

Company number: 5233566

Charity number: 1107136

The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

Financial Statements

and

Trustees' Report

for the year ended 31 March 2018

The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

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The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

Charitable company information

for the year ended 31 March 2018

Status: The Friends of Tower Hamlets Cemetery Park is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. The directors of the charity are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.

Charity name: The Friends of Tower Hamlets Cemetery Park

Company registration number: 5233566
(England & Wales)

Charity registration number: 1107136

Registered office: The Soanes Centre
Tower Hamlets Cemetery Park
Southern Grove
London E3 4PX

Operations address: The Soanes Centre
Tower Hamlets Cemetery Park
Southern Grove
London E3 4PX

Trustees who held office during the year: Stewart Rayment
Sigrid Werner
Diane Kendall
Terry Lyle
Doreen Kendall
Marilyn Baltutis
Stella Morris
Mike Keith
Justin Leslie
Helen Conford
Frances Humber

Chair: Frances Humber
Vice chair: Terry Lyle

Independent Examiner: **Anthony Armstrong FCA**
Armstrong & Co
Chartered Accountants & Statutory Auditor
4a Printing House Yard
Hackney Road
London E2 7PR

Bankers: **National Westminster Bank Plc**
166 Camden High Street
London NW1 0NS

CCLA Investment Management Ltd
COIF Charity Funds
Senator House
85 Queen Victoria Street
London EC4V 4ET

The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

Trustees' Report, incorporating the Directors' Report for the year ended 31 March 2018

The Trustees of The Friends of Tower Hamlets Cemetery Park present their report together with the financial statements for the year ended 31 March 2018.

CHARITY MANAGEMENT

Structure, governance and management

The Friends of Tower Hamlets Cemetery Park is a company limited by guarantee governed by its Articles of Association dated 2nd September 2004 and amended on 2nd December 2004, 15 March 2010 and 22 September 2013. It is registered as a charity with the Charity Commission. The company has 253 members whose liability, in the event of the company being wound up, is limited to £1.00 each. Membership of the company is governed in accordance with regulations made from time to time by the trustees.

Trustees

The Trustees of the charity who held office during the year are disclosed on page 3.

Recruitment and Appointment of Members and Trustees

The company is administered through the trustees who must number at least three. Meetings of the trustees require at least one third and no less than two of its trustees to be present. At the annual general meeting one third of the trustees are subject to retirement by rotation. The election of trustees is made at the annual general meeting. In addition, the trustees can appoint a trustee either to fill a casual vacancy or as an additional trustee until the next annual general meeting when that member must retire but is eligible to stand for re-election.

Reserves Policy

The charity receives a modest Service Level Agreement from London Borough of Tower Hamlets. The rest of the costs of the Cemetery Park are covered by the Friends' fundraising via charitable activities and grants. The support costs of the Friends are pared to the minimum and the costs of maintaining the site are very carefully managed. The charity's method of estimating the appropriate level of reserves is aimed at protecting the continuity of the core work. In doing so, the trustees consider: (a) risk to income from grants, voluntary donations and fees in an uncertain financial climate; (b) ability to meet replacement costs of essential equipment; (c) ability to finance immediate opportunity.

The charity aims to maintain unrestricted reserves of up to 6 months of core costs (staff, overheads that would maintain core activities) and 3 months of contingency costs (critical activities that can not be stopped).

The Friends have calculated a target of £39,000 as follows:

Core operating costs (6 months)	£17,000
Contingency costs (3 months)	£12,000
Total:	<u>£39,000</u>

The current unrestricted reserves stand at £43,527 so we are currently meeting our reserve requirement. However, the optimum level of reserves is reviewed on an ongoing basis and at minimum once a year and may increase next year due to additional staff members and increasing operating costs.

Public benefit statement

The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties. The main activities undertaken by the charity to further its charitable purposes for the public benefit are outlined in the sections below.

Objectives and activities

In summary, the Charity's objects ("the Objects") are to promote, for the public benefit, the preservation, care and improvement of the historic cemetery as a park, a place of history and ecological interest and beauty and as a closed burial ground. Also, to promote, for the public benefit, the preservation, care and improvement of those parts of the Tower Hamlets Cemetery Park and Ackroyd Drive Green Link Local Nature Reserve which are not within the area of the historic cemetery.

Tower Hamlets Cemetery Park offers everyone a breathing space in the heart of East London. This woodland cemetery is a unique place of transformation: a people's cemetery, a sanctuary for humans as well as nature, a place for festivals, field studies and forest schools. Always changing with the seasons it is rooted in the history of ordinary people, a place of rich heritage that is full of possibilities and freedom for all.

The Friends of Tower Hamlets Cemetery Park

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Trustees' Report, incorporating the Directors' Report

for the year ended 31 March 2018

Background to the Cemetery Park and the Friends

The management of the Friends is rooted in an informal Friends committee established 1990. The aim of the committee was to save the site from threats of development, and to restore it from its overgrown and unwelcoming state into a loved space of public value and purpose. The Friends later registered as a charity and in 2004 took the step to become an incorporated charity.

