

THE CHISLEHURST AND ST PAUL'S CRAY COMMONS CONSERVATORS

England & Wales · Charity number 1028121

Details

Other names CHISLEHURST COMMONS

Status Registered

Legal form Other

Registered 1993-11-10

Register [View on the Charity Commission register](#)

Contact

Address Trustees of Chislehurst Commons
The Old Firestation
Hawkwood Lane
Chislehurst
BR7 5PW

Phone 02084671886

Email chiscmcn@yahoo.co.uk

Website www.chislehurstcommons.uk

Activities

Objects: TO REGULATE, MANAGE, MAINTAIN AND DEVELOP THE 190 ACRES OF COMMON, ITS ENVIRONMENT, WILDLIFE, MEMORIALS AND OTHER AMENITIES FOR THE BENEFIT AND ENJOYMENT OF THE GENERAL PUBLIC AND LOCAL COMMUNITY, AS VARIOUSLY DESCRIBED IN THE ABOVE 1888 ACT.

Activities: Maintenance and improvement of Common Land

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED BUT IN PRACTICE CHISLEHURST AND ST. PAUL'S CRAY
- Bromley

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£110,316	£113,718	-	-
2024-08-31	£103,245	£139,863	-	-
2023-08-31	£116,119	£100,859	-	-
2022-08-31	£115,642	£95,527	-	-
2021-08-31	£115,943	£114,308	-	-

Trustees

Name	Role	Appointed
JOHN HAYHOW	Chair	
ALAN PORTER		2013-02-06
CHRISTINE WEARN		2014-04-01
Dr Brian Knights		2019-11-12
IAN LEONARD		2011-10-31
Joanna Dorothea Friel		2019-03-18
MARY WHEELER		2013-02-06
Patrick Phillips		2018-03-21
Robert West		2016-03-07
Sarah Jane Fletcher Harris		2020-09-08

THE CHISLEHURST AND ST PAUL'S CRAY COMMONS CONSERVATORS

England & Wales - Charity number 1028121

Accounts

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024
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**

**CONTENTS OF THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2024**

	Page
Report of the Trustees	1 to 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Financial Statements	15 to 19
Detailed Statement of Financial Activities	20 to 21

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

The Commons Conservators

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

Governing document and objectives

The 1888 Act sets down the responsibilities of the Board of Conservators. These responsibilities are translated into a working strategy by a 10-year Management Plan, the current one being applicable for the years 2014-2024. A revised plan is being prepared for 2025 -2035.

Location

The Trustees operate from leasehold premises situated at:

The Old Fire Station
Hawkwood Lane
Chislehurst
BR7 5PW

Organisation

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

John Hayhow (Chairman)
Robert West (Treasurer and Clerk)
Ian Leonard
Alan Porter
Christine Wearn
Mary Wheeler
Sarah Harris
Patrick Phillips
Brian Knights
Jeremy Williams (appointed April 2024)
Joanna Friel – appointee of the Lord of the Manor

Staff

The Board employs two members of staff:

Mr Jonathan Harvie (Head Keeper)
Mr Toby Smith (Assistant Keeper appointed 09/2022)

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

1. Board Structure and decision-making

The Board, which is required to be quorate and to meet no fewer than 2 times per annum, during the reporting period, held meetings on 6 occasions. The Board has a number of committees which are appointed by the Board and whose reports are received and reviewed by the Board:

Chairman's Committee:

It meets as required to deal with any matters arising between meetings of the Board, staff management, legal, financial and compliance matters.

Natural Environment Committee:

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

Verge Committee:

It has responsibility for the Protection and maintenance of the Commons' verges:

It protects 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, the maintenance of monuments on the Commons and the management of vehicles on the Commons.

External Relations and Administration Committee:

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

Information Technology Committee:

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

It provides safe methods for digital donations, fundraising and event online ticket sales. It ensures a smooth interaction with the web hosting service and with the broadband service provider.

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

2. Public Benefit Statement

The main purpose of the charity is to protect and maintain the Commons for public use. All the resources of the charity are used to satisfy these aims. The Commons are open to all members of the public without charge and, subject to the bye laws, provide much needed open space for recreation and leisure. The Commons are situated in a predominately suburban setting and are therefore an important amenity for local residents. The Commons also connects together two other large areas of green space, Scadbury Park and Petts Wood, to create an interconnected green space of over 250 hectares.

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. For 5 consecutive years the Commons have been awarded a Green Flag award.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

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

3. Trustees

Trustees are appointed to the Board for a period of three years and may be re-appointed for subsequent periods of 3 years. Trustees are formally appointed by the London Borough of Bromley.

All Trustees give of their time voluntarily and receive no emoluments.

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

4.COVID-19 and variants

The Board continues to be aware of the impact of any new plagues and to manage its affairs and working practices accordingly.

5. Fundraising Statement

The charity receives donations of funds from residents and businesses in the local community by way of regular donations and one-off voluntary donations, some of which are related to exceptional operational expenditure and through support of events that are managed by the Trustees and its volunteers. It also engages in raising funds through retailers via their charity support programmes and bids for funds from other non-local bodies for specific projects. When funds are raised for a specific project, we ensure that our donors are kept up to date with the progress of the project via social media and our monthly newsletters. This occurred when funds for a new truck were raised in first quarter 2022 with expected delivery March 2022. Many delays occurred with final delivery in July 2023.

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 the provision by the Treasurer of a spreadsheet of monthly reviews of income and expenditure.

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

6. Financial Report

Summary:

Our total incoming resources for the accounting year were 2024 £103,245 (2023 were £116,119 2022: £115,642).

After expenditure of £139,683, (2023 £100,859. 2022 £95,527) a deficit of £36,438 was recorded (compared to a surplus of £15,260 for 2023 and for 2022 a surplus of £20,115).

Capital Resources accordingly decreased to £176,652, from £213,090 in 2023.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

Income:

Income is derived mainly from Local Authority Grants, specific donations, regular donations, one-off grants, donations given at events, any income from events and Gift Aid.

The income figure for Donations of £90,543 includes:

- A Grant from the London Borough of Bromley of £36,310.
- A specific donation of £1,000 from the Chislehurst Society towards the cost of a trailer.
- One-off donations of £5,723.99 (2023 £6,740). This includes Retailers Charity schemes of £97.48, Visit Chislehurst Car Show £300, a replacement memorial bench £1,270, legacies from Jan Hendey £982, and Oota Owlett £100 a matching £300 from HSBC based on a donation from Norlands Residents Association, £400 from Wellers Solicitors towards our publishing costs and other amounts from walks, talks and a filming permission. Donations generated by the Annual Reception were £1,625.
- Regular donation income received from periodic committed payments of £35,785. The equivalent for 2023 was £38,261 and for 2022 £40,366. Sadly, some donors have died.
- Gift Aid of £9,464.15 on relevant donations. (2023 £9,801)

Trading activities of £7,205 (2023 £4,869) includes a meaningful increase from the sales of cards and other items to £1,243 but also revenues from Chislehurst Creates event 'The Magic of Nature' held in September 2023 and sponsorship received for the September 2024 event. 'A Journey Through Time'. Thus the reporting year received £5,957 being £4,222 for the 2023 event and £1,755 for the 2024 event. For expenditure associated costs arose in 2023 and 2024. The outcome for the 'The Magic of Nature' 2023 event was a profit of £5,126. The outcome for 2024 'A Journey Through Time' will be £4,640.

We also benefitted from increased interest on cash balances of £5,497(2023 £3,074) through judicious use of available deposit rates.

Expenditure:

Total operating costs were £139,683 (2023: £100,859 2022: £95,527 2021: £114,308. 2020: £97,445). Comparing 2024 with 2023 the major differences are in Vehicle and Plant maintenance and General Maintenance. For 2024 the big expense in Vehicle maintenance was due to tractor repairs which totalled £4,487.72. Within General maintenance, tree costs increased to £41,651 as we employed contractors to fell, for safety reasons, many sycamore trees owing to sooty bark disease and ash trees owing to ash dieback disease.

Tree costs for the last 12 years were as follows; **2024:** £41,651 **2023:** £17,141 **2022:** £6,750 **2021:** £5,254 **2020:** £2,250 **2019:** £8,586 **2018:** £19,008 **2017:** £1,514. **2016:** £920 **2015:** £3,158 **2014:** £5,197 **2013:** £520.

The ongoing management of Trees is discussed in more detail in Section 8 of this report.

Health and safety cost have reduced as the 2023 costs bore the costs of equipping our then new assistant keeper with the necessary clothing and equipment.

The depreciation charge for the year of £6,766 reflects the 20% charge against the cost of the truck acquired in 2023 for £31,991 and a trailer.

We are extremely grateful to all those who have responded to our fundraising requirements whether by giving a single contribution, by pledging a regular sum, remembering us in their wills and to all those who assist with and organise our fund raising events most notably 'Chislehurst Creates'. Without this help the charity would not survive.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

Balance Sheet:

Fixed Assets reflect the acquisition of the new truck and trailer in 2024 with associated depreciation. Debtors is the annual insurance premium paid in May accrued over the period post year end (2025 accounts). Cash at bank is dealt with below. Creditors are the accountant's fees (£804) for preparation of the accounts for the year, one month's value (£3,026) of the LBB grant received quarterly in advance in July 2024 and Invoices of £2,441 for the year paid after the year end. Total funds (our Net worth) employed in the business are £176,652.

Net Cash Position

As we do not take more than 30 days' credit and our debtors and creditors arise from accrual accounting then Cash at Bank of £151,987 (2023 £175,008) is a good measure of our financial solvency. After dealing with the net negative effect of debtors and creditors of £3,265, then uncommitted cash balances would decrease to £148,722. The reduction from 2023 cash balances is a consequence of the income deficiency for the year owing to tree costs.

We manage our cash reserves to provide us with 12 months' cover for operating expenses to allow us time to replace the loss of our grant and find other sources of funds. As at the time of the balance sheet date we had not been formally advised of the continuance of the grant from the London Borough of Bromley for a further 5 years, a matter that has been outstanding since April 2021. Payment nevertheless continued and was formalised until 2029 on 5th February 2025. Given the financial constraints under which Councils operate, and that our payments do not represent a statutory obligation on the Council, we believe a 12 months' reserve to be appropriate. We also wish to hold a contingent reserve for possible legal expenses and other capital items should we not be able to find additional sources of funding.

Our cash, as at the year end, is held in operating accounts with Barclays Bank, a One Year fixed account with Hampshire Trust Bank, a 95 day notice account with Cambridge and Counties Bank and a 35 day notice account with Redwood Bank. All investments are in the form of cash deposits which are protected by the Financial Services Compensation Scheme.

With the generous donations and support of so many local residents, grants from community focussed organisations, much improved revenue from events, our self-imposed discipline of raising discrete funds to match capital expenditure and the continuing support of the London Borough of Bromley, the Trustees are confident that they can continue to operate satisfactorily.

Bankers

Barclays Bank PLC
167 High Street
Bromley
BR1 1NJ

7. 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, social media and Bullying. Added to these are those specific to our situation such as 'Tree Inspection Policy', 'Events Policy', 'Filming Policy', 'Advertising by third parties on the Commons' and 'Unauthorised Encampment on the Commons'.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

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 or covered by insurance.

For all events that take place on the Commons, whether by us or for our benefit, or by others with our permission, we require sight of risk assessments and Public liability insurance cover.

Insurance cover for risks associated with our operational and event 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 slips 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 clearance of vegetation around paths.

Financial Risk. The Board is reliant upon the continuation of financial support from the London Borough of Bromley (LBB) of a 5-year grant of £36,310 per annum. This Grant was due for renewal in April of 2021 and, whilst it has continued to be paid but at an amount last set in 2010, there was at the balance sheet date no formal agreement to this effect. During the year and post the year end the Board has met with the responsible parties at the LBB to obtain certainty of the grant's continued provision with signing of the Grant Agreement occurring on 5th February 2025. Such an Agreement has not been a previous requirement. The Board has agreed a policy of having at least 12 months' expenditure in reserve to meet its obligations in the event of a substantial loss of income.

The Board receives a monthly spreadsheet including income and expenditure, bank balances and proposed expenditure. The annual accounts are examined by external accountants. All funds are controlled by the Treasurer and the Chairman.

Climate Risk. We recognise the impact of climate change upon the Commons, as warmer temperatures and a lack moisture, caused by below average rainfall in the first half of a year, means that trees are constantly under stress. This allows diseases and pests to become more established. We aim to address this within our 10-Year Management Plan, with progress and relevance being reviewed annually, including that of our Tree Inspection Programme. Our knowledge is enhanced and broadened through representation on various London Borough of Bromley and other environmental green space and ecological organisations. The lack of water in the summer, due to low rainfall, impacts upon the water levels in our ponds, which are reliant upon run off from the surrounding roads, and the wildlife they support. The solutions available to address this are very limited.

Succession Planning Risk. With only two employees, we are vulnerable to staff unavailability through sickness and resignations. Our new Assistant Keeper had only joined us in September when, in December 2022, our Head Keeper suffered a serious medical condition which effectively meant he was off sick for the rest of the reporting year. It had a major impact on the operation of the Commons. An effective operation was only maintained by the excellent work of the Assistant Keeper, the Trustees and our volunteers. We are also vulnerable to the retirement of Trustees. In common with other organisations, which rely on individuals to give up their time, the concept of volunteering appears to be unfashionable.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

8. Tree Safety Management Policy Year Ending 31 August 2024

The Tree Safety Management Policy was formalised in 2013 and has been reviewed annually since then to reflect best use of resources and changes in legal and good practice requirements. It is clear that a regular inspection routine is vital, particularly where the major public roads cross the Commons. This is, however, very resource dependant, particularly in respect of volunteer time to carry out and record the inspections, and the time required to manage the tree works resulting from the inspections. The ongoing availability of this level of volunteer support is being addressed but remains uncertain.

The tree inspection work in 2024 was severely disrupted by the discovery of a major outbreak of sooty bark disease which affected a large number of sycamore trees on the Commons. This, together with the ongoing consequences of ash dieback, meant that no routine tree inspections were carried out in 2023. However, most of both Chislehurst Common and St Pauls Cray Common were subject to informal inspections during the summer and autumn while assessing the extent of both sooty bark disease and ash dieback. Most, if not all, of the high-risk areas were inspected more than once.

The outbreak of sooty bark disease, which affected a large number of sycamore trees on the Commons, meant that the cost of tree safety work increased significantly this year, even compared with 2023, and was a major drain on our finances. The cost of this year's tree safety work was £41,651, which is significantly more than the 2023 cost of £17,141, which itself was higher than usual. The tree safety costs for this year were dominated by two large work packages which together cost £25,884 and resulted in the felling of over 40 trees, nearly all of which were located close to 'A' roads and required traffic control measures. As projected in last year's report the cost of one work package was in excess of £15,000. These two work packages were probably the largest packages of tree safety work ever carried out by the Conservators. It is projected that tree safety costs will remain exceptionally high for the next two years but will decline after that.

Ash dieback is a nationwide disease which is killing large numbers of ash trees around the country. Sooty bark disease is much less common and the outbreak experienced on the Commons over this year seems to be very localised. The reasons for this are not known. The fungus can remain dormant in a tree for a long time until the tree comes under stress, such as by drought. Once the disease becomes active it can progress very quickly, killing the trees.

There was no reported or found incidence of oak processionary moth (OPM) on the Commons during 2024. The problems associated with OPM are considered to be very minor compared with ash dieback and sooty bark disease.

9. Management of natural environments, biodiversity and amenity

We manage the Commons according to our Vision Statement and our Charitable Objectives, i.e. to balance their natural environmental, biodiversity and amenity values for the benefit and enjoyment of the general public and local community, meeting their expectations for the provision of areas for quiet recreation in a natural environment.

The Natural Environment Committee (NEC) has the responsibility for such environmental management and maintaining public access and safety.

