



# Trustees' Annual Report for the period

Period start date		Period end date	
<b>From</b>	1 Jan 2018	<b>To</b>	31 Dec 2018

## Section A

## Reference and administration details

Charity name

Greenwich Parks Forum

Other names charity is known by

Registered charity number (if any)

1154311

Charity's principal address

43 Glenesk Road

Eltham Park

London

Postcode

SE9 1AG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Terry Powley	Chair		
2	Dave Stevenson	Treasurer		
3	Bee Twidale	Secretary		
4	Carol Kenna			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 12 September 2013
How the charity is constituted (eg. trust, association, company)	Unincorporated association consisting of Friends of Park groups in the Royal Borough of Greenwich
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting by the Friends of Parks groups

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Greenwich Parks Forum acts as an umbrella group for the Friends of Park groups in the Royal Borough of Greenwich to share information and co-ordinate activities in liaison with Parks, Estates and Open Spaces Department.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To provide or assist in the provision of facilities for recreation and other leisure time occupation in the interests of social welfare with the object of improving the conditions of life of the public by the improvement of parks and green open spaces in the Royal Borough of Greenwich.

In furtherance of this the charity will provide an umbrella group for other interested organisations who are furthering the above objects.



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Greenwich Parks Forum co-ordinates the delivery by the individual Friends of Park groups of a series of free cultural events in parks and green open spaces across the Royal Borough of Greenwich under the title PARKSfest.

The PARKSfest programme seeks to engage with local residents as audience members and participants by including local performers, community groups, businesses and schools.

PARKSfest is a local festival in three respects. Firstly, it is targeted at local people regardless of age, ethnicity, gender, sexual orientation and disability, and seeks to make the attractions of parks and green open spaces more accessible to those who live within the local area. At the same time, PARKSfest welcomes people from other parts of the Borough and, indeed, from outside the Borough. Secondly, the performers are local individuals and groups who have developed their performing skills to a high level and wish to display their talents to local audiences. Thirdly, the festival is planned, organised and delivered by local residents who are committed to the public use and enjoyment of Greenwich's much valued parks and green open spaces.

In planning our activities we have kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. Our work this year has again evidenced our commitment to this.

#### **Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Our current grant scheme provides for a maximum of 4 individual awards of up to £1,000 in any one calendar year (limited to no more than 25% of our reserves on an annual basis). Grants are to be used solely for the benefit of parks and green open spaces in the Royal Borough of Greenwich. In selecting an award preference is given to projects that benefit more than one group and projects where some match-funding is available.

The contribution made by all the Friends of Park groups and their members who are all volunteers is gratefully acknowledged. A number of them hold regular work parties in their local parks and green open spaces to clear vegetation, carry out planting and litter pick for the benefit of the general public.



**Summary of the main achievements of the charity during the year**

Our guest speaker at our Annual General Meeting on 25 January 2018 was Tim Anderson, Chair, Maryon Park Community Garden which was established by the Friends of Maryon Parks but is now run as an independent not-for-profit council recognised community group project. The Community Garden provides raised growing plots for local people who do not have gardens or for whom gardening can have health benefits, and local retired people. It has also developed a Forest School facility for 30 children.

The group has had a great deal of success in raising funds via grants (including the Greenwich Parks Forum), fundraising events and Corporate team building days and Tim was able to pass on his top tips for both fundraising and working with third party organisations.

In our 10<sup>th</sup> year of PARKSfest 11 Friends groups were responsible for running 19 events, attracting a wide age range with a total audience of some 12,000 people. For the first time, the overall programme was sponsored by Tudor Barn, a local restaurant and cultural centre located in Well Hall Pleasaunce. Other businesses were sponsors of individual events and a local free newspaper, the Greenwich Visitor, provided a centre page spread advertising PARKSfest and individual events in both their June and July editions.

PARKSfest is well and truly woven into the fabric of community life in Greenwich and that is a pretty remarkable achievement; given that its organisation and delivery is dependent upon voluntary effort.

A main focus for Forum members during the year was the issue of anti-social behaviour in our parks. This included nuisance from motorbikes, dog fouling, professional dog walkers, and damage to plants and trees. In response the council has posted notices in individual parks with a hotline number for park users, and provided groups with the names of two contacts so they can report any incidents direct.

The Forum had a presence at the Council's 'Great Get Together' in June at which the Forum and a number of Friends' groups advertised their work and activities.

