodbank and plans for a new playground at the site.	Local	February 2021
Ham & High	The <i>Ham&High</i> reported that concessionary tickets for swimming on Hampstead Heath will rise above inflation this year. Chairman of the Open Spaces Committee, Oliver Sells QC, was quoted.	Local	March 2021
BBC Radio Essex Epping Forest Guardian	Deputy Chairman of the Epping Forest and Commons Committee, Ben Murphy, was interviewed by <i>BBC Radio Essex</i> calling on visitors to stick to Government COVID-19 guidelines [viewable internally only]. The story ran on news bulletins on BBC Radio London and BBC Radio Essex over the weekend and in the <i>Epping Forest Guardian</i> , where Chairman of the Epping Forest and City Commons Committee, Graeme Doshi-Smith, was quoted.	Broadcast London	March 2021
Epping Forest Guardian London News Today .	Chairman of the Epping Forest and Commons Committee, Graeme Doshi-Smith wrote in the <i>Epping Forest Guardian</i> about the role Epping Forest is playing as COVID-19 restrictions start to ease. Further coverage in <i>London News Today</i> .	Local	March 2021
My London	<i>My London</i> reported that the City Corporation-run Parliament Hill Lido is due to reopen at the end of the month, with outdoor sports allowed from March 29 under the Government's roadmap out of lockdown.	London	March 2021
Horticulture Week	<i>Horticulture Week</i> reported on the launch of a year-long initiative to celebrate 150 years of Hampstead Heath being protected as a public open	Trade	March 2021

	space. Chair of the City Corporation's Hampstead Heath Management Committee, Anne Fairweather, was quoted (£).		
BBC London TV breakfast show [link unavailable] This is London Local City Matters London Loves Business Horticulture Week (£)	BBC London News reported that the City of London Corporation, Lee Valley Regional Park, London's boroughs, Queen Elizabeth Olympic Park, and The Royal Parks have joined forces to urge Londoners to socially distance when visiting parks. Coverage appeared in a number of other media outlets.	London Trade	March 2021
BBC Radio London [starts at 39:01]	<i>BBC Radio London's</i> Jo Good show interviewed Hampstead Heath Superintendent Bob Warnock about plans to celebrate the 150 th anniversary of the Hampstead Heath Act, and the importance of the open space to the community. Extensive coverage throughout the show, with listeners getting in touch to talk about their favourite part of the Heath.	Broadcast	March 2021
BBC Radio London's Vanessa Feltz Breakfast Show [listenable internally] Other coverage on LBC News [listenable internally], <i>BBC London TV</i> [link unavailable], The Guardian , Ealing Times , Epping Forest Guardian , Enfield Independent , Harrow Times , Hendon & Finchley , Barnet & Potters Bar , Edgware & Mill Hill Times series , Hillingdon Times , My London , South London Press , Tottenham & Wood Green Independent , Watford Observer , London News Time and In Your Area . Ham & High	<i>BBC Radio London's Vanessa Feltz Breakfast Show</i> [listenable internally] interviewed Director of Open Spaces Colin Buttery who urged Londoners to socially distance when visiting parks. The interview is part of a pan-London campaign, led by the City Corporation, together with Lee Valley Regional Park, London's boroughs, Queen Elizabeth Olympic Park, and The Royal Parks.	Broadcast National Local	March 2021
	The <i>Ham & High</i> ran an opinion piece from the Chair of the Hampstead Heath Management Committee Anne Fairweather on plans to celebrate the 150 th anniversary of the Hampstead Heath Act, and the importance of the open space to the community.	Local	March 2021

