

Dukes Meadows Trust

(A company limited by guarantee)

Report and Financial Statements

Year ended: 30th September 2020

Charity no: 1106538
Company no: 5218748

Contents	Page
Legal and administrative information	3
Report of the Trustees	4-8
Report of the independent examiner	9
Statement of financial activities	10
Balance sheet	11
Chair's declaration and signature	12
Notes forming part of the financial statements	13-15

Legal and administrative information

Constitution

Dukes Meadows Trust is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity number 1106538. Company number 5218748.

Directors and Trustees

The directors of the charitable company ("the Charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. As set out in the Articles of Association, trustees are nominated and appointed by members serving until they retire or are voted off at an AGM. Trustees can also be invited on to the Trust during the year by serving Trustees and will then have their appointment ratified by members at the next AGM. The committee of serving trustees will elect the chair of trustees.

The trustees serving during the year and since the year-end were as follows:

Chair

Paul Davis

Elected Trustees

Carol Beauchamp
Paul Davis
Jennifer Figaro
Dennis Flaherty
Clifford Sykes
Andrew Tucker

Company Secretary

Kathleen Healy

Registered Office

The Pavilion, Market Drive, Chiswick, London W4 2RX

Independent Examiner

Martin Stokes ACMA 92 Staveley Gardens, Chiswick London W4 2SD

Bankers

Barclays Hammersmith Business Centre

Report of the Trustees for the year ended 30th September 2020

The Trustees are pleased to present their report together with the financial statements of the Charity for the year ended 30th September 2020.

Legal and administrative information set out on page 3 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statements of Recommended Practice – Accounting and Reporting by Charities.

Objects of the Charity

The objects of the Charity are to promote the conservation, protection and improvement of the physical and natural environment of the area known as Duke's Meadows and Riverside Lands in the London Borough of Hounslow ("the area of benefit") to provide or assist in the provision of facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for those living or working in the area of benefit; and to advance public education in environmental matters. To achieve this Dukes Meadows Trust;

- Consults and involves the community and raises grants to achieve sustainable capital improvements in the park
- Has established and maintains successful social enterprises to generate revenue to maintain the capital assets in the park upon which it holds leases
- Organises regular volunteer opportunities for local people to enable them to help care for the park and learn new skills
- Organises occasional entertainments in the park for the enjoyment of the local community

Trustees induction and training

New Trustees are provided with a copy of the Trusts M&A's, a copy of the last annual report, copies of the minutes of the previous three meetings, the Trusts' current strategy document and a copy of the Charity Commission handbook "Responsibilities of Trustees". Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

A board of Trustees, who meet quarterly, administers the Charity. A Development Manager is appointed by the trustees to manage the day-to-day operations of the Charity.

Investment powers

Under the memorandum and articles of association, the Charity has the power to make any investment that the trustees see fit.

Related parties

The Charity works with Hounslow Council, which owns the park that it works on and which has from time to time provided funding for specific projects to support the Charity's objectives.

Review of activities and future developments

Halfway through the year reported on, the world was changed by COVID. Many businesses and organisations were adversely impacted, some terminally.

We are fortunate in that the impact on the Trust's income was not major. We offered our tenants a 20% reduction in the first lockdown and almost all were able to manage within that. Our rental income was £11,000 below the previous year.

The council required us to close the Food Market at just three days' notice in late March and would not allow us to re-open until 14th June. As food is an essential service, we could have remained open. No reason was given. We received advice and support from the Environmental Health Team when we re opened and they were helpful and supportive. Our market income was £10,000 below that of the previous year. We have applied for grant relief towards the income lost.

Despite the loss of income, the Trust produced a surplus for the year of over £10,000, excluding restricted funds grants. A good result in a challenging year.

The park has been very busy during lockdown, showing the need and value of good quality open space. More flats have been and continue to be built locally, creating more households and people needing space. The council's own leisure strategy identified back in 2016 that Chiswick had a low provision of open space, which meant that space was intensively used. That was evident in the last year.

