

Wormwood Scrubs Charitable Trust Committee Agenda

Wednesday 6 March 2024 at 6.30 pm

Online - Virtual Meeting

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MEMBERSHIP

Administration
Councillor Alex Sanderson (Chair) Councillor Bora Kwon Councillor Dominic Stanton
Co-optees
Stephen Waley-Cohen Faye Thomas

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Date Issued: 27 February 2024

Wormwood Scrubs Charitable Trust Committee

Agenda - 6 March 2024

<u>Item</u>	<u>Pages</u>
1. APOLOGIES FOR ABSENCE	
2. DECLARATIONS OF INTEREST	
<p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant 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.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.</p>	
3. MINUTES OF THE LAST MEETING	3 - 11
<p>To approve the minutes of the meeting held on 12th December 2023</p>	
4. MANAGER'S REPORT	12 - 38
5. DATE OF NEXT MEETING	
<p>The next meeting is due to take place on 19th June 2024.</p>	

Wormwood Scrubs Charitable Trust Committee Minutes

Tuesday 12 December 2023

PRESENT

Committee members: Councillors Alex Sanderson (Chair), Bora Kwon and Dominic Stanton

Co-opted members: Faye Thomas and Stephen Waley-Cohen

Advisors to the Trust: Osama El-Amin (Trust Manager), Vicki Abel, Simon Ingyon, , Mark Raisbeck and Nicholas Falcone

External Guests: Stuart McKay (Audit Partner, MHA Macintyre Hudson)

Clerk: Amrita White

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST MEETING

RESOLVED

The minutes of the meeting held on 18th October 2023 were agreed as an accurate record.

4. WORMWOOD SCRUBS CHARITABLE TRUST ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDED 31ST MARCH 2023

Simon Ingyon (Advisor to the Trust) presented the report and provided a brief overview of the key points arising from the Statement of Account and Trustee's report 2022/23. It was noted that the Trust delivered a surplus for the year of £426,826. This surplus was substantially underpinned by the additional income from the Kensington Aldridge Academy's occupation of the Scrubs. The Trust continued to maintain grounds and maintenance management of the Scrubs in preservation of the Trust's charitable objective.

Stuart McKay (MHA) provided a summary of the Audit Findings report for the year ended 31st March 2023, noting the following key points:

- The nature and the scope of audit work we have undertaken.
- Views about the qualitative aspects of the Trust's accounting practices and financial reporting.
- Unadjusted and adjusted misstatements
- Matters specifically required by Auditing Standards to be communicated to those charged with governance (such as fraud and error)
- Expected modifications to the Auditor's report.
- No material weaknesses found in the accounting and internal control systems.
- Any other relevant and material matters relating to the audit.

The Chair thanked Stuart McKay and the Team for putting together an accurate set of accounts for the audit. She requested that a picture of the Scrubs be included at the front of the Audit Findings Report in future.

Action: Nicholas Falcone and Osama El-Amin

RESOLVED:

That the Committee:

- Approved the Trustee's Annual Report, attached as Appendix A.
- Approved the 2022/23 financial accounts for Wormwood Scrubs Charitable Trust, incorporated as part of the Annual Report (Appendix A to the Annual Report).
- Approved the management representation letter (attached as Appendix B).
- Noted the contents of the annual risk assessment (contained in the Trustee's report on page 14).
- Noted that the accounts remain subject to change until the final audit opinion is issued and to delegate authority to the Assistant Director Parks and Leisure, in consultation with the Chair of the Committee, to approve any changes to the 2022/23 Financial Accounts, Annual Report and the management representation letter required as part of the finalisation of the audit process.

5. MANAGER'S REPORT

HS2 – Future of the UTX site

Osama El-Amin (Trust Manager) provided an update and noted that in 2021, HS2 placed a compulsory purchase order on the land known as the UTX site under the HS2 Act 2017. Since acquisition, the Trust had engaged with external legal support to understand the options around the future of land ownership and the terms of a potential compensation claim. Several approaches via legal representation since 2021 to HS2 had yet to provide any clarity on the future of the site. The Trust Manager, under instruction from the Committee Chair had begun the process of engaging the Council's leadership team to establish an agreement on the future of the UTX site with HS2. A formal letter would be sent to HS2 in due course.

BBVS (HS2 contractor) had requested the creation of an exclusion zone adjacent to the UTX site. This zone was required as a safety precaution to facilitate the diversion of BT services within the UTX site.

Since the land where the temporary exclusion zone was required was not vested by HS2 and therefore access to this space was contingent on the Trust approving a licence. This Committee was asked to note that unless HS2 were willing to enter into an agreement on the future of the UTX site, a license would not be issued to grant the temporary exclusion zone.

Stephen Waley-Cohen (Co-opted Member) noted that HS2's refusal to engage with the Trust on its position of requiring the land at nil premium was unsatisfactory. He was fully supportive of the approach taken by the Trust Manager at the request of the Chair and requested that members were kept updated on HS2's response.

Faye Thomas (Co-opted Member) enquired when would BBVS like the works for the exclusion zone to commence. In response Osama El-Amin noted that BBVS would like to conduct their work immediately. The exclusion zone was required from mid-January to early March for approximately 6 weeks.

The Committee noted the update.

AEM Masterplan planning and procurement timeline update

Vicki Abel (Advisor to the Trust) presented and updated the Committee on the Programme for the Alternative Ecological Mitigation Masterplan regarding Procurement and Planning timelines. Updates were provided on detailed draft proposals, the planning application, tender package, and hard landscape works. It was noted that the Planning application would be submitted on the 19th January 2024.

The Chair thanked Vicki Abel for the timeline, noting that it was useful to see all the key elements mapped out.

The Committee noted the update.

Lesters Embankment

Vicki Abel, (Advisor to the Trust) provided an overview and noted that quotes were being obtained to procure infill panels for the chain-link fence along Lesters Embankment. Access would be needed for contractors to undertake maintenance , including for machinery that may be needed for work on the embankment. This fencing work was likely to take place in January 2024, pending a cost assessment once quotes were obtained.

Osama El-Amin noted that he had raised a purchase order for the work on Lesters Embankment amounting to approx. £3500.

The Committee noted the update.

Soil Resistivity Testing

Vicki Abel (Advisor to the Trust) provided an update and noted that BBVS had requested access to the Scrubs to carry out some simple resistivity tests of the local soil, to inform the design of their 'earthing strategy'. These tests would support the construction of the electrical sub-station at the Old Oak Common HS2 site.

These tests would take approximately 1 day to complete. It would consist of a small team walking across the scrubs and inserting 2 probes into the soil and measuring resistivity on a handheld meter. If approved BBVS planned to do this work in March 2024 when the ground was less saturated. This Committee was asked to approve access by BBVS to conduct these tests under local agreement.

Faye Thomas (Co-opted Member) enquired why HS2 wanted to use the Scrubs to carry out the resistivity tests. In response Vicki Abel noted that the Scrubs was the nearest largest open space to the electrical sub-station at the Old Oak Common HS2 site. This proximity also retains similar features to the soil found on the HS2 site.

Osama El-Amin outlined the reasons for the request of the resistivity tests, noting that the main purpose was to understand the conductivity of the electricity of the soil on the Scrubs. These tests would support the construction of the electrical sub-station at the Old Oak Common HS2 site.

Councillor Bora Kwon asked if this would have a negative impact on the biodiversity on the Scrubs. In response Osama El-Amin confirmed that this was a low impact piece of testing and that HS2 had reassured the Council's Officers that there would be no risk to any of the assets on the Scrubs.

Members were not minded agreeing this recommendation until an agreement was reached with HS2 on the CPO and the future of the UTX site.

The Committee agreed to delegate approval for HS2 to conduct 'Soil Resistivity Testing' in 2024 to the Assistant Director Parks and Leisure in consultation with the Chair, subject to HS2 entering into an agreement on the future of the UTX site.

Wormwood Scrubs Meadow - Local Nature Reserve (LNR) Designation

Osama El-Amin (Trust Manager) provided an update and noted that the LNR had progressed to a stage where consultation could start. However, there was a need to ensure the correct policy concerning dog walking in the LNR area was in place and that it was consistent with the PSPO to ensure dogs were kept on leads, either during bird nesting season, or year-round.

The current PSPO on responsible dog walking was due to be reviewed in 2026, by which time the 'Wormwood Scrubs Meadow' LNR, along with additional LNR locations could be included as partially prohibited for dog walking.

To encourage compliant, low-impact dog walking in this ecologically sensitive area, this Committee was asked to approve a motion to amend the current professional dog walking licensing system by contacting licensed dog walkers to supply them a

map of designated dog walking routes throughout the year, and to ensure any newly recruited licensees were supplied the same information.

The Committee approved an amendment to the dog walking licensing system to ensure compliance with the ecological sensitivities of the Wormwood Scrubs Meadow.

Performance of the grounds and maintenance contractor

Simon Ingyon (Advisor to the Trust) noted that Idverde UK entered into a contract with the Trust in February 2022

In June 2023, this Committee approved a 3.51% inflationary uplift to the cost of delivering grounds and maintenance work across the estate. Since issuing the uplift, the contractor had maintained a moderate – satisfactory level of output.

Officers were monitoring the contract method statements, matched against the list of daily/weekly/monthly maintenance activities, with a view to ensuring any discrepancies were logged, monitored, and raised with the contractor.

This Committee should note that this level of performance, on LOT 3 (Wormwood Scrubs) far exceeded that of LOT 1 (Parks, Highways and Cemeteries) and LOT 2 (Housing).

Given the economies of scale offered by this contract, a lack of improvement on KPI's across the borough, posed a risk to the remaining 3-year term at Wormwood Scrubs.

The Committee was asked to note that the Council's Officers would continue to monitor this relationship and act where necessary to issue default notices against non-adherence to agreed KPI's.

Councillor Dominic Stanton asked for further clarification to be provided on the LOT's. In response Simon Ingyon explained Idverde managed three separate contracts on behalf of the Council. LOT 3 related to Wormwood Scrubs. The performance for LOT 3 was currently satisfactory and Officers were working closely with Idverde to provide operational support.

The Chair requested that a further update on the next steps for the Committee, including the process of changing a provider if Idverde's performance had reached an unsatisfactory standard be brought a future Committee.

Action: Osama El-Amin and Simon Ingyon

The Committee noted the update.

