

REGISTERED CHARITY NUMBER: 1028121

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 AUGUST 2019
FOR**

**THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS**

Crane & Partners
Chartered Accountants
Leonard House
5 - 7 Newman Road
Bromley
Kent
BR1 1RJ

THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

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For The Year Ended 31 August 2019

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**THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS**

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2019**

The Commons Conservators

The Chislehurst and St Paul's Cray Commons Conservators (whose working title is 'Chislehurst Commons') was established by the Metropolitan Commons (Chislehurst and St Paul's Cray) Supplemental Act, 1888 to protect and maintain the Commons. The Conservators became a registered charity on the 10th November 1993 since when and for ease of reference in the community we refer to ourselves also as Trustees. We carry out our work supported by funds granted by the London Borough of Bromley (LBB), generous donations from local residents, money raised from events, small annual grants from government-sponsored bodies, occasional grants from other organisations and the help of volunteers.

Governing document and objectives

The 1888 Act sets down the responsibilities of the Board of Conservators. These responsibilities are translated into a working strategy by a 10-year Management Plan, the current one being applicable for the years 2014-2024.

Location

The Trustees operate from leasehold premises situated at:

The Old Fire Station
Hawkwood Lane
Chislehurst
BR7

Organisation

During the reporting period the charity was administered by a Board composed of

Mr John Hayhow (Chairman)
Mr Robert West (Treasurer and Clerk)
Mrs Alexandra Burman
Miss Avril Greatrex
Mr Peter Hedges
Mr Ian Leonard
Mr Alan Porter
Mrs Christine Wearn
Mrs Mary Wheeler
Mr Peter Woodward
Mrs Margaret Yardley
Mr Patrick Phillips

Lord of the Manor appointee:
Christopher Wells appointed 11th September 2018; Resigned February 9th April 2019
Joanna Friel appointed 9th April 2019

Staff

The Board employs two members of staff:

Mr Jonathan Harvie (Head Keeper)
Mr Peter Edwards (Assistant Keeper)

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1. Board Structure and decision-making

The Board, which is required to be quorate, met eight times during the reporting period, has a number of committees which are appointed by the Board and whose reports are received and reviewed by the Board:

Chairman's Committee:

It deals with any matters arising between meetings of the Board, staff management, legal, financial and compliance matters.

Natural Environment Committee:

It is directly responsible for the implementation of the Commons 10-year Management Plan, recommending major projects to the Board, protection and enhancement of biodiversity with recording and monitoring of the flora and fauna and formulation of policies for community use including advertising and filming on the Commons.

Verge Committee:

Has responsibility for the Protection and maintenance of the Commons' verges:

Protect the Commons from encroachment and illegal use by liaising with public utilities, the London Borough of Bromley on litter, fly tipping, roads and paths and those whose land adjoins and have access across the Commons, monitoring and responding to Planning applications and checking the boundaries, the maintenance of footpaths and bridle paths to support ease of access for users, and the maintenance of monuments on the Commons.

External Relations and Administration Committee:

It provides the management of the relationship with our supporters, Public Relations and media, the initiation of and support for events, the organisation of fundraising activities and representation to relevant external organisations.

Information Technology Committee:

It formulates, delivers and maintains for the Trustees a unified IT policy with specific requirements to maintain the database of supporters, ensure compliance with the Data Protection legislation and maintain the website.

Regular reports are also received from the Head Keeper. Responsibility for day-to-day management resides with the Chairman, the Chair of the Verge committee, the Treasurer, and the Head Keeper.

2. Public Benefit Statement

The main purpose of the charity is to protect and maintain the Commons for public use. All the resources of the charity are used to satisfy these aims. The Commons are open to all members of the public without charge and provide much needed open space for recreation and leisure within the bye-laws. The Commons are situated in a predominately suburban setting and are therefore an important amenity for local residents.

If the charity did not exist, the Commons would quickly become unusable in that they would be subject to uncleared fly tipping and litter, illegal parking and would overgrow rapidly. There is also strong evidence that encroachment from some adjoining properties would take place with the permanent loss of land.

The Trustees carry out between them all the administrative, regulatory, financial and public relations tasks. External paid auditors are appointed and recourse to paid external legal assistance and administration occurs when necessary. The organisation could not be leaner nor more cost effective. The Trustees are satisfied that the work of the charity meets the requirements of current legislation relating to public benefit.

