

# Wormwood Scrubs Charitable Trust Committee

## Agenda

Wednesday 11 December 2013

7.00 pm

Small Hall, Hammersmith Town Hal

### MEMBERSHIP

Administration:	Opposition	Co-optees
Councillor Andrew Brown Councillor Joe Carlebach (Chair)	Councillor Elaine Chumnerly	

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Date Issued: 03 December 2013

# **Wormwood Scrubs Charitable Trust Committee Agenda**

**11 December 2013**

<b><u>Item</u></b>		<b><u>Pages</u></b>
<b>1.</b>	<b>MINUTES OF THE LAST MEETING</b> To approve as an accurate record, and the Chairman to sign, the minutes of the meeting held on 7 <sup>th</sup> October 2013.	1 - 4
<b>2.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b> If a Councillor has any prejudicial or personal interest in a particular item they should declare the existence and nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.  At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a prejudicial interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken unless a dispensation has been obtained from the Standards Committee.  Where Members of the public are not allowed to be in attendance, then the Councillor with a prejudicial interest should withdraw from the meeting whilst the matter is under consideration unless the disability has been removed by the Standards Committee.	
<b>4.</b>	<b>MANAGER'S REPORT</b> To receive a report from the Director for Finance & Resources and the Director for Safer Neighbourhoods updating the Committee on the management activity carried out for the Trust since the previous meeting	5 - 12
<b>5.</b>	<b>FINANCIAL FORECAST 2013/14</b> To receive a report from the Director for Finance & Resources presenting the financial forecast for the Trust for the financial year 2013/14	13 - 15

## **6. DATES OF FUTURE MEETINGS**

The Committee is asked to agree meeting dates for 2014. The following dates are proposed:

- Wednesday 12<sup>th</sup> March 2014
- Wednesday 2<sup>nd</sup> July 2014
- Wednesday 24<sup>th</sup> September 2014
- Wednesday 10<sup>th</sup> December 2014

# Agenda Item 1



London Borough of Hammersmith & Fulham

## **Wormwood Scrubs Charitable Trust Committee Minutes**

**Monday 7 October 2013**

### **PRESENT**

**Committee members:** Councillors Andrew Brown, Joe Carlebach (Chair) and Elaine Chumnerly

**Other Councillors:**

**Officers:** Craig Bowdery (Scrutiny Manager and Principal Committee Co-ordinator), Maria Campagna (Finance Manager), Mark Jones (Director for Finance & Resources and Environment, Leisure & Residents Services), Barrie Maclaurin (Parks and Open Spaces Manager), Samantha Maloney (KPMG) and Derek Myers (Chief Executive)

### **1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE**

The Committee received a report from the Chief Executive giving background to the formation of the Committee and presenting the Terms of reference.

The Chair explained that he was grateful to be chairing the Committee as he had been a long-term user of the Scrubs. He also highlighted his gratitude to the Friends of Wormwood Scrubs for their contribution to the Committee's establishment and welcomed three of the members of the Friends to the meeting.

### **RESOLVED –**

- i) That Cllr Joe Carlebach be appointed Chairman for the 2013/14 municipal year;

- ii) That the membership and Terms of Reference of the Wormwood Scrubs Charitable Trust Committee be noted; and
- iii) That the key issues and work plan outlined in the report be noted.

#### **4. WORMWOOD SCRUBS CHARITABLE TRUST STATEMENT OF ACCOUNTS 2012/13**

The Committee received a report from the Director for Finance & Resources and Environment, Leisure & Residents Services presenting the financial statements for the Scrubs for 2012/13, including the independent auditor's opinion.

Officers highlighted that the Scrubs' income was less than its expenditure and that it was using its reserve funds, which were currently £399,403. The challenge for forthcoming years was therefore to increase the income generated by the Scrubs as in 2012/13 they made a loss of £171,652, meaning the current financial position could not be sustained for more than two years.

In response to a question, officers explained that the main asset of the Scrubs was the car park, which was valued in 2004 at £5million based on its income. The Trust's other asset (the land) was given by Act of Parliament for the use of the inhabitants of London in perpetuity, and as such it is valued at £1 as the Trust does not have the power to dispose of it.

