

West Wickham Common and Spring Park Wood  
Coulsdon and other Commons

Annual Report and Financial Statements for the  
year ended 31 March 2021

Charity registration numbers 232988 and 232989

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## ORIGINS OF THE CHARITY

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

### Acquisition

In 1883 the City of London Corporation bought the freehold to the greater part of Coulsdon Common as one of the four Coulsdon Commons. Further acquisitions were made in 1924 (a strip of land on the north side of Stites Hill Road and part of Rydons Wood), 1936 (the remainder of Rydons 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 2019/20 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. This also includes addressing the City Corporation's gender pay gap.

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

to take place in the summer, with publication of the revised Equalities and Inclusion objectives by the end of 2021.

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

## **Fundraising**

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as “soliciting or otherwise procuring money or other property for charitable purposes”. Although West Wickham Common and Spring Park Wood Coulsdon and other Commons charities does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as “voluntary income” including grants.

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

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

The charity has received no complaints in relation to fundraising activities in 2020/21 (2019/20: 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

West Wickham and Coulsdon Commons teams have ensured that the sites remained open and accessible throughout the COVID-19 pandemic. However, with the focus on keeping the Commons open, tidy and safe, this did impact on the delivery of some of the projects planned for 2020/21 which will roll over into 2021/22.

**West Wickham and Coulsdon Commons 2020/21 aims together with their outcomes were:**

### **Management Planning**

**New 10-year Site Management Plan** - The new ten-year combined plan for West Wickham Common and Spring Park was agreed by Epping Forest and Commons Committee and has been adopted for the period 2021-2031.

**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.

**Countryside Stewardship Scheme Grant (CSSG)** – an “Expressions of Interest” for the new CSSG were submitted to Natural England by their March 2021 deadline.

### **Countryside Management**

**Grassland** – the majority of this programme to restore open areas on Farthing Downs, New Hill, Coulsdon Common, Kenley Common, Riddlesdown is now complete; however, it will be ongoing to the expiry of the current Environmental Stewardship Scheme (ESS) agreement to fulfil required prescriptions from Natural England.

**Scrub** – this rolling project continues to manage blocks of retained scrub on Farthing Downs and restore succession on New Hill. This natural habitat work is seasonal and species varied depending on the time of year and climatic conditions.

### **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. 300m of stock fencing replaced along the boundary of Riddlesdown Common and the main A22 and a 50m section replaced on Kenley Common.

### **Car Parking**

In January 2021, car park charging was introduced on Riddlesdown and Farthing Downs. The system uses automatic number plate recognition (ANPR) and payments can be made with either a bank card (including contactless) or via a smartphone app (RingGo).

**Additional achievements include:**

### **National Nature Reserve (NNR)**

In partnership with Natural England and the London Borough of Croydon, The four Coulsdon Commons (Kenley, Riddlesdown, Coulsdon and Farthing Downs) along with Happy Valley (LBC) and the Whyteleafe to Sanderstead Countryside Area (LBC) were

declared a National Nature Reserve (NNR) recognising the high recreational and conservation value of the site.

### **Stabilisation of quarry face at Riddlesdown Common**

Following an incident in early 2020, specialist contractors were appointed to undertake a geological assessment and remedial stabilisation works to the quarry face at Optical Surfaces, A22, Riddlesdown Common. Vegetation clearance followed by high tensile mechanical anchoring and netting has resolved much of the risk associated with this part of the site.

### **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. Further ditch and bank have 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. The added benefit of contributing to the improved water drainage in the area has also been realised. Both the Farthing Downs and Coulsdon Common projects have significantly reduced the risk of traveller encampments on the open spaces, in 2020/21 there were no such incursions.

### **Trial of the Nofence (virtual fencing)**

Nofence is a Norwegian company which are pioneering in virtual fencing technology. They were approached directly to ask if they would be interested in running a trial with the City of London Corporation. This is their first presence in the UK. At that time, they had around 700 customers in Norway and the system was being used in Germany, France and Spain at universities in trials. The system uses GPS and operates via a mobile network where the user can plot and adjust enclosures using an app. The animals (cows) wear GPS collars which are registered to this enclosure and are encouraged to remain within the enclosure via a series of audible clues and a final electric shock which is equivalent to that of a traditional electric fence. The system enables us to control the grazing and direct animals to specific target areas and will, in some cases, obviate the need for expensive fencing and associated infrastructure.