Linford Christie Capital Works – Indicative Timeline

Osama El-Amin (Trust Manager) presented the Linford Christie Capital works, indicative timeline. It was noted that since the start of the year, this Committee had approved 3 capital works programmes at the Linford Christie stadium. The chart

included in Appendix 1 illustrated an indicative timeline of these works from commencing on-site, until target completion.

The Chair thanked Osama El-Amin for the update and noted that she was looking forward to seeing the work on this progressing.

The Committee noted the update.

Traffic management system update

Osama El-Amin (Trust Manager) provided an update, noting that this installation was commissioned to replace the disabled system and budgeted at £63,131. After installation, Officers in the Council's Parks Team failed to clarify which power source the new system would be able to leverage. The old system tapped into the Woodman's Mew's power network. As the new system included upgraded feeder sockets, the old power network was deemed as incompatible. Parks officers had been working with the Council's Highways team to construct a new feeding pillar, to activate this installation. After constructing the feeding pillar on advice from UK Power Networks (UKPN), electrification was expected. On second review from UKPN, the pillar was in the wrong location and needed to be re-positioned. Officers were requesting UKPN to waive the cost of conducting this additional work and await an indicative timeframe for re-positioning the pillar, installing a meter and operating the system.

The total cost of this work so far was £91,959.59. Both the Trust Manager and Advisor to the Trust had reviewed this and rectified the process. Any works requiring requisite knowledge of engineering systems in the future would be conducted by the Highways Team.

The Chair enquired if any progress had been made with UKPN with regards to the costs of the additional work. In response Osama El-Amin noted that from we are working with UKPN to wave the costs of re-positioning the feeding pillar, as this was commissioned on their advice. If an invoice was issued by UKPN then this would be reviewed by senior management and officers will endeavour to limit that cost.

The Committee noted the update.

Community Safety update

Osama El-Amin (Trust Manager) provided an overview of the work undertaken by the LET in Wormwood Scrubs between 05th October – 27th November 2023. During this period Officers had reported 240 various interactions.

There were reports of poisoned meat being left Scrubs. Hi-Visibility patrols were being carried out and the Safer Neighborhood Police Team made aware.

A new platform called 'active change' had been commissioned to enable the LET to be more proactive with regards to enforcement on the Scrubs. This was a mapping platform which allowed the Council's Officers to view regular footfall

information across a certain location and provide this to the LET to carry out high visibility patrols.

In relation to the poisoned meat being left on the Scrubs, Faye Thomas (Co-opted Member) noted that this was very concerning and asked at what stage had the Team reached with their investigation. In response Osama El-Amin explained that the forensic team determined that it was animal meat found in the bin liner. However further investigations needed to be carried out as to why this issue kept occurring. The Chair added that this would be a Metropolitan Police issue to investigate further.

The Committee noted the update.

Trust Financial Position

Nicholas Falcone (Advisor to the Trust) provided an overview of the financial forecast for the Trust for 2023/24. The 2023/24 income forecast was £1,183,142. This was £54,946 more than budgeted (£1,256,862). £21,000 due to the significant increase in interest on Trust funds; £9,353 increase on KAA licence income; and £24,593 better than forecasted car park performance.

It was noted that an application for a new bank account was submitted to NatWest bank on 4th October. It could take up to several months to open a new bank account as the bank needed to undertake due diligence checks. Officers would escalate this matter and continue to follow this up with NatWest. The Committee would be kept informed at the next meeting.

Action: Nicholas Falcone/ Osama El-Amin

Relating to the nature of the unbudgeted items outlined by Nicholas Falcone, Stephen Waley-Cohen (Co-opted Member) suggested that the Trust's reserves policy be reviewed with the Trust's auditors (MHA) to monitor the level of reserves, ensuring that they did not reach below target, once the target had been agreed.

Action: Nicholas Falcone

The Committee noted the update.

ANY OTHER BUSINESS

Referring to the annual report, Councillor Dominic Stanton requested the text on page 18 of the agenda pack be amended in line with the yellow dots.

Action: Nicholas Falcone

Stephen Waley-Cohen (Co-opted Member) was pleased to note the work that had been carried out with regards to the clearance on the Scrubs. It was noted that some of the naturalists of the Friends were concerned around the speed at which

this was taking place. Osama El-Amin explained that the Trust’s Advisors were working with the onsite ecologist to identify the locations of priority work areas before tender for the Capital works commenced. He outlined the resource issues that were faced onsite, noting that other options were being explored to achieve the target for the clearance works.

Osama El-Amin (Trust Manger) provided an update on the development of a Café on the Scrubs, noting that discussions were being held to establish a licence for a coffee van at one of the carparks onsite. A process to establish this scheme will take some months to implement.

RESOLVED

The Committee agreed to:

1. Note correspondence sent to HS2 seeking agreement on the future of the UTX site.
2. Note an update on progress towards planning submission and implementation of the AEM Masterplan.
3. Take note on fencing off Lesters Embankment and ensuring contractor access for future work.
4. The Committee agreed to delegate approval for HS2 to conduct ‘Soil Resistivity Testing’ in 2024 to the Assistant Director Parks and Leisure in consultation with the Chair, subject to HS2 entering into an agreement on the future of the UTX site.
5. Approved an amendment to the dog walking licensing system to ensure compliance with the ecological sensitivities of the Wormwood Scrubs Meadow.
6. Received an update on the performance of the grounds and maintenance contractor.
7. Note an indicative timeline towards implementing a capital works programme at Linford Christie Athletics Stadium.
8. Noted the traffic management system progress update.
9. Noted the Community Safety update.
10. Noted the current Trust financial position.

6. DATE OF NEXT MEETING

The Committee noted the date of the next meeting scheduled to be held on 6th March 2024

Meeting started: 6:30pm
Meeting ended: 8:00pm

Chair

Clerk:

Amrita Gill

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Agenda Item 4

MANAGERS REPORT	
Report to Wormwood Scrubs Charitable Trust Committee	
Report Author: Osama El-Amin, Trust Manager	Contact Details: Osama.el-amin@lbhf.gov.uk

Executive Summary and Decisions Sought

The Committee is asked to:

1. Note the Trust's financial performance in Quarter 4. Financial Year 2023/24 and approve the 2024/25 budget.
2. Approve the Trust's Financial Reserves policy.
3. Approve a £10,000 budget to develop an outdoor learning pilot programme on the Scrubs.
4. Note utility diversion preparation works within the HS2 (High Speed 2) Ltd. - LLAU (Limit of Land to be Required and Used).
5. Note an update on progress towards ensuring the UTX site is handed back to WSCT/LBHF.
6. Receive an update on the AEM (Alternative Ecological Mitigation) Masterplan programme of work and next steps, post submission of the planning application.
7. Note an update on applications to external funders for additional works to those covered in the AEM agreement. (UCTF, CEF, National Flood Management Fund).
8. Approve a process to procure a coffee van operator at the Linford Christie Car Park.
9. Note an update on track resurfacing work and changing room upgrades at the Linford Christie Stadium.
10. Note an update on the Kensington Dragon's pitch re-surfacing/extension project at the Linford Christie Stadium.
11. Note an update on Grounds Maintenance work to be undertaken between March – June 2024.
12. Note on the next steps towards installing safety improvements around play and exercise equipment near Braybrook Street.
13. Note the completion of the Traffic Management System.
14. Note an update on Community Safety across the estate.

1.Trust Finances Q.4 2023/24 performance and FY 2024/25 Budget

The Q4 financial forecast for Wormwood Scrubs Charitable Trust (“the Trust”) for 2023/24 is summarised in the table below and detailed in Annexe 1. Financial

transactions for the financial year to date (April 2023 to 23rd February 2024) are set out in Annex 2.

Activity	Outturn 2019/20	Outturn 2020/21	Outturn 2021/22	Outturn 2022/23	Budget 2023/24	Forecast 2023/24 (Q4)	Variance 2023/24 (Q4)	Comparison to 2022/23 Outturn		Comments	Last Reported (Q3)	Movement
								Budget	Forecast			
				£	£	£	£				£	£
Pay and Display Meters & Cashless Parking	(324,945)	(212,757)	(312,739)	(301,609)	(324,945)	(371,560)	(46,615)	-8%	-23%	Pay & Display and cashless parking income budget remains the same as 2022/23 (equal to 2019/20 outturn). This is higher than the 2022/23 outturn (£301,509), but the introduction of weekend parking charges is expected to grow income this year. Actual Income April 2023 to January 2024 is £318,481, which is £71,551 better than the 2022/23 equivalent period. Forecast means highest annual achievement.	(349,538)	(22,021)
Hammersmith Hospital Car Park Licence	(346,995)	(353,547)	(362,467)	(381,983)	(433,285)	(438,757)	(5,472)	-11%	-12%	Actual is £108,051.13 per quarter (Q1-Q3) plus Q4 forecast of £114,603.37 (in line with signed agreements)	(433,285)	(5,472)
Other income from activities for generating funds	(322,073)	(331,286)	(394,099)	(389,797)	(389,968)	(395,028)	(25,062)	5%	-1%	Forecast is income from Kensington Aldridge Academy (£352,481); Pony Centre (£13,500); UKPN rent (£3,446); Filming income (£1,508.98); and investment (bank interest) income (£24,092). Favourable movement is net of reduced filming income (due to strikes) and increased KAA Licence renewal.	(400,319)	5,291
Grant Income	0	0	0	(173,672)	0	(5,601)	(5,601)			Wormwood Scrubs Access improvements grant	0	(5,601)
Total Income and endowments	(994,013)	(897,590)	(1,069,304)	(1,256,862)	(1,128,196)	(1,210,945)	(82,749)	10%	4%		(1,183,142)	(27,803)
Grounds Maintenance	738,368	769,767	739,981	411,757	443,008	467,767	24,759	8%	14%	Forecasted spend is Planned Grounds Maintenance cost (£338,689.23), Non Routine maintenance (£58,500), Depot wall (£29,939), Tree works (£13,976), fencing (£5,045), plus share of governance costs (21,618.03)	456,803	10,964
Contribution to Linford Christie Stadium (LCS)	84,205	63,174	170,253	64,258	66,178	66,053	(126)	3%	3%	Forecast is fixed annual contribution of £63,000 plus £3,052.65 share of governance costs.	65,149	903
Other Expenditure	24,235	15,209	66,679	310,968	219,544	51,375	(168,169)	-29%	-83%	Vehicle access barriers (£18,300.5); UKPN Barrier (£20,000) GPS Mapping Software £5,100; Access Improvements (£5,601) plus governance costs (£2,374.33). Quarterly change: Now not required until 2024/25: Linford Christie match funding (£250,000); Kensington Dragons contribution (£100,000); Emergency vehicle access (50,000); Dog exercise area (£20,000); Bicycle racks (£15,000). Thames Valley Harriers contribution not delivered (£40,000)	538,879	(487,504)
Trust Manager - Strategic Governance Review implementation	0	0	0	43,052	70,000	62,000	(8,000)	100%	100%	Costs associated with Wormwood Trust Charitable Trust Manager	66,000	(4,000)
Total Expenditure	846,808	848,151	976,912	830,036	798,731	647,195	(151,536)	-4%	-22%		1,126,832	(479,636)
Net (income)/expenditure	(147,206)	(49,439)	(92,392)	(426,825)	(329,465)	(563,750)	(234,285)	23%	-32%		(56,311)	(507,439)

The budget for 2023/24 was agreed with an anticipated net income outturn of £329,465. The current forecast at Q4 is a net income outturn of £564,843; a favourable movement from Q3 of net £235,378 compared to budget.

