

Wormwood Scrubs Charitable Trust Trustees Report 2014/15

Overview of the Year

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

- Worked with the Friends of Wormwood Scrubs, to successfully lobby the Department for Transport, resulting in the High Speed 2 rail connections with other lines not impinging on the Scrubs.
- Renegotiated the rent of the car park with the hospital to very significantly improve our financial performance.
- Held many successful sporting and recreational events.

An Oasis of Green Space in West London

Wormwood Scrubs is an open space located in the north-eastern corner of the London Borough of Hammersmith and Fulham in west London. It is the largest open space in the Borough, at 80 ha (200 acres), and is one of the largest areas of common land in London. It has been a public open space since the Wormwood Scrubs Act of 1879.

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

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

Structure, Governance and Management

Responsibility for the management of the Trust rests with the Wormwood Scrubs Charitable Trust Committee of The London Borough of Hammersmith and Fulham. The Committee was created in 2013. This consists of three Councillors and two co-opted members, advised by senior Council Officers. The Committee is charged with managing all the affairs of the Trust, improving the focus and performance of the Trust and ensuring it achieves its charitable objectives. The Committee members for 2014/15 were Councillors Wesley Harcourt, Joe Carlebach and Elaine Churnery.

After the close of the financial year the Committee appointed two non-voting co-opted members – Miriam Shea and David Jeffreys, who are both also members of the Friends of Wormwood Scrubs.

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

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

Council's Chief Executive. David Page, Director, Safer Neighbourhoods, is the main officers responsible for the day to day running of the Trust.

Hitesh Jolapara, the Council's Strategic Director of Financial Corporate Services is the Trust's Chief Finance Officer but day to day financial management of the Trust is undertaken by Mark Jones, Director for Finance and Resources, Environment, Leisure & Residents Services.

Objectives

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

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

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

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

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

Working with the Friends of Wormwood Scrubs

The Trust continues to work closely with the Friends of Wormwood Scrubs on a regular basis. A walkabout was held in January and a number of actions were identified, both short and long term, which Officers continue to work through. Additionally, Officers worked with the Friends to provide a plaque in memory of Stephanie Gray, a longstanding and dedicated member of the Friends who sadly passed away in 2014. This was unveiled at a ceremony in early March attended by Stephanie's family and members of the Friends.

High Speed 2

Last year's annual report described the Trust's response to the Department for Transport's High Speed 2 Bill.

The HS2 Bill identified 22 hectares in the south of the Scrubs for compensatory wetland habitat as mitigation for lost habitat elsewhere along the HS2 route. The land is liable to compulsory acquisition by HS2 if agreement cannot be sought to the alternative mitigation package put forward to HS2 or if we are unsuccessful at Select Committee.

The Trust has made progress in arguing that the creation of a wetland habitat would result in loss of valuable recreational space, act as a barrier to recreational users, and would result in the loss of important species and habitat.

Working with the Council, the Trust has presented and discussed an alternative package of works to replace HS2's proposals with HS2's ecology representative. They involve protecting existing habitats that are of good quality, enhancing the quality of those habitats which are of lower ecological value and increasing and creating habitat. They include introducing native hedgerows, the creation of a 'scrape' area to attract birds, and a variety of other measures which will be good for animals and plants on the Scrubs.

HS2 has agreed in principle to this alternative mitigation package submitted to them subject to their Board's approval. Their intention is that HS2 would enter into a contract with Council to deliver the works. The Council is in discussions with HS2 to agree this arrangement through a formal undertaking. If agreement cannot be reached the Council will provide evidence at Select Committee to argue for the removal of the wetland mitigation proposal from the HS2 Bill.

TfL's proposed Overground Station at Old Oak Common

Independently of HS2 TfL publically consulted on three options to connect the London Overground network to the HS2/Crossrail station proposed at Old Oak Common.

Together with the Friends of Wormwood Scrubs the Trust was successful in lobbying for the least damaging option to connect HS2 to the other railway lines. This has avoided a railway viaduct being built over the north west corner of the Scrubs. Option C chosen by TFL includes two stations one on the West London Line and one on the North London Line and will not impinge at all on the Scrubs.