We have excellent relationships with the London Borough of Bromley and idverde, their Parks and Green Spaces contractor. We are represented on the Bromley Friends Forum and Bromley Biodiversity Partnership and contribute to the Borough Biodiversity Plan and Open Space Strategy. We were again successful in being awarded Green Flag Award status during the year, with a very favourable report from the judge. We were also proud to gain a London in Bloom Gold Award.

2024 was year 6 of the 2018-2028 Woodland Management Plan agreed with English Forests, providing an overarching document guiding our approach to the natural woodland environment and our core roles and responsibilities. We consider we are performing to the plan, and this has been confirmed by the Green Flag and London in Bloom awards.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

The NEC continues to develop and update policies and management plans, including preparation of a new over-arching 10-Year Management Plan that will become effective in 2025. Our Mowing Policy and Schedule has continued to balance competing demands of maintaining acid grassland biodiversity versus public amenity, taking into account human, equipment and cost restraints. Management of grasslands, woodlands and other habitats and biota, such as heathlands and reptiles, is increasingly informed by surveys conducted by Volunteers. Biological recording and data management are being refined and integrated with iRecord and GiGL.

Our two major ponds, Prickend Pond and Rush Pond, are prominent features of Chislehurst, with positive amenity value for residents and visitors. They are notable for their wide variety of ducks, geese and other aquatic birds and for other pond life. Bank and island management and ancillary planting by Volunteers continue to enhance the biodiversity and amenity values of both ponds. Biological and water level surveys continue to inform management of the ponds and their immediate environs.

As in past years, the management of and improvements to the Commons have relied on the work of the Head and Assistant Keepers and on the essential additional inputs of our Volunteers, to whom we continue to be very grateful. To make the best use of Volunteers, and for safety reasons at regular work sessions on Wednesday mornings, they are commonly broken up into smaller groups according to their different skills and strengths, working for example on small tree-felling and chipping or on scrub-clearance, dead-hedging, ditching or surveying. Different groups can then also be governed by more specific related Risk Assessments and Health and Safety procedures.

In addition to conducting tours and the Green Flag and London in Bloom visits, we have also hosted visits by representatives from the London Borough of Bromley and diverse, their greenspace contractors.

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

The use of the Commons

For the reporting period September 2023 to August 2024 13,200 Kgs of rubbish was collected (2022/23 12,172 kgs 2021/2022 18,1670 kgs .).

Fly-tipping continues to take place, and we are ever grateful to the LBB for their assistance in removing those fly-tips which are beyond our capabilities, particularly for hazardous, dangerous waste that has been fly-tipped.

As with last year, there have been very few incidents of illegal parking of vehicles by residents, or of vehicles being driven across the Common, in contravention of the bye laws.

Road improvement schemes proposed by the LBB that may affect the Commons have been limited to the proposed introduction of crossing points close to the War Memorial traffic lights. Discussions with the LBB on this scheme have started but are slow to come to fruition.

The use of unmade roads across the Commons for access purposes remains a significant issue. During the course of this year an incident occurred on one of these tracks where an elderly lady had a fall and subsequently died. This resulted in extensive discussions about the condition of the track and its relevance to the fall. The surface condition of the tracks leading to the Ramblers Rest and Cricket Ground Road are also a matter of continuing discussion between interested parties.

11. Utilities/ Requests for Access/Boundaries

A number of utilities such as telecoms, electricity and water are routed across the Commons. These utilities need to be accessed for a variety of reasons, such as inspection, installation of new cables or pipes to connect to the existing network, repairs, the addition of new telecom boxes, or emergency work. We require such work to be authorised by us to ensure that it is only done under controlled conditions, that the work does not damage or adversely affect the Commons, and proper re-instatement will take place. We are also aware that the freeholder of the Commons should require easements to be granted.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

The progress that we had hoped for in 2023 on completing new Deeds of Easement with UKPN and Openreach has not been achieved.

12. Commons Community Events and Engagement

Our regular programme of well-attended walks on the Commons has continued this year, with visits to the various habitats to see how we are managing and enhancing them, and the areas where the volunteers have been working. These walks have been a valuable means of engaging with the community but have also brought us supporters and some volunteers with particular skills and interests, which has enabled us to extend our survey work.

There are regular community events throughout the year in Chislehurst where we have taken an active part in promoting interest in the Commons. An annual family Art event which raised funds for the Commons, but had lapsed, was revived by Chislehurst Creates in September and was well-attended and much appreciated by the community. It was notable for the number of volunteers who came to help. We had a stall at the Christmas Market where we had cards, mounted photos, decorations made from pinecones and holly for sale. The annual Crowning of the May Queen took place. The local business group held a Car Show in May, in the High Street, with some exhibits and stalls on the common, and we took part with our new truck on display. At the Rotary Summer Fair, our large display stimulated a lot of discussion. We supported the London Borough of Bromley's Big Lunch initiative in June.

Since the lockdowns of 2020/2021, we have experimented with poster trails with information relating to history or biodiversity displayed through the woods to engage the community. This year, we participated in the annual Pumpkin Hunt in the High Street and offered a Bug Hunt which was displayed on posters in the woods. Another poster trail was displayed in April, an Easter Nature Quiz.

Chislehurst War Memorial is situated on the Common and a local nursery, Coolings, provides flowers for the base throughout the year. The annual Remembrance Day service takes place on the Commons.

A tradition has grown up amongst the regular dogwalkers of decorating a tree in the woods at Christmas in memory of their pets, and this attracts a lot of local interest.

A tree depicting aspects of the Commons was entered in the annual Christmas Tree Festival in Chislehurst Methodist Church, and it was later displayed in the local Sainsburys.

A talk was given at the Library, accompanied by a two-week display, and another at a local residential home. We were invited to contribute to a school project and give a talk to a class at a local Primary School.

Three Family Activity Mornings were held in August. These aimed to raise awareness of the commons and to provide interest and information. They included craft activities, a search for invertebrates with a zoologist, and a nature trail. A team from the local Library came along with a selection of books.

Attendance at the monthly meetings of Visit Chislehurst gives us links with local businesses.

We produce both Christmas cards and greetings cards for sale. They are sold at events, and in some local shops.

A local shop displays bags of bird seed which we offer for a donation, to discourage people from feeding bread to the waterfowl at the ponds.

This year various groups have been taken for a tour of the commons, including local Councillors and representatives from the Lotus Group, a charity re-locating to Chislehurst.

Newsletter and website

Our annual newsletter is published each spring. This is distributed in a printed and electronic format to all

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

Friends of the Commons as a way to keep in touch with our supporters and, from feedback, is much appreciated. We were pleased to receive sponsorship again from our solicitors, Wellers, for the newsletter printing costs. Following an increase in postal rates, the newsletter was delivered by hand.

An online Newsletter, with news and photos is sent out once a month to our mailing list of over 1,000. The material is provided by Trustees, Keepers and volunteers who supply photos and specialist information. All these publications can be accessed via our website.

Storyboards about the commons, and suggestions for activities can be found on the website.

We have 4 Notice Boards situated across the Commons, with maps and information which are regularly updated with items of interest for visitors and upcoming events. In addition, leaflets with a map are available in the community ex-phone box.

Our social media presence is managed by a volunteer, and we post regularly, with material provided by Trustees and volunteers, via a nominated Trustee.

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 and/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 and the Trustees contribute 8,000 work hours to our activities. We have also received excellent support from idverde and the LBB for our various funding bids and project development. Without the help of all these members of the local community the charity could not operate. We thank them all.

Our Annual Friends' Reception, whilst still a good money raising opportunity, was less popular than previous years with 85 attendees. There has been a declining trend in attendance post Covid. We will be considering a change in the format for 2025.

14. Working with the Freeholder

Since 2017 the freehold of Chislehurst and St Paul's Cray Commons has been owned by the Chislehurst Society. We are pleased to report that our organisations continue to work closely in ensuring the correct legal rights are granted by our respective organisations.

In addition, the Chislehurst Society, both as Freeholder and as the local Civic Society is very supportive of our work, having part-funded many of our projects over many years. In 2023 they donated towards the cost of our new truck.

We are working with the Freeholder on several matters relevant to access and safety work and, whilst our responsibilities are different, we share the common objective of protecting the Commons for current and future generations.

15. The Future

The financial position of the charity continues to be in good order albeit with a trend of declining regular donations. We enjoy a 9 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 represents a most valuable and necessary grant from the Borough, which was formalised after the reporting year end until March 2029 subject to the LBB's own financial constraints. We believe we provide good value, not least, to the financial leverage of 1-part LBB finance to 2 parts community finance. If the value of the volunteers' and Trustees' time is costed, this rises to 1:4.5.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2024**

The grant is supplemented by donations from residents, local businesses and community organisations such as The Chislehurst Society and Chislehurst Rotary Club. Fortunately, after a lean period of five years for our own events, we have through the good offices of a volunteer group, Chislehurst Creates, re-established an Arts and Crafts Fair aimed at children which held its second event during 2024. The 2024 event contributed £4,640 to our funds.

We aim for such sources of funds to cover our operational expenses, although, along with other charities, we are in the invidious position of being charged more for our goods and services but unable to pass that on to our customers, the public. Hence why we have exerted good cost control over those costs we can influence, i.e. those excluding trees. The impact of inflation this year has not been too harsh, but 2025 will see an increase on employment costs, with the increase in minimum wage requirements, and no doubt contractors' costs as they pass on increased National Insurance charges. It places more emphasis on our ability to attract other sources of grant income and increase our regular donations to meet our operating cost.

In 2024 we enjoyed regular donor income of £35,785 (2023 £38,261. 2022 £40,366) which also provided us with Gift Aid recovery of £9,464. This was a reduction from 2023 owing mainly to attrition of our donor base as it ages. We also benefited from a specific donation of £1,000 from The Chislehurst Society. We hope we can rebuild our donor base with fund raising campaigns and a push for legacies but remain acutely aware that our donors' own financial positions are under strain as they deal with inflationary pressures on their disposable income.

Undoubtedly our biggest and growing challenge is the cost of managing our ageing woodland, with many trees reaching the end of their natural lives and climate change increasing the incidence of diseases, that is proving expensive to address. The costs of dealing with ash dieback, sooty bark disease and, no doubt, some new infestation are increasing and remain uncertain. Our grant from LBB has been at the same level since 2010, and the ability of our donors to continue their generosity may be under stress. It is our hope that the LBB will continue to appreciate that, without the Conservators and its volunteers and supporters, the cost burden they would have to bear would be three times the level of grant currently provided.

Our next biggest challenge is the identification and recruitment of new Trustees. Our current Board members' 'time resources' will continue to be challenged through dealing with issues arising from the increased pressure on the Commons from traffic and being asked to consider road changes and their impact on the Commons, surrounding development, fly-tipping, other transgressions of the Commons, ensuring that requests for track surface improvements are sympathetic to the Commons, the increased level of regulation and reporting that is required and managing exceptional events. In this respect we are pleased to welcome a new Trustee, Jeremy Williams, who is to assist us in attracting more funding from residents and large organisations. We will place further emphasis in 2025 in addressing this matter.

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 for the present and future benefit of the community of Chislehurst.

I offer my personal thanks to those whose efforts go largely unrecognised; my Board member colleagues, who give of their personal time and skills so freely, our two Keepers Jonathan and Toby and our volunteers, who all apply their expert knowledge and graft, for keeping our Commons in such good order attracting the Green Flag Award and London in Bloom Gold award.

Approved by order of the board of trustees on 4th March 2025 and signed on its behalf by:


.....
J Hayhow - Trustee

**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 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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


GRAHAM ATKIN FCA

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

Date: 4 March 2025

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

STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2024

		2024 Unrestricted funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		54,233	104,216
London Borough of Bromley grant		36,310	-
Other trading activities	2	7,205	4,869
Investment income	3	5,497	3,064
Other income		-	3,970
Total		<u>103,245</u>	<u>116,119</u>
 EXPENDITURE ON			
Raising funds	4	6,445	2,305
Charitable activities			
Costs of protecting and conserving the commons		<u>133,238</u>	<u>98,554</u>
Total		<u>139,683</u>	<u>100,859</u>
 NET INCOME/(EXPENDITURE)		(36,438)	15,260
 RECONCILIATION OF FUNDS			
Total funds brought forward		<u>213,090</u>	<u>197,830</u>
 TOTAL FUNDS CARRIED FORWARD		<u>176,652</u>	<u>213,090</u>

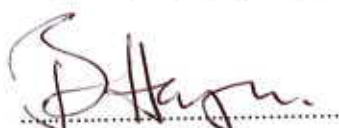
The notes form part of these financial statements

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

BALANCE SHEET
31 August 2024

	Notes	2024 Unrestricted funds £	2023 Total funds £
FIXED ASSETS			
Tangible assets	7	27,930	33,096
CURRENT ASSETS			
Debtors	8	3,755	9,175
Cash at bank and in hand		<u>151,987</u>	<u>175,008</u>
		155,742	184,183
CREDITORS			
Amounts falling due within one year	9	(7,020)	(4,189)
NET CURRENT ASSETS		<u>148,722</u>	<u>179,994</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		176,652	213,090
NET ASSETS		<u>176,652</u>	<u>213,090</u>
FUNDS	10		
Unrestricted funds		<u>176,652</u>	<u>213,090</u>
TOTAL FUNDS		<u>176,652</u>	<u>213,090</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 4th Nov 2024 and were signed on its behalf by:


J Hayhow - Trustee

The notes form part of these financial statements

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

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2024**

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 2019)', 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.

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2024

2. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Fundraising events	5,962	4,399
Sale of books and cards	<u>1,243</u>	<u>470</u>
	<u>7,205</u>	<u>4,869</u>

3. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>5,497</u>	<u>3,064</u>

4. RAISING FUNDS

Raising donations and legacies

	2024	2023
	£	£
Printing and stationery	1,471	1,735
Community event costs	3,954	570
Support costs	<u>1,020</u>	<u>-</u>
	<u>6,445</u>	<u>2,305</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2024 nor for the year ended 31 August 2023.

Trustees' expenses

During the year 3 trustees received reimbursements to the sum of £892.36 in relation to general maintenance, community events and postage and stationery costs.

6. STAFF COSTS

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

	2024	2023
	<u>2</u>	<u>2</u>
Keepers		

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

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2024

7. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 September 2023	69,696	56,336	126,032
Additions	<u>1,600</u>	<u>-</u>	<u>1,600</u>
At 31 August 2024	<u>71,296</u>	<u>56,336</u>	<u>127,632</u>
DEPRECIATION			
At 1 September 2023	68,591	24,345	92,936
Charge for year	<u>368</u>	<u>6,398</u>	<u>6,766</u>
At 31 August 2024	<u>68,959</u>	<u>30,743</u>	<u>99,702</u>
NET BOOK VALUE			
At 31 August 2024	<u>2,337</u>	<u>25,593</u>	<u>27,930</u>
At 31 August 2023	<u>1,105</u>	<u>31,991</u>	<u>33,096</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Other debtors	-	5,844
Prepayments and accrued income	<u>3,755</u>	<u>3,331</u>
	<u>3,755</u>	<u>9,175</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Taxation and social security	748	-
Other creditors	<u>6,272</u>	<u>4,189</u>
	<u>7,020</u>	<u>4,189</u>

10. MOVEMENT IN FUNDS

	At 1.9.23 £	Net movement in funds £	At 31.8.24 £
Unrestricted funds			
General fund	198,090	(36,438)	161,652
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>213,090</u>	<u>(36,438)</u>	<u>176,652</u>
TOTAL FUNDS	<u>213,090</u>	<u>(36,438)</u>	<u>176,652</u>

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2024

10. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	103,245	(139,683)	(36,438)
TOTAL FUNDS	<u>103,245</u>	<u>(139,683)</u>	<u>(36,438)</u>

Comparatives for movement in funds

	At 1.9.22 £	Net movement in funds £	At 31.8.23 £
Unrestricted funds			
General fund	182,830	15,260	198,090
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>197,830</u>	<u>15,260</u>	<u>213,090</u>
TOTAL FUNDS	<u>197,830</u>	<u>15,260</u>	<u>213,090</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	116,119	(100,859)	15,260
TOTAL FUNDS	<u>116,119</u>	<u>(100,859)</u>	<u>15,260</u>

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

	At 1.9.22 £	Net movement in funds £	At 31.8.24 £
Unrestricted funds			
General fund	182,830	(21,178)	161,652
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>197,830</u>	<u>(21,178)</u>	<u>176,652</u>
TOTAL FUNDS	<u>197,830</u>	<u>(21,178)</u>	<u>176,652</u>

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2024

10. MOVEMENT IN FUNDS - continued

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	219,364	(240,542)	(21,178)
	<u>219,364</u>	<u>(240,542)</u>	<u>(21,178)</u>
TOTAL FUNDS			

11. RELATED PARTY DISCLOSURES

There were no related party transactions during the year.

