

REGISTERED CHARITY NUMBER: 1028121

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 AUGUST 2017
FOR
THE CHISLEHURST & ST. PAULS CRAY COMMONS
CONSERVATORS**

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

**THE CHISLEHURST & ST. PAULS CRAY COMMONS
CONSERVATORS**

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For The Year Ended 31 August 2017**

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THE CHISLEHURST & ST PAULS CRAY COMMONS CONSERVATORS

REPORT OF THE TRUSTEES For the Year Ended 31 August 2017

The Commons Conservators

The Chislehurst and St Paul's Cray Commons Conservators (rebranded during the year with the working title 'Chislehurst Commons') were 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. 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 5PW

Organisation

The charity is administered by a Board comprising 15 Trustees.

Mr John Hayhow (Chairman)
Mr Colin Yardley (Vice Chairman and Clerk)
Mr Robert West (Treasurer)
Mr Anthony Bompas Q.C.
Mrs Alexandra Burman
Mr David Calver
Miss Avril Greatrex
Mr Peter Hedges
Mrs Gwenllian Lardner
Mr Ian Leonard
Mr Alan Porter
Mrs Christine Wearn
Mrs Mary Wheeler
Mr Peter Woodward
Mrs Margaret Yardley

Mr Patrick Phillips Director of Parks and Strategy for IdVerde Ltd serves ex officio representing the London Borough of Bromley

Staff

The Board employs two members of staff:

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

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**REPORT OF THE TRUSTEES
For the Year Ended 31 August 2017**

1. Board Structure and decision-making

The Board, which 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;

Deals with matters between meetings of the Board, staff management, legal financial and compliance matters.

Natural Environment:

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:

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:

Provides administrative services to the Board, the management of the relationship with our supporters, Public Relations and media and the initiation of and support for events, the organisation of fund raising activities and representation to relevant external organisations.

Information Technology:

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 web site.

Regular reports are also received from the Head Keeper. Responsibility for day-to-day management resides with the Chairman and Vice-chairman of the Board, the Treasurer, and the Head Keeper.

2. Public Benefit Statement

The main aim 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. 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 fly tipping, illegal parking and litter 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, financial and public relations tasks. 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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**REPORT OF THE TRUSTEES
For the Year Ended 31 August 2017**

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 holds the freehold of the Commons, appoints one Trustee. Trustee induction is provided. All Trustees are volunteers and receive no emoluments.

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.

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 fund raising 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 2017 were £101,868 This represented a decrease of 5.49% over the reported income for the 2016 year of £107,791. It was also below the 5 year rolling average of £107,400. After expenses of £99,351 an operating surplus of £2,517 was achieved (compared with £13,029 for 2016).

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. For 2017 the main events were the Film Night and The Big Draw.

The variation between 2017 and 2016 total income mainly arose as a result of

Year 2016 benefiting from higher large event revenue (from the Queens birthday) of £8764 and a one off receipt ,compared with £6,355 from the Film Night in year 2017 and a reduction from 2016 of receipts from a donor of £2,708

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.

Expenditure

Expenditure at £99,351 increased by 4.8% compared to £94762 for 2016 and is just above the rolling 5 year average of £99,000 This increase was attributable to salary and wage increases ,rebranding costs affecting sundry items, costs of legal advice associated with the Commons acquisition and vehicle overhaul costs, However lower general maintenance costs reduced the impact..

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**REPORT OF THE TRUSTEES
For the Year Ended 31 August 2017**

Net Position

With an operating surplus of £2,517 for 2017, resources of the Charity increased to £ 159,416. These funds 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(10 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 and the continuing support of the Borough of Bromley, the Trustees are confident that they can continue to operate satisfactorily.

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. Rebranding

In December 2016 we approved our re-branding to 'Chislehurst Commons'. This was prompted by an ongoing need to protect the future of the Commons which is best achieved by educating the next generation of donors and volunteers. To do this effectively requires a strong identity that appeals to and engages a wider audience and raises our public profile.