Old Oak and Park Royal Development Corporation (OPDC)

The OPDC came into existence with full planning powers over the Old Oak and Park Royal regeneration area (including Wormwood Scrubs) on 1 April 2015.

The Trust argued for the exclusion of the Scrubs from the OPDC and was partly successful in that the Mayor of London agreed to remove the Linford Christie Stadium from the OPDC area. The OPDC has made clear that they will work with the Trust and within the Wormwood Scrubs Act.



OPDC Boundary

The OPDC consulted on the Draft Old Oak Common and Park Royal Opportunity Area Planning Framework from 27 February to 14 April 2015. The Trust sent a formal response to the draft consultation raising the following key concerns that:

- there should be no southern access from the HS2 station directly onto the Scrubs;
- the presence of taller buildings and the higher densities proposed at stations would have a negative effect this would have on views from the Scrubs;
- the OAPF should state minimum sizes for areas of new public open space to the north of the Grand Union Canal to avoid over reliance on Wormwood Scrubs;
- the proposed east/west road north of the Scrubs should be identified as a secondary road and should be effectively shielded from the Scrubs; and
- that there will be pressure to locate play space for older children and school playing field requirements on the Scrubs.

Achievements and Performance

Sport

Currently, the Linford Christie Outdoor Sports Centre (LCOSC) boasts eight full size football pitches, three Junior nine-a-side pitches, two Junior seven-a-side pitches and two Junior five-a-side pitches. In addition to this are two Gaelic Football pitches, seasonal baseball pitches and a football pitch in the central area at LCOSC. The facility also offers a fully certified athletics track and five all weather pitches. There is a weekly park run on the Scrubs averaging over 90 runners at each.

The facility is the home of Thames Valley Harriers Athletics Club and PHC Chiswick Hockey Club.

Total usage for the 2014/15 financial year at Scrubs is as follows:

Lacrosse - 13 Bookings
Gaelic - 51 Bookings
Full Size Football - 384 Bookings
9A Football - 80 Bookings
7A Football - 51 Bookings
5A Football - 39 Bookings
Flag Football - 40 Bookings
Baseball - 297 Bookings

LCOSC held the following:

All Weather Pitches – 3,135 Bookings
Hockey – 77 Bookings
Football – 81 Bookings
Rugby – 36 Bookings
Athletics – 306 Bookings

A number of other sports activities take place on Wormwood Scrubs and these include,

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

Events

Hire of the 'Red Gra' area for parking provision has been very successful and is a useful source of income for the Trust. Filming units, Metropolitan Police Services and the Olympia Exhibition Centre are the main users. For the 'Red Gra' area the Trust is investigating the feasibility of increasing the supply of water, providing three-phase power, increasing drainage and resurfacing the tarmac entrance.

Annual events such as the Race for Life have taken place and they were well received by the local residents.

The Trust remains interested in facilitating a very small number of larger events and discussions continue with companies that specialise in organising these.

Grounds Maintenance and Site Management

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

In the past twelve months the following tasks have been scheduled as part of the grounds maintenance contract:

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

The Trust is pleased that schools have also been using the site to self-deliver the Forest Schools education programme (www.forestschoollassociation.org).

Community Safety

Between 1st April 2014 and 31st March 2015 the Parks Police Service carried out 654 patrols of Wormwood Scrubs both in uniform and plain clothes utilising vehicle, cycle and foot patrols. They dealt with 102 incidents during their operating hours of 0700 and 2300 hours in summer and to 2200 hours in winter.

The incidents included nineteen breaches of byelaw, eight dog related occurrences, one fire and a number of interactions with homeless people and unlawful campers. These incidents seem to have reduced following a peak last year when a number of illegal camps were demolished. Nine recorded crimes were reported to Parks Police, although others

may have been reported directly to the Metropolitan Police and are not always brought to the attention of the Trust.