BBC Berkshire	<i>BBC Berkshire</i> [listenable internally] interviewed Chairman of the City Commons Committee, Graeme Doshi-Smith, who urged people to socially distance when visiting open spaces. The interview is part of a pan-London campaign, led by the City Corporation, together with Lee Valley Regional Park, London's boroughs, Queen Elizabeth Olympic Park, and The Royal Parks.	Broadcast	March 2021
The Express [available internally], The Evening Standard , India Times and MSN News .	The reopening of outdoor sports facilities on Hampstead Heath was covered.	National London International	March 2021
on BBC London radio Robert Elms Show (i) encouraging	Director of Open Spaces Colin Buttery was interviewed on BBC London radio Robert Elms Show (i) encouraging people to socially distance in parks. The interview is part of a pan-London campaign, led by the City Corporation, together with Lee Valley Regional Park, London's boroughs, Queen Elizabeth Olympic Park, and The Royal Parks.	Broadcast	March 2021
BBC London News Further coverage in The Times (£), Times Radio (skip to 1h24mins), Independent , news bulletins on BBC Radio 2, Radio 4, BBC 5 Live and LBC [links not available], Metro , Daily Mail , The Sun [viewable internally only] City Matters , Essex Live , Epping Forest Guardian and many more online outlets.	Chairman of Epping Forest & Commons Committee Graeme Doshi-Smith was quoted in a <i>BBC London News</i> story about dozens of people being fined for picking wild mushrooms in Epping Forest. The story ran in a number of national media outlets.	London National Local	April 2021
Horticulture Week (£)	<i>Horticulture Week</i> reported that wildlife information boards have been erected at the entrances to Hampstead Heath to raise awareness and appreciation of the site's biodiversity.	Trade	April 2021

This page is intentionally left blank

Committee(s)	Dated:
West Ham Park Committee	28 April 2021
Subject: West Ham Park Managers Update	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 9, 10, 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?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Colin Buttery	For Information
Report author: Lucy Stowell-Smith	

Summary

This report provides an update to Members of the West Ham Park Committee on management and operational activities at West Ham Park since February 2021. The funding for the work stated is met through the Park's local risk budget, apart from the Friends of West Ham Park's Exhibition which is being paid for by external funding raised by the Friend's group.

Recommendation

Members are asked to:

