

# FRIENDS OF WESTGATE PARKS

England & Wales · Charity number 1178364

## Details

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**Other names** FOWP

**Status** Registered

**Legal form** CIO

**Registered** 2018-05-14

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

## Contact

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**Address** 21 Whitehall Gardens  
Canterbury  
CT2 8BD

**Phone** 01227761178

**Email** [friendsofwestgateparks@gmail.com](mailto:friendsofwestgateparks@gmail.com)

**Website** [www.westgateparks.co.uk](http://www.westgateparks.co.uk)

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE: 1. THE PRESERVATION, PROTECTION AND IMPROVEMENT OF THE WESTGATE PARKS IN CANTERBURY (HEREINAFTER CALLED `THE PARKS`) AS A PLACE OF HISTORIC AND ECOLOGICAL INTEREST AND BEAUTY.2. TO PROMOTE CONSERVATION OF THE NATURAL PLANT AND ANIMAL LIFE OF THE PARKS.3. TO ADVANCE THE EDUCATION OF THE PUBLIC INCLUDING SCHOOL CHILDREN IN THE SUBJECTS OF NATURAL HISTORY AND GEOGRAPHY AND BY RESEARCH INTO THE BIODIVERSITY, GEOMORPHOLOGY AND ARCHAEOLOGY OF AREAS OF THE WESTGATE PARKS.

**Activities:** Conservation activities include maintenance of Westgate Parks wild flower meadow, physic garden, river banks and wildlife pond, and monitoring river-flies and butterflies. Education includes river and bat walks, archaeological digs, and forest school activities for children and adults. Research on biodiversity and archaeology is facilitated. Fund-raising activities are undertaken in support.

## Classification

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- **How:** Provides Services
- **What:** General Charitable Purposes, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

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- Kent

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£1,271	£2,334	-	-
2023-12-31	£3,732	£2,336	-	-
2022-12-31	£1,409	£2,277	-	-
2021-12-31	£4,339	£5,717	-	-
2020-12-31	£452	£472	-	-

## Trustees

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Name	Role	Appointed
<b>Terence Westgate</b>	Chair	2018-06-22
COLETTE BAUMBACK		2018-06-22
Dr Dick Vane-Wright		2018-06-22
Ian Alexander Pascal		2024-05-23
MICHAEL FRANK WALTER		2018-06-22
Michael Pocock		2018-06-22
Peter John Blackett		2018-06-22
Sharon Elizabeth Patmore		2025-05-28

**FRIENDS OF WESTGATE PARKS**

England & Wales - Charity number 1178364

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2024		Day 31	Month 12	Year 2024

## Section A Reference and administration details

<b>Charity name</b>	<b>Friends of Westgate Parks</b>
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	<b>1178364</b>
<b>Charity's principal address</b>	<b>21 Whitehall Gardens</b>
	<b>Canterbury</b>
	<b>Postcode CT2 8BD</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Terence Westgate	Chairman		
2	Michael Pocock	Secretary		
3	Ian Pascal	Treasurer		
4	Gill Pascal			
5	Dick Vane-Wright			
6	Michael Walter			
7	Peter Blackett			
8	Colette Baumbank			
9	Ida Linfield			
10	Jake Weekes			
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19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointment by Trustees

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Memorandum of Understanding with Canterbury City Council 15-11-2018 updated on 08-03-23.</p> <p>FOWP works closely with Kentish Stour Countryside Partnership.</p> <p>Trustees are represented on Canterbury City Council’s Riverside Group, The Friends of Group and River Leisure Users Group.</p>
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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

**Summary of the main activities undertaken for the**

<ol style="list-style-type: none"> <li>1. To preserve protect and improve the Westgate Parks in Canterbury as a place of historic and ecological interest and beauty;</li> <li>2. To promote conservation of the natural plant and animal life of the Parks;</li> <li>3. To advance the education of the public including school children in the subjects of natural history and geography, and by research into the biodiversity, geomorphology and archaeology within the Parks.</li> </ol>
<p>Charity Commission Guidance Notes on Public Benefit (PB1, PB2 and PB 3) have been circulated to, and read by, all of FOWPs’ Trustees.</p>

**public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

FOWP exercises due regard to this guidance in undertaking its duties and day-to-day activities. The two aspects of 'Public Benefit' have been fulfilled to achieve compliance with the guidance i.e. that the public (to include Canterbury and District residents in general, children attending Primary schools, students attending Secondary schools and Colleges in Canterbury and District and tourists visiting Canterbury are included in the target groups for FOWP.; and that actual 'benefit' (value) is provided by the work undertaken by FOWP for the 'public' that it serves. Trustees derive no personal benefit from work or activities undertaken by FOWP.

FOWP operates within the 'Westgate Parks' consisting of Westgate Gardens, Toddler's Cove, Tannery Field and Bingley Island. Membership of FOWP is open to any resident of Canterbury and District.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

**Objective 1. – preservation, protection and enhancement of the Parks**

Tasks carried out by FOWP volunteers:

1. With the Physic Garden new lavender plants were purchased and planted to fill gaps in the lavender maze. Trustees and a team of volunteers continued working to remove weeds.

2. in May Trustees were involved with helping to update the Canterbury City Council's Westgate Parks Management Plan.

**Objective 2. – promotion of wildlife conservation**

Under the Memorandum of Understanding with Canterbury City Council in March 2023 the conservation tasks have been undertaken this year by Kentish Stour Countryside Partnership and FOWP volunteers. The following tasks were completed in 2024:

After mowing by KSCP both wildflower meadows on Tannery Field were raked by Trustees and volunteers.