The new vehicle fleet of marked 4X4's and one electric van have helped in establishing the Parks Police presence on the Scrubs and have allowed access to all corners of the Scrubs to deal with illegal moped riding. A number of stolen mopeds and motor cycles were recovered and restored to their owners.

A suspect 'landmine' found by some illegal metal detectors caused some concern but was later identified as a rusty brake drum.

A 'near miss' with a model aircraft landing very close to a young girl was investigated although the offender was not identified. A number of 'drones' have made an appearance and officers will continue to enforce the 'flying regulations' and advise aspiring pilots on safety issues.

The Barrier at Woodmans Mews has been linked to the Council's UHF radio network and can be remotely operated by staff at Linford Christie Stadium or by Parks Police patrols. It is however coming to the end of its useful operating life and has failed on a number of occasions and will need to be replaced in the near future.

	Incidents	Crimes	Patrols
April 2014	8	1	46
May 2014	9	3	32
June 2014	16	1	81
July 2014	12	1	91
August 2014	5	0	65
September 2014	11	0	71
October 2014	6	1	63
November 2014	5	1	44
December 2014	6	0	41
January 2015	9	0	48
February 2015	6	0	38
March 2015	9	1	34
TOTAL:	102	9	654

Parks Police can always be contacted on 0300 3655 101.

Financial Review

Financial performance in 2014/15 was an improvement of £72,516 when compared to last year, with the Trust almost breaking even on income and expenditure. This was due mainly to the successful renegotiation of the car park lease with the hospital and the backdating of the increase. This new agreement will see the income for the car park being updated annually in line with RPI increases.

Summary of Financial Position	2014/15	2013/14	2012/13	2011/12	2010/11
	£	£	£	£	£
Total Incoming Resources	717,972	638,525	546,201	579,106	654,208
Total Resources Expended	(724,506)	(717,576)	(717,853)	(687,501)	(673,004)
Net Outgoing Resources	(6,534)	(79,051)	(171,652)	(108,395)	(18,796)
Total funds brought forward	5,320,353	5,399,404	5,571,056	5,679,451	5,698,247
Total funds carried forward	5,313,819	5,320,353	5,399,404	5,571,056	5,679,451
Cash Balance	326,517	333,051	411,403	584,504	690,950

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

The Trust contributes to the Linford Christie athletic stadium and other sports facilities located on the Trust grounds, in furtherance of the objectives of the Trust to support exercise and recreation. The Linford Christie Stadium cannot operate without a subsidy, and the Council makes a significant contribution to that. From 2014/15 a commitment was made to the Trust that everything would be done to limit the contribution by the Trust, and that was successfully limited to £31,500.

In total funds brought forward, the Trust has designated funds of £5,000,001 relating to the valuation of the car park and tangible fixed assets in their existing use. The remaining, unrestricted income funds are solely used for the specific purpose of the Trust. These total £313,818 as at 31 March 2015 (see the Statement of Accounts note 11). Expenditure which meets this criteria is charged to the unrestricted fund, together with a fair allocation of management and support costs.

Plans for future periods

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

In approving the budget for 2015/16 the Committee expects a loss of £80k in 2015/16. This is more than the loss seen in 2014/15 as the trust benefitted from the backdated car park income arising from the revision of the licence.

It is assumed that pay and display parking receipts will stay at the same levels as in 2014/15 and that grounds maintenance costs will decrease marginally for inflation.

To create a secure financial position in the longer term the Trust is working on optimising the use of its assets by developing events on the Scrubs, and getting the best possible benefits from the development of High Speed 2.

Reserves and Treasury Management Policy

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

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

Currently, the Fund's undesignated funds of £313,817 are in the region of 50% of the turnover of the Trust, which is considered prudent given the factors identified above. The Trust recognises that balancing its income and expenditure has become more challenging for the Trust in the last few years. The Committee established by the Council to run the Trust has a key role in improving financial performance.