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3. Trustees

Trustees are appointed to the Board for a period of three years and may be re-appointed for subsequent three-year periods. Trustees are appointed by the London Borough of Bromley after consultation with local organisations and the Board about skill requirements.

The Lord of the Manor of Scadbury, who owns the freehold of the Commons, appoints one Trustee. Up until the 11th September 2018 this appointment was held by the Chairman. On that date the new Lord of the Manor appointed Christopher Wells who was also Vice Chairman of the Chislehurst Society and upon his resignation Joanna Friel was appointed, who is also Chairman of the Chislehurst Society. Trustee induction is provided. All Trustees give of their time voluntarily and receive no emoluments.

We continue to seek additional Trustees who are keen supporters of the Commons and its protection and can offer relevant skills, enthusiasm and their time.

4. Fundraising Statement

The charity receives donations of funds from residents and businesses in the local community by way of regular donations, one off voluntary donations and through support of events that are managed by the Trustees and its volunteers. It may also bid for funds from other non-local bodies for specific projects.

All fundraising has to receive the approval of the Board and be compliant with data protection. All fundraising activity is monitored by the Board through monthly reviews of income provided by the Treasurer.

Major fundraising takes place on an 'as required' basis and only after approval by the Board of the method of approach to potential donors. This will recognise the need to be clear about who we are, what we do, how any funds donated will be used and the methods by which donors can make a gift and amend a regular commitment. No undue pressure is applied and any decision to cease giving is respected and acted upon promptly. Only standing order arrangements are used for regular donations allowing the payer to cancel at will.

We aim not to cause offence or nuisance and respect the choice of method of contact.

No professional fundraisers or commercial participators are used.

5. Financial Report:

Summary:

Total incoming resources for the accounting year 2019 were £116,424 (2018: £111,170). After expenditure of £104,930 (2018: £114,427) a surplus of £11,494 for the year was recorded. (2018: Deficit of £3,257). Capital resources accordingly increased by £11,494 to £167,653 (2018: £156,159).

This result was skewed by the receipt of £25,000 from the HB Allen Trust that was obtained to finance the Prickend Pond Project. Only £4795 of these funds has been spent.

If these funds and expenditure are removed the net result would be Incoming resources £91,424 and expenditure of £100,135 resulting in a deficit of £8,711. The expenditure includes a non-cash item of £4910 for depreciation so deducting this from the deficit gives £3801 cash movement. (See net cash resources)

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**REPORT OF THE TRUSTEES
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Income

Income is derived mainly from Local Authority Grants, regular donations, one off grants/donations given at events and income from events supplemented by Gift aid where applicable.

Donation income benefitted particularly from an exceptional donation of £25,000 from the HB Allen Trust. This donation was received to finance an Improvement project for Prickend Pond (the PPP project). Whilst our regular donation income, associated gift aid and Grant income have barely moved over the last 3 years our ad hoc donation income varies according to capital replacement requirements and, as with 2019, the desire to raise project specific finance.

Trading activities, being income from Events, continues at a modest level, the Film Nights and Big Draws last having taken place in 2018, nor was there any contribution from the Chislehurst Chase or Chislehurst Marathon.

Expenditure:

At £104,930 (2018:£114,427) expenditure reduced compared with 2018 mainly due to the reduction in the costs of tree management but which at £8586 is well above the average for the last 7 years of £5,557.67. Only £600 (2018: £4560) was expensed on Oak Processionary Moth treatment and this was covered by a donation from the Chislehurst Society.

Prior years' Tree costs were as follows; 2018: £19,008 2017: £1,514. 2016: £920 2015: £3,158 2014: £5,197 2013: £620.

As mentioned elsewhere in this report the increasing cost is a function of our Tree Inspection Policy, started in 2013, highlighting required work and the ageing of the Trees in our Estate. Regrettably, higher tree costs are becoming the norm rather than the exception.

Most other costs are in line with those for 2018. The purchase of appropriate clothing for our keepers and volunteers led to increases in the Health and Safety category of expenses.

We are extremely grateful to all those who have responded to our fundraising requirements whether by giving a single contribution or by pledging a regular sum. Without this help the charity would not survive.