Members of the audience questioned the running costs of the Scrubs and argued that when the Council's land management contract was let to Quadron the costs for the Trust rose significantly. Officers explained that the Quadron contract had three elements to it – management of the Trust's land, parks in the Borough and the green spaces adjoining public housing. Previously all three elements were carried out by a direct labour force by the Council with inexact accounting that made it very difficult to ascertain how much each element cost. The contract was let competitively on an open market and the tender with the lowest running costs was selected. It was acknowledged that there had not been a separate specification in the contract for the Trust's land and the other parks, but this did not mean that one element was funding the other. The Chair recognised that running costs were a valid concern and explained that as a new Committee, it would be looking at all expenditure very carefully and would seek any opportunities to negotiate a better deal.

Members of the public also voiced their concerns at proposals to build a viaduct over land to the north of the Scrubs as part of plans for a Crossrail / High Speed 2 rail hub at Old Oak Common. It was argued that whilst the need for development was recognised, the plans would have a severely detrimental impact on an important breeding ground for birds and that the Scrubs would suffer from the increased pedestrian traffic. It was noted that the Friends had already collected 2,500 signatures in opposition to the plans. The Chairman explained that there were no concrete plans yet released and that the Committee would await any firm proposals before commenting, but assured the Friends that any plans would be assessed robustly for their impact on the Scrubs. It was proposed and agreed that the Chairman would write to Transport for London reminding them that the Trust should be consulted as early on as possible and separately from the Council.

The Chairman also confirmed that the options for new Trustees or co-opted members of the Committee were being explored with legal advisors so that the implications for personal Trustee liability could be fully established before a decision was made. It remained the intention to listen to the Friends, users and local residents and to give the public a voice in deciding how the Scrubs are managed.

**RESOLVED –**

- i) That the content of the Independent Auditor's Report to the Trustees of Wormwood Scrubs Charitable Trust stating that:
  - the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2013;
  - have been properly prepared in accordance with UK GAAP; and
  - have been properly prepared in accordance with the requirements of the Charities Act 2011be noted;
- ii) That the management representation letter (appendix 3) be approved;
- iii) That the Wormwood Scrubs Charitable Trust's 2012/13 audited Statement of Accounts and Trustee's report (Appendices 1 and 2) be approved;
- iv) That the delegation of authority to the Director for Finance & Resources, Environment, Leisure & Residents Services for the approval of the audited 2012/13 Statement of Accounts and Trustee's report in the event of auditor changes subsequent to this Committee meeting be approved;
- v) That the 2013/14 contribution to the running costs of the Linford Christie stadium up to a maximum of £110,000 be approved; and
- vi) That the contents of the annual risk assessment (appendix 4) be approved.

**5. WORMWOOD SCRUBS CHARITABLE TRUST FINANCIAL FORECAST 2013/14**

The Committee received a report from the Principal Account Environment, Leisure & Residents Services presenting the financial forecast for the 2013/14 year. Officers highlighted that a loss of £158,580 by the year's end was forecast. It was also reported that £304,000 of capital improvement works for the Linford Christie Stadium had been approved. Officers undertook to provide further details on what this investment would go towards.

***Post-meeting note***

*Officers have provided the following update:*

*The proposed works are to be carried out at Linford Christie Stadium and consist of the upgrading of the clubhouse kitchen, general internal refurbishment of changing rooms, remedial works to the roof coverings, plus refurbishment and upgrade of toilets and washing areas to the male changing room. The facilities and catering equipment supporting the clubhouse kitchen, are in an extremely poor*

*condition and are no longer fit for purpose. All of the proposed works are essential and need to be undertaken to improve the standards, avoid the loss of potential income and to safeguard the reputation of the facility. The works initially identified as part of the Planned Maintenance Programme have been amalgamated with the minor improvement works required by the client department to mitigate disruption to the centre users. Consequently these works are to be funded jointly from the Council's 2012/2013 Corporate Planned Maintenance Programme and Section 106 contributions in the total sum of £304,117. The works are to be procured via the Council's Measured Term Contract for Non Housing Projects 2011/2015 with Mulalley & Company Limited and they are the contractor that offers the maximum discount of the three framework contractors.*

**RESOLVED –**

That the report be noted.

