

HOLLY LODGE CENTRE

England & Wales · Charity number 1076741

Details

Status Registered

Legal form Charitable company

Company number [03663780](#)

Registered 1999-07-26

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

Contact

Address The Holly Lodge Centre
Holly Lodge
Richmond Park
Richmond Upon Thames
Surrey
TW10 5HS

Phone 02089408730

Email hlcinfo@thehollylodgecentre.org.uk

Website www.thehollylodgecentre.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC AND IN PARTICULAR THOSE MEMBERS OF THE PUBLIC WHO HAVE LEARNING DIFFICULTIES OR OTHER SPECIAL NEEDS IN SUBJECTS SUCH AS THE ENVIRONMENT AND HISTORY, ESPECIALLY IN RELATION TO RICHMOND PARK AND IN SUCH OTHER SUBJECTS OR MATTERS AS THE CHARITY MAY DECIDE.

Activities: A resource centre for environmental and historical education and interpretation, especially in relation to Richmond Park in Surrey, with a particular focus on those with special needs, ensuring that facilities are accessible to all.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Disability, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- Surrey
- Throughout London

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£161,104	£171,903	-	-
2024-03-31	£146,308	£157,191	-	-
2023-03-31	£138,714	£130,188	-	-
2022-03-31	£107,478	£112,443	-	-
2021-03-31	£111,666	£92,185	-	-

Trustees

Name	Role	Appointed
James Middlehurst	Chair	2019-09-09
Alain Dennez		2023-10-16
Anne Elizabeth Roberts		2022-11-14
Fiona Wai-Ling Fong		2025-01-29
Harriet Frisby Parker		2025-01-29
ROBERTO GIORGIO SCALZO		2019-02-11
Robert Joseph Holmes		2022-11-14
Roger Keith Hillyer		2022-02-07

HOLLY LODGE CENTRE

England & Wales - Charity number 1076741

Accounts



a special place for learning



THE HOLLY LODGE CENTRE

a charitable company limited by guarantee

Charity No: 1076741

Company No: 3663780



Annual report and accounts for the year ended 31 March 2025

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Reference and administrative information

Registered charity number	1076741	
Registered company number	3663780	(England and Wales)
Registered office	Holly Lodge Richmond Park Richmond-Upon-Thames Surrey TW10 5HS	
Royal Patron	HRH Princess Alexandra	
Trustees/Directors	A Blessley A Dennez F Fong R Hillyer R Holmes J Middlehurst H Parker A Roberts R Scalzo	(Resigned 24 April 2024) (Treasurer) (appointed 29 January 2025) (Chairman) (appointed 29 January 2025)
Company Secretary	J Walsh	
Independent Examiner	Mary Ryan FCCA, DChA, Cert FPS Ark Accountancy Limited 56-58 High Street Ewell, Surrey KT17 1RW	
Solicitors	Russell-Cooke LLP 2 Putney Hill London SW15 6AB	
Website	www.thehollylodgecentre.org.uk	

Trustees' Annual Report

The Trustees, who are also Directors for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 31 March 2025. The previous report was for the year ended 31 March 2024. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Charity's Memorandum and Articles of Association and 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).

Structure, governance and management

The Holly Lodge Centre is a company limited by guarantee, as defined by the Companies Act 2006. It was incorporated on 6 November 1998 and registered as a charity on 26 July 1999. It is governed by a Memorandum and Articles of Association. As a charity, in the opinion of the Trustees, it complies with the provisions of Section 60 of the Companies Act 2006, which exempts it from the requirement to end its name with "Limited". Throughout this report it will be referred to as "the Charity".

The Charity does not have any share capital. In the event of the Charity being wound up, its members, who are its Trustees, are required to contribute an amount not exceeding £10 each. The Charity is regulated by the Charity Commission.

Trustees

Responsibility for the governance of the Charity resides with the Trustees. Under a rotation policy introduced in 2015/16, Trustees serve a three-year term, with a maximum of three terms (i.e. nine years). During the year, Andrew Blessley retired and the Board is particularly grateful for his contributions. New Trustees Fiona Fong and Harriet Parker were recruited and appointed through open advertisement. As part of their induction they receive a copy of the Memorandum and Articles of Association, the latest annual report and financial statements, the Charity Commission guidance "The Essential Trustee" and all other relevant management papers. They also receive training in their roles and responsibilities. Trustee meetings are held quarterly.

Employees

The Centre has the equivalent of 3.25 FTE staff. These are the Centre Manager, currently operating as a job share between two individuals, and the Education Coordinator role, currently 4 individuals are employed with this role.

The Centre's staff team bring the combined benefits of many years' experience of working with disabled children, vulnerable families and classroom teaching.

Volunteers

The Centre was also supported by over 75 volunteers who deliver most of the education activities (many are former teachers), organise fundraising events, develop relationships with donors, manage marketing and communications and do much of the administration and facilities maintenance. The volunteers, who have considerable expertise and knowledge, also provide input and feedback into the Centre's development and service. Many have been with the Centre for over ten years.

During the year, volunteers donated over 5000 hours of work. This equates to over 2.8 full-time roles: an equivalent donation in excess of £69,000 (calculated using the London Living Wage).

Training

A programme of training is in place for staff and volunteers to ensure that a consistently high standard of education delivery takes place. The programme includes safeguarding and health and safety and the Centre has detailed policies for both of these and other areas.

Aims and objectives

The Charity's object is to advance the education of the public and in particular those members of the public who have learning difficulties or other special needs, in subjects such as the environment and history especially in relation to Richmond Park. It welcomes children from both specialist SEND schools and mainstream schools and has visits from schools and groups from surrounding London boroughs and parts of Surrey.

Annual Education Report 2024 – 2025

The Holly Lodge Centre is a small local charity, hidden away on the site of an 18th century farm, in the heart of Richmond Park. We are a unique education centre and have been the learning partner for The Royal Parks in Richmond Park since 1994.

Whilst small, we are mighty, with over 7000 local children and adults visiting each year to learn about the wildlife and heritage of Richmond Park. The Centre was founded with the aim of increasing access for all to Richmond Park and specialises in working with children and adults with disabilities, providing bespoke sessions devised to meet their needs and allowing them to get up close to nature. All our facilities and teaching sessions are adapted for use by visitors with disabilities, and groups of all ages and abilities are welcome. Every learning session we offer can be tailored to meet the needs of children from specialist schools for children with special educational needs and disabilities (SEND), both primary and secondary school age.

The Centre also provides interactive opportunities for all primary school children to meet the requirements of the National Curriculum in science, geography and history and offers visitors close encounters with the diverse wildlife, flora and distinct heritage of the park.

We have a small permanent staff team, which currently consists of the full time equivalent of 3.25 members of staff. Our staff team are ably supported by a team of over 75 volunteers from the local community, who this year provided over 5000 volunteering hours, the equivalent of nearly three extra full time members of staff.

During this financial year, our education provision and bookings were at full capacity once again. This year we delivered 301 workshops to over 7,400 learners. This included over 5,700 children and over 1,700 adults (including adults with learning disabilities, older people, carers, parents and teachers). This equated to a total of almost 15,000 learner hours.

We take feedback from every workshop that we deliver and our satisfaction rating for this year was 100% (this was from learners who reported their experience as having met or exceeded their expectations).

Highlights

- Welcoming a new group, Kingston Refugee Action, to the Centre to participate in a special Halloween Nocturnal Animals session. The group were delighted by the session and we hope to build on the relationship with further holiday bookings.
- Holly Lodge Centre staff and volunteers benefited from a training and support workshop on special educational needs and disabilities (SEND) delivered by teachers from Paddock School. The session focused on inclusive practices and effective communication strategies for students with autism and other complex needs, including the use of Makaton and visual communication aids.
- Building good relations with four schools from the Alton area of Roehampton and the community group that operates on the estate.
- Planning and delivering a refreshed set of Winter workshops as part of our Christmas activities, and engaging with community groups and SEND schools new and old.
- Planning and delivering our first Green Futures session with a Pupil Referral Unit, as part of a wider Royal Parks initiative
- Many of our workshops are delivered by our wonderful local volunteers. This year we held a new recruitment round and a new batch of education volunteers were taken through their paces at a training day. We couldn't do our work without the support of our 75 volunteers.

30th anniversary 1994-2024

This year we were especially proud to celebrate the 30th anniversary of The Holly Lodge Centre together with over 100 invitees, past and present, joining us for the special day. Multiple generations of volunteers, staff, patrons and supporters came together to reconnect and share stories of the past and present,

demonstrating the collective passion, creativity and commitment that has built the Centre into what it is today. After a picnic lunch and drinks, founding members of the Centre, Mike Fitt OBE, Dr. Pat Ealey MBE and Malcolm Childs, shared stories and memories from the creation of the Centre and its early years. We were delighted to have some of our esteemed patrons taking part in the celebrations – Sir David Attenborough, Jacki Piper and Adrian Mills.

Education Delivery - schools programme

At The Holly Lodge Centre our school programme is delivered to both mainstream schools and specialist schools for children and young people with special educational needs and disabilities (SEND).

We delivered 224 workshops to school groups in this financial year, to over 6,200 learners and 66 different schools. Classes travelled to the Centre from 14 different boroughs in London and the surrounding counties, with a particular increase from Surrey schools this year accessing our heritage sessions.



Mainstream schools

Sessions for mainstream schools account for approximately 50% of our overall delivery. We are honored to have such longstanding relationships with many schools in the area, some of whom have been coming to us for 20 years. This year we welcomed a number of new schools, supported by specialist funding, welcoming both those nearby and further afield for the first time. This included two mainstream secondary schools and we worked extensively with a specialist Pupil Referral Unit, a specialist and innovative Social, Emotional and Mental Health (SEMH) provision for up to 150 Kingston and Richmond students aged 11-19 who benefit from an alternative approach to mainstream education.

The Holly Lodge Centre is pleased to be supported by The Royal Parks Bursary scheme, enabling schools with a Pupil Premium of over 30% to benefit from free sessions. This year we supported eight schools to access 26 sessions, supporting over 400 learners to benefit from the opportunity to develop skills through outdoor based learning.

We are particularly proud to have developed relations with The Alton Estate, an area right next to the park, situated by Roehampton Gate. It is one of the most deprived areas in the borough, and nationally, and we

have been developing relationships with schools in the area in order to ensure more children can benefit from the amazing park resource right on their doorstep. Through our bursary scheme, one such school - The Alton School - visited 3 times, taking part in World War I, World War II and Habitat sessions. We also welcomed other schools from the area and worked with Help Nature Thrive to deliver a Bug Hotel building workshop within the community.



Specialist schools for children with special educational need and disability

This year we have built stronger relationships with our specialist schools, receiving a number of new classes from existing schools, more repeat visits, and expanded access into new sessions for pupils. For example, we have a longstanding relationship with Paddock School who typically participate exclusively in our gardening programme. Through building on this established relationship, Paddock pupils have gone on to access Winter Activity and nature trail sessions for the first time this year. Holly Lodge Centre staff and volunteers have also benefitted from bespoke SEND training delivered by Paddock School staff. Our relationship with Strathmore school has also been enhanced, with new classes accessing our sessions, and Holly Lodge Centre staff benefitting from a school tour to visit children in their own learning environment and benefit from the exchange of ideas and understanding that such visits bring.

As part of an ongoing expansion of our SEND secondary school provision, this year we successfully re-engaged Green Corridor, a post-16 Specialist Education Provider for young people with an Education, Health and Care Plan (EHCP), aged 16-25 with Special Educational Needs (SEN). As a unique provision for young people into early adulthood, the education provider really embraced the Holly Lodge Centre offer and have benefitted from visits in each of the seasons.

Quotes from schools:

"Thank you to you and your team for making our visit a great morning yesterday! We really enjoyed all the activities. I loved the new breakout room you have created – it is perfect for our learners. One learner with Down Syndrome felt so happy and content in a way we haven't seen before. (Strathmore School, Winter Activities workshop)"

*“The children loved it! We’ll be back. One student who really struggles to regulate her emotions and can find unpredictable situations upsetting was so calm, smiling and engaged for the entire trip. It’s such a lovely calming atmosphere.
(St Ann’s School, Winter Activities workshops)”.*

*“One of the best trips we have been on. The children absolutely loved yesterday, they came back saying how great it was and even this morning they were still speaking about it”.
(Mosaic Jewish Primary School, Victorian School)*



Community Programme

Community engagement is at the core of the work that we do at the Holly Lodge Centre, reaching out to ensure access to Richmond Park for all. Our community programme consists of sessions delivered during the school holidays to children and family focussed community groups and charities, and those delivered to adult disability groups, and the elderly. Our provision in this area focuses on supporting disability and other vulnerable or disadvantaged groups.

During the Easter and the Summer holidays we welcomed families from Skylarks Charity. This Richmond upon Thames based organisation provides invaluable support to children with disabilities and additional needs, as well as their siblings, parents and carers. We ran a number of “free-flow sessions” on our nature trail, allowing families to explore at their own pace, engaging in a variety of self-led and volunteer-supported activities.

In August, we welcomed charity groups from Richmond Young Carers, Kingston Young Carers and Brentford Football Club Young Carers. Young Carers are children (aged 5-18) who care for others who are dependent on them because of a physical disability, learning difficulty, mental health problems, age or illness. Our specially designed workshops cater to young carers of all ages, providing a variety of engaging and enriching experiences. From exploring enchanting pond life to creating whimsical clay tree faces and spinning sycamore seed helicopters, our activities are designed to foster creativity, teamwork, a deep connection with nature and much needed respite for these young people. The positive impact of these nature-based activities on young carers is profound. Studies have shown that spending time in nature can reduce stress, improve mood, and enhance overall well-being. At The Holly Lodge Centre, we witness first-hand the transformative power of these experiences.

In October half-term the Holly Lodge Centre hosted a group of children and their families from Refugee Action Group Kingston. We welcomed the group to the Centre to take part in a Nocturnal Animals session and the children spent an engaging morning on the Nature Trail, using their five senses to understand how nocturnal animals navigate the world at night, including having a go at digging for worms in the dark.

Our community programme extends to supporting the vulnerable and elderly and adults with a range of learning and other disabilities. This year we continued to run our weekly Art Group for adults with disabilities which takes place throughout the year. We welcomed some new participants this year who joined the group, using nature as a creative starting point, to create 2D and 3D artworks, which continue to decorate the walls of the Holly Lodge Centre. We continued our relationship with FiSH – an elderly community group – by delivering our six-month Art Reminiscence programme, funded by Help Nature Thrive. The sessions were designed for older people with early-stage dementia who are living in our local community. The group visited once a month for 6 months and took part in seasonally focused nature-based art tasks. In addition, during the festive season, we welcomed elderly individuals with dementia from local care homes and community groups to a magical Victorian Christmas experience. A part of our wider Winter Activities Programme funded by The National Lottery, our Victorian classroom was transformed into a captivating, atmospheric space, adorned with candlelight, holly, ivy, a twinkling tree, paper chains, knitted stockings and more. Participants were immersed in the traditions of a bygone era, learning about the origins of Christmas cards and crackers.

Quotes from groups

“I just wanted to say a huge thank you for the wonderful day at Holly Lodge yesterday. It surpassed all our expectations and was unanimously voted the best trip yet. The refugee families were extremely happy to be outside and the children loved the range of activities. I was so impressed with all the learning aids and the interactive/explore approach that you embedded in everything. Thank you all too for your kindness and patience. It made the families feel very comfortable and wanted”.

(Refugee Action, Nocturnal Animals session)

We have loved the outdoor session, so much to do and such a lovely, supportive atmosphere. I really appreciate the thought put into everything and the range of activities. Thank you for including our son's older sibling. It's great we can all come together as a family. It's a very special place.