Net Cash Position

As we do not take more than 30 days credit, then Cash at Bank of £168,200 is a good measure of our financial solvency. However, as mentioned in the summary, this figure has benefited from the inclusion of a net unused donation of £20,205. After allowing for this amount, the cash balances would reduce to £147,995. Had the year end increase in creditors and decrease in debtors giving a net negative movement of £5,335 been treated as settled, then year-end cash would have reduced to £142,660. This is a decline of £3801 compared to 2018 and is a figure that reflects the reality of costs increasing with a static core donor base.

Our cash reserves provide us with 9 months cover for operating expenses to allow us time to replace the loss of any sources of funds, a contingent reserve for possible legal expenses and a reserve for replacement of our Truck (12 years old) and other capital items.

Our cash is held in operating accounts with Barclays Bank, in a 100 day Notice account with Shawbrook Bank and a 120 days' Notice account with Hampshire Trust Bank. All investments which are in the form of cash deposits are protected by the Financial Services Compensation Scheme.

With the generous donations of so many local residents, grants from community focussed organisations, revenue from events, our efforts to raise discrete funds to match capital expenditure and the continuing support of the Borough of Bromley, the Trustees are confident that they can continue to operate satisfactorily.

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Bankers

Barclays Bank PLC
7 High Street
Chislehurst
BR7 5AB

6. Risk Management

The Board annually reviews the Key Risks to which the Charity is subject. In addition we aim to meet 'best practice' requirements of the Charities Commission by having in place policies with a nominated responsible trustee for Financial Investment, Volunteers, Conflicts of Interest, the Safeguarding of Children and vulnerable Adults. Added to these are ones specific to our situation namely 'Tree Inspection policy', 'Events Policy' and 'Advertising by 3rd parties on the Commons.'

Practical examples of policies in action are;

Our volunteer procedures where staff and volunteers are informed of the risk assessments which have been conducted for the various tasks they undertake. They are not allowed to use any equipment for which they have not been properly trained.

For events that take place on the Commons we require risk assessments and Public liability insurance cover.

Insurance cover for risks associated with our activities is provided by Zurich Municipal Insurance. This provides employer's liability and public liability insurance and Trustees' indemnity insurance. The principal risk factors outside the Board's control are accidents to members of the public arising from falling trees or branches, and trips due to exposed tree roots. We endeavour to mitigate these risks by means of our Tree inspection policy, with appropriate action taken, and path improvement programmes.

Regarding Financial risks, the Board has a policy of having at least nine months' expenditure in reserve to meet its obligations in the event of a substantial loss of income.

7. Tree Safety Management Policy year ending 31 Aug 2019

The tree safety management policy was formalised in 2013 and has been reviewed annually since then to reflect best use of resources and any changes in legal and good practice requirements. It is clear that a regular inspection routine is vital, particularly in the areas where the public use the Commons frequently. During the current reporting year, the annual inspections, were carried out from October to December. The inspection work had to start later than normal because of the later loss of foliage. It required 16 work sessions. Each work session consisted of 2 people for a morning. The inspections require an intensive period of activity over a time span of approximately two months which can be difficult to resource. A total of approximately 1500 trees were inspected.

A consequence of these inspections is that necessary tree work is identified. During this reporting period the tree work was carried out at a cost of £8856. This is still high but is lower than last year and hopefully reflects the start of a falling trend.

A major concern for the last reporting period was the sudden outbreak of Oak Processionary Moth (OPM) which has public health implications. Fortunately our worst fears for the spread of OPM to other parts of the Commons did not occur.

There are still no discernible incidences of Ash die back on the Commons. However, this year we do seem to have had a larger number of Ash trees that have died, and Beech trees also seem to have suffered disproportionately probably as a result of the very dry weather during 2018.

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8. Management of the woodland and grassland

The Board is now in year 5 of the 10 year Woodland Management plan. The plan provides us with an overarching document covering our approach to the natural environment and our core roles and responsibilities. We consider we are performing to the plan.

For the second year running we have received the Green Flag Award for the way the Commons is managed. This involved an amended management plan and required more detailed management data.

Although for 2019 we decided not to proceed with an application for funds from the Countryside Stewardship scheme we are led to believe that the conditions are now more acceptable and so we are embarking on an application for 2020. As before this could be worth £5,000pa over 5 years.

We have continued to remove Holly on the Commons and open up vistas but without the resources to grub out the roots it is difficult to prevent re-growth and re-establish a more varied forest floor. We are seeking grant monies to assist this activity.

Another aspect of our plan is the removal of some selected older trees to reduce the canopy and bring more light into the woodland floor.