### **Signage – new Kenley Revival Project (KRP) signage installed**

This has now been installed, marking the final phase of KRP.

## **PLANS FOR FUTURE PERIODS**

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

Key projects for 2021/22 include:

### **Management Planning**

The current ten-year site Management Plans for Kenley Common, Coulsdon Common, Farthing Downs and Riddlesdown expire in 2021. New ten-year plans are being produced and will be available for consultation (probably in a virtual format to accommodate social distancing rules) between April and August 2021.

### **Countryside Stewardship**

Our current Environmental Stewardship Scheme (ESS) ends 31 March 2021.

We have submitted an expression of interest for the new scheme and if accepted, final grant applications must be submitted to Natural England by September 2021. The new scheme was awarded in February 2022 and will fund our conservation work for five years.

### **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.

**Kenley Revival Project** - Conclude the HLF funded Kenley Revival Project and resolve conservation issues with the built heritage assets.

**Riddlesdown Quarry** - Conclude the safety works.

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

**Target Operating Model** - Support the development of the City of London Corporation’s new Target Operating Model and the creation of a new Department within which will sit this charity.

The Trustee does not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 21.

## FINANCIAL REVIEW

### Overview of Financial Performance

#### Income

In 2020/21 the charity's total income for the year was £1,325,262 an overall increase of £82,333 against the previous year (£1,242,929). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £16,065 from fees charged (2019/20: £420), £31,159 from rents (2019/20: £32,441) and £28,934 from sales (2019/20: £7,458). 2020/21 saw increased sales of timber, charcoal and livestock. In January 2021, car parking charges were introduced at the Riddlesdown and Farthing Downs car park which resulted in an increase in fees and charges for use of facilities.

In total grant income of £154,990 was received in the year, towards specific programmes administered by the charities (2019/20: £114,013) (see below).

- A government grant of £65,937 (2019/20: £73,417) 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 £89,053 (2019/20: £40,596) 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 an increase in the 2020/21 expenditure which required more 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 £137 was received during the year (2019/20: £16,528).

Donations – being amounts received from the public for walks and talks advertised via Eventbrite. In total £29 was received during the year (2019/20: £896). From March 2021 a donations page has been created on the Farthing Downs webpage, inviting and enabling the public to make on-line donations to the Farthing Downs Interpretation Improvements campaign.

An amount of £1,093,948 (2019/20: £1,071,173) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charities. The increase in contribution was mainly due to an increase in supplies and services and premises related expenses during the year.

## Expenditure

Total expenditure for the year relating to charitable activities expenditure was £1,390,281 (2019/20: £1,251,613). The increase in expenditure mainly relates to an increase in supplies and services and premises related expenses.

## Funds held

The charity's total funds held decreased by £65,019 to £416,283 as at 31 March 2021 (2019/20: £481,302).

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 2021 totalled £416,283 (2019/20: £481,302).

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
Reduction in funding	<ul style="list-style-type: none"> <li>• Seek additional grant funding from Natural England's Countryside Stewardship scheme and Forestry Commission.</li> <li>• Joint application made to the Government Green Recovery fund as part of the National Nature Reserve (NNR) partnership with London Borough of Croydon.</li> <li>• Ensure future plans are scalable and reduce costs where necessary.</li> </ul>
	<ul style="list-style-type: none"> <li>• Review and update plan bi-annually.</li> </ul>

Risk	Actions to manage risks
<b>Climate change – fire, storms, drought</b>	<ul style="list-style-type: none"> <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>
<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>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> </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 car park charges, property rental and catering opportunities.</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 continue.</li> <li>• Site visitors guided by latest Government advice on travel, group size, activities and social distancing.</li> <li>• Frontline staff continue to work according to revised rota patterns and office occupancy determined by capacity / task / numbers.</li> <li>• Support Services continue to work from home.</li> <li>• Social distancing measures reviewed/renewed.</li> <li>• Equipment inspections have continued as required.</li> <li>• Fleet and equipment checks continue 'in-house'.</li> </ul>