(Skylarks, Holiday session)



Public/Families Programme

During the year we held 3 public drop in events aimed at families, at different venues within Richmond Park – in total 252 learners (147 children and 105 adults) attended. We joined forces with The Royal Parks Help Nature Thrive team and the Friends of Richmond Park for each event. Through our activities The Holly Lodge Centre aimed to educate visitors about the fascinating world that emerges after dark and nocturnal animal's extraordinary senses and challenged our visitors to test their own sight, smell, touch and hearing. This free pop-up event was a hit with the families who dropped by as there really was something for everyone to engage with and enjoy.

**Challenges and Opportunities:**

During 2025/26 The Holly Lodge Centre will move into temporary facilities to accommodate building and refurbishment works. Whilst this represents a time of upheaval and change, we look forward to continuing to develop and deliver our sessions from adapted locations and coming back to refreshed and revitalised spaces in Autumn 2025.

The year ahead will also see:

- Delivery of the final stage of Green Futures sessions in Richmond Park and working with partners to develop a legacy from the project.
- Development of our Gardening programme and sessions that increase use of our Kitchen Garden
- Continuation of schemes to support more deprived schools and SEND schools and groups to access through school and transport bursaries.
- Work to enhance our outside spaces for visitors with more profound and severe learning needs.

Financial review

Total income for the year was £161k, representing a 10% increase compared with the previous year. This growth was driven primarily by higher income from grants and events. While income from educational activities was lower, this was offset by targeted grants from the Royal Parks to support specific educational sessions.

As we prepare to deliver an expanded programme of activities, we are also planning to broaden our fundraising appeal. We are pleased to welcome two new trustees, whose expertise in marketing, promotion, and fundraising will be invaluable in supporting these ambitions.

Total costs rose, largely due to increased staff costs, reflecting our investment in strengthening administration to support future growth.

Funds and reserves policy

The Board of Trustees has reviewed the reserves policy in line with Charity Commission guidance. As at year-end, total reserves, all of which were unrestricted, stood at £98k. The Trustees consider this level to be sufficient to ensure The Holly Lodge Centre can continue operating as a going concern, providing financial stability and flexibility to meet ongoing commitments and unforeseen needs.

Risk management

The Charity maintains a risk register which identifies the key risks and how these are managed. The Trustees review and approve this document annually.

Every educational activity has a current risk assessment, which is reviewed on a regular basis. In addition, there are policies and procedures for more general matters such as health and safety and safeguarding.

Public benefit

The Trustees confirm that they have paid due regard to the guidance on public benefit published by the Charity Commission. They are of the opinion that the activities of the Charity provide public benefit within the spirit of that guidance.

Responsibility of Trustees

The Charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

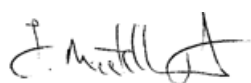
- (a) ensuring that the Charity keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006: and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Independent Examiner

Mary Ryan (Chartered Certified Accountant and Registered Auditor) has been appointed as the Charity's Independent Examiner for the year and has expressed her willingness to act in that capacity.

Approval

Approved by the Trustees on 25th September 2025 and signed on their behalf by:



James Middlehurst – Chairman

Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2025 set out on pages 11 to 17.

Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the Independent Examiner's report

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

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of 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)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mary Ryan

Mary Ryan FCCA, DChA, Cert FPS
Ark Accountancy Limited
56-58 High Street
Ewell, Surrey
KT17 1RW

24/2/2025

Statement of financial activities for the year ended 31 March 2025

		2025	2024		
	Unrestricted	Restricted	Total this	Total last	
	funds	income	year	year	
Note	£	funds	£	£	£
Income and endowments from:					
Donations and grants	3	47,841	63,741	111,582	92,631
Fundraising events	4	24,908	-	24,908	21,302
Investment income	5	1,252	-	1,252	626
Educational activities	6	23,362	-	23,362	31,749
		<hr/>	<hr/>	<hr/>	<hr/>
Total income		97,363	63,741	161,104	146,308
Expenditure on:					
Educational activities		72,162	66,763	138,925	122,490
Fundraising and event costs		32,978	-	32,978	34,701
1		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure	7	105,140	66,763	171,903	157,191
		<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds		(7,777)	(3,022)	(10,799)	(10,883)
Total funds brought forward		105,874	2,944	108,818	119,701
Transfer of funds		(78)	78	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		98,019	-	98,019	108,818
		<hr/>	<hr/>	<hr/>	<hr/>

The notes on the following pages form part of these accounts.

The above results derive from continuing activities. There were no other recognised gains or losses other than those stated above.

Balance sheet as at 31 March 2025

	Note	2025	2024	
			£	£
Fixed assets				
Tangible fixed assets	8	-	-	
		<hr/>	<hr/>	
		-	-	
Current assets				
Debtors	9	17,146	37,079	
Cash at bank and in hand		96,123	82,015	
		<hr/>	<hr/>	
		113,269	119,094	
Creditors falling due within one year				
Deferred income		10,799	1,500	
Creditors and accrued expenditure	10	4,451	8,776	
		<hr/>	<hr/>	
		15,250	10,276	
		<hr/>	<hr/>	
Net current assets		98,019		108,818
		<hr/>	<hr/>	
Total net assets		98,019		108,818
		<hr/>	<hr/>	
Funds				
Unrestricted funds				
General		36,519	44,374	
Designated		61,500	61,500	
		<hr/>	<hr/>	
		98,019		105,874
Restricted funds				
IT and related		-	-	
Transport		-	2,944	
Other		-	-	
		<hr/>	<hr/>	
		-		2,994
		<hr/>	<hr/>	
Total funds	11	98,019		108,818
		<hr/>	<hr/>	

The notes on the following pages form part of these accounts.

Approved by the Trustees on 25th September 2025 and signed on their behalf by:



James Middlehurst - Chairman

Notes to the accounts

1. Accounting policies

- a. The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with 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) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.
- b. The charity has taken advantage of the disclosure exemption to prepare a cash flow in preparing these financial statements, as permitted by FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.
- c. All income is recognised in the statement of financial activities when the Charity is legally entitled to the income, there is certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred as necessary when the donor specifies that the income must only be used in future accounting periods or when the donor has imposed conditions which must be met before the Charity has unconditional entitlement.
- d. Resources expended are accounted for on the accruals basis and are allocated to the particular activity to which they directly relate. Expenditure which does not directly relate to a specific activity is allocated to activities on a basis consistent with the use of resources.
- e. Tangible fixed assets are capitalised where the purchase price is £2,500 or more. Such assets are depreciated on a straight-line basis to write off the cost of each asset over its estimated useful economic life. The rates currently in use are:
- *Garden furniture* *five years*
 - *Office equipment* *three years*
 - *Other assets* *three years*
- f. Gift Aid is recognised in the accounting period in which the claim is made and funds have been received from HMRC.
- g. The Charity has restricted and unrestricted funds. Restricted funds can be used only for specific purposes within the objects of the Charity, as defined by donors or when funds are raised for a specific purpose. Unrestricted funds can be used in accordance with charitable objectives at the discretion of the Trustees. Part of the unrestricted funds has been designated by the Trustees for the purposes of specifically identified projects (see funds and reserves policy on page 16).

2. Taxation

The Trustees are of the opinion that the Charity is exempt from Corporation Tax on its charitable activities.

3. Donations and grants

	2025	2024
	£	£
Restricted grants	63,741	45,075
Unrestricted grants	40,436	37,315
Gifts and donations, including Gift Aid	7,405	10,241
	<hr/>	<hr/>
Total donations and legacies	111,582	92,631
	<hr/>	<hr/>

Notes to the accounts (continued)**4. Fundraising events**

	2025 £	2024 £
Income raised from ticket sales and other event income	24,908	21,302

5. Investment income

	2025 £	2024 £
Bank interest	1,252	626

6. Educational activities

	2025 £	2024 £
Income generated by visitors attending educational activities	23,362	31,749

7. Total expenditure

	Educational activities	Fund- raising	Total 2025 £	Total 2024 £
Activity costs	7,396	-	7,396	4,944
Cost of events	-	7,137	7,137	7,553
Marketing	-	1,404	1,404	5,136
Payroll	121,060	21,363	142,423	125,740
Volunteer expenses	1,251	-	1,251	1,021
Training	-	-	-	193
IT costs	-	-	-	2,022
Repairs and maintenance	805	269	1,074	769
Office costs	6,661	2,221	8,882	6,020
Professional fees	467	155	622	1,456
Finance charges	630	210	840	1,480
Trustee expenses	25	9	34	13
Independent examination fees	630	210	840	844
Total expenditure	138,925	32,978	171,903	157,191

Notes to the accounts (continued)

8. Tangible fixed assets

	IT equipment £	Garden equipment £	Office equipment £	Other assets £	Total £
Cost					
At 1 April 2024	5,923	3,156	8,061	12,101	29,241
Additions/(disposals)	-	-	-	-	-
At 31 March 2025	5,923	3,156	8,061	12,101	29,241
Depreciation					
At 1 April 2024	5,923	3,156	8,061	12,101	29,241
Charge for the year	-	-	-	-	-
At 31 March 2025	5,923	3,156	8,061	12,101	29,241
Net book value					
At 31 March 2025	-	-	-	-	-
At 31 March 2024	-	-	-	-	-

Tangible fixed assets have been fully depreciated but are still in use by the Holly Lodge Centre on a daily basis, with appropriate maintenance.

9. Debtors

	2025 £	2024 £
Debtors	16,306	33,013
Other debtors	840	4,066
Total debtors	17,146	37,079

10. Creditors

	2025 £	2024 £
Accounts payable	2,399	7,434
Accruals	2,052	1,041
Other creditors	-	301
Total creditors	4,451	8,776

Notes to the accounts (continued)

11. Movement in funds

	At 1 April 2024 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2025 £
Unrestricted funds					
General funds	44,374	97,363	105,140	(78)	36,519
Designated funds	61,500	-	-	-	61,500
Total unrestricted funds	105,874	97,363	105,140	(78)	98,019
Restricted funds					
IT and related	-	-	-	-	-
Transport	2,944	-	2,944	-	-
Other	-	63,741	63,819	78	-
Total restricted funds	2,944	63,741	66,763	78	-
Total funds	108,818	161,104	171,903	-	98,019

12. Analysis of net assets between funds

As at 31 March 2025

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	17,146	-	17,146
Cash at bank and in hand	96,123	-	96,123
Current liabilities			
Creditors	4,451	-	4,451
Deferred income	10,799	-	10,799
Net current and total assets	98,019	-	98,019

As at 31 March 2024

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	37,079	-	37,079
Cash at bank and in hand	79,071	2,944	82,015
Current liabilities			
Creditors	8,776	-	8,776
Deferred income	1,500	-	1,500
Total assets	105,874	2,944	108,818

Notes to the accounts (continued)

13. Related parties

The Holly Lodge Centre was founded in 1994 as part of The Royal Parks education programme. Its aim was to provide an inspirational space to experience Richmond Park. It became a separate charity in 1999 but maintains a close relationship with The Royal Parks and operates in and from land and buildings managed by The Royal Parks. That property is occupied under a licence under which a notional rent is paid (which also covers services provided). The Trustees recognise that the value to the Charity of the occupation exceeds the notional rent. Due to the unique nature of the property, however, it has not been possible to attribute a value in the accounts. The Trustees would like to express their thanks to The Royal Parks for this continuing and essential support.

14. Trustees

The Trustees who served throughout the year are listed on page 1. No Trustee received remuneration during the year (2024: nil). Expenses amounting to £nil were reimbursed to Trustees (2024: £0).

15. Employees

No employee received emoluments in excess of £60,000 during the period (2024: nil). The average number of people employed during the period was:

	2025	2024
Full-time equivalent	2.8	2.6
Employee costs were:		
	2025	2024
	£	£
Salaries	126,452	110,757
Social security costs	5,114	5,144
Pension contributions	10,857	9,839
	<hr/>	<hr/>
Total employee costs	142,423	125,740
	<hr/>	<hr/>

16. Pension schemes

The Charity operated a money purchase occupational pension scheme with the Smart Pension. This is open to all employees.

17. Volunteers

The Trustees recognise the invaluable support of its volunteers, without whose work the Charity could not operate. Expenses amounting to £1,251 were incurred in respect of, or reimbursed to, volunteers, of which £829 were spent on CRB checks. (2024 £1,021). During the period under review volunteers worked over 5,000 hours.

HOLLY LODGE CENTRE

England & Wales - Charity number 1076741

Accounts



a special place for learning

THE HOLLY LODGE CENTRE

a charitable company limited by guarantee

Charity No: 1076741 - Company No: 3663780



Annual report and accounts for the year ended 31 March 2024



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Reference and administrative information

Registered charity number	1076741	
Registered company number	3663780	(England and Wales)
Registered office	Holly Lodge Richmond Park Richmond-Upon-Thames Surrey TW10 5HS	
Royal Patron	HRH Princess Alexandra	
Trustees/Directors	A Blessley (Secretary) A Dennez (Treasurer) R Hall R Hillyer R Holmes J Middlehurst (Chairman) A Roberts R Scalzo	<i>(resigned 17 March 2024)</i> <i>(appointed 16 October 2023)</i> <i>(resigned 16 October 2023)</i>
Company Secretary	A Blessley J Walsh	<i>(resigned 17 March 2024)</i> <i>(appointed 10 May 2024)</i>
Bankers	Barclays Bank plc 8 George Street Richmond-Upon-Thames Surrey TW10 1JU	
Independent Examiner	Mary Ryan FCCA DChA Ark Accountancy Limited Chartered Certified Accountant 31 Cheam Road Ewell Epsom Surrey KT17 1QX	
Solicitors	Russell-Cooke LLP 2 Putney Hill London SW15 6AB	
Website	www.thehollylodgecentre.org.uk	

Trustees' Annual Report

The Trustees, who are also Directors for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 31 March 2024. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Charity's Memorandum and Articles of Association and 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).

Structure, governance and management

The Holly Lodge Centre is a company limited by guarantee, as defined by the Companies Act 2006. It was incorporated on 6 November 1998 and registered as a charity on 26 July 1999. It is governed by a Memorandum and Articles of Association. As a charity, in the opinion of the Trustees, it complies with the provisions of Section 60 of the Companies Act 2006, which exempts it from the requirement to end its name with "Limited". Throughout this report it will be referred to as "the Charity".

The Charity does not have any share capital. In the event of the Charity being wound up, its members, who are its Trustees, are required to contribute an amount not exceeding £10 each. The Charity is regulated by the Charity Commission.

Trustees

Responsibility for the governance of the Charity resides with the Trustees. Under a rotation policy introduced in 2015/16, Trustees serve a three-year term, with a maximum of three terms (i.e. nine years). Trustee meetings are held quarterly.

Employees

We have a small staff team, which consists of the full time equivalent of 2.6 members of staff. During the year Anna King, the Centre Manager, resigned and the trustees are grateful for her outstanding leadership of the Centre over the last ten years. At the year end the Centre was managed by Alex Sharp (Job share - Centre Manager) and Sarah Clark (Job share – Centre Manager, currently on maternity leave and covered by Jaime Walsh).

The Centre's staff team bring the combined benefits of many years' experience of working with disabled children, vulnerable families and classroom teaching.

Volunteers

The Centre was also supported by over 75 volunteers who deliver most of the education activities (many are former teachers), organise fundraising events, develop relationships with donors, manage marketing and communications and do much of the administration and facilities maintenance. The volunteers, who have considerable expertise and knowledge, are included in all the management groups in the Centre, giving opportunities for input and feedback into the Centre's development and service. Many have been with the Centre for over five years.

During the year, volunteers donated over 4,000 hours of work. This equates to approximately 2 full-time roles: an equivalent donation in excess of £50,000 (calculated using the London Living Wage).

Training

A programme of training is in place for staff and volunteers to ensure that a consistently high standard of education delivery takes place. The programme includes safeguarding and health and safety and the Centre has detailed policies for both of these and other areas.