In December 2020, an inspection the Trust commissioned on the play area, identified that the wooden supports to the tower of the big slide were rotted. We contacted the council offering to pay and seeking permission for the repair. It took over a year to get the go ahead, partly due to COVID, but also many months of emailing seeking permission and receiving no reply or replies telling us that the Trust couldn't make any repairs without permission. We still hope that we can build a better working relationship with the council and its contractor, which would improve management of the park. We hope that the council will come to value the free, informal areas of the park as much as the formal sports facilities.

We have continued to invest in the park to make it an enjoyable place to visit and improve its biodiversity. We started planting a new avenue of 30 *Tillia Cordata* (Lesser Limes) in autumn 2020 and will complete it in autumn this year. We phased the planting to make the watering in the first summer more manageable and were pleased that we had when we experienced a long, dry summer. We planted large specimens to cope with the heavy, boisterous usage the park enjoys, which meant the trees needed a lot of water.

We were successful in Funding applications to; Heritage of London, which pledged £10,000, the Worshipful Company of Ironmongers, which has pledged £5,000 and Hounslow Council's Community Infrastructure Levy which has pledged £15,000 and paid out £7,500. The funds are towards the restoration of the Promenade Approach gates. The project will cost around £60,000 and the Trust will fund the balance needed from its reserves. The gates were built in 1920 when the park was created and are an important and much-loved heritage feature. The Trust is grateful to all the funders for their support.

Our view of the park as a terrific free, public amenity is still, sadly, not shared by the council. We were again dismayed when, without consultation, the council closed the road access through the railway

tunnel. We were only able to obtain access to traffic surveying the council had carried out and the report on the surveying, after threat of FOI. The report missed out the surveying along Riverside drive and incorrectly claimed that Dan Mason Drive was a residential road. The omitted Riverside Drive data showed that it had the highest level of traffic on the Meadows. It does cross two residential roads; Staveley and Alexandra Gardens. The council is claiming that a "trial" of the closure is taking place, but it is, of course, happening in the lockdown, when the main sources of traffic, the sports clubs are closed. The tunnel closure will divert more traffic through the main public areas of the park including the Riverside Promenade.

We believe the foot g is progressing, which is good news and something the Trust has lobbied for over many years.

We improved the planting in the play area and employed a gardener half a day a week to help maintain it and other areas we have planted up, in the park. We were delighted to be awarded a London in Bloom Silver Gilt award for our efforts.

We ceased volunteering when advised, but resumed as measures were eased, restricting number to six and following a COVID risk assessment. Our volunteers achieved a great deal of work, despite the restrictions; cutting all the hedges the Trust has planted along Riverside Drive and around the play area, planting new bulbs and shrubs in the play area and in a trial stretch of no mow grass around a section of the new Tillia Avenue. If the no mow strip can be established with bulbs and wildflowers we will extend it this autumn.

Sadly, we had to cancel planned summer fun events and a project we had planned with Cavendish School.

We were successful in two grant bids for funding to restore the Promenade Gates and hope to complete the project next year.

We assisted residents and St Nicholas Church to plant trees in the Old Burial Ground and that inspired an idea to create a new arboretum. The Trust is considering extending its area of benefit to continue to support the project.

My thanks as always to our wonderful volunteers and trustees, who make what the Trust does possible.



Paul Davis
Chair

Reserves policy and risk management

The Trust has a two-year plan outlining the strategic objectives that it will seek to achieve. Trustees review the plan in their regular monthly meetings. As the Trust has grown and its projects to regenerate and improve the park have been completed, the Trust has become responsible for maintaining and repairing these newly created facilities. Some such as the play area and water play area generate little or no income. Their successful maintenance, however, is critical to achieving the Trust's aim of establishing a sustainable park for the benefit of the community. The trust has established social enterprises to fund maintenance and ensuring their ongoing success through careful management is a key focus of trustees' efforts.

Major cuts to council funding and the stark choices the council has to make in order to reduce expenditure and generate cash to balance its books, presents a serious threat to the future of parks, which are not a statutory obligation, the new Leisure and Culture strategy unveiled by the council last year warned that at least £2.3 million of budget cuts would be needed over the next few years. The success we have achieved in improving the park and establishing successful enterprises to maintain large parts of it, could

provide a useful model for sustaining parks. We hope that we can persuade the council of this, so they will work with us and allow us to help them make plans. We are still exploring with other clubs and organisations on the meadows a devolved management model, similar to a BID (Business Improvement District) but without anyone contributing additional business rates and additional revenue coming instead from charging for parking and for events.