- Note the report

Main Report

Current Position

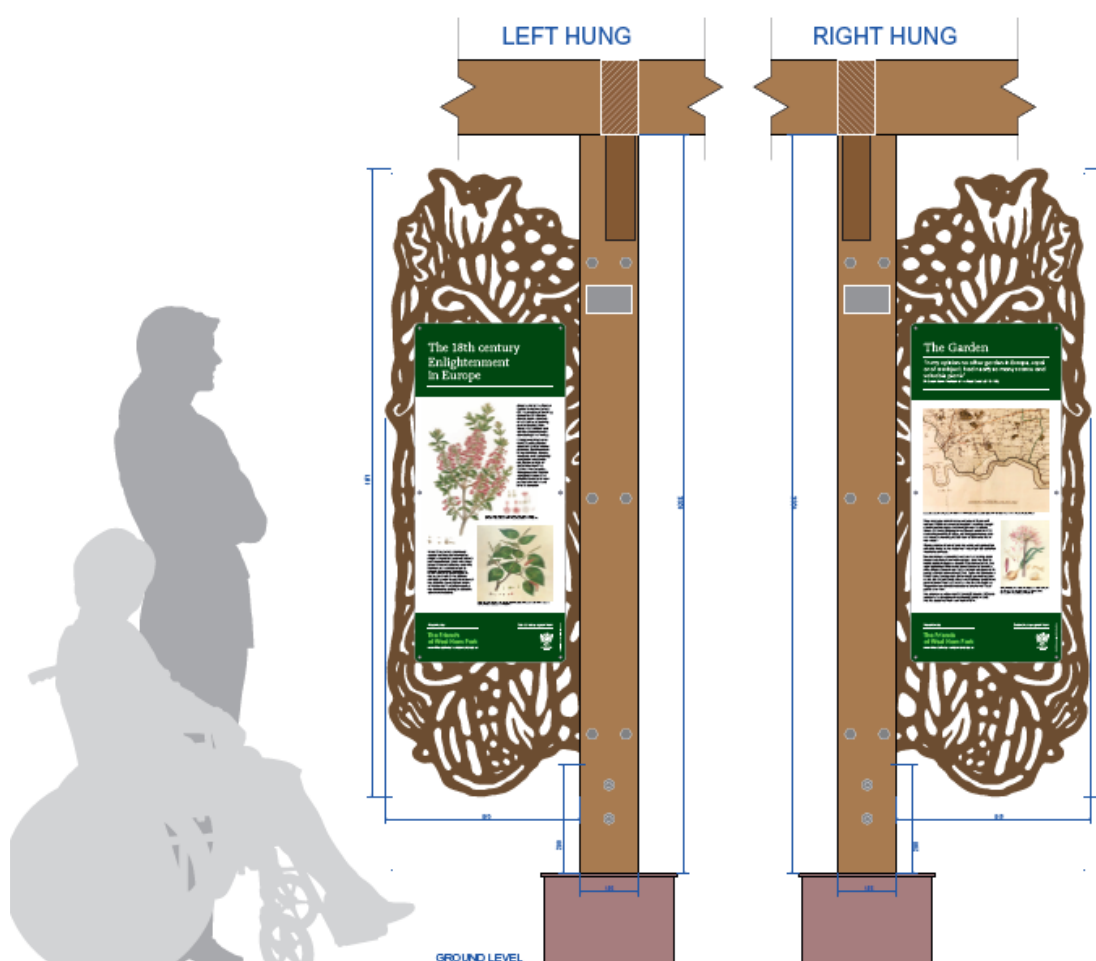
Budget and Personnel

1. **Budgets:** As stated in previous reports the budget for the end of 2020/21 was impacted by lockdown and it is expected that expenditure will exceed allocated budgets by approximately £10,000.
2. **Staffing:** Self isolating staff returned to the park at the end of March. Visitor numbers remain high and additional staff were brought in over the Easter weekend to assist with patrolling. Although the park was busy, we did not see the mass gatherings that took place last year and antisocial behaviour was lower. The playground continues to be exceptionally busy and signage had been renewed to encourage people to not enter if social distancing can not be observed.

Community, Volunteering, Outreach and events

3. **Wild Schools:** Since pupils returned to school in March the parks Wild Schools officer has been very busy with bookings reaching full capacity. 24 sessions were delivered in March reaching a total of 649 children. The summer term is already almost fully booked. Demand for the use of the wildlife gardens for self-led sessions has also been very high. In order to enable the park to facilitate more sessions the South Meadow area has been developed so that it can be used as another, more open area for teaching. Developments include the addition of a log circle, dead hedges, a designated digging area and additional wood for shelter building.
4. **Friends of West Ham Park:** The Friends conducted another food bank collection on the 17th April and held a litter pick after the busy Easter weekend. Now that six people can meet outside, they are planning to restart their maintenance sessions in the wildlife garden. The Fothergill exhibition is currently being manufactured and it is hoped that it will be installed on site by the end of May. Due to COVID restrictions a large opening event is not planned, but more low key activities and self-led events are being discussed. The Friends would still like to have a more formal opening when restrictions allow.

Figure 1: Design of the Fothergill exhibition to be installed on the pergola in the rose garden.



Operational activities

5. The Park continues to be much busier than we would normally expect for this time of year. With lockdown easing sports have returned – the parks tennis courts have been very busy, so too the cricket nets. The green gym is again open and the cricket season began in mid March. Capital kids cricket also carried out cricket coaching over the Easter school holiday.
6. In the ornamental gardens with the help of apprentices from City gardens the heather bed has been replanted. Work has also continued on restoring and rejuvenating worn areas of grass from the increased footfall that the park has sustained.
7. **Playground:** Jupiter play has been awarded the contract to build a bespoke ship which will be the central feature of the new playground, see Figure 2. Documents are being drawn together for the main contract, with work scheduled to begin in September.

Figure 2: Bespoke Ship – Jupiter Play



Property Matters

8. Nursery project: Subject of a separate report.

Report author

Lucy Stowell-Smith

West Ham Park Manager

E: lucy.stowell-smith@cityoflondon.gov.uk

T: 020 8475 7104

This page is intentionally left blank

Committee(s)	Dated:
West Ham Park	28 April 2021
Subject: West Ham Park Trustees Annual Report and Financial Statements for the Year Ended 31 March 2020	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 Director of Open Spaces	For Information
Report author: Beatrix Jako - Chamberlains	

Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2020 for West Ham Park (charity registration number 206948) 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 2019/20 Financial Statements 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 BDO LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget report on 3 February 2020 and via outturn report on 16 July 2020.
2. Following on from a previous review of the charities for which the City is responsible, (completed in 2010), which 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 2021.