Aims and objectives

The Charity's object is to advance the education of the public and in particular those members of the public who have learning difficulties or other special needs, in subjects such as the environment and history especially in relation to Richmond Park. It welcomes children from both specialists SEND schools and mainstream schools and has visits from schools and groups from surrounding London boroughs and parts of Surrey.

Annual Education Report 2023-2024

The Holly Lodge Centre is a unique education centre, on the site of an 18th century farm. We have been the learning partner for The Royal Parks in Richmond Park since 1994.

The Centre offers visitors close encounters with the diverse wildlife, flora and distinct heritage of the park. Our aim has always been to increase access for all to Richmond Park and we specialise in working with children and adults with disabilities. The Centre provides interactive opportunities for all primary school children to meet the requirements of the National Curriculum in science, geography and history. Additionally, every learning session we offer can be tailored to meet the needs of children from specialist schools for children with special educational needs and disabilities (SEND), both primary and secondary. All our facilities and teaching sessions are adapted for use by visitors with disabilities and groups of all ages and abilities are welcome. We continue to hold the Learning Outside the Classroom Quality Badge and have also been awarded the Queen's Award for Voluntary Service.

During this financial year, our education provision and bookings were at full capacity once again, having made a complete recovery from the issues faced during the pandemic.



Highlights

- This year we delivered a total of 312 workshops to 6,990 learners. This included 5,000 children and 1,990 adults (including adults with learning disabilities, older people, carers, parents and teachers). This equated to 13,980 total learner hours.
- We take feedback from every workshop that we deliver and our satisfaction rating for this year was 100% (this was from learners who reported their experience as having met or exceeded their expectations).
- We held a new Nocturnal Animals workshop for Clarendon House, a local special needs school. Our classroom was transformed into a nighttime scene and a magical storyteller brought nocturnal animals to life through sounds and senses.
- We held workshops as part of our Christmas Programme. These were attended by 185 participants and accompanied by 114 carers.
- This year we launched our new Richmond Park in World War II workshop aimed at key stage 2 children, trailing it successfully at a local school and launching it more widely.
- We have increased the amount of Reminiscence workshops, offering one off sessions to care home and community groups.
- This year we developed relationships with two new schools – Blossom House, a special needs secondary school and Malden Oaks, a Pupil Referral Unit, delivering a total of 24 workshops to pupils, many of which were fully funded and free to the schools through our Bursary Scheme funded by Royal Parks USA
- Many of our workshops are delivered by our wonderful local volunteers. This year we held a new recruitment round and a new batch of education volunteers were taken through their paces at a training day. We couldn't do our work without the support of our 75 volunteers.

Education Delivery - schools programme

At The Holly Lodge Centre our school programme is delivered to both mainstream and schools for children with special educational needs and disabilities (SEND).

In total we delivered 224 workshops to school groups in this financial year, to 5,144 learners and 68 different schools. Classes travelled to the Centre from 15 different boroughs in London and the surrounding counties. Our school programme delivery is split into two parts, mainstream schools and specialist schools for children with disabilities.

We offer a variety of workshops across the year including birds, gardening, general nature trails, invertebrates, living things, plants, pond dipping, Victorian servants academy, "then and now" Victorian school and WWI in Richmond Park.



Specialist schools for children with special educational need and disability (SEND)

Over this year, 12 different SEND schools made 63 visits to the Centre from boroughs around London. In total 754 learners from specialist SEND schools and colleges had bespoke workshops delivered by our team. We delivered to a range of different schools, with huge variance in the needs of their pupils. Our visitors included schools for children with profound and multiple disabilities (PMLD), severe learning disabilities (SLD), moderate learning disabilities (MLD), schools for children with autism spectrum disorders, schools for pupils with social, emotional and mental health difficulties (SEMH) and pupil referral units. Many of these specialist classes attending the Centre have very small class sizes with as few as 3 pupils in the group. Teachers at specialist SEND schools repeatedly tell us how difficult it is to find venues for learning trips for their pupils, where their needs are catered for, and where they are safe. The Holly Lodge Centre is unique in its delivery of this specialised and bespoke work.

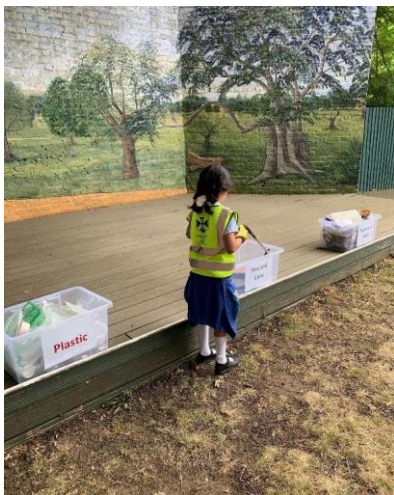
We delivered 20 free outdoor sessions to school children with SEND for The Royal Parks Help Nature Thrive project, funded by the People’s Postcode Lottery. These sessions were based around the amphibians living in the park, bringing the lifecycles of frogs, toads and newts to life for these pupils.

This year we delivered 17 free workshops as part of the Royal Parks USA funded bursary scheme. This scheme enabled us to establish new relationships with a Pupil Referral Unit and a local SEND school, who had previously not accessed The Holly Lodge Centre.

Quotes from schools:

"I loved pond dipping and I found a tadpole and some sea snails and beetles and I loved making the nests because we get to get messy and getting messy is the best! Holly Lodge is the best!"

"Holly Lodge is magical with the experiences you provide for our pupils. The range of activities engage all pupils, from the sensory storytelling, to the nature trail with a range of multisensory activities to really bring to life the experiences which pupils can recall and talk about for a long time afterwards."



Community Programme

Community engagement is at the core of the work that we do at The Holly Lodge Centre, reaching out to ensure access to Richmond Park for all. This year we delivered 78 workshops as part of our community programme, to a total of 654 learners (including 246 children).

In the school holidays we worked with local organisations to bring children, who would not have had the chance to visit Richmond Park, into the Centre for activity days. This year during the Easter and Summer holidays we were joined by: Children with disabilities and their siblings and parents, supported by local charity, Skylarks; Young people with autism and social/communication difficulties working with Knots Arts; Children with disabilities supported by Richmond and Kingston Children’s services (Achieving for Children); and Young Carers Groups from various neighbouring boroughs.

We also worked with elderly groups, care homes and adults with learning disabilities, delivering a weekly arts group, a 6 week arts reminiscence programme and one-off bespoke Reminiscence workshops, focussing on art, nature and the history of the park and area delivered to those at various stages of Dementia.



Public Programme

During the year we participated in 8 public drop in events aimed at families, at different venues within Richmond Park – helping to reach in total 1,192 learners (624 children and 568 adults). We joined forces with The Royal Parks Help Nature Thrive team and the Friends of Richmond Park for each event. We were also involved in the Richmond Park Open Day in September 2023 – a celebration of the park, joined by many park partners and where we provided activities for children and families who attended the day.



Challenges and Opportunities:

- During 2023/24 we have experienced a reducing number of volunteer hour contributions. We will need to address this challenge in order to continue to deliver our extensive range of workshops.
- During 2024/25 we hope to achieve confirmation of plans to build a new toilet block. Once built the additional facilities could enable us to double our capacity of workshops, in particular developing further secondary KS3 sessions.
- During 2024/25 we also hope to finalise plans for treatment of the subsidence issues facing our main teaching building and classroom.

Plans for 2024- 2025

We are looking forward to another busy year in 2024 - 2025. The Holly Lodge Centre team will be;

- Reaching out to schools in deprived areas to provide free or reduced-price workshops as part of The Royal Parks School Bursary scheme, Year 2.
- Delivering a further 6-month reminiscence project for older people affected by dementia and expanding our offer for Care Homes
- Expanding our offer to include more secondary school pupils attending pupil referral units and working with The Royal Parks Green Futures team to roll out the Green Futures project in Richmond Park
- Developing some new KS2 workshops
- Engaging more with the Alton Estate, Roehampton
- Offering a work experience placement for a young person with Autism.
- Expanding our offer for a local deaf and blind school
- Reviewing and publishing an updated strategy
- Celebrating our 30th Anniversary

Financial review

Total income of £146,308 was £7,594 higher than the previous year, with higher visitor income (up £4,696) and Donations/Grants (up £7,158) than the previous year. The Centre receives no central or local government direct funding. The Trustees are very grateful to the Centre's donors and supporters for their continued generosity during the year.

Total expenditure, at £157,191 was £27,003 higher than the previous year mainly because of increases in salaries and the cost of the new website.

As set out in note 7 to the accounts, fundraising costs amounted to £34,701 or about 22% of total costs (2023: £23,970 or 18%). Fundraising costs in the year includes time spent by the Centre Managers and other staff on fundraising. The management of events and other fundraising is dependent on volunteers.

Funds and reserves policy

Total funds at the end of the year were £108,818 (2023 £119,701) of which £2,944 (2023: £14,891) is restricted funds and £105,874 (2023: £104,810) unrestricted funds. Unrestricted funds comprise designated reserves of £61,500 (2023: £61,500) to reflect premises and other contingencies in the unlikely event of the Centre's closure and general unrestricted reserves of £44,374 (2023: £43,310).

The balance of free reserves represents 3.5 months (2023: 3.3 months) of the total relevant expenditure for the year. This level is not in line with their policy of holding reserves of no less than six months, and no more than twelve months of operating expenditure. However, the Trustees do not see this as being of immediate concern.

Trustees' annual report (continued)

Risk management

The Charity maintains a risk register which identifies the key risks and how these are managed. The Trustees review and approve this document annually.

Every educational activity has a current risk assessment, which is reviewed on a regular basis. In addition, there are policies and procedures for more general matters such as health and safety and safeguarding.

Public benefit

The Trustees confirm that they have paid due regard to the guidance on public benefit published by the Charity Commission. They are of the opinion that the activities of the Charity provide public benefit within the spirit of that guidance.

Responsibility of Trustees

The Charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

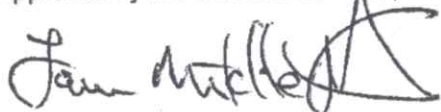
- (a) ensuring that the Charity keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006: and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Independent Examiner

Mary Ryan (Chartered Certified Accountant and Registered Auditor) has been appointed as the Charity's Independent Examiner for the year and has expressed her willingness to act in that capacity.

Approval

Approved by the Trustees on 14 Nov 2024 and signed on their behalf by:



James Middlehurst – Chairman

Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2024 set out on pages 11 to 17.

Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the Independent Examiner's report

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

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of 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) have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mary Ryan

Mary Ryan FCCA, Cert PFS
Ark Accountancy Limited
Chartered Certified Accountant
31 Cheam Road, Ewell
Epsom, Surrey
KT17 1QX

Date

15/11/24

Statement of financial activities for the year ended 31 March 2024

		2024	2023		
	Unrestricted	Restricted			
	funds	income	Total this		
	£	funds	year		
Note		£	£		
			Total last		
			year		
			£		
Income and endowments from:					
Donations and grants	3	47,556	45,075	92,631	85,473
Fundraising events	4	21,302	-	21,302	25,822
Investment income	5	626	-	626	366
Educational activities	6	31,749	-	31,749	27,053
		<hr/>	<hr/>	<hr/>	<hr/>
Total income		101,233	45,075	146,308	138,714
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on:					
Educational activities		65,468	57,022	122,490	106,218
Fundraising and event costs		34,701	-	34,701	23,970
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure	7	100,169	57,022	157,191	130,188
		<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds		1,064	(11,947)	(10,883)	8,526
Total funds brought forward		104,810	14,891	119,701	111,175
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		105,874	2,944	108,818	119,701
		<hr/>	<hr/>	<hr/>	<hr/>

The notes on the following pages form part of these accounts.

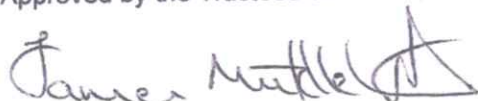
The above results derive from continuing activities. There were no other recognised gains or losses other than those stated above.

Balance sheet as at 31 March 2024

	Note	2024 £	£	2023 £	£
Fixed assets					
Tangible fixed assets	8	-		-	
Current assets					
Debtors	9	37,079		33,560	
Cash at bank and in hand		82,015		106,711	
		119,094		140,271	
Creditors falling due within one year					
Deferred income		1,500		18,563	
Creditors and accrued expenditure	10	8,776		2,007	
		10,276		20,570	
Net current assets			108,818		119,701
Total net assets			108,818		119,701
Funds					
Unrestricted funds					
General		44,374		43,310	
Designated		61,500		61,500	
			105,874		104,810
Restricted funds					
IT and related		-		14	
Transport		2,944		3,640	
Other		-		11,237	
			2,944		14,891
Total funds	11		108,818		119,701

The notes on the following pages form part of these accounts.

Approved by the Trustees on 14 November 2024 and signed on their behalf by:



James Middlehurst - Chairman

Notes to the accounts

1. Accounting policies

- a. The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with 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) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.
- b. The charity has taken advantage of the disclosure exemption to prepare a cash flow in preparing these financial statements, as permitted by FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.
- c. All income is recognised in the statement of financial activities when the Charity is legally entitled to the income, there is certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred as necessary when the donor specifies that the income must only be used in future accounting periods or when the donor has imposed conditions which must be met before the Charity has unconditional entitlement.
- d. Resources expended are accounted for on the accruals basis and are allocated to the particular activity to which they directly relate. Expenditure which does not directly relate to a specific activity is allocated to activities on a basis consistent with the use of resources.
- e. Tangible fixed assets are capitalised where the purchase price is £2,500 or more. Such assets are depreciated on a straight-line basis to write off the cost of each asset over its estimated useful economic life. The rates currently in use are:
 - *Garden furniture* *five years*
 - *Office equipment* *three years*
 - *Other assets* *three years*
- f. Gift Aid is recognised in the accounting period in which the claim is made and funds have been received from HMRC.
- g. The Charity has restricted and unrestricted funds. Restricted funds can be used only for specific purposes within the objects of the Charity, as defined by donors or when funds are raised for a specific purpose. Unrestricted funds can be used in accordance with charitable objectives at the discretion of the Trustees. Part of the unrestricted funds has been designated by the Trustees for the purposes of specifically identified projects (see funds and reserves policy on page 10).

2. Taxation

The Trustees are of the opinion that the Charity is exempt from Corporation Tax on its charitable activities.

3. Donations and legacies

	2024	2023
	£	£
Restricted grants	45,075	35,500
Unrestricted grants	37,315	23,100
Gifts and donations, including Gift Aid	10,241	26,873
	<hr/>	<hr/>
Total donations and legacies	92,631	85,473
	<hr/>	<hr/>

Notes to the accounts (continued)**4. Fundraising**

	2024 £	2023 £
Income raised from ticket sales and other event income	21,302	25,822

5. Investment income

	2024 £	2023 £
Bank interest	626	366

6. Educational activities

	2024 £	2023 £
Income generated by visitors attending educational activities	31,749	27,053

7. Total expenditure

	Educational activities	Fund- raising	Total 2024 £	Total 2023 £
Activity costs	4,944	-	4,944	11,823
Cost of events	-	7,553	7,553	6,468
Marketing	-	5,136	5,136	387
Payroll expenses	106,879	18,861	125,740	101,132
Volunteer expenses	1,021	-	1,021	1,893
Training	193	-	193	703
IT costs	1,516	506	2,022	114
Repairs and maintenance	577	192	769	341
Office costs	4,515	1,505	6,020	5,861
Professional fees	1,092	364	1,456	425
Finance charges	1,110	370	1,480	341
Trustee expenses	10	3	13	-
Independent examination fees	633	211	844	700
Total expenditure	122,490	34,701	157,191	130,188

Notes to the accounts (continued)

8. Tangible fixed assets

	IT equipment £	Garden equipment £	Office equipment £	Other assets £	Total £
Cost					
At 1 April 2023	5,923	3,156	8,061	12,101	29,241
Additions/(disposals)	-	-	-	-	-
At 31 March 2024	5,923	3,156	8,061	12,101	29,241
Depreciation					
At 1 April 2023	5,923	3,156	8,061	12,101	29,241
Charge for the year	-	-	-	-	-
At 31 March 2024	5,923	3,156	8,061	12,101	29,241
Net book value					
At 31 March 2024	-	-	-	-	-
At 31 March 2023	-	-	-	-	-

Tangible fixed assets have been fully depreciated but are still in use by the Holly Lodge Centre on a daily basis, with appropriate maintenance.