Forecast movement (Q3 comparison: -£507,4392): Income movement (-£27,803) includes: a further increase to parking pay and display and cashless parking income (-£22,021). Higher than expected car park licence income (-£5,472) upon licence renewal and reduced filming income (+£5,291) due to the actors' strike. The balance of the OPDC Access Improvement grant (-£5,601) is expended and is included in other expenditure. The expenditure reduction (-£479,636) is mainly due to delays: Linford Christie Stadium (LCS) investment (-£250,000); Kensington Dragons contribution (-£100,000). Also, the Thames Valley Harriers contribution is not being delivered.

Income Forecast 2023/24 (Q4)

The 2023/24 income forecast is £1,210,945. This is £82,749 more than budgeted (£1,256,862): £46,615 due to better than budgeted car park performance; £5,472 increased hospital car park income: other income is £25,062 favourable (the significant increase in interest on Trust funds (-£21,000) and increased KAA licence income (-£9,353) have been offset by the impact of the actors' strike +£5,291). The balance of OPDC grant (£5,601) is also included.

Forecasted pay & display and cashless parking income (P&D) is £371,560. This is higher than both the £301,509 2022/23 P&D outturn and 2023/24 budget as there will be a full year impact of weekend parking, which was introduced in 2022/2023.

Actual Hammersmith Hospital Car Park income is £438,757, as budgeted. This is £57,344 and £46,774 more than the 2022/23 budget and outturn, respectively due to marked increase in Retail Price Index (RPI). From Q4, following the annual review, the quarterly sum is £114,603.37 (previously £108,051.13).

Other income is forecasted at £395,028, which includes: £352,481 annual rental income payable by KAA for the temporary site; £13,500 Pony Centre income; £1,508.98 from ad hoc filming assignments; £3,446 annual rental income payable by UKPN for occupation of the Scrubs land for the electric vehicle charging points (the agreement continues for the next four years); and £24,092 estimated investment income from the bank balance and lodge.

Expenditure Forecast 2023/2024 (Q4)

The 2023/24 expenditure forecast is £647,195 (£620,150 direct costs + £27,045 governance costs), which is £151,536 (£143,581 direct and £7,955 governance) less than budgeted (£798,731).

Governance Cost – These are variable and comprise of Audit, Legal and Finance support to the Trust. They have been apportioned as follows:

2023/24 Q4 Forecast (at February 2024)	Budgeted Direct	Forecasted Direct	Governance costs	Total
	£	£	£	£
Grounds Maintenance (contract)	337,596	338,689	16,411	355,100
Contribution to Linford Chrstie Stadium	63,000	63,000	3,053	66,053
Non Routine Maintenance	84,135	107,460	5,207	112,667
Other exepnditure	209,000	49,001	2,374	51,375
Strategic Governance Review implementation	70,000	62,000	-	62,000
Total	763,731	620,150	27,045	647,195

Grounds Maintenance (GM) forecast: £467,767 – Includes both planned routine maintenance (forecast: 338,689.23) and non-routine maintenance (forecast: £107,460). 80% of the governance costs (£21,618.03) are allocated to GM.

Non-routine maintenance: (£107,460) – including general minor works (£58,500); depot wall (£29,939); tree works (13,976); and fencing (£5,045).

Contribution to Linford Christie Stadium forecast: £66,053 – Governance costs, totalling £2,374 have been apportioned to this fixed cost of £63,000.

Other expenditure forecast: £51,375 (including £2,374 governance costs) – has been significantly reduced since Q3 as the capital investment has been delayed to 2024/25. Included in 2023/24 are: vehicles access barriers (£18,300.50); UKPN Barriers (£20,000); and grant funded access improvements (£5,601).

Strategic governance review forecast: £62,000 – this includes the annual costs associated with the Wormwood Scrubs Charitable Trust Manager post.

Committee to note.

Financial Year 2024/25 Budget

The proposed budget for Wormwood Scrubs Charitable Trust (“the Trust”) for 2024/25 is summarised below along with details of movements and assumptions.

Activity	Outturn 2019/20	Outturn 2020/21	Outturn 2021/22	Outturn 2022/23	Budget 2023/24	Proposed Budget 2024/25	Forecast 2025/26
Pay and Display Parking Meters	(324,945)	(212,757)	(312,739)	(301,509)	(324,945)	(360,000)	(370,000)
Hammersmith Hospital Car Park Licence	(346,995)	(353,547)	(362,467)	(391,983)	(433,285)	(460,705)	(469,920)
Other income from activities for generating funds	(322,073)	(331,286)	(394,099)	(389,797)	(369,966)	(395,998)	(395,998)
Grant Income				(173,572)			
Total Incoming Resources from Generated Funds	(994,013)	(897,590)	(1,069,304)	(1,256,862)	(1,128,196)	(1,216,703)	(1,235,918)
Grounds Maintenance	738,368	769,767	739,981	411,757	443,008	445,762	474,324
Contribution to Linford Christie Stadium	84,205	63,174	170,253	64,258	66,178	64,867	66,405
Other Expenditure	24,235	15,209	66,679	310,969	219,544	705,302	200,270
Project Manager - Strategic Governance Review implementation			0	43,052	70,000	70,000	71,400
Total Resources Expended	846,809	848,151	976,912	830,036	798,731	1,285,931	812,400
Net Incoming Resources	(147,205)	(49,439)	(92,392)	(426,825)	(329,465)	69,228	(423,518)

The proposal is for a 2024/25 net expenditure budget of £69,228. Although, income is budgeted at £88,507 higher than the current 2023/24 budget, expenditure is significantly higher, by £487,200, mainly due to the proposed investments.

Proposed Income Budget 2023/24

The proposed 2024/25 income budget is £1,216,703. This is £5,758 more than the current 2023/24 forecast (£1,210,945).

The Pay and Display and Parking Meters budget is increased by £35,055, to £360,000 as income has improved since the introduction of weekend parking. The Hammersmith Car Park Licence budget (£460,705) is set based on the current agreed quarterly rate plus a 1% uplift is forecasted for Quarter 4 (January to March 2024).

The budget for other income (£395,998) includes £356,160 annual rental income payable by KAA for the temporary site and £13,500 Pony Centre income. Also included is: £6,800 income from ad hoc filming assignments and events; £3446 annual rental income payable by UKPN for occupation of the Scrubs land for the electric vehicle charging points (the agreement continues for the next four years); and £16,092 estimated investment income from the bank balance and lodge.

Proposed Expenditure Budget 2023/2024

The proposed 2023/24 expenditure budget is £1,285,931. This includes previously approved major capital improvement works so exceed the income budget by £69,228. Expenditure is planned as far as possible, with priority being given to essential works. Excluding the fixed Grounds Maintenance contract sum (£284,730.96), the annual Linford Christie Contribution (£63,000) all costs are estimated. The 2024/25 expenditure budget is £398,693 more than the 2023/24 expenditure budget. It includes Grounds maintenance client charges; project Manager costs; non-routine maintenance; and items agreed but not implemented in 2023/24.

The budget for governance costs, apportioned to expenditure budgets based on value, is £35,000. This estimate includes audit, legal fees and finance support.

Trust Funds

Subject to 2023/24 outturn and audit, general unrestricted income funds at the end of 2023/24 are now projected at £2,021,544. Assuming KAA remain on site and the proposed budget is approved these funds will decrease 2,090,772 then increase to £2,514,290 at the end of 2024/25 and 2025/26, respectively. Given the current 2023/24 forecast and proposed 2024/25 budget, total Charity Trust funds are estimated to change as shown below.

Balance Sheet at end of Year									
	Outturn 2019/20	Outturn 2020/21	Outturn 2021/22	Outturn 2022/23	Forecasted Outturn 2023/24	Proposed Budget 2024/25	Forecast 2025/26		
Tangible Assets	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	
Cash at bank	630,800	684,358	929,464	1,219,039	2,021,544	2,090,772	2,514,290		
Creditors	(52,131)	(46,258)	(73,531)	(33,353)		0			
Debtors	310,723	300,277	175,035	272,108		0			
Net Assets	5,889,393	5,938,378	6,030,970	6,457,795	7,021,545	7,090,773	7,514,291		
Fixed Assets funds	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001		
Unrestricted Income Funds	889,392	938,377	1,030,969	1,457,794	2,021,544	2,090,772	2,514,290		
Total Charity Funds	5,889,393	5,938,378	6,030,970	6,457,795	7,021,545	7,090,773	7,514,291		