**6. THE WORMWOOD SCRUBS MANAGEMENT PLAN**

The Committee received the land management plan for the Scrubs and the Chairman thanked the Friends for their contribution to its development.

**RESOLVED –**

That the Management Plan be noted and approved.

**7. DATE OF NEXT MEETING**

It was agreed that the Committee's next meeting would take place in December 2013 at a date to be confirmed.

Meeting started: 7.00 pm  
Meeting ended: 7.37 pm

Chairman .....

Contact officer: Craig Bowdery  
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# Agenda Item 4

 the low tax borough	<b>London Borough of Hammersmith &amp; Fulham</b> <b>WORMWOOD SCRUBS CHARITABLE TRUST</b> <b>COMMITTEE</b> <b>11 DECEMBER 2013</b>
<b>MANAGER'S REPORT</b>	
<b>Report of the Director for Safer Neighbourhoods and the Director for Finance and Resources, ELRS</b>	
<b>Open Report</b>	
<b>Classification:</b> For Decision and for noting. <b>Key Decision:</b> No	
<b>Wards Affected:</b> College Park and Old Oak	
<b>Accountable Executive Director:</b> Lyn Carpenter, Executive Director for ELRS	
<b>Report Authors:</b> Mark Jones, Director for Finance and Resources David Page, Director for Safer Neighbourhoods	<b>Contact Details:</b> Tel: 020 8753 6700 E-mail: mark.jones@lbhf.gov.uk

## 1. Executive Summary and Decisions Sought

At the last meeting of the Committee it was explained that a key priority for the Trust is to improve its financial position and eliminate the loss currently being made as soon as possible.

- 1.1. The Committee is asked to approve the following:
- That the Committee adopts the Scheme of Delegation set out in section 2.
  - That KPMG are appointed as auditors for the 2013/14 and 2014/15 accounts (Section 3).
  - To authorise the Director for Safer Neighbourhoods to enter into an agreement with Earls Court and Olympia Limited in consultation with the Committee Chair, to allow occasional vehicle parking on the 'Red Gra' area, as set out in Section 5. This is an arrangement that has been in place with the Police for a number of years. The expected income is around £25k.
  - To delegate to the Chairman the power to decide whether it would be in the interests of the Trust to open negotiations with the hospital about the terms of the licence to use the car park (see Section 7).
- 1.2. The Committee is asked to note the following:
- That in January 2014 the Director for Safer Neighbourhoods intends to make a proposal to enter into an agreement with the Norman J event management team to allow a Family Music Event in September 2014,



as set out in Section 4. As the value will be around £50k, this would be a decision for the Chairman.

- That the Director for Safer Neighbourhoods will enter into an agreement with the Metropolitan Police, to allow occasional vehicle parking on the 'Red Gra' area, as set out in Section 6.
- The work that is going on to determine whether it would be in the interests of the Trust to introduce a charge for car parking at weekends, as set out in Section 8.
- The low levels of crime reported in the Community Safety update in Section 9.
- The work going on to examine the potential to sell the tied cottage (see Section 10).
- The work going on in relation to grounds maintenance (see Section 11).
- The letter sent by the Chairman to TFL and other bodies concerning the potential impact of HS2 (Section 12 and Annexe A).

## **2. Scheme of Delegation**

- 2.1. The Wormwood Scrubs Charitable Trust Committee is authorised by Full Council to make any decision on behalf of the Trust.
- 2.2. However, the Committee is not likely to meet frequently enough always to be in a position to make timely decisions for the Trust. It is therefore proposed that the Committee authorises the Director of Safer Neighbourhoods to take any decisions having a financial consequence of up to £100,000. If such a decision has financial consequences of more than £20,000 it will always be made after consultation with the Chairman.
- 2.3. Such decisions taken outside the Committee cycle will be circulated and reported to Committee members for information. Additionally any expenditure over £1000 and under £100,000 will be listed and made available to members of the committee for transparency purposes.
- 2.4. The Committee will make all other decisions with financial consequences of more than £100,000.
- 2.5. This is an interim arrangement expected to last only until the Full Council meeting in January 2014. At that meeting Council will be requested to designate the Chairman of the WSCT Committee as its agent. This will allow the Chairman to have delegated power to make decisions up to £100,000, with the Director of Safer Neighbourhoods making decisions up to £20,000. The Committee would still reserve decisions of more than £100,000 to itself.
- 2.6. These thresholds have been chosen to mirror the levels of authority exercised by Cabinet, Cabinet Members and senior officers for ordinary Council business. The Committee could choose other thresholds if it wished to do so.