The Friends manage, on behalf of the Council, the Tower Hamlets Cemetery Park and Ackroyd Drive Greenlink Local Nature Reserve (LNR). The area of the LNR includes the historic cemetery, Scrapyard Meadow, Cantrell Road (a service road which now resembles a 'country footpath') and the Ackroyd Drive Greenlink (which forms a Green Corridor to Mile End Park and the Regent's Canal). We refer to the whole area in this report as the 'Cemetery Park'. This is how it is locally known. The LNR is a site of Metropolitan Importance for Nature Conservation, and is mostly in a Borough conservation area. It is the richest natural site in Tower Hamlets, the only semi-natural woodland, a centrally-important site for local history and remembrance, and has an Education Centre run by a separate charity, SETPOINT London East, which has over 7,500 schoolchildren visits annually (see point f: Education).

Volunteers

The Friends actively encourage the public not just to enjoy the nature and history of the Cemetery Park, but to take part in its maintenance and its development as an important local resource, by participating as volunteers.

3,294 volunteer days were donated to the Cemetery Park in the latest financial year 2017-18. These continue to be an invaluable resource of both practical support and unrestricted income for the Friends. They also ensure that important seasonal work can be completed throughout the Cemetery Park.

Many volunteers spent time over the year upgrading our footpath network as rain had flagged up some problem areas in the Cemetery Park. There was the usual silent and magical work of planting 1000's of spring bulbs. To ensure our habitats stay in tip top condition volunteers undertake a great deal of seasonal weeding to keep the abundance of nuisance plants low.

Volunteer programmes are designed to be accessible to the widest possible spectrum of people in line with the charities purpose and vision. We aim to ensure that there are programmes specifically tailored to accommodate the socially excluded, people with learning difficulties, and those recovering from mental health problems and addictions. Volunteers help to shape the cemetery park's physical beauty, record its history, help run events, or contribute to charity administration. Many volunteers have gone on to create careers building upon the self-confidence and skills gained in the volunteer programmes.

Risk Management

The Trustees have established a risk management strategy that comprises a comprehensive register of risks that the charity may face. They are reviewed quarterly, with systems and procedures to monitor and mitigate each risk, and plans that must be implemented should those risks materialise.

Achievements and performance

This year we have continued to focus efforts in implementing our strategy, as guided by our new 5 year business plan (FY18-FY22). The business plan not only lays out the charities vision but lays out several keys areas of work to achieve this. The FoTHCP vision for the Cemetery Park is that it is seen as one of the leading examples of how, through thoughtful and dedicated management, heritage and nature can be protected and enhance one another within an urban setting, and provide an exhilarating space with a myriad of benefits and opportunities for its users.

A few key priorities for the year were to update our charity articles in line with the Charity Commission recommendations, increase the number of grants and consultancies we applied for, assess current income streams from corporate volunteer donations and learning activities, update key operational procedures and policies (eg. our financial management system and Safeguarding policy) and work with the Heritage Officer at LBTH on protecting the heritage within the Cemetery Park.

We have made good progress on a number of these areas including by 31st March 2018:

- New articles drafted and ready for submission to the members for approval.
- A number of potential grants highlighted and applications submitted to Veolia and City Bridge, and a tender to the LBTH council.
- System for monitoring income from corporate volunteers developed.
- Transition to quickbooks for financial management started.
- Safeguarding and three other key policies updated.
- Regular meetings with Heritage Officer.

Trustees' Report, incorporating the Directors' Report
for the year ended 31 March 2018

A grant from the Heritage Lottery Fund (HLF awarded through HLF's First World War: Then and Now programme), has continued to support important research into the lives of the 204 service personnel who lost their lives during War World One and are recorded on the Commonwealth War Graves Commission War Memorial inside the Cemetery Park. An additional grant from Tower Hill Trust has also enabled us to replace and add key assets within the Cemetery Park (eg. signs, planters).

Despite the long delay, the renovation of the Lodge in the Cemetery Park was completed in early 2018. The Friends are now awaiting the new lease which would enable us to move into the Lodge and start to lead our work from here. We are also awaiting the outcome of updated plans submitted to the council for The Lodge extension which has been spearheaded by Shuffle Festival. The Friends continue to pursue all avenues to speed up our move into the Lodge and we hope we will have a new lease before the end of 2018, and that the extension will have started before the end of FY19.

Below are aspects of achievements in more detail:

b. Park Maintenance and Biodiversity

Access and Development

We continue to prioritise the accessibility of the Cemetery Park. Maintaining our network of paths to remain suitable for wheelchairs is essential and expensive work. We continue to feel the benefit of the invisible work of planting thousands of bulbs. We have been able to continue to do a good deal of clearance, to open up areas with graves. One such major area is along the Sanctuary Wood path, where the area just beyond the bee enclosure has been cleared of ivy, bramble and nettles and a new footpath snaked through it. Our treatment of using crushed concrete fines to reduce fertility was used selectively through the area and members of our bow beasties wildflower club spent a morning planting spring bulbs in the area.

In the previous year the Council had paid for a tree safety audit of the Cemetery Park. The result was that there was some immediate concerns in THCP and from August through to October tree surgeons were on site on an almost daily basis felling trees and removing limbs and/or dead wood from the crown. The trees selected were those which would have done great damage to monuments, had they fallen in storms. As well as safeguarding monuments and the public, this also enriches the woodland around these trees by letting in sunlight, producing favourable conditions for wildflowers and the insects associated with them. This is just one way in which carefully thought through woodland management can very often benefit both biodiversity and heritage. We expect further tree work in the 20018/19 year. Some of our grant from the Tower Hill Trust allowed us to undertake some tree work in addition and this work was focused on felling sycamores along Ackroyd Drive Greenlink to allow more light onto the compartments. This same grant is currently being used to enhance our raised planters at the entrances, give us three new information boards for THCP covering the themes of Woodland, Meadow and Heritage and will allow us to give a new 'skin' to our 13 metal wayfinding totems currently around THCP. We also received a Tower Habitats grant and used the money to create a chalk meadow feature in a particularly rank area of the Greenlink.