There remains a large proportion of the residential and business community who have little awareness of who manages, protects and pays for the Commons. So long as the Commons is well managed and maintained and

THE CHISLEHURST & ST PAULS CRAY COMMONS CONSERVATORS

REPORT OF THE TRUSTEES For the Year Ended 31 August 2017

financially secure in the short term there is little incentive for members of the community to find out 'how things work' on the Commons.

In addition it was considered that greater emphasis in our branding should be made of the Commons and not so much of those who run it. Our existing working title was too long and was abbreviated, the logo was difficult to read, lacked visual impact and did not work well as a visual short hand for Chislehurst Commons.

Whilst our legal title has to be retained for day to day activities we now trade as 'Chislehurst Commons'. This has been reinforced by use of the new logo which appears now on our vehicles, Marquees, signage, clothing and flag and is being rolled out onto our notice boards and stationery. It has been very well received by the community. In addition an Open Day on the 15th October 2016 to promote a better understanding how 'Chislehurst Commons' works was very well attended as have been the offer of talks with local community groups with 4 scheduled for 2017/18.

8. Tree Safety Management Policy

The tree safety management policy that was formalised in 2013 was reviewed by the Board after a full year of operation. A number of minor amendments were made, but it was felt that the policy has been a success. It is clear that a regular inspection routine is vital, particularly in the areas where the public use the Commons frequently. During the reporting year the annual inspection carried out between September and November was completed by 3 Trustees supported by our volunteers over 14 work sessions of 3 hours. There has been one case of Oak Processionary Moth (OPM) found on the Commons during the reporting year which has been reported to the Forestry Commission. The major concern with OPM is that it is a possible cause of respiratory problems in humans and animals. We are in regular contact with the Forestry Commission and will report any further identified infestations .

.Guidance from the National Tree Study Group has been much used in determining our policy and additional volunteers have been trained in inspection skills. In the light of the Queens Bench judgement on Cavanagh v Witley Parish Council of the 14th February 2017 we have reviewed our policy and practice. We are pleased to record that our Policy and Practice comply with the judgement of the case.

9. Management of the woodland

Every winter sees our keepers and volunteer workers clearing holly scrub in order to keep the woods open and in order to promote a diversity of plants on the woodland floor. We are experiencing rising costs associated with many trees reaching the end of their life. The management of the woodland will thus consume a greater proportion of the time of our volunteers and keepers and will have cost implications. The survival of trees is also an emotive topic within our community. Accordingly we are preparing a Woodland Management Plan assisted by an external consultant which will be for submission to the Forestry Commission. Our ambition is to make any woodland management work self financing from sale of the resultant timber.

We are pleased that new plants to the Commons have been recorded. The significant ones using their common names as of April 2017 were Summer Snowflake, Cowslip, Star of Bethlehem and Jews Ear, an edible mushroom.

10. Rush Pond/Prickend Pond

The ponds continue to prosper and are the home to a wide variety of species of duck. This is the result of the work we have undertaken in recent years to ensure they offer a good environment for wild life, especially as the Duck house was restored by our keepers during the year, and have a positive amenity value for residents and visitors. They are an important feature of Chislehurst.

11. Litter, Fly-Tipping, Vehicle trespass

As with prior years we have to report that litter on the Commons continues to be a problem. From research into the Board's archives it appears that the dropping of litter has been an issue since the earliest days of the

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Conservators. The major sources of litter have changed from school children to householders dumping domestic rubbish and garden waste, car occupants and fly tipping of builder's rubble and asbestos 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 but we are hopeful of clarification of their policy towards prosecuting general fly tipping as it does not seem to match their public statements. Owing to congestion on specific roads from vehicle parking interfering with the flow of traffic there have been incidences of vehicles using the commons as a relief route. In addition residents are parking cars outside their homes in contravention of the bye laws of the Commons. We are grateful for the vigilance of our supporters in bringing these and other transgressions of the bye laws to our attention.