Forecast Changes									
Activity	Adjustments	Budget 2019/20	Budget 2020/21	Revised Budget 2021/22	Budget 2022/23	Budget 2023/24	Proposed Budget 2024/25	Forecast 2025/26	Notes
Pay and Display & Cashless Parking	Brought forward	(281,611)	(345,428)	(345,428)	(300,000)	(324,945)	(324,945)	(360,000)	1
	Adjustment	(63,817)	45,428	45,428	(24,945)	0	(35,055)	(10,000)	
	Carried forward	(345,428)	(300,000)	(300,000)	(324,945)	(324,945)	(360,000)	(370,000)	
Hammersmith Hospital Car Park Licence	Brought forward	(336,109)	(348,178)	(353,547)	(360,619)	(381,413)	(433,285)	(460,705)	2
	RPI increase	(11,686)	(5,947)	(7,072)	(20,794)	(51,872)	(27,420)	(9,215)	
	Carried forward	(347,795)	(354,126)	(360,619)	(381,413)	(433,285)	(460,705)	(469,920)	
Other income from activities for generating funds	Brought forward	(138,341)	(147,341)	(321,038)	(330,814)	(346,668)	(369,966)	(395,998)	3
	Additional income	(9,000)	(173,697)	(9,776)	(15,854)	(23,298)	(26,032)		
	Carried forward	(147,341)	(321,038)	(330,814)	(346,668)	(369,966)	(395,998)	(395,998)	
Grounds Maintenance	Brought forward	699,994	723,535	749,365	315,731	315,731	332,931	345,000	4
	Inflation / non-routine	40,180	26,264	974	100,000	106,000	100,000	105,000	
	Carried forward	740,174	749,799	750,339	415,731	421,731	432,931	450,000	
	Governance cost apportioned	22,187	22,149	20,965	15,033	21,277	12,831	24,324	
Budget	762,360	771,949	771,304	430,764	443,008	445,762	474,324		
Contribution to Linford Christie Stadium	Brought forward	31,500	61,500	61,500	61,500	63,000	63,000	63,000	5
	Carried forward	31,500	61,500	61,500	63,000	63,000	63,000	63,000	
	Governance cost apportioned	944	1,817	1,718	2,278	3,178	1,867	3,405	
	Budget	32,444	63,317	63,218	65,278	66,178	64,867	66,405	
Other Expenditure	Brought forward	29,000	35,000	35,000	190,270	220,598	209,000	685,000	6
	Carried forward	29,000	35,000	190,270	220,598	209,000	685,000	190,000	
	Governance cost apportioned	869	1,034	5,316	7,977	10,544	20,302	10,270	
	Budget	29,869	36,034	195,586	228,575	219,544	705,302	200,270	
Trust Manager - Strategic Governance Review implementation	Brought forward				75,000	70,000	70,000	70,000	7
	Carried forward				2,712	70,000	70,000	71,400	
	Budget			75,000	77,712	70,000	70,000	71,400	
Governance costs (Audit & Legal & Finance)	Estimated	24,000	25,000	28,000	28,000	35,000	35,000	38,000	8
	Governance cost apportioned	(24,000)	(25,000)	(28,000)	(28,000)	(35,000)	(35,000)	(38,000)	
	Budget	-	-	-	-	-	-	-	

Notes

1. Pay & Display and cashless parking income budget is proposed at £360,000 (based on the average of the previously highest level (2018/19- £351,834) and the current 2023/24 forecast (£371,560).
2. Agreed inflationary increase from Q4 2023/24 to be carried forward for Q1-Q3 2024/25 (@ £458,413.48 annually). Contracted increase for Q4 2024/25 based on contractual indices is estimated at 2%.
3. The budget for KAA income is set at £356,160 (12 months @ £29,680). Filming/Events income is set at £6,800 as it is assumed to be earned after the KAA occupation (2025/26 onwards). Other income also includes Pony Centre (£13,500); UKPN (£3,446); and Investment income (£16,092)
4. Grounds Maintenance contract w.e.f. 1st February 2022 @ £284,730.96 (fixed) annually plus £46,200 (variable) client fee (11% of estimated cost of Parks team). Plus non-routine maintenance (£100,000), including trees, fencing and other ad hoc health and safety works. Every effort is being made to plan ad hoc works and to keep expenditure at a minimum.
5. Currently a fixed contribution (£63,000) to Linford Christie Stadium towards pressures on maintenance (including minimising legionella risks and providing fully operational changing rooms, lighting equipment, etc.).
6. This 2024/25 budget anticipates non-maintenance related costs and investments:
 - A) Linford Christie Stadium Projects:
 - Kensington Dragons Pitch re-surfacing project (£250,000) - Includes £100,000 rolled over from 2023/24 plus £150,000 to bring the 2024/25 contribution to the previously agreed £250,000;
 - Athletics Infrastructure improvements (£250,000), which brought forward from 2023/24 to match funding provided by the Council; and
 - Dog exercise area (£10,000) - this item requires consultation before it can be formally recommended to the committee.
 - B) Other Projects and investments:
 - Depot and Grounds Maintenance improvements (£50,000) - This is contribution to the costs overall costs that will be incurred by the Council;
 - Grounds resurfacing project (50,000) - Repairing the tarmacadam, covering the areas from the edge of KAA to the depot and around the corner of the Pony Centre;
 - Play Area Improvements (£50,000) - equipment, orientation and fencing - initial consultation completed. Next steps and further features requires further consultation;
 - Hammersmith Car Park Improvements (£10,000) - Approximately 15-2- parking spaces could be added. Vegetation would need to be cleared and consultation with hospital and users required;
 - Scrubs School - Educational initiative (£11,000) - Ecology artist budget brought forward from 2023/24;
 - Cycle storage unit (£2,000) and Strategy Development (£2,000) - Communication and co-design workshops.
7. Wormwood Scrubs Charitable Trust Manager £70,000
8. Legal, audit and finance support costs are apportioned to the expenditure budgets as shown.

Committee to approve.

3. Trust's Reserve Policy and Objective FY 2023/24

As recommended by the Trust's auditors (MHA) during the 2022-23 audit of the financial statements, the Trust Manager is now proposing a new reserves policy for the Trust (see Appendix 1) which includes a target range for the level of 'free' reserves. 'Free' reserves (or "rainy day" funds) are held to support the Trust if one or more of its income sources was significantly reduced or even lost. These reserves would help the charity in covering 6-12 months of core operating expenditure while it restructures its operations and seeks to reduce costs and / or increase income. The current balance of 'free reserves' is within the Trust's target range as shown in

Annex 3 of the policy. A separate designated (but unrestricted) fund has also been set up for future capital maintenance works including the long-term maintenance of the AEM Masterplan and the contribution towards the refurbishment of the Linford Christie stadium. The policy will be reviewed annually as part of the Trustee's annual report. This committee is asked to approve this reserve's policy.

Committee to approve.

4. Outdoor Learning Initiative – Wormwood Scrubs

The Trust Manager is working with local parents to develop an outdoor learning offer on the Scrubs. In the past, ad hoc sessions have been delivered via the floating classroom. This provider had difficulty maintaining those sessions, due to a lack of comfort facilities, indoor reflection space and prevalence of detritus around the central copse.

The committee is asked to approve a £10,000 budget to run a pilot outdoor learning programme in summer/autumn 2024. A 6–8-week programme delivered via local providers in collaboration with local primary schools will aim to see how this programme can be incorporated into the learning objectives of existing educational frameworks. In-line with the responsible dog walking PSPO, sessions will take place in dog-free areas. The grounds maintenance team will be instructed to undertake minor work to the selected locations, with a combination of rope and post fencing and signage erected while sessions are on-going. These sessions will also benefit from use of the Old Oak Community Centre facilities, which will enable participants to engage with other family hub activities on offer.

Once the pilot is complete, evaluation data will be gathered and used to inform a procurement process to license this activity to a community partner.

Committee to approve.

5. HS2/BBVS – Works within the LLAU (Limit of Land to be Required and Used)

On 26th February 2024, BBVS (HS2 Ltd. Contractor) carried out vegetation clearance works within land vested by HS2 under notice – N086015, for the purpose preparing the land for future utility diversions. Prior to completion, Trust officers met with BBVS to discuss the boundaries of vegetation clearance to be completed before UK Power Networks (UKPN) can begin to re-route their utilities from Old Oak Common Lane into the UTX (Under Track Crossing) site. Please refer to figure 1. below for an indication

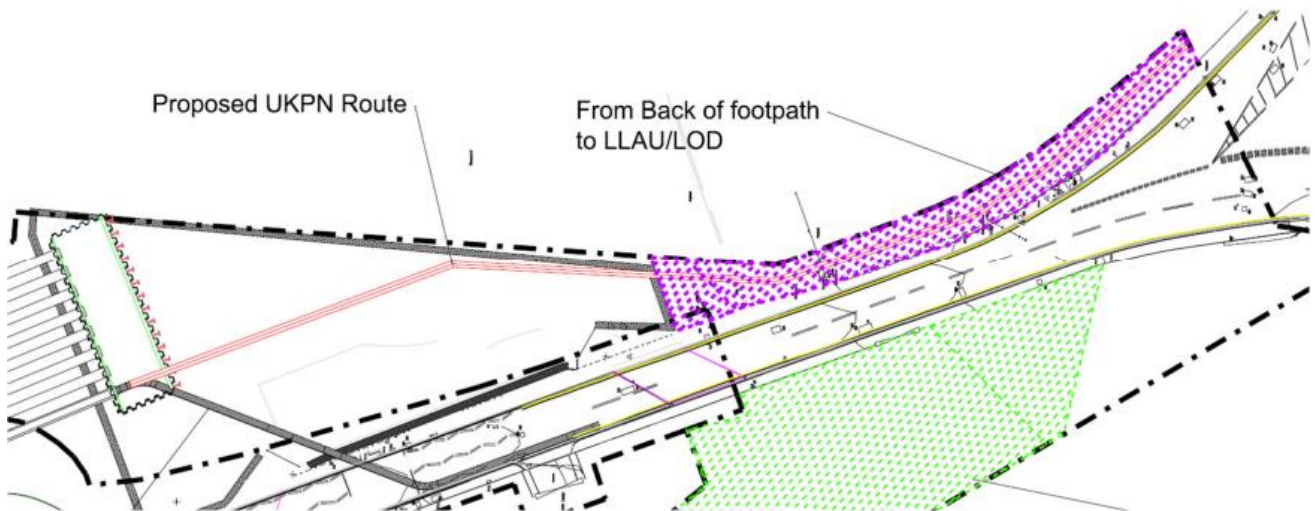


Fig.1

of land cleared. The area shown in purple covers approx. 120 sqm. Prior to works taking place, officers received results of an ecological survey. The site consists of vegetation, a hard standing path with a wooden post and metal bar fence, blackthorn scrub, modified grassland, and a single lime tree. No evidence of bat roosts or reptiles are recorded in this location. CLD (green mesh) fencing has been constructed along this route and is expected to remain in situ until UKPN have completed their work in April 2024.

Committee to note.

6. HS2 – Future of the UTX Site

In December 2023, this committee approved a motion to write a joint letter with the; executive and cabinet leaders of the Council to HS2 for their agreement on the future freehold interest of the UTX site. This letter has been received by HS2. Officers await a response to this letter before reporting back to this committee. The Trust and Council maintain their desire to see the land handed back nil premium, in lieu of a compensation claim once the area is deemed surplus to HS2 requirements.

Committee to note.

