

***WEST WICKHAM COMMON AND SPRING PARK WOOD
COULSDON AND OTHER COMMONS***

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019***

Charity Numbers 232988 and 232989

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

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WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

1. Reference and Administration Details

Charity Name:	West Wickham Common And Spring Park Wood Coulsdon and Other Commons
Registered Charity Numbers:	232988 and 232989
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	BDO LLP 55 Baker Street London W1U 7EU

2. Structure, Governance and Management

The Governing Document and constitution of the charities

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

Trustee Selection methods

The Mayor and Commonalty and Citizens of London known as the City of London Corporation is the Trustee of West Wickham Common and Spring Park Wood Coulsdon and Other Commons. 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.

Policies and procedures for the induction and training of Trustee

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

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2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The Committee governing the charities' activities is noted above. The Committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities. The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

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

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 15 of the Notes to the financial statements.

Key management personnel remuneration

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

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

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

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charities' assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

2. Structure, Governance and Management (continued)

Risks identification (continued)

A key risk register has been prepared for the charities and has been reviewed by the Committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

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

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

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

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

Risks which are specific to West Wickham

- Kenley Revival Project – Glider operations (Kenley Airfield) – risk of injury or death caused by visitors coming into contact with aircraft or winch cables. A perimeter fence is now in place to reduce the number if incursions onto the airfield. A safe operating procedure is being developed by the RAF to govern operational activity on the airfield and give guidance to the RAF, Surrey Hills Gliding Club and the City of London on how to operate safely. Signage developed by the Kenley Revival Project will display a safety message.
- Rural Payments Agency (RPA) Grants – RPA Agri-environment scheme funding at risk from Brexit and/or changes in the definition of agricultural activity that could make the City ineligible to receive funding.

3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission’s public benefit guidance when setting objectives and planning activities.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

3. Objectives and Activities for the Public Benefit (continued)

The objects of West Wickham Common and Spring Park Wood are the preservation in perpetuity by the Corporation of London of the Open Spaces known collectively as West Wickham Common and Spring Park Wood for the recreation and enjoyment of the public. The charities are managed and accounted for as one unit. It is therefore not possible to produce separate reports and financial statements relating to the individual charities.

These charities are 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 in perpetuity of the Open Spaces known collectively as West Wickham Common and Spring Park Wood, or for Coulsdon and Other Commons the preservation in perpetuity of the Open Spaces known collectively as Coulsdon Commons for the recreation and enjoyment of the public.

4. Achievements and Performance

Significant developments for 2018/19:

The West Wickham Common and Spring Park Wood charity and the Coulsdon and other Commons charity are part of 'The Commons' Division of the Open Spaces Department. In addition to managing the Spring Parks Woods charity and the Coulsdon and other Commons charity, the division is also responsible for Ashted Common, Burnham Beeches and Stoke Common.

The vacant post for the Livestock Ranger was filled in the latter half of 2018 and subsequently the pregnant livestock that were overwintered and calved at Epping last year remained at the Merlewood Estate Yard. Twelve calves born to the herd which is a slight improvement on last year.

The combined Entry Level and Higher-Level Stewardship Scheme continue to significantly enhance the capacity of the West Wickham and Coulsdon Commons team to deliver an effective and sustainable programme of conservation management projects across the seven commons. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 and covers a period of 10 years. ESS provides incentive payments to manage land to protect or restore habitats.

During September contractors removed Ash trees and scrub to restore a section of chalk grassland adjacent to Whyteleafe bank. This work is part of the Higher-Level Stewardship scheme prescribed by Natural England. This piece of work now completes that part of the project and satisfies the requirement of the management plan.

The site management plans are now close to ending the term and as this happens the sites are gradually transitioning from a restorative to a maintenance regime. Work has begun on the new site management plans with several 'visioning' meetings organised to discuss vision, habitat management, Ranger tasks, on site issues and communications. Publication of the final documents is scheduled for 2021.