Objective 3. – advancement of education and research

**Archaeology** – A new information board about the Roman City Wall and London Gate in the Westgate Gardens designed by FOWP Trustees was installed on 10<sup>th</sup> April. Funding for this project was made available from the Martello Fund (administered by Kent Community Foundation – <https://kentcf.org.uk/give/our-funds>). A replacement stone plaque was also commissioned in June to be set in the main path as a direction indicator to the London Gate. It is hoped to be installed in 2025.

**Natural History** – Weekly bird counts of the entire Westgate Parks were carried out by Trustee Michael Walter. As part of the Canterbury City Council Pollinator Action Plan four visits were made by a botanist, Caroline Ware, to the wildflower meadows at Tannery Field to survey the plants now established there. Since November 2024, Caroline has worked with Trustees to create an illustrated inventory of all 85 species of flowering plants identified to date. Once complete (additional surveys are ongoing), this will be posted on the charity's website, both as a source of information for the wider public, and to provide baseline information necessary for future research by Trustees and associates on the insect pollinators and herbivores that make use of the meadows.

**Bingley Island Pond project** – A plan to revitalise the main pond on Bingley Island and dig a further pond was devised by the Trustees and a site visit arranged for December.

**Tree Trail Extension Project** – Some Trustees had a tour of the Westgate Parks with Aidan Potts, a former CCC Tree Officer, and received a considerable amount of information on the trees which would be helpful towards a planned extension of the current Tree Trail.

**Bat walks** – a bat walk was organised for 28<sup>th</sup> May.

**Canterbury Medieval Pageant 6<sup>th</sup> July** – Trustees and volunteers supported the annual Canterbury Medieval Pageant, setting up a gazebo for the Westgate Parks stamping station and interacting with a large number of visitors.

## Section D

## Achievements and performance

**Canterbury City Show 20<sup>th</sup> – 21<sup>st</sup> July** – Trustees set up a gazebo with promotional literature for the Westgate Parks and gave information to visitors.

**Canterbury Riverfest 14<sup>th</sup> – 22<sup>nd</sup> September** – Trustees were again involved with this project to further advance the education of the public.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

FoWP constantly monitors its financial obligations and outgoings. These are reported to the Trustees monthly, and at each meeting. Expenditure is carefully managed to ensure that sufficient reserves are maintained to cover all financial commitments.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.


## Section F

## Other optional information

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	<b>Michael Pocock</b>	
<b>Position (eg Secretary, Chair, etc)</b>	<b>Secretary</b>	
<b>Date</b>		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Westgate Parks 1178364

## Receipts and payments accounts

CC16a

For the period from	01/01/2024	To	31/12/2024
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	1,061	-	-	1,061	940
Booklet sales	110	-	-	110	237
Insurance contribution	100	-	-	100	-
Grants	-	-	-	-	2,500
Events	-	-	-	-	55
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>1,271</b>	<b>-</b>	<b>-</b>	<b>1,271</b>	<b>3,732</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,271</b>	<b>-</b>	<b>-</b>	<b>1,271</b>	<b>3,732</b>
<b>A3 Payments</b>					
Insurance	203	-	-	203	293
Room hire	48	-	-	48	-
Website maintenance	170	-	-	170	132
Physic garden plants	204	-	-	204	157
	-	-	-	-	-
Equipment	121	-	-	121	-
Signs	-	1,040	-	1,040	1,404
Administration	105	-	-	105	348
	-	-	-	-	-
<b>Sub total</b>	<b>851</b>	<b>1,040</b>	<b>-</b>	<b>1,891</b>	<b>2,334</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>851</b>	<b>1,040</b>	<b>-</b>	<b>1,891</b>	<b>2,334</b>
<b>Net of receipts/(payments)</b>	<b>420</b>	<b>- 1,040</b>	<b>-</b>	<b>- 620</b>	<b>1,398</b>
<b>A5 Transfers between funds</b>	<b>56</b>	<b>- 56</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>476</b>	<b>- 1,096</b>	<b>-</b>	<b>- 620</b>	<b>1,398</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		6,382	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	6,382	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Pascal	22/04/2025

**FRIENDS OF WESTGATE PARKS**

England & Wales - Charity number 1178364

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# Accounts

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# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 01	Month 01	Year 2023	To	Day 31	Month 12	Year 2023

## Section A Reference and administration details

Charity name	Friends of Westgate Parks
Other names charity is known by	FOWP
Registered charity number (if any)	1178364
Charity's principal address	21 Whitehall Gardens
	Canterbury
	Postcode CT2 8BD

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Terence Westgate	Chairman		
2	Michael Pocock	Secretary		
3	Richard (Dick) Vane-Wright	Treasurer		
4	Colette Baumbank			
5	Michael Walter			
6	Peter Blackett			
7	Ida Linfield			
8	Jake Weekes			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointment by Trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

FOWP has a Management Committee consisting of the Trustees and elected members elected at the Annual General Meeting.

Memorandum of Understanding with Canterbury City Council 15-11-2018; updated 08-03-2023

FOWP works closely with Lauren Baker of Our Stour for educational activities and conservation tasks.

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

1. To preserve protect and improve the Westgate Parks in Canterbury as a place of historic and ecological interest and beauty;
2. To promote conservation of the natural plant and animal life of the Parks;
3. To advance the education of the public including school children in the subjects of natural history and geography, and by research into the biodiversity, geomorphology and archaeology within the Parks.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Charity Commission Guidance Notes on Public Benefit (PB1, PB2 and PB 3) have been circulated to, and read by, all of FOWPs' Trustees. FOWP exercises due regard to this guidance in undertaking its duties and day-to-day activities. The two aspects of 'Public Benefit' have been fulfilled to achieve compliance with the guidance i.e. that the public (to include Canterbury and District residents in general, children attending Primary schools, students attending Secondary schools and Colleges in Canterbury and District and tourists visiting Canterbury are included in the target groups for FOWP.; and that actual 'benefit' (value) is provided by the work undertaken by FOWP for the 'public' that it serves. Trustees derive no personal benefit from work or activities undertaken by FOWP.