9. Debtors

	2024 £	2023 £
Debtors	33,013	31,075
Other debtors	4,066	2,485
Total debtors	37,079	33,560

10. Creditors

	2024 £	2023 £
Accounts payable	7,434	1,433
Accruals	1,041	574
Other creditors	301	-
Total creditors	8,776	2,007

Notes to the accounts (continued)

11. Movement in funds

	At 1 April 2023 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2024 £
Unrestricted funds					
General funds	43,310	101,233	100,169	-	44,374
Designated funds	61,500	-	-	-	61,500
Total unrestricted funds	104,810	101,233	100,169	-	105,874
Restricted funds					
IT and related	14	-	14	-	-
Transport	3,640	-	696	-	2,944
Other	11,237	45,075	56,312	-	-
Total restricted funds	14,891	45,075	57,022	-	2,944
Total funds	119,701	146,308	157,191	-	108,818

12. Analysis of net assets between funds

As at 31 March 2024

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	34,079	-	37,079
Cash at bank and in hand	79,071	2,944	82,015
Current liabilities			
Creditors	8,776	-	8,776
Deferred income	1,500	-	1,500
Net current and total assets	105,874	2,944	108,818

As at 31 March 2023

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	33,560	-	33,560
Cash at bank and in hand	91,820	14,891	106,711
Current liabilities			
Creditors	2,007	-	2,007
Deferred income	18,563	-	18,563
Total assets	104,810	14,891	119,701

Notes to the accounts (continued)

13. Related parties

The Holly Lodge Centre was founded in 1994 as part of The Royal Parks education programme. Its aim was to provide an inspirational space to experience Richmond Park. It became a separate charity in 1999 but maintains a close relationship with The Royal Parks and operates in and from land and buildings managed by The Royal Parks. That property is occupied under a licence which was renewed on 4 June 2015 and under which a notional rent is paid (which also covers services provided). The licence expired on 1 June 2020 and was renewed for a further five years. The Trustees recognise that the value to the Charity of the occupation exceeds the notional rent. Due to the unique nature of the property, however, it has not been possible to attribute a value in the accounts. The Trustees would like to express their thanks to The Royal Parks for this continuing and essential support.

14. Trustees

The Trustees who served throughout the year are listed on page 1. No Trustee received remuneration during the year (2023: nil). Expenses amounting to £13 were reimbursed to Trustees (2023: £0).

15. Employees

No employee received emoluments in excess of £60,000 during the period (2023: nil). The average number of people employed during the period was:

	2024	2023
Full-time equivalent	2.6	2.2
Employee costs were:		
	2024	2023
	£	£
Salaries	110,757	90,123
Social security costs	5,144	3,879
Pension contributions	9,839	7,130
	<hr/>	<hr/>
Total employee costs	125,740	101,132
	<hr/>	<hr/>

16. Pension schemes

The Charity operated a money purchase occupational pension scheme with the Crystal Trust, administered by Evolve Pensions Ltd, which transferred to Smart Pension on 1 April 2024. This is open to all new employees. Contributions are also made to employees' personal pension schemes in respect of two existing employees. Those contributions are accounted for as they become payable.

17. Volunteers

The Trustees recognise the invaluable support of its volunteers, without whose work the Charity could not operate. Expenses amounting to £1,755 were incurred in respect of, or reimbursed to, volunteers (2023: £1,893).

HOLLY LODGE CENTRE

England & Wales - Charity number 1076741

Accounts



a special place for learning

THE HOLLY LODGE CENTRE

a charitable company limited by guarantee

Charity No: 1076741 - Company No: 3663780



Annual report and accounts for the year ended 31 March 2023



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Reference and administrative information

Registered charity number	1076741	
Registered company number	3663780	(England and Wales)
Registered office	Holly Lodge Richmond Park Richmond-Upon-Thames Surrey TW10 5HS	
Royal Patron	HRH Princess Alexandra	
Trustees/Directors	A Blessley (Secretary) A Dennez (Treasurer) R Hall (Treasurer) R Holmes J Middlehurst (Chairman) A Roberts R Scalzo R Hillyer	<i>(appointed 16 October 2023)</i> <i>(resigned 16 October 2023)</i> <i>(appointed 14 November 2022)</i> <i>(appointed 14 November 2022)</i>
Company Secretary	A Blessley	
Bankers	Barclays Bank plc 8 George Street Richmond-Upon-Thames Surrey TW10 1JU	
Independent Examiner	Mary Ryan FCCA DChA t/a Ark Accountancy Chartered Certified Accountant 31 Cheam Road Ewell Epsom Surrey KT17 1QX	
Solicitors	Russell-Cooke LLP 2 Putney Hill London SW15 6AB	
Website	www.thehollylodgecentre.org.uk	

Trustees' annual report

The Trustees, who are also Directors for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 31 March 2023. The previous report was for the year ended 31 March 2022. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Charity's Memorandum and Articles of Association and 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).

Structure, governance and management

The Holly Lodge Centre is a company limited by guarantee, as defined by the Companies Act 2006. It was incorporated on 6 November 1998 and registered as a charity on 26 July 1999. It is governed by a Memorandum and Articles of Association. As a charity, in the opinion of the Trustees, it complies with the provisions of Section 60 of the Companies Act 2006, which exempts it from the requirement to end its name with "Limited". Throughout this report it will be referred to as "the Charity".

The Charity does not have any share capital. In the event of the Charity being wound up, its members, who are its Trustees, are required to contribute an amount not exceeding £10 each. The Charity is regulated by the Charity Commission.

Trustees

Responsibility for the governance of the Charity resides with the Trustees. Under a rotation policy introduced in 2015/16, Trustees serve a three-year term, with a maximum of three terms (i.e. nine years). During the year, Robert Holmes and Anne Roberts were appointed as Trustees. As part of their induction they receive a copy of the Memorandum and Articles of Association, the latest annual report and financial statements, the Charity Commission guidance "The Essential Trustee" and all other relevant management papers. They also receive training in their roles and responsibilities. Trustee meetings are held quarterly.

Employees

The Centre has four employee roles, equivalent to 2.6 full-time heads (up on 2.2 in the prior year): the Centre Manager, Anna King, who manages the Centre's operations, and three Education Co-ordinators, Sarah Allgrove, Nicola d'Offay and Alexandra Sharp. Freya Ward left at the end of her maternity leave in October 2022 and we are very appreciative of her contribution to the Centre.

The Centre's staff team bring the combined benefits of many years' experience of working with disabled children, vulnerable families and classroom teaching.

Volunteers

The Centre was also supported by over 80 volunteers who deliver most of the education activities (many are former teachers), organise fundraising events, develop relationships with donors, manage marketing and communications and do much of the administration and facilities maintenance. The volunteers, who have considerable expertise and knowledge, are included in all the management groups at the Centre, giving opportunities for input and feedback into the Centre's development and service. Many have been with the Centre for over five years.

During the year, volunteers donated around 4,000 hours - much reduced on the pre-Covid 5,000 hours though up on last year's 1,179. This equates to approximately 3.0 full-time roles: an equivalent donation of approximately £60,000 (calculated using the London Living Wage).

Training

A programme of training is in place for staff and volunteers to ensure that a consistently high standard of education delivery takes place. The programme includes safeguarding and health and safety and the Centre has detailed policies for both of these and other areas.

Aims and objectives

The Charity's object is to advance the education of the public and in particular those members of the public who have learning difficulties or other special needs, in subjects such as the environment and history especially in relation to Richmond Park. It welcomes children from both specialist SEND schools

and mainstream schools and has visits from schools and groups from surrounding London boroughs and parts of Surrey.

Annual Education Report 2022-2023

The Holly Lodge Centre is a unique education centre, on the site of an 18th century farm. We have been the learning partner for The Royal Parks in Richmond Park since 1994.

The Centre offers visitors close encounters with the diverse wildlife, flora and distinct heritage of the park. Our aim has always been to increase access for all to Richmond Park and we specialise in working with children and adults with disabilities. The Centre provides interactive opportunities for all primary school children to meet the requirements of the National Curriculum in science, geography and history. Additionally, every learning session we offer can be tailored to meet the needs of children from specialist schools for children with special educational needs and disabilities (SEND), both primary and secondary. All our facilities and teaching sessions are adapted for use by visitors with disabilities and groups of all ages and abilities are welcome. We continue to hold the Learning Outside the Classroom Quality Badge and have also been awarded the Queen's Award for Voluntary Service.

During this financial year, our education provision and bookings made a full recovery from the issues faced during the pandemic. Having reached out to specialist SEND schools, mainstream schools and community groups we operated at pre-pandemic levels with bookings reaching capacity once again. We re-opened our Victorian classrooms after the Easter break, enabling us to use all our spaces and deliver our full programme of workshops once again.



Highlights

- We were finally able to re-launch our popular Victorian workshops after the pandemic. These sessions take place in our evocative pharmacy and classroom, allowing our visitors to 'travel back in time'. Primary schools flocked to come back for these sessions, and we delivered 61 heritage workshops throughout the year.
- With funding from the Royal Parks Help Nature Thrive project, we delivered a 6-month long art reminiscence project for older people living in the community and affected by early-stage dementia.
- We celebrated Earth Day with a local primary school in a deprived area. This workshop became the pilot for a new sustainability session available for mainstream primary schools which will launch next year.
- Teaching about mammals became the focus for another celebration day, with pupils from a local specialist SEND primary school for children with moderate learning disabilities. Featured during the day, alongside the learning, were drama workshops and the chance to meet some larger mammals including a dog and a horse!

This year we delivered a total of 322 workshops to 8,264 learners. This included 6,269 children and 1,995 adults (including adults with learning disabilities, older people, carers, parents and teachers). This equated to 16,528 total learner hours.

We take feedback from every workshop that we deliver and our satisfaction rating for this year was 100% (this was from learners who reported their experience as having met or exceeded their expectations).

Delivery

School programme

At The Holly Lodge Centre our school programme is delivered to both mainstream and schools for children with special educational needs and disabilities (SEND). In total we delivered 213 workshops to school groups in this financial year, to 6,696 learners and 59 different schools. Classes travelled to the Centre from 14 different boroughs in London and the surrounding counties. Our school programme delivery is split into two parts, mainstream schools and specialist schools for children with disabilities.

We offer a variety of workshops across the year including birds, gardening, general nature trails, invertebrates, living things, plants, pond dipping, Victoria servants academy, "then and now", Victorian school and WWI in Richmond Park.

Specialist SEND schools

Over this year, 15 different SEND schools visited the Centre from boroughs around London. In total 880 learners from specialist SEND schools and colleges had bespoke workshops delivered by our team. We delivered to a range of different schools, with huge variance in the needs of their pupils. Our visitors included schools for children with profound and multiple disabilities (PMLD), severe learning disabilities (SLD), moderate learning disabilities (MLD), schools for children with autism spectrum disorders, schools for pupils with social, emotional and mental health difficulties (SEMH) and pupil referral units. Many of these specialist classes attending the Centre, have very small class sizes with as few as 3 pupils in the group. Teachers at specialist SEND schools repeatedly tell us how difficult it is to find venues for learning trips for their pupils, where their needs are catered for, and where they are safe. The Holly Lodge Centre is unique in its delivery of this specialised and bespoke work.

We delivered 20 sessions to schoolchildren with SEND for The Royal Parks Help Nature Thrive project, funded by the People's Postcode Lottery. These sessions were based around the amphibians living in the park, bringing the lifecycles of frogs, toads and newts to life for these pupils.



On Friday mornings during the growing season, sixth form pupils from a local school for pupils with SLD, joined us for gardening sessions. The pupils sowed, tended and harvested produce that they took back to

school for use in their pupil run café. Over the term we observed the growth not just in the horticultural skills of these pupils, but also their confidence levels. Funding towards this project was provided by the Worshipful Company of Gardeners.

During November and December, we offered sensory Christmas workshops to schools for children with SEND, looking at the role the natural world plays in our festive celebrations. The pupils enjoyed time on the natural trail taking part in sensory activities and then warmed up in our Victorian classroom, decorating the Christmas tree and using natural spices to make gingerbread. In total we delivered 21 workshops, attended by 124 children with disabilities from schools across London.

"A very well paced session that got the most out of our pupils - a variety of 'quick five'/sensory activities that linked into the curriculum and the pupils' sensory needs. Fantastic crew/helpers, a great site and we are so VERY happy to be back at Holly Lodge." Specialist SEND school

"All the staff and volunteers were very helpful and calm. Everyone went out of their way to make us welcome and the visit was such a success. Thank you to Anna, Nicky and the volunteers who helped us all so well." Specialist SEND school



Mainstream schools

We offer a wide variety of workshops for mainstream primary schools, focusing on the science and history areas of the national curriculum. Over the year we delivered 133 mainstream school workshops, to a total of 5316 learners. That's a lot of pond dipping!

Ensuring access to outdoor learning for all – with funding from the Barbara Ward Children's Trust and the Co-op, we were able to offer 14 free workshops to schools with high numbers of pupils qualifying for the government's pupil premium. This meant reaching out to schools who otherwise could not afford to bring their pupils to Richmond Park.

We also hosted the LBRuT Junior Citizen programme, which works to reduce child deaths and educates Year 6 pupils on CPR, safe road crossing, using public transport and much more.

"Fantastic! We had the best time and learnt so much! The process was very smooth and the whole afternoon was amazing." Mainstream primary school

"Very engaging and educational. Practical and hands on." Mainstream primary school



Community Programme

Community engagement is at the core of the work that we do at the Holly Lodge Centre, reaching out to ensure access to Richmond Park for all. This year we delivered 76 workshops as part of our community programme, to a total of 962 learners (including 441 children)

Children and Families

In the school holidays we worked with local organisations to bring children, who wouldn't have the chance to visit Richmond Park, into the Centre for activity days. This year during the Easter and Summer holidays we were joined by:

- Young Carers from Hounslow, Richmond, Kingston and Merton
- Children who had recently arrived from Ukraine, supported by Refugee Action
- Children with disabilities and their siblings and parents, supported by local charity, Skylarks
- Young people with autism and social/communication difficulties working with Knots Arts
- Children with disabilities supported by Richmond and Kingston Children's services (Achieving for Children)

"Really fantastic activities and resources. All children were able to engage. Jelly, bubble blowers, parachutes, floor painting, mint planting - all amazing!" Achieving for Children

"Very well organised, friendly and helpful team. Great activities, everyone thoroughly enjoyed. Thank you" Kingston Young Carers



Adults

We run a weekly art group for adults with learning disabilities throughout the year. Using nature as a creative starting point, the group use a variety of media to create 2D and 3D artworks.

The reminiscence project expanded this year, as alongside our workshop programme, we delivered a six-month art reminiscence programme for older people with early-stage dementia who are living in our local community. The group visited once a month for 6 months and took part in seasonally focused nature-based art tasks. The final visit included a star turn from a musician with a ukulele and became a knees up!

Additionally, we ran workshops for community organisations supporting adults, including carers from Richmond Mind and adults supported by local charity, Shepherds Star.

“The workshops can have a transformative effect on our residents whether residential or dementia residents. The workshops touch on the sensory skills of sight, sound, and smell combined with improving fine motor skills combined with the additional benefit of memory conversations about childhoods past, or family trips taken.” Care UK



Public Programme

During the year we held 5 public drop in events aimed at families, at different venues within Richmond Park – in total 606 learners (275 children and 331 adults). We joined forces with The Royal Parks Help Nature Thrive team and the Friends of Richmond Park, for each event. We celebrated trees, the Royal Jubilee and the Queens Green Canopy. We also delivered a public event specifically aimed at families caring for disabled children during the summer holidays.