Biodiversity

The ongoing themes of work in the Local Nature Reserve are biodiversity, heritage, education and people. The Friends endeavour to ensure that biodiversity work contributes to, and must be tailored, for all four themes. The work to fell sycamore trees (see Access and Development section), highlights the symbiosis we strive for between these themes, where benefits for the long-term heritage of the site and biodiversity can be achieved through the same activity.

Some wildlife highlights

The Friends' nature conservation endeavours are now of such long standing that we reap the rewards of work carried out many years ago, leading many people to describe our natural landscapes as "magic", magic heightened by the monuments which stand among them.

One of the rewards is in the successive waves of bulbs and wildflowers that sweep across the Park in spring and summer. We not only try to manage the plants to encourage these waves, but very often we've started them by initial planting, and seed-sowing. Many of these modest starts have, over many years, spread far and wide through the meadows and woodlands, often in unexpected ways, which delight and teach as well as surprise. Then there are the outright surprises, which are pure gifts, like the Pyramid Orchid which appeared in July 2016.

Our butterflies, like the Pyramid Orchid, come unbidden and unbiddable. This year saw 24 species recorded. 22 of them occurred on the "transect". This is a fixed route, walked weekly from April to September, recording the numbers of each species seen. The results go to the national database of UK butterflies, compiled by Butterfly Conservation, which gives insight into how butterflies are faring.

One of the highlights was our second ever record of the Small Blue, nationally scarce, and an exceptional sighting in central London. Our chocolate-brown Ringlet butterflies had their best ever year, and we had Clouded Yellows, which are irregular migrants, for the first time for several years. They were seen only in small numbers, from July to October, many people delighted in them.

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c. Achievements beyond the Cemetery Park:

London in Bloom

The London Borough of Tower Hamlets put us forward for two categories in the London in Bloom awards and we were awarded Silver Gilt in the Large Cemetery and Gold in Large Conservation Area categories. We retained the awards for a third year.

Shuffle Festival 2017

We were pleased to welcome and assist Shuffle for their 4th consecutive festival in the Cemetery Park, which ran for two days under the theme of: Public/Private. The programme was diversified to include open-air cinemas, music, performing arts, as well as an on-site 'pop up' restaurant located beyond the pond near the Soanes Centre and bar located in the Cemetery Park Lodge. This year we were very impressed by the imaginative and varied ways Shuffle used our open spaces. A recreation of the dissenters chapel that contained a display of the history of THCP and the Friends was an enjoyable highlight.

Chelsea Fringe

The Cemetery Park was excited to be part of the Chelsea Fringe Festival, in May-June 2017, during which we ran free wild food walks, natural pharmacy sessions, bat walks, evening wildflower walks and wildlife gardening workshops. It was a great opportunity for the Cemetery Park to gain publicity.

Green Flag

Once again we applied for and gained the prestigious Green Flag community award for the 6th year. This particular award specifically recognises our role within the Cemetery Park.

TimeOut Love London Awards

For the Fourth year running we won in an award in the the Bow and Mile End category for Best Park.

d. Collaboration/partnership with other organisations

We are always open to partnerships which we think will strengthen the Friends and the Cemetery Park. Among the year's collaborations were:

SETPOINT London East

The Friends' closest partner in the Cemetery Park continues to be SETPOINT London East. The Friends continues to support its environmental science workshops for schools by providing the appropriate space to use as their outdoor classroom, where the children receive education in curriculum science studies. In the school year of 2016-17 SETPOINT London East provided over 270 workshops for >7,000 school children and their teachers.

Grounded Ecotherapy / Providence Row Housing Association

We continue to have a strong partnership with Grounded Ecotherapy which is one of London's most unique horticultural therapy and wellbeing projects.

They offer recovery for people and places and create thriving green spaces from neglected urban environments. Their members have extensive knowledge and skills in horticulture. Grounded Ecotherapy helps members who have suffered mental health, substance misuse issues or experience of homelessness, to get back on their feet.

They continue to visit us on a weekly cycle and be a key component in the delivery of contracts we're awarded.

Sugar for My Soul

Murals Project – we continued to once again work with Bablu who curated the continuation of the mural project along the remaining length of arches at the back of Ackroyd Drive Green link in the compartment nearest Burdett Road.

Forage London

Under John Rensten's banner of Forage London we continue to be paid to lead walks on his behalf under his Forage London name and he also passes to us private walks for groups and individuals.

e. History

The main focus of the Heritage work this year has been bringing together the Hidden Histories WW1 project on the 204 servicemen buried in the cemetery. As the in depth research has progressed not only have we revealed the servicemen's life stories but the social history of the time. The small booklet planned has now turned into a substantial publication to do justice to the information gathered by all the enthusiastic researchers, many of whom have had a very steep learning curve.

