

West Wickham Common and Spring Park Wood  
Coulsdon and other Commons

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

Charity registration numbers 232988 and 232989

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## ORIGINS OF THE CHARITY

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

### **Acquisition**

In 1883 the City of London Corporation bought the freehold to the greater part of Coulsdon Common as one of the four Coulsdon Commons. Further acquisitions were made in 1924 (a strip of land on the north side of Stites Hill Road and part of Rydens Wood), 1936 (the remainder of Rydens Wood), 1939 (the area known as Merlewood) and 2003 (an enclosure which was the site of a windmill). The City of London Corporation also owns a plot of land adjacent to, but not part of Coulsdon Common that is occupied by the Merlewood Estate Office, tied accommodation for its Rangers and the Lodge Garden. This land is not public open space. In 1926, the City of London Corporation was given the woodland at Spring Park as a gift from Colonel Sir Arthur and Stephen Hallam Farnaby Lennard of Wickham Court. In 1927, the area of open meadow between the woodland and the Addington Road was sold to the City of London Corporation from the same vendors for a cost of £1623 2s 6d.

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

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

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

# TRUSTEE'S ANNUAL REPORT

## STRUCTURE AND GOVERNANCE

### GOVERNING DOCUMENTS

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

### GOVERNANCE ARRANGEMENTS

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

Members of the Court of Common Council are 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 charities 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.
- **Epping Forest & Commons Committee** – responsible for the activities undertaken at West Wickham Common and Spring Park Wood, Coulsdon and Other Commons approving budget allocations for the forthcoming year and acting as Trustees of the charity.
- **West Wickham, Spring Park and Coulsdon Commons Consultation Group** - provides a forum for local residents and users to comment upon both the management of Coulsdon Common and its neighbouring public open spaces: Kenley Common (with its World War II-era airfield), Riddlesdown, and Farthing Downs and New Hill.

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](http://www.cityoflondon.gov.uk)

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

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

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

## **ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS**

The charities are administered in accordance with their governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 34.

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

## **INDUCTION AND TRAINING OF MEMBERS**

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

## OBJECTIVES AND ACTIVITIES

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

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

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

Main activities undertaken in relation to these purposes:

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

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

## Aims of the charity

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

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

## Volunteers

Active recruitment of conservation volunteers has ensured particularly busy groups across all sites and contribute to a total of around 5,000 hours per year.

## Remuneration Policy

The charities senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of bonuses and recognition awards.

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

The charities are 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 West Wickham Common and Spring Park Wood Coulsdon and other Commons charities does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as “voluntary income” including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustee. The charities are not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

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 charities do not consider it necessary to design specific procedures to monitor such activities.

## **Public benefit statement**

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

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

## **REFERENCE AND ADMINISTRATIVE DETAILS**

The administrative details of the charities are stated on page 34.



## ACHIEVEMENTS AND PERFORMANCE

Update of the 2019/20 key achievements are as follows:

### **Grassland – restore open areas on Farthing Downs, New Hill, Coulsdon Common, Kenley Common, Riddlesdown to achieve ESS agreement options.**

This is an ongoing programme and will continue into 2019-20. The majority of this programme is now complete; however, it will be ongoing to the expiry of the current ESS agreement to fulfil required prescriptions from Natural England.

### **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 and as a natural habitat this is seasonal, and species varied depending on the time of year and climatic conditions.

### **Boundaries – review to ensure site protected and safety of people.**

Ditch and bank constructed at Farthing Downs and repairs made to existing infrastructure on Coulsdon Common.

Ditch and bank completed for the entirety of Ditches Lane bordering the natural habitat of Farthing Downs. This has vastly reduced vehicles transgressing the boundaries and eliminated vehicle access on to site.

Ditch and bank has also been reinstated along Stites Hill Road and Fox Lane, across Coulsdon Common, with the desired achievement of limiting vehicle transgressions on to the boundary and damaging the natural habitat.

Both the Farthing Downs and Coulsdon Common projects have also significantly reduced the risk of traveller encampments on the open spaces.