### **3. Appointment of Auditors**

- 3.1. Since the 7 October 2013 Committee meeting, KPMG have signed off the Trust's accounts and concluded their audit for the 2012/13 financial year. There were no amendments to the accounts and Trustee's Report which were presented to Committee before they were finalised.
- 3.2. The Trust must now appoint an auditor for its 2013/14 accounts as KPMG's engagement was for one year. KPMG have confirmed that for the next two years their fee for the Trust's audit would remain consistent with the 2012/13 fee of £12,000. An annual inflationary increase would apply which would make the proposed fees £12,300 for 2013/14 and c.£12,700 for 2014/15 (assuming inflation remained constant). These figures exclude expenses, which for the 2012/13 audit were £300.
- 3.3. KPMG are the auditors for the council's main accounts. 2012/13 was the first year they audited either the main accounts or the Trust's accounts (previously both audits were undertaken by the Audit Commission). It is recommended that KPMG are engaged by the Trust for 2013/14 and 2014/15 to maintain consistency and enable the Trust to continue to benefit from KPMG's knowledge of Council's systems and synergies with the audit of the main accounts.

### **4. Open Air Events**

- 4.1. There is potential to generate income for the Trust by using the Scrubs for a family music festival. This would be organised by Norman J event management team and is proposed to take place in the Scrubs early September 2014.
- 4.2. The event organisers are preparing an event outline document which is due to be ready in January 2014. There is potential for net income of £50k from a two day event. The event content would include two daytime family music events in the south east of the Scrubs, with ten thousand attendees expected each day.
- 4.3. The event plan will set out the arrangements for the management of the crowd, waste, noise, grass protection, setup/breakdown and stakeholder relations. The plan will identify potential issues and ways to address them. A formal "Safety Advisory Group" will be formed to steer the event in a sustainable way.

### **5. Renting Lorry Parking Spaces to Olympia**

- 5.1. Earl's Court and Olympia Limited has shown an interest in using the 'Red Gra' as a marshalling area for large exhibition delivery vehicles. Red Gra is situated south-east of the Scrubs, off Scrubs Lane Car park. The firm will use the space on an ad hoc basis, no more than 14 times during the next calendar year.
- 5.2. The firm will provide lighting, noise management, site security and a residents contact point. The Red Gra area has been used previously for

temporary parking for filming and the police during the Notting Hill Carnival. The Olympia project will be trialled during April 2014. The net potential income is £25k.

**6. Charging the Metropolitan Police for parking for the Notting Hill Carnival**

6.1. A community fee of £1.5k was charged for the first time for the Notting Hill Carnival in 2013. The Trust will be negotiating an increasing fee schedule for future years.

**7. Review Licence for the Car Park with the Hospital**

7.1. Hammersmith Hospital have historically used the car park for a mixture of staff and visitor parking. The rent has not been reviewed for a number of years. It is proposed that officers establish whether it would be in the interests of the Trust to re-open negotiations with the hospital. It is proposed that the Chairman be given the authority on behalf of the Trust to decide whether to do that.

**8. Introduction of Parking Charges at Weekends**

8.1. A survey monitoring weekend car park usage was completed over 3 weekends in October 2013. The purpose of the survey was to ascertain the potential impact of introducing a weekend parking charge. The current parking provision covers Mon-Fri 8am-6:30pm, £2.20 per hour with a minimum charge of £1.10. At present there is no charge at weekends or on a bank holiday.