We were pleased to see this year the magnificent meadows of wildflowers and grasses. The four main areas are the Ramblers Rest which was reseeded in 2018, the Village Green, the Overflow Glade and the grass land above Prickend Pond.

We are fortunate to have an excellent partnership with the LBB and their contractors idverde. In addition to regular informal contact, we are represented at the LBB Countryside panel and the LBB Stakeholder's Panel. These meetings are attended by Councillors and Members. We also attend and support Bromley Biodiversity Partnership and the Bromley Friends Forum to obtain a borough wide perspective.

One of our responsibilities is to manage the expectations of different users of the Commons. This can involve decisions on what type of events we allow and the management of dog owners and horse riders. The latter led to us improving signage of bridal paths and also signage reminding users that they were on the Commons.

As in past years the implementation of the plan could not occur without our group of volunteers to whom we continue to be very grateful.

9. Rush Pond/Prickend Pond

The Ponds are home to a wide variety of species of duck and other pond life and have a positive amenity value for residents and visitors. They are an important feature of Chislehurst.

Last year we reported that a review of various ways to improve both Ponds, resulted in some sustainable recommendations leading to a Project Brief and an award of funds to implement improvements from the HB Allen Charitable Trust. Since then the water quality of both ponds has been monitored, surveys of the pond life undertaken, to improve the oxygen levels 90 carp and 3 terrapins removed to ponds under an Environment Agency licence and a topographical survey was performed of Prickend Pond. New plantings have improved the pond edges and paillasses have been installed around the island in the pond from which reeds and other water plants can grow. Our ambitions for Prickend Pond include an improved seating area and a wild fowl feeding area, with a much improved access path.

An associated benefit of this Project work is that we have attracted more volunteers with a scientific background, enabling us to significantly improve our understanding of what is living in our ponds and share this with the community at exhibitions, the communication at exhibitions, Family Activity Mornings and in local publications of the bio diverse composition of our ponds.

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In July 2019 we were pleased to join with idverde and the LBB, both of whom are supporting us in this endeavour, in a joint press release formally announcing the receipt of the HB Allen monies and the implementation of Prickend Pond improvements.

10. Litter, Fly-Tipping, Vehicle trespass, Roads

As with prior years we have to report that litter on the Commons continues to be a problem with the tonnage collected rising from 15,230 kgs in 2018 to 16,260kgs in 2019 with 61 trips to the refuse tip. From research into the Board's archives it appears that the dropping of litter has been an issue since the earliest days of the Trustees. The major sources of litter are householders dumping domestic rubbish and garden waste, car occupants and fly-tipping of builders rubble, sometimes from local residents' building works. We are most grateful to those who regularly go out on the Commons to pick up litter. We are also grateful to the LBB for their assistance in removing dangerous waste that has been fly-tipped.

We reported that during 2018 there were incursions by members of the Travelling community onto Public land in the Borough of Bromley and that following liaison with the Borough and Police we had formulated a plan if we were to suffer such incursions. Just as well, as on the 6th August 2019 we suffered such an incursion which was quickly dealt with between ourselves, the LBB, and the Police. As a consequence, we have reappraised our vulnerable areas and, in association with the Freeholder of the Commons, have developed plans to install additional preventative measures.

We have suffered fewer incidents of illegal parking of vehicles by residents, in contravention of the bye laws of the Commons, although as pressure increases on the road infrastructure the easy option taken by drivers is to use the commons as part of the highway. We are grateful for the vigilance of our supporters in bringing these and other transgressions of the bye laws to our attention.

Finally, we were asked by the LBB to consider improvements to the mini roundabout, the location of, to date, many minor accidents, between Heathfield Lane and the High Street. Working closely with the LBB Highways department agreement was reached which satisfied both parties and the Freeholder.

11. Utilities/ Requests for Access/Boundaries

A number of utilities such as telecoms, electricity and water are routed across the Commons. These utilities need to be accessed for a variety of reasons, such as inspection, installation of new cables or pipes to connect to the existing network, repairs, the addition of new telecom boxes or emergency work. Such work has to be licenced by us to ensure that it is only done under controlled conditions, that the work does not damage or adversely affect the Commons, and proper re-instatement takes place. Discussions with UK Power Networks to regularise their access to Extra High Voltage cables which supply South London which started in 2018 look as if they are coming to a conclusion. In addition and following the appearance of unannounced trenches on the Commons we have initiated discussions with Thames Water on a modus operandi for accessing and reinstating the Commons.

