

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 AUGUST 2018
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 2018

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2018**

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. 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 Colin Yardley (Vice Chairman and Clerk)	-resigned 15 th December 2017
Mr Robert West (Treasurer)	
Mr Anthony Bompas Q.C.	-resigned 10 th December 2017
Mrs Alexandra Burman	
Mr David Calver	-resigned 27 th February 2018
Miss Avril Greatrex	
Mr Peter Hedges	
Mrs Gwenllian Lardner	- resigned 20 th November 2017
Mr Ian Leonard	
Mr Alan Porter	
Mrs Christine Wearn	
Mrs Mary Wheeler	
Mr Peter Woodward	
Mrs Margaret Yardley	
Mr Patrick Phillips	- appointed 10 th April 2018

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
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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:

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 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 and outside the reporting period the new Lord of the Manor appointed Mr C Wells who is also Vice Chairman of the Chislehurst Society. Trustee induction is provided. All Trustees give of their time voluntarily and receive no emoluments.

During the reporting period 4 Trustees retired from the Board and we shall miss them all; Gwenllian Lardner, Anthony Bompas, Colin Yardley and David Calver. Gwen Lardner was of major importance in ensuring the public relations of the Commons acquisition was professionally handled alongside our rebranding in 2017. Anthony Bompas a Trustee for over 18 years had provided the Board with legal advice, good counsel and opinion, and when the LBB grant was first reduced he was instrumental in ensuring our solvency with his various fund-raising initiatives. Colin Yardley, a name still synonymous with the Commons, during his tenure as a Trustee and Vice Chairman of over 16 years delivered and maintained the 10 Year plan, Chaired the Natural Environment Committee, established and undertook flora and fauna surveys and implemented original initiatives for enhancement of the Commons and its use by the community. David Calver had also given long service as a Trustee and his past knowledge of matters was of inestimable benefit to those unfamiliar in the ways of Chislehurst.

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 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 2018 were £111,170 (2017: £101,868). After expenditure of £114,427 a deficit for the year of £3257 was recorded. (2017: Surplus of £2517). Capital resources accordingly reduced by £3257 to £156,159 (2017:£159,416).

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**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2018**

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 2 exceptional donations: a £5000 general donation from Chislehurst Rotary and £11,783 from The Chislehurst Society for the purchase of a new Ride on Mower. It also enjoyed a donation in respect of the Income from the 15th Big Draw.

Trading activities, being income from Events, declined as there was no Film Night in August 2018, and receipts were lower from the sale of cards, posters and refreshments at the Summer Fair and Open Day. Other Income arose from an Insurance Recovery following a break in and theft at our premises on the 13th December 2017 and the sale proceeds of the replaced Mower.

Expenditure:

At £114,427 (2017: £99,351) expenditure increased mainly due to the significant increase in the costs of tree management. The 2018 cost was £19,008 and included a first-time charge of £4,560 for the treatment of Oak Processionary Moth nests.

This compares with prior years' Tree costs as follows; **2017: £1514. 2016: £920 2015: £3158 2014: £5197 2013: £520.**

As mentioned elsewhere in this report this increase is a function of our Tree Inspection Policy, started in 2013, highlighting required work and the ageing of the Trees in our estate.

If not for such Tree costs our expenditure would be below our 5 Year average expenditure of £99,000.

There was also an increase arising from a depreciation charge of £6126 (2017: £4568) on the new equipment acquired costing £13,331, increases in staff related costs owing to pay increases and additional part time administration costs.

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 Position

With an operating deficit of £3,257 for 2018, Total Funds employed declined to £156,159 (2017: £159,416). Fixed assets in the Balance Sheet increased net of depreciation as a result of the aforementioned new mower and replacement tools. As we do not take more than 30 days credit then Cash at Bank (£146,460) is a good measure of our financial solvency. This reduced by £11,857. The differing figures for the operating deficit and amount by which cash balances have reduced arises because the new equipment was paid for in cash and was a full deduction from our cash reserves. However the Expenditure in the accounts only recognises the depreciation charge as a cost; the balancing figure which recognises the accounting value net of depreciation of such assets appears as stated in Fixed Assets.

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 (11 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.

**THE CHISLEHURST & ST. PAUL'S CRAY
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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

The tree safety management policy that was formalised in 2013 was reviewed by the Board after a full year of operation and thereafter on an annual basis to reflect 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 reporting year, the annual inspection, carried out between September and November, was completed by Trustees supported by our volunteers over 20 work sessions of 3 hours. One thousand trees were inspected.