7. Alternative Ecological Mitigation (AEM) Masterplan Programme Update

The supporting documents for the masterplan planning application have been reviewed and LUC are currently amending them ahead of submitting it to OPDC in the w/c 26 February. These documents include a Planning Statement, Design and Access Statement, Flood Risk Assessment, and several Ecological and Biodiversity Net Gain documents.

The planning application and the supporting documents will be available for the public to view as part of the public consultation element of the planning process which is likely to commence 3-4 weeks after the planning application is submitted however the

exact dates are to be confirmed by OPDC and will be shared with the committee once ready.

At the time of the public consultation OPDC will display written notices on site and we will also put A3 posters around the site and on the notice boards to inform people how they can view the documents and make comments, which will be through the planning portal on the OPDC website. We will inform the Friends as soon as we know the dates for public consultation and ask HS2 to publicise through their community engagement channels. OPDC will contact several statutory consultees as part of the process including Natural England, Sport England, LBHF Planning and Highways etc.

The next steps will depend on the outcome of the planning process. A decision on the planning application is due 13 weeks after submission, so hopefully we should have a decision by the end of May/early June.

The capital works will be tendered following the planning process. Contractor appointment will take approximately four months from the start of the process. If the tender process is successful work could start on site in October 2024.

Committee to note.

8. AEM Masterplan – Funding applications submitted: pathways, signage and SUD's

The AEM agreement between HS2 and LBHF/WSCT sets the conditions upon which the Masterplan programme and associated project elements are to be funded. Throughout the consultation process, consultees have recommended several inclusions that are not covered by the AEM agreement. These include the network of footpaths and sustainable urban drainage features, along with accessible signage. HS2 have agreed to consider the costs of these additional features once tender submission have been received. To ensure that these crucial projects elements are covered, officers have sought additional funding. Below is a summary of submissions to date, with more prospect research and applications to follow.

HS2 Community and Environment Fund - An application to the HS2 Community and Environment Fund (CEF) for £244K towards the cost of implementing the footpaths and signage on the Scrubs that are included in the masterplan but not funded by the current Alternative Ecological Mitigation (AEM) budget has been rejected by HS2 and will not be considered until the AEM work has been tendered. We need a budget of around £350,000 to construct the footpaths and install signage, benches and improve entrance areas. Officers are investigating other sources of funding and welcome suggestions from committee members.

Urban Tree Challenge Fund – An application to the Urban Tree Challenge Fund (UTCFF) was successful in securing £26,798.40 which resulted in 40 trees being planted on the Scrubs including 17 fruiting trees. These were planted in early February. Unfortunately, some were planted in the wrong location, however Red Squirrel have agreed to transplant them in the correct locations which we will be marked out on site prior to transplanting.

Nation Flood Management Fund – An application has been made to the NFMF for approx. £125k towards the cost of the proposed pond and Sustainable Urban Drainage Scheme (SUDs). Successful bids will be notified in early 2024, officers are still awaiting a response.

Committee to note.

9. Procuring a coffee van operator at Linford Christie Stadium car park

In 2021, this committee sought to engage a coffee van operator at Linford Christie car park as an interim measure to the further development of a permanent café space on the estate. Due to COVID restrictions within the borough, events and concessions were limited, thus stalling the process of recruiting an operator.

A consultation exercise undertaken in 2022 saw the establishment of a café space as a key service improvement for the Trust. Considering the facility maintenance issues at the Linford Christie Stadium and subsequent capital programme underway, the option to develop a café space at that location is currently limited. As a commitment of this committee's intention to honour the insights generated from that consultation process, this committee is asked to approve a competitive tender process to establish a coffee van operator for a 6-month trial period on the estate.

This process would involve: 1. Developing a tender specification/brief. 2. Engaging local businesses who may be interested in applying. 3. Inviting tender submissions. 4. Reviewing those submissions. 5. Selecting an operator. 6. Awarding a license to operate. 7. Monitoring the performance of the chosen company. After 3 months of activity, a mid-point evaluation of performance, measuring – customer engagement, facility management, financial return and operator outlook will form the basis of a report back to committee.

Committee to approve.

10. Linford Christie Capital Programme – changing room replacement and running track re-surfacing project

Changing Rooms Demolition – The project is being led by the Council's corporate property team. The colleague who was responsible for this work stream has unfortunately left the Council. The Service is working to deploy temporary resource to begin the contract tendering process. A further update will be reported to committee in June.

Track re-surfacing – A purchase order has been raised for the first phase of this project. This involves developing the feasibility study, conducting site surveys, structural engineering calculations and developing an LED lighting design. Once this phase is complete, officers will have cost confidence leading into the tender submission phase. In consultation with the Thames Valley Harriers, construction work will commence after their final athletics fixture on 14 July. Construction is expected to take 4-6 weeks.

Committee to note.

11. Linford Christie Capital Improvements - Kensington Dragon's FC Pitch re-surfacing project

In 2020, an initial cost assessment for this project estimated the cost of these works at £1M. In February 2024, officers met with KDFC (Kensington Dragons FC) to discuss cost proposals received by four contractors for this project. Two out of the four bidding contractors are on the UK Leisure Framework as approved suppliers. All four bids came in the range of Total cost of between £1.8M - £2.5M. This increase is due to an approx. 25% inflationary increase to the price of building construction since 2020.

WSCT has a funding agreement in place with KDFC to cover £250K of the total costs based on the original cost assessment for the development scheme. KDFC have requested an additional £250K from LBHF/WSCT towards a revised scheme costing a total of £1.5M, effectively splitting the additional capital cost 50/50 between the Football Club and the Council and Trust. Upon consulting with the Chair, officers will work with KDFC to review the potential effects of value engineering the development scheme, with the aim of reducing overall costs and maintaining the terms of our agreement with KDFC. Cost reduction will involve scoping which elements are to be excluded from the specification and re-configuring the layout of pitches to see if it provides a viable scheme for both the Football Club and the Council and the Trust. A further update will be provided to this committee in June.

Committee to note.

12. Priority Grounds Maintenance tasks to be completed: March – June 2024

In response to resident feedback regarding the contracted schedule of vegetation clearance works undertaken prior to ground nesting season, the list below gives details of grounds maintenance activities users can expect to see on-site until June 2024:

Main Site: March - June	
Sports Fields	1. Pitches marked once a month; holes filled daily. 2. Defects reported daily. 3. Litter picked daily. 4. Grass cut fortnightly or to performance specification as required.
Amenity Grass	Grass cut twice per month or to performance specification as required.
Hard Surfaces	Daily sweeping.
Whole Site	1. Daily litter picking. 2. Weekly bin collection. 3. Broken glass collected, daily. 4. Defects reported daily.
Play Area's	1. Daily site inspections 2. Defects reported daily. 3. Litter picked daily.

Bins	1. Collected daily, with any damages/defects reported.
Shrub Beds	1. Fortnightly nesting bird checks. 2. Shrub beds weeded fortnightly. 3. Fortnightly litter removal. 3. Beds edged and pruned fortnightly. 4. Report all defects and isolate dangerous materials.
Linford Christie Stadium: March – June	
Sports Field	1. Daily goal inspections. Grass cut fortnightly. 2. Litter picked once per week.
Amenity Grass	1. Grass cut fortnightly. 2. Litter picked once per week. 3. Isolate any dangerous defects.
Hard Surfaces	1. Signs and benches pressure washed fortnightly. 2. Graffiti removed daily. 3. Daily sweeping of hard surfaces. 4. Defects isolated and reported. 5. Weeds removed weekly.
Synthetic Pitches	1. Surfaces brushed, remove all debris. 2. Isolated and reported any dangerous defects. (Monday - Friday).
Whole Site - Performance Rectification	
X2 Green Flag Poles – Installed. 1 by the central copse and 1 by Braybrook Street.	
Remove all graffiti on the noticeboards.	
Re-paint all the benches.	
Cleanse all the gullies	
Treat all the play surfaces as per ROSPA report.	
Treat all the onion on North Pole Open Space and by Scrubs Lane car park.	
Treat the weeds in the wet pour cycle path from Scrubs Lane – Pony Centre.	
Remove all vegetation growing in the gulley by TVH building	
Arrange annual slip testing in accordance with BS EN:13036 Part 4 CEN (soft) rubber foot test. For ball courts.	
Re-marking the lines on the Synthetic football pitches @ LCS.	

Officers are working to ensure a forward work programme is established with Idverde to schedule the above rectification items. This committee can expect a proportion of those items to be completed by June. Levels of service delivery have maintained since the previous committee with the contractor demonstrating a commitment to ensuring that standards are improved for the remaining 3-year contract term.

Committee to note.

13. Safety improvements – Braybrook Street play area, low-level fencing

A consultation to install low-level fencing around the new play equipment concluded on 7 February. 56 people engaged in this process. 68% would like to see fencing installed around both play areas, with the same number preferring more play equipment be installed. 66% of respondents also supported fencing the outdoor gym area. In line with that feedback, officers will engage with the children of Old Oak Primary School and the Old Oak Community Centre (soon to become a family hub) to discuss potential new playground equipment to be installed in the playground to increase play value. Officers will also engage a consultant in drawing up wider plans for the whole area, including a comprehensive re-configuration of both play areas and fencing. As a more detailed design of the space is worked up, this will be shared with committee for feedback and cost approval.

Committee to note.

14. Traffic Management System – Project completion

Officers are pleased to confirm that the traffic management system on the Woodman's Mews access road is now operational. The total cost of this project is £85,482.53. The Trust Manager is working with stakeholders to distribute access key fobs and maintain a log of key access requests.

Committee to note.

15. Community Safety Report – Law Enforcement Team (LET)

WORMWOOD SCRUBS UPDATE

Date	21 February 2024
Classification	Information
Report of	Law Enforcement Team
Decision /Decision maker	No
Report author(s)	Alfie Kerrigan/ Ahmad Rafique

Law Enforcement Team Officers for your area –

Ahmad Rafique, Senior Law Enforcement Officer

Alfie Kerrigan, Senior Law Enforcement Officer
 Magdalena Niedzwiedz, Law Enforcement Officer, College Park & Old Oak ward
 Raul Islas, Law Enforcement Officer, College Park & Old Oak ward

Summary:

This report outlines the role and works undertaken by the Law Enforcement Officers in Wormwood Scrubs.

The Law Enforcement Team (LET) was launched in April 2021 following the amalgamation of various teams, including the Neighbourhood Wardens, Parks Police, Street Scene Enforcement and Highways Enforcement. The LET comprises 72 uniformed officers, and the service operates 24/7, 362 days a year.