Appendices

- Appendix 1 – West Ham Park Report and Financial Statements for the year ended 31 March 2020

Beatrix Jako

Acting Senior Accountant – Chamberlain's Financial Services Division, Citizen Services

E: Beatrix.Jako@cityoflondon.gov.uk

West Ham Park

Annual Report and Financial Statements for the
year ended 31 March 2020

Charity registration number 206948

CONTENTS

Origins of the charity	1
Structure and governance.....	2
Achievements and performance	6
Financial review	8
Trustee responsibilities	10
Independent auditor's report	12
Statement of financial activities.....	15
Balance sheet	16
Notes to the financial statements	17
Reference and administration details	29

ORIGINS OF THE CHARITY

West Ham Park was purchased in 1874 from Mr John Gurney. The conveyance to the City of London Corporation provided that it was to be held on trust forever “as open public grounds and gardens for the resort and recreation of adults and as playgrounds for children and youth”. The City of London Corporation agreed to maintain and preserve the Park for this purpose at its own cost. The Park is managed by a joint committee of 15 managers, eight of whom are appointed by the City of London Corporation, four by the heirs of the late John Gurney, one by the Parish of West Ham and two by the London Borough of Newham. The Park is listed in Historic England’s Register of Historic Parks & Gardens (Grade II).

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

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

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

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 Ham Park. 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 West Ham Park elected Aldermen and Members of the City of London Corporation, together with four members nominated by the heir-at-law of the late John Gurney, one member nominated by the London Borough of Newham, are appointed to the West Ham Park Committee governing West Ham Park by the Court of Common Council of the City of London Corporation.

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 2019/20 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.
- **West Ham Park Committee** – responsible for the activities undertaken at West Ham Park, approving budget allocations for the forthcoming year and acting as Trustees 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 commenced during the year and 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 29.

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.

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 West Ham Park. 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 to hold West Ham Park on trust forever "as open public grounds and gardens for the resort and recreation for adults and as playground for children

and youth". The City of London Corporation agreed to maintain and preserve the Park for this purpose at its own cost.

In support of these objectives the main activities of the Charity are set out in the West Ham Park Management Plan 2012, and include the maintenance of grounds, gardens, infrastructure and play equipment, specifically the lawns, trees, plants, structures and hard landscaping that make up this 19th Century traditional park environment.

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 bonuses and recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within note 1(c) 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 for 2016-20. This also includes addressing the City Corporation's gender pay gap.

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 the West Ham Park 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 no complaints in relation to fundraising activities in the current year (2018/19: 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 West Ham Park aims and objectives and in planning future activities. The purpose of the charity is to maintain and preserve the Park in perpetuity by the City of London Corporation as the Conservators of West Ham Park "as open public grounds and gardens for the resort and recreation of adults and as playgrounds for children and youth.

Consequently, the Trustee considers that West Ham Park 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 29.

ACHIEVEMENTS AND PERFORMANCE

Key Targets for 2019/20 and review of achievement

The key targets for 2019/20 together with their outcomes were:

Playground project: the project was placed on hold as part of the City Corporation's fundamental review of services. The project gained approval to proceed in December 2019. Officers successfully achieved stage one bids for two external funding pots totalling £225,000, with encouragement to proceed to stage two. Design drawings are 75% completed, which will enable a Planning Application to be submitted early in the new financial year.

West Ham Park Nursery Project: In October 2019, Members voted in favour of an option of mixed residential development and additional park land, following which the City Surveyor has secured additional resource to take this project forward.

Update the Management Plan for West Ham Park: significant progress has been made this financial year in drafting the new document however, as a result of focussing on other priorities, the Plan will now not be submitted for final approval until next financial year.

Continue to work with sporting partners in order to increase active participation through sport at West Ham Park in line with agreed targets: Growth evidenced across all sports. Tennis and cricket net usage doubled with the introduction of new membership passes for households. The Park's tennis coaches continued to grow their profile and hosted a number of tournaments and special events. Capital Kids Cricket again hosted their annual cricket festivals at the Park. The young adults' team competed in The National Cricket League's third division. 2019/20 launched a new women's and girl's Cricket Programme. Over 7,000 children participated in approximately 100 hours of School Sports Days on site during the summer months.

Working in partnership with the departmental Learning Team, increase the learning and engagement offer at the Park, in line with programme targets: The Wild Schools Officer worked with 4,540 students in 2019/20, exceeding the target of 3,200. Building relationships with a small number of local schools, enabling repeat visits from multiple year groups, and working collaboratively with teachers to produce relevant outdoor learning sessions. The newly created wildlife garden provides an additional space for learning activities and one in which local school children and volunteers can contribute to habitat maintenance. Regular sessions were developed for a school for children with autism. The project has also delivered regular forest school sessions for local Special Educational Needs & Disability (SEND) students, giving the children time to build confidence and skills together.