A consequence of these inspections is that necessary tree work is identified, and a feature of the year was the significantly increased expenditure on tree maintenance of £19,008 (2017:£1514). This sum included £4560 for the treatment by contractors, in accordance with Forestry Commission requirements, of 240 Oak Processionary Moth (OPM) nests.

The major concern with OPM is that it is a possible cause of respiratory problems in humans and animals. Our Trustees have attended conferences and meetings with the Forestry Commission and DEFRA concerning longer term policies for treatment of OPM, and the prevention of it spreading from the South East of England where it is most prolific. We are working closely with those bodies who are responsible for adjacent land (National Trust, London Borough of Bromley).

Guidance from the National Tree Safety Group has been much used in determining our policy, and additional volunteers have been trained in inspection skills. We continue to review our policies and procedures in relation to tree management in line with current tree safety best practice and relevant case law decisions.

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8. 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 completed our Woodland Management Plan assisted by an external consultant which was submitted for approval to the Forestry Commission. In August 2018 we were advised that it had been approved. A benefit is that we have our own felling licence for 10 years and so do not have to refer to the London Borough of Bromley for felling permission on the subject land.

The plan also was the foundation for our bid for Countryside Stewardship Scheme funds which if successful could provide funding over 5 years of £27,000 for tree work. Our ambition remains 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 as of April 2018 using their common names were Summer Snowflake, Cowslip, Star of Bethlehem and Jews Ear, an edible mushroom. Also Pond Olive, Purple Toadflax, Ragged Robin and Pickerelweed.

9. Rush Pond/Prickend Pond

The ponds suffered in the hot summer of 2018. Also, with the collapse of a willow tree on the Island in Prickend Pond and gasping fish this threw into sharp focus the desirability of improving the look of the ponds, its flora, fauna and water quality. They are home to a wide variety of species of duck and have a positive amenity value for residents and visitors. They are an important feature of Chislehurst.

Accordingly we embarked on a review of various ways to improve both Ponds, which has resulted in some sustainable recommendations but which came with some serious financial commitments. With a project brief and high-level detailed plan and support from idverde, we approached various charities and were fortunate to have been awarded a sum of money from The HB Allen Charitable Trust. This will meet a major proportion of any expected expense. Now we are able to progress the formulation of options with confidence.

10. 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 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. There were such incidents in Cricket Ground Road, Kemnal Road, St Paul's Cray Road lay-by and Scadbury Drive. 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.

During 2018 there were incursions by members of the Travelling community onto Public land in the Borough of Bromley. Following liaison with the Borough and Police and we now have a Plan for dealing with such incursions should our land be affected. We are also grateful to the Borough in obtaining injunctions against Travellers accessing public land including the Commons. We continue to experience the parking of vehicles by residents or their contractors outside their property 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.

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11. Utilities/ Requests for Access/Boundaries

A number of utilities such as telecoms and electricity 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, and proper re-instatement takes place. A significant amount of time has been spent discussing work, now scheduled for 2019, that is required to be undertaken by UKPC on a major supply cable for Southeast London on St Paul's Cray Common, and on repairs to cables near the top of Summer Hill and Old Hill. Considerable time has been invested in ensuring that the Commons are protected, when determining how we can assist utility supplies across the Commons to residents, the maintenance of track surfaces, signage on the Commons and the creation of contractors storage facilities for adjacent property development and repairs.

After many years of uncertainty we were able to finally resolve with the National Trust boundaries for land they were given some 50 years ago in land swap arrangements involving the Commons by Camden Close and Old Hill.

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 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. This was repeated in 2017 at the library, and accompanied by a talk. 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 5 presentations to local community groups and have more planned for 2019.

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

In anticipation of the commemoration of the end of World War 1 on November 11th 2018, the War Memorial, which falls within our responsibility, was tended and cleaned in July 2018 with the financial assistance of the Chislehurst Society. Other related events are planned for November 2018 including 'War on the Commons' walks, a Poetry trail reflecting on the experience of war, and an exhibition at the Old Chapel and Library on life on the Commons during the War.

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 took place on 29th July 2018 and attracted a good response of 100 runners.

The 10th Chislehurst Chase was held on Sunday the 17th of September 2017. 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. Participants commented that it was 'the best yet, friendly atmosphere, efficient organisation' and the children were 'delighted with their large multi coloured medals and winner's trophies.' £100 and £500 respectively were donated to the Commons in recognition of our help.

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The Big Draw

The 15th Big Draw was held on the Commons on the 30th September 2017. As in previous years many local people and their families enjoyed an afternoon participating in the many and varied activities.