### **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.

Most of this programme has now been completed enabling livestock to graze in areas previously unsafe to do so. However, with a timber network of fencing, repair and replacement will be an ongoing project across livestock fencing boundaries.

### **Car parking – car park monitoring/survey to commence establishing traffic frequency to aid proposed car park charges.**

Survey of traffic frequency completed enabling analysis of vehicle movement type and frequency data and the implementation of the car park charging project, to be implemented in the autumn of 2020.

### **National Nature Reserve (NNR) – Proposed NNR status recognising the high recreational and conservation value of the site.**

NNR now established and we are working closely with our partners, Croydon Borough Council and Natural England to ensure consistent and agreed future ways of working together and conservation management planning.

### **Conservation works – analysis of test panels to enable conclusion of conservation works.**

Test panels completed and sent for analysis for mortar deterioration to the Buildings Research Establishment. Results are currently with consultants to discuss the findings.

### **Signage – new Kenley Revival Project signage to be installed.**

Planning for part installation of signage granted. This has now been installed and further planning permission granted to complete the installation of the rest of the interpretation by the end of October this year.

## **PLANS FOR FUTURE PERIODS**

Key projects for the year ahead include:

### **Management planning**

All sites current ten-year site Management Plans expire in 2021 and the existing, current Environmental Stewardship Scheme ends 31 March 2021 – this grant funds our conservation work.

We need to apply for new Countryside Stewardship funding during 2021 to start January 2022 – if accepted, this will fund our conservation work for five years.

To apply for Countryside Stewardship, we need to prepare the following documents:

- **Woodland Management Plan** covering all areas of permanent woodland across the West Wickham & Coulsdon Commons. Draft application submitted April 2020. Forestry Commission will guide us through the production of the ten-year plan. deadline for completion December 2020.
- **New 10-year Site Management Plans** are being drafted. Spring Park and West Wickham Common is being combined into one plan as these are small sites. The larger Coulsdon Commons will have individual plans. Public consultation for the draft plans may need to be in a virtual format to accommodate social distancing rules. Draft plans ready for Committee approval in January 2021.

'Expressions of Interest' for the new Countryside Stewardship Scheme Grant (CSSG) must be submitted to Natural England by March 2021. If accepted, final grant applications must be submitted to Natural England by September 2021 for approval.

### **Countryside management -**

#### **Grassland**

Ongoing maintenance of species-rich chalk grassland habitats through grazing and hay-cutting that satisfies prescription from Natural England and enhances and enriches biodiversity across all sites.

### **Scrub**

Scrub control to create and maintain open downland focusing on chemical-free “tree-popping”. This enables larger grazing areas and enhances the mosaic of grassland habitats across the sites.

### **Woodland**

Tree safety management, coppicing and glade creation. Ash dieback clearance on New Hill. This will enhance the natural environment whilst removing dead and dying Ash trees. This will hopefully inhibit the transmission of the disease to other Ash trees in the vicinity.

### **Ranger presence**

Increased patrols and site safety checks whilst Coronavirus restrictions remain in place, ensuring boundaries are secure and staff and members of the public are safe.

Safe boundaries also ensure livestock are secure and able to graze securely and effectively, enhancing and enlarging current grazing areas.

### **Car parking**

With the onset of car parking charges at Riddlesdown Common and Farthing Downs car parks are a large programme of visitor number analysis and planning for car park charging infrastructure is currently underway with the expectation, at this stage, that charges will be introduced at these two sites late summer 2020.

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 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 21.

The Trustee is monitoring the situation and will continue with its 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.

## FINANCIAL REVIEW

### Overview of Financial Performance

#### Income

In 2019/20 the charity's total income for the year was £1,242,929 an overall decrease of £233,436 against the previous year (£1,476,365). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £420 from fees charged (2018/19: £1,299), £32,441 from rents (2018/19: £32,480) and £7,458 from sales (2018/19: £11,336).

In total grant income of £114,013 was received in the year, towards specific programmes administered by the charities (2018/19: £195,495) (see below).