The LET's main objectives are:

- To support the Council's vision to be the best Council and deliver continuous improvement for our residents.
- To be the cleanest and safest borough.
- To work in partnership with council services, residents, partners, and external agencies to develop a coordinated approach to solving issues and increasing resident satisfaction.
- To support the Police and other partners to protect residents from anti-social behaviour and crime.
- Tackle persistent issues, particularly in known hotspots in the borough.

Details of our work in and around WWS: 28 November 2023 – 21 February 2024

Issue	No	Comments
Weapon sweeps conducted	5	No weapons found
ASB (Anti-Social Behaviour) patrols	20	General ASB patrols
Dog Issue/ PSPO awareness	32	Ongoing PSPO education, feedback from walkers regards provisions for dog walkers if now being asked to hold a licence via sportsbooking@lbhf.gov.uk
Engagements	39	With joggers, users, Hospital workers, drivers, gym users, users of Linford Christie Stadium.
Dogs PSPO Enforcement	02	FPNs issued for breach of Dogs PSPO
Fly tip/ waste	00	No reports of waste/ fly-tipping.
High Visibility Patrols	124	Across WWS, LCS gym, All cops, Nature area.
Illegal encampment	00	There have been no illegal encampments.

Abandoned Vehicle	01	A moped was reported and removed.
locking duties	59	Yellow gate off Scrubs Lane and checking height barrier Artillery Lane.
TOTAL	282	

Hi-Visibility patrols:

From 28 November 2023 to 21 February 2024, Officers have reported 282 various interactions over this period.

LET Officers have engaged with residents, visitors, dog walkers, hospital workers, event organisers, public gym users, stakeholders, and facility users.

Public reassurance and safeguarding work:

- Undertaking regular patrols to deter crime and fear of crime.
- Inspect the litter bins, conduct knife sweeps, report waste for clearance and report damage to litter bins and other park furniture.
- Ongoing engagements with dog owners and professional walkers

WWS is patrolled both by the North officers and the Night Teams – these taskings we will continue for the foreseeable future.

Professional Dog Walkers

- Continued patrols and engagements with all dog users on WWS
- Educating and engaging with the Professional Dog Walkers on the Dogs Public Space Protection Order (PSPO)
- Enforcing the Public Spaces Protection Order - Responsible Dog Ownership.

Illegal Encampment

- There have been zero encampments on the WWS over the specified period.

Dogs in Children's play area:

- Any Dogs found in the children's play area are now enforceable by means of a Fixed Penalty Notice to the owner/ dog walker as this is a no dogs' zone.

Poisoned Meat:

- Reports of poisoned meat being left leading up to the previous WWS Committee Meeting, but zero were specified in this period.

Engagement with Residents/ WWS users:

- Many engagements with dog walkers using the scrubs safely and securely, feedback still on walkers with excess of 4 and not properly watching the animals in their care.
- Feedback on professional licence managed by Sports Bookings is that what provisions are being put in place in exchange for licence funds e.g., water tap.
- Location mentioned for use concerns of damage to ground, only shaded area in summer for dog walkers and users, additional crime and ASB to the area, disruption to the eco system.

Safeguarding the Council Assets:

- Vehicles being parked on the grass.

- Reporting of any damage to the infrastructure at WWS
- Checking on any unauthorised usage of WWS (sports events, personal training, unauthorised campers/ gazebos, illegal street trading (ice cream vendors, hot dog sellers, etc.).
- Regular patrols are being undertaken, ensuring no unauthorised campers are sighted at WWS.

Park Locking:

- LET officers lock the WWS main gates daily.
- Reporting on any defects to gates, metal bollards, fences, trees, grass, path, car parking areas, etc
- Additional patrols while works are undertaken with the access changes off Scrubs Lane

How to contact the LET:

We are aware that residents and resident groups will want to know their ward officers, and we are committed to ensuring that this happens. It is important that our ward officers know as much about their ward as possible and that residents are essential to assisting us with this knowledge.

If you would like to meet with the Seniors or the ward Officers on-site to undertake a site visit around WWS, please email oldoakcollegepark_northwards@lbhf.gov.uk or the team seniors at Ahmad.Rafique@lbhf.gov.uk / Alfie.Kerrigan@lbhf.gov.uk.

To contact the LET, via telephone please call 020 8753 1100 (option 3 then option 1) and via LET.HF@lbhf.gov.uk. When you contact us, your enquiry is logged and allocated to a ward officer. Ward officer will contact you with updates and arrange to meet or speak with you etc. Old Oak & College Park ward has now a dedicated email address which is oldoakcollegepark_northwards@lbhf.gov.uk

The team website be accessed here - <https://www.lbhf.gov.uk/crime/law-enforcement-team>

Annexe 1: Wormwood Scrubs Charitable Trust – Unaudited Accounts

Statement of Financial Activities for Year ended 31 March 2024			
Income and Expenditure	2023/24 Forecast	2022/23	Notes
	£	£	
Income and endowments from:			
Donations and legacies			
Income from Charitable activities:			
Pay and Display Parking Meters	(371,560)	(301,509)	Parking income is recovering and is at its highest level
Hammersmith Hospital Car Park Licence	(438,757)	(391,983)	Contracted lease payments are expected to increase by inflation
Other trading activities	(372,028)	(368,945)	Includes income from the KAA, UKPN charging points, Pony Centre and filming income.
Income from Investments	(23,000)	(22,253)	Interest on cash balances and rental income from the park lodge.
Income from donations and grants	(5,601)	(246,401)	HS2 Ltd and GLA grant funding
Total Income and endowments	(1,210,945)	(1,331,091)	
Expenditure on:			
Raising funds	0	0	
Charitable activities:			
Contribution to Linford Christie Stadium	66,053	64,775	Contribution to Linford Christie Stadium, asbestos removal plus proportion of governance costs.
Non Routine Maintenance of Wormwood Scrubs	112,667	52,278	Expenditure on non-routine grounds maintenance plus proportion of governance costs.
Routine Grounds Maintenance of Wormwood Scrubs	355,100	362,371	Grounds Maintenance contracted spend plus proportion of governance costs.
Other expenditure	51,375	292,926	Projects and major works
Direct Staff	62,000	37,794	Strategic governance review implementation
Surveys and Studies	0	21,293	
Charitable expenditure	0	72,829	HS2 Ltd
Total Expenditure	647,195	904,265	
Net gains/(losses) on investments			
Net (income)/expenditure	(563,750)	(426,826)	
Reconciliation of Funds			
Total funds brought forward	(6,457,795)	(6,030,969)	
Total funds carried forward	(7,021,546)	(6,457,795)	
All income is unrestricted.			

Annexe 2: WSCT Financial Transactions 2023/24 – (April 2023 to February 2024)

Activity	Comments	Amount £
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	4,315.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	4,315.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	4,315.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	4,315.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	4,315.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	4,315.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	4,315.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	4,315.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	6,079.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	4,511.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	4,511.25
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	490.90
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	490.90
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	490.90
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	490.90
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	490.90
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	490.90
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	490.90
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	734.33
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	517.95
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	517.95
Direct Costs staff related	Wormwwod Scrubs Manager Direct Costs	1,087.50
Non Routine Maintenance of Wormwood Scrubs	LESTER'S EMBANKMENT - FENCING EASTERN	3,225.00
Non Routine Maintenance of Wormwood Scrubs	IDV01039-HS2 TREES AND SHRUBS FOR WSCT	971.00
Non Routine Maintenance of Wormwood Scrubs	IDV01039-HS2 TREES AND SHRUBS FOR WSCT	310.00
Non Routine Maintenance of Wormwood Scrubs	BENCH RE-INSTATEMENT - WORMWOOD SCRUBS.	1,195.00
Routine Grounds Maintenance of Wormwood Scrubs	WSCT GM INFLATION 01/02/23 TO 31/03/2023	1,665.68
Routine Grounds Maintenance of Wormwood Scrubs	WSCT GM CONTRACT 01/04/23 TO 30/06/2023	73,680.98
Routine Grounds Maintenance of Wormwood Scrubs	WSCT GM CONTRACT 01/07/23 TO 30/09/2023	73,680.98
Non Routine Maintenance of Wormwood Scrubs	TREES: EXTRA WATERING, WORMWOOD S, JUNE-AUGUST	1,650.00
Non Routine Maintenance of Wormwood Scrubs	COST OF CREATING A TRIAL SWALE AND BUND	970.56
Routine Grounds Maintenance of Wormwood Scrubs	WSCT GM CONTRACT 01/10/23 TO 31/12/2023	73,680.98
Non Routine Maintenance of Wormwood Scrubs	ORD 81003, TREE WORKS SCRUBS LN &	7,370.00
Routine Grounds Maintenance of Wormwood Scrubs	GM CLIENT COSTS - STAFF TO Q3 2023/24	32,747.32
Routine Grounds Maintenance of Wormwood Scrubs	WSCT GM CONTRACT 01.01.24-31.03.24	72,015.49
Non Routine Maintenance of Wormwood Scrubs	IDV01039-HS2 TREES AND SHRUBS FOR WSCT	788.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS - BOOT SCRAPER CODE:	478.08
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS - BOOT SCRAPER CODE:	(86.04)
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS GREEN FLAG LUNCH	190.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS- WARRANTY REPLACEMENT	(1,310.00)
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS PLAY APPROVED 07.03.23	(163.00)
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS- BIN REPLACEMENT IN THE	502.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS - SUPPLY AND INSTALL OF	(350.00)
Non Routine Maintenance of Wormwood Scrubs	ACCRUALS-WSCT003-2022/23 CREDIT NOTE 9004825403-DE	(350.00)
Non Routine Maintenance of Wormwood Scrubs	REPAIR TO WALL DAMAGED AT LINFORD	600.00
Non Routine Maintenance of Wormwood Scrubs	ORD 67007, TREE WORKS ADHOC FEB,	737.00
Non Routine Maintenance of Wormwood Scrubs	22/03/2023 KINGSPAN WATER ENERG	657.00
Non Routine Maintenance of Wormwood Scrubs	21/04/2023 WWW.BOSTONSEEDS.CO	271.66
Non Routine Maintenance of Wormwood Scrubs	26/04/2023 WWW.BOSTONSEEDS.CO	271.66
Non Routine Maintenance of Wormwood Scrubs	TEMPORARY REMOVAL AND REINSTATEMENT OF	385.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS ADHOC TREE WORK ORD	350.00
Non Routine Maintenance of Wormwood Scrubs	RELOCATION AND REINSTATEMENT OF CONTROL	1,040.00
Non Routine Maintenance of Wormwood Scrubs	INSTALLATION OF A SOAKAWAY AS PART OF	2,800.00
Non Routine Maintenance of Wormwood Scrubs	TREES: OPM NEST REMOVALS, ORD 81002, TW23	1,800.00
Non Routine Maintenance of Wormwood Scrubs	QTE10115-RESET BOLLARD IN CONCRETE AT	615.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS, REBUILD DAMAGED WALL TO	2,550.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS - REPAIR/REPLACE FENCING	1,820.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS - REPAIR CHUSTNUT	3,102.00
Non Routine Maintenance of Wormwood Scrubs	DEPOT WALL- SUPPY AND FIT 50M ARMCO CRASH BARRIER	5,989.00
Other Expenditure - Vehicle access	PRS/23103- REPAIR AND PAINT SCRUBS LANE	958.00