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies	53,233	57,906
Donations	36,310	-
London Borough of Bromley grant	<u>1,000</u>	<u>46,310</u>
Other grants	90,543	104,216
 Other trading activities	 5,962	 4,399
Fundraising events	<u>1,243</u>	<u>470</u>
Sale of books and cards	7,205	4,869
 Investment income	 5,497	 3,064
Deposit account interest		
 Other income	 <u>-</u>	 <u>3,970</u>
Other income	103,245	116,119
 Total incoming resources		
 EXPENDITURE		
Raising donations and legacies	1,471	1,735
Printing and stationery	<u>3,954</u>	<u>570</u>
Community event costs	5,425	2,305
 Charitable activities	 58,515	 57,641
Salaries and Nat. Insurance	7,028	7,230
Premises costs	4,848	4,627
Insurance	8,185	4,088
Vehicle and plant maintenance	46,037	19,250
General maintenance	492	882
Telephone, computer and post.	444	2,535
Health & Safety	923	1,055
Sundries	<u>6,766</u>	<u>-</u>
Plant and mach. depreciation	133,238	97,308
 Support costs		
 Governance costs	 1,020	 1,246
Accountancy and legal fees		

This page does not form part of the statutory financial statements

THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2024

	2024	2023
	<u>£</u>	<u>£</u>
Total resources expended	<u>139,683</u>	<u>100,859</u>
Net (expenditure)/income	<u>(36,438)</u>	<u>15,260</u>

This page does not form part of the statutory financial statements

THE CHISLEHURST AND ST PAUL'S CRAY COMMONS CONSERVATORS

England & Wales - Charity number 1028121

Accounts

REGISTERED CHARITY NUMBER: 1028121

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023
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**

**CONTENTS OF THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2023**

	Page
Report of the Trustees	1 to 12
Independent Examiner's Report	13
Statement of Financial Activities	14
Balance Sheet	15
Notes to the Financial Statements	16 to 21
Detailed Statement of Financial Activities	22 to 23

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2023**

The Commons Conservators

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

Governing document and objectives

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

Location

The Trustees operate from leasehold premises situated at:

The Old Fire Station
Hawkwood Lane
Chislehurst
BR7 5PW

Organisation

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

John Hayhow (Chairman)
Robert West (Treasurer and Clerk)

Peter Hedges Resigned 13th September 2022
Ian Leonard
Alan Porter
Christine Wearn
Mary Wheeler
Sarah Harris
Patrick Phillips
Brian Knights
Joanna Friel – appointee of the Lord of the Manor

Staff

The Board employs two members of staff:

Mr Jonathan Harvie (Head Keeper)
Mr Toby Smith (Assistant Keeper)

Toby Smith joined the Commons in September 2022 at the beginning of this reporting year upon the retirement of Peter Edwards in the same month.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2023**

1. Board Structure and decision-making

The Board, which is required to be quorate and to meet no fewer than 2 times per annum, during the reporting period held meetings on 6 occasions. The Board has a number of committees which are appointed by the Board and whose reports are received and reviewed by the Board:

Chairman's Committee:

It meets as required to deal with any matters arising between meetings of the Board, staff management, legal, financial and compliance matters.

Natural Environment Committee:

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

Verge Committee:

It has responsibility for the Protection and maintenance of the Commons' verges:

It protects 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, the maintenance of monuments on the Commons and the management of vehicles on the Commons.

External Relations and Administration Committee:

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

Information Technology Committee:

It formulates, delivers and maintains for the Trustees a unified IT policy with specific requirements to maintain the database of supporters, ensure compliance with the Data Protection legislation and maintain the website. It provides safe methods for digital donations, fundraising and event online ticket sales. It ensures a smooth interaction with the web hosting service and with the broadband service provider.

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

2. Public Benefit Statement

The main purpose of the charity is to protect and maintain the Commons for public use. All the resources of the charity are used to satisfy these aims. The Commons are open to all members of the public without charge and, subject to the bye laws, provide much needed open space for recreation and leisure. The Commons are situated in a predominately suburban setting and are therefore an important amenity for local residents. The Commons also connects together two other large areas of green space, Scadbury Park and Petts Wood to create an interconnected green space of over 250 hectares.

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. For 4 consecutive years the Commons have been awarded a Green Flag award.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2023**

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 Trustees believe the organisation could not be leaner nor more cost effective and are satisfied that the work of the charity meets the requirements of current legislation relating to public benefit.

3.Trustees

Trustees are appointed to the Board for a period of three years and may be re-appointed for subsequent periods of 3 years. Trustees are formally appointed by the London Borough of Bromley.

All Trustees give of their time voluntarily and receive no emoluments.

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

4. COVID-19 and variants

The overall duration of the COVID restrictions has disrupted some specific aspects of the Commons work, most notably tree safety work. Attempts to overcome this disruption have been hindered by new issues affecting tree safety and the unavailability of the Head Keeper.

5. Fundraising Statement

The charity receives donations of funds from residents and businesses in the local community by way of regular donations and one-off voluntary donations, some of which are related to exceptional operational expenditure and through support of events that are managed by the Trustees and its volunteers. It also engages in raising funds through retailers via their charity support programmes and bids for funds from other non-local bodies for specific projects. When funds are raised for a specific project, we ensure that our donors are kept up to date with the progress of the project via social media and our monthly newsletters. This occurred when funds for a new truck were raised in first quarter 2022 with expected delivery March 2022. Many delays occurred with final delivery in July 2023.

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 the provision by the Treasurer of spreadsheet monthly reviews of income and expenditure.

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

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

No professional fundraisers or commercial participators are used.

6. Financial Report

Summary:

Our total incoming resources for the accounting year 2023 were £116,119 (2022: £115,642). After expenditure of £100,859 (2022 £95,527) a surplus of £15,260 for the year was recorded. (2022: £20,115). Capital Resources accordingly increased to £213,090 (2022: £197,830).

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2023**

Income:

Income is derived mainly from Local Authority Grants, specific donations, regular donations, one-off grants, donations given at events, any income from events and Gift Aid.

The Income figure for Donations of £104,216 includes

- A Grant from the London Borough of Bromley of £36,310.
- Specific donations of £2,000 from the Chislehurst Rotary for dealing with the consequences of sooty bark disease and £10,000 from The Chislehurst Society towards the cost of the new Truck which was delivered in July 2023.
- One-off donation of £6,740 (2022 £3,853). This includes Retailers Charity schemes of £119.63, Shepherds Neame Brewery £1,000, refund of Fly tipping costs from LBB £250, a donation from Wellers solicitors of £400 towards our publishing costs, £300 from Norlands Estate Residents Association, a £500 legacy, donations collected at our annual reception of £1,755, a new supporters donation of £1,000 and other amounts from Talks, Walks, and Filming permissions.
- Regular donation income received from periodic committed payments of £38,261. The equivalent figure for 2022 was £40,366, 2021 £36,416. Sadly, some donors have died.
- Gift Aid of £9,801 on relevant donations.

Trading activities from sales of cards, publications, teas and holly, increased to £470 (2022- £328).

Although the 'Magic in Nature' event organised by our supporters was held in September 2023, just outside the year end, we received sponsorship monies from local businesses totalling £4,198 towards this event without any offsetting expenditure which will arise in 2024. Our expectations are for a profit in due course of approximately £5,100 on this event.

We also benefitted from Insurance proceeds for our old truck of £3,870 and increased interest on our cash balances of £3,064. (2022 £442). This latter benefit is likely to continue into 2024.

Expenditure:

Total operating costs were £100,859 (2022: £95,527 2021: £114,308. 2020: £97,445).

For 2023 the big expense in General Maintenance was on trees of £17,141 relating to ash dieback costs. No monies were expended on oak processionary moth treatment.

Our Health and Safety costs increased as we equipped our new assistant keeper and sent him on first aid and chain saw courses.

Sundries includes Land Registry Fees of £14.00, £150 of gift tokens for our employees, a £100 donation to Open Spaces Society for advice, a £190 fee to Maitland Medical in respect of a medical assessment for our Head Keeper, subscriptions of £300 and £301 of admin and hosting expense.

Tree costs for the last 11 years were as follows; 2023: £17,141 2022: £6,750 2021: £5,254 2020: £2,250 2019: £8,586 2018: £19,008 2017: £1,514. 2016: £920 2015: £3,158 2014: £5,197 2013: £520.

The tree costs for 2023 are 254% above the figure for 2022 which reflects the increasing impact of ash dieback. Affected trees in most cases are large and have to be felled requiring external contractors. This is discussed in more detail in Section 8 of this report

We are benefitting from the fixing of a discount on our insurance costs with Zurich Insurance and have benefitted from fixing our utility costs until November 2023. From November these latter costs have increased in line with market prices.

During the year we purchased our new truck, the total cost of which was £31,991. This is not shown in the Statement of Financial Activities as it is a Fixed Asset purchase and is shown in the Balance Sheet. It has though impacted upon our cash balances.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2023**

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

Net Cash Position

As we do not take more than 30 days' credit and our debtors arise from accrual accounting then Cash at Bank of £175,008 is a good measure of our financial solvency. It has reduced from the 2022 figure owing to the payment for the truck against which the operating surplus of £15,260 has been applied. After dealing with the net positive effect of debtors and creditors of £4,986, then uncommitted cash balances would increase to £179,994.

We manage our cash reserves to provide us with 9 months' cover for operating expenses to allow us time to replace the loss of our grant and find other sources of funds. This may seem an exaggerated concern as we continue to receive, albeit declining in real terms, financial support from The London Borough of Bromley, but we live in uncertain times. We also wish to hold a contingent reserve for possible legal expenses and other capital items should we not be able to find additional sources of funding.

Our cash, as at the year end, is held in operating accounts with Barclays Bank, a 120-day notice account with Hampshire Trust Bank, Cambridge and Counties Bank and Redwood Bank. All investments are in the form of cash deposits which are protected by the Financial Services Compensation Scheme.

With the generous donations and support of so many local residents, grants from community focussed organisations, much improved revenue from events, our self-imposed discipline of raising discrete funds to match capital expenditure and the continuing support of the London Borough of Bromley, the Trustees are confident that they can continue to operate satisfactorily.

Bankers

Barclays Bank PLC
7 High Street
Chislehurst
BR7 5AB

7. 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 and Social Media. Added to these are those specific to our situation such as 'Tree Inspection policy', 'Events Policy', 'Filming Policy', 'Advertising by 3rd parties on the Commons' and 'Unauthorised Encampment 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 or covered by insurance.

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

Insurance cover for risks associated with our operational activities is provided by Zurich Municipal Insurance. This provides employer's liability and public liability insurance and Trustees' indemnity insurance. The principal risk

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2023**

factors outside the Board's control are accidents to members of the public arising from falling trees or branches, and slips 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 clearance of vegetation around paths.

Financial risks. The Board is reliant upon the continuation of financial support from the London Borough of Bromley (LBB) of a 5-year grant of £36,310 per annum. This Grant was due for renewal in April of 2021 and, whilst it has continued to be paid but at an amount last set in 2010, there is no formal agreement to this effect. The Board has met and continues to meet with the responsible parties at the LBB to obtain certainty of the grant's continued provision but so far to no effect. 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.

The Board receives a monthly spreadsheet including income and expenditure, bank balances and proposed expenditure. The annual accounts are examined by external accountants. All funds are controlled by the Treasurer and the Chairman.

Climate Risk. We recognise the impact of climate change upon the Commons, as warmer temperatures and a lack of moisture caused by below average rainfall in the first half of a year means that trees are constantly under stress. This allows diseases and pests to become more established. We aim to address this within our 10-Year Management Plan with progress and relevance being reviewed annually, including that of our Tree Inspection Programme. Our knowledge is enhanced and broadened through representation on various London Borough of Bromley and other environmental green space and ecological organisations. The lack of water in the summer due to low rainfall, impacts upon the water levels in our ponds which are reliant upon run off from the surrounding roads and the wildlife they support. The solutions available to address this are very limited.

Succession Planning Risk. With only 2 employees, we are vulnerable to staff unavailability through sickness and resignations. Our new Assistant Keeper had only joined us in September when, in December 2022, our Head Keeper suffered a serious medical condition which effectively meant he was off sick for the rest of the reporting year. It had a major impact on the operation of the Commons. An effective operation was only maintained by the excellent work of the Assistant Keeper, the Trustees and our volunteers. We are also vulnerable to the retirement of Trustees. In common with other organisations which rely on individuals to give up their time, the concept of volunteering appears to be unfashionable.

8. Tree Safety Management Policy Year Ending 31 August 2023

The tree safety management policy was formalised in 2013 and has been reviewed annually since then to reflect best use of resources and changes in legal and good practice requirements. It is clear that a regular inspection routine is vital, particularly where the major public roads cross the Commons. This is however very resource dependant, particularly in respect of volunteer time to carry out and record the inspections and manage the tree works resulting from the inspections. The ongoing availability of this level of volunteer support is not certain.

The tree inspection work during this reporting period required a total of 14 work sessions and were completed from October to November 2022. Each work session consisted of 2 people for a morning. In excess of 1,000 trees were inspected.

An intended outcome of these inspections is for necessary tree work to be identified. Where we are unable to do such work ourselves, we appoint approved tree surgeons. During this reporting period the cost of such tree work was £17,141. This was 254% higher than for the previous year and is largely due to increased expenditure on ash dieback.

In last year's report we cautioned against future complacency in relation to the cost of tree safety work. This proved to be well founded. This year the work of tree safety has been complicated by an outbreak of a new to the Commons disease, sooty bark disease. This has killed a large number of sycamore trees.

THE CHISLEHURST & ST. PAUL'S CRAY COMMONS CONSERVATORS

REPORT OF THE TRUSTEES For The Year Ended 31 August 2023

It was first identified on the Commons at the beginning of June 2022. Like ash dieback, this is a fungal outbreak which in this case rapidly kills sycamore trees. The initial outbreak of sooty bark disease occurred close to a major junction of 2 'A' roads. The cost of dealing with this one outbreak alone is likely to be approximately £15,000 with at least one similar work package planned for 2024. Like ash dieback, all trees identified with sooty bark disease and located in high-risk areas need to be felled in a timely manner. The disease has spread to all parts of Chislehurst Commons and St Paul's Cray Common. The cost of dealing with sooty bark disease over the next 2 or 3 years could well match, if not exceed, that of ash dieback.

Following on from last year, oak processionary moth has not been a problem this year with no cases having been reported on the Commons.

9. Management of natural environments, biodiversity and amenity

We continue to manage the Commons according to our Vision Statement being 'To balance their natural environmental, biodiversity and amenity values for the benefit and enjoyment of the general public and local community, meeting their expectations for the provision of areas for quiet recreation in a natural environment' and our Charitable Objectives.

The Natural Environment Committee (NEC) has the responsibility for such environmental management and maintaining public access and safety. It also provides public recreation and leisure through arranging guided walks, attendance at public events arranged by other organisations like the May Queen Ceremony, Summer and Xmas Fairs and Chislehurst Creates and by arranging activities like Leaf Rubbing and The Bug Hunt for children.