- A government grant of £73,417 (2018/19: £57,175) was received from the Rural Payment Agency in relation to Agri - environment schemes that provide funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil.
- A grant of £40,596 (2018/19: £138,320) was received from the Heritage Lottery Fund (HLF) towards the Kenley Revival project which aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people. There was a reduction in the 2019/20 expenditure which required less funding from the Heritage Lottery Fund (HLF).

Contributions – being amounts contributed towards corporate volunteering events and by the public towards free events such as guided walks. In total £16,528 was received during the year (2018/19: £20,307). 2019/20 contributions included reimbursement of legal costs of £14,536 in relation to the Kenley Revival project (2018/19: £16,673).

Donations – being amounts received from the public for walks and talks advertised via Eventbrite. In total £896 was received during the year (2018/19: £1,973).

An amount of £1,071,173 (2018/19: £1,213,475) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charities. The decrease in contribution was mainly due to a fewer number of cyclical building works taking place during the year (see expenditure below).

#### Expenditure

Total expenditure for the year relating to charitable activities expenditure was £1,251,613 (2018/19: £1,442,152). The decrease in expenditure is owing to a fewer number of cyclical building works taking place during the year. The City has a programme of cyclical repairs and maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three year programmes of works. The programme is monitored by the Corporate Asset Sub Committee of the City of London Corporation.

## Funds held

The charity's total funds held decreased by £8,684 to £481,302 as at 31 March 2020 (2018/19: £489,986).

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 £481,302 (2018/19: £489,986).

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

## Reserves

The charities are wholly supported by the City of London Corporation which is committed to maintain and preserve West Wickham Common and Spring Park Wood Coulsdon and other Commons out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, these charities have no free reserves and a reserves policy is considered by the trustee to be inappropriate.

## Principal Risks and Uncertainties

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

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

Risk	Actions to manage risks
<b>Reduction in funding</b>	<ul style="list-style-type: none"> <li>• Seek additional grant funding from Natural England's Countryside Stewardship scheme and Forestry Commission.</li> <li>• Ensure future plans are scalable and reduce costs where necessary.</li> </ul>
<b>Climate change – fire, storms, drought</b>	<ul style="list-style-type: none"> <li>• Review and update plan bi-annually.</li> <li>• Fire management and monitoring policies and plans in place and link to staff training and local emergency services.</li> <li>• Storm monitoring &amp; management and closure policies across all sites linked to high staff awareness and training.</li> <li>• Understanding of the potential impacts of climate change on the open spaces.</li> <li>• Engagement in climate change research and debate.</li> </ul>

Risk	Actions to manage risks
<b>Tree pests and other diseases</b>	<ul style="list-style-type: none"> <li>• Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention.</li> <li>• Annual tree inspections undertaken through qualified personnel.</li> <li>• Active involvement with leading partners such as Forestry Commission and Natural England.</li> <li>• Measures in place for staff, volunteers and contractors including public messages.</li> </ul>
<b>Riddlesdown Quarry</b>	<ul style="list-style-type: none"> <li>• Structural failure of landscape feature. Collapse or rock fall from quarry cliff face through natural events and management operations.</li> <li>• Consultant to produce an action plan once analysis has been completed and options for future management of risk and stabilisation.</li> </ul>
<b>Farthing Downs cattle grid</b>	<ul style="list-style-type: none"> <li>• Cattle grid within Farthing Downs is at risk of failing. Traffic movements, weather events and natural environment means it is at the end of its lifespan. Establish ownership of highway/grid and develop an action plan once ownership has been identified.</li> </ul>
<b>Local planning issues</b>	<ul style="list-style-type: none"> <li>• Inclusion in core strategy planning documents - where applicable.</li> <li>• Close partnership working with local planning authorities.</li> <li>• Active monitoring of planning applications with responses as appropriate.</li> <li>• All ongoing and/or as and when.</li> </ul>
<b>Health &amp; safety failure</b>	<ul style="list-style-type: none"> <li>• Adequate and appropriate training for staff and volunteers - link to PDR's (all line managers).</li> <li>• Links to other departmental service providers in Open Spaces Department.</li> <li>• Clear and appropriate communication.</li> </ul>
<b>Impact of Covid-19 on income generation and financial management</b>	<ul style="list-style-type: none"> <li>• Working closely with Chamberlain to monitor budget lines and keep them informed as financial situation develops.</li> <li>• Predictions on loss of income being worked up to aid longer term decision making, including rental, catering and retail.</li> </ul>
<b>Impact of Covid-19 on health and safety of visitors and staff</b>	<ul style="list-style-type: none"> <li>• Public health and safety works continues. Social distancing measures erected and reviewed/renewed.</li> <li>• Car parks closed to reduce risk of incident.</li> <li>• Equipment inspections have continued as required.</li> <li>• Fleet and equipment checks continue 'in-house'.</li> <li>• Risk Assessments and Safe Systems of Work have been revised and circulated due to Covid-19 risks, particularly provision and use of PPE. Procurement of necessary PPE and cleaning material needs</li> </ul>