Trustees' Report, incorporating the Directors' Report
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With the help of corporate volunteers a new path has been installed in an area where a significant number of the servicemen are buried and will be the focus of our commemoration, and the exact locations of their graves are being mapped and marked. Research has also started on service personnel who died and are buried abroad and are commemorated on their family headstones. The production of display panels for our proposed heritage room in the newly refurbished lodge, a pop up display for use at exhibitions and other heritage themed events are well underway.

The focus of our Remembrance Day commemoration this November was "For Those in Peril" highlighting the contribution of the Navy, the Merchant Navy and the Marines. Using the Plymouth Wave as an inspiration, the project was launched on our stall at the Open Day and a small cottage industry ensued consisting of local volunteers of all ages who spent many hours creating poppies; due to interest in the installation it has remained in situ longer on the War Memorial than we anticipated. The annual Remembrance Service led by the Master for Royal Foundation of St Katharine, the Revd Preb. Mark Aitken, was again very well attended and local Councillors, Scouts and Brownies were in attendance.

Work has continued on the "Magnificent Seven" publication, and after many hours of work and walking the new trail to ensure it was accurate, a new self-guided FoTHCP "Heritage Trail" leaflet was launched in September when we took part in the "Open House London".

Throughout the year a number of walks have taken place and new volunteers came from a walk as part of the East of London Family History Society A.G.M. held at Mile End, where we had a stall at the all-day event showcasing work on the WW1 project and the work of the FoTHCP.

The WW1 meetings combined with the steady stream of visitors who require help in locating graves, responding to letter and email queries (many of which are from abroad) in addition to recording of grave memorials and the research that follows means that our regular monthly Sunday sessions continue to be busy than ever.

Tower Hamlets Council filling the vacancy of their Heritage at Risk Officer has allowed the FoTHCP to pursue their goal of achieving a Management Plan. Meetings have taken place throughout the year with the new Officer who is keen to engage with our work as we try to protect and preserve the heritage of the site.

The FoTHCP would like to take this opportunity to thank all those that have supported the Heritage team throughout the year, especially the 'hidden' volunteers many of whom donate many hours but can only visit infrequently, if at all.

f. Education

The Friends' play an important part in the provision of education for thousands of local schoolchildren by providing the 'open air classroom' biodiversity and environment for SETPOINT East as described in section 'Collaboration and Partnerships'.

g. Training and Leisure Learning

In the first half of this financial year, the charity has seen ongoing growth in its training and leisure learning programme and activities, with the new staff position being key to providing the dedicated time and energy required to offer such a diverse mix of courses and opportunities. Activities are put on by staff members themselves, or in partnership with experts.

In 2017 we were also able to put on our largest Summer Fair to date, with numerous stalls and activities. The Summer Fair is one of our key events of the year to let the community know about the work of The Friends.

Free community activities, such as Bow Beasties, are aimed to attract new people into the park, in particular those with families. Numerous low-cost activities and courses have been scheduled, that aim to appeal to a cross-section of current park users and attract new park users. The number of activities has had to decrease a little since the departure of the staff position in January 2018 leading this area of development, although we have tried to maintain a diverse mix of events, both free and paid.

h. Engaging the wider public

We have capitalised on interest in the cemetery park with a fortnightly e-newsletter and increased social media posts, particularly video. We currently have 2825 followers on Twitter and 3266 on Facebook, 1197 followers on Instagram, and 4.9 stars out of 5 on Facebook reviews. We have 3564 email subscribers and, since February 2018, have an average open rate of 25.9% and an average click rate of 2.4%. On Trip Advisor we have 4.5 out of 5 stars, Certificate of Excellence 2017 and are ranked 535 out of 1814 things to do in London.

We have recruited a part-time Marketing and Communications volunteer who oversees the fortnightly newsletter, three social media channels and is advising on the charity's website.

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for the year ended 31 March 2018

The Summer Fair in July 2017 was one of the largest events of the year with approximately 700 people attending throughout the day. The fair hosted numerous stalls, family activities, walks and music. The stalls included a strong heritage, educational and practical element, with teaching about willow weaving, traditional woodwork, and pond ecology.

Plans for future periods

In the coming year, we will continue to focus on our five year Business Plan (FY2018 to FY22), and develop an annual operating plan to achieve our vision. In particular, we will:

- Concentrate on the renovation and development of the Cemetery Park Lodge.
- Work to secure longer leases within the Cemetery Park, in particular a minimum 25 year lease on the Cemetery Park Lodge.
- Continue to improve our financial management systems and procedures.
- Engage a new staff member to bring the team back to three.
- Manage and implement our new Community Cohesion project with LBTH to a high level.
- Manage new grants such as Veolia effectively, and apply for other new grants.
- Continue to build capacity within FoTHCP through staff, trustees and other key volunteers.
- Continue to expand our income generating activities through promoting the park as a centre for training and learning activities (such as Forest Schools), and a site for arts and performances.
- Resolve the stalled Monument Conservation plan, and formulate a Cemetery Park site based management plan.
- To further the heritage aims, by applying for a larger Heritage Lottery Fund grant and developing a clearer long-term plan for heritage outputs.

Thank you to all the members of the Friends and supporters of the Cemetery Park

The continued support of all of our volunteers both within the Charity and outside are of immense value. Without the continued volunteer support and goodwill from brokers such as ELBA and other local groups and charities we would find it very difficult to achieve what we do each year.