Plans 2023/2024

We are looking forward to another busy year in 2023 - 2024, with our larger staff team enabling us to reach more children and adults for whom the park is inaccessible. The Holly Lodge Centre team will be:

- Reaching out to schools in deprived areas to provide free or reduced-price workshops as part of The Royal Parks school bursary scheme.
- Delivering a further 6-month reminiscence project for older people affected by dementia.
- Expanding our offer to include secondary school pupils attending pupil referral units.
- Launching our new sustainability workshop and mammals' workshop.

Strategy review

The Trustees continue to keep the Centre's strategy under review and wish to continue to grow the level of activity to meet demand.

To achieve this we need to ensure we have enough volunteers, without whom we cannot operate, to deliver sessions and administer the charity's affairs.

The Trustees' wish to expand the Centre's activities will require additional toilet facilities and staffing.

The Trustees also wish to increase the proportion of classes and workshops delivered to pupils of SEND schools and to support mainstream schools in deprived areas.

Financial review

Total income of £138,714 was £31,236 higher than the previous year, primarily as the result of a post-Covid return to normal activity levels with higher visitor income (up £20,978) and events (up £10,142) than the prior year. The Centre receives no central or local government direct funding. The Trustees are very grateful to the Centre's donors and supporters for their continued generosity during the year.

Total expenditure, at £130,188 was £17,745 higher than the previous year. Most of the increase was attributable to a return to normal activity post-Covid lockdowns.

As set out in note 8 to the accounts, fundraising costs amounted to £23,970 or about 18% of total costs (2022: £21,435 or 19%). Fundraising costs in the year represents time spent by the Centre Manager and other staff on fundraising. The management of events and other fundraising is dependent on volunteers.

Funds and reserves policy

Total funds at the end of the year were £119,701 (2022: £111,175), of which £14,891 related to restricted funds and £104,810 (2022: £96,740) in respect of unrestricted funds. Unrestricted funds comprise designated reserves of £61,500 (2022: £61,500) to reflect premises and other contingencies in the unlikely event of the centre's closure and general unrestricted reserves of £43,310 (2022: £35,240).

The balance of free reserves represents 3.3 months (2022: 3.3 months) of the total relevant expenditure for the year. This level is not in line with their policy of holding reserves of no less than six months, and no more than twelve months of operating expenditure. However, the Trustees do not see this as being of immediate concern.

Trustees' annual report (continued)

Risk management

The Charity maintains a risk register which identifies the key risks and how these are managed. The Trustees review and approve this document annually.

Every educational activity has a current risk assessment, which is reviewed on a regular basis. In addition there are policies and procedures for more general matters such as health and safety and safeguarding.

Public benefit

The Trustees confirm that they have paid due regard to the guidance on public benefit published by the Charity Commission. They are of the opinion that the activities of the Charity provide public benefit within the spirit of that guidance.

Responsibility of Trustees

The Charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

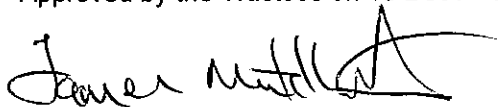
- (a) ensuring that the Charity keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006: and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Independent Examiner

Mary Ryan (Chartered Certified Accountant and Registered Auditor) has been appointed as the Charity's Independent Examiner for the year and has expressed her willingness to act in that capacity.

Approval

Approved by the Trustees on 15 December 2023 and signed on their behalf by:



James Middlehurst – Chairman

Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2023 set out on pages 12 to 18.

Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the Independent Examiner's report

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

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of 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)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mary K Ryan

Mary Ryan FCCA, Cert PFS
t/a Ark Accountancy
Chartered Certified Accountant
31 Cheam Road, Ewell
Epsom, Surrey
KT17 1QX

15 December 2023

Statement of financial activities for the year ended 31 March 2023

		2023	2022		
	Unrestricted	Restricted			
	funds	income	Total this		
	£	funds	year		
Note	£	£	£		
Total last			year		
			£		
Income and endowments from:					
Donations and legacies	3	49,973	35,500	85,473	83,024
Fundraising events	4	25,822	-	25,822	15,681
Investment income	5	366	-	366	228
Educational activities	6	27,053	-	27,053	6,075
Government grants (furlough scheme)	7	-	-	-	2,471
Total Income		103,214	35,500	138,714	107,478
Expenditure on:					
Educational activities		(71,174)	(35,044)	(106,218)	(91,157)
Fundraising and event costs		(23,970)	-	(23,970)	(21,286)
Total expenditure	8	(95,144)	(35,044)	(130,188)	(112,443)
Net movement in funds		8,070	456	8,526	(4,965)
Total funds brought forward		96,740	14,435	111,175	116,140
Total funds carried forward		104,810	14,891	119,701	111,175

The notes on the following pages form part of these accounts.

The above results derive from continuing activities. There were no other recognised gains or losses other than those stated above.

Balance sheet as at 31 March 2023

	Note	2023	2022
		£	£
Fixed assets			
Tangible fixed assets	9	-	-
Current assets			
Debtors	10	33,560	3,082
Deposit accounts		50,000	50,000
Cash at bank and in hand		56,712	78,958
		140,272	132,039
Creditors falling due within one year			
Deferred income		(18,563)	(19,400)
Creditors and accrued expenditure	11	(2,007)	(1,465)
		(20,570)	(20,865)
Net current assets		119,701	111,175
Total net assets		119,701	111,175
Funds			
Unrestricted funds			
General		43,310	35,240
Designated		61,500	61,500
		104,810	96,740
Restricted funds			
IT and related		14	14
Transport		3,640	2,520
Other		11,237	11,901
		14,891	14,435
Total funds	12	119,701	111,175

The notes on the following pages form part of these accounts.

Approved by the Trustees on 15 December 2023 and signed on their behalf by:

[Signature]
Alain Dennez – Honorary Treasurer

Notes to the accounts

1. Accounting policies

- a. The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with 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) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.
- b. The charity has taken advantage of the disclosure exemption to prepare a cash flow in preparing these financial statements, as permitted by FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.
- c. All income is recognised in the statement of financial activities when the Charity is legally entitled to the income, there is certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred as necessary when the donor specifies that the income must only be used in future accounting periods or when the donor has imposed conditions which must be met before the Charity has unconditional entitlement.
- d. Resources expended are accounted for on the accruals basis and are allocated to the particular activity to which they directly relate. Expenditure which does not directly relate to a specific activity is allocated to activities on a basis consistent with the use of resources.
- e. Tangible fixed assets are capitalised where the purchase price is £2,500 or more. Such assets are depreciated on a straightline basis to write off the cost of each asset over its estimated useful economic life. The rates currently in use are:
 - *Garden furniture* *five years*
 - *Office equipment* *three years*
 - *Other assets* *three years*
- f. Gift Aid is recognised in the accounting period in which the claim is made and funds have been received from HMRC.
- g. The Charity has restricted and unrestricted funds. Restricted funds can be used only for specific purposes within the objects of the Charity, as defined by donors or when funds are raised for a specific purpose. Unrestricted funds can be used in accordance with charitable objectives at the discretion of the Trustees. Part of the unrestricted funds has been designated by the Trustees for the purposes of specifically identified projects (see funds and reserves policy on page 9).

2. Taxation

The Trustees are of the opinion that the Charity is exempt from Corporation Tax on its charitable activities.

3. Donations and legacies

	2023	2022
	£	£
Restricted grants	35,500	33,214
Unrestricted grants	23,100	21,000
Gifts and donations, including Gift Aid	26,873	28,810
	<hr/>	<hr/>
Total donations and legacies	85,473	83,024
	<hr/>	<hr/>

Notes to the accounts (continued)

4. Fundraising

	2023 £	2022 £
Income raised from ticket sales and other event income	25,822	15,681

5. Investment income

	2023 £	2022 £
Bank interest	366	228

6. Educational activities

	2023 £	2022 £
Income generated by visitors attending educational activities	27,053	6,075

7. Government grants

	2023 £	2022 £
Furlough grants – Covid-19 subsidies	-	2,471

8. Total expenditure

	Educational activities	Fund- raising	Total 2023 £	Total 2022 £
Activity costs	11,823	-	11,823	6,506
Cost of events	-	6,468	6,468	5,379
Marketing	-	387	387	397
Payroll expenses	85,962	15,170	101,132	90,680
Volunteer expenses	1,893	-	1,893	285
Training	703	-	703	967
IT costs	86	28	114	266
Repairs and maintenance	255	85	341	1,473
Office costs	4,396	1,465	5,861	4,124
Professional fees	319	106	425	1,551
Finance charges	256	85	341	110
Trustee expenses	-	-	-	6
Independent examination fees	525	175	700	700
Total expenditure	106,218	23,970	130,188	112,443

Notes to the accounts (continued)

9. Tangible fixed assets

	IT equipment £	Garden equipment £	Office equipment £	Other assets £	Total £
Cost					
At 1 April 2022	5,923	3,156	8,061	12,101	29,241
Additions/(disposals)	-	-	-	-	-
At 31 March 2023	5,923	3,156	8,061	12,101	29,241
Depreciation					
At 1 April 2022	5,923	3,156	8,061	12,101	29,241
Charge for the year	-	-	-	-	-
At 31 March 2023	5,923	3,156	8,061	12,101	29,241
Net book value					
At 31 March 2023	-	-	-	-	-
At 31 March 2022	-	-	-	-	-

Tangible fixed assets have been fully depreciated but are still in use by the Holly Lodge Centre on a daily basis, with appropriate maintenance.

10. Debtors

	2023 £	2022 £
Debtors	31,075	2,155
Other debtors	2,485	927
Total debtors	33,560	3,082

11. Creditors

	2023 £	2022 £
Accounts payable	1,433	513
Accruals	574	696
Other creditors	-	256
Total creditors	2,007	1,465

Notes to the accounts (continued)

12. Movement in funds

	At 1 April 2022 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2023 £
Unrestricted funds					
General funds	35,240	103,214	(95,144)	-	43,310
Designated funds	61,500	-	-	-	61,500
Total unrestricted funds	96,740	103,214	(95,144)	-	104,810
Restricted funds					
IT and related	14	-	-	-	14
Transport	2,520	35,500	(34,380)	-	3,640
Other	11,901	-	(664)	-	11,237
Total restricted funds	14,435	35,500	(35,044)	-	14,891
Total funds	111,175	138,714	(130,188)	-	119,701

13. Analysis of net assets between funds

As at 31 March 2023

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	33,560	-	33,560
Deposits	50,000	-	50,000
Cash	41,821	14,891	56,712
Current liabilities			
Creditors	(2,007)	-	(2,007)
Deferred income	(18,563)	-	(18,563)
Net current and total assets	104,810	14,891	119,701

As at 31 March 2022

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	3,082	-	3,082
Deposits and cash	50,000	-	50,000
Cash	64,523	14,435	78,958
Current liabilities			
Creditors	(1,465)	-	(1,465)
Deferred income	(19,400)	-	(19,400)
Total assets	96,740	14,435	111,175

Notes to the accounts (continued)

14. Related parties

The Holly Lodge Centre was founded in 1994 as part of The Royal Parks education programme. Its aim was to provide an inspirational space to experience Richmond Park. It became a separate charity in 1999 but maintains a close relationship with The Royal Parks and operates in and from land and buildings owned by The Royal Parks. That property is occupied under a licence which was renewed on 4 June 2015 and under which a notional rent is paid (which also covers services provided). The licence expired on 1 June 2020 and was renewed for a further five years. The Trustees recognise that the value to the Charity of the occupation exceeds the notional rent. Due to the unique nature of the property, however, it has not been possible to attribute a value in the accounts. The Trustees would like to express their thanks to The Royal Parks for this continuing and essential support.

15. Trustees

The Trustees who served throughout the year are listed on page 1. No Trustee received remuneration during the year (2022: nil). Expenses amounting to £nil were reimbursed to Trustees (2022: £6).

16. Employees

No employee received emoluments in excess of £60,000 during the period (2022: nil). The average number of people employed during the period was:

	2023	2022
Part-time	3.0	3.0
Full-time equivalent	2.6	2.2
Employee costs were:		
	2023	2022
	£	£
Salaries	90,123	82,317
Social security costs	3,879	3,343
Pension contributions	7,130	5,020
	<hr/>	<hr/>
Total employee costs	101,132	90,680
	<hr/>	<hr/>

17. Pension schemes

The Charity operates a money purchase occupational pension scheme with the Crystal Trust, administered by Evolve Pensions Ltd. This is open to all new employees. Contributions are also made to employees' personal pension schemes in respect of two existing employees. Those contributions are accounted for as they become payable.

18. Volunteers

The Trustees recognise the invaluable support of its volunteers, without whose work the Charity could not operate. Expenses amounting to £1,893 were incurred in respect of, or reimbursed to, volunteers (2022: £285). During the period under review volunteers worked a total of approximately 4,000 hours (2022: 1,179 hours).

HOLLY LODGE CENTRE

England & Wales - Charity number 1076741

Accounts



a special place for learning

THE HOLLY LODGE CENTRE

a charitable company limited by guarantee

Charity No: 1076741 - Company No: 3663780



Annual report and accounts for the year ended 31 March 2022



**The Queen's Award
for Voluntary Service**
The MBE for volunteer groups



Quality Badge awarded by
Council for
Learning Outside the Classroom

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Reference and administrative information

Registered charity number	1076741	
Registered company number	3663780	(England and Wales)
Registered office	Holly Lodge Richmond Park Richmond-Upon-Thames Surrey TW10 5HS	
Royal Patron	HRH Princess Alexandra	
Trustees/Directors	A Blessley (Secretary)	<i>(appointed Secretary 9 November 2021)</i>
	R Hall (Treasurer)	<i>(resigned 9 November 2021)</i>
	R Hillman	<i>(resigned 9 November 2021)</i>
	J Middlehurst (Chairman)	
	R Scalzo	
	R Hillyer	<i>(appointed 7 February 2022)</i>
Company Secretary	A Blessley	
Bankers	Barclays Bank plc 8 George Street Richmond-Upon-Thames Surrey TW10 1JU	
Independent Examiner	Mary Ryan FCCA DChA t/a Ark Accountancy Chartered Certified Accountant 31 Cheam Road Ewell Epsom Surrey KT17 1QX	
Solicitors	Russell-Cooke LLP 2 Putney Hill London SW15 6AB	
Website	www.thehollylodgecentre.org.uk	

Trustees' annual report

The Trustees, who are also Directors for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 31 March 2022. The previous report was for the year ended 31 March 2021. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Charity's Memorandum and Articles of Association and 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).

Structure, governance and management

The Holly Lodge Centre is a company limited by guarantee, as defined by the Companies Act 2006. It was incorporated on 6 November 1998 and registered as a charity on 26 July 1999. It is governed by a Memorandum and Articles of Association. As a charity, in the opinion of the Trustees, it complies with the provisions of Section 60 of the Companies Act 2006, which exempts it from the requirement to end its name with "Limited". Throughout this report it will be referred to as "the Charity".

The Charity does not have any share capital. In the event of the Charity being wound up, its members, who are its Trustees, are required to contribute an amount not exceeding £10 each. The Charity is regulated by the Charity Commission.

Trustees

Responsibility for the governance of the Charity resides with the Trustees. Under a rotation policy introduced in 2015/16, Trustees serve a three-year term, with a maximum of three terms (i.e. nine years). During the year, Richard Hillman, a long-standing Trustee retired and the Board is particularly grateful for his contributions. New Trustees are recruited and appointed through open advertisement. As part of their induction they receive a copy of the Memorandum and Articles of Association, the latest annual report and financial statements, the Charity Commission guidance "The Essential Trustee" and all other relevant management papers. They also receive training in their roles and responsibilities. Trustee meetings are held quarterly.