12. Commons Community Events:

We organise events to increase an awareness of the Commons and its amenity value, to foster a community spirit, to raise our profile and to seek additional financial support for our work. An example was our display at the local Library about life on the Commons during the 2 World Wars with hosted 'War on the Commons' walks, a World War 1 Poetry Trail and a World War 1 Archive event in the Old Chapel and Library. We also presented an exhibition, first started in 2016 and now repeated annually, in the Old Chapel in Chislehurst illustrating some of the history of the Commons, its wildlife and the work of our Keepers and volunteers. Public events are advertised on various local web sites namely Chislehurst Commons, Visit Chislehurst, Friends Forum, our social media and also with posters on local notice boards. We also gave 4 presentations to local community groups and have more planned for 2020.

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During the year the Commons played host to the annual events of the May Queen Pageant, and the Rotary Summer Fair on the 8th June 2019. Planning by Chislehurst Rotary for a village Christmas tree and Santa's grotto commenced early in the year and took place in December 2019.

In addition there took place:

The Chislehurst Marathon and 10K Chase

These events feature an undulating cross country course using the Commons and adjacent Scadbury Park. The second Chislehurst Marathon attracted a good response of 100 runners.

The 11th Chislehurst Chase was held on Sunday the 23rd of September 2018. They both attract local athletic clubs and local residents. For the Chase, about 300 adults took part, with around 100 children, many from a local school organised team in the 2 kilometre Fun-Run. This was the fourth year that a specialist organisation has run the event on behalf of the Trustees, with the Friends of the Commons acting as marshals and providing general help.

In September 2018 we supported, with our volunteers, the running of a Little Big Draw for St Nicholas School's Raise the roof fundraising campaign and a licence agreement, for the building contractors to access the Commons. The school overlooks part of the Commons and uses, with our permission, an area known as The Pit.

Forest School

The Trustees were approached in 2014 by St. Nicholas C of E Primary School to set up a "Forest School" on the Commons. This is an initiative whereby pupils spend time outside learning about nature and the world around them. A member of staff received special training and the Chislehurst Society made a grant to cover the cost of equipment and clothing.

The Commons volunteers keep an area of woodland near the school clear, which acts as the base for the project. The project began with the younger children, but it has gradually been extended so that all children in the school experience it during the year. Other areas of the Commons are now being used as well, according to the activities that are planned.

During 2019 the project was scaled down due to Staffing difficulties, but the school hope to appoint a new coordinator for 2020.

The Forest School is an exciting initiative which introduces a new generation to the woodlands in a positive way and encourages the development of a life-long love and respect for the environment. The Trustees are keen to continue their support of this project and in 2019 confirmed their willingness to support the school in a similar way in the future.

Family Activity Morning

This event is now a regular feature in the Commons calendar. Taking place in the school holidays, it is held to promote the use of the Commons for recreation and play. Some 125 children and their families followed a nature Trail through the woods to Kennal Glade, where there were activities.

This year we had the extra attraction of a display by our own naturalist and zoologist of 'life in the pond' magnified and displayed on a television screen. The event could not have taken place without the enormous support of the 20 or so volunteers, our 2 Keepers, the Scouts and funding from Chislehurst Rotarians.

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Guided Walks

The programme of regular walks has continued this year, with organised walks on both Chislehurst and St Paul's Cray Commons. These provide an opportunity for people to meet the Keepers, some of the Trustees and Volunteers and to see some of the work involved in maintaining and conserving the area. They are themed each month from April covering, 'Conservation on St Paul's Cray Common', 'Significant Trees on the Common', 'Grass Lands and wild flowers', 'Important habitats' and 'Grasslands and Wetlands'

These walks typically taking place on Wednesdays, with 3 on Saturdays to allow those working during the week to attend. The routes taken have been varied, but all aim to increase awareness of the different habitats and the plants and animals that live there.

Species surveys

As our own surveys, and one undertaken by the Bromley Bio-diversity Partnership in the year, record, some 35 species of birds have been observed on the commons.

In January 2019, we began a monthly bird count at Prickend Pond, which will help us to assess the effects of the current changes being made at the pond.

Butterfly records, begun in 2018, have been continued, and there was a new sighting for the Commons of a Brown Argus.

Dragonfly sightings continue to be recorded.

Amphibian surveys were carried out in spring at the pond and wetland areas, with frogs, newts and toads being identified.