Paul Davis
Chair

Trustees' responsibility in relation to the financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of the affairs of the Charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The trustees are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

A resolution will be proposed at the annual general meeting that Martin Stokes be appointed as independent examiner to the Charity for the ensuing year.

Report of the independent examiner

To the members of Dukes Meadows Trust:

I report on the accounts of the Charity for the year ended 30th September 2020, which are set out on pages 10 to 15.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners.
- to state whether particular matters have come to my attention

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act.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.

Audit exemption

For the year ending 30/09/19 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

Martin Stokes ACMA
92 Staveley Gardens
Chiswick
London
W4 2SD



Date 3 June 2021

Statement of Financial Activities (Including Income & Expenditure Account)
For the year ended 30th September 2020

	Note	General funds £	Restricted funds £	Total 2020 £	Total 2019
Incoming Resources					
Bowls Club Rent		2,000		2,000	
Gifts and Donations Income		168		168	253
Grants received			7,500	7,500	1,750
Farmer's Market		27,234		27,234	37,308
Kiosk					4,000
Pavilion Rent Income		91,265		91,265	99,247
Interest Income		220		220	<u>47</u>
Total Incoming resources		120,887	7,500	128,387	142,605
Less Cost of Generating Funds					
Farmer's Market expenses		<u>11,365</u>	0	<u>11,365</u>	<u>12,603</u>
Incoming resources available for charitable application		<u>109,522</u>	7,500	<u>117,022</u>	<u>130,002</u>
Cost of activities in furtherance of Charitable objectives					
	3	<u>73,628</u>	0	<u>73,628</u>	<u>100,022</u>
Management and Admin Costs					
	4	<u>25,297</u>	0	<u>25,297</u>	<u>23,340</u>
Total resources expended		98,924	0	98,924	<u>123,362</u>
Net Incoming Resources		10,598	7,500	18,098	<u>6,640</u>
Retained Earnings b/f		286,964	14,400	301,364	295,524
Net Incoming Resources		10,598	7,500	18,098	6,640
Transfer to Restricted Funds					
	5	0	-800	-800	-800
Retained Funds as at 30th September 2020		297,562	21,100	318,662	301,364

Balance Sheet
As at 30th September 2020

	Note	30-Sep-20	30-Sep-19
Assets			
Fixed Assets			
Leasehold property		145,920	145,920
Leasehold improvements		60,000	60,000
Leasehold amortisation		<u>-75,936</u>	<u>-70,414</u>
Total Fixed Assets	6	129,984	135,506
Current Assets			
Accounts Receivable	7	<u>70</u>	<u>4,019</u>
Total Accounts Receivable		70	4,019
Current/Savings			
00239577		64,630	137,056
10047945		<u>123,978</u>	<u>23,758</u>
Total Current/Savings		188,608	160,814
Total Current Assets		188,678	164,833
Current Liabilities			
Accounts Payable	8	<u>0</u>	<u>-1,024</u>
Total Accounts Payable		0	-1,024
Total Current Liabilities		0	-1,024
Net Current Assets		188,678	<u>165,857</u>
Total Assets Less Current Liabilities		318,662	301,652
Net Assets		<u>318,662</u>	<u>301,364</u>
Equity			
General Funds b/f		188,964	222,324
Less transfer to Designated Funds			-40,000
Plus Retained Earnings		<u>10,598</u>	<u>6,640</u>
Total General Funds		199,562	188,964
Restricted Funds Capital Grants	9	21,100	14,400
Designated Funds	10	98,000	<u>98,000</u>
Total Equity		<u>318,662</u>	<u>301,364</u>

For the year ending 30/09/20 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.