The Commons retained Green Flag status with Farthing Downs & New Hill, Riddlesdown, Kenley Common and West Wickham Common also receiving Green Heritage Flags.

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Trustee Annual Report for the year ended 31 March 2019

4. Achievements and Performance (continued)

Significant developments for 2018/19 (continued)

Volunteering opportunities are provided via five directly managed groups undertaking work across all seven Open Spaces; 'New Hillbillies' (Farthing Downs and New Hill), Kenley Volunteers, Coulsdon Common Volunteers, Riddlesdown Volunteers and the 'WWaSP's' (West Wickham Common and Spring Park). Volunteer numbers were boosted by contributions from other groups including the Trust for Conservation Volunteers (TCV), Croydon Conservation Volunteers, Riddlesdown Collegiate and several corporate volunteer groups to achieve a total of 6,188 volunteer hours across the sites. This compares with approximately 6,468 hours achieved during the previous twelve months.

Spring park was surveyed for Oak Processionary Moth nests as an infestation was discovered on adjacent Bromley Council land. The results of the survey were, fortunately negative and the infestation reported to the local authority.

The diversity of the commons and extended catchment makes the West Wickham & Coulsdon Commons ideally placed to offer an exciting and varied programme of interpretative activities to enrich and enhance the visitor and local community experience.

Members of the West Wickham and Coulsdon Commons Consultation Group enjoyed an early evening tour around Spring Park in September. The group discussed a range of site management topics including; the growing threat from tree diseases, the Small Leaved Lime and Chestnut coppice rotations, management of the wildlife pond and local community engagement.

Under the supervision of an archaeologist from the Museum of London, contractors reinstated the ditch and bank system along Ditches Lane on Farthing Downs. In addition to this the London Borough of Croydon added this byway to their 20mph scheme to help reduce the speed of vehicles using the site. The benefits of this scheme include the safety and welfare of livestock, the protection of the Scheduled Ancient Monument from unauthorised vehicle access including traveler incursions and the parking of vehicles on roadside verges.

During the year the West Wickham & Coulsdon Commons team provided more than 60 directly led walks, talks and educational events on subjects as varied as the History and Wildlife of West Wickham Common, 'pumpkin carving', 'fire and food' activities and Easter trail as well as 'make your own Rudolph'. 'Meet the Ranger' events were held on all the commons throughout the year and gave visitors an opportunity to meet and chat with their local ranger team.

Key targets for 2018/19 and review of achievement

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

- **Grassland – restore open areas on Farthing Downs and New Hill to achieve ESS agreement options.** This is an ongoing programme and will continue into 2019-20.
- **Scrub – manage blocks of retained scrub on Farthing Downs and restore succession on New Hill.** This piece of work continues and is a rolling project.
- **Boundaries – review to ensure site protected and safety of people.** Ditch and bank reinstated at Farthing Downs and repairs made to existing infrastructure on Coulsdon Common.
- **Stock fencing – carry out repair and replacement of stock fencing.** An ongoing programme to replace weathered stock fencing to ensure safe and accessible grazing for livestock.

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Trustee Annual Report for the year ended 31 March 2019

4. Achievements and Performance (continued)

Key targets for 2018/19 and review of achievement (continued)

All of the above achievements enhanced the Open Space for the benefit of the public and enhanced the protection, conservation, ecology the biodiversity and heritage of our sites.

5. Financial Review

Review of financial position

Income from donations and legacies £217,775 (2017/18: £577,518) comprised of £195,495 (2017/18: £575,853) grants, £1,973 (2017/18: £1,665) donations, £20,307 from other contributions (2017/18: £nil). Income from charitable activities £45,115 (2017/18: £49,178) comprised £11,336 (2017/18: £13,816) sales, £1,299 (2017/18: £3,014) fees and charges and £32,480 (2017/18: £32,348) from rents. The contribution towards the running costs of the charity amounted to £1,213,475 (2017/18: £1,197,578). This cost was met by the City of London Corporation's City's Cash grant income.