PLANS FOR FUTURE PERIODS

In the year ahead the charity will replace elements of aging fleet, in accordance with the Sustainable Fleet & Plant Management Plan and to comply with the requirements of the Ultra-Low Emissions Zone, and to ensure the long-term viability of the charity's vehicles and equipment.

Over the next 12 months the charity will continue to finalise detailed design of the Playground project, secure stage two funding bids and other external funding, submit planning approval for the proposal, and implement the project with an expected completion date summer 2021.

Work will continue with the City Surveyor and other partners towards delivering the preferred option of the West Ham Park Nursery Project.

West Ham Park Management Plan will continue to be a focus with finalising draft and consulting stakeholders with a view to adopting the Plan in autumn 2020.

The charity will continue to work with sporting partners in order to maintain or increase active participation through sport at West Ham Park in line with agreed targets.

The charity will also work in partnership with the departmental Learning Team, maintain or increase the learning and engagement offer at the Park, in line with programme targets.

Prior to the end of the financial year of the charity, a global pandemic of Coronavirus began which subsequently impacted upon the income streams of the charity, in particular, donations, fees and charges from sports events, licences and rental income. This is expected to impact on the future level of income available to meet the day-to-day running expenses of the charity.

The charity has undertaken a revised forecasting exercise in order to ascertain the likely impact upon finances during the next 12-month period, which enables the Trustee to confirm that the charity remains a going concern. The City of London Corporation's City's Cash fund has also undertaken the same revised forecasting exercise, which offers assurances that the charity's running costs will continue to be funded in this way.

The Trustees do not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 17.

The Trustee is monitoring the situation and will continue with its plans to hold West Ham Park on trust forever "as open public grounds and gardens for the resort and recreation for adults and as playground for children and youth".

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2019/20 the charity's total income for the year was £1,620,717, an overall increase of £78,071 against the previous year (£1,542,646). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £101,255 from fees charged (2018/19: £82,867) and £177,305 from rents (2018/19: £177,119).

Grant income of £1,000 was received in the year from Tesco Bags of Help (administered by Groundwork UK), restricted towards specific programmes administered by the charity (2018/19: £21,530). Funds were used in their entirety to pay towards cost of a new path in the South Meadow project.

Interest of £996 from a capital receipt in respect of the sale of property was received (2018/19: £1,526).

An amount of £1,338,748 (2018/19: £1,256,228) 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 £1,630,712, with all expenditure relating to charitable activities (2018/19: £1,506,209). The increase in expenditure was mainly due to a number of cyclical building works and repairs and maintenance works taking place during the year.

Funds held

The charity's total funds held decreased by £9,995 to £59,970 as at 31 March 2020 (2018/19: £69,965).

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 2020 totalled £59,970 (2018/19: £69,965). These designated funds represent the net book value of fixed assets held.

Details of all funds held, including their purposes, is set out within note 14 to the financial statements.

Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve West Ham Park out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is 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
Health & Safety	Good Health & Safety culture amongst staff; contractor protocol in place; regular review of site health and safety by peer review; comprehensive training programme and hierarchy of responsibilities. It is accepted that when providing a hands-on service and dealing with the public, a certain level of risk is inevitable and therefore cannot be removed completely.
Extreme weather and climate change risk	Emergency Plan in place; monitoring of warning systems; Extreme Weather Policy adopted for the Charity. Current level of risk cannot be removed completely.
Poor repair and maintenance of buildings (inadequate planned or reactive maintenance)	Most pressing repairs/assets at risk have been identified and submitted as target projects under the City Corporation's projects procedure. Seeking to further lower current risk level.
Impact of development	Monitoring of local planning applications. Respond to consultation on host and neighbouring Borough local plans.
Pests and diseases	Comprehensive tree management system in place, along with training of staff in early identification and treatment.
Poor Public Behaviour	Including crime, irresponsible dog owners, rough sleepers, user conflict, trespassing and alcohol. Continue to develop stronger links with London Borough of Newham enforcement team, police, schools liaison and SNT's Dog control orders in place.
Impact of Covid-19 on income generation and financial management	Working closely with Chamberlain to monitor budget lines and keep them informed as financial situation develops. Predictions on loss of income being worked up to aid longer term decision making, including rental, sports provision, catering and retail.
Impact of Covid-19 on health and safety of visitors and staff	Public health and safety works continues. Staff are working an emergency roster. Staff deliver the four 'Es' and are working in partnership with other Local Authority officers and the MPS delivering Covid-19 advice. Staff continue to carry out weekly health and safety checks and these are recorded. Risk Assessments and Safe Systems of Work have been reviewed and shared with staff across the

Risk	Actions to manage risks
	Division. Staff have access to PPE including masks, gloves and cleaning materials. Signage and social media is being used effectively to promote Covid-19 guidance and regulations.

