

# Wormwood Scrubs Charitable Trust Committee

## Agenda

Wednesday 3 September 2014

7.00 pm

Old Oak Housing, 43-45 Erconwald Street, White City, W12 0BP

### MEMBERSHIP

Administration:	Opposition	Co-optees
Councillor Elaine Chumney Councillor Wesley Harcourt (Chair)	Councillor Joe Carlebach	

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Date Issued: 01 September 2014

# **Wormwood Scrubs Charitable Trust Committee Agenda**

**3 September 2014**

<b><u>Item</u></b>	<b><u>Pages</u></b>
<b>1. MINUTES OF THE LAST MEETING</b> To approve as an accurate record, and the Chairman to sign, the minutes of the meeting held on 1 <sup>st</sup> July 2014	1 - 5
<b>2. APOLOGIES FOR ABSENCE</b>	
<b>3. 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. WORMWOOD SCRUBS CHARITABLE TRUST STATEMENT OF ACCOUNTS 2013/14</b> To receive a report from Director for Finance & Resources (ELRS) presenting the Annual Accounts for 2013/14	6 - 43
<b>5. MANAGER'S REPORT</b> To receive a report from the Director for Safer Neighbourhoods and the Director for Finance and Resources, ELRS on recent management activity	44 - 57

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

The Committee will be meeting on the following dates:

- Tuesday 9<sup>th</sup> December 2014
- Wednesday 4<sup>th</sup> March 2014



London Borough of Hammersmith & Fulham

# **Wormwood Scrubs Charitable Trust Committee Minutes**

**Tuesday 1 July 2014**

## **PRESENT**

**Committee members:** Councillors Wesley Harcourt (Chairman), Joe Carlebach (Vice-Chair) and Elaine Chumnerly.

Tom Cardis (Principal Planning Officer), Mark Jones (Director for Finance & Resources), Ian Ross (Parks Manager), Mike Rumble (Park Inspector), Jackie Simkins (Principal Projects Officer)

**Friends of the Scrubs** – Ms Miriam Shea

**Apologies** - David Page (Director of Safer Neighbourhoods)

### **1. APPOINTMENT OF CHAIR AND VICE CHAIR**

Councillors Wesley Harcourt and Joe Carlebach were nominated as the Chairman and Vice Chairman for the 2014/15 municipal year.

#### **RESOLVED:**

That Councillors Wesley Harcourt and Joe Carlebach be appointed as the Chairman and Vice Chairman of the Committee respectively for the 2014/15 municipal year.

### **2. MINUTES OF THE LAST MEETING**

That the minutes of the meeting held on 12<sup>th</sup> March 2014 be approved as a correct record and that they be signed by the Chairman

### **3. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **4. DECLARATIONS OF INTEREST**

There were no declarations of interests.

## 5. **MANAGER'S REPORT**

The Committee received a report from the Director of Finance & Resources on the management activity carried out since the previous meeting. The report covered the following areas:

- **Transport for London and the Potential Impact of HS2**

Officers circulated a plan highlighting the key items contained in the Council's petition against the High Speed 2 Hybrid Bill as follows:-

.1. **New London Overground Connections**

Three options were being explored to deliver the Overground connection. The Council was not in support of Option A as it would have a huge impact on the Scrubs. Option B could not be supported as there could be a requirement regarding CPO and it is less desirable as trains need to turn around at the station. The most preferred Option was C. H&F and RBKC are in support of this option while Brent and Ealing support Option A. TFL will consult on the 3 options in September 2014. The Trust requested officers to work closely with our neighbouring Boroughs to ensure we are presenting a joint approach.

Action – Tom Cardis

.2. **Support for provision of Crossrail Spur to West Coast Main Line (WCML)**

Officers informed the Trust of the benefits of the spur.

.3. **Improved Strategic Road Connections**

The need for improved connections to the Old Oak Common station via a bridge link to the east of the station was supported.

.4. **Not relocate Heathrow Express (HEX) Depot to North Pole Depot East**

The Trust noted that the Council wanted HS2 to consider the relocation of the depot elsewhere as its redevelopment could achieve 5,000 homes and unlock the full regenerative potential of the site.

.5. **Southern access route from Old oak Common to Wormwood Scrubs**

The proposal for through movement of people from the north of the station to access the Scrubs to the south was noted.

.6. **Early delivery of Crossrail and Great Western Main Line (GWML) Station**

Both construction projects are currently on schedule to be opened in 2016.

## **.7. Wormwood Scrubs Wetland Habitat Creation**

This was an issue of great concern to the Trust and Council as the proposal would take out the use of a large well used area of land for extensive sports, recreation and leisure activities. The Friends of the Scrubs noted that they were entirely opposed to the proposal as it would be detrimental to the nature of the Scrubs. An alternative should be found. It was noted that negotiations were on going to abandon the proposal. Officers were requested to seek confirmation in writing that HS2 had dropped the idea of flooding the land and seek funding including covering the cost of decontaminating the Artillery Wall area.

Action: Tom Cardis and Mark Jones

## **.8. Temporary Closure of Old Oak Common lane**

The Trust acknowledged that there might be a small period when both lanes might need to be closed but at least one lane should be open most of the time to car and pedestrian traffic during the works.

## **.9. Removal of Excavated Material**

It was affirmed that the Trust supported the removal of excavated material via the canal and rail rather than by road to avoid local road network congestion.

## **.10. Pedestrian/Cycle Link to North Action Station from Old Oak Common**

A dedicated link for pedestrians and cyclist allowing direct access between the central line and oak common station was supported.

The Trust requested officers to provide a timeline when critical decisions were to be made. The Trust will work with the local councils on publicity to raise the profile and bring public attention to the issues discussed. The Scrubs should not be seen as a private playground for the development towards the north of the Scrubs. Any housing redevelopment in the area should have its own provision of open space.

Action : Tom Cardis

### **• Up and Coming Events**

Officers informed the Trustees that consultation was on going with three event organisers. The Trustees noted that they had received a good timeline on the Good Times application but requested more detailed information about the actual event, precise location of activities, access and an impact assessment on nearby residents. Officers agreed to circulate the management plan which would address the issues raised.

Officers were also requested to ensure that the plans included training and employment of local people and consultation with local residents. There was a

concern about clashes with QPR football matches. The Friends indicated their support for hosting events in the Scrubs.

It was noted that Olympia had successfully used the Red GRA area as a marshalling space. This had radically relieved the pressure on parking around Olympia. The Trustees indicated that Section 106 agreement funding could be suitable for putting in place traffic safety and security measure around the area and fund the replacement of the security barrier.

- **Sport Facilities**

The BMX pump track held an open day on Saturday 24<sup>th</sup> May 2014. The Trustees welcomed the improvements and investment in the Linford Christie sport facilities and requested officers to promote more community participation and involvement in the site. It was suggested that more events such as fun days, disability sport days should be encouraged. Officers were requested to report back on the current usage and the future plans for the site.

The Trust was shown a picture of a bird mural drawn by a local artist. It was suggested that designs reflecting a sports, recreation and wild life theme would be appropriate on the prison wall or community centre. Officers would respond if contacted by the artist to explore what could be achieved.

Action : David Page and Mark Jones

- **Review License for the Car Park with Hospital.**

The Trustees noted that time was of essence to conclude the negotiations on the review of the license and ensure proper review dates were included in the contract. The Chairman requested fortnightly updates on progress.

Action : David Page

- **Community Safety**

Officers provided an update on the community safety issues. The Parks Police are working with the British Transport Police and Network rail to clear a large amount of fly tipping on Railway land. The Trustees noted that officers are working more closely with the Neighbourhood Safety team to share intelligence and exchange information. The Chairman requested an update on the outcome of the investigations around fly tipping.

Action : Mike Rumble

- **Ground Maintenance Update**

Quadron was drafting the Interim management report. Stakeholders' consultation will take place once it had been finalised. Officers noted that they were trying to strike a balance between community safety aspirations and wildlife management. The issue of bramble management will be looked into.

• **2014/15 Financial Forecast**

A forecast loss of £121,000 was reported. It was noted that a successful re-negotiation of the car park income would significantly improve the financial position. Officers were encouraged to seek grant funding from other charitable organisations to fund further improvements to the Scrubs.

Action : David Page and Mark Jones

• **Other Issues**

The Friends of the Scrubs commented that the Mayoral Development Corporation had included as part of the Old Oak vision boundaries the Scrubs, Imperial Hospital and the prison. They were strongly of the view that the Scrubs should not be included in the boundary. They felt that this was a land grab scheme to include the Scrubs as part of the open amenity space for the North end proposed housing development. The MDC should not attempt to turn the Scrubs into a Central Park. It further expressed concerns that the alteration to the London plan and the MDC consultation did not make mention of the Scrubs as a nature reserve nor that it was created and preserved by an Act of Parliament.

In light of MDC consultation which will end on the 18<sup>th</sup> September, it was agreed to change the date of the next meeting to either 3<sup>rd</sup> or 10<sup>th</sup> September at Old Oak Community Centre if available.

Action : Kayode Adewumi

**Co-Optees**

The Trustees welcomed the idea of having non councillor members on the committee from special interest groups such as the Friends of the Scrubs and The Royal Society for the Protection of Birds (RSPB).

**6. DATES OF FUTURE MEETINGS**

The next meeting will be held on either 3<sup>rd</sup> or 10<sup>th</sup> September 2014.


Meeting started: 7.00 pm  
Meeting ended: 8.20 pm

Chairman .....  
Contact officer:

Committee Co-ordinator  
Governance and Scrutiny  
( :  
E-mail:



# Agenda Item 4

	<b>London Borough of Hammersmith &amp; Fulham</b>  <b>WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE</b>  <b>3<sup>rd</sup> September 2014</b>
<b>WORMWOOD SCRUBS CHARITABLE TRUST STATEMENT OF ACCOUNTS 2013/14</b>	
<b>Report of the Executive Director of Finance and Corporate Governance</b>	
<b>Open Report</b>	
<b>Classification - For Information</b>	
<b>Key Decision: No</b>	
<b>Wards Affected: All</b>	
<b>Accountable Executive Director:</b> Jane West, Executive Director of Finance and Corporate Governance	
<b>Report Author:</b> Mark Jones, Director for Finance & Resources, Environment, Leisure & Residents Services	<b>Contact Details:</b> Tel: 020 (8753 6700) E-mail: (mark.jones@lbhf.gov.uk)

## 1. EXECUTIVE SUMMARY

- 1.1. This report presents the Wormwood Scrubs Charitable Trust Annual Trustees' Report for 2013/14 and the independent auditor's opinion on the accounts prior to the conclusion of their audit work. The Trust has appointed KPMG LLP as their independent external auditors for 2013/14.
- 1.2. The report also highlights the headline information from the Annual Trustee's Report and Statement of Accounts.