Reserves Policy

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 therefore not required. The charity has designated fund and details are set out in Note 14 of the Notes to the financial statements.

Going Concern

The Trustee considers the Commons to be going concerns. Please see Note 1(c) to the financial Statements.

Fundraising

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

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

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

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

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6. Plans for Future Periods

The key targets for 2019/20 are:

Farthing Downs & New Hill

- Grassland – restore open areas on Farthing Downs & New Hill to achieve Environmental Stewardship Scheme agreement options;
- Scrub – manage blocks of retained scrub on Farthing Downs and restore succession;
- Boundaries – review to ensure site protected and safety of people;
- Stock fencing – carry out replacement and repair of stock fencing;
- Car parking – car park monitoring/survey to commence establishing traffic frequency to aid proposed car park charges; and
- National Nature Reserve (NNR) – Proposed NNR status recognising the high recreational and conservation value of the site.

The key targets for 2019/20 are:

Couldson Common

- Rydons Wood – continue to restore woodland area;
- Boundaries – review to ensure site is protected and the safety of people;
- Stock fencing – carry out repairs and replacement; and
- National Nature Reserve (NNR) – Proposed NNR status recognising the high recreational and conservation value of the site.

Kenley Common

- Grassland – restore and maintain the open areas of species rich grassland along Whyteleafe and Bunker banks;
- Boundaries – review to ensure site protected and safety of people;
- Stock fencing – carry out replacement and repair of stock fencing;
- National Nature Reserve (NNR) – Proposed NNR status recognising the high recreational and conservation value of the site;
- Conservation works – analysis of test panels to enable conclusion of conservation works; and
- Signage – new Kenley Revival Project signage to be installed.

Riddlesdown

- Scrub – restore successional areas in Main Common and Riddlesdown quarry;
- Grassland – restore open areas across Norfolk Bank, Famet, Bull Pen and Butterfly glade in the quarry;
- Stock fencing – carry out replacement and repair of stock fencing;
- Car parking – car park monitoring/survey to commence establishing traffic frequency to aid proposed car park charges; and
- National Nature Reserve (NNR) – Proposed NNR status recognising the high recreational and conservation value of the site.

Work will continue over the next 12 months on the vision programme for new management plans across all sites.

7. Disclosure of Information to the auditor

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

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

8. Statement of Trustee Responsibilities

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

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that 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 applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on XXXXX.

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

Jamie Ingham Clark
Deputy Chairman of
Finance Committee

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

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions related to going concern

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

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustee has 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 Trustee is responsible for the other information.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS (CONTINUED)

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

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

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

Responsibilities of the Trustee

As explained more fully in the Trustees' 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.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS (CONTINUED)

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

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

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

Use of our report

This report is made solely to the Charity's 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.

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

Date

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

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Statement of Financial Activities for the year ended 31 March 2019

	Notes	Unrestricted Fund		2018/19	2017/18
		General Fund	Designated Fund		
		£	£	£	£
Income from:					
Donations and legacies		79,455	138,320	217,775	577,518
Charitable activities		45,115	-	45,115	49,178
Grant from City of London Corporation		1,213,475	-	1,213,475	1,197,578
Total	4	1,338,045	138,320	1,476,365	1,824,274
Expenditure on:					
Charitable activities		1,338,045	104,107	1,442,152	1,532,473
Total	5	1,338,045	104,107	1,442,152	1,532,473
Net income		-	34,213	34,213	291,801
Net movement in funds		-	34,213	34,213	291,801
Reconciliation of funds:					
Total funds brought forward	14	-	455,773	455,773	163,972
Total funds carried forward	14	-	489,986	489,986	455,773

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All income and expenditure derive from continuing activities.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Balance Sheet as at 31 March 2019