All of our supporters and the hard work of FoTHCP staff have made significant achievements in the Cemetery Park possible. We would like to thank Setpoint London East in particular for their support and ongoing partnership without which much of our work would not be possible.

Below we list organisations that have helped during the year. Please accept our apologies for any inadvertent omissions.

Accenture	M&G Investments
Aecom	Mace Group
AllianceBernstein	Mercer
AON	Morgan Mckinley
AutoTrader	Morgan Stanley
Aviva	New City College
Awin	Northeastern University
Bank of America Merrill Lynch	QBE Insurance Group
Bank of England	Queen Mary University of London
Bank of Ireland	Santander
Barclays	Schroders
Beazley	Shuffle
Benefacto	Skadden
Blackrock	Skansha
Credit Suisse	SMBC NIKKO
Department for Business, Energy and Industrial Strategy	Societe Generale
Department for Environment, Food and Rural Affairs	Standard Chartered Bank
Department of Work and Pensions	State Street Corporation
Deutsche Bank	Sunday Assembly London
ELBA	Tower Hamlets Council Youth Offending Team
Financial Conduct Authority	Thomson Reuters
Government Office for Science	Turner
Good Gym	Verisk
Grounded Ecotherapy	World Association of Nuclear Operators
Informa	Weil, Gotshal & Manges
Lexis Nexis	Willis Towers Watson
Liberty	Worldpay
Lloyds Banking Group	

The Friends of Tower Hamlets Cemetery Park

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Trustees' Report, incorporating the Directors' Report for the year ended 31 March 2018

City Bridge Trust	Funding granted for costs of a staff member, the Training and Learning Development Manager post, to develop and manage income-generating activities, October 2014 for 3 years.
Heritage Lottery Fund - Sharing Heritage grant	Funds to support research into the lives of the 204 service personnel who lost their lives during War World One and are recorded on the Commonwealth War Graves Commission War Memorial inside the Park.
Tower Hill Trust	Funds to support infrastructure and facilities development in the Cemetery Park, supported by training opportunities for partner Grounded Ecotherapy, and volunteering opportunities. Funds for the Wild Homes project, improving habitats and providing training in countryside skills. Funds for grass cutting.
Tower Hamlets Council Speaker's Charity of the Year	Unrestricted funds.
Plunkett Foundation	Pro bono support to help support and grow woodland based Social Enterprise

Financial Review

As previously reported, the unchanging low level of the Council Service Level Agreement (SLA) has been the dominant concern for a long number of years. However we do now have a 3 year SLA which has been signed. We have been called 'trailblazers' in our management and resource-finding for the Cemetery Park, which includes £130K in-kind contribution of volunteer labour, and hard funds from elsewhere but still await an outcome of our SLA.

Unfortunately, whilst the Training and Learning Development Manager post enabled the establishment of income-generating opportunities around biodiversity and heritage and leisure learning, the funds for the post came to an end in January 2017 and we were unable to extend the post due to financial constraints.

Income in FY18 (£144,912) was very similar to FY17 (£141,595), but with a greater proportion of income generated from grants in FY18 compared to FY17 and a reduction in donations from organisations in FY18 compared to FY17. Expenditure in FY18 (£148,715) was also of a similar order to FY17 (£152,270). Therefore despite greater information of the status of income and expenditure, we are reporting a deficit of £3,803 in FY18 due to unpaid staff pension that had not been budgeted at the start of the year.

Our key concern continues to be maintaining and increasing the current staff levels, which have brought so much more activity and progress in the Cemetery Park, engagement of the surrounding community as a green oasis in an increasingly densely populated area featuring poverty and overcrowding, and diversifying our sources of income.

Results for the year

The results of the period and financial position of the charity are shown in the annexed financial statements.

The Statement of Financial Activities shows net expenditure for the year of £3,804 and reserves of £55,930.

Tangible fixed assets for use by the charity.

Fixed assets are set out in Note 9 to the accounts.

Independent Examiner

The Independent Examiner, Anthony Armstrong FCA of Armstrong & Co, has indicated his willingness to be proposed for re-appointment.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Trustees on 20 September 2018 and signed on its behalf by:



Frances Humber
Chair of Trustees

The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

Statement of Trustees' Responsibilities for the year ended 31 March 2018

The trustees (who are the directors of The Friends of Tower Hamlets Cemetery Park for the purpose of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Observe the methods and principles in the Charities SORP;
- c) Make judgements and estimates that are reasonable and prudent;
- d) Follow applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the accounts;
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006 and charity legislation. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

Independent Examiner's Report to the Trustees of The Friends of Tower Hamlets Cemetery Park

I report on the accounts of The Friends of Tower Hamlets Cemetery Park for the period from 1 April 2017 to 31 March 2018, which are set out on pages 13 to 22.

This report is made solely to the trustees as a body in accordance with section 145 of the Charities Act 2011 (the Charities Act) and regulations made under section 154 of that Act. My examination has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the trustees as a body, for my examination, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

As described on page 11, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the the Charities Act and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006 Act, or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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, or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.