## 2. RECOMMENDATIONS

- 2.1. To note the content of the Independent Auditor's Report to the Trustees of Wormwood Scrubs Charitable Trust (contained in the Trustee's report from page 14) stating that:
  - the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2014;
  - have been properly prepared in accordance with UK GAAP; and

- have been properly prepared in accordance with the requirements of the Charities Act 2011.
- 2.2. To approve the management representation letter (as attached as Appendix 2)
  - 2.3. To approve the Wormwood Scrubs Charitable Trust's 2013/14 audited Statement of Accounts and Trustee's report (attached as Appendix 1).
  - 2.4. To approve delegation of authority to the Director for Finance & Resources, Environment, Leisure & Residents Services for the approval of the audited 2013/14 Statement of Accounts and Trustee's report in the event of auditor changes subsequent to this Committee meeting.
  - 2.5. To note the contents of the annual risk assessment (contained in the Trustee's report on pages 26-27).

### **3. REASONS FOR DECISION**

- 3.1. The external auditors must report their findings to a properly constituted governance body of the Trust before they can publish their signed and final opinion on the integrity of the Trust's accounts.

### **4. INTRODUCTION AND BACKGROUND**

#### **4.1. INTRODUCTION**

4.1.1. The Wormwood Scrubs Charitable Trust's Statement of Accounts and Trustee's Report have been prepared in accordance with the Charities Statement of Recommended Practice 2005 and Charities Act 2011. The Statement of Accounts and Trustee's Report are provided at Appendix 1 for approval by the Wormwood Scrubs Charitable Trust Committee.

4.1.2. This report gives a brief overview of the key points arising from the Statement of Accounts and Trustee's Report.

4.1.3. KPMG have remained the auditors of the financial statements for 2013/14.

4.1.4. It should be noted that these accounts remain "unaudited" until final sign-off by KPMG and may therefore be subject to change until that point. However, no further changes are expected. KPMG will consider and complete their final sign-off following the approval of the accounts by the Trust. In the event that changes are subsequently made, then the Director for Finance & Resources, Environment, Leisure & Residents Services will sign-off the amended accounts (following approval of delegated authority) and report any changes to the next meeting of the Wormwood Scrubs Charitable Trust Committee.

#### **4.2. STATEMENT OF ACCOUNTS 2013/14**

- 4.2.1. The Wormwood Scrubs Charitable Trust started the year with an opening balance of £5,399,404. Net incoming resources for the year totalled £(79,051) which resulted in a year-end balance of £5,320,353.
- 4.2.2. The amount carried forward consists of cash backed, unrestricted income funds of £320,352 and designated funds relating to the valuation of land and buildings of £5,000,001.
- 4.2.3. The Trust's Land includes the Athletics Stadium, Pony Centre, three bedroom cottage and single storey parks depot, all of which are valued as £1. It also includes the car park valued at £5,000,000 at 31<sup>st</sup> March 2014.
- 4.2.4. The main source of income is achieved through the use of the car parks that append Wormwood Scrubs. These generated £535,218 of the Trust's £638,525 of incoming resources through pay and display parking income and the Hammersmith Hospital Trust Car Park License.
- 4.2.5. A one-off grant contribution from the Council for £99,500 was agreed as a Cabinet Member Decision on the 14<sup>th</sup> March 2014.
- 4.2.6. The main source of resources expended are payments in respect of grounds maintenance. These totalled £667,743 of the £717,576 total resources expended.

Further details on the financial performance of all these elements can be found within the Statement of Accounts and Trustee's report.

### **4.3. AUDITOR'S REPORT**

- 4.3.1. KPMG's findings and opinion on the 2013/14 financial statements are contained within the Independent Auditor's Report to the Trustees of Wormwood Scrubs Charitable Trust (contained in the Trustee's report from page 14). The report states that:
- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2014;
  - have been properly prepared in accordance with UK GAAP; and
  - have been properly prepared in accordance with the requirements of the Charities Act 2011.
- 4.3.2. The auditor also asks the Committee and management for written representations about the financial statements and governance arrangements. To that end Members are asked to consider and approve the draft letter of representation attached as Appendix 2.

### **4.4. REVIEW OF BALANCES**

- 4.4.1. The Trust's balances have reduced in recent years, mainly due to reductions in pay and display parking income, increased grounds maintenance costs due to annual contract inflation and an increased

contribution to the running costs for Linford Christie Stadium. The Trust continues to closely monitor and scrutinise its income and expenditure. Council officers are focussing on reducing the net cost of the Trust in the short, medium and long term. Increased income is being targeted through a review of the existing car park lease with the hospital as well as plans to optimise use of the scrubland through commercial lets. Expenditure is restricted to a few significant budget lines. Expenditure reductions for 2014/15 and 2015/16 are focussed on minimising the contribution to Linford Christie Stadium as well as reviewing the grounds maintenance requirements for the scrubland, within the parameters of the existing grounds maintenance contract.

Further information regarding reserves and the review of balances can be found within the Statement of Accounts and Trustee's report.

#### **4.5. RISK MANAGEMENT**

4.5.1. As part of the Trustee's risk management strategy, the Trustee completes an annual review of the risks the charity may face. The 2013/14 risk assessment is contained in the Trustee's report on pages 26-27.

4.5.2. The work has identified only a few risks and the situation is being monitored. A key element in the management of risk is managing income and expenditure and setting a reserves policy with regular review by the Trustee. The review of reserves is set out in section 4.4. above.

#### **5. PROPOSAL AND ISSUES**

5.1. Not applicable.

#### **6. OPTIONS AND ANALYSIS OF OPTIONS**

6.1. Not applicable.

#### **7. CONSULTATION**

7.1. Not applicable.

#### **8. EQUALITY IMPLICATIONS**

8.1. Not applicable.

#### **9. LEGAL IMPLICATIONS**

9.1. KPMG LLP are required to report the findings from their audit to a properly constituted governance body of the Trust before their opinion on the accounts is issued.

#### **10. FINANCIAL AND RESOURCES IMPLICATIONS**

10.1. Not applicable.

11. **RISK MANAGEMENT**

11.1. Not applicable

12. **PROCUREMENT AND IT STRATEGY IMPLICATIONS**

12.1. Not applicable.

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	Wormwood Scrubs Charitable Trust (WSCT) Statement of Accounts and Trustee's Report 2013/14 Charities SORP 2005 Charities Act 2011	Mark Jones  020 8753 6700	Environment, Leisure & Residents Services Pembroke Road

**LIST OF APPENDICES:**

Appendix 1 – WSCT Annual Trustee's Report and Statement of Accounts 2013/14

Appendix 2 – WSCT Letter of Representation 2013/14

# Wormwood Scrubs Charitable Trust Trustees Report 2013/14



## **Overview of the Year**

The Wormwood Scrubs Charitable Trust (The Trust) exists to ensure that this much valued area of open space in West London is used for the exercise and recreation of Londoners. In the last year we have:

- Engaged with Transport for London and the High Speed 2 project to protect the Scrubs from unwanted adverse impacts from the proposals to create a railway interchange and station at Old Oak Common.
- Worked more closely with the Friends of Wormwood Scrubs in 2013/14 on HS2 issues and to jointly improve the environment of the scrubs.
- Made significant improvements to the Linford Christie Stadium and the car park.
- Taken some important steps to improve the financial performance of the Trust but we recognise that we need to do more to improve financial performance to put our activities onto a more secure footing.

## **An Oasis of Green Space in West London**

Wormwood Scrubs is an open space located in the north-eastern corner of the London Borough of Hammersmith and Fulham in west London. It is the largest open space in the Borough, at 80 ha (200 acres), and one of the largest areas of common land in London.

The eastern part, known as Little Wormwood Scrubs, is cut off by Scrubs Lane and the West London Line railway. It has been a public open space since the Wormwood Scrubs Act of 1879.

Wormwood Scrubs includes a Local Nature Reserve and there are also areas designated as Sites of Importance for Nature Conservation. These areas include Braybrook Woods, Martin Bell's Wood and the Central Woodland Copse.

Habitats include woodland (plantation), scrub and grassland. Animals include common lizards, approximately 100 species of bird and 20 species of butterfly. There are also approximately 250 native plant species which make up one sixth of UK native flora.

## **Structure, Governance and Management**

Responsibility for the management of the Trust rests with the Wormwood Scrubs Charitable Trust Committee of The London Borough of Hammersmith and Fulham. The Committee was created in 2013. This consists of three Councillors advised by senior Council Officers. The Committee is charged with managing all the affairs of the Trust, improving the focus and performance of the Trust and ensuring it achieves its charitable objectives. The Committee members for 2013/14 were Councillors Joe Carlebach, Andrew Brown and Elaine Chumnerly.

The London Borough of Hammersmith and Fulham (LBHF or 'The Council') is the sole corporate trustee for the Trust.

Day to day running of the Trust is undertaken by officers in line with the Committee's scheme of delegation. The de facto chief executive of the Trust, is the Council's Chief

Executive, Mr Nicholas Holgate. Ms Lyn Carpenter (Executive Director of Environment, Leisure & Residents' Services) and Mr David Page (Director, Safer Neighbourhoods) are the main officers responsible for the day to day running of the Trust.

Mrs Jane West, the Council's Executive Director of Finance and Corporate Governance is the Trust's Chief Finance Officer but day to day financial management of the Trust is undertaken by Mr Mark Jones (Director for Finance and Resources, Environment, Leisure & Residents Services).

## **Objectives**

Wormwood Scrubs is the subject of a charitable trust created by the Wormwood Scrubs Act 1879. The Council of the London Borough of Hammersmith & Fulham is the sole corporate trustee and holds the land in trust for the "use by the inhabitants of the metropolis for exercise and recreation". This is the Trust's sole objective.

The Trust therefore seeks to encourage sporting and recreational use of Wormwood Scrubs through the provision and maintenance of an environment that is conducive to its objective. The Trust is not linked with the prison located nearby.

The Linford Christie stadium is sited on Wormwood Scrubs and was built by the Greater London Council when that body was responsible for the Scrubs. The stadium is operated by the Council and the Trust makes an annual contribution to its running costs.

In addition to supporting the recreational activities provided by the Council through the Linford Christie stadium, the Trust's main activity relates to the maintenance of the scrubs itself. Since 6<sup>th</sup> May 2008 Quadron Services Ltd has provided a grounds maintenance service at Wormwood Scrubs following a procurement exercise run by the Council.

The Trustee has had due regard to the Charity Commission's public benefit guidance in preparing its annual report. The Trust delivers public benefit in meeting its charitable objective of holding the land in trust in accordance with the 1879 Act.

## **Working with the Friends of Wormwood Scrubs**

During 2013/14 the Council has sought to continue liaising with the Friends of Wormwood Scrubs. There are plans to maintain and improve this relationship and officers propose a bi-yearly walkabout with the friends.

The majority of works highlighted by the friends at the meeting in November 2012 were delivered during the last financial year.