At our September meeting the council reported that the borough had been successful in retaining our existing 12 Green Flag awards evidencing the value of teamwork between the Friend's groups involved and the council's Parks, Estates and Open Spaces Department. We were also introduced to the new Community Engagement Officer who will be our new point of contact with Parks, Estates and Open Spaces Department who always provide a senior officer to attend our meetings.

The Forum did not agree any grants during the year as individual groups were able to access funding for their projects from other sources. The council's own Neighbourhood Growth Fund provides increasing opportunities for improving the environment in our parks and open spaces.

Throughout the year we received updates from various Friends groups on their activities and projects. This has enabled us to quickly identify any recurring problems and seek solution in consultation with council officers.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

Reserves are maintained to provide grants to our members.

**Details of any funds materially in deficit**

Not applicable

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of funds this year has been the grant for £30,000 received from the Royal Borough of Greenwich to provide PARKSfest 2018. In addition, the overall programme was sponsored by Tudor Barn, a restaurant and cultural centre in Well Hall Pleasaunce, Eltham, who provided us with £1,500.

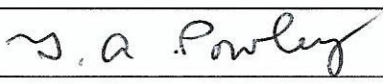
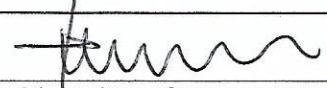
This enabled us to provide funding to 11 Friends of Parks groups to put on 19 free events during June and July and attract a total audience of over 12,000 visitors, both local and outside the borough, to the parks and green open spaces.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Terry Alan Powley	David Andrew Stevenson
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 12 February 2020





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
GREENWICH PARKS FORUM

On accounts for the year  
ended

31 DECEMBER 2018

Charity no  
(if any)

1154311

Set out on pages

8 and 9

8 and 9 (remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

12/02/20

Name:

Michael Henderson

Relevant professional  
qualification(s) or body  
(if any):

Associate of the Chartered Institute of Bankers

Address:

30 Blackheath Vale  
Blackheath

London
SE3 0TX

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

None to report





CHARITY COMMISSION  
FOR ENGLAND AND WALES

GREENWICH PARKS FORUM

1154311

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Jan-18

To

Period end date  
31-Dec-18

### Section A Receipts and payments

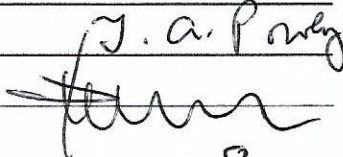
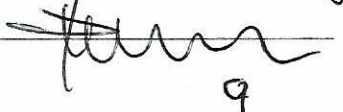
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grant received from Royal Borough of Greenwich re: PARKSfest 2018	-	30,000	-	30,000	26,400
Sponsorship received from The Tudor Barn re: PARKSfest 2018	-	1,500	-	1,500	-
Donation received from Friends of Eaglesfield Park	30	-	-	30	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>30</b>	<b>31,500</b>	<b>-</b>	<b>31,530</b>	<b>26,400</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30</b>	<b>31,500</b>	<b>-</b>	<b>31,530</b>	<b>26,400</b>
<b>A3 Payments</b>					
Grants paid to Friends groups re: PARKSfest 2018	-	24,808	-	24,808	20,490
Printing leaflets, posters, banners and cost of advert - PARKSfest 2018	-	2,118	-	2,118	1,678
Admin expenses - PARKSfest 2018	-	77	-	77	20
Cost of equipment - PARKSfest 2018	-	521	-	521	279
Payments re: previous PARKSfests	-	75	-	75	39
Website (GPF)	-	-	-	-	8
Website (PARKSfest)	-	75	-	75	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>27,674</b>	<b>-</b>	<b>27,674</b>	<b>22,514</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>-</b>	<b>27,674</b>	<b>-</b>	<b>27,674</b>	<b>22,514</b>
<b>Net of receipts/(payments)</b>	<b>30</b>	<b>3,826</b>	<b>-</b>	<b>3,856</b>	<b>3,886</b>
<b>A5 Transfers between funds</b>	<b>2,250</b>	<b>- 2,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>20,842</b>	<b>3,747</b>	<b>-</b>	<b>24,589</b>	<b>20,703</b>
<b>Cash funds this year end</b>	<b>23,122</b>	<b>5,323</b>	<b>-</b>	<b>28,445</b>	<b>24,589</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank	23,122	5,323	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	23,122	5,323	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	TERRY POWLEY	12-Feb-20
	DAVE STEVENSON	12-Feb-20