12. Utilities

A number of utilities such as telecoms and electric 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 or the addition of new telecom boxes. This work has to be licenced by us to ensure that it is only done under controlled conditions and the work does not damage or adversely affect the Commons. A significant amount of time has been spent on this during 2017.

13. 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 is an exhibition we mounted in October 2016 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 and our social media and also with posters on local notice boards.

During the year the Commons played host to the annual events of the May Queen Pageant and the Rotary Summer Fair where we had a display illustrating the habitats on the Commons and the work involved in maintaining them.

We were also pleased to lend our support together with Historic England for Montbelle Primary School's project on the Great War. As part of this they obtained grade 2 listing of the War Memorial, which we maintain

In addition there took place:

The Chislehurst Marathon and 10K Chase

The first Chislehurst Marathon took place in August 2017 and attracted a good response of 100 runners.

The 9th Chislehurst Chase was held on Sunday the 18th of September. Both events offer an undulating cross country course using the Commons and adjacent Scadbury Park and attract local athletic clubs, and local residents. For the Chase about 300 adults took part, with around 100 children, many from local school organised teams in the 2 kilometre Fun-Run. This was the third 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.

The Big Draw and Open Air Cinema

The Big Draw event goes from strength to strength with the 14th Big Draw held on the Commons on the 24th September 2016. As in previous years many local people and their families enjoyed an afternoon participating in the many and varied activities.

In July 2017 the 5th Open Air Cinema event occurred with a showing of the film 'Mamma Mia'. This was the first time that the film to be shown was chosen by an 'on line poll' which no doubt increased its popularity.

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For the Year Ended 31 August 2017**

Notwithstanding doubtful weather close to 500 people attended to enjoy not only the Film but other entertainment and varied refreshments.

For both events a very valuable financial surplus was achieved to supplement the charity's funds for work on the Commons. We are most grateful to those in the community, their families and friends who organise and promote these events and who provide support on the day through sponsorship, their time and efforts.

Forest School

The Trustees were approached in 2014 by Chislehurst 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 has received special training and the Chislehurst Society has made a grant to cover the cost of equipment and clothing.

The Commons volunteers have cleared an area of woodland near the school 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. 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.

Family Activity Morning

In July an event was held to promote the use of the Commons for recreation and play. Some 90 children and their families followed a nature Trail through the woods to Kemnal Glade where there were activities, and story time with the Library Service. The event could not have taken place without the enormous support of all the people who volunteered to help and of funding from Chislehurst Rotarians.

Guided Walks

The programme of regular walks has continued this year, with 6 walks organised 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. The routes taken have been varied, but all aim to increase awareness of the different habitats and the plants and animals that live there.

Small mammal and bird surveys

A small mammal survey was undertaken in January. With the assistance of Judy John, a naturalist, traps were set and baited. A group of 20 Trustees and Volunteers together with children gathered to watch the opening of traps which contained wood mice, bank voles and a field vole.

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

Easter egg Hunt 2017

At Easter the Chislehurst Business Group organised an Easter Egg Hunt and we had a stall at Prickend Pond, giving out healthy duck food, a duck-feeding leaflet and an observation sheet relating to the pond.

Bat Walk

Following a Bat survey in September 2016 when 2 kinds of pipistrelle bat, the common and the soprano and Daubetons were observed at the Overflow glade, Prickend Pond and Rush Pond, a Bat Walk took place in September 2016.

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REPORT OF THE TRUSTEES For the Year Ended 31 August 2017

It was open to the public and proved very popular with applications exceeding the 40 places available. Using sound detectors the lucky few were able to locate, spot and identify the bats as they swooped to feed on insects. We are arranging more bat related activities.

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 owl pencil holders. Our volunteer force turned out to assist and approximately 600 were completed.

14. Friends of the Commons

The Trustees are fortunate to be supported by a growing group of people, currently numbering about 600, who contribute financially to the costs of maintaining the Commons. In addition we enjoy the support of a growing band of volunteers who are active in working in one of our regular volunteer conservation groups and who provide vital help for our various events. We believe that our Friends' group is one of the largest organisations supporting open spaces in the country. Without the support of these members of the local community the charity could not operate. We thank them all.