Risk	Actions to manage risks
	<ul style="list-style-type: none"> <li>• Risk Assessments and Safe Systems of Work have been revised and circulated due to Covid-19 risks, particularly provision and use of Personal Protective Equipment (PPE). Procurement of necessary PPE and cleaning material needs identified.</li> </ul>
<b>Impact of Covid 19 accelerating long term damage to sites</b>	<ul style="list-style-type: none"> <li>• Increased litter and dog waste - rangers engaging with site users and have reviewed provision of dog waste bins.</li> <li>• Increased footfall leading to compaction and erosion of soil created anaerobic conditions unfavourable for plant health - signs and public information notices.</li> <li>• Increased incursions into sensitive areas leading to trampling in delicate local ecosystems (<i>esp. rare orchid sites on the chalk grassland</i>) - signs and public information notices.</li> <li>• Increase in anti-social behaviour, theft and damage to property - Installation of CCTV at estate office, closer liaison with police and emergency services.</li> </ul>
<b>Open Spaces workforce wellbeing</b>	<ul style="list-style-type: none"> <li>• Regular meeting with staff both face to face and via Microsoft Teams.</li> <li>• Health, safety and wellbeing is a standard agenda item at all team meetings.</li> <li>• Mental health and well-being resources available through the City of London, including webinars, group discussions, training and support sessions.</li> <li>• Employee assistance programme available for staff and family.</li> </ul>

## TRUSTEE'S RESPONSIBILITIES

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

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

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

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



Adopted and signed for on behalf of the Trustee.

Jamie Ingham Clark FCA  
Chairman of Finance Committee  
of The City of London Corporation  
  
Guildhall, London  
22 February 2022

Jeremy Paul Mayhew MA MBA  
Deputy Chairman of Finance  
Committee of The City of London  
Corporation  
Guildhall, London

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

## Opinion on the financial statements

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 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.

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 2021 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).

## 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## *Independence*

We remain 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.

## Conclusions related to going concern

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

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

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

### **Other information**

The Trustee is responsible for the other information. The other information comprises the information included in the Annual Report and Financial Statements, other than the financial statements and our auditor's report thereon. The other information comprises: Origins of the charity; the Trustee's Annual Report section, which includes: Structure and governance, Achievements and performance, Financial review; the Trustee responsibilities; Reference and administration details. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether 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 Trustee**

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 intends to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

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

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the 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.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory framework applicable to the Charity. We focused on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of the Charity. The laws and regulations we considered in this context were United Kingdom Accounting Standards (Financial Reporting Standard 102), the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities (FRS 102), and the Charities Act 2011.
- We understood how the Charity is complying with those legal and regulatory frameworks, by making enquiries to management, and the Trustee, of known or suspected instances of non-compliance with laws and regulations. We corroborated our enquiries through our review of key committee board minutes.
- We reviewed the financial statement disclosures to assess compliance with the relevant laws and regulations discussed above. We remained alert to any indications of non-compliance throughout the audit.
- We assessed the susceptibility of the Charity's financial statements to material misstatement, including how fraud might occur, by discussing with management and the Trustee to understand where it is considered there was a susceptibility of fraud.
- We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements, and determined that the principal risks were related to the override of controls by management including posting of inappropriate journal entries, management bias in key accounting estimates, and the timing of income recognition.
- Audit procedures performed in response to the assessment above included: Enquiries of management; reviewing accounting estimates for bias and challenging assumptions made by management in their significant accounting estimates; Sample testing the recognition of income; Sample testing the appropriateness of journal entries.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

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

### **Use of our report**

This report is made solely to the Charity's Trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's trustee as a body, for our audit work, for this report, or for the opinions we have formed.