We have excellent relationships with the London Borough of Bromley (LBB) and idverde, their parks and green spaces contractor. We are represented on the Bromley Friends Forum and Bromley Biodiversity Partnership and have contributed to the Borough Biodiversity Plan and Open Space Strategy. We were again successful in being awarded Green Flag Award status during the year, with a very favourable report from the judge.

The year under review was in year 5 of the 2018-2028 Woodland Management Plan agreed with English Forests. This provides an overarching document guiding our approach to the natural woodland environment and our core roles and responsibilities. We consider we are performing to the plan and this has been confirmed by the Green Flag Award and responses from English Forests to our 5-Year Review Report.

The NEC continues to develop and update policies and management plans, including the overarching 10-Year Management Plan and other ancillary ones such as a 5-year Woodland Management Policy. Our Mowing Policy and Schedule has continued to be developed, supported by grassland surveys, to balance competing demands of maintaining acid grassland biodiversity and public amenity, taking into account human, equipment and cost restraints.

Our two major ponds, Prickend Pond and Rush Pond, are prominent features of Chislehurst, with positive amenity value for residents and visitors. They are notable for their wide variety of ducks, geese and other aquatic birds and for other pond life. At Prickend Pond, the new grant-funded access path from the High Street, public seating area and bird-feeding beach are proving very popular. Ancillary planting and bank and island management by Volunteers continue to enhance the Pond. Regular water quality and biological surveys have helped inform the management of both Prickend and the nearby Rush Pond.

As in past years, the management of and improvements to the Commons have relied on the work of the Head and Assistant Keeper and on the essential additional inputs of our Volunteers, to whom we continue to be very grateful. To make the best use of Volunteers, and for safety reasons, the regular work sessions on Wednesday mornings are broken up into smaller groups according to their different skills and strengths. For example, working on small tree-felling and chipping, or on scrub-clearance, dead hedging, ditching or surveying. Different groups can then also be governed by more specific related Risk Assessments and H&S procedures. Our ability to deal with any further increases in volunteers continues to be constrained by the lack of group leaders.

THE CHISLEHURST & ST. PAUL'S CRAY COMMONS CONSERVATORS

REPORT OF THE TRUSTEES For The Year Ended 31 August 2023

In addition to conducting tours and the visit of the GFA judge, we have also had reciprocal exchange visits with Friends of other local greenspaces and hosted visits by representatives from the London Borough of Bromley, such as the Portfolio Holder for the Environment and the Senior Planner, and also visitors from Council greenspace contractors, idverde.

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

The use of the Commons continues at a greater level than pre COVID-19 times.

For the reporting period September 2022 to August 2023 12,172kgs of rubbish was collected requiring 45 trips to the council refuse tip (2021/2022 18,1670 kgs with 73 trips.).

This might suggest that there has been much less litter than previous years. However, whilst our old truck was out of action for 6 weeks our litter was taken to the tip by the LBB contractor idverde. We offer our thanks to idverde; and to all those who regularly go out on the Commons to pick up litter .

Last year it was reported that, owing to unacceptable Household rubbish and dog faeces being deposited in our bins, we were to replace our bins in 2023.

We have now replaced 23 open concrete bins with more modern enclosed bins. This has been a great success and has much improved the process for emptying the bins as well as reducing problems of displaced litter.

Eleven of the new bins were paid for and supplied by London Borough of Bromley's Jubilee Parks Fund for which we are very grateful.

Fly-tipping continues to take place, and we are ever grateful to the LBB for their assistance in removing those fly-tips which are beyond our capabilities, particularly hazardous dangerous waste that has been fly-tipped. Owing to the diligence of a resident, who recorded details of a fly-tipper which lead to a successful conviction, we received £250 from the LBB towards our clearance costs.

As with last year, there have been very few incidents of illegal parking of vehicles by residents, or of vehicles being driven across the Common, in contravention of the bye laws.

Road improvement schemes proposed by the LBB that may affect the Commons have been limited to improvements to the Loop Road mini roundabout. Discussions with the LBB on this scheme started back in 2019 and were revived during the year culminating in agreed work being undertaken during August. We await proposals from the LBB for any improvements to pedestrian safety at the War Memorial junction.

11. Utilities/ Requests for Access/Boundaries

A number of utilities such as telecoms, electricity and water are routed across the Commons. These utilities need to be accessed for a variety of reasons, such as inspection, installation of new cables or pipes to connect to the existing network, repairs, the addition of new telecom boxes, or emergency work. We require such work to be licenced by us to ensure that it is only done under controlled conditions, that the work does not damage or adversely affect the Commons, and proper re-instatement will take place. We are also aware that the freeholder of the Commons should require easements to be granted.

The progress that we had hoped for in 2023 on completing new Deeds of Easement with UKPN and Openreach has not been achieved.

An unexpected hole perhaps associated with an old well appeared on the track in June between The Ramblers Rest PH and Mill Place Cottages. This was fenced off and repaired by external contractors which was paid for by The Chislehurst Society with a small contribution made by Mill Place residents notwithstanding their use had contributed to the collapse. The surface condition of the track leading to the Ramblers Rest and Cricket Ground Road are a matter of continuing discussion between interested parties

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2023**

12. Commons Community Events

Our regular programme of well-attended walks on the Commons has continued this year with visits to the various habitats to see how we are managing and enhancing them, and the areas where the volunteers have been working. These walks have been a valuable means of engaging with the community, but have also brought us supporters and some volunteers with particular skills and interests, which has enabled us to extend our survey work.

There are regular community events through the year in Chislehurst where we have taken an active part in promoting interest in the Commons. We had a stall at the Christmas Market where we had cards, mounted photos, decorations made from pinecones and holly on show and for sale. We had a stall and display at an event to promote the Cricket Club, and also at The Crowning of the May Queen. At the Rotary Summer Fair our large display stimulated a lot of discussion, and we also offered a children's activity. The Big Picnic was held for the third year running on the Common, this time as part of the Coronation celebrations, and we were there with a display and a family nature trail.

We are keen to build relationships with local schools and took some staff from a local school on a guided tour of the Commons. We also engage with schools on local projects such as the relevance and importance of the Chislehurst War Memorial, Prince Imperial Monument and the various fungi that are attacking our trees.

A talk to Crofton Townswomen's Guild by one of the Trustees and two volunteers was well-received.

Our assistant Keeper retired in September 2022 after 14 years, and we hosted a farewell party for him on the Commons to which all users of the Commons who knew him were invited. He was a well-known figure, and it was well attended, particularly by dogwalkers, some of whom brought their dogs.

A tradition has grown up amongst the regular dogwalkers of decorating a tree in the woods at Christmas in memory of their pets.

We entered a tree depicting aspects of the Commons in the annual Christmas Tree Festival in Chislehurst Methodist Church, and it was later displayed in the local Sainsburys.

Chislehurst War Memorial is situated on the Common, and a local Nursery, Coolings, provides flowers for the base throughout the year. The annual Remembrance Day service takes place on the Commons.

We are members of Visit Chislehurst and attendance at their monthly meetings gives us links with local businesses. Our cards are on sale in local shops.

Newsletter and website

Our annual newsletter is published each spring. This is distributed in a printed and electronic format to all Friends of the Commons as a way to keep in touch with our supporters and, from feedback, is much appreciated. We were pleased to receive sponsorship again from our solicitors, Wellers, for the newsletter printing costs. Following an increase in postal rates we are reviewing the best approach to delivering our printed newsletter.

An online Newsletter, with news and photos is sent out once a month to our mailing list of over 1,000. The material is provided by Trustees, Keepers and volunteers who provide photos and specialist information. All these publications can be accessed via our website, along with the story boards and activities.

We have 4 Notice Boards situated across the Commons with maps and information which are regularly updated with items of interest for visitors and upcoming events. In addition, leaflets with a map are available in the

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2023**

community ex-phone box on Royal Parade.

Information about the Commons is also available via links to Facebook and Twitter from our website.

Our social media presence is managed by a volunteer, with material provided by Trustees and volunteers via a nominated Trustee.

Our website includes a donation facility that allows people to make donations online. We have been also using a card payment facility.

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 and/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 and the Trustees contribute 8000 work hours to our activities. We believe that our Friends group is one of the largest organisations supporting open spaces in the country. We have also enjoyed excellent support from idverde and the LBB for our various funding bids and project development. Without the help of all these members of the local community the charity could not operate. We thank them all.

Our Annual Friends' Reception was a successful event with 110 attendees. All our visitors were very pleased to attend and look forward to a repeat performance in 2024.

14. Working with the Freeholder

Since 2017 the freehold of Chislehurst and St Paul's Cray Commons has been owned by the Chislehurst Society. We are pleased to report that both our organisations continue to work closely in ensuring the correct legal rights are granted by our respective organisations.

In addition, the Chislehurst Society, both as Freeholder and as the local Civic Society is very supportive of our work, having part-funded many of our projects over many years. In 2023 they donated towards the cost of our new Truck.

We have been working with the Freeholder on other matters, not least the unexpected hole near The Ramblers Rest PH, that have benefitted from a dual approach, and, whilst our responsibilities are different, we share the common objective of protecting the Commons for current and future generations.

15. The Future

The financial position of the charity continues to be in good order. We enjoy an 9 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 represents a most valuable and necessary grant from the Borough, which we anticipate will continue, owing, not least, to the financial leverage of 1 part LBB finance to 2 parts community finance. If the value of the volunteers and Trustees time is costed this rise to 1:4.5. The grant is supplemented by donations from residents, local businesses and community organisations such as the Chislehurst Society and Chislehurst Rotary Club.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2023**

Fortunately, after a lean period of 5 years for our own events, we are hopeful that we have re-established an Arts and Craft Fair aimed at children. Although it was held in September of our 2023/24 financial year, we reaped benefit in 2022/23 from advance sponsorships monies. The final outcome of approx. £5,100 surplus is anticipated.

We aim for such sources of funds to cover our operational expenses, although, along with other charities, we are in the invidious position of being charged more for our goods and services but unable to pass that on to our customers, the public. Hence why we have exerted good cost control over those costs we can influence, i.e. those excluding trees. The impact of inflation this year has not been too harsh, although with fixed supplier contracts ending in 2023, the picture for 2024 will change. It places more emphasis on our ability to attract other sources of grant income and one-off donations to meet our operating cost.

In 2023 we enjoyed regular donor income of £38,261 (2022 £40,366). This was a reduction from 2022 but was more than compensated by one-off donations of £6,740. We also benefited from specific donations of £2,000 from Chislehurst Rotary and £10,000 from The Chislehurst Society. We hope we can build on this overall improvement in donations but remain acutely aware that our donors' own financial positions are under strain as they deal with cost increases and interest rate rises.

Undoubtedly our biggest and growing challenge is the cost of managing our ageing woodland, with many trees reaching the end of their natural lives and climate change increasing the incidence of diseases, that is proving expensive to address. The costs of dealing with ash dieback, sooty bark disease and, no doubt, some new infestation are increasing and remain uncertain. Our grant from LBB has been at the same level since 2010, and the ability of our donors to continue their generosity may be under stress. It is our hope that the LBB will continue to appreciate that, without the Conservators and its volunteers and supporters, the cost burden they would have to bear would be 3 times the level of grant currently provided.

Our next biggest challenge is the identification and recruitment of new Trustees. Our current Board members' 'Time resources' will continue to be challenged through dealing with issues arising from the increased pressure on the Commons from traffic and being asked to consider road changes and their impact on the Commons, surrounding development, fly-tipping, other transgressions of the Commons, ensuring that requests for track surface improvements are sympathetic to the Commons, the increased level of regulation and reporting that is required and managing exceptional events such as the appearance of big holes in the ground. These tasks are undertaken by too few Trustees. We will place greater emphasis in 2024 in addressing this matter.

We place great reliance upon our keepers and our volunteers and Trustees. Our Head keeper was taken ill in December 2022 and returned to full time working in July 2023. The disruption this caused was compounded by our old truck being involved in an accident in March and thus being out of service.

Our new Assistant Keeper as of September 2022 has acquitted himself very well and, with the support of the Trustees and volunteers, it is doubtful if anyone outside the organisation noticed that anything was amiss. It was a valuable lesson in managing the return to work of the head keeper and the strains and risks placed upon a small organisation when 50% of the work force is unavailable.

I also record my thanks to Peter Edwards, our Assistant keeper, who retired in September 2022 after 14 years' service. His concern for the Commons was evident in all his time with us both at work and at leisure. He willingly helped out with our events and in providing photographs for our publications and developed excellent relationships with residents and dog walkers who turned out in force to his excellent retirement party on the Commons.

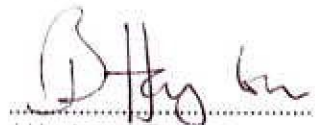
Chislehurst is only ten miles from the centre of London, and we are conscious of our responsibilities in maintaining such an important open space so near to a large area of population. The Board remains confident that, so long as such generous support both financial and of skills and talents from individuals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

THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

REPORT OF THE TRUSTEES
For The Year Ended 31 August 2023

I offer my personal thanks to those whose efforts go largely unrecognised; my Board member colleagues, who give of their personal time and skills so freely, and our volunteers, who apply their expert knowledge and graft, for keeping our Commons in such good order.

Approved by order of the board of trustees on 23rd January 2024 and signed on its behalf by:


.....
J Hayhow - Trustee

**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 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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


GRAHAM ATKIN FCA

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

Date: 23 January 2024

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

STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2023

		2023 Unrestricted funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		104,216	114,872
Other trading activities	2	4,869	328
Investment income	3	3,064	442
Other income		<u>3,970</u>	<u>-</u>
Total		<u>116,119</u>	<u>115,642</u>
 EXPENDITURE ON			
Raising funds		2,305	1,353
Charitable activities			
Costs of protecting and conserving the woodlands		<u>98,554</u>	<u>94,174</u>
Total		<u>100,859</u>	<u>95,527</u>
 NET INCOME		15,260	20,115
 RECONCILIATION OF FUNDS			
Total funds brought forward		197,830	177,715
 TOTAL FUNDS CARRIED FORWARD		<u><u>213,090</u></u>	<u><u>197,830</u></u>

The notes form part of these financial statements

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

BALANCE SHEET
31 August 2023

	Notes	2023 Unrestricted funds £	2022 Total funds £
FIXED ASSETS			
Tangible assets	6	33,096	-
CURRENT ASSETS			
Debtors	7	9,175	3,416
Cash at bank and in hand		<u>175,008</u>	<u>202,429</u>
		184,183	205,845
CREDITORS			
Amounts falling due within one year	8	(4,189)	(8,015)
NET CURRENT ASSETS		<u>179,994</u>	<u>197,830</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>213,090</u>	<u>197,830</u>
NET ASSETS		<u>213,090</u>	<u>197,830</u>
FUNDS	9		
Unrestricted funds		<u>213,090</u>	<u>197,830</u>
TOTAL FUNDS		<u>213,090</u>	<u>197,830</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 23/11/2024 and were signed on its behalf by:


.....
J Haynow - Trustee

The notes form part of these financial statements

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

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2023**

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 2019)', 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.

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2023

2. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Fundraising events	4,399	-
Sale of books and cards	<u>470</u>	<u>328</u>
	<u>4,869</u>	<u>328</u>

3. INVESTMENT INCOME

	2023	2022
	£	£
Deposit account interest	<u>3,064</u>	<u>442</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2023 nor for the year ended 31 August 2022.