A very valuable donation of £4300 was received to supplement our funds for work on the Commons. We are most grateful in particular to Donna Bompas and 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

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 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 the 20 volunteers, our 2 Keepers, the Scouts and funding from Chislehurst Rotarians.

Guided Walks

The programme of regular walks has continued this year, with 8 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. They are very popular. 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

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.

The last official bird survey, conducted by LBB, was in 2017. Our own records show nothing new or unexpected.

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.

**THE CHISLEHURST & ST. PAUL'S CRAY
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Easter egg Hunt 2018

At Easter the Chislehurst Business Group organised an Easter Egg Hunt and we had a stall at Prickend Pond, giving a dice game – "Duckling Race"

Bat Walk

Following a Bat survey in September 2016 when 2 kinds of pipistrelle bat, the common and the soprano, and Daubenton's were observed at the Overflow glade, Prickend Pond and Rush Pond, a Bat Walk took place on 29th September 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.

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 bat fridge magnets. Our volunteer force turned out to assist and approximately 600 were completed.

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 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 2018, 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.

Donna Bompas: We also paid tribute at the Reception to one of our most loyal and dedicated supporters, Donna Bompas, who sadly passed away in January 2018. Donna fostered a strong community spirit and was one of the major contributors to the financial strength of Chislehurst Commons not least from her organisation on the Commons of the Big Draw, Open Air Film Nights and celebrations of National Events. Her presence will be sorely missed and we owe her and her family a huge debt of gratitude.

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.

The Notice Boards were refurbished in 2017, and are updated regularly with items of interest and upcoming events.

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**REPORT OF THE TRUSTEES
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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.

We have introduced procedures and a Privacy Policy to comply with the introduction in May 2018 of the European General Data Protection Regulations.

14. Acquisition of the Commons.

Although mentioned in last year's report, in September 2017 of this 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 our Chairman, supported by the Board. The acquisition was reported in the Evening Standard, Kent Life, and communicated to all donors, supporters and residents in BR7 and adjacent post codes by way of a newspaper format 'Chislehurst Chronicle'.

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 have been working with the Society on Commons 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.

15. 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, and financial surpluses from Events. Whilst we aim for such sources of funds to cover our operational expenses, we have constraints on our ability to fund capital projects. We have thus actively sought, and with success, other sources as described in this report.

As to undertaking our responsibilities towards looking after the Commons, in August 2018 we were awarded a Green Flag, an internationally recognised award. The assessor's comments bear testament to our success in looking after the Commons;

'A beautiful and valuable landscape with a unique arrangement that ensures sensitive and appropriate levels of management. The site is fully deserving of the Green Flag award. The efforts of the two keepers, the trustees and the volunteers in maintaining the site are inspirational and the site exemplifies everything that is good about community involvement in green spaces.'

However, and as has been said before, 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. In this respect please see our reference to Donna Bompas.

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.

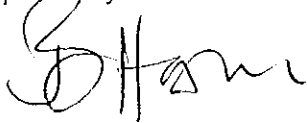
THE CHISLEHURST & ST. PAUL'S CRAY
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Chislehurst is only ten miles from the centre of London and we are conscious of our responsibilities in maintaining such an important open space so near to a large area of population. The Board remains confident that, 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 Trustee Board members 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 11 December 2018 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'J Hayhow', written over a horizontal line.

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 Chislehurst & St. Paul's Cray Commons Conservators (the Trust) for the year ended 31 August 2018.

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

11 December 2018

THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2018

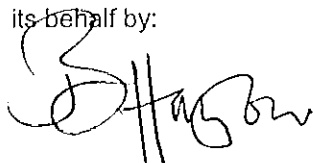
		2018 Unrestricted funds £	2017 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		105,668	90,972
Other trading activities	2	1,245	9,333
Investment income	3	1,333	1,563
Other income		<u>2,924</u>	<u>-</u>
Total		111,170	101,868
 EXPENDITURE ON			
Raising funds		2,664	6,758
Charitable activities			
Costs of protecting and conserving the woodlands		<u>111,763</u>	<u>92,593</u>
Total		114,427	99,351
 NET INCOME/(EXPENDITURE)		(3,257)	2,517
 RECONCILIATION OF FUNDS			
Total funds brought forward		<u>159,416</u>	<u>156,899</u>
 TOTAL FUNDS CARRIED FORWARD		<u>156,159</u>	<u>159,416</u>