Friends' Reception

An annual event, this time held in May, 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 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. In addition in July 2017 we issued our first quarterly email newsletter to promote our various 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

The web page includes a donation facility that allows people to make donations on line. We are now corresponding with over 600 donors and interested parties and hope that these mediums will enhance our profile.

15. Acquisition of the Commons

In September 2017, just outside the reporting year, the Commons were acquired from the Lord of the Manor by the Chislehurst Society. This was the culmination of 17 months negotiation with the Lord of the Manor and preparatory work by the Chairman supported by the Board mostly undertaken within the reporting year.

We are grateful for the support of the Chislehurst Society in securing the Commons for future generations which places both the ownership and management of the Commons with local organisations. It is difficult to find a better example of local co-operation for the common good. We are working with the Society in the management of their freeholder responsibilities and at the same time seeking improvements in the manner in which we as managers of the Commons and the Society as the new freeholder can protect the Commons.

**THE CHISLEHURST & ST PAULS CRAY COMMONS
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**REPORT OF THE TRUSTEES
For the Year Ended 31 August 2017**

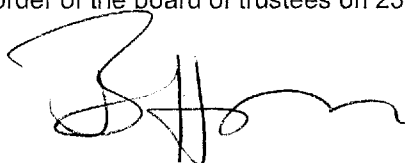
16. The Future

The financial position of the charity continues to be in good order. We enjoy a 13 year lease of our premises at The Old Fire Station from London Borough of Bromley. The regular grant from the Borough renewable in March 2021 combined with donations from residents, local businesses and community organisations such as the Chislehurst Society and Chislehurst Rotary Club and financial surpluses from Events mean that we are able to maintain the Commons to a high standard. And of course the acquisition of the Commons adds a new, positive dimension in support of our responsibilities.

However we cannot be complacent. From the financial perspective our donor base is ageing and there are some key donors and event organisers whose continuing support is very important to our income meeting or exceeding our expenditure. Trustee 'time resources' are being challenged through dealing with issues arising from the increased pressure on the commons from traffic and 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.

Approved by order of the board of trustees on 23 January 2018 and signed on its behalf by:



J Hayhow - Chairman.

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

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

I report to the charity trustees on my examination of the accounts of the The Chislehurst & St. Pauls Cray Commons Conservators (the Trust) for the year ended 31 August 2017.

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 confirm that there are no other matters to which your attention should be drawn 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

Date: 23 January 2018

**THE CHISLEHURST & ST. PAULS CRAY COMMONS
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STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2017

		2017	2016
		Unrestricted	Total
		funds	funds
		£	£
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		90,972	91,381
Other trading activities	2	9,333	14,886
Investment income	3	1,563	1,524
Total		101,868	107,791
 EXPENDITURE ON			
Raising funds		6,758	7,019
Charitable activities			
Costs of protecting and conserving the woodlands		92,593	87,743
Total		99,351	94,762
 NET INCOME		2,517	13,029
 RECONCILIATION OF FUNDS			
Total funds brought forward		156,899	143,870
 TOTAL FUNDS CARRIED FORWARD		159,416	156,899
 CONTINUING OPERATIONS			
All income and expenditure has arisen from continuing activities.			

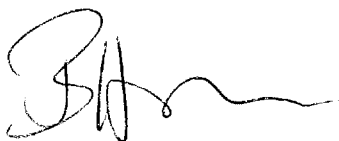
The notes form part of these financial statements

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**BALANCE SHEET
At 31 August 2017**

		2017 Unrestricted funds £	2016 Total funds £
	Notes		
FIXED ASSETS			
Tangible assets	6	2,153	5,207
CURRENT ASSETS			
Debtors	7	4,864	6,994
Cash at bank and in hand		158,317	148,528
		<u>163,181</u>	<u>155,522</u>
CREDITORS			
Amounts falling due within one year	8	(5,918)	(3,830)
NET CURRENT ASSETS		<u>157,263</u>	<u>151,692</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>159,416</u>	<u>156,899</u>
NET ASSETS		<u>159,416</u>	<u>156,899</u>
FUNDS	9		
Unrestricted funds		159,416	156,899
TOTAL FUNDS		<u>159,416</u>	<u>156,899</u>