Risk	Actions to manage risks
	identified. Cleaning contract standards and frequency remain a concern and is being monitored
<b>Covid-19 impact on care and husbandry of animals</b>	<ul style="list-style-type: none"> <li>• Livestock work continues.</li> <li>• Animal welfare is being maintained daily.</li> <li>• Livestock grazing on sites as far as safely and reasonably practicable.</li> <li>• Access to local vets is available.</li> <li>• Food, bedding, etc is available through existing suppliers.</li> </ul>

## 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  
Guildhall, London

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES 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 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*

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

		Unrestricted Funds	Unrestricted Funds
	Notes	2019/20 £	2018/19 £
<b>Income from:</b>			
Voluntary activities	2	<b>131,437</b>	217,775
Charitable activities	3	<b>40,319</b>	45,115
Grant from City of London Corporation	4	<b>1,071,173</b>	1,213,475
<b>Total income</b>		<b>1,242,929</b>	1,476,365
<b>Expenditure on:</b>			
Charitable activities:			
Preservation and operation of West Wickham Common and Spring Park Wood	5	<b>1,251,613</b>	1,442,152
<b>Total expenditure</b>		<b>1,251,613</b>	1,442,152
<b>Net movement in funds</b>		<b>(8,684)</b>	34,213
<b>Reconciliation of funds:</b>			
Total funds brought forward	14	<b>489,986</b>	455,773
<b>Total funds carried forward</b>	14	<b>481,302</b>	489,986

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 21 to 34 form part of these financial statements.

## BALANCE SHEET

### AS AT 31 MARCH 2020

	Notes	2020 Total £	2019 Total £
<b>Fixed assets:</b>			
Heritage assets	8	463,341	462,673
Tangible assets	9	7,821	8,753
Intangible assets	10	10,140	18,560
<b>Total fixed assets</b>		<b>481,302</b>	489,986
<b>Current assets</b>			
Debtors	11	95,082	122,494
Cash at bank and in hand		34,761	-
<b>Total current assets</b>		<b>129,843</b>	122,494
<b>Creditors: Amounts falling due within one year</b>	12	<b>(129,843)</b>	(122,494)
<b>Net current assets/(liabilities)</b>		<b>-</b>	-
<b>Total assets less current liabilities</b>		<b>481,302</b>	489,986
<b>The funds of the charity:</b>			
Unrestricted income funds	14	481,302	489,986
<b>Total funds</b>		<b>481,302</b>	489,986

The notes on pages 21 to 34 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 charities.

### (a) Basis of preparation

The financial statements of the charities, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the 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) (2<sup>nd</sup> 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 charities ability to continue as a going concern. The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash. The latest forecast anticipates that adequate funds will be available in the next five years to enable the charities 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 Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2020 which is publicly available at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk).

**(e) Income**

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

The City of London Corporation's City's Cash meets the deficit on running expenses of the charities and also provides funding for certain capital works. This income is 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 charities to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

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

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

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charities account for all such sums due as having been paid.