One of the Friends said "I can't tell you what a great deal of difference it makes to be able to see through into the copses and, most important, to have evidence of some sort of proper sustainable maintenance activity taking place on the Scrubs."

## **High Speed 2**

In November 2013, the Department for Transport submitted to the House of Commons the High Speed 2 (HS2) Hybrid Bill. The Bill includes a station to the north of Wormwood



Scrubs common at Old Oak Common, connecting the HS2 line to London Crossrail and the Great Western Main Line.

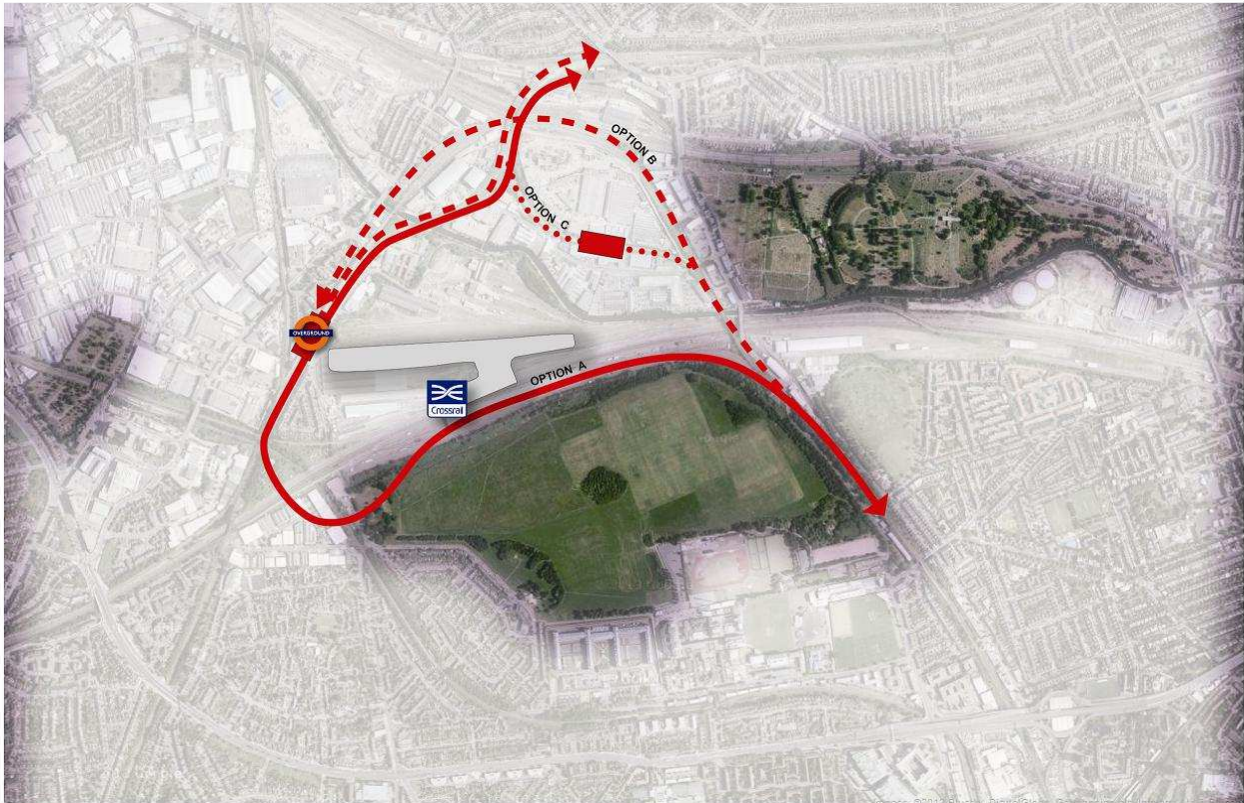
As part of the Bill, HS2 Ltd are proposing to use a significant area of land in the south of Wormwood Scrubs Common as a "compensatory area of new wetland planting". The proposal appears to be included in order to provide mitigation for significant ecological effects from elsewhere along the HS2 construction corridor.

The creation of a wetland habitat would result in loss of valuable recreational space at one of the most well used sections of Wormwood Scrubs adjacent to its two largest car parks. It would act as a barrier to users who access the Scrubs from Hammersmith Hospital and the south and would make it more difficult to access the numerous recreational activities that operate in this area of the Scrubs, including baseball, football, weekend park runs and cross country running and would cut them off from the facilities in the Linford Christie Stadium.

Furthermore, the area that is intended to be replaced already contains important species and habitat which would be lost if replaced with the proposed compensatory wetland area. The mitigation measures proposed are inadequate, because they would not provide a new area of habitat at all but instead impose a new wetland area on Scrubs land that is already ecologically rich and well used for recreation.

The Trust has been in dialogue with HS2 Ltd and the Department for Transport to investigate the potential for an alternative arrangement to be agreed that would not remove a substantial proportion of Wormwood Scrubs common from recreational use.

Separately, Transport for London (TfL) are developing options for how the London Overground network could be connected to the HS2 station at Old Oak Common. This is not currently proposed as part of the HS2 scheme, but it is likely that TfL and the Greater London Authority will petition for the inclusion of the connection.



The Trust's position is that it will support no connection option that would adversely impact on the Scrubs. TfL are examining 3 ways in which this connection could be achieved. Options B and C involve using existing rail lines to the north of the Scrubs, whilst Option A involves constructing a new railway viaduct along the northern boundary of Wormwood Scrubs. The viaduct would be raised, causing visual intrusion onto the Scrubs, and to the west, it would loop onto the Scrubs itself, causing physical intrusion as well as potential impact on wildlife and recreation.

The Trust has been engaging with TfL and with the Council to understand the implications of this option and to encourage TfL to adequately consider and assess options B and C, which do not intrude into Wormwood Scrubs Common.

## **Achievements and Performance**

### **Sport**

The site currently boasts nine full size football pitches, three Junior pitches and two 7-side pitches. In addition to this are two Gaelic Football pitches, seasonal baseball pitches and the central area at Linford Christie stadium. The Stadium also offers a fully certified Athletics track and five all weather pitches. There is a weekly park run on the Scrubs averaging 90+ runners at each.

Total usage for the 2013/14 financial year at Scrubs is as follows:

Lacrosse - 16 Bookings  
Gaelic - 92 Bookings  
Full Size Football - 855 Bookings  
9A Football - 105 Bookings

7A Football - 55 Bookings  
5A Football - 5 Bookings  
Flag Football - 60 Bookings  
Baseball - 264 Bookings

Linford Christie held the following:

All Weather Pitch – 3307 Bookings  
Hockey – 149 Bookings  
Football – 120 Bookings  
Rugby – 65 Bookings  
Athletics – 138 Bookings

A number of other sports activities take place on the Scrubs:

- Tackle Africa Football Tournament
- London Baseball event
- 5K your way run
- Race for life event.
- Old Oak Community Day
- British Athletic League Meetings
- Parkrun
- Extensive school usage including district sports day

### *Birdwatchers*

The bird watchers using the site are represented by David Lindo, “the Urban Birder” who has international acclaim as does the site for the diversity of its bird population. The careful management of the site in line with this bird population is thus critical.

In close consultation with the bird watchers, advisory signage regarding the Meadow Pipit and other important birds to the site were erected.

### *The Model Aircraft Club*

This club has a substantial membership. At the initial meeting the club chairman suggested that a clearly defined take off and landing area needed to be both created and maintained.

An agreed protocol is now in place for an approved footprint to be regularly cut and marked out. A close liaison continues between the club and the Quadron static team.

### **Ground Maintenance and Site Management**

This is a highly popular site attracting a diverse range of users – the appearance and cleansing of both the grounds on the main site and in the stadium is critical. Numerous tasks are thus undertaken on a routine basis to ensure the ground maintenance of the site is kept at a high standard.

In the past twelve months the following tasks have been carried out:

Activity
Inspecting daily three on site play areas
Maintaining three on site play areas
Strimming across the site and Linford Christie Stadium
Grass cutting all non pitch areas across the site
Grass cutting areas of Linford Christie Stadium
Maintaining all wildlife and copse perimeters
Maintaining and pruning of all shrub bed areas
Pruning and maintenance of all hedges
Low level tree works
Spraying of hard surface areas
Maintaining dog areas
Litter picking across the site
Litter picking within the Linford Christie Stadium
Emptying of litter bins
Emptying of dog bins
Cleansing hard surfaces across the site
Cleansing hard surfaces within the Linford Christie Stadium
Cleansing and sweeping synthetic pitch areas within Linford Christie Stadium
Maintenance of Redgra area
Leaf clearance across the site
Attending to fly tips
Attending to vandalised or damaged equipment, facilities or surfaces
Liaising with site and facility users
Liaising with Parks Constabulary
Assisting in the preparation for large events
Assisting with Groundwork/Volunteer initiatives

Additionally the majority of works identified with the Friends of Wormwood Scrubs in November 2012 have been delivered, these have included:

- On-going replacement and re-siting of bins and benches
- On-going tree management – including maintenance of existing stock and planting of new trees, the latter with volunteers
- Tree planting of native species
- Habitat creation – logs from tree management works being used to create wildlife havens
- Review of grass cutting schedule to create more meadow areas
- Planting of shrubs and perennials with volunteers
- New interpretation boards for the meadow areas

Schools have also been using the site to self-deliver the Forest Schools education programme ([www.forestschoollassociation.org](http://www.forestschoollassociation.org)).

### **Community Safety**

The new Bi-Borough Parks Police Team has now been operating for just over twelve months. A team of thirty staff are responsible for patrolling almost ninety parks and open

spaces across Hammersmith and Fulham and Kensington and Chelsea, including the Scrubs. The Team provide cover from 7am until 11pm, 365 days a year.

The Team's activities are recorded on a database and officers are also tracked using GPS technology fitted to their UHF radios. During the year the Team dealt with 105 Incidents and carried out 817 patrols of Wormwood Scrubs. The incidents encountered obviously reflect the pattern of use and a large number involve dogs and their owners or walkers; persons under the influence of alcohol (and other substances); anti-social behaviour and illegal vehicle use.

The new vehicle fleet comprises of four 4X4 vehicles and an electric van which have enhanced the ability to reach all areas of the Scrubs, as well as improving carbon reduction targets. The team also utilise ten pedal cycles which allow for greater interaction with the public as well as conserving fuel.

In December 2013 a traveller incursion onto the Redgra area resulted in a very challenging time when officers came under sustained abuse as well as a hail of stones and debris from the more juvenile element of the visitors. Having gained control of the Woodmans Mews barrier council officers were able to severely restrict the traveller's vehicle movements and after a forty-eight hour occupation, legal notices were served and they were eventually convinced of the merits of moving to another location. Whilst a large amount of rubbish was left behind, the swift resolution of the issue saved the Trust from the considerable expense of a long-term occupation.

Defibrillators are carried on all Parks Police vehicles and staff have trained over 170 park users in basic CPR technique. If any Scrubs users would like to learn how to save a life you are welcome to give us a call and we will let you know the date of our next 'pop up' CPR session.