FOWP operates within the 'Westgate Parks' consisting of Westgate Gardens, Toddler's Cove, Tannery Field and Bingley Island. Membership of FOWP is open to any resident of Canterbury and District.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

**Objective 1. - preservation, protection and enhancement of the Parks**

Tasks carried out by FoWP volunteers:

1. With the Physic Garden trustees and volunteers re-planted the lavender maize and continued working on the raised beds to remove weeds and replace medicinal herbs and plants that have been lost. This was achieved partly by a grant of £100 from Canterbury BID received in 2022.
2. Bulbs were planted in the Westgate Gardens in November by four volunteers. The planting was organised by the Senior Environment Officer at Canterbury City Council.
3. Trustees were involved with helping to update the Canterbury City Council's Westgate Parks Management Plan in January.

**Objective 2.- promotion of wildlife conservation**

Under the Memorandum of Understanding with Canterbury City Council in March 2023 the conservation tasks have been undertaken this year by Kentish Stour Countryside Partnership and FoWP volunteers under the leadership of Lauren Baker or Anna Bell. The following tasks have been completed in 2022:

In October both wildflower meadows on Tannery Field were mowed and raked by Trustees and volunteers. Towards the end of the year Trustee Michael Walter and two other volunteers removed invasive hemlock from the wildflower meadow extension created in 2022.

Lauren Baker organised 7 river-fly surveys during the year.

**Objective 3 – advancement of education and research**

Lauren Baker organised school visits from three Primary Schools and altogether there were 5 aqua-lab sessions with 127 school children and 22 adults involved in river dipping and other educational activities.

Lauren Baker also organised two information stands on the River Stour and its wildlife which engaged with 30 children and 40 adults.

She also organised six River Stour Guardian sessions for the public with 88 children and 74 adults attending.

**Archaeology** – A project for renewing a faded information board about the Roman City Wall and London Gate in the Westgate Gardens began involving three Trustees in the design to incorporate new images and revised text. Funding for this project was made available from the Martello Fund (administered by Kent Community Foundation – <https://kentcf.org.uk/give/our-funds>). The project, including installation of the new signage, is expected to be completed by the end of 2024).

**Natural history** – Weekly bird counts of the entire Westgate Parks area were carried out by Trustee Michael Walter. As part of the Canterbury City Council Pollinator Action Plan two visits were made by a botanist to the wildflower meadows at Tannery Field to survey the invertebrates and over 60 species were identified. The Tannery Field Action Plan 2023-2028 was drafted by Trustee Dick Vane-Wright in March.

**Two bat walks** – in May and September -- were organised by a Trustee working in collaboration with Kent Bat Group.

**Canterbury Medieval Pageant 1<sup>st</sup> July** – six Trustees and volunteers

## Section D

## Achievements and performance

supported the annual Canterbury Medieval Pageant, setting up a gazebo for the Westgate Gardens 'station', and interacting with over 1000 attendees.

**Canterbury City Show 8<sup>th</sup> and 9<sup>th</sup> July** – three Trustees set up a stand with promotional literature for the Westgate Parks and gave information to visitors to the show.

**Canterbury Riverfest 21<sup>st</sup> to 24<sup>th</sup> September** – this was inaugurated by Canterbury City Council to further the education of the public and Trustees from FOWP were involved with this project.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

FOWP constantly monitors its financial obligations and outgoings. These are reported to the Trustees monthly, and at each meeting. Expenditure is carefully managed to ensure that sufficient reserves are maintained to cover all financial commitments.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

### All income and expenditure for 2023 is summarised below

<u>Total income:</u> £3731.69	<u>Total expenditure:</u> £2334.14
CCC contribution (donation) £195.63	Insurance £293.45
Donations (individual) £939.69	Website £132.00
Martello Fund Grant £2500	Physic Garden £157.69
Booklet sales £237.00	London Gate sign £1404
Events £55	Administration £348.00

Apart from administration costs (mainly insurance, website and AGM room—hire), expenditure related solely to maintenance of the physic garden, and to the Roman City Wall and London Gate (Martello Fund) project.

## Section F

## Other optional information


## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s) Michael Pocock

Michael Pocock	
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Position (eg Secretary, Chair, etc) Secretary

Secretary	
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Date 10/04/2024

10/04/2024
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## Receipts and payments accounts

For the period from	Period start date 1.1.23	To	Period end date 31.12.23
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	940	-	-	940	778
Grants	-	2,500	-	2,500	-
Booklet sales	237	-	-	237	147
Events	55	-	-	55	484
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>1,232</b>	<b>2,500</b>	<b>-</b>	<b>3,732</b>	<b>1,409</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,232</b>	<b>2,500</b>	<b>-</b>	<b>3,732</b>	<b>1,409</b>
<b>A3 Payments</b>					
Physic Garden	158	-	-	158	-
Signs	-	1,404	-	1,404	1,315
Insurance	294	-	-	294	98
Events	-	-	-	-	190
Website	132	-	-	132	480
Administration	348	-	-	348	194
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>932</b>	<b>1,404</b>	<b>-</b>	<b>2,336</b>	<b>2,277</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>932</b>	<b>1,404</b>	<b>-</b>	<b>2,336</b>	<b>2,277</b>
<b>Net of receipts/(payments)</b>	<b>300</b>	<b>1,096</b>	<b>-</b>	<b>1,396</b>	<b>- 868</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,472</b>
<b>A6 Cash funds last year end</b>	<b>5,604</b>	<b>-</b>	<b>-</b>	<b>5,604</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>5,904</b>	<b>1,096</b>	<b>-</b>	<b>7,000</b>	<b>5,604</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		5,905	1,096	-
CCXX R1 accounts (SS)	1	-	-	20/02/2024 -