	Notes	2018/19 £	2017/18 £
Fixed Assets			
Heritage Assets	8	462,673	418,248
Tangible Assets	9	8,753	9,685
Intangible Assets	10	<u>18,560</u>	<u>27,840</u>
		489,986	455,773
Current Assets			
Debtors	11	122,494	69,978
Cash at bank and in hand		<u>-</u>	<u>55,227</u>
		122,494	125,205
Creditors: Amounts falling due within one year	12	(122,494)	(125,205)
Net Current Assets		<u>-</u>	<u>-</u>
Total Assets Less Current Liabilities		<u>489,986</u>	<u>455,773</u>
The funds of the charity			
Unrestricted income fund			
Designated Funds	14	489,986	445,773
Total Charity Funds		<u>489,986</u>	<u>445,773</u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 15 to 29 form part of these accounts.

Dr Peter Kane
Chamberlain of London
XXXX

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

1. Accounting Policies

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

(a) Basis of Preparation

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

(b) Significant Management Judgements and Key Sources of Estimation

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

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

(c) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast for the period to 2022/23, anticipates that adequate funds will be available to enable the City's Cash to continue to fulfil their obligations. On this basis, the Trustee considers the Commons to be going concerns for the foreseeable future.

(d) Statement of Cash Flows

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

1. Accounting Policies (continued)

(e) Fixed Assets

Heritage Assets and Associated Buildings

West Wickham Common and Spring Park Wood Coulsdon and Other Commons comprise 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings.

The objects of West Wickham Common and Spring Park Wood are the preservation in perpetuity by the Corporation of London of the Open Spaces known collectively as West Wickham Common and Spring Park Wood for the recreation and enjoyment of the public. The objects of Coulsdon and Other Commons are the preservation in perpetuity by the Corporation of London of Open Spaces known collectively as Coulsdon and Other Commons for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and Other Commons are 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 accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

Additions to the original land and capital expenditure on buildings 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

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Infrastructure	up to 20

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 service revenue accounts.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

1. Accounting Policies (continued)

(f) Recognition of capital expenditure

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

(g) Income Recognition

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

(h) Donations and legacies

Donations and legacies comprise public donations and government grants.

(i) Volunteers

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

(j) Grants receivable

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

(k) Contribution from City's Cash

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

(l) Rental income

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

(m) Expenditure Recognition

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

1. Accounting Policies (continued)

(n) Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

(o) Pension Costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £608.6m as at 31 March 2019 (£592.6m as at 31 March 2018). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's 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 the accounts.

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

(p) Fund Accounting

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 14 to the accounts.

2. Taxation

West Wickham Common and Spring Park Wood Coulsdon and Other commons 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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charities do not contribute to the cost of that insurance.

4. Income

Income is comprised as follows:

	Unrestricted Funds £	Designated Funds £	2018/19 £	2017/18 £
Income from:				
Donations and legacies				
Grants	57,175	138,320	195,495	575,853
Donations	1,973	-	1,973	1,665
Other Contributions	20,307	-	20,307	-
Total Donations and legacies	79,455	138,320	217,775	577,518
Grant from City of London Corporation	1,213,475	-	1,213,475	1,197,578
Income from charitable activities				
Sale of goods, products and materials	11,336	-	11,336	13,816
Fees and charges	1,299	-	1,299	3,014
Rents	32,480	-	32,480	32,348
Total income from charitable activities	45,115	-	45,115	49,178
Total income	1,338,045	138,320	1,476,365	1,824,274

Donations and legacies

Donations and legacies consist of grants of £195,495 which were received from the Rural Payments Agency and Heritage Lottery Funding (2017/18: £575,853), donations of £1,973 (2017/18: £1,665), and other contributions of £20,307 in respect of reimbursement of legal costs (2017/18: £nil).

Grant from City of London Corporation

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

4. Income (continued)

Fees and Charges

Charges are made to the public in respect of admission charges and licences granted.