Activity	Comments	Amount £
Non Routine Maintenance of Wormwood Scrubs	PRS/22960- BENCH INSTALLATION AT	497.00
Non Routine Maintenance of Wormwood Scrubs	SUPPLY AND INSTALL OF A NEW TRAFFIC	3,750.00
Non Routine Maintenance of Wormwood Scrubs	JAPANESE KNOTWEED TREATMENT - 1 DAYS	1,350.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS - PLAYBUILDER TIMBER	410.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS BMX TRACK- HARD EDGES	330.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS- OLD OAK COMMON RSS	445.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS- BASKET SWING REPAIRS:	310.00
Other Expenditure - Vehicle access	PRS/23049- SUPPLY AND INSTALLATION OF	1,890.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD OLD OAK-RSS PLAYMAKERS	126.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD PLAYBUILDER-TIMBER MULTI PLAY	380.00
Other Expenditure - Vehicle access	TO MEND THE BROKEN VEHICLE HEIGHT	395.00
Other Expenditure - Vehicle access	TO SUPPLY & FIT - 2 YELLOW PAINTED	737.50
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS- DRINKING FOUNTAIN WITH	4,410.00
Non Routine Maintenance of Wormwood Scrubs	Security spike rolls for Scrubs depot wall	1,950.00
Other Expenditure - Vehicle access	WORMWOOD SCRUBS CAR PARK - EMERGENCY	395.00
Non Routine Maintenance of Wormwood Scrubs	WOORMWOOD SCRUB ROSPA REPORT REPAIRS	1,507.00
Non Routine Maintenance of Wormwood Scrubs	WORMWEOOD SCRUBS - URGENT CALL OUT TO	395.00
Non Routine Maintenance of Wormwood Scrubs	HEDGE LAYING WASSLEDINE STAKES & BINDERS	790.00
Non Routine Maintenance of Wormwood Scrubs	Vegetation clearance Works	6,770.00
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS- UNAUTHORISED VEHICLES	71.19
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS-UNAUTHORISED VEHICLES	71.19
Other Expenditure - Vehicle access	REMOVAL OF INCORRECT HEIGHT RESTRICTION	450.00
Non Routine Maintenance of Wormwood Scrubs	RESPONSIBLE DOG WALKING PSPO SIGNAGE -	225.00
Contribution to Linford Christie Stadium	Contribution to Linford Christie Stadium	63,000.00
Non Routine Maintenance of Wormwood Scrubs	LABOUR AND MATERIAL COSTS TO RE-BUILD WALL	18,850.00
Other Expenditure - Vehicle access	TO SUPPLY, PAINT & WELD TO EXISTING	9,965.00
Non Routine Maintenance of Wormwood Scrubs	GREEN FLAG MANAGEMENT PLAN SUBMISSION	494.00
Non Routine Maintenance of Wormwood Scrubs	GREEN FLAG MANAGEMENT PLAN SUBMISSION	(70.00)
Non Routine Maintenance of Wormwood Scrubs	WS - WOODMANS MEWS - BARRIERS Q3 2023/24 HUGO Grant	777.92
Non Routine Maintenance of Wormwood Scrubs	2020/21 TEMPORARY TENNIS COURT SIGNS RICHARD GILL	178.75
Non Routine Maintenance of Wormwood Scrubs	ENG FEE WK1-28 23/24 H231134 LINFORD CHRISTIE STAD	75.00
Non Routine Maintenance of Wormwood Scrubs	COMMUNITY AND CULTURE COMMISSION FOR A	(0.01)
Non Routine Maintenance of Wormwood Scrubs	SCRUBS LANE PARK BARRIER	958.78
Other Expenditure - GPS Mapping software	1 YEAR SUBSCRIPTION TO A GPS/MOBILE	5,100.00
Governance Costs - Legal	Legal fees	2,217.60
Governance Costs - Legal	Legal fees	7.20
Governance Costs - Legal	Legal fees	(7.20)
Governance Costs - Legal	Legal fees	60.00
Governance Costs - Legal	Legal fees	(60.00)
Governance Costs - Legal	Legal fees	500.00
Governance Costs - Legal	Legal fees	504.00
Governance Costs - Legal	Legal fees	2,083.80
Governance Costs - Legal	Legal fees	7.20
Governance Costs - Legal	Legal fees	60.00
Governance Costs - Legal	Legal fees	40.36
Governance Costs - Legal	Legal fees	345.60
Governance Costs - Legal	Legal fees	110.00
Governance Costs - Legal	Legal fees	237.60
Governance Costs - Legal	Legal fees	330.00
Governance Costs - Legal	Legal fees	7.20
Governance Costs - Legal	Legal fees	338.40
Governance Costs - Legal	Legal fees	360.00
Governance Costs - Legal	Legal fees	210.00
Governance Costs - Legal	Legal fees	1,840.00
Governance Costs - Legal	Legal fees	252.00
Governance Costs - Legal	Legal fees	403.20
Governance Costs - Legal	Legal fees	(318.47)
Governance Costs - Legal	Legal fees	(55.03)
Governance Costs - Legal	Legal fees	(73.75)
Governance Costs - Legal	Legal fees	(110.00)
Governance Costs - Legal	Legal fees	(330.00)
Governance Costs - Legal	Legal fees	(1,840.00)
Governance Costs - Legal	Legal fees	(1,140.00)

Activity	Comments	Amount £
Governance Costs - Legal	Legal fees	1,140.00
Governance Costs - Legal	Legal fees	79.20
Governance Costs - Audit	ACCRUAL-WSCT02-AUDIT FEE 2022/2023-CREDITOR	(10,900.00)
Governance Costs - Audit	WSCT 2022-23 ACCOUNTS AUDIT FEE	10,900.00
HS2 Limited	ERROR Move to H26031	(56,566.35)
Other trading activities	WS Braybrook St Playground ImprovmtsHS2 - Grant	(292.00)
Other trading activities	WORMWOOD SCRUBS PARKING INC APRIL 2023 VAT	(33,828.42)
Other trading activities	WORMWOOD SCRUBS PARKING INC MAY 2023 VAT	(29,625.12)
Other trading activities	WORMWOOD SCRUBS PARKING INC JUNE 2023 VAT	(31,442.75)
Other trading activities	WORMWOOD SCRUBS PARKING INC JULY 2023 VAT	(29,032.08)
Other trading activities	WORMWOOD SCRUBS PARKING INC AUG 2023 VAT	(28,630.67)
Other trading activities	WORMWOOD SCRUBS PARKING INC SEPT 2023 VAT	(32,606.04)
Other trading activities	WORMWOOD SCRUBS PARKING INC OCT 2023 VAT	(34,215.21)
Other trading activities	WORMWOOD SCRUBS PARKING INC NOV 2023 VAT	(35,354.12)
Other trading activities	WORMWOOD SCRUBS PARKING INC DEC 2023 VAT	(27,121.50)
Other trading activities	CHARING CROSS HOSPITAL CAR PARK PERIOD: 25/03/2023 TO 23/06/2023	(108,051.13)
Other trading activities	CHARING CROSS HOSPITAL CAR PARK PERIOD: 24/06/23 TO 28/09/23	(108,051.13)
Other trading activities	CHARING CROSS HOSPITAL CAR PARK PERIOD: 29/09/23 TO 24/12/23	(108,051.13)
Other trading activities	CHARING CROSS HOSPITAL CAR PARK PERIOD: 25/12/23 TO 24/03/24	(114,603.37)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: APRIL 2023	(28,594.00)
Income from Investments	KENSINGTON ALDRIDGE ACADEMY RENT: MAY 2023	(28,594.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: JUNE 2023	(28,594.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: JULY 2023	(28,594.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: JULY 2023	(665.12)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: AUGUST 2023	(1,086.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: AUGUST 2023	(28,594.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: SEPTEMBER 2023	(1,086.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: SEPTEMBER 2023	(28,594.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: OCTOBER 2023	(29,680.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: NOVEMBER 2023	(29,680.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: DECEMBER 2023	(29,680.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: JANUARY 2024	(29,680.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: FEBRUARY 2024	(29,680.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: MARCH 2024	(29,680.00)
Other trading activities	RENTAL INCOME (PONY CENTRE) APRIL TO JUNE 2023	(3,375.00)
Other trading activities	RENTAL INCOME (PONY CENTRE) 24TH JUNE2023 TO 28TH SEPTEMBER 2023	(3,375.00)
Other trading activities	RENTAL INCOME (PONY CENTRE) 29 SEPTEMBER 2023 TO 24TH DECEMBER 2024	(3,375.00)
Other trading activities	RENTAL INCOME (PONY CENTRE) 25/12/2023 TO 24/03/2024	(3,375.00)
Income from Investments	RENTAL INCOME (LODGE) APRIL 2023 TO JUNE 2023	(273.00)
Income from Investments	RENTAL INCOME (LODGE) JULY 2023 TO SEPTEMBER 2023	(273.00)
Income from Investments	RENTAL INCOME (LODGE) OCTOBER 2023 TO DECEMBER 2023	(273.00)
Income from Investments	RENTAL INCOME (LODGE) JANUARY 2024 TO MARCH 2024	(273.00)
Other trading activities	UKPN RENT 2023/24 @ £3446 P.A.	(3,446.00)
Main activities		(590,589.88)
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	4,062.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	4,062.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	4,062.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	4,062.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	4,062.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	4,062.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	4,062.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	4,062.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	5,826.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	4,258.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	4,258.25
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	455.99
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	455.99
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	455.99
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	455.99
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	455.99
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	455.99
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	455.99
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	455.99
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	455.99
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	699.42
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	483.04
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	483.04
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	881.50
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	881.50