Trustees' expenses

During the year 3 trustees received reimbursements to the sum of £2,118.80 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:

	2023	2022
Keepers	<u>2</u>	<u>2</u>

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

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2023

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 September 2022	68,591	44,545	113,136
Additions	1,105	31,991	33,096
Disposals	<u>-</u>	<u>(20,200)</u>	<u>(20,200)</u>
At 31 August 2023	<u>69,696</u>	<u>56,336</u>	<u>126,032</u>
DEPRECIATION			
At 1 September 2022	68,591	44,545	113,136
Eliminated on disposal	<u>-</u>	<u>(20,200)</u>	<u>(20,200)</u>
At 31 August 2023	<u>68,591</u>	<u>24,345</u>	<u>92,936</u>
NET BOOK VALUE			
At 31 August 2023	<u>1,105</u>	<u>31,991</u>	<u>33,096</u>
At 31 August 2022	<u>-</u>	<u>-</u>	<u>-</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Other debtors	5,844	-
Prepayments and accrued income	<u>3,331</u>	<u>3,416</u>
	<u>9,175</u>	<u>3,416</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Taxation and social security	-	833
Other creditors	<u>4,189</u>	<u>7,182</u>
	<u>4,189</u>	<u>8,015</u>

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2023

9. MOVEMENT IN FUNDS

	At 1.9.22 £	Net movement in funds £	At 31.8.23 £
Unrestricted funds			
General fund	182,830	15,260	198,090
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>197,830</u>	<u>15,260</u>	<u>213,090</u>
TOTAL FUNDS	<u>197,830</u>	<u>15,260</u>	<u>213,090</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	116,119	(100,859)	15,260
	<u>116,119</u>	<u>(100,859)</u>	<u>15,260</u>
TOTAL FUNDS	<u>116,119</u>	<u>(100,859)</u>	<u>15,260</u>

Comparatives for movement in funds

	At 1.9.21 £	Net movement in funds £	At 31.8.22 £
Unrestricted funds			
General fund	162,715	20,115	182,830
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>177,715</u>	<u>20,115</u>	<u>197,830</u>
TOTAL FUNDS	<u>177,715</u>	<u>20,115</u>	<u>197,830</u>

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2023

9. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	115,642	(95,527)	20,115
	<u>115,642</u>	<u>(95,527)</u>	<u>20,115</u>
TOTAL FUNDS	<u>115,642</u>	<u>(95,527)</u>	<u>20,115</u>

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

	At 1.9.21 £	Net movement in funds £	At 31.8.23 £
Unrestricted funds			
General fund	162,715	35,375	198,090
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>177,715</u>	<u>35,375</u>	<u>213,090</u>
TOTAL FUNDS	<u>177,715</u>	<u>35,375</u>	<u>213,090</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	231,761	(196,386)	35,375
	<u>231,761</u>	<u>(196,386)</u>	<u>35,375</u>
TOTAL FUNDS	<u>231,761</u>	<u>(196,386)</u>	<u>35,375</u>

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2023

10. RELATED PARTY DISCLOSURES

There were no related party transactions during the year.

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2023**

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	57,906	78,562
Grants	<u>46,310</u>	<u>36,310</u>
	104,216	114,872
Other trading activities		
Fundraising events	4,399	-
Sale of books and cards	<u>470</u>	<u>328</u>
	4,869	328
Investment income		
Deposit account interest	3,064	442
Other income		
Other income	<u>3,970</u>	<u>-</u>
Total incoming resources	116,119	115,642
EXPENDITURE		
Raising donations and legacies		
Printing and stationery	1,735	678
Community event costs	<u>570</u>	<u>675</u>
	2,305	1,353
Charitable activities		
Salaries and Nat. Insurance	57,641	57,799
Premises costs	7,230	7,444
Insurance	4,627	4,974
Vehicle and plant maintenance	4,088	5,988
General maintenance	19,250	15,649
Telephone, computer and post.	882	813
Health & Safety	2,535	528
Sundries	<u>1,055</u>	<u>139</u>
	97,308	93,334
Support costs		

This page does not form part of the statutory financial statements

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2023

	2023 £	2022 £
Support costs		
Governance costs		
Accountancy and legal fees	<u>1,246</u>	<u>840</u>
Total resources expended	<u>100,859</u>	<u>95,527</u>
Net income	<u>15,260</u>	<u>20,115</u>

This page does not form part of the statutory financial statements

THE CHISLEHURST AND ST PAUL'S CRAY COMMONS CONSERVATORS

England & Wales - Charity number 1028121

Accounts

REGISTERED CHARITY NUMBER: 1028121

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022
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**

**CONTENTS OF THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2022**

	Page
Report of the Trustees	1 to 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Financial Statements	15 to 19
Detailed Statement of Financial Activities	20 to 21

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

The Commons Conservators

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

Governing document and objectives

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

Location

The Trustees operate from leasehold premises situated at:

The Old Fire Station
Hawkwood Lane
Chislehurst
BR7 5PW

Organisation

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

John Hayhow (Chairman)
Robert West (Treasurer and Clerk)
Peter Hedges
Ian Leonard
Alan Porter
Christine Wearn
Mary Wheeler
Margaret Yardley -resigned 3rd July 2022
Patrick Phillips
Brian Knights
Joanna Friel – appointee of the Lord of the Manor
Sarah Harris

Staff

The Board employs two members of staff:

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

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

1. Board Structure and decision-making

The Board, which is required to be quorate and to meet no fewer than 2 times per annum during the reporting period, held meetings on 6 occasions. The Board has a number of committees which are appointed by the Board and whose reports are received and reviewed by the Board:

Chairman's Committee:

It meets as required to deal with any matters arising between meetings of the Board, staff management, legal, financial and compliance matters.

Natural Environment Committee:

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

Verge Committee:

It has responsibility for the Protection and maintenance of the Commons' verges:

It protects 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, the maintenance of monuments on the Commons and the management of vehicles on the Commons.

External Relations and Administration Committee:

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

Information Technology Committee:

It formulates, delivers and maintains for the Trustees a unified IT policy with specific requirements to maintain the database of supporters, ensure compliance with the Data Protection legislation and maintain the website. Regular reports are also received from the Head Keeper. Responsibility for day-to-day management resides with the Chairman, the Chair of the Verge committee, the Treasurer, and the Head Keeper.

2. Public Benefit Statement

The main purpose of the charity is to protect and maintain the Commons for public use. All the resources of the charity are used to satisfy these aims. The Commons are open to all members of the public without charge and, subject to the bye laws, provide much needed open space for recreation and leisure. The Commons are situated in a predominately suburban setting and are therefore an important amenity for local residents. The Commons also connects together two other large areas of green space, Scadbury Park and Petts Wood to create an interconnected green space of over 250 hectares.

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. For 4 consecutive years the Commons have been awarded a Green Flag award.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

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 Trustees believe the organisation could not be leaner nor more cost effective and are satisfied that the work of the charity meets the requirements of current legislation relating to public benefit.

3. Trustees

Trustees are appointed to the Board for a period of three years and may be re-appointed for subsequent periods of 3 years. Trustees are appointed by the London Borough of Bromley after consultation with local organisations and the Board about skill requirements.

All Trustees give of their time voluntarily and receive no emoluments.

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

4. COVID-19 and variants

Restrictions were removed in the spring of 2022. Our volunteer groups which work outdoors had been managed so that they could operate effectively within any COVID regulations. Consequently the maintenance of the Commons was not unduly affected during the year. However, the overall duration of the COVID restrictions has disrupted some specific aspects of the Commons work, most notably tree safety work.

5. Fundraising Statement

The charity receives donations of funds from residents and businesses in the local community by way of regular donations and one-off voluntary donations, some of which are related to exceptional operational expenditure, and through support of events that are managed by the Trustees and its volunteers. It also engages in raising funds through retailers via their charity support programmes and bids for funds from other non-local bodies for specific projects. From January to April 2022 funds were raised towards a new truck via crowdfunding. The order was placed in June 2021 with delivery expected March 2022. This was delayed to June 2022 and delayed again with a forecast delivery date now of January 2023. This has been reported by us on social media and our monthly newsletters.

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 the provision by the Treasurer of spreadsheet monthly reviews of income and expenditure.

Major fundraising takes place on an 'as required' basis, and only after approval by the Board of the method of approach to potential donors. This will recognise the need to be clear about who we are, what we do, how any funds donated will be used and the methods by which donors can make a gift and amend a regular commitment. No undue pressure is applied and any decision to cease giving is respected and acted upon promptly. Only standing order arrangements are used for regular donations, allowing the payer to cancel at will. We aim not to cause offence or nuisance and respect the choice of method of contact. No professional fundraisers or commercial participators are used.

6. Financial Report

Summary:

Our total incoming resources for the accounting year 2022 were £115,642 (2021: £115,943). After expenditure of £95,527 (2021: £114,308) a surplus of £20,115 for the year was recorded. (2021: £1,635). Capital Resources accordingly increased to £197,830 (2021: £177,715).

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

Income:

Income is derived mainly from Local Authority Grants, specific donations, regular donations, one-off grants, donations given at events, a small income from events and Gift Aid.

The Income figure for Donations of £114,872 includes:

- A Grant from the London Borough of Bromley of £36,100.
- Specific donations totalling £9,663 which includes £5,000 from the Chislehurst Society for dealing with the consequences of ash tree dieback, £2,337 from the W H Allen Trust for Story Boards at the Prince Imperial Monument site, £1,192 for a commemorative bench and a £1,134 payment for damage to stone bollards.
- Contributions of £13,129 towards our new truck from many donors including £1,000 from Chislehurst Rotary. Delivery is now forecast for January 2023.
- One-off donations of £3,853. This includes Retailers Charity schemes of £1,392 and donations from a funeral of £390
- Regular donation income received from periodic committed payments of £40,366. The equivalent figure for 2021 was £36,416.
- Gift Aid of £11,760 on relevant donations.

Trading activities from sales of cards, publications, teas and holly, continue at a modest but useful level. No major revenue generating events have taken place since 2018. Interest on our cash deposit balances provided a much reduced sum of £442 compared with 2021 (£1,349) and 2020 of £1,623. We have, since September 2022, taken advantage of higher interest earning deposit accounts.

Expenditure:

Total costs were £95,527 (2021: £114,308. 2020: £97,445). 2021 was exceptional as it bore the cost of the Prickend Pond Project and other exceptional costs totalling £29,351. This year there were no big project items, the largest being the Prince Imperial Monument story boards which is included in General Maintenance. No monies were expended on oak processionary moth treatment, but we incurred tree costs totalling £6,750 mostly associated with ash tree dieback. Premises costs rose following our lease payments on our premises being increased by 14% by the LBB, and us having to pay 'back rent' of £942. In addition, there was the cost of £1,134 for replacing damaged stone bollards.

Tree costs were as follows; **2022: £6,750 2021: £5,254 2020: £2,250 2019: £8,586 2018: £19,008 2017: £1,514. 2016: £920 2015: £3,158 2014: £5,197 2013: £520.**

The tree costs are 28.5% above the figure for 2021 which reflects the increasing impact of ash dieback. Affected trees in most cases are large and have to be felled requiring external contractors. We are grateful to the Chislehurst Society for giving us a grant of £5,000 towards these costs. This issue will, unfortunately, only become bigger with the first 4 months of the financial year 2022/23 incurring costs of £9,436 for tree work.

We have benefitted from fixing of a discount on our insurance costs with Zurich Insurance and have until November 2023 before we need to renegotiate our Gas and Electric supply 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.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

Net Cash Position:

As we do not take more than 30 days' credit and our debtors arise from accrual accounting, then Cash at Bank of £202,429 is a good measure of our financial solvency. This figure has benefited in 2022 from donations received of £13,129 towards the replacement of our Truck. The Truck is now forecast to be delivered in January 2023 at a cost of approximately £32,000. Allowing for this amount, the cash balances would reduce to £170,429. After dealing with the net negative effect of debtors and creditors of £4,599, then uncommitted cash balances would reduce to £165,830.

We manage our cash reserves to provide us with 9 months' cover for operating expenses to allow us time to replace the loss of our grant and find other sources of funds. This may seem an exaggerated concern as we continue to receive, albeit declining in real terms, financial support from The London Borough of Bromley, but we live in uncertain times. We also wish to hold a contingent reserve for possible legal expenses and other capital items should we not be able to find additional sources of funding.

Our cash is held in operating accounts with Barclays Bank, in a 100 day Notice Account with Shawbrook Bank and a 120 day Notice Account with Hampshire Trust Bank. Post the balance sheet date, and to take advantage of higher deposit rates, we have closed the Shawbrook Account and opened deposit accounts with Cambridge and Counties Bank and Redwood Bank. All investments are in the form of cash deposits which are protected by the Financial Services Compensation Scheme.

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

Bankers

Barclays Bank PLC, 7 High Street, Chislehurst, BR7 5AB.

7. 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 those specific to our situation such as '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 or covered by insurance.

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

Insurance cover for risks associated with our operational 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.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

For Financial risks, the Board is reliant upon the continuation of financial support from the London Borough of Bromley (LBB) of a 5 year grant of £36,310 per annum. This Grant was due for renewal in April of 2021 and, whilst it has continued to be paid but at an amount last set in 2010, there is no formal agreement to this effect. The Board has held meetings with the responsible parties at the LBB to provide certainty of the grant's continued provision, but so far to no effect. 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.

The Board receives a monthly spreadsheet including income and expenditure, bank balances and proposed expenditure. The annual accounts are audited by external accountants. All funds are controlled by the Treasurer and the Chairman.

Climate Risk; We recognise the impact to climate change upon the Commons, and address this within our 10-Year Management Plan with progress and relevance being reviewed annually, including that of our Tree Inspection Programme. Our knowledge is enhanced and broadened through representation on various London Borough of Bromley and other environmental green space and ecological organisations.

8. Tree Safety Management Policy Year Ending 31 August 2022

The Tree Safety Management Policy was formalised in 2013 and has been reviewed annually since then to reflect best use of resources and changes in legal and good practice requirements. It is clear that a regular inspection routine is vital, particularly where the major public roads cross the Commons. This is however very resource dependant, particularly in respect of volunteer time to carry out and record the inspections and manage the tree works resulting from the inspections. The ongoing availability of this level of volunteer support is not certain.

A revised tree inspection schedule was completed in 2019 for the years up to 2025 to accommodate an alternating spring/autumn inspection schedule for the 'A' roads that cross the Commons. This was to allow trees to be checked under different growth conditions in line with the recommendations arising from a recent court case. The revised inspection schedule was incorporated into the Tree Inspection Policy for 2020.

The year 2020, was the first year that we carried out inspections in the springtime in accordance with the updated policy. We have continued this for the tree inspections in the autumn of 2021. Carrying out inspections in this way has been very beneficial in spreading the inspection workload better throughout the year and in providing an early opportunity to look for signs of oak processionary moth.

However, inspecting early in the year was problematic, in that with different species of trees coming into leaf at different times, it was difficult to identify an optimum time to do the inspections. Also, inspections carried out early in the year do not offer the same opportunity to identify trees that would otherwise show fungal growth if inspected later in the year. Furthermore, having to inspect trees along the major roads every 18 months is having a major impact on our ability to inspect trees elsewhere. It is very resource heavy and, with the increasing need to also check for ash dieback and oak processionary moth (see below) in early summer, very difficult to justify. As anticipated in last year's annual report we have now reverted to a two-year cycle for inspecting trees on major roads, with inspections only carried out in the autumn.

To complete the inspection work during this reporting period, a total of 16 work sessions were completed from October to November 2021. Each work session consisted of 2 people for a morning. In excess of 1,000 trees were inspected.

A consequence of these inspections is that necessary tree work is identified. Where we are unable to do these ourselves, we appoint approved tree surgeons. During this reporting period the cost of such tree work was £6,750. Whilst this was higher than for the previous year, which was a low-cost year, it was close to the average for the last 8 years. But any complacency would be dangerous as during the first 4 months of the new financial year costs of £9,436 have already been incurred. The expectation that future years may well see increases of

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

two times or more due to the onset of ash dieback on the Commons (see below) does not seem far-fetched.

The extent of oak processionary moth nests on St Paul's Cray Common which have public health implications has not got worse and, if anything, may well have reduced. It was found to be necessary to remove only one nest situated low down on a tree near a public highway. No nests have been found on Chislehurst Common which would represent a bigger problem because of its greater use by the public.