	Unrestricted Funds £	Designated Funds £	2017/18 £	2016/17 £
Income from:				
Donations and legacies				
Grants	68,168	507,685	575,853	168,702
Donations	1,665	-	1,665	435
Other Contributions	-	-	-	44,564
Total Donations and legacies	69,833	507,685	577,518	213,701
Grant from City of London Corporation	1,197,578	-	1,197,578	1,031,153
Income from charitable activities				
Sale of goods, products and materials	13,816	-	13,816	7,802
Fees and charges	3,014	-	3,014	2,385
Rents	32,348	-	32,348	32,479
Total income from charitable activities	49,178	-	49,178	42,666
Total income	1,316,589	507,685	1,824,274	1,287,520

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

5. Expenditure

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

	Activities undertaken directly £	Support costs £	2018/19 £	2017/18 £
Charitable activities	1,271,463	170,689	1,442,152	1,532,473
Total expenditure	1,271,463	170,689	1,442,152	1,532,473

No expenditure is incurred by third parties to undertake charitable work on behalf of the charities.

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of West Wickham Common and Spring Park Wood Coulsdon and Other Commons.

Auditor's remuneration and fees for external financial services

BDO are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external financial services were provided for the Commons during the year or in the previous year.

Trustee expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2018/19 (2017/18: £nil).

6. Support Costs

The cost of administration, which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including these charities, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

6. Support Costs (continued)

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	2018/19 £	2017/18 £
Department			
Chamberlain	42,045	42,045	38,231
Comptroller & City Solicitor	7,462	7,462	12,759
Open Spaces Directorate	15,408	15,408	16,005
Town Clerk	22,136	22,136	25,125
City Surveyor	37,449	37,449	39,858
Information Systems	35,642	35,642	34,276
Other governance and support costs	10,547	10,547	8,635
Total support costs	170,689	170,689	174,889

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

Chamberlain	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
Open Spaces Directorate	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
Town Clerk	Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

6. Support Costs (continued)

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

7. Staff Numbers and Costs

The average actual number of staff employed by the City of London Corporation charged to West Wickham Common and Spring Park Wood Coulsdon and Other Commons in 2018/19 is 12 (2017/18: 12) at a cost of £489,170 (2018/19: £460,936). The table below sets out the employment costs and the number of average actual staff charged directly to the charities.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2018/19 Charitable activities	12	371,304	34,917	82,949	489,170
2017/18 Charitable activities	12	348,265	33,694	78,977	460,936

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

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £4,292 in 2018/19 (2017/18: £4,441). Trustees are unpaid and do not receive allowances.

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

8. Heritage Assets

At 31 March 2019 the net book value of heritage assets relating to direct charitable purposes amounts to £462,673 (31 March 2018: £418,248) as set out below. This represents the historic cost of restoring the blast pens on Kenley airfield.

	2017 £	2018 £	2019 £
<u>Cost</u>			
At 1 April 2018	-	-	418,248
Additions	-	324,094	44,425
Transfers	-	94,154	-
At 31 March 2019	-	418,248	462,673
<u>Depreciation</u>			
At 1 April 2018	-	-	-
Charge for year	-	-	-
At 31 March 2019	-	-	-
<u>Net book value</u>			
At 31 March 2019	-	418,248	462,673
At 31 March 2018	-	-	418,248

Since 1892 the primary purpose of the Charity has been the preservation of the commons at West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the recreation and enjoyment of the public. As set out in the Note 1(d), 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 Heritage Conservation Plans 2010 - 2020. Records of heritage assets owned and maintained by West Wickham Common and Spring Park Wood Coulsdon and Other Commons can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

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

9. Tangible Fixed Assets

At 31 March 2019 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £8,753 (31 March 2018: £9,685) as set out below. All tangible fixed assets are held by West Wickham and Spring Park Wood Coulsdon and Other Commons.