Employees

The Centre had three employee roles, equivalent to 2.2 full-time heads: the Centre Manager, Anna King, who manages the Centre's operations, and two Education Co-ordinators, Sarah Allgrove and Freya Ward. Freya Ward was replaced during her maternity leave by Nicola d'Offay.

The Centre's staff team bring the combined benefits of many years' experience of working with disabled children, vulnerable families and classroom teaching.

Volunteers

The Centre was also supported by over 80 volunteers who deliver most of the education activities (many are former teachers), organise fundraising events, develop relationships with donors, manage marketing and communications and do much of the administration and facilities maintenance. The volunteers, who have considerable expertise and knowledge, are included in all the management groups at the Centre, giving opportunities for input and feedback into the Centre's development and service. Many have been with the Centre for over five years.

During the year, volunteers donated around 1,179 hours (much reduced on the pre-Covid 5,000 hours though up on last year's 400). This equates to approximately 0.9 full-time roles: an equivalent donation in excess of £11,200 (calculated using the London Living Wage).

Training

A programme of training is in place for staff and volunteers to ensure that a consistently high standard of education delivery takes place. The programme includes safeguarding and health and safety and the Centre has detailed policies for both of these and other areas.

Aims and objectives

The Charity's object is to advance the education of the public and in particular those members of the public who have learning difficulties or other special needs, in subjects such as the environment and history especially in relation to Richmond Park. It welcomes children from both specialist SEND schools

and mainstream schools and has visits from schools and groups from surrounding London boroughs and parts of Surrey.

Annual Education Report 2021 – 2022

The Holly Lodge Centre is a unique education centre, on the site of an 18th century farm. We have been the learning partner for The Royal Parks in Richmond Park since 1994.

The Centre offers visitors close encounters with the diverse wildlife, flora and distinct heritage of the park. Our aim has always been to increase access for all to Richmond Park and we specialise in working with children and adults with disabilities. The Centre provides interactive opportunities for all primary school children to meet the requirements of the National Curriculum in science, geography and history. Additionally, every learning session we offer can be tailored to meet the needs of children from specialist schools for children with special educational needs and disabilities (SEND), both primary and secondary. All our facilities and teaching sessions are adapted for use by visitors with disabilities and groups of all ages and abilities are welcome. We continue to hold the Learning Outside the Classroom Quality Badge and have also been awarded the Queen's Award for Voluntary Service.

We have a small staff team, with just 2.2 FTE members of staff. The team consists of Anna King, Centre Manager (part-time), Sarah Allgrove, Education Centre Co-ordinator and Freya Ward, Education Centre Co-ordinator (part-time). Our staff team are supported by a team of over 80 volunteers from the local community, who this year provided 1,179 volunteering hours.

At the beginning of this financial year the country was just emerging from the third Covid-19 lockdown, with pupils having only returned to schools on March 8th. Hence no schools or groups visited the Centre until late April 2021, with outdoor sessions only for the whole year. Once schools had re-opened, bookings were very limited as schools dealt with high levels of Covid-19 infections and required isolations affecting staff and pupils. Many of the workshops that were booked at HLC were cancelled by schools due to Covid infections in pupils or staff. The Centre closed for two weeks in September and had to cancel all bookings when two members of the staff team contracted Covid-19.

As we were only delivering outdoor workshops, our Victorian rooms remained closed, we were unable to deliver our usual high quota of history sessions. This had a big impact on the number of learner hours provided by the Centre, as the Centre is ordinarily very busy with indoor heritage workshops during the Winter months.



Highlights

There have been many highlights this year and we have welcomed back many of our projects and regular community groups. Our top moments have been:

- Delivering a programme of forest school sessions to pupils from a local school for children with severe learning disabilities. These required our team to be extra creative, developing pupil led and sensory natural activities.

- Welcoming back our gardening project, providing growing workshops and horticultural skills for sixth formers with severe learning disabilities.
- Restarting our weekly art sessions for adults with learning disabilities. These participants lives had been adversely affected by the pandemic, with all activities shut down and many of our group needing to shelter. It was a joy to welcome them back to the Centre.
- Orchard celebration day, working in conjunction with the Royal Parks Mission Invertebrate team, we delivered a day of celebration in the new orchard. There was music, stories, art and apple eating!

The total number of learner visits to the Holly Lodge Centre this year was 4346 and the number of learner hours provided was 8,692. We delivered 124 workshops to children and adult with disabilities throughout the year, this is a major achievement in a year so affected by the ongoing pandemic, as many of these participants were considered vulnerable.

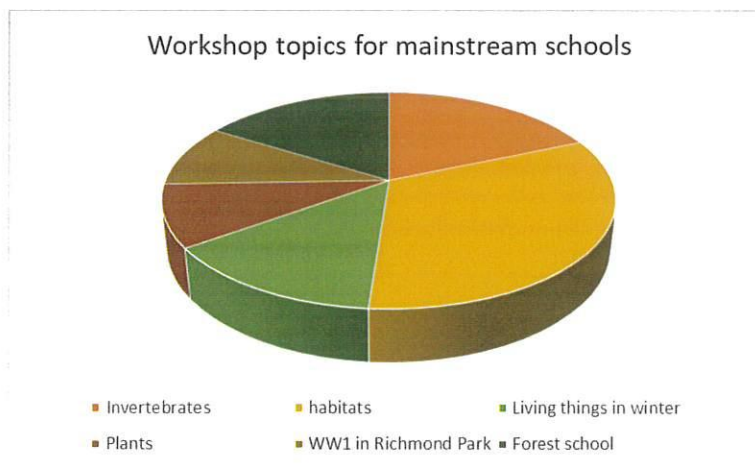
Education Delivery - schools programme

In total throughout the year, we had 162 school workshops booked and delivered 106 in total. There were a large number of cancellations (56) due to schools being affected by Covid-19.

In total we engaged 3,817 learners throughout the year, which equates to 7,634 learner hours delivered. Including the Junior Citizen programme where over 43 different schools visited the Holly Lodge Centre.



All school workshops were delivered outdoors this year, with the following sessions provided for mainstream schools:



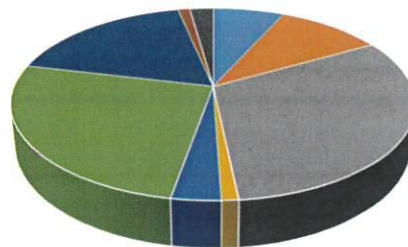
Specialist schools for children with special educational need and disability

Of all the school sessions our team delivered, 84 of these were to pupils attending specialist SEND school provision. These pupils ranged in age from 3years to 21years and had a wide variety of disabilities and needs. All of these workshops were bespoke, with our experienced team matching activities directly to the needs of the pupils. For many of the pupils with disabilities attending these workshops, this was the first time they had been out of school on a trip. The Holly Lodge Centre was trusted by the schools as a safe place to bring their pupils during a very difficult time.

Our team delivered 21 workshops to SEND schools and colleges on behalf of the Royal Parks Mission Invertebrate project, bringing the tiny world of invertebrates to life for these pupils.



workshop topics for specialist SEND schools



- forest school
- Nature trail
- Christmas sensory walk
- Birds
- Living Things in Winter
- Pharmacy
- Gardening
- Mission Invertebrate
- Orchard

Quotes from schools:

Mainstream schools

"Fantastic organisation, great with engagement for children with short activities but lots of learning opportunities."

"Very informative and group leaders were very kind and patient. Plenty of activities for the time, The children all really enjoyed it, especially the pond dipping and habitat building. The log turning was great".

SEND schools:

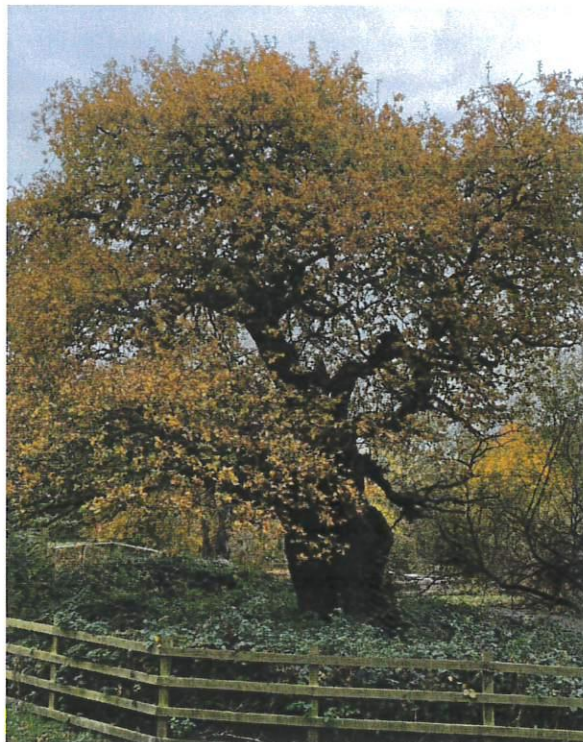
"Can I just thank you and your lovely staff for such an informative and packed session this morning. The delivery and resources were amazing. The class had a great time and really enjoyed themselves. It is so nice to feel welcomed, educated and cared for all at the same time."

*"Just to let you know that we had another fantastic session at Holly Lodge today. Once again, the resources, pace and delivery was first rate. A big thank you to all involved. Your staff were amazing."
"The delivery and resources were amazing. The class had a great time and really enjoyed themselves. It is so nice to feel welcomed, educated and cared for all at the same time."*

Public Programme

Our public activities were very limited this year, as we concentrated on small group work due to the ongoing high rates of Covid-19 infections in the community.

However, working with the Friends of Richmond Park we did deliver one public drop-in session in February, looking at trees in Winter. Despite freezing conditions, the event proved popular with 110 children and adults taking part.



Challenges and Opportunities:

Challenges:

- Providing all activities entirely outdoors was a challenge in the Winter months, as the temperatures fell. Sometimes the children attending the Centre were not adequately dressed, which meant we had to be very creative to keep them warm.
- Not using our Victorian rooms meant we had to turn away heritage bookings, which also led to a loss of visitor income for the charity.
- Even once schools were allowed to go on trips, bookings were down as primary schools struggled to have enough staff to enable trips to happen or were nervous to commit to booking coaches and being forced to cancel due to Covid infections in staff/pupils

Opportunities:

- We were able to establish excellent working relationships with our most local SEND schools, who trusted the Centre and brought their pupils regularly at a time that they were not able to visit anywhere else. We delivered a wider variety of outdoor SEND sessions than usual and were visited by children with very complex needs, as their teachers understood that we could provide appropriate workshops. We completely adapted some of our ways of working to accommodate these classes.
- Our outdoor Christmas sensory sessions for children with disabilities were extremely successful and we will be adapting future Christmas sessions to include outdoor activities.
- Having found a very creative way to provide hot hand washing facilities outdoors to augment our indoor basins, we have discovered these to be so useful and practical that we will continue to use them.



Plans for 2022- 2023

- We will be re-opening our Victorian rooms and restarting our heritage workshops.
- We will be designing and delivering a special earth day workshop for a local primary school in a deprived area. This will form the basis of a new sustainability workshop for KS1 and KS2 pupils we will start developing.
- Launching a six-month long project for people with early-stage dementia, providing monthly art in nature sessions.
- Providing 20 workshops to disabled children and young adults for the Royal Parks 'Let Nature Thrive' project.
- Explore scope to fit additional toilets to allow us to deliver more workshops.

Strategy review

The Trustees recently undertook a review of the Centre's strategy. The immediate priority is to rebuild the level of activity to what we were delivering prior to the pandemic and, subsequently, to increase it to meet demand.

To achieve this we need to ensure we have enough volunteers, without whom we cannot operate, to deliver sessions and administer the charity's affairs.

The Trustees' wish to expand the Centre's activities will require additional toilet facilities and staffing.

The Trustees also wish to increase the proportion of classes and workshops delivered to pupils of SEND schools and to support mainstream schools in deprived areas.

Financial review

Total income of £107,478 was £4,188 lower than the previous year, primarily as the result of the impact of the significant Covid-19 furlough grants booked in the prior year (reduction of £41,000). This was partly offset by higher donations (£15,755) and higher visitor income (£5,570) and events (£15,681) than the prior year. The Centre receives no central or local government direct funding. The Trustees are very grateful to the Centre's donors and supporters for their generosity during the year.

Total expenditure, at £112,443 was £20,258 higher than the previous year. Most of the increase was attributable to return to something approaching normal activity post-Covid lockdowns.

As set out in note 8 to the accounts, fundraising costs amounted to £21,435 or about 19% of total costs (2021: £12,598 or 14%). Fundraising costs in the year represents time spent by the Centre Manager and other staff on fundraising. The management of events and other fundraising is dependent on volunteers.

Funds and reserves policy

Total funds at the end of the year were £111,175 (2021: £116,140), of which £14,435 related to restricted funds and £96,740 (2021: £101,923) in respect of unrestricted funds. Unrestricted funds comprise designated reserves of £81,500 (2021: £30,000) to reflect premises and other contingencies and a balance of £35,240 (2021: £71,923) in free reserves. The increase in designated funds results from the establishment of a termination reserve of £31,500 to cover the severance and other costs of winding up the centre in the event it was to close.

The balance of free reserves represents 3.3 months (2020: 7.4 months) of the total relevant expenditure for the year. This level is not in line with their policy of holding reserves of no less than six months, and no more than twelve months, of operating expenditure. However, the trustees do not see this as being of immediate concern.

Trustees' annual report (continued)

Risk management

The Charity maintains a risk register which identifies the key risks and how these are managed. The Trustees review and approve this document annually.

Every educational activity has a current risk assessment, which is reviewed on a regular basis. In addition there are policies and procedures for more general matters such as health and safety and safeguarding.

Public benefit

The Trustees confirm that they have paid due regard to the guidance on public benefit published by the Charity Commission. They are of the opinion that the activities of the Charity provide public benefit within the spirit of that guidance.

Responsibility of Trustees

The Charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

- (a) ensuring that the Charity keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Independent Examiner

Mary Ryan (Chartered Certified Accountant and Registered Auditor) has been appointed as the Charity's Independent Examiner for the year and has expressed her willingness to act in that capacity.

Approval

Approved by the Trustees on 8 December 2022 and signed on their behalf by:

 08.12.22

James Middlehurst – Chairman

Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2022 set out on pages 11 to 17.

Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the Independent Examiner's report

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

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of 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)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mary Ryan

Mary Ryan FCCA, Cert PFS
t/a Ark Accountancy
Chartered Certified Accountant
31 Cheam Road, Ewell
Epsom, Surrey
KT17 1QX

8 December 2022

Statement of financial activities for the year ended 31 March 2022

		2022	2021		
	Unrestricted	Restricted	Total last		
	funds	income	year		
Note	£	funds	£		
		£	£		
Income and endowments from:					
Donations and legacies	3	49,809	33,214	83,024	67,269
Fundraising events	4	15,681	-	15,681	-
Investment income	5	228	-	228	421
Educational activities	6	6,075	-	6,075	505
Government grants (furlough scheme)	7	2,471	-	2,471	43,471
Total Income		74,264	33,214	107,478	111,666
Expenditure on:					
Educational activities		(58,160)	(32,997)	(91,157)	(79,587)
Fundraising and event costs		(21,286)	-	(21,286)	(12,598)
Total expenditure	8	(79,446)	(32,997)	(112,443)	(92,185)
Net Income/(expenditure)		(5,182)	217	(4,965)	19,481
Transfers between funds		-	-	-	-
Net movement in funds		(5,182)	217	(4,965)	19,481
Total funds brought forward		101,923	14,217	116,140	96,659
Total funds carried forward		96,740	14,435	111,175	116,140

The notes on the following pages form part of these accounts.

The above results derive from continuing activities. There were no other recognised gains or losses other than those stated above.