The Team can be contacted during their operating hours on 0300 3655 101 and we encourage park users and residents to use the same number contact us, at any time, if an incident is occurring. Of course in case of emergency dial 999 as usual.

### **Financial Review**

Financial performance in 2013/14 was better than budgeted and was an improvement over the previous year. The Trust reported a loss of £79,051 which was less than anticipated, and which was better than the £171,652 loss seen in 2012/13. However the Trust still has some way to go to reach a breakeven point in its finances.

Losses reduce the Trust's cash reserves which therefore stood at £333,051 at 31<sup>st</sup> March 2014.

<b>Summary of Financial Position</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>	<b>2010/11</b>	<b>2009/10</b>
	£	£	£	£	£
Total Incoming Resources	638,525	546,201	579,106	654,208	735,258
Total Resources Expended	(717,576)	(717,853)	(687,501)	(673,004)	(785,444)
<b>Net Outgoing Resources</b>	<b>(79,051)</b>	<b>(171,652)</b>	<b>(108,395)</b>	<b>(18,796)</b>	<b>(50,186)</b>
<b>Total funds brought forward</b>	5,399,404	5,571,056	5,679,451	5,698,247	5,748,433
<b>Total funds carried forward</b>	5,320,353	5,399,404	5,571,056	5,679,451	5,698,247
<b>Cash Balance</b>	<b>333,051</b>	<b>411,403</b>	<b>584,504</b>	<b>690,950</b>	<b>708,111</b>

The main income sources are pay and display income from the 4 machines in Wormwood Scrubs Car Park and licence income for the use of the car park. Expenditure incurred by the Trust is deemed to be in line with the objectives of the Trust.

For 13/14, total incoming resources include a one off grant of £99,500 made by the Council to the Trust. The purpose of this was to extend the period of time that the cash reserves would last, allowing more time for the Trust to achieve a breakeven or better position in its accounts.

There has been a general reduction in parking activity in the borough in 2013/14 and that has affected parking revenues for the Trust too. Parking income has a certain volatility due to the multiple factors which affect the demand for parking spaces.

The Trust contributes to the Linford Christie athletic stadium and other sports facilities located on the Trust grounds, in furtherance of the objectives of the Trust to support exercise and recreation. Whilst the Charity contributes to the running costs of the stadium and other facilities, 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 and other facilities account. For 2013/14 a commitment was made to the committee that everything would be done to limit the contribution, and that was achieved with a contribution of £31,500.

In total funds brought forward, the Trust has designated funds of £5,000,001 relating to the valuation of the car park and tangible fixed assets in their existing use. The remaining, cash backed, unrestricted income funds (£320,352 at 31 March 2014, see the Statement of Accounts note 11) are solely used for the specific purpose of the Trust. Expenditure which meets this criteria is charged to the fund, together with a fair allocation of management and support costs.

In 2013/14 the Council made some significant investments in the assets on the Scrubs:

- £528,000 was spent to improve the very poor standard of the indoor facilities at the Linford Christie Stadium, including a new roof, and improved kitchen, changing rooms, electricity and water systems.

- £123,000 was spent on feasibility studies and repairs to various fencing and boundary walls.

These amounts are not recognised as donations in the Trust's financial statements as they are deemed within the scope of the Council's responsibilities and activities.

### **Plans for future periods**

The Committee is determined to bring the financial performance of the Trust to breakeven or better, but expects this to take more than a year to achieve.

In approving the budget for 2014/15 the Committee expects a loss of £124k in 2014/15. This is less than the underlying loss seen in 2013/14 if the one-off grant from the Council of £99,500 is excluded from the 2013/14 performance. This improvement is anticipated to come from income from events (although these are not all yet certain), and from income from the use of the vehicle parking area of the Scrubs. The Trust plans to sustain and develop income sources like these every year.

It is assumed that pay and display parking receipts will stay at the same levels as in 2013/14 and that grounds maintenance costs will go up marginally for inflation.

To create a secure financial position in the longer term the Trust is working on optimising the use of its assets (principally the car park and accommodation), and getting the best possible benefits from the development of High Speed 2.

### **Reserves and Treasury Management Policy**

The Trust's reserves policy is to consider the level of its balances annually, taking into account;

- Whether the Trust has approved a balanced budget
- The robustness of the assumptions and calculations that have underpinned the budget strategy
- The frequency and effectiveness of in year budget monitoring
- The effectiveness of Risk Management
- The affordability of its commitments in respect of grounds maintenance and support of the Linford Christie Stadium
- The review of, and the opinion on, the Trust's financial statements by the External Auditor
- The condition of the Trust's assets
- The affordability considerations of prudential borrowing

Currently, the Fund's undesignated funds of £320,352 are in the region of 50% of the turnover of the Trust, which is considered prudent given the factors identified above. The Trust recognises that balancing its income and expenditure has become more challenging for the Trust in the last few years. The Committee established by the Council to run the Trust has a key role in improving financial performance.

Determining an adequate level of balance requires professional judgement in the context of assessing performance against the key criteria listed above. Consequently, it is considered inappropriate to stipulate either a minimum or a maximum level of balances held. It is

considered more important that the key criteria are reviewed annually at the time of preparing the annual Revenue Budget and reviewing the previous year's performance.

The cash balance (£333,051) has reduced in recent years mainly due to reductions in pay and display parking income, increased grounds maintenance costs due to annual contract inflation and a contributions to the running costs for Linford Christie Stadium. The Trust continues to closely monitor and scrutinise its income and expenditure. Council officers are focussing on reducing the net cost of the Trust in the short, medium and long term. Increased income is being targeted through a review of the existing car park lease with the hospital as well as plans to optimise use of the scrubland. Expenditure is restricted to a few significant budget lines.

The Trust's cash balances are managed by the Council. The Council's Treasury Management Strategy Report governing the investment policy adopted, was adopted by the Council in February 2014. The Committee report can be found on the Council's website at the following location:

[http://lbh-vmw-p-mgov1:9070/Published/C00000114/M00002480/AI00020642/\\$063TreasuryManagementStrategy.docA.ps.pdf](http://lbh-vmw-p-mgov1:9070/Published/C00000114/M00002480/AI00020642/$063TreasuryManagementStrategy.docA.ps.pdf)

### **Risk Management**

The Trustee has a risk management strategy which comprises:

- An annual review of the risks the charity may face;
- Establishment of plans to mitigate those risks identified;
- Implementation of steps designed to minimise any potential impact on the charity should those risks materialise.

The work has identified only a few risks and the situation is being monitored. A key element in the management of risk is managing income and expenditure and setting a reserves policy with regular review by the Committee. The full schedule of risks can be found later in this report.



# Detailed Financial Information, Administrative Details, and Risk Management



Image by Sloetry

## **Statement of Trustee's Responsibilities in respect of the Trustee's Annual Report and the financial statements**

Under charity law, the Trustee is responsible for preparing the Trustee's Annual Report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that period.

In preparing these financial statements, generally accepted accounting practice entails that the Trustee:

- selects suitable accounting policies and then apply them consistently;
- makes judgements and estimates that are reasonable and prudent;
- states whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- states whether the financial statements comply with the trust deed [and rules], subject to any material departures disclosed and explained in the financial statements;]
- prepares the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustee is required to act in accordance with the trust deed (and the rules) of the charity, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the Trustee to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The Trustee is responsible for the maintenance and integrity of the financial and other information included on the charity's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### **Disclosure of Information To Auditors**

The Trustee who held office at the date of approval of this Trustee's Report confirms that, so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and the Trustee has taken all steps that ought to have been taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

### **Auditors**

The Trustee appointed KPMG LLP during the year to undertake the audit of accounts in this year and in the following year. The Independent auditor's report to the Trustee of Wormwood Scrubs Charitable Trust follows on page 14.

**For and on Behalf of Wormwood Scrubs Charitable Trust**

**Signed**

**Name**

**Date**

## **Independent auditor's report to the Trustee of Wormwood Scrubs Charitable Trust**

### **KPMG LLP**

15 Canada Square,  
London  
E14 5GL  
United Kingdom

### **Independent auditor's report to the Trustees of Wormwood Scrubs Charitable Trust**

We have audited the financial statements of Wormwood Scrubs Charitable Trust for the year ended 31<sup>st</sup> March 2014. The financial reporting framework that has been applied in their preparation is applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees as a body, in accordance with section 144 of the Charities Act 2011 (or its predecessors) and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditor**

As explained more fully in the Statement of Trustees' Responsibilities set out on page 12 the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 (or its predecessors) and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit, and express an opinion on, the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31<sup>st</sup> March 2014 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with UK Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the requirements of the Charities Act 2011.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charity has not kept sufficient accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Andrew Sayers****for and on behalf of KPMG LLP, Statutory Auditor***Chartered Accountants*

15 Canada Square,

London E14 5GL

Date: September 2014

*KPMG LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006*

**WORMWOOD SCRUBS CHARITABLE TRUST**

**STATEMENT OF ACCOUNTS 2013/14**

**Wormwood Scrubs Charitable Trust****Statement of Financial Activities for Year ended 31 March 2014**

		<b>2013/14</b>	<b>2012/13</b>
		£	£
<b>Income and Expenditure</b>			
Note			
	<b>Incoming Resources</b>		
2	Incoming Resources from Charitable Activities:		
	Pay and Display Parking Meters	309,218	313,378
	Hammersmith Hospital Car Park Licence	226,000	226,000
	Incoming Resources from Generated Funds:		
3	Voluntary Income - Grant Contribution from LBHF	99,500	0
4	Income from Activities for Generating Funds	2,491	4,703
5	Interest Receivable	1,316	2,120
	<b>Total Incoming Resources</b>	<b>638,525</b>	<b>546,201</b>
<b>Resources Expended</b>			
	Charitable activities:		
	Costs of generating Parking Income	400	0
6	Contribution to Linford Christie Stadium	31,500	31,812
	Non Routine Maintenance of Wormwood Scrubs	0	900
7	Routine Grounds Maintenance of Wormwood Scrubs	667,743	667,200
8	Governance costs	17,933	17,941
	Other resources expended	0	0
	<b>Total Resources Expended</b>	<b>717,576</b>	<b>717,853</b>
	<b>Net Outgoing Resources</b>	<b>(79,051)</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>5,320,353</b>	<b>5,399,404</b>

All income was unrestricted.