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

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.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee of
The City of London Corporation
Guildhall, London
10 November 2020

Jamie Ingham Clark FCA, Deputy
Chairman of Finance Committee
of The City of London Corporation

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

Opinion

We have audited the financial statements of West Ham Park (the charity) for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions related to going concern

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

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

Other information

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

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

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

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

Responsibilities of Trustees

As explained more fully in the Trustee's responsibilities statement, 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 intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

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

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

<https://www.frc.org.uk/auditorsresponsibilities>

This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's Trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's 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.



BDO LLP, statutory auditor
London

28 January 2021

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

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

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted Funds £	Restricted Funds £	2019/20 £	2018/19 £
Income from:					
Voluntary activities	2	2,058	355	2,413	24,906
Charitable activities	3	278,560	-	278,560	259,986
Grant from City of London Corporation	4	1,338,748	-	1,338,748	1,256,228
Investments	5	996	-	996	1,526
Total income		1,620,362	355	1,620,717	1,542,646
Expenditure on:					
Charitable activities:					
Maintenance and preservation of West Ham Park	6	1,630,357	355	1,630,712	1,506,209
Total expenditure		1,630,357	355	1,630,712	1,506,209
Net (expenditure)/income		(9,995)	-	(9,995)	36,437
Net movement in funds		(9,995)	-	(9,995)	36,437
Reconciliation of funds:					
Total funds brought forward (as at 1 April 2019)	14	69,965	-	69,965	33,528
Total funds carried forward	14	59,970	-	59,970	69,965

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 17 to 29 form part of these financial statements.

BALANCE SHEET**AS AT MARCH 2020**

	Notes	2020 Total £	2019 Total £
Fixed assets:			
Tangible assets	10	59,970	69,965
Total fixed assets		59,970	69,965
Current assets:			
Debtors	11	45,842	56,579
Cash at bank and in hand		171,640	40,326
Total current assets		217,482	96,905
Creditors: Amounts falling due within one year	12	(217,482)	(96,905)
Net current assets		-	-
Total assets less current liabilities		59,970	69,965
The funds of the charity:			
Unrestricted income funds	14	59,970	69,965
Total funds		59,970	69,965

The notes on pages 17 to 29 form part of these financial statements

Approved and signed on behalf of the Trustee.



Dr Peter Kane

Chamberlain of London

25 January 2021

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 Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) (2nd Edition) 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 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. The latest forecast anticipates that adequate funds will be available in the next five years to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the potential impact of the Covid-19 pandemic on the future income levels and the liquidity of the charity over the next 12-month period. The charity has undergone a revised forecasting exercise to help provide assurances that it 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 2020 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 recognised in the SOFA when it is due from City's Cash.

(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.

(g) Foreign currencies

Transactions in foreign currencies are recorded at the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are valued at the year-end rate exchange. All gains or losses on translation are taken to Statement of Financial Activities in the year in which they occur.

(h) 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 £630.4m as at 31 March 2020 (£608.6m as at 31 March 2019). 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 actuary will carry out the next assessment of the scheme as at 31 March 2022, which will set contributions for the period from 1 April 2022 to 31 March 2024. Contribution rates adopted for the financial years 2017/18, 2018/19 and 2019/20 have been set at 21% (2016/17: 17.5%).

(i) 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.

(j) Fixed Assets

Heritage Land and Associated Buildings

West Ham Park comprises 31 hectares (77 acres) of land, together with associated buildings, located in the London Borough of Newham. The objects of the charity are to hold West Ham Park as open public grounds and gardens for the resort and recreation for adults and as playground for children and youth. West Ham Park is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and 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
Equipment	5 to 25

(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 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.