**Anthony Armstrong FCA, Independent Examiner
of Armstrong & Co**
Chartered Accountants & Statutory Auditor

**4a Printing House Yard
Hackney Road
London E2 7PR**

Dated: 20 September 2018

The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

Statement of Financial Activities

incorporating the income and expenditure account
for the year ended 31 March 2018

		2018			2017
		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
	Notes	£	£	£	£
Income from:					
Donations and legacies	3	75,581	20,000	-	95,581
Other trading activities	4	48,428	-	-	48,428
Investments	5	39	-	-	39
Other income	6	864	-	-	864
Total income		124,912	20,000	-	144,912
Expenditure on:					
Charitable activities	7	118,660	30,056	-	148,716
Total expenditure		118,660	30,056	-	148,716
Net income/(expenditure) for the year		6,252	(10,056)	-	(3,804)
Net movement in funds		6,252	(10,056)	-	(3,804)
Reconciliation of funds:					
Total funds brought forward	13	37,274	22,460	-	59,734
Total funds carried forward	13	43,526	12,404	-	55,930

All incoming resources and resources expended are derived from continuing activities.

The statement of financial activities incorporates an income and expenditure account.

The accompanying accounting policies and notes form an integral part of these financial statements.

The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

Statement of Financial Position

as at 31 March 2018

		31 March 2018		31 March 2017	
	Notes	£	£	£	£
Current assets:					
Debtors	10	16,701		12,844	
Cash at bank and In hand	11	61,904		65,405	
Total current assets		78,605		78,249	
Creditors: amounts falling due within one year	12	22,675		18,515	
Net current assets/(liabilities)			55,930		59,734
Total net assets			55,930		59,734
The funds of the charity:					
Restricted income funds	15		12,404		22,460
Unrestricted funds	15		43,526		37,274
Total charity funds	17		55,930		59,734

The directors are satisfied that the company is entitled to exemption from audit under Section 477 of the Companies Act 2006 and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with Section 386 of the Companies Act 2006; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Section 394 and 395 of the Companies Act 2006, and which otherwise comply with the requirements of this act relating to accounts, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102.

The financial statements were approved by the Board of Trustees on 20 September 2018 and signed on its behalf by:



Frances Humber
Chair of Trustees

The notes on pages 16 to 22 form part of these accounts.

The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

Statement of Cash Flows for the year ended 31 March 2018

	Notes	2018 £	2017 £
Cash flows from operating activities:			
Net cash provided by/(used in) operating activities	1	(3,540)	1,260
Cash flows from investing activities:			
Dividends, interest and rents from investments		39	91
Net cash provided by/(used in) investing activities		39	91
Change in cash and cash equivalents in the reporting period		(3,501)	1,351
Cash and cash equivalents at the beginning of the reporting period	2	65,405	64,054
Cash and cash equivalents at the end of the reporting period	2	61,904	65,405

Notes to the Cash Flow Statement

	2018 £	2017 £
1) Reconciliation of net income/(expenditure) to net cash flow from operating activities		
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(3,804)	(10,677)
Adjustments for:		
Dividends, interest and rents from investments	(39)	(91)
(Increase)/decrease in debtors	(3,857)	10,540
Increase/(decrease) in creditors	4,160	1,492
Net cash provided by/(used in) operating activities	(3,540)	1,260
2) Analysis of cash and cash equivalents		
Cash in hand	61,904	65,405
Total cash and cash equivalents	61,904	65,405

The Friends of Tower Hamlets Cemetery Park

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Accounting Policies

for the year ended 31 March 2018

Basis of preparation

The financial statements have been prepared in accordance with:

- a) Applicable UK accounting standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)'.
b) 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) - (Charities SORP FRS 102);
- c) the Companies Act 2006.

Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS 102.

Going concern

The charity's income is mainly derived from non self-generated sources, such as grants, service level agreements and other governmental or NGO sources. The trustees consider that there are no material uncertainties about the likelihood that this support will continue, and accordingly, the accounts have been prepared on a going concern basis.

Income recognition

Income is recognised when the company has a contractual or other right to its receipt, it is probable that the income will be received and that the amount can be measured reliably. Income with conditions attached to its receipt is recognised when those conditions have been fulfilled.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Expenditure recognition

Expenditure is accrued as soon as a liability is considered probable, and the amount of obligation can be measured reliably. The charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

Expenditure included in Raising Funds includes amounts incurred in obtaining grants and other donations.

Charitable expenditure includes those costs expended in fulfilling the charity's principal objects, as outlined in the Report of the Trustees. These include grants payable, governance costs and an apportionment of support costs.

- Grants payable are payments made to third parties in furtherance of the charity's objects. In the case of an unconditional grant offer this is accrued once the recipient has been notified of the grant award. The notification gives the recipient a reasonable expectation that they will receive the grant. Grants awards that are subject to the recipient fulfilling performance conditions are only accrued when the recipient has been notified of the grant and any remaining unfulfilled condition attaching to that grant is outside of the control of the charity.
- Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and legal fees.
- Rentals under operating leases are charged as incurred over the term of the lease.

Costs are allocated directly to projects where they can be identified as relating solely to that project. Other costs are allocated between the funds based on staff time spent on the fund activities or other appropriate criteria.

Restricted Funds

Restricted funds are to be used for specified purposes as laid down by the funder. Direct and support expenditure which meets these criteria are identified to the fund together with a fair allocation of other costs.

Unrestricted Funds

Unrestricted funds are funds received which have no restrictions placed on their use and are available as general funds.

Designated Funds

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

The Friends of Tower Hamlets Cemetery Park
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Accounting Policies
for the year ended 31 March 2018

Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment	- 25% on cost
Furniture & fixtures	- 20% on cost

Investments

Investments are shown in the balance sheet at closing market value. Surpluses or deficits on valuation are credited or charged to the statement of financial activities.