PSYM surveys of plant and animal life in the ponds have been taken again this year to help us to plan pond improvements.

Lizards have been identified in the heathland and Krag are giving us reptile refuges to place there, which will be examined once a week from March to September 2020.

Records on this year's bird box statistics are still being gathered, and the results will be issued once all of the boxes have been examined and cleaned in preparation for next spring. Results so far have been encouraging, in that all of the boxes have been occupied, although at least three have been penetrated by woodpeckers, and at least one was deserted after a clutch of five eggs had been laid.

Bat Walk

Our annual Bat Walk took place on 14th September 2018.

It was open to the public and proved very popular with applications exceeding the 40 places available. Using echo locators, the group were able to locate, spot and identify two kinds of pipistrelle bat, the common and the soprano, and Daubenton's, as they swooped to feed on insects at Prickend Pond and Rush Pond.

Pumpkin Hunt

In the October half term week we participated in the Chislehurst Business Group's Pumpkin Hunt for children. Following a map around Chislehurst, they were rewarded with a treat wherever they saw a pumpkin.

The Trustees managed a stall where children could make frog fridge magnets. Our volunteer force turned out to assist and approximately 600 were completed.

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13. Friends of the Commons

The Trustees are fortunate to be supported by a growing group of people, currently numbering about 350, who contribute financially or with their time in maintaining the Commons. Within this number there is a very active and growing band of volunteers who work in one of our regular volunteer conservation groups and who provide vital help for our various events. We estimate that they contribute 2000 man hours to our activities. We believe that our Friends group is one of the largest organisations supporting open spaces in the country. We have also enjoyed excellent support from Idverde and the LBB for our various funding bids and project development. Without the help of all these members of the local community the charity could not operate. We thank them all.

Friends' Reception

At the annual event in May 2019, the Trustees hosted a reception for the Friends of the Commons, in St Nicholas Church Hall, to thank them for their support and contributions. This occasion allows the Trustees to bring people up to date with what is happening on the Commons and to explain future plans and projects. As always, the refreshments were provided by the Trustees personally, at no cost to the charity. About 120 people present enjoyed an excellent evening.

Newsletter and website

Our annual newsletter was published in the spring. This is distributed to all Friends of the Commons as a way to keep in touch with our supporters and, from feedback, is much appreciated. Since July 2017 we have been issuing a quarterly email newsletter to give news from the Commons and promote our various upcoming events.

More new Notice Boards, boundary markers and refurbished Bye law notices were installed, sponsored by Chislehurst Rotary funds received in 2018. We have received compliments on these boards both from residents and the Green Flag award inspectors. They are updated regularly with items of interest and upcoming events.

The Trustees recognise that people increasingly wish to obtain information about the Commons via the internet and social media and we have added facebook access to complement our website www.chislehurstcommons.uk, which was refreshed in April to reflect our rebranding. We also have a Twitter account.

The web page includes a donation facility that allows people to make donations on line. We are now corresponding with over 800 donors and interested parties and hope that these mediums will enhance our profile.

14. Working with the Freeholder

As mentioned in last year's report, in September 2017 the freehold of the Commons of Chislehurst and St Paul's Cray were acquired from the Lord of the Manor by the Chislehurst Society. We are pleased to report that our organisations have worked, and are working, closely together in ensuring the correct legal rights are granted by our respective organisations.

In addition, the Chislehurst Society, both as Freeholder and the local Residents Association is very supportive of our Prickend Pond project and plans to protect the Commons from incursions.

We have been working with the Freeholder on other matters that have benefitted from a dual approach, and, whilst our responsibilities are different, we share the common objective of protecting the Commons for the current and future generations.

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COMMONS CONSERVATORS**

**REPORT OF THE TRUSTEES
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16. The Future:

The financial position of the charity continues to be in good order. We enjoy a 12 year lease of our premises at The Old Fire Station from London Borough of Bromley. Whilst it was intended that the Conservators, when established by Act of Parliament in 1888, would be fully funded by the Local Parishes (whose roles are now with the London Borough of Bromley), the reality is that, since 2000, we have been receiving only part of our funding from the London Borough of Bromley. This still represents a most valuable grant from the Borough, which is renewable in March 2021. This is supplemented by donations from residents, local businesses and community organisations such as the Chislehurst Society and Chislehurst Rotary Club. Unfortunately, we are no longer enjoying material financial surpluses from Events. Whilst we aim for such sources of funds to cover our operational expenses, with increasing tree maintenance costs and static core donor income this is becoming difficult. It places more emphasis on one off donations to cover operational cost short falls and one-off projects.