BDO LLP, statutory auditor  
London, UK  
Date: 02 March 2022

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 2021

		<b>Unrestricted Funds</b>	Unrestricted Funds
	Notes	<b>2020/21</b>	2019/20
		£	£
<b>Income from:</b>			
Voluntary activities	2	<b>155,156</b>	131,437
Charitable activities	3	<b>76,158</b>	40,319
Grant from City of London Corporation	4	<b>1,093,948</b>	1,071,173
<b>Total income</b>		<b>1,325,262</b>	1,242,929
<b>Expenditure on:</b>			
Charitable activities:			
Preservation and operation of West Wickham Common and Spring Park Wood	5	<b>1,390,281</b>	1,251,613
<b>Total expenditure</b>		<b>1,390,281</b>	1,251,613
<b>Net (expenditure) and net movement in funds</b>		<b>(65,019)</b>	(8,684)
<b>Reconciliation of funds:</b>			
Total funds brought forward	14	<b>481,302</b>	489,986
<b>Total funds carried forward</b>	14	<b>416,283</b>	481,302

All of the above results are derived from continuing activities.

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

The notes on pages 22 to 34 form part of these financial statements.

## BALANCE SHEET

### AS AT 31 MARCH 2021

	Notes	2021 Total £	2020 Total £
<b>Fixed assets:</b>			
Heritage assets	8	409,394	463,341
Tangible assets	9	6,889	7,821
Intangible assets	10	0	10,140
<b>Total fixed assets</b>		<b>416,283</b>	<b>481,302</b>
<b>Current assets</b>			
Debtors	11	117,919	95,082
Cash at bank and in hand		47,208	34,761
<b>Total current assets</b>		<b>165,127</b>	<b>129,843</b>
<b>Creditors: Amounts falling due within one year</b>	12	<b>(165,127)</b>	<b>(129,843)</b>
<b>Net current assets/(liabilities)</b>		<b>-</b>	<b>-</b>
<b>Total assets less current liabilities</b>		<b>416,283</b>	<b>481,302</b>
<b>The funds of the charity:</b>			
Unrestricted income funds	14	416,283	481,302
<b>Total funds</b>		<b>416,283</b>	<b>481,302</b>

The notes on pages 22 to 34 form part of these financial statements

Approved and signed on behalf of the Trustee.

Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

21 February 2022

## NOTES TO THE FINANCIAL STATEMENTS

### 1. ACCOUNTING POLICIES

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

#### (a) Basis of preparation

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

#### (b) Going concern

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

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

#### (c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

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



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

**(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 2021 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 considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

**(f) Expenditure**

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charities to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

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

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

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

**(g) Pension costs**

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefit scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of

its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £918.2m as at 31 March 2021 (£630.4m as at 31 March 2020). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The actuary will carry out the next assessment of the scheme as at 31 March 2022, which will set contributions for the period from 1 April 2022 to 31 March 2024. Contribution rates adopted for the financial years 2019/20, 2020/21 and 2021/22 have been set at 21% (2018/19: 21%).

#### **(h) Taxation**

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

#### **(i) Fixed Assets**

##### **Heritage Land and Associated Buildings**

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

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

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

### Tangible fixed assets

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

	Years
Infrastructure	up to 20
Heavy vehicles and plant	5

### Intangible fixed assets

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

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

#### (j) Stocks

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

#### (k) Cash

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

#### (l) Funds structure

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

**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>2020/21</b> £	Unrestricted income funds 2019/20 £
Grants	<b>154,990</b>	114,013
Donations and legacies	<b>29</b>	896
Contributions	<b>137</b>	16,528
<b>Total</b>	<b>155,156</b>	131,437

## 3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted income funds <b>2020/21</b> £	Unrestricted income funds 2019/20 £
Charges for use of facilities	<b>16,065</b>	420
Sales	<b>28,934</b>	7,458
Rental income	<b>31,159</b>	32,441
<b>Total</b>	<b>76,158</b>	40,319

## 4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted income funds <b>2020/21</b> £	Unrestricted income funds 2019/20 £
Revenue and capital grants from City of London Corporation	<b>1,093,948</b>	1,071,173

### Income for the year included:

**Grants** – being amounts received from organisations towards specific programmes operated by the charity. Grant income includes a government grant received from the Rural Payment Agency (RPA) which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil. There are no unfulfilled conditions or other contingencies relating to this grant income and no other forms of government assistance have been received in the year.