The survey results are as follows:

**Linford Christie Car Park Usage - Weekend**

Date	Number of Vehicles	
	11am	4pm
Sat 12 October 2013	82	16
Sun 13 October 2013	145	22
Sat 19 October 2013	27	19
Sun 20 October 2013	147	26
Sat 26 October 2013	23	19
Sun 27 October 2013	151	27

The current usage would suggest the following potential income based on a nominal £1 per day charge being introduced at the weekends:

<b>Average Usage Weeks</b>	<b>192 (11am) 52</b>	<b>43 (4pm) 52</b>	
<b>Potential Income (£1)</b>	<b>£9,967</b>	<b>£2,236</b>	<b>Total £12,203</b>

Assumptions being made are as follows:

- Does not account for seasonal variation in usage
  - Income based on a minimal £1 per day usage
  - Cars counted do not return/remain for the later count (double counting)
  - Charging does not decrease usage
- 8.2. Work is ongoing with LBHF parking Department and Environmental Legal to ascertain whether the car park is subject to the Road Traffic Regulation Act (Section 55). RTRA 55 requires that on-street penalty charge income must be used for enforcement purposes and to improve road transport provision.
- 8.3. Surrounding streets currently abide by the same parking restriction and are also free at weekends. Unless local parking control was also changed the introduction of a weekend charge in the Wormwood Scrubs car park may result in a migration of parking from the car park to local 'free' streets. The Council will therefore be consulted before any change is implemented.

## **9. Community Safety Update**

- 9.1. On Wormwood Scrubs itself there was only one crime reported to the Police between April and September 2013. That crime related to drugs and may have been identified as a result of a proactive drugs operation.
- 9.2. There were two crimes recorded in the same period in 2012/13, and three recorded in the same period in 2011/12. Reported crime levels are low on Wormwood Scrubs and are falling year on year as a result of the effective partnership between the Council's Parks Police and the Metropolitan Police. The table below provides more detail:

Wormwood Scrubs	2011/12	2012/13	2013/14
Burglary	0	0	0
Criminal Damage	0	0	0
Drugs	0	1	1
Fraud or Forgery	0	0	0
Other Accepted Crime	0	0	0
Other Notifiable Offences	0	0	0
Robbery	0	0	0
Sexual Offences	1	0	0
Theft and Handling	1	0	0
Violence Against the Person	1	1	0
Total	3	2	1

## 10. Sale of Tied Cottage

- 10.1. The Trust is under a fiduciary duty with regard to its property and as such it is at risk of breaching this duty if it does not make good economic use of this building, such as disposing of it. Officers are therefore examining the benefits to the Trust of selling the tied cottage. If it were in the interests of the Trust, it would be presented to the Committee for decision. Any receipt would flow into the Trust's accounts.

## 11. Grounds Maintenance

- 11.1. Officers will hold a discussion with the contractor to examine whether there is scope to alter the specification to reduce the costs to the Trust.
- 11.2. Work is ongoing to improve biodiversity, with fruit trees and native perennials planted this year. Groundwork and HCGA have done some work in the grasslands and woods near the redgra area. The contractor has done some bramble clearing in the north. Tree contractors have assisted with creation of loggeries and basking areas in grassland.
- 11.3. At present two schools run their own 'Forest Schools' on the site and are not charged. It is believed there is potential to make significant improvements and officers are following up with Elisa Douglas.

## 12. Letter to Transport for London About the Potential Impact of HS2

- 12.1. The text of the letter sent is at Annexe A.

## ANNEXE A

**Wormwood Scrubs Charitable Trust**  
**First Floor**  
**77 Glenthorne Road**  
**London W6 0LJ**

Registered Charity Number 1033705  
Contact: Mark Jones, [mark.jones@lbhf.gov.uk](mailto:mark.jones@lbhf.gov.uk), 020 8753 6700

25th November 2013

Mr Richard De Cani, Director of Strategy and Policy  
Transport for London  
Sent by email to: [Decaniri3@tfl.gov.uk](mailto:Decaniri3@tfl.gov.uk)

Mr Philip Rutnam, Permanent Secretary  
Department for Transport  
Sent by email to: [Philip.Rutnam@dft.gsi.gov.uk](mailto:Philip.Rutnam@dft.gsi.gov.uk)

Mr Kit Malthouse, GLA London Assembly Member  
Sent by email to: [kit.malthouse@london.gov.uk](mailto:kit.malthouse@london.gov.uk)

Mr Boris Johnson, Mayor of London  
Sent by email to: [mayor@london.gov.uk](mailto:mayor@london.gov.uk)

Dear Sirs,

### **HS2 and its Impact on Wormwood Scrubs Common and Related Environs**

The Wormwood Scrubs Charitable Trust is responsible for the Wormwood Scrubs Common in West London, having been created by the Wormwood Scrubs Act 1879.