	-	-	-
<b>Total cash funds</b>	<b>5,905</b>	<b>1,096</b>	<b>-</b>
(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
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**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Money passed to CCC in 2021 set aside for future use on tree-trail labelling (funds)	-	360	-
Credit with disclosure services for DBS checking	-	269	-
Approximate value of unsold Trail Booklets	600		-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

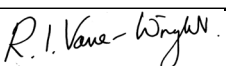
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Richard I Vane-Wright	

**FRIENDS OF WESTGATE PARKS**

England & Wales - Charity number 1178364

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# Accounts

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# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 01	Month 01	Year 2021	To	Day 31	Month 12	Year 2022

## Section A Reference and administration details

Charity name	Friends of Westgate Parks
Other names charity is known by	FOWP
Registered charity number (if any)	1178364
Charity's principal address	21 Whitehall Gardens Canterbury
Postcode	CT2 8BD

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Terence Westgate	Chairman		
2	Michael Pocock	Secretary		
3	Richard Vane-Wright	Treasurer		
4	Colette Baumbank			
5	Michael Walter			
6	Peter Blackett			
7	Ida Linfield			
8	Jake Weekes			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointment by Trustees

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>FOWP has a Management Committee consisting of the Trustees and elected members elected at the Annual General Meeting.</p> <p>Memorandum of Understanding with Canterbury City Council 15-11-2018</p> <p>FOWP works closely with Anna Bell “Anna Outdoors” for educational activities and Lauren Baker of Our Stour for conservation tasks.</p>
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**Section C Objectives and activities**

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<ol style="list-style-type: none"> <li>1. To preserve protect and improve the Westgate Parks in Canterbury as a place of historic and ecological interest and beauty;</li> <li>2. To promote conservation of the natural plant and animal life of the Parks;</li> <li>3. To advance the education of the public including school children in the subjects of natural history and geography, and by research into the biodiversity, geomorphology and archaeology within the Parks.</li> </ol>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Charity Commission Guidance Notes on Public Benefit (PB1, PB2 and PB 3) have been circulated to, and read by, all of FOWPs' Trustees. FOWP exercises due regard to this guidance in undertaking its duties and day-to-day activities. The two aspects of 'Public Benefit' have been fulfilled to achieve compliance with the guidance i.e. that the public (to include Canterbury and District residents in general, children attending Primary schools, students attending Secondary schools and Colleges in Canterbury and District and tourists visiting Canterbury are included in the target groups for FOWP.; and that actual 'benefit' (value) is provided by the work undertaken by FOWP for the 'public' that it serves. Trustees derive no personal benefit from work or activities undertaken by FOWP.

FOWP operates within the 'Westgate Parks' consisting of Westgate Gardens, Toddler's Cove, Tannery Field and Bingley Island. Membership of FOWP is open to any resident of Canterbury and District.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year****Objective 1. - preservation, protection and enhancement of the Parks**

Tasks carried out by FoWP volunteers:

1. With the Physic Garden trustees and volunteers continued working on the raised beds to remove weeds and replace medicinal herbs and plants that have been lost. Also work has continued on the long bed next to the raised beds to improve the planting.
2. New information boards (which retained an image from the original ceramic signs) were installed at the beginning of 2022.

**Objective 2.- promotion of wildlife conservation**

Under the Memorandum of Understanding with Canterbury City Council in November 2018 the conservation tasks have been undertaken this year by Kentish Stour Countryside Partnership and FoWP volunteers under the leadership of Lauren Baker or Anna Bell. The following tasks have been completed in 2022:

In October the Tannery Field was mowed and raked by Trustees and volunteers. Towards the end of the year Trustee Michael Walter organised an extension of the wildflower meadow on the other side of the pathway with the help of Canterbury College students who did much of the work in removing turf so that seeds could subsequently be sown.

Lauren Baker also organised monthly riverfly surveys from January to October. and

**Objective 3 – advancement of education and research**

Lauren Baker organised school visits from three Primary Schools and altogether 290 school children were involved in river dipping and other educational activities.

Lauren Baker also organised an information stand on 15<sup>th</sup> August with information on the River Stour and its wildlife which engaged with 135 people.

Weekly bird counts took place over the entire Westgate Parks area.

**Archaeology -**

**Natural history** - Weekly bird counts of the entire Westgate Parks area were carried out by Trustee Michael Walter. The text and images for an information panel for Bingley Island Nature Reserve were completed and the panel was manufactured and installed with joint funding from Friends of Westgate Parks and a Kent County Council grant.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

FoWP constantly monitors its financial obligations and outgoings. These are reported to the Trustees monthly, and at each meeting. Expenditure is carefully managed to ensure that sufficient reserves are maintained to cover all financial commitments.

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Michael Pocock

Position (eg Secretary, Chair, etc)

Secretary

Date **05/05/2022**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Friends of Westgate Parks**

No (if any)  
1178364

CC16a

## Receipts and payments accounts

For the period from	Period start date 1.1.22	To	Period end date 31.12.22
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	778		-	778	2,014
Grants	-	-	-	-	2,216
Booklet sales	147		-	147	10
Easter trail	484		-	484	
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>1,409</b>	<b>-</b>	<b>-</b>	<b>1,409</b>	<b>4,240</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,409</b>	<b>-</b>	<b>-</b>	<b>1,409</b>	<b>4,240</b>
<b>A3 Payments</b>					
Physic garden	-	-	-	-	2,074
CAT archaeology		-	-	-	1,115
Signs	1,315	-	-	1,315	1,560
Mural		-	-	-	720
Insurance	98	-	-	98	99
Research		-	-	-	50
Easter trail	190		-	190	-
Website	480		-	480	-
Admin	194	-	-	194	-
<b>Sub total</b>	<b>2,277</b>	<b>-</b>	<b>-</b>	<b>2,277</b>	<b>5,618</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>2,277</b>	<b>-</b>	<b>-</b>	<b>2,277</b>	<b>5,618</b>
<b>Net of receipts/(payments)</b>	<b>- 868</b>	<b>-</b>	<b>-</b>	<b>- 868</b>	<b>- 1,378</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>6,472</b>		-	<b>6,472</b>	<b>7,850</b>
<b>Cash funds this year end</b>	<b>5,604</b>	<b>-</b>	<b>-</b>	<b>5,604</b>	<b>6,472</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		5,604		-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>5,604</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Michael Pocock	26-052023

**FRIENDS OF WESTGATE PARKS**

England & Wales - Charity number 1178364

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# Accounts

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# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 01	Month 01	Year 2021	To	Day 31	Month 12	Year 2021

## Section A Reference and administration details

Charity name	Friends of Westgate Parks
Other names charity is known by	FOWP
Registered charity number (if any)	1178364
Charity's principal address	21 Whitehall Gardens Canterbury
Postcode	CT2 8BD

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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2	Michael Pocock	Secretary		
3	Richard Vane-Wright	Treasurer		
4	Colette Baumbank			
5	Michael Walter			
6	Peter Blackett			
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointment by Trustees

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>FOWP has a Management Committee consisting of the Trustees and elected members elected at the Annual General Meeting.</p> <p>Memorandum of Understanding with Canterbury City Council 15-11-2018</p> <p>FOWP works closely with Anna Bell “Anna Outdoors” for educational activities and Lauren Baker of Our Stour for conservation tasks.</p>
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**Section C Objectives and activities**

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<ol style="list-style-type: none"> <li>1. To preserve protect and improve the Westgate Parks in Canterbury as a place of historic and ecological interest and beauty;</li> <li>2. To promote conservation of the natural plant and animal life of the Parks;</li> <li>3. To advance the education of the public including school children in the subjects of natural history and geography, and by research into the biodiversity, geomorphology and archaeology within the Parks.</li> </ol>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Charity Commission Guidance Notes on Public Benefit (PB1, PB2 and PB 3) have been circulated to, and read by, all of FOWPs' Trustees. FOWP exercises due regard to this guidance in undertaking its duties and day-today activities. The two aspects of 'Public Benefit' have been fulfilled to achieve compliance with the guidance i.e. that the public (to include Canterbury and District residents in general, children attending Primary schools, students attending Secondary schools and Colleges in Canterbury and District and tourists visiting Canterbury are included in the target groups for FOWP.; and that actual 'benefit' (value) is provided by the work undertaken by FOWP for the 'public' that it serves. Trustees derive no personal benefit from work or activities undertaken by FOWP.

FOWP operates within the 'Westgate Parks' consisting of Westgate Gardens, Toddler's Cove, Tannery Field and Bingley Island. Membership of FOWP is open to any resident of Canterbury and District.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

**Objective 1. - preservation, protection and enhancement of the Parks**

Tasks carried out by FoWP volunteers:

1. With the Physic Garden trustees and volunteers were able to dig out the old lavender plants and replace with new ones and began working on the raised beds and this is still continuing in 2022.
2. As the original ceramic signs were too easily vandalised it was decided to replace them with small information boards with the same design as the existing main information board. As the cost of these would have exceeded our budget for the Physic Garden we eventually obtained some funding from Canterbury City Council and the design of the new information boards (which retained an image from the ceramic signs) was completed at the end of 2021 and subsequently installed at the beginning of this 2022.
3. Trustee Colette Baumbank who designed the original Toddler's Cove underpass mural began work on re-painting it in August and this work continued into September.

**Objective 2.- promotion of wildlife conservation**

Under the Memorandum of Understanding with Canterbury City Council in November 2018 the conservation tasks have been undertaken this year by Our Stour and FoWP volunteers under the leadership of Lauren Baker or Anna Bell. The following tasks have been completed in 2021: In October the Tannery Field was mowed and raked by Trustees and volunteers.

Lauren Baker via Our Stour organised riverfly surveys from May to November and also river dipping sessions with Parkside Primary School on two days in November.

KSCP have also been involved with conservation tasks during 2021 which included maintenance of the feeding station planters in the river in Westgate Gardens, a litter pick by punt around Bingley Island and scrub clearance on Bingley Island itself.

The hedge at Toddler's Cove was trimmed by Trustee Michael Walter in the Autumn.

**Objective 3 – advancement of education and research**

It was still possible to carry out weekly bird counts of the entire Westgate Parks area.

**Archaeology** - An initial geophysical survey was eventually completed on 8<sup>th</sup> July. The results from this survey justified Canterbury Archaeological Trust going ahead with a test dig which was subsequently carried out over two days on 15<sup>th</sup> and 16<sup>th</sup> October. The results of this dig are being written up.

**Natural history** - Weekly bird counts of the entire Westgate Parks area were carried out by Trustee Michael Walter.

The research on non-biting midges breeding in the Great Stour noted last year was finally published in June, in the *Journal of Natural History*, and can now be freely download from our website – together with our previously published work on Bingley Island plants and insects.

## Section E Financial review

### Brief statement of the charity's policy on reserves

FoWP constantly monitors its financial obligations and outgoings. These are reported to the Trustees monthly, and at each meeting. Expenditure is carefully managed to ensure that sufficient reserves are maintained to cover all financial commitments.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We received notification that our bid for a Kent County Council member's grant of £2216 Westgate Parks Rejuvenation had been accepted on 14<sup>th</sup> January. The project envisaged was in three parts:

1. In the Westgate Gardens it was to replant and repair the Physic Garden including the ceramic signs and lavender maze, to undertake a geophysical survey in conjunction with Canterbury Archaeological Society on the north side of the river near the line of Watling Street and develop new labels for the trees of the existing Tree Trail and eventually add further trees.
2. On Bingley Island to provide a new information sign about the importance, interest and management of this urban nature reserve.
3. A scoping project for the rejuvenation of the underpass murals.

Additional funding was received from Canterbury City Council for the new information boards at the Physic Garden.

Also some income was derived from donations, plus a small sum from the sale of booklets. A £100 contribution towards the cost of insurance was received from Canterbury City Council.


Over the course of 2021, the charity received a total income of £4339.50 (including the KCC grant), incurred a total expenditure of £5717.11 (which included matched funding for the KCC projects), and ended the year with a bank balance of £6472.02.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Michael Pocock	
Position (eg Secretary, Chair, etc)	Secretary	
Date	11/08/2022	

# Friends of Westgate Parks: Treasurer's Report 2021

Income and Expenditure, 1<sup>st</sup> January 2021 – 31<sup>st</sup> December 2021 inclusive

Brought forward at 1 <sup>st</sup> Jan 2021 (NW 47):		£7849.63	
<b>INCOME 2021</b>		<b>EXPENDITURE 2021</b>	
Donation (11 Jan; Bt NW 47)	20.00		
Donation (10 Feb; Bt NW 47)	20.00		
Donation (M. Still, 19 Feb.; NW 48)	250.00		
Grant (KCC grant, 1 March, bt NW 48)	2216.50		
Donation (10 Mar.; Bt NW 48)	20.00		
CCC* Inv FoWP010 (25 Mar.; Bt NW 49)	98.93		
		Maze replanting (Ch 000048; NW 49)	303.77
		Insurance* (Ch 000040; NW 49)	197.87
Donation (12 April; Bt NW 49)	20.00		
Donation (12 May; Bt NW 50)	20.00		
Donation (17 May; ex T&HLtd; BtNW51)	1500.00		
		PGdn Cotoneaster (Ch ..0049; NW51)	194.26
Donation (24 May; Amazon; BtNW51)	6.20		
Donation (10 June; Bt NW 51)	20.00		
Donation (11 June; anonymous; NW52)	5.00		
Donation (12 July; Bt NW53 )	20.00		
		Darnley Archaeol. 4 Aug (Ch 000050)	350.00
Donation (10 August; Bt NW53 )	20.00		
Donation (14 Aug; Amazon; BtNW54)	7.09		
Donation (10 Sept.; Bt NW54 )	20.00		
Donation (11 Oct.; Bt NW55 )	20.00		
Bklt sales (20 October; cash: 600427)	10.00		
		FWD&PL 27 Oct (Ch 00051) phys gdn	1576.20
		CCC 28 Oct (Ch 00052) mural project	720.00
Donation (10 Nov.; Bt NW55 )	20.00		
		10 Nov (Ch 000053) taxi for excursion	50.00
		26 Nov (Ch 000054) CAT archaeology	765.01
Donation (10 Dec.; Bt NW56 )	20.00		
Donation (13 Dec; AmazonEurope Core)	5.78		
		17 Dec (Ch 00055) CCC I 0003530980	1560.00
Carried forward from 2020	7849.63		
<b>Total Income for 2021</b>	<b>4339.50</b>		
(carried forward + 2021 income)	12189.13	<b>Total Expenditure for 2021</b>	<b>5717.11</b>
<b>Balance at 31<sup>st</sup> December 2021 to carry forward to 2022</b>		<b>£6472.02</b>	
<i>R.I. Vane-Wright, Hon Treasurer, 30<sup>th</sup> December 2021</i>			

NW = NatWest account statement (sheet number)

Inv = FoWP invoice number

Ch = Cheque number

Bklt = Trail booklet

CCC = Canterbury City Council

Bt = Bank Transfer

I = Invoice number of other organisation

\* Insurance: CCC contribution: 50% of annual premium, as per MOU (to limit of £100)

## Summary breakdowns and overview

Carried forward from 2020:	<b>£7849.63</b>		
Total income for 2021	<b>£4339.50</b>	Total expenditure for 2021	<b>£5717.11</b>
KCC 'rejuvenation' Grant	2216.50	Insurance	197.87
Donations	2014.07	Research (garden visit)	50.00
CCC contribution	98.93	Physic Garden (1)	2074.23
Booklet sales	10.00	Mural (2)	720.00
Events	0.00	CAT archaeology (3)	1115.01
		Bingley sign (4)	1200.00
		Tree trail signs (5)	360.00

- The two largest donations were £250 (individual) and £1500 (corporate) – the latter is unlikely to be repeated
- Note zero income from events – a dramatic indication of the effects of the pandemic
- The KCC 'rejuvenation' grant proved critical for maintaining activity during 2021

Apart from statutory expenditure on insurance (£197.87, of which £98.93 was paid by CCC under terms of MOU), ALL remaining expenditure for 2021 was related to the KCC grant: a total of £5469.24 (excluding £50 for 'research') was spent on the five identified projects (1–5). This comprised £2216.50 from KCC plus £3252.74 from FoWP – the latter thus more than matching the KCC contribution. This was justified by several of the projects becoming more extensive and/or being executed to a higher specification than originally planned. In addition, CCC contributed generously to the mural project (from S106 monies), and FoWP volunteers contributed over 200 hours – representing a further input, based on minimum adult wage, of over £2000.

The end-of-year balance of £6472.02 was £1377.61 less than the previous year – a reduction of 21%. While there is no need for immediate alarm, a similar trend is likely for 2022 – so our unconditional income for 2023 and beyond will need to be greatly increased – certainly if we wish, or need to pursue matched-funding sources.

**Conclusion.** A highly atypical year during which some lasting improvements were successfully funded. Sufficient monies were carried forward to 2022 to ensure completion of other critical projects (notably replacement of the deleted website and a Roman Trail marker destroyed by flood damage, and replanting the physic garden) – but for 2023 and beyond new sources of funds will be critical. A significant increase in volunteer input as a complement to cash resources would also be very welcome.

“Charities whose gross income is below £10,000 have an obligation to keep their registered details up to date – they can use the annual return to do this” (Charity Commission guidelines). Given that a full audit is therefore unnecessary, the final page of this 3 page report is an *Independent Examination*, based on our bank records, receipts and invoices, made by a qualified accountant acting in a voluntary capacity. No matters of concern were identified.

Dr Richard I. Vane-Wright



Trustee and Honorary Treasurer, Friends of Westgate Parks (Registered Charity 1178364)  
21<sup>st</sup> April 2022

# Independent Examiner's Report to the Trustees of Friends of Westgate Parks

I report on the accounts for the year ended 31st December 2021

## ***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 144 of the Charities Act 2011 (The Charities Act) and that an independent Examination is needed.

(<http://www.legislation.gov.uk/ukpga/2011/25/section/144>)

## ***It is my responsibility to:***

Examine the accounts under section 145 of the Charities Act. To follow the procedures laid down by the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act) and to state whether particular matters have come to my attention.

(<http://www.legislation.gov.uk/ukpga/2011/25/section/145>)

## ***Basis of Independent Examiner's report:***

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

## ***Independent Examiner's statement:***

In the course of my examination, no matter has come to my attention:

Which gives me reasonable cause to believe that, in any material respect the requirements to keep accounting records in accordance with section 130 of the Charities Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charity Act; have not been met or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

signed



dated: 10/04/2022.

Dianna Whitfield  
10 Lavender Mews  
St Mildred's  
Canterbury  
Kent CT1 2PZ

**FRIENDS OF WESTGATE PARKS**

England & Wales - Charity number 1178364

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# Accounts

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# Trustees' Annual Report for the period

Period start date			Period end date				
From	Day 01	Month 01	Year 2020	To	Day 31	Month 12	Year 2020

## Section A Reference and administration details

Charity name	Friends of Westgate Parks
Other names charity is known by	FOWP
Registered charity number (if any)	1178364
Charity's principal address	21 Whitehall Gardens Canterbury
Postcode	CT2 8BD

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Terence Westgate	Chairman		
2	Michael Pocock	Secretary		
3	Richard Vane-Wright	Treasurer		
4	Colette Baumbank			
5	Michael Walter			
6	Peter Blackett			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity’s trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointment by Trustees

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity’s organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees’ consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>FOWP has a Management Committee consisting of the Trustees and elected members elected at the Annual General Meeting.</p> <p>Memorandum of Understanding with Canterbury City Council 15-11-2018</p> <p>FOWP works closely with Anna Bell “Anna Outdoors” for educational activities and Lauren Baker of Our Stour for conservation tasks.</p> <p>Five trustees received DBS checks</p> <p>The Trustees have worked on drafting the following policies during 2020:</p> <ol style="list-style-type: none"> <li>1. Safeguarding Vulnerable Beneficiaries Policy</li> <li>2. Volunteer Management Policy</li> <li>3. Complaints Handling Policy</li> <li>4. Conflicting Interests Policy</li> </ol> <p>The agreed objective was to have these policies adopted at our 2020 AGM which has had to be postponed due to Covid-19.</p>
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**Section C Objectives and activities**

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<ol style="list-style-type: none"> <li>1. To preserve protect and improve the Westgate Parks in Canterbury as a place of historic and ecological interest and beauty;</li> <li>2. To promote conservation of the natural plant and animal life of the Parks;</li> <li>3. To advance the education of the public including school children in the subjects of natural history and geography, and by research into the biodiversity, geomorphology and archaeology within the Parks.</li> </ol>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Charity Commission Guidance Notes on Public Benefit (PB1, PB2 and PB 3) have been circulated to, and read by, all of FOWPs' Trustees. FOWP exercises due regard to this guidance in undertaking its duties and day-to-day activities. The two aspects of 'Public Benefit' have been fulfilled to achieve compliance with the guidance i.e. that the public (to include Canterbury and District residents in general, children attending Primary schools, students attending Secondary schools and Colleges in Canterbury and District and tourists visiting Canterbury are included in the target groups for FOWP.; and that actual 'benefit' (value) is provided by the work undertaken by FOWP for the 'public' that it serves. Trustees derive no personal benefit from work or activities undertaken by FOWP.