As to undertaking our responsibilities towards looking after the Commons, in August 2019 our Green Flag status was confirmed for 2019/20.

We are constantly seeking new sources of income. We are faced with an ageing woodland reaching the end of its natural life and infrastructure that is proving expensive to address. Our grant from LBB, which has been at the same level for the last 5 years, is up for renewal in 2021. It is our hope that the LBB will appreciate that without the Conservators and its supporters the cost burden they would have to bear would be 3 times the level of grant currently provided.

Board members' 'Time resources' are being challenged through dealing with issues arising from the increased pressure on the commons from traffic and being asked to consider road changes and their impact on the Commons, surrounding development, fly-tipping, other transgressions of the commons, the increased level of regulation and reporting that is required and, last but not least, the cost and time spent managing woodland, which is reaching the end of its natural life.

Chislehurst is only ten miles from the centre of London and we are conscious of our responsibilities in maintaining such an important open space so near to a large area of population. The Board remains confident that, so long as such generous support both financial and of skills and talents from individuals and organisations continues, we can meet the challenges presented to us and be confident of carrying on our work in the future.

Finally, I offer my personal thanks to my Board member colleagues who give of their personal time so freely and expertly to keep our Commons in such good order and whose efforts go largely unrecognised.

Approved by order of the board of trustees on 21 January 2020 and signed on its behalf by:



J Hayhow - Chairman

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS**

Independent examiner's report to the trustees of The Chislehurst & St. Paul's Cray Commons Conservators

I report to the charity trustees on my examination of the accounts of the The Chislehurst & St. Paul's Cray Commons Conservators (the Trust) for the year ended 31 August 2019.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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



GRAHAM ATKIN FCA
Crane & Partners
Chartered Accountants
Leonard House
5 - 7 Newman Road
Bromley
Kent
BR1 1RJ

21st January 2020

**THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS**

**STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2019**

		2019 Unrestricted funds £	2018 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		113,534	105,668
Other trading activities	2	1,490	1,245
Investment income	3	1,400	1,333
Other income		<u>-</u>	<u>2,924</u>
Total		118,424	111,170
 EXPENDITURE ON			
Raising funds		3,154	2,664
Charitable activities			
Costs of protecting and conserving the woodlands		<u>101,776</u>	<u>111,763</u>
Total		104,930	114,427
 NET INCOME/(EXPENDITURE)		11,494	(3,257)
 RECONCILIATION OF FUNDS			
Total funds brought forward		156,159	159,416
 TOTAL FUNDS CARRIED FORWARD		<u>167,653</u>	<u>156,159</u>

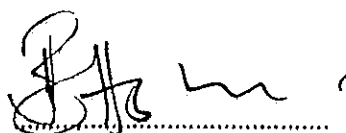
The notes form part of these financial statements

**THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS**

BALANCE SHEET
At 31 August 2019

	Notes	2019 Unrestricted funds £	2018 Total funds £
FIXED ASSETS			
Tangible assets	6	4,447	9,368
CURRENT ASSETS			
Debtors	7	4,747	5,405
Cash at bank and in hand		<u>168,200</u>	<u>146,480</u>
		172,947	151,885
CREDITORS			
Amounts falling due within one year	8	(9,741)	(5,064)
NET CURRENT ASSETS		<u>163,206</u>	<u>146,801</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>167,653</u>	<u>166,169</u>
NET ASSETS		<u>167,653</u>	<u>166,169</u>
FUNDS	9		
Unrestricted funds		<u>167,653</u>	<u>166,169</u>
TOTAL FUNDS		<u>167,653</u>	<u>166,169</u>

The financial statements were approved by the Board of Trustees on 21st January 2020 and were signed on its behalf by:


J Hayhow -Trustee

The notes form part of these financial statements

**THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS**

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2019**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 33% on cost
Motor vehicles	- 20% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. OTHER TRADING ACTIVITIES

	2019 £	2018 £
Fundraising events	922	1,025
Sale of books and cards	<u>568</u>	<u>220</u>
	<u>1,490</u>	<u>1,245</u>

**THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS**

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 31 August 2019

3. INVESTMENT INCOME

	2019 £	2018 £
Deposit account interest	<u>1,400</u>	<u>1,333</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2019 nor for the year ended 31 August 2018.