The London Borough of Hammersmith and Fulham is the sole corporate trustee of the Trust and when acting in that capacity must act in the interests of the Trust. The Trust's charitable objective is to ensure that the park is used for the exercise and recreation of Londoners.

The Trust has been aware that one or more of the options that TfL are investigating to connect the London Overground network to the planned Old Oak Common High Speed 2/Crossrail station would require the construction of a viaduct on land to the north of the Scrubs. Whilst the need for development is recognised, there is a risk that plans may have a detrimental impact on the Scrubs. As you may well be aware the Scrubs is a much treasured asset for local people and indeed for residents across north, west and central London. It is also an important breeding ground for birds, and a centre for biodiversity in the midst of a large built up area.

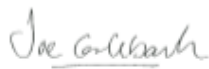
Any construction work and resulting development that impinges on this valuable open space will not be consistent with the use of the Scrubs for exercise and recreation as laid out in the constitution of our charity and would be very unwelcome and vigorously opposed.

We welcome economic regeneration and the prospects that such development brings for local residents, however we ask that all such work is undertaken demonstrating respect for the local environment and in this case specifically Wormwood Scrubs Common.

The Trust understands that there are no concrete plans yet released and will reserve its formal position until such time as firm plans are published.

The Trust requests that it should be properly and formally consulted as early on as possible in the process and that such consultation should recognise that the Trust is a separate body to the London Borough of Hammersmith and Fulham.

Yours Sincerely,



**Cllr. Joe Carlebach**  
**Chairman**  
**Wormwood Scrubs Charitable Trust Committee**  
**London Borough of Hammersmith & Fulham**

cc: Wormwood Scrubs Charitable Trust Committee

# Agenda Item 5

	<b>London Borough of Hammersmith &amp; Fulham</b>  <b>WORMWOOD SCRUBS CHARITABLE TRUST</b> <b>COMMITTEE</b> <b>11 December 2013</b>
<b>WORMWOOD SCRUBS CHARITABLE TRUST FINANCIAL FORECAST 2013/14</b>	
<b>Report of the Director for Finance and Resources, ELRS</b>	
<b>Open Report</b>	
<b>Classification:</b> For Information <b>Key Decision:</b> No	
<b>Wards Affected:</b> College Park and Old Oak	
<b>Accountable Executive Director:</b> Lyn Carpenter, Executive Director for ELRS	
<b>Report Author:</b> Danielle Wragg, Principal Accountant ELRS	<b>Contact Details:</b> Tel: 020 (8753 4287) E-mail: <a href="mailto:danielle.wragg@lbhf.gov.uk">danielle.wragg@lbhf.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1. This report sets out the financial forecast for Wormwood Scrubs Charitable Trust for the financial year 2013/14.

## 2. FINANCIAL FORECAST 2013/14

- 2.1. The financial performance of Wormwood Scrubs Charitable Trust (“the Trust”) for 2012/13 and the forecast for 2013/14 as at the end of October 2013 is summarised overleaf and detailed in Appendix A.

Activity	Outturn 2012/13	YTD 2013/14	Forecast 2013/14	Movement between years	Last Reported (August)
Pay and Display Parking Meters	313,378	156,706	305,334	-3%	326,804
Hammersmith Hospital Car Park Licence	226,000	113,000	226,000	0%	226,000
Other income from activities for generating funds	6,823	1,768	6,717	-2%	6,717
<b>Total Incoming Resources from Generated Funds</b>	<b>546,201</b>	<b>271,474</b>	<b>538,051</b>	<b>-1%</b>	<b>559,521</b>
Grounds Maintenance	667,200	667,743	667,743	0%	667,743
Contribution to Linford Christie Stadium	31,812	0	31,517	-1%	31,517
Other Expenditure	18,841	300	18,841	0%	18,841
<b>Total Resources Expended</b>	<b>717,854</b>	<b>668,043</b>	<b>718,101</b>	<b>0%</b>	<b>718,101</b>
<b>Net Incoming Resources</b>	<b>(171,652)</b>	<b>(396,569)</b>	<b>(180,050)</b>	<b>5%</b>	<b>(158,580)</b>