Other grant income is from Heritage Lottery Fund towards the Kenley Revival Project which aims to conserve the historic airfield structures associated with Kenley Airfield

during World War II and to promote the heritage resource to make it accessible to a wider range of people.

**Donations** – being amounts received from the public for walks and talks advertised via Eventbrite. From March 2021 a donations page has been created on the Farthing Downs webpage, inviting and enabling the public to make on-line donations to the Farthing Downs Interpretation Improvements campaign.

**Contributions** – being amounts contributed towards corporate volunteering events and by the public towards free events such as guided walks.

**Charitable activities** – being amounts generated from the sales of livestock and woodland products such as timber and charcoal; from charges made for the use of facilities, such as for car parking, for filming on City Commons and from rental of catering facilities, licence for Network Rail to house a compound and access the railway and wayleave licences.

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

## 5. EXPENDITURE

	Direct costs £	Support costs £	Total 2020/21 £	Direct costs £	Support costs £	Total 2019/20 £
Preservation and operation of West Wickham Common and Spring Park Wood	<u>1,218,100</u>	<u>172,181</u>	<u>1,390,281</u>	<u>1,090,793</u>	<u>160,820</u>	<u>1,251,613</u>

### 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. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the audit fee incurred from each of its charities. In 2020/21 no audit fee was recharged (2019/20: £nil). No other services were provided to the charity by its auditors during the year (2019/20: £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 £	2020/21 £	2019/20 £
Department:				
Chamberlain	36,821	-	<b>36,821</b>	35,117
Comptroller & City Solicitor	-	-	-	-
Town Clerk	-	25,006	<b>25,006</b>	24,887
City Surveyor	38,091	-	<b>38,091</b>	37,620
Open Spaces directorate	27,342	-	<b>27,342</b>	24,033
Other governance & support costs	9,904	-	<b>9,904</b>	10,154
Digital Services	35,017	-	<b>35,017</b>	29,009
Sub-total	147,175	25,006	<b>172,181</b>	160,820
Reallocation of governance costs	25,006	(25,006)	-	-
Total support costs	172,181	-	<b>172,181</b>	160,820

All support costs are undertaken from unrestricted funds. Governance costs (2019/20: £22,136) are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

## 7. DETAILS OF STAFF COSTS

All staff that work on behalf of the charities are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charities during the year was 13 (2019/20: 11).

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

	2020/21 £	2019/20 £
Salaries and wages	<b>392,541</b>	350,351
National Insurance costs	<b>39,095</b>	33,909
Employer's pension contributions	<b>88,627</b>	80,423
Total emoluments of employees	<b>520,263</b>	464,683

The number of directly charged employees whose emoluments (excluding employer's NI and pension contribution) for the year were over £60,000 was £nil (2019/20: £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 £4,905 (2019/20: £4,408). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. No expenses were claimed in 2020/21 (2019/20: £nil).

## 8. HERITAGE ASSETS

	2017	2018	2019	2020	2021
	£	£	£	£	£
<b>Cost</b>					
At 1 April	-	-	418,248	462,673	463,341
Additions	-	324,094	44,425	668	89,053
Transfers	-	94,154	-	-	-
<b>At 31 March</b>	-	418,248	462,673	463,341	<b>552,394</b>
<b>Depreciation and Impairment</b>					
Charge for the year	-	-	-	-	-
Impairment	-	-	-	-	143,000
<b>At 31 March</b>	-	-	-	-	<b>143,000</b>
<b>Net book value</b>					
<b>At 31 March 2021</b>	-	418,248	462,673	463,341	<b>409,394</b>
<b>At 31 March 2020</b>	-	-	418,248	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(i), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of West Wickham Common and Spring Park Wood Coulsdon and other Commons are contained in the West Wickham Common and Spring Park Wood Coulsdon and other Commons Conservation Plans. Records of heritage assets owned and maintained by West Wickham Common and Spring Park Wood Coulsdon and other Commons can be obtained from the 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 2020	730	8,955	9,685
At 31 March 2021	730	8,955	<b>9,685</b>
<b>Depreciation</b>			
At 1 April 2020	73	1,791	1,864
Charge for the year	37	895	931
Disposals	-	-	-
At 31 March 2021	110	2,686	<b>2,796</b>
<b>Net book value</b>			
At 31 March 2021	620	6,269	<b>6,889</b>
At 31 March 2020	657	7,164	7,821