**(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 charities Trustee does not anticipate that any of the liability will fall on the charities. The charities are 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 charities meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charities are exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

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

West Wickham Common and Spring Park Wood Coulsdon and other Commons comprises 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings. The objects of the charities are the preservation of West Wickham Common and Spring Park Wood Coulsdon and other Commons in perpetuity as an Open Space for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and other Commons is considered to be inalienable (i.e. they may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant

cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts

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

### **Tangible fixed assets**

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

	Years
Infrastructure	up to 20
Heavy vehicles and plant	5

### **Intangible fixed assets**

Intangible assets comprise website design relating to the Kenley Revival project which are capitalised at cost and reflected within the financial statements at amortised historic cost.

Amortisation is calculated by allocation of the balance sheet value of the asset, less any residual value, to the periods expected to benefit from its use on a straight-line basis over 3 to 7 years. Amortisation charges are charged to the SOFA.

### **(k) Stocks**

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

### **(l) Funds structure**

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

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

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

**(m) Insurance**

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

**2. INCOME FROM VOLUNTARY ACTIVITIES**

	Unrestricted income funds <b>2019/20</b> £	Unrestricted income funds 2018/19 £
Grants	<b>114,013</b>	195,495
Donations and legacies	<b>896</b>	1,973
Contributions	<b>16,528</b>	20,307
<b>Total</b>	<b>131,437</b>	217,775

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted income funds <b>2019/20</b> £	Unrestricted income funds 2018/19 £
Charges for use of facilities	<b>420</b>	1,299
Sales	<b>7,458</b>	11,336
Rental income	<b>32,441</b>	32,480
<b>Total</b>	<b>40,319</b>	45,115

**4. INCOME FROM THE CITY OF LONDON CORPORATION**

	Unrestricted income funds <b>2019/20</b> £	Unrestricted income funds 2018/19 £
Revenue and capital grants from City of London Corporation	<b>1,071,173</b>	1,213,475
<b>Total</b>	<b>1,071,173</b>	1,213,475

**Income for the year included:**

**Grants** – being amounts received from organisations towards specific programmes operated by the charity. Grant income received from the Rural Payment Agency (RPA) which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil and from Heritage Lottery Fund towards the Kenley Revival Project which aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

**Donations** – being amounts received from the public for walks and talks advertised via Eventbrite.

**Contributions** – being amounts contributed towards corporate volunteering events and by the public towards free events such as guided walks. Contributions also include reimbursement of legal costs in relation to the Kenley Revival project.

**Charitable activities** – being amounts generated from the sales of livestock and woodland products such as timber and charcoal; from charges made for the use of facilities, such as for filming on City Commons and from rental of catering facilities, licence for Underground Shelter and wayleave licences.

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

## 5. EXPENDITURE

### Expenditure on charitable activities

	Direct costs £	Support costs £	Total 2019/20 £	Direct costs £	Support costs £	Total 2018/19 £
Preservation and operation of West Wickham Common and Spring Park Wood	1,090,793	160,820	<b>1,251,613</b>	1,271,463	170,689	1,442,152
<b>Total</b>	<b>1,090,793</b>	<b>160,820</b>	<b>1,251,613</b>	<b>1,271,463</b>	<b>170,689</b>	<b>1,442,152</b>

### Charitable activity

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

### Auditor's remuneration and fees for other services

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).

## 6. SUPPORT COSTS

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

**Support costs**

	Charitable activities £	Governance £	2019/20 £	2018/19 £ Restated
Department:				
Chamberlain	35,117	-	<b>35,117</b>	42,045
Comptroller & City Solicitor	-	-	-	7,462
Town Clerk	-	24,887	<b>24,887</b>	22,136
City Surveyor	37,620	-	<b>37,620</b>	37,449
Open Spaces directorate	24,033	-	<b>24,033</b>	15,408
Other governance & support costs	10,154	-	<b>10,154</b>	10,547
Digital Services	29,009	-	<b>29,009</b>	35,642
Sub-total	135,933	24,887	<b>160,820</b>	170,689
Reallocation of governance costs	24,887	(24,887)	-	-
Total support costs	160,820	-	<b>160,820</b>	170,689

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, with a restatement of costs for the previous year in the table below.