(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 2019/20	Unrestricted funds	Restricted funds	Total 2018/19
	£	£	£	£	£	£
Grants	-	355	355	-	21,530	21,530
Contributions	2,058	-	2,058	3,376	-	3,376
Total	2,058	355	2,413	3,376	21,530	24,906

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2019/20 £	Unrestricted funds 2018/19 £
Charges for use of facilities	101,255	82,867
Rental income	177,305	177,119
Total	278,560	259,986

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds 2019/20 £	Unrestricted funds 2018/19 £
Revenue and capital grants from City of London Corporation	1,338,748	1,256,228
Total	1,338,748	1,256,228

5. INCOME FROM INVESTMENTS

	Unrestricted funds 2019/20 £	Unrestricted funds 2018/19 £
Bank interest	996	1,526
Total Investment income	996	1,526

Income for the year included:

Grants – being amounts received from organisations towards specific programmes operated by the charity. A grant was received from Tesco Bags of Help (administered by Groundwork UK) to pay towards cost of a new path in the South Meadow project.

Contributions – the Friends of West Ham Park contributed toward cost of water point in the Vegetable Garden.

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 the sales of leaflets, books, maps, cards and other publications relating to West Ham Park; charges made to the public for the use of facilities, admissions and services; and rental income from Strutt & Parker in relation to two lodges at 240 and 242 Upton Lane, from Territorial Army and Mobile Refreshment Facility licence respectively.

6. EXPENDITURE

Expenditure on charitable activities

	Direct costs £	Support costs £	Total 2019/20 £	Direct costs £	Support costs £	Total 2018/19 £
Maintenance and preservation of West Ham Park	1,397,473	233,239	1,630,712	1,271,189	235,020	1,506,209
Total	1,397,473	233,239	1,630,712	1,271,189	235,020	1,506,209

Charitable activity

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

Auditor's remuneration and fees for other services

BDO are the auditors of the City of London's City's Cash Fund and 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 and does not attempt to apportion the audit fee between all of the different charities. No other services were provided to the charity by its auditors during the year (2018/19: 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:

Support costs

	Charitable activities £	Governance £	2019/20 £	2018/19 £ Restated
Department:				
Chamberlain	41,504	-	41,504	46,059
Comptroller & City Solicitor	-	-	-	19,299
Town Clerk	-	25,452	25,452	23,587
City Surveyor	84,632	-	84,632	68,852
Open Spaces directorate	27,948	-	27,948	18,156
Other governance & support costs	16,291	-	16,291	16,667
Digital Services	37,412	-	37,412	42,400
Sub-total	207,787	25,452	233,239	235,020
Reallocation of governance costs	25,452	(25,452)	-	-
Total	233,239	-	233,239	235,020

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.

During the year a reanalysis of costs was undertaken between Town Clerks, Chamberlains and Governance costs. The reanalysed costs are included in the table above.

Support costs restated

	Charitable activities £	Governance £	2018/19 £	2017/18 £
Department:				
Chamberlain	46,059	-	46,059	42,463
Comptroller & City Solicitor	19,299	-	19,299	4,068
Town Clerk	-	23,587	23,587	31,407
City Surveyor	68,852	-	68,852	56,152
Open Spaces directorate	18,156	-	18,156	18,145
Other governance & support costs	16,667	-	16,667	15,554
Digital Services	42,400	-	42,400	40,775
Sub-total	211,433	23,587	235,020	208,564
Reallocation of governance costs	23,587	(23,587)	-	-
Total	235,020	-	235,020	208,564

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 16 (2018/19: 16).

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

Details of staff costs

	2019/20	2018/19
	£	£
Salaries and wages	497,339	487,549
National Insurance costs	47,672	44,439
Employer's pension contributions	101,270	95,870
Total emoluments of employees	646,281	627,858

The number of directly charged employees whose emoluments (excluding employer's pension contribution) for the year were over £60,000 was nil (2018/19: 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 £5,126 (2018/19: £5,058). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. No expenses were claimed in 2019/20 (2018/19: £nil).

9. HERITAGE ASSETS

Since 1874 the primary purpose of the charity has been the preservation of West Ham Park for the recreation and enjoyment of the public. 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 West Ham Park are contained in the West Ham Park Management Plan 2010. Records of heritage assets owned and maintained by West Ham Park can be obtained from the Director of Open Spaces at the principal address as stated on page 29.

