



Trustees' Annual Report for the period

|      |                   |          |           |    |                 |          |           |
|------|-------------------|----------|-----------|----|-----------------|----------|-----------|
| From | Period start date |          |           | To | Period end date |          |           |
|      | Day 01            | Month 01 | Year 2024 |    | Day 31          | Month 12 | Year 2024 |

Section A Reference and administration details

|                                    |                           |
|------------------------------------|---------------------------|
| Charity name                       | Friends of Westgate Parks |
| Other names charity is known by    |                           |
| 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  | 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      |                 |                                   |   |
| 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<br>(eg. trust deed, constitution)        | Constitution                         |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods<br>(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.

Memorandum of Understanding with Canterbury City Council 15-11-2018 updated on 08-03-23.

FOWP works closely with Kentish Stour Countryside Partnership.

Trustees are represented on Canterbury City Council's Riverside Group, The Friends of Group and River Leisure Users Group.

## 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

Charity Commission Guidance Notes on Public Benefit (PB1, PB2 and PB 3) have been circulated to, and read by, all of FOWPs' Trustees.

**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

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



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

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>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<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds   |  | 6,382                              | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   | <b>Total cash funds</b>                                | 6,382                              | -                                | -                               |
|   | (agree balances with receipts and payments account(s)) | Agreement Error                    | Agreement Error                  | OK                              |
| B2 Other monetary assets                                    | Details  | to nearest £                       | to nearest £                     | to nearest £                    |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| 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                 |                                 |
|   |  | Ian Pascal                         | 22/04/2025                       |                                 |