**Support costs restated**

	Charitable activities £	Governance £	2018/19 £	2017/18 £
Department:				
Chamberlain	42,045	-	<b>42,045</b>	38,231
Comptroller & City Solicitor	7,462	-	<b>7,462</b>	12,759
Town Clerk	-	22,136	<b>22,136</b>	25,125
City Surveyor	37,449	-	<b>37,449</b>	39,858
Open Spaces directorate	15,408	-	<b>15,408</b>	16,005
Other governance & support costs	10,547	-	<b>10,547</b>	8,635
Digital Services	35,642	-	<b>35,642</b>	34,276
Sub-total	148,553	22,136	<b>170,689</b>	174,889
Reallocation of governance costs	22,136	(22,136)	-	-
Total support costs	170,689	-	<b>170,689</b>	174,889

## 7. DETAILS OF STAFF COSTS

All staff that work on behalf of the charities are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charities during the year was 11 (2018/19: 12).

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

	2019/20	2018/19
	£	£
Salaries and wages	<b>350,351</b>	371,304
National Insurance costs	<b>33,909</b>	34,917
Employer's pension contributions	<b>80,423</b>	82,949
Total emoluments of employees	<b>464,683</b>	489,170

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 charities considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of 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 these charities.

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

The amount of employee benefits received by key management personnel totalled £4,408 (2018/19: £4,492). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. No expenses were claimed in 2019/20 (2018/19: £nil).

## 8. HERITAGE ASSETS

	2016 £	2017 £	2018 £	2019 £	2020 £
<b>Cost</b>					
At 1 April	-	-	-	418,248	462,673
Additions	-	-	324,094	44,425	668
Transfers	-	-	94,154	-	-
<b>At 31 March</b>	-	-	418,248	462,673	<b>463,341</b>
<b>Depreciation</b>					
At 1 April	-	-	-	-	-
Charge for the year	-	-	-	-	-
<b>At 31 March</b>	-	-	-	-	-
<b>Net book value</b>					
<b>At 31 March 2020</b>	-	-	418,248	462,673	<b>463,341</b>
<b>At 31 March 2019</b>	-	-	-	462,673	463,341

Heritage assets represent the historic cost of restoring the blast pens on Kenley airfield.

Since 1892 the primary purpose of the charities has been the preservation of West Wickham Common and Spring Park Wood Coulsdon and other Commons for the recreation and enjoyment of the public. As set out in note 1(j), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of West Wickham Common and Spring Park Wood Coulsdon and other Commons are contained in the West Wickham Common and Spring Park Wood Coulsdon and other Commons Conservation Plans 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 stated on page 34.

## 9. TANGIBLE FIXED ASSETS

	Infrastructure	Plant	Total
	£	£	£
<b>Cost</b>			
At 1 April 2019	730	8,955	9,685
At 31 March 2020	730	8,955	<b>9,685</b>
<b>Depreciation</b>			
At 1 April 2019	36	896	932
Charge for the year	37	895	932
Disposals	-	-	-
At 31 March 2020	73	1,791	<b>1,864</b>
<b>Net book value</b>			
At 31 March 2020	657	7,164	<b>7,821</b>
At 31 March 2019	694	8,059	8,753

## 10. INTANGIBLE FIXED ASSETS

	Website development £
<b>Cost</b>	
At 1 April 2019	27,840
Additions	860
At 31 March 2020	<b>28,700</b>
<b>Depreciation</b>	
At 1 April 2019	9,280
Charge for the year	9,280
At 31 March 2020	<b>18,560</b>
<b>Net book value</b>	
At 31 March 2020	<b>10,140</b>
At 31 March 2019	18,560



**11. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR**

	2020 £	2019 £
Rental debtors	1,918	132
Recoverable VAT	30,753	21,536
Other debtors	62,411	100,826
<b>Total</b>	<b>95,082</b>	<b>122,494</b>

Other debtors consist of sundry debtors of £57,856 (2018/20: £95,743) and listed payment in advance of £4,555 (2018/19: £4,907). The decrease in the 2019/20 sundry debtors relates to a reduction in the Heritage Lottery Funding (HLF) in respect of the Kenley Revival project.