10. TANGIBLE FIXED ASSETS

	Equipment
	£
Cost	
At 1 April 2019	146,828
Additions	-
Disposals	-
At 31 March 2020	146,828
Depreciation	
At 1 April 2019	76,863
Charge for the year	9,995
Disposals	-
At 31 March 2020	86,858
Net book value	
At 31 March 2020	59,970
At 31 March 2019	69,965

11. DEBTORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Prepayments and accrued income	7,986	8,098
Recoverable VAT	18,592	22,073
Other Debtors	19,264	26,408
Total	45,842	56,579

Other debtors consist of sundry debtors of £19,039 (2018/19: £26,405) and rental debtors of £225 (2018/19: £3).

12. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	6,922	27,605
Accruals	112,339	26,243
Deferred income	31,374	31,395
Other creditors	66,847	11,662
Total	217,482	96,905

Other creditors consist of sundry creditors of £65,967 (2018/19: £11,662) and sundry deposit of £880 (2018/19: £nil).

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

	2020	2019
	£	£
Deferred income analysis within creditors:		
Balance at 1 April	31,395	31,221
Amounts released to income	(31,395)	(31,221)
Amounts deferred in the year	31,374	31,395
Balance at 31 March	31,374	31,395

13. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2020

	Unrestricted income funds			
	General funds	Designated funds	Total at 31 March 2020	Total at 31 March 2019
	£	£	£	£
Tangible assets	-	59,970	59,970	69,965
Current assets	217,482	-	217,482	96,905
Current liabilities	(217,482)	-	(217,482)	(96,905)
Total	-	59,970	59,970	69,965

At 31 March 2019

	Unrestricted income funds			
	General funds	Designated funds	Total at 31 March 2019	Total at 31 March 2018
	£	£	£	£
Tangible assets	-	69,965	69,965	79,960
Current assets	96,905	-	96,905	230,753
Current liabilities	(96,905)	-	(96,905)	(277,185)
Total	-	69,965	69,965	33,528

14. MOVEMENT IN FUNDS

At 31 March 2020	Total as at 1 April 2019 £	Income £	Expenditure £	Transfers £	Total as at 31 March 2020 £
Restricted funds:					
Tesco Bags of Help (Groundwork UK)	-	1,000	(1,000)	-	-
South Meadow Improvement project	-	(645)	645	-	-
Total restricted funds	-	355	(355)	-	-
Unrestricted funds:					
General funds	-	1,620,362	(1,620,362)	-	-
Designated funds:					
Tangible fixed assets	69,965	-	(9,995)	-	59,970
Total designated funds	69,965	-	(9,995)	-	59,970
Total unrestricted funds	69,965	1,620,362	(1,630,357)	-	59,970
Total funds	69,965	1,620,717	(1,630,712)	-	59,970

At 31 March 2019	Total as at 1 April 2018 £	Income £	Expenditure £	Transfers £	Total as at 31 March 2019 £
Restricted funds:					
Environmental learning programme	-	6,000	(6,000)	-	-
Mathematics Education	-	600	(600)	-	-
South Meadow Improvement project	-	14,930	(14,930)	-	-
Total restricted funds	-	21,530	(21,530)	-	-
Unrestricted funds:					
General funds	-	1,521,116	(1,474,684)	(46,432)	-
Designated funds:					
Tangible fixed assets	79,960	-	(9,995)	-	69,965
West Ham Park Nursery	(46,432)	-	-	46,432	-
Total designated funds	33,528	-	(9,995)	46,432	69,965
Total unrestricted funds	33,528	1,521,116	(1,484,679)	-	69,965
Total funds	33,528	1,542,646	(1,506,209)	-	69,965

Purposes of restricted funds

The restricted fund represents funds received from the Tesco Bags of Help (administered by Groundwork UK). Funds were used in 2019/20 in their entirety to pay towards cost of a new path in the South Meadow project.

Purposes of designated funds

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

- i. *Fixed Assets* – Equipment is included at historic cost less accumulated depreciation and any impairment. At 31 March 2020 the net book value of fixed assets relating to direct charitable purposes amounted to £59,970 (2018/19: £69,965).

15. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as describe 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 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	2019/20 £	2018/19 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	1,338,748 (nil)	1,256,228 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		233,239 (nil)	235,020 (nil)	Administrative services provided for the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: West Ham Park

Registered charity number 206948

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

Dr Peter Kane - The Chamberlain of the City of London Corporation

Solicitor

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

Open Spaces

Colin Buttery – Director of Open Spaces

AUDITORS:

BDO LLP, 55 Baker Street, London, W1U 7EU

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

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank