



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			
7				
8				
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)

--

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

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

Five trustees received DBS checks

The Trustees have worked on drafting the following policies during 2020:

1. Safeguarding Vulnerable Beneficiaries Policy
2. Volunteer Management Policy
3. Complaints Handling Policy
4. Conflicting Interests Policy

The agreed objective was to have these policies adopted at our 2020 AGM which has had to be postponed due to Covid-19.

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:

- 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

Signature(s)		
Full name(s)	Michael Pocock	
Position (eg Secretary, Chair, etc)	Secretary	
Date	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.

[\[http://www.legislation.gov.uk/ukpga/2011/25/section/144\]](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.

[\[http://www.legislation.gov.uk/ukpga/2011/25/section/145\]](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, 1st January 2020 – 31st December 2020 inclusive

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

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