## 10. INTANGIBLE FIXED ASSETS

	Website development £
<b>Cost</b>	
At 1 April 2020	28,700
Additions	-
At 31 March 2021	<b>28,700</b>
<b>Depreciation</b>	
At 1 April 2020	18,560
Charge for the year	10,140
At 31 March 2021	<b>28,700</b>
<b>Net book value</b>	
At 31 March 2021	-
At 31 March 2020	10,140



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

	2021 £	2020 £
Rental debtors	223	1,918
Recoverable VAT	9,036	30,753
Other debtors	108,660	62,411
<b>Total</b>	<b>117,919</b>	<b>95,082</b>

Other debtors consist of sundry debtors of £104,049 (2019/20: £57,856), listed payment in advance of £4,601 (2019/20: £4,555) and non-property related debtors of £10 (2019/20: £nil). The increase in the 2020/21 sundry debtors relates to an increase in the Heritage Lottery Funding (HLF) in respect of the Kenley Revival project.

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

	2021 £	2020 £
Trade creditors	1,459	57,743
Accruals	105,922	12,563
Deferred income	9,293	9,446
Sundry deposits	36,009	30,778
Other creditors	12,444	19,313
<b>Total</b>	<b>165,127</b>	<b>129,843</b>

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

	2021 £	2020 £
<b>Deferred income analysis within creditors:</b>		
Balance at 1 April	9,446	9,389
Amounts released to income	(9,446)	(9,389)
Amounts deferred in the year	9,293	9,446
<b>Balance at 31 March</b>	<b>9,293</b>	<b>9,446</b>

### 13. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2021	Unrestricted income funds			
	General funds	Designated funds	Total at 31 March 2021	Total at 31 March 2020
	£	£	£	£
Heritage assets	-	409,394	<b>409,394</b>	463,341
Tangible assets	-	6,889	<b>6,889</b>	7,821
Intangible assets	-	-	-	10,140
Current assets	165,127	-	<b>165,127</b>	129,843
Current liabilities	(165,127)	-	<b>(165,127)</b>	(129,843)
<b>Total</b>	-	416,283	<b>416,283</b>	481,302

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>	-	481,302	481,302	489,986

### 14. MOVEMENT IN FUNDS

At 31 March 2021	Total as at 1 April 2020	Income	Expenditure	Total as at 31 March 2021
	£	£	£	£
Unrestricted funds:				
General funds	-	1,236,209	(1,236,209)	-
Designated funds:				
Capital reserve funds	481,302	89,053	(154,072)	<b>416,283</b>
<b>Total funds</b>	481,302	1,325,262	(1,390,281)	<b>416,283</b>

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)	481,302
<b>Total funds</b>	<b>489,986</b>	<b>1,242,929</b>	<b>(1,251,613)</b>	<b>481,302</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. *Tangible Assets* – these are included at historic cost less depreciation on a straight-line basis to write off their costs over their estimated useful lives and less any provision for impairment. At 31 March 2021 the net book value of tangible assets relating to direct charitable purposes amounted to £6,889 (2019/20: £7,821).
- 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 2021 was £409,394 (2019/20: £463,341).
- 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 2021 the net book value of intangible fixed assets relating to direct charitable purposes amounted to £nil (2019/20: £10,140).

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

## 15. RELATED PARTY TRANSACTIONS

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

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income

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

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

<b>Related party</b>	<b>Connected party</b>	<b>2020/21</b>	<b>2019/20</b>	<b>Detail of transaction</b>
		<b>£</b>	<b>£</b>	
City of London Corporation	The City of London Corporation is the Trustee for the charity	<b>1,093,948</b> <b>(nil)</b>	1,071,173 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		<b>172,181</b> <b>(nil)</b>	160,820 (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**

Caroline Al-Beyerty - The Chamberlain and Chief Financial Officer of the City of London Corporation (appointed 1 May 2021)

Dr Peter Kane - The Chamberlain of the City of London Corporation (retired 30 April 2021)

**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)