Balance sheet as at 31 March 2022

	Note	2022	2021
		£	£
Fixed assets			
Tangible fixed assets	9	-	-
Current assets			
Debtors	10	3,082	10,225
Deposit accounts		50,000	50,000
Cash at bank and in hand		78,958	75,311
		132,039	135,536
Creditors falling due within one year			
Deferred income		(19,400)	(18,350)
Creditors and accrued expenditure	11	(1,465)	(1,047)
		(20,865)	(19,397)
Net current assets		111,175	116,140
Total net assets		111,175	116,140
Funds			
Unrestricted funds			
General		35,240	71,923
Designated reserves		61,500	30,000
		96,740	101,923
Restricted funds			
IT and related		14	14
Transport		2,520	5,681
Other		11,901	8,521
		14,435	14,217
Total funds	12	111,175	116,140

The notes on the following pages form part of these accounts.

Approved by the Trustees on 8 December 2022 and signed on their behalf by:



Robin Hall – Honorary Treasurer

Notes to the accounts

1. Accounting policies

- a. The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with 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) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.
- b. The charity has taken advantage of the disclosure exemption to prepare a cash flow in preparing these financial statements, as permitted by FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.
- c. All income is recognised in the statement of financial activities when the Charity is legally entitled to the income, there is certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred as necessary when the donor specifies that the income must only be used in future accounting periods or when the donor has imposed conditions which must be met before the Charity has unconditional entitlement.
- d. Resources expended are accounted for on the accruals basis and are allocated to the particular activity to which they directly relate. Expenditure which does not directly relate to a specific activity is allocated to activities on a basis consistent with the use of resources.
- e. Tangible fixed assets are capitalised where the purchase price is £2,500 or more. Such assets are depreciated on a straightline basis to write off the cost of each asset over its estimated useful economic life. The rates currently in use are:
- *Garden furniture* *five years*
 - *Office equipment* *three years*
 - *Other assets* *three years*
- f. Gift Aid is recognised in the accounting period in which the claim is made and funds have been received from HMRC.
- g. The Charity has restricted and unrestricted funds. Restricted funds can be used only for specific purposes within the objects of the Charity, as defined by donors or when funds are raised for a specific purpose. Unrestricted funds can be used in accordance with charitable objectives at the discretion of the Trustees. Part of the unrestricted funds has been designated by the Trustees for the purposes of specifically identified projects (see funds and reserves policy on page 8).

2. Taxation

The Trustees are of the opinion that the Charity is exempt from Corporation Tax on its charitable activities.

3. Donations and legacies

	2022	2021
	£	£
Restricted grants	33,214	30,645
Unrestricted grants	21,000	9,000
Gifts and donations, including Gift Aid	28,810	27,624
	<hr/>	<hr/>
Total donations and legacies	83,024	67,269
	<hr/>	<hr/>

Notes to the accounts (continued)

4. Fundraising

	2022 £	2021 £
Income raised from ticket sales and other event income	15,681	-

5. Investment Income

	2022 £	2021 £
Bank Interest	228	421

6. Educational activities

	2022 £	2021 £
Income generated by visitors attending educational activities	6,075	505

7. Government grants

	2022 £	2021 £
Furlough grants – Covid-19 subsidies	2,471	43,471

8. Total expenditure

	Educational activities	Fund- raising	Total 2022 £	Total 2021 £
Activity costs	6,506	-	6,506	1,259
Cost of events	-	5,379	5,379	(2,497)
Marketing	-	397	397	399
Payroll expenses	77,078	13,602	90,680	84,447
Volunteer expenses	285	-	285	258
Training	967	-	967	204
IT costs	199	67	266	2,355
Repairs and maintenance	1,104	368	1,473	13
Office costs	3,093	1,031	4,124	4,863
Professional fees	1,163	388	1,551	13
Finance charges	82	27	110	169
Trustee expenses	5	1	6	6
Independent examination fees	525	175	700	696
Total expenditure	91,008	21,435	112,443	92,185

Notes to the accounts (continued)**9. Tangible fixed assets**

	IT equipment £	Garden equipment £	Office equipment £	Other assets £	Total £
Cost					
At 1 April 2021	5,923	3,156	8,061	12,101	29,241
Additions/(disposals)	-	-	-	-	-
At 31 March 2022	5,923	3,156	8,061	12,101	29,241
Depreciation					
At 1 April 2021	5,923	3,156	8,061	12,101	29,241
Charge for the year	-	-	-	-	-
At 31 March 2022	5,923	3,156	8,061	12,101	29,241
Net book value					
At 31 March 2022	-	-	-	-	-
At 31 March 2021	-	-	-	-	-

Tangible fixed assets have been fully depreciated but are still in use by the Holly Lodge Centre on a daily basis, with appropriate maintenance.

10. Debtors

	2022 £	2021 £
Debtors	2,155	10,225
Other debtors	927	-
Total debtors	3,082	10,225

11. Creditors

	2022 £	2021 £
Accounts payable	513	89
Accruals	696	958
Other creditors	256	-
Total creditors	1,465	1,047

Notes to the accounts (continued)

12. Movement in funds

	At 1 April 2021 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2022 £
Unrestricted funds					
General funds	71,923	74,264	(79,446)	-	66,740
Designated funds	30,000	-	-	-	30,000
Total unrestricted funds	101,923	74,264	(79,446)	-	96,740
Restricted funds					
IT and related	14	-	-	-	14
Transport	5,681	29,833	(32,997)	-	2,520
Other	8,521	3,381	-	-	11,901
Total restricted funds	14,217	33,214	(32,997)	-	14,435
Total funds	116,140	107,478	(112,443)	-	111,175

13. Analysis of net assets between funds

As at 31 March 2022

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	3,082	-	3,082
Deposits	50,000	-	50,000
Cash	64,523	14,435	78,958
Current liabilities			
Creditors	(1,465)	-	(1,465)
Deferred income	(19,400)	-	(19,400)
Net current and total assets	96,740	14,435	111,175

As at 31 March 2021

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	10,225	-	10,225
Deposits and cash	50,000	-	50,000
Cash	61,094	14,217	75,311
Current liabilities			
Creditors	(1,047)	-	(1,047)
Deferred income	(18,350)	-	(18,350)
Total assets	101,923	14,217	116,140

Notes to the accounts (continued)

14. Related parties

The Holly Lodge Centre was founded in 1994 as part of The Royal Parks education programme. Its aim was to provide an inspirational space to experience Richmond Park. It became a separate charity in 1999 but maintains a close relationship with The Royal Parks and operates in and from land and buildings owned by The Royal Parks. That property is occupied under a licence which was renewed on 4 June 2015 and under which a notional rent is paid (which also covers services provided). The licence expired on 1 June 2020 and was renewed for a further five years. The Trustees recognise that the value to the Charity of the occupation exceeds the notional rent. Due to the unique nature of the property, however, it has not been possible to attribute a value in the accounts. The Trustees would like to express their thanks to The Royal Parks for this continuing and essential support.

15. Trustees

The Trustees who served throughout the year are listed on page 1. No Trustee received remuneration during the year (2021: nil). Expenses amounting to £6 were reimbursed to Trustees (2021: £6).

16. Employees

No employee received emoluments in excess of £60,000 during the period (2021: nil). The average number of people employed during the period was:

	2022	2021
Part-time	3.0	3.0
Full-time equivalent	2.2	2.1
Employee costs were:		
	2022	2021
	£	£
Salaries	82,317	77,559
Social security costs	3,343	3,067
Pension contributions	5,020	3,821
	<hr/>	<hr/>
Total employee costs	90,680	84,447
	<hr/>	<hr/>

17. Pension schemes

The Charity does not operate a corporate pension scheme. However, it does make contributions to employees' personal pension schemes. Those contributions are accounted for as they become payable.

18. Volunteers

The Trustees recognise the invaluable support of its volunteers, without whose work the Charity could not operate. Expenses amounting to £285 were incurred in respect of, or reimbursed to, volunteers (2021: £258). During the period under review volunteers worked a total of 1,179 hours (2021: 402 hours).

HOLLY LODGE CENTRE

England & Wales - Charity number 1076741

Accounts



a special place for learning

THE HOLLY LODGE CENTRE

a charitable company limited by guarantee

Charity No: 1076741 - Company No: 3663780



Annual report and accounts for the year ended 31 March 2021



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Reference and administrative information

Registered charity number	1076741	
Registered company number	3663780	(England and Wales)
Registered office	Holly Lodge Richmond Park Richmond-Upon-Thames Surrey TW10 5HS	
Royal Patron	HRH Princess Alexandra	
Trustees/Directors	A Blessley R Hall (Treasurer) R Hillman (Secretary) D McLaughlin J Middlehurst S Perkes M Rowden L Waterman R Scalzo	<i>(appointed 10 April 2020)</i> <i>(retired 5 November 2020)</i> <i>(retired 2 November 2020)</i> <i>(retired 15 October 2020)</i> <i>(retired 10 April 2020)</i>
Company Secretary	R Hillman	
Bankers	Barclays Bank plc 8 George Street Richmond-Upon-Thames Surrey TW10 1JU	
Independent Examiner	Mary Ryan FCCA DChA t/a Ark Accountancy Chartered Certified Accountant 31 Cheam Road Ewell Epsom Surrey KT17 1QX	
Solicitors	Russell-Cooke LLP 2 Putney Hill London SW15 6AB	
Website	www.thehollylodgecentre.org.uk	

Trustees' annual report

The Trustees, who are also Directors for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 31 March 2021. The previous report was for the year ended 31 March 2020. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Charity's Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Structure, governance and management

The Holly Lodge Centre is a company limited by guarantee, as defined by the Companies Act 2006. It was incorporated on 6 November 1998 and registered as a charity on 26 July 1999. It is governed by a Memorandum and Articles of Association. As a charity, in the opinion of the Trustees, it complies with the provisions of Section 60 of the Companies Act 2006, which exempts it from the requirement to end its name with "Limited". Throughout this report it will be referred to as "the Charity".

The Charity does not have any share capital. In the event of the Charity being wound up, its members, who are its Trustees, are required to contribute an amount not exceeding £10 each. The Charity is regulated by the Charity Commission.

Trustees

Responsibility for the governance of the Charity resides with the Trustees. Under a rotation policy introduced in 2015/16, Trustees serve a three-year term, with a maximum of three terms (i.e. nine years). During the year, three long-standing Trustees retired and the Board is particularly grateful for their contributions. New Trustees are recruited and appointed through open advertisement. As part of their induction they receive a copy of the Memorandum and Articles of Association, the latest annual report and financial statements, the Charity Commission guidance "The Essential Trustee" and all other relevant management papers. They also receive training in their roles and responsibilities. Trustee meetings are held quarterly.

Employees

The Centre had three employee roles, equivalent to 2.2 full-time heads: the Centre Manager, Anna King, who manages the Centre's operations, and two Education Co-ordinators, Sarah Allgrove and Freya Ward.

The Centre's staff team bring the combined benefits of many years' experience of working with disabled children, vulnerable families and classroom teaching.

Volunteers

The Centre was also supported by around 80 volunteers (including working Trustees) who deliver most of the education activities (many are former teachers), organise fundraising events, develop relationships with donors, manage marketing and communications and do much of the administration and facilities maintenance. The volunteers, who have considerable expertise and knowledge, are included in all the management groups at the Centre, giving opportunities for input and feedback into the Centre's development and service. Many have been with the Centre for over five years.

During the year, volunteers donated around 402 hours (much reduced on the prior year's 5,000 hours due to the impact of Covid). This equates to approximately 0.25 full-time roles: an equivalent donation in excess of £4,000 (calculated using the London Living Wage).

Training

A programme of training is in place for staff and volunteers to ensure that a consistently high standard of education delivery takes place. The programme includes safeguarding and health and safety and the Centre has detailed policies for both of these and other areas.

Aims and objectives

The Charity's object is to advance the education of the public and in particular those members of the public who have learning difficulties or other special needs, in subjects such as the environment and history especially in relation to Richmond Park. It welcomes children from both specialist SEND schools

and mainstream schools and has visits from schools and groups from surrounding London boroughs and parts of Surrey.

Annual Education Report 2020 – 2021

The Holly Lodge Centre is a unique education centre, on the site of an 18th century farm. We have been the learning partner for The Royal Parks in Richmond Park since 1994.

The Centre offers visitors close encounters with the diverse wildlife, flora and distinct heritage of the park. Our aim has always been to increase access for all to Richmond Park and we specialise in working with children and adults with disabilities. The Centre provides interactive opportunities for all primary school children to meet the requirements of the National Curriculum in science, geography and history. Additionally, every learning session we offer can be tailored to meet the needs of children from specialist schools for children with special educational needs and disabilities (SEND), both primary and secondary. All our facilities and teaching sessions are adapted for use by visitors with disabilities and groups of all ages and abilities are welcome. We continue to hold the Learning Outside the Classroom Quality Badge and have also been awarded the Queen's Award for Voluntary Service.

The past year due to the Covid – 19 pandemic was very challenging for the Centre, as for most charities. On 20th March 2020, on the instructions of the Royal Park and according to government guidelines, we shut the Centre. Our entire staff team were furloughed after the first few weeks of lockdown. The Centre remained shut until late July 2020, with the staff team returning in a staged way. We also closed for the November 2020 lockdown and again in January 2021, reopening from March 8th 2021. Our staff team were furloughed throughout each lockdown and our volunteer teams were not allowed on site. We had to cancel many schools and community group bookings; we have included in this report the number of the sessions that were cancelled.



The weekly art group for adults with learning disabilities and our reminiscence project for older people both had to be paused entirely throughout the year. Our Victorian classroom and pharmacy were also closed for bookings.

Once the Centre had re-opened, with stringent Covid-19 measures which were overseen by The Royal Parks beforehand, we concentrated on providing workshops to those most in need. The challenges of the past year have led to creative problem solving at the Centre and a greater understanding of the vital need for access to nature and outdoor spaces for wellbeing, true for children and adults, especially those with a disability.

Returning to the Centre in July 2020 after the first lockdown, our initial challenge was reclaiming the outdoor areas which nature had swallowed up! All the paths in the garden and nature trail were covered by brambles and other plants, it was magical but inaccessible. Our volunteer teams rolled up their sleeves and re-claimed our paths, planters and walkways. However, we have kept some of the more overgrown areas, as we liked them!

We moved all of our school sessions to be entirely outdoor, changing our usual Victorian Christmas for children with disabilities to an outdoor Christmas sensory walk. It proved brilliantly successful and will now become part of our Christmas offer for specialist SEND (special educational needs and disabilities) schools in future.



July 2020



August 2020

Education Delivery

School groups

For much of 2020 schools have been closed or following government guidelines not to take pupils off site for school trips. The Holly Lodge Centre had 61 school bookings in March 2020, obviously most of these had to be cancelled. However, we did manage to deliver 16 school workshops on site – with 250 learners taking part. Of these sessions, 14 were workshops for children from specialist SEND schools, who brought their vulnerable pupils to the Centre as they knew and trusted us.

We converted our Victorian Christmas sessions to outdoor sensory trails, looking at how the natural world is part of Christmas celebrations. Despite having to close in November and cancel those bookings, we were able to deliver 8 in person Christmas sessions to children and young people with learning disabilities.

Our team were able to deliver 3 Forest School sessions for a local school for children with severe learning disabilities. These pupils aged 5 –7 years had not left school premises for trips before due to their high-level needs – the Holly Lodge Centre was able to provide them with safe and stimulating Forest School sessions, giving them the chance to learn through outdoor play.

2020 was the year of online learning and our team piloted a Victorian pharmacy session online with 2 classes of primary school pupils. It was a fun juxtaposition of Victorian and modern-day technology!

Some of the feedback from schools:

Sarah and Anna were very helpful and really good with the boys. The Session was really hands on and engaging, good pace too!