**Wormwood Scrubs Charitable Trust****Balance Sheet at 31 March 2014**

	<b>2013/14</b>	<b>2012/13</b>
	£	£
<b>Fixed Assets</b>		
9 Tangible Assets	5,000,001	5,000,001
<b>Total Fixed Assets</b>	<b>5,000,001</b>	<b>5,000,001</b>
<b>Add: Current Assets</b>		
Cash in Bank	333,051	411,403
<b>Total Current Assets</b>	<b>333,051</b>	<b>411,403</b>
<b>Less: Liabilities</b>		
10 Creditors: Amounts falling due within one year	(12,699)	(12,000)
<b>Total Liabilities</b>	<b>(12,699)</b>	<b>(12,000)</b>
<b>Total Net Assets and Liabilities</b>	<b>5,320,353</b>	<b>5,399,404</b>
	£	£
11 <b>The funds of the charity:</b>		
Unrestricted income funds	320,352	399,403
Revaluation reserve	5,000,001	5,000,001
<b>Total Charity Funds</b>	<b>5,320,353</b>	<b>5,399,404</b>



**Approval by the Board**

For and on Behalf of

**The Mayor and Burgesses of the London Borough of  
Hammersmith and Fulham**

A handwritten signature in blue ink, appearing to read 'M.A. Jones', is written over a faint rectangular stamp.

**Mark Jones**

**Director, Finance and Resources TTS and ELRS**

## **(1) Statement of Accounting Policies**

The Financial Statements have been prepared on a historic cost basis and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005)

### **(i) Accounting Concept**

The accounts have been prepared on an accruals basis. That is, on the basis of income being due and expenditure being payable in the related financial year.

The Trustee has a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They therefore continue to accept the going concern basis of accounting in preparing the financial statements.

### **(ii) Depreciation**

Depreciation has not been charged to tangible fixed assets (the land or the car park). Any changes in value will be reported as gains or losses on revaluations. The Trustee is not aware of any indication that an impairment has occurred.

### **(iii) Fixed Assets**

The Trust has ownership of land, passed under the Wormwood Scrubs Act 1879 for the perpetual use of the inhabitants of London for exercise and recreation. Due to the restrictions on the use of the land and its disposal, it is included in the balance sheet at a fair value at the point of donation, as there are no records of this value a nominal value of £1 is used. This is in line with the Charities SORP. The car park is held at historic value. This was initially established by a valuation in 2004, though the Trust does not operate a policy of revaluation.

## **(2) Incoming Resources**

The Trust has a licensing agreement with Hammersmith Hospital NHS Trust (HHT), for the use of a limited number of parking spaces within the car park, making use of surplus capacity. The Trustee's consider that the arrangement is consistent with the Trust's objectives, as the arrangement can be terminated at any time.

## **(3) Grant contribution from LBHF**

The Council made a one off grant to the Trust of £99,500. The purpose of this is to extend the period of time that the cash reserves would last, until at least partway through 2016/17. The Trust will seek further ways of improving its position with the intention of maintaining positive cash balance until the benefits of HS2 and Old Oak development start to become apparent.

#### **(4) Income from Activities for Generating Funds**

	<b>2013/14</b>	<b>2012/13</b>
	<b>£</b>	<b>£</b>
Filming income	(1,850)	(2,535)
Other rental income	(641)	(2,168)
	<b>(2,491)</b>	<b>(4,703)</b>

#### **(5) Interest Received**

Interest is calculated on an average cash position for the year and is included in the accounts at year end. The interest rate used is the 7 day LIBOR rate, which decreased from 0.42% in 2012/13 to 0.35% in 2013/14.

#### **(6) Contribution to Linford Christie Stadium**

The Charity contributes to the up-keep of an athletic stadium located on the Trust grounds, not as a cost apportionment exercise but in furtherance of the objectives of the Trust to support recreation. Linford Christie Stadium is managed by the Environment Leisure and Resident Services Department.

On 27 November 2006 a yearly contribution of up to £110,000 to the running costs of the stadium was approved by Cabinet as an ongoing commitment. In 2013/14 a contribution of £31,500 (£31,812 in 2012/13) was made to the Linford Christie Stadium.

#### **(7) Grounds Maintenance**

The grounds maintenance work undertaken at Wormwood Scrubs is undertaken by the Council's external contractor under a Grounds Maintenance contract that was tendered in 2008 for a period of 7 years.

The award of this contract was considered in the best interest of both the Council and the Trust. Until 2001-02 the Trust was not in a position to fund the entire cost of the works and until this point, the Council only received a contribution. Since this time, the Trust has funded the full cost of grounds maintenance costs at Wormwood Scrubs.

Grounds Maintenance services are currently provided by the Environment Leisure and Resident Services Department of the Council. The continuation of these services are periodically approved by Cabinet Members.

Routine Grounds Maintenance is undertaken in accordance with a series of schedules that form part of the new contract.

The fixed element of the contract has increased from £667,200 in 2012/13 to £667,743 in 2013/14 due to a 0.08% inflationary uplift in line with the terms of the contract. The specification included in the new Grounds Maintenance contract represents a significant enhancement to the level of grounds maintenance that currently takes place at Wormwood Scrubs, which is reflected in the increased costs.

Non-routine Grounds Maintenance is identified and commissioned on behalf of the Trust by the contractor.

The Council's Audit Committee formally approved the continuation of the service provided by the Environment Leisure and Resident Services Department in June 2009.

## Charitable activities

Resources expended on charitable activities comprise all the resources applied by the charity in undertaking its work to meet its charitable objectives. The Trust's objectives and work are detailed in the Trustees' Annual Report.

## (8) Governance costs

The resources expended that relate to the governance of the charity consist of the following:

	2013/14	2012/13
	£	£
Financial Administration and Support fees - these costs result from the statutory requirement to prepare accounts. Also included are the costs of the time spent liaising and meeting with auditors, and attending closing of account meetings.	4,993	5,919
Legal Fees - In the management of the Trust during the year legal advice was required. This was provided by Legal Services of LBHF and the charges were based on a staff time basis.	340	22
Audit Fees - It is a statutory requirement that the accounts of the trust should be independently audited.	12,600	12,000
	<b>17,933</b>	<b>17,941</b>

## (9) Tangible Assets

The Trust's Land and Buildings include an Athletics Stadium, Pony Centre, three bedroom cottage and single storey parks depot, all of which are valued as a nominal £1 due to the restrictions placed on the use of the land and its disposal.

The Athletics Stadium was built in 1961 under the Greater London Council (GLC) and prior to the creation of the London Borough of Hammersmith and Fulham, who are now responsible for administering the Trust. There is no available documentation to demonstrate that approval has been gained by the Secretary of State for Defence.

The Pony Centre was given approval to be built by the Secretary of State for Defence.

The car park is included in the accounts at historic cost in line with the charity SORP. The value included is £5,000,000. To establish a proxy for historic cost the asset was valued on the 31st March 2004. The Trust does not operate a policy of revaluation.

The car park is classified as a functional tangible fixed asset as the use of this land is considered as consistent with the charities objectives.

The Trust does not depreciate its assets as they are all either without a determinable finite useful life (i.e. land) or of a nominal value (i.e. £1)

### (10) External Creditors

The creditors relate to audit services and financial administration and support fees.

	<b>2013/14</b>	<b>2012/13</b>
	<b>£</b>	<b>£</b>
Amount of creditor liabilities as at 31 March	<b>(12,699)</b>	<b>(12,000)</b>

### (11) Fund Structure:

The Trust's Unrestricted Funds comprise:

	<b>2013/14</b>	<b>2012/13</b>
	<b>£</b>	<b>£</b>
General	320,352	399,403
Designated - Fixed Asset Revaluation	5,000,001	5,000,001
	<b>5,320,353</b>	<b>5,399,404</b>

All Income and Expenditure are Unrestricted funds solely used for the specific purpose of the Trust. Expenditure which meets this criteria is charged to the fund, together with a fair allocation of management and support costs, as recharged by LBHF.

The Trustees have designated funds relating to the valuation of the car park and tangible fixed assets in their existing use.

### (12) Related Party Transactions:

The Council of London Borough of Hammersmith and Fulham (LBHF) is the trustee of the charity. Most expenditure transactions of the Trust are with LBHF and therefore fall under the definition of related party transactions. However, as stated this does not conflict with the charity's ability to meet its objectives. There are no staff employed by the charity.

	<b>2013/14</b>	<b>2012/13</b>
	<b>£</b>	<b>£</b>
<u>a) London Borough of Hammersmith and Fulham as transacting party</u>		
- <i>LBHF as contractor to the Trust</i>		
Environment Leisure and Resident Services Department for the provision of Routine Grounds Maintenance of Wormwood Scrubs (Ref Note 7)	667,743	667,200

LBHF - Parking Control for the collection of Parking income	0	0
<i>- LBHF as recipient of contribution</i>		
Contribution to Linford Christie Stadium (Ref Note 6)	31,500	31,812
<i>- LBHF as provider of administrative and management support to the Trust</i>		
Environment Leisure and Resident Services Department for management & financial administration services of Wormwood Scrubs	4,993	5,919
Legal Services for the provision of legal advice required in the management of Wormwood Scrubs	340	22
	<b>704,576</b>	<b>704,953</b>
<i>Amounts due to or from related parties:</i>	0.00	0.00

### **(13) Trustee Remuneration, Benefits and Expenses**

The Charities SORP (2005) requires all trustee (or people connected with the charity) remuneration, benefits and expenses to be disclosed, regardless of size. There has been no remuneration, other benefit or expense payments to trustees, or people connected with the charity.

## Reference and Administrative details

<b>Charity Name and Number</b>	Wormwood Scrubs Charitable Trust, Registration No. 1033705
<b>Charity Correspondent</b>	Mark Jones Director for Finance and Resources Environment, Leisure & Residents Services Department First Floor, 77 Glenthorne Road London, W6 0LJ
<b>Trustees</b>	The Council of the London Borough of Hammersmith & Fulham
<b>Telephone</b>	020 8753 6700
<b>Email Address</b>	<a href="mailto:mark.jones@lbhf.gov.uk">mark.jones@lbhf.gov.uk</a>
<b>Governing Document</b>	Wormwood Scrubs Act 1879 As Amended By Scheme Of The Charity Commissioners Dated 25 March 2002.
<b>Objects</b>	For Recreational Use As Set Out In The Wormwood Scrubs Act 1879
<b>Area of Benefit</b>	Wormwood Scrubs and West London. (Area prescribed by Governing Document)
<b>Area of Operation</b>	Greater London – Hammersmith and Fulham
<b>Registration History</b>	23 Feb 1994 Registered
<b>Auditor Details</b>	KPMG LLP, 12th Floor, 15 Canada Square, London, E14 5GL

## Risk Assessment Schedule 2013/14

<b>Risk Index No.</b>	<b>AREA OF RISK</b>	<b>IMPACT OF RISK</b>	<b>SEVERITY High/Medium/Low</b>	<b>POTENTIAL High/medium/Low</b>	<b>VALUATION</b>	<b>COMMENT</b>
001	High Speed 2 Railway	Adverse impacts on the Scrubs that are contrary to the objectives of the Trust	High	Medium	May not be a financial loss	Trust is engaging with HS2 and TFL to agree outcomes that do not adversely impact.
002	Pay and Display income level	i) Theft of cash boxes. ii) Lower income levels due to decisions taken about Pay and Display tariffs.	High	High	Potential loss of income.	Usage fluctuates. Pay & display tariffs are set to match those in nearby streets.
003	Hammersmith Hospital Trust car park income	The licensing agreement with Hammersmith Hospital Trust has a three month notice period with a possible impact on the level of income.	High	Medium	Potential loss of income.	The Hospital relies on the car park. There may be an opportunity to secure greater income.
004	Condition – Wormwood Scrubs car park	Wormwood Scrubs car park is in need of resurfacing.	High	Low	Significant expenditure.	Repairs are not required urgently.
005	Insurance claims against Trust	Liability of trust in case of personal injury claims.	Low	Low	Possible liability of Trust in case of insurance claim.	Wormwood Scrubs would be covered by the Council's insurance.
006	Safety of Artillery Wall	Cost of demolition, collapse could possibly lead to damage or liability of Trust.	Low	High	Cost of demolition or insurance claims.	The condition of the wall is being monitored.