The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

Notes to the Accounts for the year ended 31 March 2018

1 Incoming resources

The incoming resources and surplus are attributable to the principal activities of the charity.

2 Net outgoing resources

Net outgoing resources are stated after charging:

Independent Examiner's fees - reporting service

Independent Examiner's fees - other services

2018

2017

£

£

1,600

1,440

480

432

Trustees' emoluments

-

-

Emoluments include salaries, fees, bonuses, expense allowances and estimated non-cash benefits receivable. All trustees serve in a voluntary capacity and do not receive payment for their services.

3 Income from donations and legacies

Donations - individuals

Donations - organisations

Grants

Hosting - General

	Unrestricted	Restricted	2018 Total	2017 Total
	£	£	£	£
Donations - individuals	4,308	-	4,308	2,084
Donations - organisations	45,393	-	45,393	63,253
Grants	23,975	20,000	43,975	30,900
Hosting - General	1,905	-	1,905	677
	<u>75,581</u>	<u>20,000</u>	<u>95,581</u>	<u>96,914</u>

4 Income from other trading activities

Membership - individuals

LBTH SLA

Course Fees

	Unrestricted	Restricted	2018 Total	2017 Total
	£	£	£	£
Membership - individuals	1,527	-	1,527	804
LBTH SLA	31,900	-	31,900	31,900
Course Fees	15,001	-	15,001	11,885
	<u>48,428</u>	<u>-</u>	<u>48,428</u>	<u>44,589</u>

5 Income from investments

Interest received

	Unrestricted	Restricted	2018 Total	2017 Total
	£	£	£	£
Interest received	39	-	39	91
	<u>39</u>	<u>-</u>	<u>39</u>	<u>91</u>

6 Other other income

Insurance claim

	Unrestricted	Restricted	2018 Total	2017 Total
	£	£	£	£
Insurance claim	864	-	864	-
	<u>864</u>	<u>-</u>	<u>864</u>	<u>-</u>

The Friends of Tower Hamlets Cemetery Park

(A Charity Company Limited by Guarantee, company number 5233566)

Notes to the Accounts for the year ended 31 March 2018

7 Expenditure on charitable activities	Unrestricted	Restricted	2018	2017
			Total	Total
	£	£	£	£
Purchases	7,891	10,873	18,764	18,604
Plants	1,279	1,367	2,646	6,558
Tools & Accessories	1,481	-	1,481	1,968
Volunteers - hospitality	3,722	-	3,722	2,705
Park litter	-	-	-	1,425
Green waste	10,506	-	10,506	10,086
Professional tree surgery	-	2,000	2,000	900
Teaching materials	100	-	100	376
Biodiversity professionals	2,884	-	2,884	2,884
Event - hospitality	3,007	-	3,007	4,917
Publicity - general	521	-	521	4,049
Staff salaries	73,904	14,764	88,668	78,182
Soanes office space	4,234	-	4,234	3,768
Computer Expense	7,051	1,052	8,103	13,977
Accountancy fees	2,080	-	2,080	1,872
	<u>118,660</u>	<u>30,056</u>	<u>148,716</u>	<u>152,271</u>

8 Staff costs	2018	2017
	£	£
Staff salaries	73,065	73,606
Staff social security	3,822	3,890
Staff pensions	11,781	686
	<u>88,668</u>	<u>78,182</u>

Average number of employees during the year was:

3 3

No remuneration was paid to any Trustee or their associates for services as a trustee during the year ended 31 March 2018 nor to 31 March 2017.

Employees paid in excess of £60,000 during the current year and previous year:

None None

9 Tangible fixed assets	Computer equipment	Furniture & fixtures	Total
	£	£	£
Cost			
As at 1 April 2017	5,597	727	6,324
As at 31 March 2018	<u>5,597</u>	<u>727</u>	<u>6,324</u>
Depreciation			
As at 1 April 2017	5,597	727	6,324
As at 31 March 2018	<u>5,597</u>	<u>727</u>	<u>6,324</u>
Net book value			
As at 31 March 2018	<u>-</u>	<u>-</u>	<u>-</u>
As at 31 March 2017	<u>-</u>	<u>-</u>	<u>-</u>

The Friends of Tower Hamlets Cemetery Park

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Notes to the Accounts for the year ended 31 March 2018