- 2.2. In 2012/13 expenditure exceeded income, resulting in a drawdown from the Trust's cash balances of £171,652.
- 2.3. The opening cash balance for 2013/14 is £411,403 and the forecast at the end of October anticipates a drawdown of £180,050 (44% of the current cash balance). This would give a cash balance of £231,353 to carry forward to 2014/15.
- 2.4. This is a £21,470 adverse movement from the last reported position (as at the end of August), which is wholly due to a decrease in forecast pay and display income from the car park. Year to date income is now broadly in line with the same period last year (£497/0.32% less), when in the previous report receipts had been running slightly higher than last year. This gives rise to an adverse movement of £21,470 since the last reported position.
- 2.5. There has been a general reduction in parking activity in the borough in recent months. Parking income is always difficult to forecast due to the numerous factors which affect the demand for parking spaces. Pay and display income has been volatile in recent years and has varied between £402,414 in 2008/09 and £313,378 in 2012/13. Given that pay and display income is the anchor income for the Trust, this will be closely monitored and reported.
- 2.6. The Trust contributes to the up-keep of the Linford Christie athletic stadium located on the Trust grounds, in furtherance of the objectives of the Trust to support recreation. Whilst the Charity contributes to the running costs of the stadium, the Council does not seek to generate a profit from this arrangement and only draws down from the Trust any year end budget variance on the Linford Christie account. For 2013/14 a commitment has been made to the committee that everything will be done to ensure the contribution will not exceed £32,000 (the contribution reported to the last committee). This may require some expenditure on non-essential stadium items to be scaled back this year.

### **3. TARGETED ACTION TO ADDRESS THE SHORTFALL**

- 3.1. Given the significant forecast draw down from the Trusts cash balances this year and the resulting reduced cash balance to carry forward to next year, Council officers are focussing on actions to reduce the net operating cost of the Trust in the short, medium and long term.
- 3.2. Actions to reduce the net expenditure of the Trust are detailed in the Management report also going to the Committee in December 2013.

<b>As at Period 7</b>			
<b>Wormwood Scrubs Charitable Trust</b>			
<b>Statement of Financial Activities for Year ended 31 March 2014</b>			
<b>Income and Expenditure</b>	<b>2013/14 YTD</b>	<b>2013/14 PROJECTI ON</b>	<b>2012/13</b>
		£	£
<b>Incoming Resources from Generated Funds</b>			
Pay and Display Parking Meters	156,706	305,334	313,378
Hammersmith Hospital Car Park Licence	113,000	226,000	226,000
Other income from activities for generating funds	1,768	4,703	4,703
Interest Receivable	0	2,014	2,120
<b>Total Incoming Resources from Generated Funds</b>	<b>271,474</b>	<b>538,051</b>	<b>546,201</b>
<b>Resources Expended</b>			
Costs of generating Parking Income	0	0	0
Contribution to Linford Christie Stadium	0	31,517	31,812
Non Routine Maintenance of Wormwood Scrubs	0	900	900
Routine Grounds Maintenance of Wormwood Scrubs	667,743	667,743	667,200
Charitable activities	0	0	0
Audit Fees	300	12,000	12,000
Legal Fees	0	22	22
Administration (Finance & Governance)	0	5,919	5,919
Governance costs	300	17,941	17,941
Other resources expended	0	0	0
<b>Total Resources Expended</b>	<b>668,043</b>	<b>718,101</b>	<b>717,854</b>
<b>Net Outgoing Resources</b>	<b>(396,569)</b>	<b>(180,050)</b>	<b>(171,652)</b>
<b>Reconciliation of Funds</b>			
Total funds brought forward		5,399,404	5,571,056
<b>Total funds carried forward</b>		<b>5,219,354</b>	<b>5,399,404</b>
WSCT Cash balance at end of 2012/13		411,403	
Anticipated 2012/13 drawdown		<b>(180,050)</b>	
<b>Cash balance to be carried forward to 2014/15</b>		<b>231,353</b>	