<b>Risk Index No.</b>	<b>AREA OF RISK</b>	<b>IMPACT OF RISK</b>	<b>SEVERITY High/Medium/Low</b>	<b>POTENTIAL High/medium/Low</b>	<b>VALUATION</b>	<b>COMMENT</b>
007	Costs of Operating Linford Christie Stadium	Contribution by the Trust varies according to the trading conditions for the Stadium	High	Medium	Expenditure could be significant	In some years this contribution has been small, but it is volatile. The financial performance of the Stadium is monitored closely

KPMG LLP  
12<sup>th</sup> Floor, 15 Canada Square,  
Canary Wharf  
London  
E14 5GL

3 September 2014

Dear Sirs

This representation letter is provided in connection with your audit of the financial statements of Wormwood Scrubs Charitable Trust (“the Charity”), for the year ended 31 March 2014, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the state of the Charity’s affairs as at 31 March 2014 and of its surplus or deficit for the financial year then ended;
- ii. whether the financial statements have been properly prepared in accordance with UK Generally Accepted Accounting Practice; and
- iii. whether the financial statements have been prepared in accordance with the Charities Act 2011.

These financial statements comprise the Balance Sheet, the Statement of Financial Activities, and notes, comprising a summary of significant accounting policies and other explanatory notes.

The Trustee confirms that the representations they make in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Trustee confirms that, to the best of their knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing themselves:

### **Financial statements**

1. The Trustee has fulfilled their responsibilities, as set out in the terms of the audit engagement dated 8<sup>th</sup> February 2013, for the preparation of financial statements that:
  - i. give a true and fair view of the state of the Charity’s affairs as at the end of its financial year and of its surplus or deficit for that financial year;
  - ii. have been properly prepared in accordance with UK Generally Accepted Accounting Practice (“UK GAAP”); and
  - iii. have been prepared in accordance with the Charities Act 2011.

The financial statements have been prepared on a going concern basis.

2. Measurement methods and significant assumptions used by the Trustee in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which FRS 21 Events after the balance sheet date requires adjustment or disclosure, have been adjusted or disclosed.

### **Information provided**

4. The Trustee has provided you with:
  - access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  - additional information that you have requested from the Trustee for the purpose of the audit; and
  - unrestricted access to persons within the Charity from whom you determined it necessary to obtain audit evidence.
5. All transactions have been recorded in the accounting records and are reflected in the financial statements.
6. The Trustee acknowledges their responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Trustee acknowledges their responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

The Trustee has disclosed to you the results of their assessment of the risk that the financial statements may be materially misstated as a result of fraud.

7. The Trustee has disclosed to you all information in relation to:
  - a) Fraud or suspected fraud that it is aware of and that affects the Charity and involves:
    - management;
    - employees who have significant roles in internal control; or
    - others where the fraud could have a material effect on the financial statements; and
  - b) allegations of fraud, or suspected fraud, affecting the Charity's financial statements communicated by employees, former employees, analysts, regulators or others.
8. The Trustee has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
9. The Trustee has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with FRS 12 Provisions,

Contingent Liabilities and Contingent Assets, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

10. The Trustee has disclosed to you the identity of the Charity's related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with FRS 8 Related Party Disclosures.

11. The Trustee confirms that:

- a) The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding the Charity's ability to continue as a going concern as required to provide a true and fair view.
- b) Any uncertainties disclosed are not considered to be material and therefore do not cast significant doubt on the ability of the Charity to continue as a going concern.

This letter was tabled and agreed at the meeting of the Wormwood Scrubs Charitable Trust Committee on behalf of the Trustee on 3 September 2014.

Yours faithfully,

Mark Jones  
Director of Finance and Resources, Transport and Technical Services and  
Environment, Leisure and Residents Services

For and on Behalf of  
The Mayor and Burgesses of the London Borough of Hammersmith and Fulham

## **Appendix to the Trustee's Representation Letter of Wormwood Scrubs Charitable Trust: Definitions**

### **Financial Statements**

A complete set of financial statements comprises:

- a Balance Sheet as at the end of the period;
- a Statement of Financial Activities for the period; and
- notes, comprising a summary of significant accounting policies and other explanatory information.

### **Material Matters**

Certain representations in this letter are described as being limited to matters that are material.

The ASB's *Statement of Principles for Financial Reporting* states that:

“An item of information is material to the financial statements if its misstatement or omission might reasonably be expected to influence the economic decisions of users of those financial statements, including their assessments of management's stewardship.”

### **Fraud**

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

### **Error**

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- a) was available when financial statements for those periods were authorised for issue; and
- b) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

## **Management**

For the purposes of this letter, references to “management” should be read as “management and, where appropriate, those charged with governance”.

## **Related parties**


A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in FRS 8 *Related Party Disclosures* as the “reporting entity”).

- a) A person or a close member of that person’s family is related to a reporting entity if that person:
  - i. has control or joint control over the reporting entity;
  - ii. has significant influence over the reporting entity; or
  - iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- b) An entity is related to a reporting entity if any of the following conditions applies:
  - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
  - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
  - iii. Both entities are joint ventures of the same third party.
  - iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
  - v. The entity is a retirement benefit scheme for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a scheme, the sponsoring employers are also related to the reporting entity.
  - vi. The entity is controlled or jointly controlled by a person identified in (a).
  - vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

## **Related party transaction**

The transfer of assets or liabilities or the performance of services by, to or for a related party irrespective of whether a price is charged.

# Agenda Item 5

	<b>London Borough of Hammersmith &amp; Fulham</b> <b>WORMWOOD SCRUBS CHARITABLE TRUST</b> <b>COMMITTEE</b> <b>3 SEPTEMBER 2014</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

### 1.1. The Committee is asked to approve that:

- An allocation of £200,000 is made towards essential repairs to the car park surface and the car park fencing.
- Officers report back to this Committee the costs of complete resurfacing and essential repairs to the Hospital car park for the Committee to decide if it wishes to approve a further allocations of monies either this year or next from the retained accrued arrears

and to note all other matters in this report.

## 2. Transport for London, the Potential Impact of HS2 and the Mayoral Development Corporation

- ### 2.1.
- The HS2 Hybrid Bill was submitted to Parliament in November 2013. It includes proposals for a station at Old Oak Common to the north of Wormwood Scrubs which would connect the HS2 line to Crossrail and the Great Western Main Line. The station proposals would have a limited impact on Wormwood Scrubs. However, the HS2 proposals include works

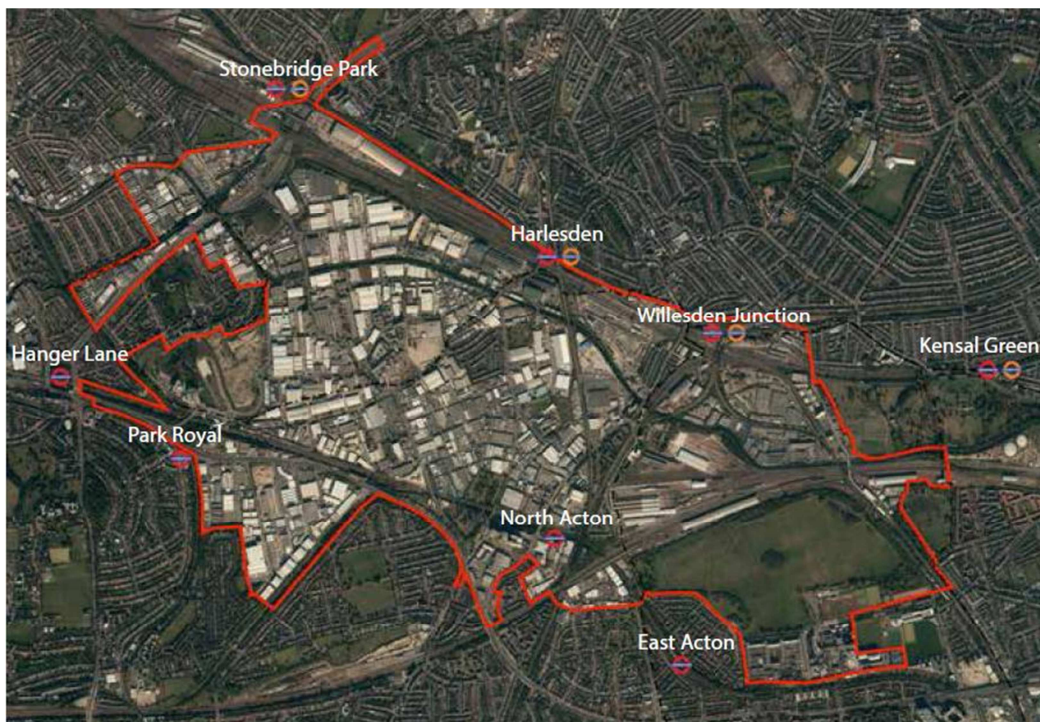
to Wormwood Scrubs to offset for lost habitats along the HS2 route between Old Oak Common and Northholt.