The increasing appearance and significance of ash dieback (ADB) on the Commons during the second half of the year is of growing concern for both safety and financial reasons. We have continued to approach a number of bodies to get advice on the management of ADB and we are in an ongoing process of developing a policy that is informed by such advice. A schedule has been developed of approximately 200 ash trees that we consider to be located in high-risk areas (particularly along the main roads) that cross the Commons, so that we can monitor these trees in the coming months and years. These trees need to be dealt with in a timely way once they show significant signs of ADB to prevent them becoming dangerous. Their locations mean that this work will of necessity often need to be done by external tree surgeons at potentially very substantial cost.

9. Management of natural environments, biodiversity and amenity

We continue to manage the Commons to balance their natural environmental and amenity values and public expectations, guided by the Natural Environment Committee (NEC). Extra resources have been devoted throughout 2021 to maintain public access and safety to meet the high public demands for green space recreation and exercise during the Covid epidemic and lockdowns. Surveys, guided tours and similar public events were, however, often not possible because of Covid.

We have excellent relationships with the London Borough of Bromley (LBB) and iDverde, their parks and green spaces contractor. We are represented on the Bromley Friends Forum and Bromley Biodiversity Partnership and have contributed to the Borough Biodiversity Plan and Open Space Strategy. We were again awarded Green Flag Award status during the year.

We are in year 3 of the 2018-2028 Woodland Management Plan agreed with English Forests, providing an overarching document guiding our approach to the natural woodland environment and our core roles and responsibilities. We consider we are performing to the plan.

The NEC continues to develop and update policies and management plans, including the overarching 10-Year Management Plan and other ancillary ones such as a 5-year Tree & Woodland Management Policy. A Mowing Policy and Schedule has been developed, supported by grassland surveys, to help balance competing demands of maintaining acid grassland biodiversity and public amenity, taking into account human, equipment and cost restraints.

Our 2 major ponds, Prickend Pond and Rush Pond, are prominent features of Chislehurst, with positive amenity value for residents and visitors. They are notable for their wide variety of ducks, geese and other aquatic birds and for other pond life. The Prickend Pond Project completed in 2021 has provided a new access path from the High Street, a public seating area and a bird feeding beach all of which have proven to be very popular. Ancillary planting and in-pond and island planting continues, guided by biological surveys by Volunteers. Regular water quality and biological surveys have helped inform the management of the pond and also nearby Rush Pond.

As in past years, the management of and improvements to the Commons have relied on the work of the Head and Assistant Keepers and on the essential additional inputs of our Volunteers, to whom we continue to be very grateful.

For a number of years, we have had regular volunteer work sessions on a Wednesday morning. A variety of work from scrub removal, holly clearance, drainage maintenance to footpath maintenance is carried out at these

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

work sessions. Typically, in the past, these sessions have been attended by approximately 10 volunteers.

During lockdown we experienced a significant increase in the number of people asking to join our volunteer sessions, with the number of volunteers attending each session doubling. Whilst very welcome, for safety reasons we have had to reorganise how we manage the increased number with smaller groups working in different locations, enhanced procedures, risk assessments to cover each location and planning for each session. Our ability to deal with any further increases in volunteers continues to be constrained by the lack of group leaders.

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

The use of the Commons continues at a greater level than pre COVID-19 times. For the period September 2021 to August 2022 18,160 kgs of rubbish were collected represented by 70 trips to the council refuse tip. (2020/21 18,820kgs. 2019/20 18,500 kgs.) We are most grateful to those who regularly go out on the Commons to pick up litter. Household rubbish and dog faeces continues to represent unacceptable deposits in our bins this year and so we embarked on a review of our bins and ways to improve their management to comply inter alia with public health guidelines.

There are over 40 rubbish bins on the Common and nearly all of them are open concrete bins. These bins have to be manually emptied by the keepers. Apart from the time that it takes to do this, it has never been a pleasant job and became appreciably worse over lockdown as the number of dog walkers on the Commons increased. It is considered to be a poor use of keepers' time, unpleasant and a potential health hazard. Many of the existing open bins are also extensively subject to misuse being regularly filled with domestic waste and easily accessed by rats, foxes and other wildlife. We have this year therefore started a project to replace all of the open bins with modern closed bins to alleviate this problem. Fly-tipping continues to take place, and we continue to be grateful to the LBB for their assistance in removing those fly-tips which are beyond our capabilities, including dangerous waste that has been fly-tipped.

Following an incursion onto the Commons by members of the Travelling community on the 6th August 2019 the area known as the May Queen Site was bollarded. During this year we had hoped to replace these bollards with bunding which we felt would have provided a more aesthetic and sustainable long-term solution. However, complications with the planning process and the associated increase in costs made this unviable. We are now replacing the existing bollards with more durable ones.

As with last year, there have been very few incidents of illegal parking of vehicles by residents, or of vehicles driving across the Common, in contravention of the bye laws.

Road improvement schemes proposed by the LBB that may affect the Commons have been limited to improvements to the Loop Road mini roundabout. Discussions with the LBB started back in 2019 and were revived during the year. The LBB's proposals are, in principle, acceptable to the Trustees and we await information on the final designs. We do not have any start dates. We await proposals from the LBB for improvements to pedestrian safety at the War Memorial junction.

11. Utilities/ Requests for Access/Boundaries

A number of utilities such as telecoms, electricity and water are routed across the Commons. These utilities need to be accessed for a variety of reasons, such as inspection, installation of new cables or pipes to connect to the existing network, repairs, the addition of new telecom boxes, or emergency work. We require such work to be licenced by us to ensure that it is only done under controlled conditions, that the work does not damage or adversely affect the Commons, and proper reinstatement will take place. We are also aware that the freeholder of the Commons should require easements to be granted. Progress has been made with British Telecoms and UK Power Networks and we are hopeful that outstanding documentation will be completed in 2023.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

12. Commons Community Events

This year we were pleased to be able to recommence our regular programme of well-attended walks on the Commons. These have included a visit to sites of interest connected with the First World War, an opportunity to see the work of our Volunteer Working Party, a focus on the four main habitats of the Commons and a look at some of trees of particular interest. These walks have been a valuable means of engaging with the community but have also brought us supporters and some volunteers with particular skills and interests, which has enabled us to extend our survey work.

The Chislehurst Chase took place in September, a 10k race which in 2021 took place entirely on St. Paul's Cray Common.

There are regular community events through the year in Chislehurst where we have taken an active part in promoting interest in the Commons. We had a stall at the Christmas Market where we had cards, decorations made from pinecones and holly on show. At the Rotary Summer Fair our large display stimulated a lot of discussion, and we also offered a children's activity. The Big Picnic was held for the second year running on the Common, this time as part of the Platinum Jubilee celebrations, and we were there with a display and an opportunity for children to make a crown from natural materials.

We were approached by a local Infant School to help with their progress towards Eco status and worked with them on a project to produce duck feeding posters, which were displayed at one of our ponds.

A talk to Chislehurst Townswomen's Guild in September 2021 by one of the Trustees and the Head Keeper was well received.

We are members of Visit Chislehurst and attendance at their monthly meetings gives us links with local businesses. Our cards are on sale in a local shop.

Chislehurst War Memorial is situated on the Common and a local Nursery, Coolings, provides flowers for the base throughout the year.

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 and/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 and the Trustees contribute 8000 work hours to our activities. We believe that our Friends group is one of the largest organisations supporting open spaces in the country. We have also enjoyed excellent support from idverde and the LBB for our various funding bids and project development. Without the help of all these members of the local community the charity could not operate. We thank them all.

Our Annual Friends' Reception was held in July ,the first time since 2019, with 123 attendees. All our visitors were very pleased to attend and look forward to a repeat performance in 2023.

Newsletter and website

Our annual newsletter is published each spring. This is distributed in a printed and electronic format to all Friends of the Commons as a way to keep in touch with our supporters and, from feedback, is much appreciated. We were pleased to receive sponsorship again from our solicitors, Wellers, for the newsletter

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

printing costs. Following an increase in postal rates we are reviewing the best approach to delivering our printed newsletter, which remains greatly appreciated amongst donors.

An online Newsletter, with news and photos, is sent out on a monthly basis to our mailing list of over 1,000. The material is provided by Trustees, Keepers and volunteers who provide photos and specialist information. All these publications can be accessed via our website, along with the story boards and activities.

We have 4 Notice Boards situated across the Commons with maps and information which is regularly updated with items of interest for visitors and upcoming events. In addition, leaflets with a map are available in the community ex phone box. Information about the Commons is also available via links to Facebook and Twitter from our website.

Our website includes a donation facility that allows people to make donations online. We have acquired a card payment facility, and registered with Amazon.Smile.UK and the Co-operative Society Community Giving to enable their customers to donate to us as they spend.

14. Working with the Freeholder

Since 2017 the freehold of Chislehurst and St Paul's Cray Commons has been owned by the Chislehurst Society. We are pleased to report that our organisations continue to work closely in ensuring the correct legal rights are granted by our respective organisations.

In addition, the Chislehurst Society, both as Freeholder and as the local Civic Society, is very supportive of our work having part-funded many of our projects over many years. In 2022 they donated towards the cost of the Prince Imperial Monument renovations and our ash dieback costs.

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

15. The Future

The financial position of the charity continues to be in good order. We enjoy a 10 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 represents a most valuable and necessary grant from the Borough, which we anticipate will continue owing, not least, to the financial leverage of 1 part LBB finance to 2 parts community finance. If the value of the volunteers' and Trustees' time is costed, this rises to 1:4.5. The grant is supplemented by donations from residents, local businesses and community organisations such as the Chislehurst Society and Chislehurst Rotary Club. Unfortunately, we are no longer enjoying material financial surpluses from Events, which have not been staged during 2020 and 2021 although some have restarted during 2022. Whilst we aim for such sources of funds to cover our operational expenses, with increasing and volatile tree maintenance costs, increased operating costs due to National Insurance increases, fuel increases and rent increases and the impact of Inflationary pressures, linked to modest increases in core donor income, this is becoming difficult. It places more emphasis to meet operational costs on our ability to attract other sources of grant income and one-off donations.

In 2022 we did enjoy a modest increase in regular donor income to £40,366 (£3,950 uplift). We also benefited from raising £13,129, via direct requests and crowdfunding, towards our new truck helped by the goodwill created by weekly newsletters and the community's continuing appreciation of the virtues of the Commons. We

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2022**

hope we can build on this improvement in regular donations, but we are acutely aware that donor's own financial position is under strain as they deal with cost increases and interest rate rises.

We are therefore constantly seeking new sources of income and ways of facilitating one-off donations. We are hopeful that, through an initiative with volunteers, we may restart an arts and crafts event similar to the former Big Draw event and other events with Chislehurst Rotary. Although a macabre thought, we would be delighted to be the beneficiaries of any legacy donations.

We are faced with an ageing woodland, with many trees reaching the end of their natural lives, and which is proving expensive to address. The costs of dealing with ash dieback, and no doubt some new infestation, remain uncertain. Also, in an effort to create efficiencies we continue to review our working practices, the bin replacement programme being an example. Our grant from LBB has been at the same level since 2010, and the ability of our donors to continue their generosity may be under stress. It is our hope that the LBB will continue to appreciate that, without the Conservators and its volunteers and supporters, the cost burden they would have to bear would be 3 times the level of grant currently provided.

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

It would be remiss of me if I failed to mention the reliance we place upon our keepers and our volunteers and Trustees which have been highlighted by events in September 2022 and December 2022. In September our Assistant Keeper Peter Edwards retired. Peter joined the Commons in 2009 and was a loyal and trusted employee. In anticipation of his retirement in September 2022 we had been reviewing our options particularly as seeking a replacement was not proving easy. The industry in which we operate is classified as Agricultural with the wages we can afford reflecting this classification. They are not attractive to those who live in an area influenced by London rates of pay. Fortunately we were introduced to and able to attract a new Assistant Keeper. We were relying upon our Head Keeper Jonathan to show him the ropes. Unfortunately, Jonathan suffered a stroke in December 2022 and as at February 2023 remains off work. We are managing the situation with the help of our volunteers and Trustees but it is highlighting the strains and risks placed upon a small organisation when 50% of the full time experienced workforce is unavailable.

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 for the present and future benefit of the community of Chislehurst.

Finally, in this the third of three most difficult years owing to the impact of the COVID-19 pandemic, I offer my personal thanks to those whose efforts go largely unrecognised; my Board member colleagues, who give of their personal time and skills so freely, and our volunteers, who apply their expert knowledge and graft, for keeping our Commons in such good order.

Approved by order of the board of trustees on 24 January 2023 and signed on its behalf by:


.....
J Hayhow - Trustee

**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 2022.

Responsibilities and basis of report

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

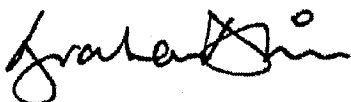
I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

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

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

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



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

Date: 22nd february 2023

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

STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2022

		2022 Unrestricted funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		114,872	114,167
Other trading activities	2	328	427
Investment income	3	<u>442</u>	<u>1,349</u>
Total		<u>115,642</u>	<u>115,943</u>
 EXPENDITURE ON			
Raising funds		1,353	1,233
Charitable activities			
Costs of protecting and conserving the woodlands		<u>94,174</u>	<u>113,075</u>
Total		<u>95,527</u>	<u>114,308</u>
 NET INCOME		20,115	1,635
 RECONCILIATION OF FUNDS			
Total funds brought forward		<u>177,715</u>	<u>176,080</u>
 TOTAL FUNDS CARRIED FORWARD		<u><u>197,830</u></u>	<u><u>177,715</u></u>

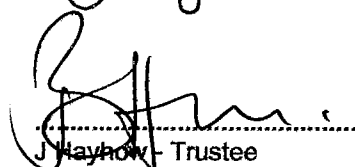
The notes form part of these financial statements

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

**BALANCE SHEET
31 August 2022**

	Notes	2022 Unrestricted funds £	2021 Total funds £
CURRENT ASSETS			
Debtors	7	3,416	3,594
Cash at bank and in hand		<u>202,429</u>	<u>179,141</u>
		205,845	182,735
CREDITORS			
Amounts falling due within one year	8	(8,015)	(5,020)
NET CURRENT ASSETS		<u>197,830</u>	<u>177,715</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		197,830	177,715
NET ASSETS		<u>197,830</u>	<u>177,715</u>
FUNDS	9		
Unrestricted funds		<u>197,830</u>	<u>177,715</u>
TOTAL FUNDS		<u>197,830</u>	<u>177,715</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 24th June 2023..... and were signed on its behalf by:


J. Hayhoe - Trustee

The notes form part of these financial statements

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

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2022**

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 2019)', 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.

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2022

2. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Sale of books and cards	<u>328</u>	<u>427</u>

3. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>442</u>	<u>1,349</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2022 nor for the year ended 31 August 2021.

