



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)
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)

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.

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 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 8th 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 15th and 16th 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 14th 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, 1st January 2021 – 31st December 2021 inclusive

Brought forward at 1 st Jan 2021 (NW 47):		£7849.63	
INCOME 2021		EXPENDITURE 2021	
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		
Total Income for 2021	4339.50		
(carried forward + 2021 income)	12189.13	Total Expenditure for 2021	5717.11
Balance at 31 st December 2021 to carry forward to 2022		£6472.02	
R.I. Vane-Wright, Hon Treasurer, 30 th December 2021			

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: **£7849.63**

Total income for 2021	£4339.50	Total expenditure for 2021	£5717.11
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)
21st 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