- 2.2. The proposed works would result in a large swathe of the Scrubs being landscaped to produce a wetland habitat. The Trust met with HS2 Ltd and raised concerns about the impact that these proposals would have on the use of the Scrubs, which would result in a reduction in the amount of recreational space and potentially impact on access to the Scrubs, as the wetland habitat would be located close to the two car parks.
- 2.3. On 16th May, H&F Council lodged a petition against the HS2 Bill, which included an objection to the creation of this habitat. The Wormwood Scrubs Charitable Trust and Council has met with HS2 and suggested as an alternative that monies could be paid to the Trust to undertake works in agreement with HS2. A further meeting with HS2 is scheduled for September to discuss this matter further. This alternative would give the Wormwood Scrubs Charitable Trust greater control over how this offsetting is provided. From HS2's perspective, It would give any proposals greater democratic accountability, ensuring that local representatives who would be best placed to advise what improvements should be made to the Scrubs, are at the core of any proposals.
- 2.4. The Trust will continue to engage with HS2 Ltd and the Department for Transport on the wetland habitat proposals and any other issues relating to the Scrubs and continue to raise the profile of the Trust with HS2 and other central government departments. The Trust will also consider writing letters of support to the Council in relation to certain elements of the Council's petition on the HS2 Bill, particularly the wetland habitat creation.
- 2.5. The current HS2 proposals at Old Oak Common do not include any connection to either the North London Line or West London Line, which pass in close proximity to the planned Old Oak Common station. The Greater London Authority (GLA), TfL and H&F Council all believe that this lack of a connection is a missed opportunity, both in terms of regenerating Old Oak and also in terms of benefitting West London as a whole through the better connectivity that such a connection would provide for both the West and North London Lines.
- 2.6. TfL have been leading on investigating options for how this connection could be provided. They have assessed a number of options and have settled on three preferred options, which they plan to consult on in September 2014. These options are:
  - A) A **viaduct** running along the northern edge of the Scrubs, connecting the West London Line to the North London Line and included a station to the north of Wells House Road. This option would result in physical and visual encroachment onto the Scrubs and is not supported by either the Wormwood Scrubs Charitable Trust or H&F Council.



- B) A **loop line using existing freight lines** running to the north with a station to the north of Wells House Road. West London Line trains would have to turn around at this station, making this option less desirable in terms of connectivity. This option would need more platforms at Wells House Road which may result in the need to use Compulsory Purchase Orders (CPOs) to acquire land. Although this option does not have a negative impact on Wormwood Scrubs, because of the sub-optimal connectivity and CPO, this option is not supported by the Council or the Wormwood Scrubs Charitable Trust.
- C) **Two stations on the existing West and North London Lines** (The North London Line station at Wells House Road and the West London Line station at Hythe Road). This option may not be as good as Option A in terms of connectivity but it would not result in the CPO of any residential properties and would not result in any negative impacts on Wormwood Scrubs. This option may also have benefits in unlocking regeneration and development to the north of the canal. The Wormwood Scrubs Charitable Trust and H&F Council have both stated their preference for this option at meetings with TFL.

2.7. TfL are developing criteria against which each option will be assessed. They have committed to share these with the Trust as they are developed. Consultation on the options will run from 22<sup>nd</sup> September to 24<sup>th</sup> November and the consultation information will be made available on the 22<sup>nd</sup> September at <http://www.tfl.gov.uk/old-oak>.



2.8. The Mayor of London is currently consulting on a Mayoral Development Corporation (MDC) for the Old Oak and Park Royal area. The boundary of the proposed MDC includes Wormwood Scrubs. The Council's response

to the MDC can be found [here](#). The response objects to the inclusion of the Scrubs within the MDC boundary, stating:

*“The Wormwood Scrubs Charitable Trust currently oversees the management and upkeep of the Scrubs. The relationship between the Trust and any MDC has not been clarified by the Mayor. This is particularly relevant to the situation where the MDC may be securing monies to make improvements to the Scrubs, but to which the Trust may have objections. The Trust also oversees the management of the Linford Christie stadium and the Council has its own aspirations and ambitions for how it can make the best use of this facility in future years. The Council would be concerned if it was incapable of undertaking these improvements because of a mismatched relationship between the Council, the Trust and the MDC.”*

- 2.9. The Trust is considering responding separately to the Council on the MDC proposals, which would consist of an objection to the inclusion of the Scrubs within the MDC boundary. Consultation on the Mayor’s proposals for the MDC runs until 17:00 on Wednesday 24<sup>th</sup> September.

Committee to note.

### **3. Up and Coming Events**

- 3.1. Officers have been in consultation with three event organisers. The first is for a music festival in early September.
- 3.2. The Good Times brand and Norman Jay have well documented history of inclusive music styles for discerning music lovers. Some of the music styles will be Soul, Funk, House, Hip Hop, R&B, Reggae, Latin, Jazz, Drum and Bass, dubstep, Disco, Electronica, etc. The event will encourage west Londoners (artists, business, and local community) to get involved with the event; Norman Jay wants to encourage participation leading up to, during and after. Norman would like to involve five charities which he has worked with namely Kids Company, UNICEF, and Sickle Cell Society, at this stage their involvement has not been confirmed. Norman will be partnering with the pony club as his fifth charity. This will not be an Urban Music event. The event will be open to families, children under 12 will enter free with only funfair rides being charged for (workshops and other activities will be free). There will be free tickets and job opportunities for the local residents. The sound systems will all close at 8.45pm on both nights. All visitors will be off site by 9.00pm on both nights.
- 3.3. The event will feature:
- Main open air arena with the Good Times double decker bus featuring Norman Jay and Guest DJs (mainly London based)
  - 2nd arena – closed tented structure
  - 3rd arena – closed tented structure

- A funfair for children as well as workshops to encourage learning and experience (all the senses)
- A market selling vintage clothes, records, art, antiques, farmers market etc..
- Local artist installations
- Local food stalls/street food
- Proposed event capacity 10,000 per day
- The Event would include a community hub

#### 3.4. Proposed key steps and dates:

- Event launch date is on 28 May 2014 (online)
- Premises Licence Application date Monday 4<sup>th</sup> August 2014.
- The Council officers would engage local residents and stakeholders during the formal licensing consultation period.
- Safety Advisory Group (SAG) meeting early September
- Event set up from 7 September
- Main Event 13 and 14 September
- Breakdown by 17 September

#### 3.5. Contract and Potential Income:

- If the event goes ahead there will be a one year contract only.
- After the event the Council will review the event and make decision about future years,
- Potential net income is £50k

#### 3.6. The 'Race for Life' event will take place again during July 2014.

#### 3.7. Use of Red Gra as marshalling space by Earls Court Olympia started in April 2014. It has been successful and no resident feedback received. The entry and egress of the lorries is timed and facilitated by marshals to minimise disruption. If the Red Gra is dusty then there is also a facility to dust down the area. As this has been successful it is hoped further bookings will be made in this financial year.

#### Committee to Note.

## 4. Sports Facilities

### 4.1. BMX Track at Wormwood Scrubs

A new BMX track has been built at Wormwood Scrubs adjacent to the Woodman Mews housing, completed on the 21st June 2014. The project led by LBHF and Access Sport has been wholly externally funded (by Sport England, London Mayor, Affinity Housing Trust) with no cost to the council.

A promotion event was held on the 24th May and signed up over 130 children to the newly formed resident club 'Hammersmith BMX Club'. The

first community coaching session was held on Saturday 21st June between 1pm and 3pm.



#### 4.2. **Linford Christie Outdoor Sports Centre Club House**

Following London Nigerians RFC's departure, the Club room and kitchen at Linford Christie Outdoor Sports Centre is currently vacant.

As part of wider refurbishment project at the centre the community room, club room and kitchen have all undergone an extensive refurbishment, improving both the functionality, H&S and the aesthetics of associated areas (see attached photo).



These areas have been transformed from tired unusable areas into highly desirable rooms that offer centre users/clubs/teams an opportunity to offer

hospitality whilst also improving a club's ability to generate income via player and visitor secondary spend.

A number of key stakeholders (Fulham Irish, Thames Valley Harriers, Chiswick Hockey, Kensington Dragons) have all expressed an interest in getting involved with the club room. Some have made enquiries more recently and others have historically always been interested should an opportunity arise.

We believe the most obvious and suitable tenant for the club room is Chiswick Hockey (PHC) - <http://www.phcchiswick.com/>

#### **4.3. Change for Life Parks**

Change 4 Life Parks is the name for the summer programme that will encourage adults, children and families to increase their physical activity in the borough parks. Funded by Pro-Active West reserves the project will deliver a range of activities to encourage all members of the community to move more. All activities are free or low cost and will run from 14 July 31 August 2014.

Activities taking place at Wormwood Scrubs include Archery, Table Tennis Urban box Fitness, Outdoor gym (Instructor lead sessions), BMX and Parkrun.

#### **4.4. Linford Christie Outdoor Sports Centre**

Following a meeting with UK Athletics, the athletics track has been issued with a temporary track certificate that will last until the end of September 2014. Enabling essential repair works to be completed on the running track and throwing areas. Thus allowing a full renewal of the UKA 5 year Athletic track certificate.

#### **4.5. Bus/Coach Access to the Linford Christie Outdoor Sports Centre**

The majority of school use of LCOSC relies on the ability to drop and pick up children within the facility. Dropping pupils and students off at Wood Lane, or similar, would not work from a schools perspective and would ultimately result in schools looking for alternative venues for their PE lessons. The issue is the time it would add to their visit and the extra resource required to transport the schoolchildren safely from the main road to the centre. Drivers are periodically reminded to reduce their speed and be mindful of pedestrians as they enter and exit the facility.

#### **4.6. Disability Sports Day**

An annual Sports Day for disabled people is planned for Friday 15th August 2014. The event is being run in partnership with LBHF, Action on disability and Let Me Play. The event will run from 10.30am to 3pm and will involve various activities for participants to compete in or try for the first

time. Activities to include Dance, Archery, Tri-Golf, Goalball, football and athletics.

Committee to Note.

**5. Update on the Hospital Car Park**

- 5.1. Officers from the Council have had a meeting with the Imperial College Healthcare NHS Trust to review the current licence fee for the car parking spaces used by the Hammersmith Hospital for staff parking.
- 5.2. The existing licence fee of £226,000 per year is to be increased to £266,280 per annum (£840 per space) backdated to 25th December 2009, when the protracted negotiations originally commenced, and indexed annually from this date in accordance with RPI, with arrears payable in one sum.
- 5.3. On this basis, the licence fee as at 25th December 2014 will be in the region of £319,000 with arrears as at 29th September 2014 amounting to £300,214.
- 5.4. The surface of the car parking areas within the licence is in a poor state of repair. The parties are proposing to share the cost of repairs from 25th December 2014 on a 50:50 basis, subject to the Committee agreeing to allocate £200,000 of the licence fee as an initial contribution towards the costs of resurfacing and remarking and any essential repairs to the fencing. Under the new repairing arrangements the NHS Trust will be responsible for undertaking the repair works, subject to agreeing costs beforehand with the Committee. Initial estimates are being obtained by both parties and early indications are that the cost of a complete resurfacing, setting out and some repairs to fencing will be £495,000.

The Committee is asked to approve that:

- *An allocation of £200,000 is made towards essential repairs to the car park surface and the car park fencing.*
- *Officers report back to this Committee the costs of complete resurfacing and essential repairs to the Hospital car park for the Committee to decide if it wishes to approve a further allocations of monies either this year or next from the retained accrued arrears.*

**6. Community Safety Update**

- 6.1. Parks Police dealt with 33 Incidents and carried out 203 high-visibility uniform patrols during Quarter One.
- 6.2. Officers discovered a serious instance of fly-tipping adjacent to Scrubs Lane in which over fifteen skip loads of builders rubbish had been dumped in an area which had been leased to a utility company. After extensive

enquiries UK Power Networks agreed to remove the rubbish and have reinforced the site with concrete bollards which should prevent any further dumping. The total cost of the operation was £8K which has been picked up by UKPN. Council costs were minimal, however costs will be incurred in removing a refugee encampment which was found a 100 yards north of the dumping site.