10 Debtors: amounts falling due within one year						2018	2017
						£	£
Operating debtors						9,224	-
Other debtors						-	172
Staff loans						2,828	2,783
Prepayments						347	1,245
Accrued income						4,302	8,644
						16,701	12,844
11 Bank and cash in hand						2018	2017
						£	£
CAF reserve account						64,367	65,084
CAF current account						(5,600)	(424)
PayPal account						2,944	541
Petty Cash						193	204
						61,904	65,405
12 Creditors: amounts falling due within one year						2018	2017
						£	£
Operating creditors						-	7,975
PAYE/NIC						2,577	4,720
Pensions						10,773	83
Net salaries						-	249
Accruals						9,325	5,488
						22,675	18,515
13 The funds of the charity: current year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance		
	£	£	£	£	£		
<u>Restricted funds</u>							
Restricted income funds	22,460	20,000	(30,056)	-	12,404		
<u>Unrestricted funds</u>							
General funds	37,274	124,912	(118,660)	-	43,526		
	59,734	144,912	(148,716)	-	55,930		
14 The funds of the charity: prior year	Opening balance	Resources arising	Resources utilised	Other movements	Closing balance		
	£	£	£	£	£		
<u>Restricted funds</u>							
Restricted income funds	30,703	28,286	(37,724)	1,195	22,460		
<u>Unrestricted funds</u>							
General funds	39,708	113,308	(114,547)	(1,195)	37,274		
	70,411	141,594	(152,271)	-	59,734		
15 Restricted funds: current period	Opening balance	Incoming resources	Resources expended	Transfers & gains/(losses)	Closing balance		
	£	£	£	£	£		
Goldman Sachs (Grant)	14,764	-	14,764	-	-		
Heritage Lottery Fund	7,696	-	1,293	-	6,403		
Tower Hill Trust	-	20,000	13,999	-	6,001		
	22,460	20,000	30,056	-	12,404		

The Friends of Tower Hamlets Cemetery Park

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Notes to the Accounts for the year ended 31 March 2018

16 Restricted funds: prior period	Opening balance	Incoming resources	Resources expended	Transfers & gains/(losses)	Closing balance
	£	£	£	£	£
Goldman Sachs (Grant)	18,471	-	-	(3,708)	14,764
Heritage Lottery Fund	9,630	-	1,934	-	7,696
Santander	2,602	-	3,796	1,194	-
Training & Learning Development Manager	-	28,286	31,994	3,708	-
	<u>30,703</u>	<u>28,286</u>	<u>37,724</u>	<u>1,195</u>	<u>22,460</u>

Restricted funds (continued)

Projects financed by restricted funds are supported by unrestricted funding where necessary. This occurs where the funding is in arrears or the incidence of expenditure on the project occurs disproportionately at the beginning of the project compared to the income flows. Where restricted projects end the year with a deficit, this is met by after year-end restricted income or transfers from unrestricted funds.

Goldman Sachs (Grant)	The Foundation makes only a small number of large investments each year, providing significant resources for projects and organizations that demonstrate exceptional promise and strong leadership. Funding granted for costs of a new staff member and was applied to the salary of the Training & Learning Development Project staff member.
Heritage Lottery Fund	Funds to support research into the lives of the 204 service personnel who lost their lives during World War One and are recorded on the Commonwealth War Graves Commission War Memorial inside the Park.
Santander	Funds administered by the London Community Foundation on behalf of Santander. To create a 'Plants for People' trail (human uses of wild plants including wild food, herbal, dyeing and other crafts) plus a self-guided trail with interpretive signs, leaflets and QR code to link to seasonal updates for FOTHCP.
Tower Hill Trust	Funds to support infrastructure and facilities development in the Cemetery Park, supported by training opportunities for partner Grounded Ecotherapy, and volunteering opportunities. Funds for the Wild Homes project, improving habitats and providing training in countryside skills. Funds for grass cutting.
Training & Learning Development Manager	Funding granted from Esmee Fairbairn Foundation and City Bridge Trust for costs of a new staff member, the Training and Learning Development Manager post, to develop and manage income-generating activities, October 2014 for 3 years.

17 Net assets attributable to funds: current period	General funds	Designated funds	Restricted funds	Endowment funds	Total
	£	£	£	£	£
Current assets	66,201	-	12,404	-	78,605
Current liabilities	(22,675)	-	-	-	(22,675)
Net assets represented by funds	<u>43,526</u>	<u>-</u>	<u>12,404</u>	<u>-</u>	<u>55,930</u>

18 Net assets attributable to funds: prior period	General funds	Designated funds	Restricted funds	Endowment funds	Total
	£	£	£	£	£
Current assets	55,786	-	22,460	-	78,246
Current liabilities	(18,512)	-	-	-	(18,512)
Net assets represented by funds	<u>37,274</u>	<u>-</u>	<u>22,460</u>	<u>-</u>	<u>59,734</u>

19 Taxation

The company is a registered charity. Accordingly, it is exempt from taxation in respect of income and capital gains to the extent that these are applied to its charitable objects.

20 Post balance sheet events

There were no significant post balance sheet events.

The Friends of Tower Hamlets Cemetery Park

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Notes to the Accounts for the year ended 31 March 2018

21 Pension commitments

The charity contributes to employees defined contribution stakeholder pension schemes. The assets of the schemes are held separately from those of the charity in an independently administered fund.

The unpaid contributions outstanding at the year end were:	£	<u>2018</u> 10,773	£	<u>2017</u> 83
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22 Contingent liabilities

The charitable company had no material contingent liabilities at 31 March 2018 nor at 31 March 2017.

23 Related parties

There were no disclosable related party transactions during the year.

24 Transactions with trustees

There were no material transactions with the trustees during the year.

25 Gifts in kind and volunteers

During the year the charitable company benefited from unpaid work performed by volunteers.

26 Major funders

In accordance with Section 37 of the Local Government and Housing Act 1989 the following grants and their purpose is confirmed:

<i>Funder</i>	<i>Project name / Purpose of</i>	
London Borough of Tower Hamlets	<i>Park maintenance and litter picking</i>	£ <u>31,900</u>

27 Company status

The company is limited by guarantee and has no share capital. The guarantors liability in the event the company is wound up is restricted to a maximum of £1 each.