That was the most amazing trip we have been on! Thank you so much for all the effort and love you put into making the experience such an appropriate and fun one! The pupils have said so many great things about this morning

Families

During the first lockdown we were contacted by Achieving for Children (the organisation who run all the children's services for Richmond and Kingston boroughs), they were supporting many families caring for children with disabilities who were desperate for safe outside spaces to take them to. Many children were shielding or had behaviour which made it difficult or unsafe to take them to playgrounds with other families. Throughout the summer and Easter holidays, as well as in March, we have opened the Holly Lodge Centre to these families who have suffered enormously during lockdown. Our team were able to provide tailored bespoke activity trails for families to safely take part in. These sessions were absolute highlights for many families from our neighbouring boroughs. We worked with three community groups to provide these sessions to the families they support, these were:

- Skylarks - a charity supporting parents with children with any disability in Richmond
- Kingston Parent/Carer Forum – a new organisation bringing together families with children with disabilities in Kingston
- 21 and Co – a charity supporting families whose children have Downs syndrome.

Over the past year we have been able to deliver 39 sessions to individual families caring for children with disabilities (44 were booked, 5 had to cancel).



Some of the feedback from the individual family workshops:

"Y absolutely loved the trail and sensory experience especially the paints. It's so lovely to see my son so happy." (Mother of disabled child from Richmond)

"We have absolutely loved the experience. All the activities have been very creative, stimulating and sustainable. Really sorry I cannot think of any improvements. Friendly staff, safe place, well organised. Thank you!"

"Absolutely amazing! Didn't know what to expect! Totally exceeded our expectations, we normally avoid things like this with J because it can be too overwhelming and stressful!" family from Kingston Parent Carer Forum

Community Groups

As well as the community groups we worked with to support individual families listed above, we also worked with Kingston Young Carers and were able to offer the children they support an activity day in the October half term. The team provided 13 young carers aged 5 – 11 with a nature-based activity day. There was mud painting, bat spotting and jelly pond fun for these young people who had been more affected than most children by the pandemic.



We also provided young adults with learning disabilities who attend with 2 Christmas sensory workshops. To continue contact with the care homes who usually visit us, the team organised an art competition in the Autumn, with prizes to the best submissions. The overall winning entry was a piece of art which had been collaborated on by all the residents in Sherwood Grange care home.



We had a further 19 workshops for community groups booked for 2020, which had to be cancelled due to the pandemic.

Highlights and Opportunities for the Holly Lodge Centre in 2021 - 2022

- Providing safe creative sessions for families who had been shielding, being the first place they had been able to take their children to.
- Shifting everything outdoors led to some creative ideas for activities and practical issues such as hand washing.
- Our on-going relationships with our local SEND schools meant they had confidence to bring their pupils to the Centre as the first (and often only) trips off school sites.
- Trialling digital online talks in our Victorian rooms, this will be an additional offer to schools in the future.
- Changing our Christmas sessions to be outdoors, we will keep the outdoor element of Christmas for all future workshops!
- Newly lined and redeveloped pond area made possible by funding from the Royal Parks Mission Invertebrate Project.

Plans for 2021 – 2022

- Rebuild our volunteer team, this will include recruiting some new volunteers.
- We hope to be able to re-establish our art group for adults with learning disabilities.
- Further focus on working with SEND schools, including more Forest School sessions for children with severe learning disabilities which enable them to expand their learning over several visits.
- Restart the reminiscence project for older people particularly those affected by dementia
- Launch a new literacy session for mainstream school groups
- Provide forest school sessions for pupils with disabilities.
- Provide Mission Invertebrate sessions for pupils attending specialist SEND schools.

Coronavirus and the closure of the Holly Lodge Centre in March 2020

The Holly Lodge Centre was obliged to close due to the Covid-19 pandemic and subsequent lockdown in March 2020. Consulting closely with The Royal Parks, and following government guidelines, the Centre closed and the trustees placed the three staff members onto the government furlough scheme for significant periods during the financial year ending 31 March 2021. The closure of the Holly Lodge Centre, as well as that of schools, has had and will continue to have a significant impact on the work of the charity in the next financial year, however, access to nature for children remains as vital as ever. The Centre has been fortunate to continue to receive funding from some key donors, for which the Trustees are most grateful.

In the opinion of the Trustees, having taken all possible actions to reduce costs and maintain income, the Centre should be able to survive the impact on its financial position and be in a position, once more, to deliver services.

Financial review

Total income of £111,666 was £11,678 lower than the previous year, primarily as the result of the impact of Covid-19 with reduced donations (£11,159), lower visitor income (£19,146) and lower events (£24,785) than the prior year. The Centre receives no central or local government direct funding. The Trustees are very grateful to the Centre's donors and supporters for their generosity during the year.

Total expenditure, at £92,185 was £22,118 lower than the previous year. Most of the decrease was attributable to lower activity (reduced events expenditure of £16,168).

As set out in note 7 to the accounts, fundraising costs amounted to £12,598 or about 14% of total costs (2020: £28,766 or 25%). The costs of fundraising events were low in the year due to the lack of events due to Covid. Fundraising costs in the year represents time spent by the Centre Manager and other staff on fundraising. The management of events and other fundraising is dependent on volunteers.

Funds and reserves policy

Total funds at the end of the year were £116,140 (2020: £96,659), of which £14,217 related to restricted funds and £101,923 (2020: £84,183) in respect of unrestricted funds. Unrestricted funds comprise a designated reserve of £30,000 (2019: £30,000), to reflect contingencies, leaving a balance of £71,923 (2019: £54,182) in free reserves.

The balance of free reserves represents 7.4 months (2020: 6.4 months) of the total relevant expenditure for the year. The Trustees believe that this level is in line with their policy of holding reserves of no less than six months, and no more than twelve months, of operating expenditure.

Trustees' annual report (continued)

Risk management

The Charity maintains a risk register which identifies the key risks and how these are managed. The Trustees review and approve this document annually.

Every educational activity has a current risk assessment, which is reviewed on a regular basis. In addition there are policies and procedures for more general matters such as health and safety and safeguarding.

Public benefit

The Trustees confirm that they have paid due regard to the guidance on public benefit published by the Charity Commission. They are of the opinion that the activities of the Charity provide public benefit within the spirit of that guidance.

Responsibility of Trustees

The Charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

- (a) ensuring that the Charity keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006: and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Independent Examiner

Mary Ryan (Chartered Certified Accountant and Registered Auditor) has been appointed as the Charity's Independent Examiner for the year and has expressed her willingness to act in that capacity.

Approval

Approved by the Trustees on 15 November 2021 and signed on their behalf by:



James Middlehurst – Chairman

Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2021 set out on pages 10 to 16.

Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the Independent Examiner's report

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

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mary Ryan

Mary Ryan FCCA, Cert PFS
t/a Ark Accountancy
Chartered Certified Accountant
31 Cheam Road, Ewell
Epsom, Surrey
KT17 1QX

15 November 2021

Statement of financial activities for the year ended 31 March 2021

		Unrestricted funds £	2021 Restricted income funds £	Total this year £	2020 Total last year £
	Note				
Income and endowments from:					
Donations and legacies	3	36,624	30,645	67,269	78,428
Fundraising events	4	-	-	-	24,785
Investment income	5	421	-	421	481
Educational activities	6	505	-	505	19,650
Government grants (furlough scheme)	7	43,471	-	43,471	-
Total income		81,021	30,645	111,666	123,344
Expenditure on:					
Educational activities		(50,682)	(28,905)	(79,587)	(85,537)
Fundraising and event costs		(12,598)	-	(12,598)	(28,766)
Total expenditure	8	(63,280)	(28,905)	(92,185)	(114,303)
Net Income/(expenditure)		17,740	1,741	19,481	9,041
Transfers between funds		-	-	-	-
Net movement in funds		17,740	1,741	19,481	9,041
Total funds brought forward		84,183	12,477	96,659	87,618
Total funds carried forward		101,923	14,217	116,140	96,659

The notes on the following pages form part of these accounts.

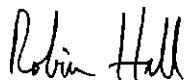
The above results derive from continuing activities. There were no other recognised gains or losses other than those stated above.

Balance sheet as at 31 March 2021

	Note	2021	2020
		£	£
Fixed assets			
Tangible fixed assets	9	-	-
Current assets			
Debtors	10	10,225	8,222
Deposit accounts		50,000	50,000
Cash at bank and in hand		75,311	56,369
		135,536	114,591
Creditors falling due within one year			
Deferred income		(18,350)	(16,350)
Creditors and accrued expenditure	11	(1,047)	(1,582)
		(19,397)	(17,932)
Net current assets		116,140	96,659
Total net assets		116,140	96,659
Funds			
Unrestricted funds			
General		71,923	54,182
Designated		30,000	30,000
		101,923	84,182
Restricted funds			
IT and related		14	946
Transport		5,681	5,655
Other		8,521	5,876
		14,217	12,477
Total funds	12	116,140	96,659

The notes on the following pages form part of these accounts.

Approved by the Trustees on 15 November 2021 and signed on their behalf by:



Robin Hall – Honorary Treasurer

Notes to the accounts

1. Accounting policies

- a. The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.
- b. The charity has taken advantage of the disclosure exemption to prepare a cash flow in preparing these financial statements, as permitted by FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.
- c. All income is recognised in the statement of financial activities when the Charity is legally entitled to the income, there is certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred as necessary when the donor specifies that the income must only be used in future accounting periods or when the donor has imposed conditions which must be met before the Charity has unconditional entitlement.
- d. Resources expended are accounted for on the accruals basis and are allocated to the particular activity to which they directly relate. Expenditure which does not directly relate to a specific activity is allocated to activities on a basis consistent with the use of resources.
- e. Tangible fixed assets are capitalised where the purchase price is £2,500 or more. Such assets are depreciated on a straightline basis to write off the cost of each asset over its estimated useful economic life. The rates currently in use are:
 - Garden furniture five years
 - Office equipment three years
 - Other assets three years
- f. Gift Aid is recognised in the accounting period in which the claim is made and funds have been received from HMRC.
- g. The Charity has restricted and unrestricted funds. Restricted funds can be used only for specific purposes within the objects of the Charity, as defined by donors or when funds are raised for a specific purpose. Unrestricted funds can be used in accordance with charitable objectives at the discretion of the Trustees. Part of the unrestricted funds has been designated by the Trustees for the purposes of specifically identified projects (see funds and reserves policy on page 7).

2. Taxation

The Trustees are of the opinion that the Charity is exempt from Corporation Tax on its charitable activities.

3. Donations and legacies

	2021	2020
	£	£
Restricted grants	30,645	39,244
Unrestricted grants	9,000	16,110
Gifts and donations, including Gift Aid	27,624	23,074
	<hr/>	<hr/>
Total donations and legacies	67,269	78,428
	<hr/>	<hr/>

Notes to the accounts (continued)**4. Fundraising**

	2021 £	2020 £
Income raised from ticket sales and other event income	-	24,785

5. Investment income

	2021 £	2020 £
Bank interest	421	481

6. Educational activities

	2021 £	2020 £
Income generated by visitors attending educational activities	505	19,650

7. Government grants

	2021 £	2020 £
Furlough grants – Covid-19 subsidies	43,471	-

8. Total expenditure

	Educational activities	Fund- raising	Total 2021 £	Total 2020 £
Activity costs	1,259	-	1,259	10,289
Cost of events	-	(2,497)	(2,497)	13,533
Marketing	-	399	399	274
Depreciation	-	-	-	-
Payroll expenses	71,780	12,667	84,447	76,248
Volunteer expenses	258	-	258	1,846
Training	204	-	204	901
IT costs	1,766	589	2,355	486
Repairs and maintenance	10	3	13	1,718
Office costs	3,647	1,216	4,863	7,602
Professional fees	10	3	13	13
Finance charges	127	42	169	435
Trustee expenses	5	1	6	208
Independent examination fees	522	174	696	750
Total expenditure	79,587	12,598	92,185	114,303

Cost of events reflects refunds of subscriptions relating to cancelled events.

Notes to the accounts (continued)**9. Tangible fixed assets**

	IT equipment £	Garden equipment £	Office equipment £	Other assets £	Total £
Cost					
At 1 April 2020	5,923	3,156	8,061	12,101	29,241
Additions/(disposals)	-	-	-	-	-
At 31 March 2021	5,923	3,156	8,061	12,101	29,241
Depreciation					
At 1 April 2020	5,923	3,156	8,061	12,101	29,241
Charge for the year	-	-	-	-	-
At 31 March 2021	5,923	3,156	8,061	12,101	29,241
Net book value					
At 31 March 2021	-	-	-	-	-
At 31 March 2020	-	-	-	-	-

Tangible fixed assets have been fully depreciated but are still in use by the Holly Lodge Centre on a daily basis, with appropriate maintenance.

10. Debtors

	2021 £	2020 £
Debtors	9,500	8,222
Other debtors	725	-
Total debtors	10,225	8,222

11. Creditors

	2021 £	2020 £
Accounts payable	89	271
Accruals	958	1,311
Total creditors	1,047	1,582

Notes to the accounts (continued)

12. Movement in funds

	At 1 April 2020 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2021 £
Unrestricted funds					
General funds	54,182	81,021	(63,280)	-	71,923
Designated funds	30,000	-	-	-	30,000
Total unrestricted funds	84,182	81,021	(63,280)	-	101,923
Restricted funds					
IT and related	946	-	(932)	-	14
Transport	5,655	26	-	-	5,681
Other	5,876	30,619	(27,973)	-	8,521
Total restricted funds	12,477	30,645	(28,905)	-	14,217
Total funds	96,659	116,666	(92,185)	-	116,140

13. Analysis of net assets between funds

As at 31 March 2021

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	10,225	-	10,225
Deposits	50,000	-	50,000
Cash	61,094	14,217	75,311
Current liabilities			
Creditors	(1,047)	-	(1,047)
Deferred income	(18,350)	-	(18,350)
Net current and total assets	101,923	14,217	116,140

As at 31 March 2020

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	1,222	7,000	8,222
Deposits and cash	50,000	-	50,000
Cash	50,892	5,477	56,369
Current liabilities			
Creditors	(1,582)	-	(1,582)
Deferred income	(16,350)	-	(16,350)
Total assets	84,182	12,477	96,659

Notes to the accounts (continued)

14. Related parties

The Holly Lodge Centre was founded in 1994 as part of The Royal Parks education programme. Its aim was to provide an inspirational space to experience Richmond Park. It became a separate charity in 1999 but maintains a close relationship with The Royal Parks and operates in and from land and buildings owned by The Royal Parks. That property is occupied under a licence which was renewed on 4 June 2015 and under which a notional rent is paid (which also covers services provided). The licence expired on 1 June 2020 and was renewed for a further five years. The Trustees recognise that the value to the Charity of the occupation exceeds the notional rent. Due to the unique nature of the property, however, it has not been possible to attribute a value in the accounts. The Trustees would like to express their thanks to The Royal Parks for this continuing and essential support.

15. Trustees

The Trustees who served throughout the year are listed on page 1. No Trustee received remuneration during the year (2020: nil). Expenses amounting to £6 were reimbursed to Trustees (2020: £208).

16. Employees

No employee received emoluments in excess of £60,000 during the period (2020: nil). The average number of people employed during the period was:

	2021	2020
Part-time	3.0	3.0
Full-time equivalent	2.1	2.1

Employee costs were:

	2021	2020
	£	£
Salaries	77,559	70,117
Social security costs	3,067	3,705
Pension contributions	3,821	2,426
Total employee costs	84,447	76,248

17. Pension schemes

The Charity does not operate a corporate pension scheme. However, it does make contributions to employees' personal pension schemes. Those contributions are accounted for as they become payable.

18. Volunteers

The Trustees recognise the invaluable support of its volunteers, without whose work the Charity could not operate. Expenses amounting to £258 were incurred in respect of, or reimbursed to, volunteers (2020: £1,846). During the period under review volunteers worked a total of 402 hours (2020: 5,000 hours).