Signed
Paul Davis

Director

Dukes Meadows Trust

Notes forming part of the financial statements For the year ended 30th September 2020

1. Accounting policies

a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statements of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) applicable accounting standards and the Companies Acts 1985 and 1989. The principal accounting policies adopted in the preparation of the financial statements are as follows:

b) Cash flow

The accounts do not contain a cash flow statement because the Trust, as a small reporting entity, is exempt from the requirement to prepare such a statement.

Incoming resources

c) Grants

When donors specify that grants, including capital grants, are for particular restricted purposes, this income is included in incoming resources of restricted funds when receivable. If not spent in the year it is received it is shown as a restricted funds reserve and is transferred from this reserve back into the income and expenditure account when spent.

d) Tangible Fixed Assets

Depreciation and amortisation are provided at the following annual rates in order to write off each asset over its estimated useful life:

Leasehold property (Studios)	over 25 years approximately, from Aug 2002
Leasehold property (Pavilion Flat)	over 25 years approximately, from Dec 2003
Leasehold property (Studio improvements)	over 25 years approximately, from Oct 2012

2. Net incoming resources

Net incoming resources are stated after charging:

	2020	2019
Depreciation of tangible fixed assets	5,522	5,522

3. Cost of activities in furtherance of Charitable objectives

Rent payable	£2,000
Community and Education	£180
DM Summer Fun Expenses	
Donations and gifts made	£500
Dues and Subscriptions	£517
Proj Mgmt/Facilities Mgmt/Bookkeeping	£24,000
	£27,197
Project expenditure	£709
Adventure Play Area	£1,188
Artist Studio Development	£4,160
Park projects - general	£5,008
Promenade Approach	
Water Play Area	
Total Project expenditure	£11,064
Repairs and maintenance	
Adventure Play Area	£10,363
Artists Flat	£2,751
Park repairs - general	£5,001
Pavilion	£5,173
Water Play Area	£10,166
Total Repairs and maintenance	£33,454
Repairs and maintenance Pavilion	£22
Tools, equipment, PPE, etc	£1,131
Training	£598
Work wear, PPE and safety equipment	£162
Total In furtherance of Charitable objectives	£73,628

4. Management and Admin Costs

Advertising Farmers Market	£4,450
Business Rates and Council Tax	£875
Cleaning and waste	£4,724
Depreciation Expense	£4,722
Insurance	£2,241
Internet	£1,200
IT Support	£3,242
Office Supplies, Postage, Etc	£832
Utilities	£3,010
Total Management and admin costs	£25,297

5. Amortisation of Capital Grant

A capital grant of £20,000 was received in 2012 from the Garfield Weston Foundation towards the building of new studios. This is being released to unrestricted funds over 25 years against the depreciation charge of the studios.

6. Tangible fixed assets**Cost:****As at 30 Sep 2019****Less accumulated depreciation to 30 Sep 2019****64,892****Less depreciation charge to 30 Sep 19****5,522****Accumulated Depreciation at 30 Sep 2020****70,414****Net book value at 30 Sep 2020****205,920****135,506****2020****2019****7. Debtors****Trade Debtors****4,019****1,760****8. Creditors: amounts falling due within one year****Trade Creditors (advance payment for repair contract)****-1,024****0****Others****0****0****9. Restricted Funds****Studios (Garfield Weston)****13,600****14,400****Total****7,500****14,400****10. Designated funds****Pavilion Maintenance****28,000****28,000****Provision for playground repairs and similar****60,000****30,000****Provision for repairs to Edensor Road Gates****10,000****0****Total Designated funds****98,000****58,000****11. Fund accounting****Funds held by the Charity can be:****Unrestricted General Funds**—these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.**Designated Funds**—these are funds set aside by trustees out of unrestricted general funds for specific future purposes or projects.**Restricted Funds**—these are funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.**12. Legal Status of the Charity****The Charity is a company limited by guarantee and has no share capital.****The liability of each member in the event of winding up is limited to £1.****13. In addition to the bank accounts shown in the balance sheet, the Charity maintains an account (30255742) in which the deposits paid by artist studio tenants are held. As at 30 Sep 19 the balance on this account was £14,579. These funds are held in trust and do not form part of the assets of the Charity.**