FOWP operates within the 'Westgate Parks' consisting of Westgate Gardens, Toddler's Cove, Tannery Field and Bingley Island. Membership of FOWP is open to any resident of Canterbury and District.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

**Objective 1. - preservation, protection and enhancement of the Parks**

Tasks carried out by FoWP volunteers:

- minor maintenance of the Physic Garden
- frequent removal of graffiti from the two underpass murals and information panels
- The hedge separating the Toddlers Cove play area from the car park was cut in November
- In August all the finger posts were cleaned
- the railings of the footbridge over the river Stour in Tannery Field were cleaned to remove a heavy coating of algae in August

**Objective 2.- promotion of wildlife conservation**

Under the Memorandum of Understanding with Canterbury City Council in November 2018 the conservation tasks have been undertaken this year by Our Stour and FoWP volunteers under the leadership of Lauren Baker or Anna Bell. The following tasks have been completed in 2020:

**Riverfly Monitoring:**

Three surveys took place in the Westgate Gardens, one in July and two in September.

**Conservation tasks:**

Due to the pandemic, the only conservation tasks carried out were work on aquatic vegetation boxes in August, and the annual mowing and raking of the wild flower meadow in Tannery Field in September.

**Objective 3 – advancement of education and research**

Due to the pandemic, no activities were carried out with schools or private groups, and no guided walks could be given.

- It was still possible to carry out weekly bird counts of the entire Westgate Parks area
- A research paper was completed and accepted for publication in the *Journal of Natural History*, titled ***Diversity of Chironomidae (Diptera) breeding in the Great Stour, Kent: baseline results from the Westgate Parks Non-biting Midge Project***, one of the authors being a trustee of Friends of Westgate Parks. The non-biting midges are key-stone ecological indicators of freshwater quality and environmental stress, and concern has been expressed regarding water and habitat quality in this section of the river Stour. 20 genera of Chironomidae were identified, including some taxa indicative of freshwater habitats with low levels of organic pollution.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

FoWP constantly monitors its financial obligations and outgoings. These are reported to the Trustees at each meeting. Expenditure is carefully managed to ensure that sufficient reserves are maintained to cover all financial commitments.

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.


Due to the pandemic it was not possible to carry out any fund-raising activity. Income was therefore almost exclusively from donations, plus a small sum from the sale of booklets. A £100 contribution towards the cost of insurance was received from Canterbury City Council.

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Michael Pocock	
<b>Position (eg Secretary, Chair, etc)</b>	Secretary	
<b>Date</b>	04/03/2021	

Charity No. 1178364

FRIENDS OF WESTGATE PARKS  
FINANCIAL STATEMENT  
FOR THE YEAR ENDED 31ST DECEMBER 2020

## Independent Examiner's Report to the Trustees of Friends of Westgate Parks

I report on the accounts for the year ended 31st December 2020.

### ***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 144 of the Charities Act 2011 (the Charities Act) and that an Independent Examination is needed.

[<http://www.legislation.gov.uk/ukpga/2011/25/section/144>]

### ***It is my responsibility to:***

Examine the accounts under section 145 of the Charities Act. To follow the procedures laid down by the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act) and to state whether particular matters have come to my attention.

[<http://www.legislation.gov.uk/ukpga/2011/25/section/145>]

### ***Basis of Independent Examiner's report:***

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

### ***Independent Examiner's statement:***

In the course of my examination, no matter has come to my attention:

Which gives me reasonable cause to believe that, in any material respect the requirements to keep accounting records in accordance with section 130 of the Charities Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charity Act; have not been met or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached


signed  dated: 

Dianna Whitfield  
11 Lavender Mews  
Church Lane  
St Mildred's  
Canterbury  
Kent CT1 2PZ

AAT Registration 20251075

# Friends of Westgate Parks

Income and Expenditure, 1<sup>st</sup> January 2020 – 31<sup>st</sup> December 2020 inclusive

INCOME		EXPENDITURE	
Brought forward at 1 <sup>st</sup> Jan 2020	7868.81		
Donation (10 <sup>th</sup> Jan; Bt NW 36)	10.00		
Bklt sales (16 <sup>th</sup> Jan; Inv 008; NW 37)	22.50		
Donation (M. Still, 4 <sup>th</sup> Feb.; NW 37)	200.00		
Donation (10 <sup>th</sup> Feb.; Bt NW 37)	10.00		
		Insurance (card; 2 <sup>nd</sup> March; NW38)	211.68
Donation (10 <sup>th</sup> Mar.; Bt NW 38)	10.00		
Insurance (CCC, 19 <sup>th</sup> Mar; Inv 009 NW 39)	100.00		
Donation (14 <sup>th</sup> April; Bt NW 40)	10.00		
Donation (11 <sup>th</sup> May; Bt NW 41)	10.00		
Donation (10 <sup>th</sup> June; Bt NW 41)	10.00		
Donation (10 <sup>th</sup> July; Bt NW 42)	10.00		
Donation (10 <sup>th</sup> Aug.; Bt NW 43)	10.00		
Donation (10 <sup>th</sup> Sept.; Bt NW 44)	10.00		
Donation (12 <sup>th</sup> Oct.; Bt NW 45)	10.00		
		Prepayment DBS (card; 4 <sup>th</sup> Nov. NW45)	210.00
Donation (10 <sup>th</sup> Nov.; Bt NW 45)	10.00		
		RSPB Zoom access (27 Nov; ch. 000039)	50.00
Donation (10 <sup>th</sup> Dec.; Bt NW 46)	20.00		
<b>Total Income for 2020</b>	<b>452.50</b>	<b>Total Expenditure for 2020</b>	<b>471.68</b>
<b>Balance at 10<sup>th</sup> December 2020 (NW 46)</b>		<b>£7849.63</b>	
<p><i>R.I. Vane-Wright, Hon Treasurer, 31<sup>st</sup> December 2020</i></p> 			

- NW = NatWest account statement (sheet number)
- Inv = FoWP invoice number
- Ch = Cheque number
- Bklt = Trail booklet
- CCC = Canterbury City Council
- Bt = Bank Transfer
- I = Invoice number of other organisation