- 6.3. The Woodmans Mews barrier has been converted to operate via a radio link from the Linford Christie Stadium, with a backup on parks police radios. This should assist in delivering a more effective control mechanism and lead to better access control. The Barrier has been assessed and is now subject to a quicker response maintenance contract, although other methods of access control are being looked at.
- 6.4. A consistent approach to unauthorised motor cycling has led to the confiscation of one stolen moped that was being used and the number of instances has considerably reduced.

Month	Incidents	Crimes	Patrols
April 2014	8	1	78
May 2014	9	3	66
June 2014	16	1	59

Committee to Note.

**7. Grounds Maintenance update**

- 7.1. The barrier on Scrubs Lane has now been repaired (the servicing and replacement of the hydraulic system) and put into a maintenance contract with an emergency call-out option should barrier fail again.
- 7.2. Review of site security remains ongoing and as a result a cast iron bollard has been placed on Scrubs Lane opposite Texaco to reduce opportunistic vehicular access.
- 7.3. Quotes are currently being gathered to carry out pot hole and minor surface repairs to the access road from Scrubs Lane. The Red Gra area will also be levelled shortly and any holes filled in.
- 7.4. Further improvements are being delivered to the newly opened BMX track, namely the re-location of three benches into the area and the installation of a picnic bench. Signs have been installed advertising contact details for the Council and the club.
- 7.5. Officers continue to monitor the work of Quadron Services Limited against the Interim Improvement and Management Plan. The latest position as follows.

- We were only able to sex three Black Poplars as they were the only ones that came into flower; these were female and we now need to wait until next year to progress this item further. We will selectively thin around maturing Black Poplars to allow further canopy development.
- Bench and bin replacement and re-siting remains ongoing and we anticipate this being completed towards the end of August.
- Log piles are being created to promote basking and hibernacula sites for common lizards.

7.6. Officers have met with Quadron Services Limited, who will be producing the Site Improvement and Management Plan to scope this out. The management will follow the same style that has been adopted for other Council sites. This will allow the site to be entered for a Green Flag Award easily should this be an aspiration of the Trust in the future (i.e. 2016). Quadron Services Limited is undertaking the production of the plan free of charge as part of their ongoing support to the Trust.

7.7. Quadron Services Limited undertake social responsibility activities across all their contracts. They have recently delivered a project with the Royal Horticultural Society Communities Teams to distribute donated materials from show gardens at Hampton Court Palace Flower Show to local community groups, which includes some housing sites in the borough. The White City Estate was one of those to benefit. Additionally Quadron Services Limited will also be supporting the Wormwood Scrubs Pony Centre by providing staff in preparation for their upcoming 25<sup>th</sup> anniversary celebration. A more detailed report is available on request.

Committee to Note.

## 8. 2014/15 Financial Forecast

8.1. The financial performance of Wormwood Scrubs Charitable Trust (“the Trust”) for 2013/14 and the forecast for 2014/15 as at the end of July 2014 is summarised below and detailed in Annexe A. Financial transactions for the financial year until period 2 are disclosed in Annexe B.

Activity	Outturn 2013/14	2014/15 Budget	YTD 2014/15	Forecast Outturn 2014/15	Variance	Movement between years
Pay and Display Parking Meters	(309,218)	(305,234)	0	(308,000)	(2,766)	0%
Hammersmith Hospital Car Park Licence	(226,000)	(226,000)	56,500	(319,000)	(93,000)	41%
Backdated Hammersmith Hospital Car Park Licence Income	0	0	0	(300,214)	(300,214)	N/A
Grant Contribution from LBHF	(99,500)	0	0	0	0	-100%
Other income from activities for generating funds	(3,807)	(90,767)	1,665	(85,541)	5,226	2147%
<b>Total Incoming Resources from Generated Funds</b>	<b>(638,525)</b>	<b>(622,001)</b>	<b>58,165</b>	<b>(1,012,755)</b>	<b>(390,754)</b>	<b>59%</b>
Grounds Maintenance	667,743	677,931	0	671,950	(5,981)	1%
Contribution to Linford Christie Stadium	31,500	31,517	0	31,500	(17)	0%
Other Expenditure	18,334	39,641	12,700	38,334	(1,308)	109%
Transfer backdated Hammersmith Hospital Car Park licence income to reserves	0	0	0	300,214	300,214	N/A
<b>Total Resources Expended</b>	<b>717,576</b>	<b>749,089</b>	<b>12,700</b>	<b>1,041,997</b>	<b>292,908</b>	<b>45%</b>
<b>Net Incoming Resources</b>	<b>79,052</b>	<b>127,088</b>	<b>70,865</b>	<b>29,242</b>	<b>(97,846)</b>	<b>-63%</b>



- 8.2. In 2013/14 expenditure exceeded income, resulting in a drawdown from the Trust's cash balances of £79,052. The income included a one-off grant contribution from LBHF of £99,500. Without this the drawdown from cash balances would have been £178,551 in 2013/14.
- 8.3. The opening cash balance for 2014/15 is £333,051 and the forecast at the end of July anticipates a drawdown of £29,242 (9% of the current cash balance). This would give a cash balance of £303,809 to carry forward to 2015/16.
- 8.4. The financial performance in 2014/15 is forecast to be significantly better than budgeted with a £97,846 positive variance at the end of period 2. This is because this forecast includes the increased income expected from the Hammersmith Hospital car park licence which was not anticipated in the budget at the start of the year.
- 8.5. The increased income from Hammersmith Hospital car park has been backdated to 25<sup>th</sup> December 2009. This has meant that the Trust can expect a one-off payment of £300,214 this financial year to backdate this increase. The whole of this backdated amount, £300,214 has been set aside on the balance sheet for repairs to the car park, and is not included in the Income and Expenditure forecast.
- 8.6. The forecast in 2014/15 includes growth in income of £81,000. This includes new income initiatives such as use of the parking area and an open air family music event in September which will generate £50,000.
- 8.7. At the time of writing this report the likelihood of the music event being held was still uncertain. If the event were not to be held the forecast above would be £50,000 worse than currently shown.
- 8.8. Inflation on the Quadron contract for grounds maintenance is 0.63% in 2014/15.
- 8.9. Other expenditure includes £20,000 of estimated costs required to generate the additional £81,000 of income.

Committee to Note.

**9. Potential Committee Members**

In addition to the Friends of Wormwood Scrubs, other organisations with an interest in the Scrubs include:

London Baseball – Peter Bohn  
Thames Valley Harriers – Paul Oppe  
Kensington Dragons – Chris Shirley  
Chiswick Hockey – Chris  
Fulham Irish – John Doyle

Committee to Note.

## **10. Legal Comments**

Some of the current uses within Wormwood Scrubs do not fully comply with the original uses defined in the Wormwood Scrubbs Trust Deed of 1879. At some stage it would be advisable to approach the Charities Commission to regularise the current uses.

Completed by David Walker, Principal Solicitor, email [david.walker@lbhf.gov.uk](mailto:david.walker@lbhf.gov.uk), 020 7361 2211.

## **11. Finance Comments**

These are all contained within the body of the report.

Completed by Mark Jones, Director for Finance TTS and ELRS, email [mark.jones@lbhf.gov.uk](mailto:mark.jones@lbhf.gov.uk), extension number 6700.

## ANNEXE A

<b>As at Period 4</b>		
<b>Wormwood Scrubs Charitable Trust</b>		
<b>Statement of Financial Activities for Year ended 31 March 2015</b>		
<b>Income and Expenditure</b>	<b>2014/15 Forecast</b>	<b>2013/14</b>
	£	£
<b>Incoming Resources</b>		
Incoming Resources from Charitable Activities:		
Pay and Display Parking Meters	308,000	309,218
Hammersmith Hospital Car Park Licence	319,000	226,000
Backdated Hammersmith Hospital Car Park Licence Income	300,214	
Grant Contribution from LBHF	0	99,500
Incoming Resources from Generated Funds:		
Income from Activities for Generating Funds	83,541	2,491
<i>Open air family music event</i>	50,000	
<i>Earls Court usage (£1.35k per event)</i>	14,850	
<i>Race For Life</i>	2,200	
<i>Olympia Horse Show</i>	12,000	
<i>Incremental increases to charges to Met Police</i>	2,000	
<i>Miscellaneous</i>	2,491	
Interest Receivable	2,000	1,316
<b>Total Incoming Resources</b>	<b>1,012,755</b>	<b>638,525</b>
<b>Resources Expended</b>		
Charitable activities:		
Costs of generating Parking Income	400	400
Contribution to Linford Christie Stadium	31,500	31,500
Non Routine Maintenance of Wormwood Scrubs	0	0
Routine Grounds Maintenance of Wormwood Scrubs	671,950	667,743
Governance costs	17,934	17,934
Transfer backdated Hammersmith Hospital Car Park licence income to reserves	300,214	
Other resources expended	20,000	0
<b>Total Resources Expended</b>	<b>1,041,997</b>	<b>717,576</b>
<b>Net Outgoing Resources</b>	<b>(29,242)</b>	<b>(79,051)</b>
<b>Reconciliation of Funds</b>		
Total funds brought forward	5,320,353	5,399,404
<b>Total funds carried forward</b>	<b>5,291,111</b>	<b>5,320,353</b>

## ANNEXE B

Activity	Period	Description	Financial Value
Costs of generating Parking Income	1	Electricity Accrual 2013/14	(400)
Audit Fees	1	Audit Fee Accrual 2013/14	(12,300)
<b>Total Expenditure</b>			<b>(12,700)</b>
Income from Activities for Generating Funds	2	LOCATION FEE-WORMWOOD SCRUBS	(100)
Income from Activities for Generating Funds	2	HIRE OF WORMWOOD SCRUBS UNIT BASE	(150)
Income from Activities for Generating Funds	3	Rent Due Quarterly In Advance (Pony Centre)	(84)
Hammersmith Hospital Car Park Licence	3	Rent Due Quarterly In Advance	(56,500)
Income from Activities for Generating Funds	3	LOCATION FEE-WORMWOOD SCRUBS REDGRA	(188)
Income from Activities for Generating Funds	3	LOCATION FEE-WORMWOOD SCRUBS REDGRA	(69)
Income from Activities for Generating Funds	3	LOCATION FEE-WORMWOOD SCRUBS REDGRA	(275)
Income from Activities for Generating Funds	3	LOCATION FEE-WORMWOOD SCRUBS REDGRA	(400)
Income from Activities for Generating Funds	4	HIRE OF WORMWOOD SCRUBS REDGRA AREA	(400)
<b>Total Income</b>			<b>(58,165)</b>
<b>Net Incoming Resources</b>			<b>(70,865)</b>