



# 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			
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

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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

Total income: £3731.69

CCC contribution (donation) £195.63

Donations (individual) £939.69

Martello Fund Grant £2500

Booklet sales £237.00

Events £55

Total expenditure: £2334.14

Insurance £293.45

Website £132.00

Physic Garden £157.69

London Gate sign £1404

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)		
Full name(s)	Michael Pocock	
Position (eg Secretary, Chair, etc)	Secretary	
Date	10/04/2024	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
Friends of Westgate Parks	1178364

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1.1.23		31.12.23

### 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

Unrestricted funds

to nearest £

Restricted funds

to nearest £

Endowment funds

to nearest £

#### Details

### B2 Other monetary assets

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		-
	-	-	-
	-	-	-
	-	-	-

#### Details

### B3 Investment assets

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

#### Details

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

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

#### Details

### B5 Liabilities

	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

<i>R. I. Vane-Wright</i>	Richard I Vane-Wright	