Trustees' expenses

During the year 3 trustees received reimbursements to the sum of £119.72 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:

	2022	2021
	2	2
Keepers	<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 2021 and 31 August 2022	<u>68,591</u>	<u>44,545</u>	<u>113,136</u>
DEPRECIATION			
At 1 September 2021 and 31 August 2022	<u>68,591</u>	<u>44,545</u>	<u>113,136</u>
NET BOOK VALUE			
At 31 August 2022	<u>-</u>	<u>-</u>	<u>-</u>
At 31 August 2021	<u>-</u>	<u>-</u>	<u>-</u>

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2022

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Prepayments and accrued income	<u>3,416</u>	<u>3,594</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Taxation and social security	833	826
Other creditors	<u>7,182</u>	<u>4,194</u>
	<u>8,015</u>	<u>5,020</u>

9. MOVEMENT IN FUNDS

	At 1.9.21	Net movement in funds	At
	£	£	31.8.22 £
Unrestricted funds			
General fund	162,715	20,115	182,830
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>177,715</u>	<u>20,115</u>	<u>197,830</u>
TOTAL FUNDS	<u>177,715</u>	<u>20,115</u>	<u>197,830</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	115,642	(95,527)	20,115
	<u>115,642</u>	<u>(95,527)</u>	<u>20,115</u>
TOTAL FUNDS	<u>115,642</u>	<u>(95,527)</u>	<u>20,115</u>

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2022

9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.9.20 £	Net movement in funds £	At 31.8.21 £
Unrestricted funds			
General fund	161,080	1,635	162,715
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>176,080</u>	<u>1,635</u>	<u>177,715</u>
TOTAL FUNDS	<u>176,080</u>	<u>1,635</u>	<u>177,715</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	115,943	(114,308)	1,635
	<u>115,943</u>	<u>(114,308)</u>	<u>1,635</u>
TOTAL FUNDS	<u>115,943</u>	<u>(114,308)</u>	<u>1,635</u>

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

	At 1.9.20 £	Net movement in funds £	At 31.8.22 £
Unrestricted funds			
General fund	161,080	21,750	182,830
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>176,080</u>	<u>21,750</u>	<u>197,830</u>
TOTAL FUNDS	<u>176,080</u>	<u>21,750</u>	<u>197,830</u>

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2022

9. MOVEMENT IN FUNDS - continued

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	231,585	(209,835)	21,750
TOTAL FUNDS	<u>231,585</u>	<u>(209,835)</u>	<u>21,750</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions during the year.

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	78,562	77,857
Grants	<u>36,310</u>	<u>36,310</u>
	114,872	114,167
Other trading activities		
Sale of books and cards	328	427
Investment income		
Deposit account interest	<u>442</u>	<u>1,349</u>
Total incoming resources	115,642	115,943
EXPENDITURE		
Raising donations and legacies		
Printing and stationery	678	1,212
Community event costs	<u>675</u>	<u>21</u>
	1,353	1,233
Charitable activities		
Salaries and Nat. Insurance	57,799	58,131
Premises costs	7,444	5,151
Insurance	4,974	5,278
Vehicle and plant maintenance	5,988	4,939
General maintenance	15,649	36,795
Telephone, computer and post.	813	569
Health & Safety	528	1,049
Sundries	<u>139</u>	<u>344</u>
	93,334	112,256
Support costs		
Finance		
Bank charges	-	15
Governance costs		
Accountancy and legal fees	840	804

This page does not form part of the statutory financial statements

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2022**

	2022 <u>£</u>	2021 <u>£</u>
Total resources expended	<u>95,527</u>	<u>114,308</u>
Net income	<u><u>20,115</u></u>	<u><u>1,635</u></u>

This page does not form part of the statutory financial statements

THE CHISLEHURST AND ST PAUL'S CRAY COMMONS CONSERVATORS

England & Wales - Charity number 1028121

Accounts

REGISTERED CHARITY NUMBER: 1028121

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021
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**

**CONTENTS OF THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2021**

	Page
Report of the Trustees	1 to 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Financial Statements	15 to 19
Detailed Statement of Financial Activities	20 to 21

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021**

The Commons Conservators

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

Governing document and objectives

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

Location

The Trustees operate from leasehold premises situated at:

The Old Fire Station
Hawkwood Lane
Chislehurst
BR7 5PW

Organisation

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

John Hayhow (Chairman)
Robert West (Treasurer and Clerk)
Alexandra Burman resigned May 26th 2021
Peter Hedges
Ian Leonard
Alan Porter
Christine Wearn
Mary Wheeler
Margaret Yardley
Patrick Phillips
Brian Knights
Joanna Friel – appointee of the Lord of the Manor
Sarah Harris – appointed September 8th 2020

Staff

The Board employs two members of staff:

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

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021**

1. Board Structure and decision-making

The Board, which is required to be quorate and to meet no fewer than 2 times per annum, during the reporting period held meetings on 5 occasions, of which 2 were remote meetings facilitated through Microsoft Teams software. The ability to hold physical meetings from December 2020 to May 2021 was constrained by the legal requirements to contain the effect of the COVID-19 pandemic. The Board has a number of committees which are appointed by the Board and whose reports are received and reviewed by the Board:

Chairman's Committee:

It meets as required to deal with any matters arising between meetings of the Board, staff management, legal, financial and compliance matters.

Natural Environment Committee:

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

Verge Committee:

It has responsibility for the Protection and maintenance of the Commons' verges:

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

External Relations and Administration Committee:

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

Information Technology Committee:

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

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

2. Public Benefit Statement

The main purpose of the charity is to protect and maintain the Commons for public use. All the resources of the charity are used to satisfy these aims. The Commons are open to all members of the public without charge and, subject to the bye laws, provide much needed open space for recreation and leisure. The Commons are situated in a predominately suburban setting and are therefore an important amenity for local residents. The Commons also connects together two other large areas of green space, Scadbury Park and Petts Wood to create an interconnected green space of over 250 hectares.

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. For 3 consecutive years the Commons have been awarded a Green Flag award.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021**

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 Trustees believe the organisation could not be leaner nor more cost effective and are satisfied that the work of the charity meets the requirements of current legislation relating to public benefit.

3.Trustees

Trustees are appointed to the Board for a period of three years and may be re-appointed for subsequent periods of 3 years' duration. Trustees are appointed by the London Borough of Bromley after consultation with local organisations and the Board about skill requirements.

All Trustees give of their time voluntarily and receive no emoluments.

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

4.COVID-19

As for 2020, COVID-19 impacted on the management of the Commons from December 2020 to May 2021. There were no physical meetings of the Board of Trustees during this period, although 2 remote meetings were held. Greater use was made of outdoor venues for committee and other meetings. On the positive side, the benefits experienced in 2020 from greater use of the Commons continued, albeit in a more moderate way, with a high level of recognition by residents, stable donation levels and positive comments on social media of the amenity value of the Commons and, fortunately, without the challenges of anti-social behaviour.

5. Fundraising Statement

The charity receives donations of funds from residents and businesses in the local community by way of regular donations and one-off voluntary donations, some of which are related to exceptional operational expenditure and through support of events that are managed by the Trustees and its volunteers. It also engages in raising funds through retailers via their charity support programmes and bids 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 the provision by the Treasurer of spreadsheet monthly reviews of income and expenditure.

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

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

No professional fundraisers or commercial participators are used.

6. Financial Report:

Summary:

Notwithstanding the potential of a continuing negative impact on Income from the COVID-19 pandemic, our total incoming resources for the accounting year 2021 were £115,943 (2020: £105,872). After expenditure of £114,308 (2020: £97,445) a surplus of £1,635 for the year was recorded. (2020: £8,427). Capital Resources accordingly increased to £177,715 (2020: £176,080).

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021**

As was forecast in our last annual report, costs were incurred in the year on the project for improvements to the Prickend Pond site of £24,796. We held at the start of the financial year £19,148 of a grant for such expense from the HB Allen Trust. The difference was more than covered by a successful bid for a grant from The Rose Foundation of £5000 and from the Chislehurst Society of £10,000. So, our net cost was £9,798 leaving £9,350 of monies available for other projects.

Other Expenditure during the year included one offs totalling £4,555, being principally exceptional costs relating to a now-discontinued project for bunding the May Queen site, and an unsuccessful application for a Countryside Stewardship Grant. It is important to note that one-off donations for general use have increased from £4,599 in 2019 to £10,257 in 2020 and now are £14,236 as more particularly set out below.

Income

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

Within Donations of £77,857 is included our regular donation income including gift aid assessed at £45,520. This figure had been declining slowly since the last major appeal in 2010 but in 2020 and 2021 we have acquired new donors and so the decline has been arrested.

The balance of £32,337 including associated Gift Aid is comprised of what we term one-off donations, where there is no commitment to make future donations.

This is made up of donations for general use of £14,237 including Gift Aid (2020: £10,257). The underlying strength in this figure we believe is due to the continued positive feeling that the community has experienced towards the Commons, sustained by the highly-regarded weekly newsletters. The increase is attributable to the implementation of our commemorative bench policy, a bequest, and donations generated by our annual newsletter.

Donations for specific use totalled £18,100 (2020: £6,473) which included £10,000 from The Chislehurst Society, £5,000 from the Rose Foundation, £2,000 from Chislehurst Rotary and £1,100 to cover the cost of commemorative benches.

Trading activities from sales of cards, publications, teas and Holly, continue at a modest but useful level. No major revenue-generating events have taken place since 2018. Interest on our cash deposit balances provided a useful sum of £1,349 (2020 £1,623)

Expenditure:

Total costs were £114,308 (2020: £97,445). The increase from last year is mainly due to the Prickend Pond Project and other exceptional costs totalling £29,351 and Tree management costs of £5,254 (2020: £2,250). No monies were expended on oak processionary moth treatment, but we incurred costs associated with ash tree dieback. All other heads of costs were stable.

Prior years' Tree costs were as follows; 2020: £2,250 2019: £8,586 2018: £19,008 2017: £1,514. 2016: £920 2015: £3,158 2014: £5,197 2013: £520.

Notwithstanding the costs being just above the average of £5,144 for the previous 8 years, we are not complacent, as one large tree in an awkward position can cost £4,000 to remove, and we do not know how invasive and damaging ash dieback will be to our woodlands.

We also reduced our insurance premium costs by 14.4% without a diminution of cover from our existing insurers, and have fixed our Utility costs until 2023.

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.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021**

Net Cash Position

As we do not take more than 30 days' credit and our debtors arise from accrual accounting, then Cash at Bank of £179,141 is a good measure of our financial solvency. This figure has benefited from the inclusion of a net unused donation of £9,350.48. Whilst the project to which this relates has completed, we have committed to replacing our 15-year-old truck with delivery due circa March 2022 at a cost of approx £32,000. Allowing for this amount, the cash balances not so committed would reduce to £147,142. After dealing with the net negative effect of debtors and creditors of £1,426, then uncommitted cash balances would reduce to £145,716.

We manage our cash reserves to provide us with 9 months' cover for operating expenses to allow us time to replace the loss of our grant and find other sources of funds. This may seem an exaggerated concern as we continue to receive, albeit declining, financial support from The London Borough of Bromley, but we live in strange times. We also wish to hold a contingent reserve for possible legal expenses and other capital items should we not be able to find additional sources of funding.

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 London Borough of Bromley, the Trustees are confident that they can continue to operate satisfactorily.

Bankers

Barclays Bank PLC
7 High Street
Chislehurst
BR7 5AB

7. 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 those specific to our situation such as '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 or covered by insurance.

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

Insurance cover for risks associated with our operational 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.

For Financial risks, the Board is reliant upon the continuation of financial support from the London Borough of Bromley of a 5 year grant of £36,310 per annum. This Grant was due for renewal in April of 2021 and whilst it has continued to be paid there is no formal agreement to this effect. 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.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021**

The Board receives a monthly spreadsheet including income and expenditure, bank balances and proposed expenditure. The annual accounts are audited by external accountants. All funds are controlled by the Treasurer and the Chairman.

Climate Risk; We recognise the impact to climate change upon the Commons, and address this within our 10-Year Management Plan with progress and relevance being reviewed annually, including our Tree Inspection Programme. Our knowledge is enhanced and broadened through representation on various London Borough of Bromley and other environmental green space and ecological organisations.

8. Tree Safety Management Policy Year Ending 31 August 2021

The tree safety management policy was formalised in 2013 and has been reviewed annually since then to reflect best use of resources and changes in legal and good practice requirements. It is clear that a regular inspection routine is vital, particularly where the major public roads cross the Commons.

A revised tree inspection schedule was completed in 2019 for the years up to 2025 to accommodate an alternating spring/ autumn inspection schedule for the 'A' roads that cross the Commons. This was to allow trees to be checked under different growth conditions in line with the recommendations arising from a recent court case. The revised inspection schedule has been incorporated into the Tree Inspection Policy for 2020.

Last year, 2020, was the first year that we carried out inspections in the springtime in accordance with the updated policy. We have continued this in 2021. Carrying out inspections in this way has been very beneficial in spreading the inspection workload better throughout the year and in providing an early opportunity to look for signs of oak processionary moth.

However, inspecting early in the year was problematic in that with different species of trees coming into leaf at different times it was difficult to identify an optimum time to do the inspections. Also, inspections carried out early in the year do not offer the same opportunity to identify trees that would otherwise show fungal growth if inspected later in the year. Furthermore, having to inspect trees along the major roads every 18 months is having a major impact on our ability to inspect trees elsewhere. It is very resource heavy and with the increasing need to also check for ash dieback and oak processionary moth (see below) in early summer very difficult to justify. We are therefore considering whether to revert to a two-year cycle for inspecting trees on major roads rather than 18 months and with inspections only carried out in the Autumn.

To complete the inspection work during this reporting period, a total of 8 work sessions were completed from October to November 2020 and a further 2 during May 2021. Each work session consisted of 2 people for a morning. In excess of 1000 trees were inspected.

A consequence of these inspections is that necessary tree work is identified. Where we are unable to do this ourselves, we appoint approved tree surgeons. During this reporting period the cost of such tree work was £5,254. Whilst this was higher than for the previous year, which was a low-cost year, it was close to the average for the last 8 years. Future years may well see increases of two times or more due to the onset of ash dieback on the Commons (see below).

The extent of oak processionary moth nests on St Paul's Cray Common which have public health implications has not got worse and, if anything, may well have reduced. It was found to be necessary to remove only one nest situated low down on a tree near a public highway. No nests have been found on Chislehurst Common which would represent a bigger problem because of its greater use by the public.

The appearance of ash dieback (ADB) on the Commons during this year is of concern for reasons of both safety and financial. We have approached a number of bodies to get advice on the management of ADB and we are in the process of developing a policy that is informed by such advice. Already a schedule has been developed of well over 100 ash trees that we consider to be located in high-risk areas (particularly along the main roads and footpaths) that cross the Commons, so that we can monitor these trees in the coming months and years. These trees need to be dealt with in a timely way once they show significant signs of ADB to prevent them becoming dangerous. Their locations mean that this work will of necessity often need to be done by external tree surgeons at potentially very substantial cost.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021**

9. Management of natural environments, biodiversity and amenity

We continue to manage the Commons to balance their natural environmental and amenity values and public expectations, guided by the Natural Environment Committee (NEC). Extra resources have been devoted throughout 2021 to maintain public access and safety to meet the high public demands for green space recreation and exercise during the Covid epidemic and lockdowns. Surveys, guided tours and similar public events were, however, often not possible because of Covid.

We have excellent relationships with the London Borough of Bromley (LBB) and idverde, their parks and green spaces contractor. We are represented on the Bromley Friends Forum and Bromley Biodiversity Partnership and have contributed to the Borough Biodiversity Plan and Open Space Strategy. We were again awarded Green Flag Award status during the year.

We are in year 3 of the 2018-2028 Woodland Management Plan agreed with English Forests, providing an overarching document guiding our approach to the natural woodland environment and our core roles and responsibilities. We consider we are performing to the plan.

On our behalf, idverde prepared an application in 2021 for a Countryside Stewardship Scheme grant for woodland management work but this was unsuccessful because our work was not of sufficient size. As a consequence, we were unable to meet their requirements to make more use of commercial forestry contractors. Our policy is to use and rely on volunteers' help because we do not have the resources to manage contractors and contract work on the scale needed.

The NEC continues to develop and update policies and management plans, including the over-arching 10-Year Management Plan and other ancillary ones such as a 5-year Tree & Woodland Management Policy. A Mowing Policy and Schedule has been developed, supported by grassland surveys, to help balance competing demands of maintaining acid grassland biodiversity and public amenity, taking into account human, equipment and cost restraints.

Our 2 major ponds, Prickend Pond and Rush Pond, are prominent features of Chislehurst, with positive amenity value for residents and visitors. They are notable for their wide variety of ducks, geese and other aquatic birds and for other pond life. Early in 2021 we completed, with grant monies from the HB Allen Charitable Trust, The Rose Foundation and The Chislehurst Society, the Prickend Pond Project. This provides a new access path near to the High Street, a public seating area and a bird-feeding beach, together with ancillary planting and in-pond and island planting. Regular water quality and biological surveys have helped inform the management of the pond and also nearby Rush Pond.