**12. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR**

	2020 £	2019 £
Trade creditors	57,743	17,110
Accruals	12,563	18,695
Deferred income	9,446	9,389
Sundry deposits	30,778	30,585
Other creditors	19,313	46,715
<b>Total</b>	<b>129,843</b>	<b>122,494</b>

Other creditors consist of sundry creditors. Deferred income relates to rental income received in advance for periods after the year-end.

	2020 £	2019 £
<b>Deferred income analysis within creditors:</b>		
Balance at 1 April	9,389	9,365
Amounts released to income	(9,389)	(9,365)
Amounts deferred in the year	9,446	9,389
<b>Balance at 31 March</b>	<b>9,446</b>	<b>9,389</b>

**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
	£	£	£	£
Heritage assets	-	463,341	463,341	462,673
Tangible assets	-	7,821	7,821	8,753
Intangible assets	-	10,140	10,140	18,560
Current assets	129,843	-	129,843	122,494
Current liabilities	(129,843)	-	(129,843)	(122,494)
<b>Total</b>	<b>-</b>	<b>481,302</b>	<b>481,302</b>	<b>489,986</b>

At 31 March 2019

## Unrestricted income funds

	General funds £	Designated funds £	Total at 31 March 2019 £	Total at 31 March 2018 £
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)
<b>Total</b>	<b>-</b>	<b>489,986</b>	<b>489,986</b>	<b>455,773</b>

**14. MOVEMENT IN FUNDS**

At 31 March 2020	Total as at 1 April 2019 £	Income £	Expenditure £	Total as at 31 March 2020 £
Unrestricted funds:				
General funds	-	1,202,333	(1,202,333)	-
Designated funds:				
Capital reserve funds	489,986	40,596	(49,280)	<b>481,302</b>
<b>Total funds</b>	<b>489,986</b>	<b>1,242,929</b>	<b>(1,251,613)</b>	<b>481,302</b>

At 31 March 2019	Total as at 1 April 2018 £	Income £	Expenditure £	Total as at 31 March 2019 £
Unrestricted funds:				
General funds	-	1,338,045	(1,338,045)	-
Designated funds:				
Capital reserve funds	455,773	138,320	(104,107)	489,986
<b>Total funds</b>	<b>455,773</b>	<b>1,476,365</b>	<b>(1,442,152)</b>	<b>489,986</b>

**Purposes of designated funds**

Designated funds have been set aside by the Trustee for the following purposes in relation to the Kenley Revival project:

- i. *Fixed Assets* – these are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. At 31 March 2020 the net book value of fixed assets relating to direct charitable purposes amounted to £7,821 (2018/19: £8,753).
- ii. *Heritage Assets* – this represents the historic cost of restoring the blast pens on Kenley airfield. The net book value of heritage assets relating to direct charitable purposes at 31 March 2020 was £463,341 (2018/19: £462,673).
- iii. *Intangible Assets* - comprise website design relating to the Kenley Revival project which are capitalised at cost and reflected within the financial statements at amortised historic cost. Amortisation is calculated by allocation of the balance sheet value of the asset, less any residual value, to the periods expected to benefit from its use on a straight-line basis over 3 to 7 years. At 31 March 2020 the net book value of intangible fixed assets relating to direct charitable purposes amounted to £10,140 (31 March 2019: £18,560).

The Kenley Revival project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

## 15. RELATED PARTY TRANSACTIONS

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

The charities are required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charities. Members are required to disclose their interests, and these can be viewed online at [www.cityoflondon.gov.uk](http://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	1,071,173 (nil)	1,213,475 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		160,820 (nil)	170,689 (nil)	Administrative services provided for the charity

## REFERENCE AND ADMINISTRATION DETAILS

**CHARITY NAMES:** West Wickham Common and Spring Park Wood Coulsdon and other Commons

Registered charity numbers: 232988 and 232989

**PRINCIPAL OFFICE OF THE CHARITIES & THE CITY CORPORATION:**

Guildhall, London, EC2P 2EJ

**TRUSTEE:**

The Mayor and Commonalty & Citizens of the City of London

**SENIOR MANAGEMENT:**

**Chief Executive**

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

**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](mailto:PA-DeputyChamberlain@cityoflondon.gov.uk)