Trustees' expenses

During the year 5 trustees received reimbursements to the sum of £1,105.34 in relation to general maintenance, community events and postage and stationery costs.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

2019	2018
<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 September 2018 and 31 August 2019	<u>68,591</u>	<u>44,545</u>	<u>113,136</u>
DEPRECIATION			
At 1 September 2018	59,233	44,545	103,778
Charge for year	<u>4,911</u>	<u>-</u>	<u>4,911</u>
At 31 August 2019	<u>64,144</u>	<u>44,545</u>	<u>108,689</u>
NET BOOK VALUE			
At 31 August 2019	<u>4,447</u>	<u>-</u>	<u>4,447</u>
At 31 August 2018	<u>9,358</u>	<u>-</u>	<u>9,358</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Other debtors	<u>4,747</u>	<u>5,405</u>

**THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS**

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 31 August 2019

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Taxation and social security	843	856
Other creditors	<u>8,898</u>	<u>4,208</u>
	<u>9,741</u>	<u>5,064</u>

9. MOVEMENT IN FUNDS

	At 1.9.18 £	Net movement in funds £	At 31.8.19 £
Unrestricted funds			
General fund	141,159	11,494	152,653
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>156,159</u>	<u>11,494</u>	<u>167,653</u>
TOTAL FUNDS	<u>156,159</u>	<u>11,494</u>	<u>167,653</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	116,424	(104,930)	11,494
	<u>116,424</u>	<u>(104,930)</u>	<u>11,494</u>
TOTAL FUNDS	<u>116,424</u>	<u>(104,930)</u>	<u>11,494</u>

Comparatives for movement in funds

	At 1.9.17 £	Net movement in funds £	At 31.8.18 £
Unrestricted Funds			
General fund	144,416	(3,257)	141,159
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>159,416</u>	<u>(3,257)</u>	<u>156,159</u>
TOTAL FUNDS	<u>159,416</u>	<u>(3,257)</u>	<u>156,159</u>

**THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS**

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 31 August 2019

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	111,170	(114,427)	(3,257)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>111,170</u>	<u>(114,427)</u>	<u>(3,257)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.17 £	Net movement in funds £	At 31.8.19 £
Unrestricted funds			
General fund	144,416	8,237	152,653
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
TOTAL FUNDS	<u>159,416</u>	<u>8,237</u>	<u>167,653</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	<u>227,594</u>	<u>(219,357)</u>	<u>8,237</u>
TOTAL FUNDS	<u>227,594</u>	<u>(219,357)</u>	<u>8,237</u>

10. RELATED PARTY DISCLOSURES

The charity paid £150 to Hedges Tree Consultants Limited, a related party, for work done during the year. The director of this company is a close family member of one of the trustees.

**THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS**

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2019

	2019 £	2018 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	77,224	69,358
Grants	<u>36,310</u>	<u>36,310</u>
	113,534	105,668
Other trading activities		
Fundraising events	922	1,025
Sale of books and cards	<u>568</u>	<u>220</u>
	1,490	1,245
Investment income		
Deposit account interest	1,400	1,333
Other income		
Gain on sale of tangible fixed assets	<u>-</u>	<u>2,924</u>
Total incoming resources	116,424	111,170
EXPENDITURE		
Raising donations and legacies		
Printing and stationery	2,112	1,003
Community event costs	<u>1,042</u>	<u>1,661</u>
	3,154	2,664
Charitable activities		
Salaries and Nat. Insurance	58,800	58,180
Premises costs	5,070	5,921
Insurance	6,443	6,227
Vehicle and plant maintenance	3,559	3,354
General maintenance	16,400	23,103
Telephone, computer and post.	675	801
Health & Safety	1,517	1,046
Sundries	3,493	4,221
Plant and mach. depreciation	<u>4,910</u>	<u>6,126</u>
	100,867	108,979
Support costs		
Finance		
Bank charges	105	-

This page does not form part of the statutory financial statements

THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2019

	2019 £	2018 £
Governance costs		
Accountancy and legal fees	<u>804</u>	<u>2,784</u>
Total resources expended	104,930	114,427
	<hr/>	<hr/>
Net Income/(expenditure)	<u>11,494</u>	<u>(3,257)</u>

This page does not form part of the statutory financial statements