As in past years, the management of and improvements to the Commons have relied on the work of the Head and Assistant Keepers and on the essential additional inputs of our Volunteers, to whom we continue to be very grateful.

For a number of years, we have had regular volunteer work sessions on a Wednesday morning. A variety of work from scrub removal to footpath maintenance is carried out at these work sessions. Typically, in the past these sessions have been attended by approx. 10 volunteers.

During lockdown there has been a significant increase in the number of people asking to join our volunteer sessions, with the number of volunteers attending each session doubling. Whilst very welcome, for safety reasons we have had to re-organise how we manage the increased number with smaller groups working in different locations, enhanced procedures, risk assessments to cover each location and planning for each session. Our ability to deal with any further increases in volunteers is now constrained by the lack of group leaders.

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

The use of the Commons was greater than pre COVID-19 times but was not as busy compared with 2020. As Public Houses and restaurants opened up, then mass gatherings did not take place and anti social behaviour was greatly reduced. However the incidence of litter did not reduce.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021**

For the period September 2020 to August 2021, 18,820 kgs of rubbish were collected represented by 73 trips to the council refuse tip. For the same period in 2019/2020 18,500kgs were collected. We are most grateful to those who regularly go out on the Commons to pick up litter and to those who rallied round to collect rubbish after particularly busy weekends. We have experienced more household rubbish and dog faeces deposited in our bins this year. In consequence and to comply with public health guidelines we are reviewing the number and type of bins so such deposits are reduced.

Fly-tipping took place, and we continue to be grateful to the LBB for their assistance in removing those fly-tips which are beyond our capabilities, including dangerous waste that has been fly-tipped. Following an incursion onto the Commons by members of the Travelling community on the 6th August 2019 the area known as the May Queen site was bollarded. During this year we had hoped to replace these bollards with bunding which we felt would have provided a more aesthetic and sustainable long-term solution. However, complications with the planning process and the associated increase in costs made this unviable. We are now investigating replacing the existing bollards with more durable ones.

As with last year, there have been very few incidents of illegal parking of vehicles by residents, or of vehicles driving across the Common, in contravention of the bye laws. We suspect this is due to the schools continuing to be closed for much of the year rather than any major behavioural change.

The reduction of travel on the Transport for London network and thus reduction in revenues has meant there have been no funds available from TFL for the type of road improvement schemes under discussion with LBB Highways department in 2019 and early 2020. There were initiatives by the LBB to create one way and no through roads around the Village Green to assist walking and cycling upon which we were asked to comment. Such schemes were not pursued.

11. Utilities/ Requests for Access/Boundaries

A number of utilities such as telecoms, electricity and water are routed across the Commons. These utilities need to be accessed for a variety of reasons, such as inspection, installation of new cables or pipes to connect to the existing network, repairs, the addition of new telecom boxes, or emergency work. We require such work to be licenced by us to ensure that it is only done under controlled conditions, that the work does not damage or adversely affect the Commons, and proper re-instatement will take place. We had hoped that discussions with UK Power Networks, to regularise their access to Extra High Voltage cables which supply South London, which started in 2018 would be concluded in 2021 but this has not proved possible partly due to Covid but also partly due to delays with legal support. Difficulties with legal support, following the retirement of the acting solicitor in the spring, also inhibited the resolution of some Licences and Way-leaves which, towards the end of August, appeared to be back on track.

12. Commons Community Events:

In normal times there is a list of events that regularly take place, and which we organise 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. Before lockdown we organised events such as the Chislehurst Chase, Bat walks, an annual exhibition showcasing the biodiversity of Chislehurst Commons, talks to local groups, and took part in community events such as the Rotary Summer Fair and the Christmas Market.

Lockdown brought its own challenges to maintaining a profile in the community. Our specialist volunteers were keen to maintain some survey work within the constraints of the government restrictions, and monitored amphibian and reptile refuges, bird boxes, undertook a monthly bird count at the ponds and updated our flower and butterfly records. Not forgetting the very important water quality monitoring of the ponds and the establishment and maintenance of a flower garden for the pupils at St Nicholas Primary School.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021**

In September 2020, we were very pleased when a local artist offered to paint a set of plaques depicting native wildlife for a Wildlife trail across the Commons. These were much appreciated by families, but also by other visitors to the area.

In December 2020, we contributed to a Community Christmas Pop-up Shop where we offered our cards, holly and pinecones for sale.
Our cards are also available throughout the year at a local card shop in the High Street.

In the latter months of 2020 and the early part of 2021, as we could not continue with our programme of regular walks, story boards and information boards relevant to sites on the Commons were installed along footpaths, to engage the community. Our information leaflets, which contain a map of the Commons, are available in the community telephone box, along with those of other local groups.

In August 2021, we took part in the first Chislehurst Big Picnic. This was organised as a community event and held on the Common, where we had a stall and a children's activity.

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 2,000 work hours to our activities. We believe that our Friends group is one of the largest organisations supporting open spaces in the country. We have also enjoyed excellent support from idverde and the LBB for our various funding bids and project development. Without the help of all these members of the local community the charity could not operate. We thank them all.

Our annual Friends' Reception to be held in June was cancelled for the second year running.

Newsletter and website

Our annual newsletter is published each spring. This is distributed in a printed and electronic format to all Friends of the Commons as a way to keep in touch with our supporters and, from feedback, is much appreciated. We were pleased to receive sponsorship from our solicitors, Wellers, for the newsletter costs. An online Newsletter, with news, photos and points of interest for residents and visitors, is sent out on a monthly basis to our mailing list of over 1,000, with support from Trustees, Keepers and volunteers who provide photos and specialist information. All these publications can be accessed via our website, along with the story boards and activities.

Our Notice Boards are updated regularly with items of interest and upcoming events.
The Trustees recognise that people increasingly wish to obtain information about the Commons via the internet and social media. We have added links to Facebook and Twitter from our website.

The website includes a donation facility that allows people to make donations online. We have acquired a card payment facility, and registered with Amazon.Smile.UK and the Co-operative Society community giving to enable their customers to donate to us as they spend. We are now corresponding with over 1,000 donors and interested parties, and hope that these medlums will enhance our profile.

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

**REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021**

14. Working with the Freeholder

Since 2017 the freehold of Chislehurst and St Paul's Cray Commons has been owned by the Chislehurst Society. We are pleased to report that our organisations continue to work closely in ensuring the correct legal rights are granted by our respective organisations.

In addition, the Chislehurst Society, both as Freeholder and as the local Civic Society is very supportive of our work, having part-funded our Prickend Pond project, paid for bollarding to protect the Commons from incursions and funded the replacement of our bore hole pump at Rush Pond.

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

15. The Future:

The financial position of the charity continues to be in good order. We enjoy an 11 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 represents a most valuable and necessary grant from the Borough which we anticipate will continue owing, not least, to the financial leverage of 1 part LBB finance to 2 parts community finance. This is supplemented by donations from residents, local businesses and community organisations such as the Chislehurst Society and Chislehurst Rotary Club.

Unfortunately, we are no longer enjoying material financial surpluses from Events, which have not been staged during 2020 and 2021.

Whilst we aim for such sources of funds to cover our operational expenses, with increasing and volatile tree maintenance costs, increased operating costs due to National Insurance increases, fuel increases and rent increases and static core donor income, this is becoming difficult. It places more emphasis to meet operational costs on our ability to attract other sources of grant income and one-off donations. These raised £32,336 in 2021 helped by the good-will created by weekly newsletters and the community's improved appreciation of the virtues of the Commons. We hope this can be replicated in 2022, but are conscious as any new normality is established that the ability of residents and visitors to use the Commons may diminish their willingness and perceived need to support the Commons. We are also aware that the ability of donors to meet their own financial obligations will be placed under strain.

We cannot be complacent. We are constantly seeking new sources of income and ways of facilitating one-off donations. Although a macabre thought, we would be delighted to be the beneficiaries of any legacy donations.

We are faced with an ageing woodland, with many trees reaching the end of their natural lives, that is proving expensive to address. The costs of dealing with oak tree processionary moth, ash dieback and no doubt some new infestation, remain uncertain. And in an effort to create efficiencies we are undertaking a review of such prosaic matters as the number and replacement of rubbish bins we have to empty. We will have to meet the cost of our new truck. All have cost implications. Our grant from LBB has been at the same level since 2010, and the ability of donors to continue their generosity may be under stress. It is our hope that the LBB will continue to appreciate that without the Conservators and its volunteers and supporters the cost burden they would have to bear would be 3 times the level of grant currently provided.

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

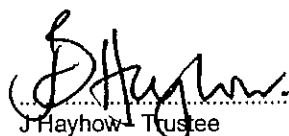
THE CHISLEHURST & ST. PAUL'S CRAY
COMMONS CONSERVATORS

REPORT OF THE TRUSTEES
For The Year Ended 31 August 2021

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 for the present and future benefit of the community of Chislehurst.

Finally, in this the second of two most difficult years owing to the impact of the COVID-19 pandemic, I offer my personal thanks to my Board member colleagues, who give of their personal time and skills so freely, and our volunteers, who apply their expert knowledge and graft, for keeping our Commons in such good order, all of whose efforts go largely unrecognised.

Approved by order of the board of trustees on 25th January 2022 and signed on its behalf by:


.....
J Hayhow - Trustee

**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 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



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

Date: 25 January 2022

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

**STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2021**

		2021 Unrestricted funds £	2020 Total funds £
	Notes		
INCOME AND ENDOWMENTS FROM			
Donations and legacies		114,167	100,054
Other trading activities	2	427	1,053
Investment income	3	1,349	1,623
Other income		<u>-</u>	<u>3,142</u>
Total		115,943	105,872
 EXPENDITURE ON			
Raising funds		1,233	2,220
Charitable activities			
Costs of protecting and conserving the woodlands		113,075	95,225
Total		<u>114,308</u>	<u>97,445</u>
 NET INCOME		1,635	8,427
 RECONCILIATION OF FUNDS			
Total funds brought forward		176,080	167,653
 TOTAL FUNDS CARRIED FORWARD		<u>177,715</u>	<u>176,080</u>

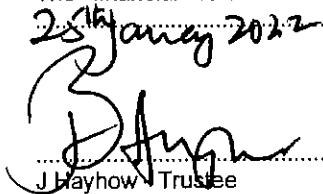
The notes form part of these financial statements

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

**BALANCE SHEET
31 August 2021**

	Notes	2021 Unrestricted funds £	2020 Total funds £
CURRENT ASSETS			
Debtors	7	3,594	3,977
Cash at bank and in hand		<u>179,141</u>	<u>177,183</u>
		182,735	181,160
CREDITORS			
Amounts falling due within one year	8	(5,020)	(5,080)
NET CURRENT ASSETS		<u>177,715</u>	<u>176,080</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>177,715</u>	<u>176,080</u>
NET ASSETS		<u>177,715</u>	<u>176,080</u>
FUNDS	9		
Unrestricted funds		<u>177,715</u>	<u>176,080</u>
TOTAL FUNDS		<u>177,715</u>	<u>176,080</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 25th January 2022 and were signed on its behalf by:


J Hayhow Trustee

The notes form part of these financial statements

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

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 August 2021**

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 2019)', 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.

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2021**

2. OTHER TRADING ACTIVITIES

	2021 £	2020 £
Fundraising events	-	587
Sale of books and cards	<u>427</u>	<u>466</u>
	<u>427</u>	<u>1,053</u>

3. INVESTMENT INCOME

	2021 £	2020 £
Deposit account interest	<u>1,349</u>	<u>1,623</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2021 nor for the year ended 31 August 2020.

Trustees' expenses

During the year 2 trustees received reimbursements to the sum of £257.07 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:

	2021 <u>2</u>	2020 <u>2</u>
Administration staff		

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

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 September 2020 and 31 August 2021	<u>68,591</u>	<u>44,545</u>	<u>113,136</u>
DEPRECIATION			
At 1 September 2020 and 31 August 2021	<u>68,591</u>	<u>44,545</u>	<u>113,136</u>
NET BOOK VALUE			
At 31 August 2021	<u>-</u>	<u>-</u>	<u>-</u>
At 31 August 2020	<u>-</u>	<u>-</u>	<u>-</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2021**

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other debtors	-	151
Prepayments and accrued income	<u>3,594</u>	<u>3,826</u>
	<u>3,594</u>	<u>3,977</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Taxation and social security	826	831
Other creditors	<u>4,194</u>	<u>4,249</u>
	<u>5,020</u>	<u>5,080</u>

9. MOVEMENT IN FUNDS

	At 1.9.20 £	Net movement in funds £	At 31.8.21 £
Unrestricted funds			
General fund	161,080	1,635	162,715
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>176,080</u>	<u>1,635</u>	<u>177,715</u>
TOTAL FUNDS	<u>176,080</u>	<u>1,635</u>	<u>177,715</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	115,943	(114,308)	1,635
	<u>115,943</u>	<u>(114,308)</u>	<u>1,635</u>
TOTAL FUNDS	<u>115,943</u>	<u>(114,308)</u>	<u>1,635</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2021**

**9. MOVEMENT IN FUNDS - continued
Comparatives for movement in funds**

	At 1.9.19 £	Net movement in funds £	At 31.8.20 £
Unrestricted funds			
General fund	152,653	8,427	161,080
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>167,653</u>	<u>8,427</u>	<u>176,080</u>
TOTAL FUNDS	<u>167,653</u>	<u>8,427</u>	<u>176,080</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	105,872	(97,445)	8,427
	<u>105,872</u>	<u>(97,445)</u>	<u>8,427</u>
TOTAL FUNDS	<u>105,872</u>	<u>(97,445)</u>	<u>8,427</u>

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

	At 1.9.19 £	Net movement in funds £	At 31.8.21 £
Unrestricted funds			
General fund	152,653	10,062	162,715
Contingency reserve	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	<u>167,653</u>	<u>10,062</u>	<u>177,715</u>
TOTAL FUNDS	<u>167,653</u>	<u>10,062</u>	<u>177,715</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	221,815	(211,753)	10,062
	<u>221,815</u>	<u>(211,753)</u>	<u>10,062</u>
TOTAL FUNDS	<u>221,815</u>	<u>(211,753)</u>	<u>10,062</u>

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

NOTES TO THE FINANCIAL STATEMENTS - continued
For The Year Ended 31 August 2021

10. RELATED PARTY DISCLOSURES

There were no related party transactions during the year.

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2021**

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	77,857	63,744
Grants	<u>36,310</u>	<u>36,310</u>
	114,167	100,054
Other trading activities		
Fundraising events	-	587
Sale of books and cards	<u>427</u>	<u>466</u>
	427	1,053
Investment income		
Deposit account interest	1,349	1,623
Other income		
Other income	<u>-</u>	<u>3,142</u>
Total incoming resources	115,943	105,872
EXPENDITURE		
Raising donations and legacies		
Printing and stationery	1,212	1,793
Community event costs	<u>21</u>	<u>427</u>
	1,233	2,220
Charitable activities		
Salaries and Nat. Insurance	58,131	59,505
Premises costs	5,151	6,191
Insurance	5,278	6,167
Vehicle and plant maintenance	4,939	4,292
General maintenance	36,795	9,165
Telephone, computer and post.	569	1,177
Health & Safety	1,049	628
Sundries	344	2,758
Plant and mach. depreciation	<u>-</u>	<u>4,447</u>
	112,256	94,330
Support costs		
Finance		
Bank charges	15	91

This page does not form part of the statutory financial statements

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For The Year Ended 31 August 2021**

	2021 £	2020 £
Finance		
Governance costs		
Accountancy and legal fees	<u>804</u>	<u>804</u>
Total resources expended	<u>114,308</u>	<u>97,445</u>
Net income	<u>1,635</u>	<u>8,427</u>

This page does not form part of the statutory financial statements