The financial statements were approved by the Board of Trustees on 23 January 2018 and were signed on its behalf by:



J Hayhow -Trustee

The notes form part of these financial statements

**THE CHISLEHURST & ST. PAULS CRAY COMMONS
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**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2017**

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

	2017	2016
	£	£
Fundraising events	8,439	14,343
Sale of books and cards	894	543
	<u>9,333</u>	<u>14,886</u>

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 31 August 2017

3. INVESTMENT INCOME

	2017	2016
	£	£
Deposit account interest	<u>1,563</u>	<u>1,524</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2017 nor for the year ended 31 August 2016.

Trustees' expenses

During the year 5 trustees received reimbursements to the sum of £1,357.35 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:

2017	2016
2	2

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

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 September 2016	54,684	44,545	99,229
Additions	1,514	-	1,514
At 31 August 2017	<u>56,198</u>	<u>44,545</u>	<u>100,743</u>
DEPRECIATION			
At 1 September 2016	49,477	44,545	94,022
Charge for year	4,568	-	4,568
At 31 August 2017	<u>54,045</u>	<u>44,545</u>	<u>98,590</u>
NET BOOK VALUE			
At 31 August 2017	<u>2,153</u>	<u>-</u>	<u>2,153</u>
At 31 August 2016	<u>5,207</u>	<u>-</u>	<u>5,207</u>

**THE CHISLEHURST & ST. PAULS CRAY COMMONS
CONSERVATORS**

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 31 August 2017

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Other debtors	<u>4,864</u>	<u>6,994</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Other creditors	<u>5,918</u>	<u>3,830</u>

9. MOVEMENT IN FUNDS

	At 1/9/16	Net movement in funds	At 31/8/17
	£	£	£
Unrestricted funds			
General fund	141,899	2,517	144,416
Contingency reserve	15,000	-	15,000
	<u>156,899</u>	<u>2,517</u>	<u>159,416</u>
TOTAL FUNDS	<u>156,899</u>	<u>2,517</u>	<u>159,416</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	101,868	(99,351)	2,517
TOTAL FUNDS	<u>101,868</u>	<u>(99,351)</u>	<u>2,517</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2017.

**THE CHISLEHURST & ST. PAULS CRAY COMMONS
CONSERVATORS**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2017**

	2017 £	2016 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	54,662	55,071
Grants	36,310	36,310
	<u>90,972</u>	<u>91,381</u>
Other trading activities		
Fundraising events	8,439	14,343
Sale of books and cards	894	543
	<u>9,333</u>	<u>14,886</u>
Investment income		
Deposit account interest	1,563	1,524
	<u>1,563</u>	<u>1,524</u>
Total incoming resources	101,868	107,791
EXPENDITURE		
Raising donations and legacies		
Printing and stationery	1,066	1,618
Community event costs	5,692	5,401
	<u>6,758</u>	<u>7,019</u>
Charitable activities		
Salaries and Nat. Insurance	55,852	54,269
Premises costs	5,205	4,843
Insurance	7,094	7,112
Vehicle and plant maintenance	5,269	3,857
General maintenance	5,088	9,448
Telephone, computer and post.	671	739
Keepers' clothing and training	1,401	1,666
Sundries	4,534	915
Depreciation of tangible fixed assets	4,568	4,090
	<u>89,682</u>	<u>86,939</u>
Support costs		
Governance costs		
Accountancy and legal fees	2,911	804
	<u>2,911</u>	<u>804</u>
Total resources expended	99,351	94,762

This page does not form part of the statutory financial statements

**THE CHISLEHURST & ST. PAULS CRAY COMMONS
CONSERVATORS**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2017**

	2017 £	2016 £
Net income	<u>2,517</u>	<u>13,029</u>

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