Activity	Comments	Amount £
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	881.50
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	702.78
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	836.82
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	836.82
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	836.82
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	836.82
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	1,200.20
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	877.19
Direct Costs staff related Development	Wormwood Scrubs Development Manager direct costs	877.19
Governance Costs	PLANTING ORD 67006, HS2 REPLACEMENT	3,585.00
Governance Costs	TREATMENT OF JAPANESE KNOTWEED ON	2,700.00
Governance Costs	CUTTING BACK VEGETATION ON LESTER'S	5,700.00
Governance Costs	CUTTING BACK VEGETATION ON LESTER'S	(1,140.00)
Governance Costs	LANDSCAPE ARCHITECTS FEES FOR WORMWOOD	14,875.00
Governance Costs	LANDSCAPE ARCHITECTS FEES FOR WORMWOOD	9,405.00
Governance Costs	PICK EVERARD ESTIMATE COSTS	29,200.00
Governance Costs	PICK EVERARD FINANCIAL WORK TO ESTIMATE COSTS FOR THE	(21,700.00)
Governance Costs	LANDSCAPE ARCHITECTS FEES FOR WORMWOOD	41,945.11
Governance Costs	UNEXPLODED ORDNANCE SURVEY	2,450.00
Governance Costs	PRE PLANNING APPLICATION ADVICE ON THE AEM MASTREP	6,600.00
Governance Costs	LANDSCAPE ARCHITECTS FEES FOR WORMWOOD - LUC Limited	11,407.50
Governance Costs	Legal fees	93.60
Governance Costs	Legal fees	(93.60)
Governance Costs	Legal fees	266.40
Governance Costs	Legal fees	110.00
Governance Costs	Legal fees	93.60
Governance Costs	Legal fees	3.00
Governance Costs	Legal fees	50.40
Governance Costs	Legal fees	1,000.00
Governance Costs	Legal fees	144.00
Governance Costs	Legal fees	90.00
Governance Costs	Legal fees	576.00
Governance Costs	Legal fees	110.00
Governance Costs	Legal fees	151.20
Governance Costs	Legal fees	20.00
Governance Costs	Legal fees	14.40
Governance Costs	Legal fees	7.20
Governance Costs	Legal fees	21.60
Governance Costs	Legal fees	36.00
Governance Costs	BBVS Claim	(788.00)
Governance Costs	BBVS Claim	(750.00)
Governance Costs	BBVS Claim	(3,585.00)
Governance Costs	BBVS Claim	(2,005.00)
Governance Costs	BBVS Claim	6,560.00
Governance Costs	HS2 Claim accrual	1,344.00
Governance Costs	HS2 Claim accrual	1,047.80
Governance Costs	HS2 Claim accrual	14,999.00
Governance Costs	HS2 Claim accrual	11,165.00
Governance Costs	HS2 Claim accrual	6,033.60
Governance Costs	HS2 Claim accrual	4,752.00
Governance Costs	HS2 Claim accrual	10,939.60
Governance Costs	HS2 Claim accrual	2,037.74
Governance Costs	HS2 Claim accrual	9,225.00
HS2 Ltd		230,500.46
Overall Result		(360,089.42)

Appendix 1 - [Wormwood Scrubs Charitable Trust Reserve's Policy](#)

WSCT Reserves policy

Definition of Reserves

The Charity Commission has provided a specific definition for “reserves” as “that part of a charity’s unrestricted funds that is freely available to spend on any of the charity’s purposes. This definition excludes restricted income funds and endowment funds, although holding such funds may influence a charity’s reserves policy. Reserves will also normally exclude tangible fixed assets held for the charity’s use and amounts designated for essential future spending.”

This definition is intended to provide the charity with a way of identifying those reserves that are readily available in relatively liquid form if required by the charity. The free reserves of WSCT for which a policy is needed are represented by unrestricted general funds of the charity and exclude both the fixed asset revaluation reserve and funds that have been designated by the trustee to meet future planned expenditure.

It is recognised that charities are under a general duty to apply charity funds within a reasonable time of their receipt although there are no such requirements in WSCT’s governing documents. Similarly, whilst the Charity Commission requirements only require consideration of free reserves, it would be inappropriate to not apply restricted funds within a reasonable time period. For WSCT, this is not relevant as restricted funds represent funds set aside for major projects which will be utilised during the timeframe of the relevant project.

Legal Authority to hold reserves

The Charity Commission has identified that all charities have legal authority to hold reserves. Specifically they state: “Trustees of every charity must ensure that the charity’s funds are used appropriately, prudently, lawfully and in accordance with the charity’s purposes for the public benefit. The general principle of trust law is that funds received as income should be spent within a reasonable period of receipt.

The holding of reserves will be authorised either by using an express or implied power to hold reserves. The trustee is justified in exercising its power to hold income reserves, whether express or implied only if, in its considered view, it is necessary in the charity’s best interests.” For WSCT, there is no explicit legal authority to hold reserves set out in its governing documents, but the implied authority is deemed sufficient. Specifically, the charity has no need to formally accumulate reserves.

Why does WSCT hold free reserves?

The charity is required to consider what level of reserves it is appropriate for the charity to hold in order to demonstrate appropriate financial management, stewardship and sustainability. The trustee wishes to do this to provide assurance to all the charity’s stakeholders that the charity is being managed in a prudent manner for the best interests of its beneficiaries. The trustee also wants to provide confidence that there is a strong justification for the reserves held by the charity, and that they wish to be open and transparent on all aspects concerning the charity’s reserves policy. In doing this WSCT has considered the following areas.

Working Capital

Any organisation needs working capital to allow it to meet its liabilities as they arise – this is a key going concern requirement. Cash or other liquid assets are required to meet normal operating expenditure. For WSCT its cashflow is strong due to the profile of its incoming resources at regular intervals throughout the year.

Financial risk management

All charities are subject to a wide range of risks, many of which have financial implications. “Rainy day” funds are appropriate to be held as mitigation against the affect of such risks. WSCT has a formalised approach to risk management which identifies major risks that it faces, assesses their severity in terms of impact and likelihood, and identifies mitigating actions.

For example, to cover the annual grounds maintenance contract, non-routine maintenance and employee costs, WSCT is reliant on 3 main sources of unrestricted income – pay & display parking, Hammersmith Hospital car park license and Kensington Aldridge Academy license fees. If one or more of these income sources is significantly reduced or even lost, the charity may need to cover 6-12 months of core operating expenditure while it restructures its operations and seeks to reduce costs.

The financial risks that are mitigated by the holding of reserves include:

- Variability of income – pay & display parking income based on sensitivity analysis of activity levels and condition of car park, termination of existing license agreements, investment income projections based on market rates
- Variability of expenditure – non-routine maintenance of the Scrubs can be hard to predict but the amounts are not usually significant, other areas of expenditure are relatively “fixed” such as the grounds maintenance contract and staff costs, relatively low likelihood of significant unplanned expenditure
- Risks noted in risk register – those identified as high or medium risk that have financial significance.

Future development

As part of their strategic planning the charity Trustee should also consider the need for funds to develop their charity’s activities or to consider new opportunities to assist their beneficiaries. A designated fund has already been set up for future capital maintenance works including the long-term maintenance of the AEM Masterplan and the contribution towards the refurbishment of the Linford Christie stadium.

Explanation of the Policy in the Accounts

The Charities Statement of Recommended Practice (SORP) 2019 requires disclosure of WSCT’s policy on reserves in the TAR – stating

- the amount of the total funds the charity holds at the end of the reporting period;
- the amount of any funds which are restricted and not available for general purposes of the charity at the end of the reporting period;
- any material amounts which have been designated or otherwise committed as at the end of the reporting period;
- the likely timing of the expenditure of any material amounts designated or otherwise committed at the end of the reporting period;
- identify the amount of any fund that can only be realised by disposing of tangible fixed assets or programme related investments;
- state the amount of reserves the charity holds at the end of the reporting period after making allowance for any restricted funds, and the amount of designations, commitments (not provided for as a liability in the accounts) or the carrying amount of functional assets which the charity considers to represent a commitment of the reserves they hold; and
- compare the amount of reserves with the charity's reserves policy and explain, where relevant, what steps it is taking to bring the amount of reserves it holds into line with the level of reserves identified by the trustee as appropriate given their plans for the future activities of the charity.

The above information as at the end of the 2022-23 financial year is disclosed in Annex 1. A summary of this policy will be included in the TAR as required each year. The wording shall be considered by the WSCT committee as part of their consideration of the annual financial statements. Where actual reserves held are significantly different to the required policy level an explanation will be included to explain how the charity is seeking to resolve this disparity. The notes to the accounts will identify any designated funds, the purpose of each fund and the expected date of future application of those funds.

Reserves policy and Going Concern considerations

The charity's policy for reserves is linked to and part of its formal consideration of the charity's going concern presumption. An appropriate level of reserves underlies the forecasts and cashflow projections that are used by the committee to confirm that WSCT is a going concern and is able to meet its liabilities as they arise.

At the year end the reserves policy, actual reserves held and future business planning forecasts are used to confirm the going concern principle applies for at least 12 months from the date that the statutory accounts are approved by the committee.

When does the charity consider its reserves policy?

Monitoring and oversight of the reserves held by the charity is undertaken throughout the year. This is achieved through quarterly management accounts, cashflow monitoring and regular financial forecasts. At least on an annual basis the reserves

policy is reviewed formally by the trustee as part of its strategic and business planning process.

Approved on behalf of the WSCT committee:

Date: 06/03/2024

Next review date: 04/12/2024

Annex 1: Analysis of WSCT Unrestricted Income Funds (Reserves) balances compared to target on 31st March 2023

<u>Unrestricted income funds @ 31st March 2023</u>	
	£
'Free' reserves	757,794.00
Designated funds - Capital maintenance works	700,000.00
Total	1,457,794.00

<u>Target range based on average core annual operating expenditure between 2017-18 to 2023-24</u>			
'Free' reserves target (lower) - 6 months	418,469.00		
'Free' reserves target (upper) - 12 months	836,938.00		

The level of 'free' reserves was £757,794 at 31st March 2023 which is within the target range. The plan is to keep 'Free' reserves within the target range (6-12 months) and then designate any surplus funds to future capital programme works. This programme will include access improvement works, developing on-site facilities, the AEM Masterplan maintenance costs beyond the initial 10-year period and an ongoing contribution to the Linford Christie Stadium. This designation remains unrestricted.