	Vehicles and Plant £	Infrastructure £	Total £
<u>Cost</u>			
At 1 April 2018	8,955	730	9,685
Additions	-	-	-
Transfers	-	-	-
At 31 March 2019	8,955	730	9,685
<u>Depreciation</u>			
At 1 April 2018	-	-	-
Charge for year	896	36	932
At 31 March 2019	896	36	932
<u>Net book value</u>			
At 31 March 2019	8,059	694	8,753
At 31 March 2018	8,955	730	9,685

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

10. Intangible Fixed Assets

At 31 March 2019 the net book value of intangible fixed assets relating to direct charitable purposes amounts to £18,560 (31 March 2018: £27,840) as set out below. All intangible fixed assets are held by West Wickham and Spring Park Wood Coulsdon and Other Commons.

	Website Development £	Total £
<u>Cost</u>		
At 1 April 2018	27,840	27,840
At 31 March 2019	27,840	27,840
<u>Amortisation</u>		
At 1 April 2018	-	-
Charge for year	9,280	9,280
At 31 March 2019	9,280	9,280
<u>Net book value</u>		
At 31 March 2019	18,560	18,560
At 31 March 2018	27,840	27,840

11. Debtors

The debtors figure consists of:

	2018/19 £	2017/18 £
Rental Debtors	132	3,787
Recoverable VAT	21,536	15,321
Other Debtors	100,826	50,870
Total at 31 March	122,494	69,978

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

12. Creditors

The creditors figure consists of:

	2018/19	2017/18
	£	£
Trade Creditors	17,110	15,190
Accruals	18,695	58,566
Other Creditors	46,715	11,792
Sundry Deposits	30,585	30,292
Receipts In Advance	9,389	9,365
Total at 31 March	122,494	125,205

13. West Wickham Common and Spring Park Wood Coulsdon and Other Commons Analysis of Net Assets by Fund at 31 March 2019

	Unrestricted Funds		2019	2018
	General Fund	Designated Fund		
	£	£	£	£
Heritage Assets	-	462,673	462,673	418,248
Tangible Assets	-	8,753	8,753	9,685
Intangible Assets	-	18,560	18,560	27,840
Current Assets	122,494	-	122,494	125,205
Current Liabilities	(122,494)	-	(122,494)	(125,205)
Total Net Assets	-	489,986	489,986	455,773

	Unrestricted Funds		2018	2017
	General Fund	Designated Fund		
	£	£	£	£
Heritage Assets	-	418,248	418,248	-
Tangible Assets	-	9,685	9,685	124,798
Intangible Assets	-	27,840	27,840	-
Current Assets	125,205	-	125,205	165,658
Current Liabilities	(125,205)	-	(125,205)	(126,484)
Total Net Assets	-	455,773	455,773	163,972

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

14. Movement of Funds during the year 31 March 2019

	Fund balances brought forward £	Income £	Expenditure £	Fund balances carried forward £
General Fund	-	1,338,045	(1,338,045)	-
Capital Reserve Fund	455,773	138,320	(104,107)	489,986
Total Funds	455,773	1,476,365	(1,442,152)	489,986

General fund

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

Designated fund

Capital Reserve Fund – Heritage Lottery Fund Kenley Revival Project

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.

Capital Reserve Account consists of the net book value of fixed assets in accordance with Note 1 (d).

15. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charities. The costs incurred by the City of London Corporation in providing these services are charged to the charities. The City of London Corporation also provides banking services, allocating all transactions to the charities at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under “Expenditure on charitable activities” and an explanation of these services is set out in Note 6 for support costs of £170,689 (2017/18: £174,889). The City of London Corporation’s City’s Cash meets the deficit on running expenses of the charity. This amounted to £1,213,475 (2017/18: £1,197,578) as shown in Note 4 to the financial statements.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

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

15. Related Party Transactions (continued)

The City of London Corporation is also the Trustee of a number of other charitable trusts, with the exception of the Epping Forest Trust (charity number 232990), these trusts do not undertake transactions with West Wickham Common and Spring Park Wood Coulsdon and Other Commons. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Commons are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of members and officers interests which require separate reporting. Transactions are undertaken by the Commons on a normal commercial basis.