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

BALANCE SHEET
At 31 August 2018

		2018 Unrestricted funds £	2017 Total funds £
FIXED ASSETS	Notes		
Tangible assets	6	9,358	2,153
CURRENT ASSETS			
Debtors	7	5,405	4,864
Cash at bank and in hand		<u>146,460</u>	<u>158,317</u>
		151,865	163,181
CREDITORS			
Amounts falling due within one year	8	<u>(5,064)</u>	<u>(5,918)</u>
NET CURRENT ASSETS		<u>146,801</u>	<u>157,263</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>156,159</u>	<u>159,416</u>
NET ASSETS		<u>156,159</u>	<u>159,416</u>
FUNDS	9		
Unrestricted funds		<u>156,159</u>	<u>159,416</u>
TOTAL FUNDS		<u>156,159</u>	<u>159,416</u>

The financial statements were approved by the Board of Trustees on 11 December 2018 and were signed on its behalf by:



J Hayhow -Trustee

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

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2018**

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

	2018	2017
	£	£
Fundraising events	1,025	8,439
Sale of books and cards	<u>220</u>	<u>894</u>
	<u><u>1,245</u></u>	<u><u>9,333</u></u>

THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 31 August 2018

3. INVESTMENT INCOME

	2018 £	2017 £
Deposit account interest	<u>1,333</u>	<u>1,563</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2018 nor for the year ended 31 August 2017.

Trustees' expenses

During the year 4 trustees received reimbursements to the sum of £912.17 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:

2018	2017
<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 2017	56,198	44,545	100,743
Additions	13,331	-	13,331
Disposals	<u>(938)</u>	<u>-</u>	<u>(938)</u>
At 31 August 2018	<u>68,591</u>	<u>44,545</u>	<u>113,136</u>
DEPRECIATION			
At 1 September 2017	54,045	44,545	98,590
Charge for year	6,126	-	6,126
Eliminated on disposal	<u>(938)</u>	<u>-</u>	<u>(938)</u>
At 31 August 2018	<u>59,233</u>	<u>44,545</u>	<u>103,778</u>
NET BOOK VALUE			
At 31 August 2018	<u>9,358</u>	<u>-</u>	<u>9,358</u>
At 31 August 2017	<u>2,153</u>	<u>-</u>	<u>2,153</u>

THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 31 August 2018

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Other debtors	<u>5,405</u>	<u>4,864</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Taxation and social security	856	-
Other creditors	<u>4,208</u>	<u>5,918</u>
	<u>5,064</u>	<u>5,918</u>

9. 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>

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)
TOTAL FUNDS	<u>111,170</u>	<u>(114,427)</u>	<u>(3,257)</u>

THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 31 August 2018

9. MOVEMENT IN FUNDS - continued

Comparatives for 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	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	156,899	2,517	159,416
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>156,899</u>	<u>2,517</u>	<u>159,416</u>

Comparative 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
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>101,868</u>	<u>(99,351)</u>	<u>2,517</u>

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

	At 1/9/16 £	Net movement in funds £	At 31/8/18 £
Unrestricted funds			
General fund	141,899	(740)	141,159
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	156,899	(740)	156,159
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>156,899</u>	<u>(740)</u>	<u>156,159</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	213,038	(213,778)	(740)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>213,038</u>	<u>(213,778)</u>	<u>(740)</u>

THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
For The Year Ended 31 August 2018

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2018.

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2018**

	2018 £	2017 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	69,358	54,662
Grants	<u>36,310</u>	<u>36,310</u>
	105,668	90,972
Other trading activities		
Fundraising events	1,025	8,439
Sale of books and cards	<u>220</u>	<u>894</u>
	1,245	9,333
Investment income		
Deposit account interest	1,333	1,563
Other Income		
Gain on sale of tangible fixed assets	<u>2,924</u>	<u>-</u>
Total incoming resources	111,170	101,868
EXPENDITURE		
Raising donations and legacies		
Printing and stationery	1,003	1,066
Community event costs	<u>1,661</u>	<u>5,692</u>
	2,664	6,758
Charitable activities		
Salaries and Nat. Insurance	58,180	55,852
Premises costs	5,921	5,205
Insurance	6,227	7,094
Vehicle and plant maintenance	3,354	5,269
General maintenance	23,103	5,088
Telephone, computer and post.	801	671
Keepers' clothing and training	1,046	1,401
Sundries	4,221	4,534
Depreciation of tangible fixed assets	<u>6,126</u>	<u>4,568</u>
	108,979	89,682
Support costs		

THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2018

	2018 £	2017 £
Governance costs		
Accountancy and legal fees	<u>2,784</u>	<u>2,911</u>
Total resources expended	114,427	99,351
	<u> </u>	<u> </u>
Net (expenditure)/income	<u><u>(3,257)</u></u>	<u><u>2,517</u></u>