Determining an adequate level of balance requires professional judgement in the context of assessing performance against the key criteria listed above. Consequently, it is considered inappropriate to stipulate either a minimum or a maximum level of balances held. It is considered more important that the key criteria are reviewed annually at the time of preparing the annual Revenue Budget and reviewing the previous year's performance.

The cash balance (£360,095) has reduced in recent years mainly due to reductions in pay and display parking income, increased grounds maintenance costs due to annual contract inflation and a contributions to the running costs for Linford Christie Stadium. The Trust continues to closely monitor and scrutinise its income and expenditure. Council officers are focussing on reducing the net expenditure of the Trust in the short, medium and long term. Increased income is being targeted through plans to optimise use of the scrubland. Expenditure is restricted to a few significant budget lines.

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

[http://lbh-vmw-p-mgov1:9070/Published/C00000114/M00002480/A100020642/\\$063TreasuryManagementStrategy.docA.ps.pdf](http://lbh-vmw-p-mgov1:9070/Published/C00000114/M00002480/A100020642/$063TreasuryManagementStrategy.docA.ps.pdf)

Risk Management

The Trustee has a risk management strategy which comprises:

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

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



Financial
Information,
Administrative
Details and Risk
Management

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

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

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

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

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

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

Disclosure of Information To Auditors

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

Auditors

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

For and on Behalf of Wormwood Scrubs Charitable Trust

Signed

Name

Date

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

[to be issued once the audit has been concluded]

WORMWOOD SCRUBS CHARITABLE TRUST

STATEMENT OF ACCOUNTS 2014/15

Wormwood Scrubs Charitable Trust			
Statement of Financial Activities for Year ended 31 March 2015			
		2014/15	2013/14
		£	£
Income and Expenditure			
Notes			
Incoming Resources			
2	Incoming Resources from Charitable Activities:		
	Pay and Display Parking Meters	316,424	309,218
	Hammersmith Hospital Car Park Licence	391,943	226,000
	Incoming Resources from Generated Funds:		
	Voluntary Income - Grant Contribution from LBHF	0	99,500
3	Income from Activities for Generating Funds	8,360	2,491
4	Interest Receivable	1,245	1,316
	Total Incoming Resources	717,972	638,525
Resources Expended			
5	Charitable activities:		
	Costs of generating Parking Income	(400)	400
6	Contribution to Linford Christie Stadium	31,500	31,500
	Non Routine Maintenance of Wormwood Scrubs	3,306	0
7	Routine Grounds Maintenance of Wormwood Scrubs	671,940	667,743
	Audit Fees	13,008	12,600
	Legal Fees	0	340
	Administration (Finance & Governance)	5,152	4,993
8	Governance costs	18,160	17,933
	Other resources expended	0	0
	Total Resources Expended	724,506	717,576
	Net Outgoing Resources	(6,534)	(79,051)
Reconciliation of Funds			
	Total funds brought forward	5,320,353	5,399,404
	Total funds carried forward	5,313,819	5,320,353

Wormwood Scrubs Charitable Trust			
Balance Sheet at 31 March 2015			
		2014/15	2013/14
		£	£
Fixed Assets			
9	Tangible Assets	5,000,001	5,000,001
Total Fixed Assets		5,000,001	5,000,001
Add: Current Assets			
	Cash in Bank	360,095	333,051
	Debtors	22,923	0
Total Current Assets		383,018	333,051
Less: Liabilities			
10	Creditors: Amounts falling due within one year	(69,200)	(12,699)
Total Liabilities		(69,200)	(12,699)
Total Net Assets and Liabilities		5,313,819	5,320,353
		£	£
11	The funds of the charity:		
	Unrestricted income funds	313,818	320,352
	Revaluation reserve	5,000,001	5,000,001
Total Charity Funds		5,313,819	5,320,353

Notes to the Accounts

(1) Statement of Accounting Policies

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

(i) Accounting Concept

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

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

(ii) Depreciation

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

(iii) Fixed Assets

The Trust has ownership of land, passed under the Wormwood Scrubs Act 1879 for the perpetual use of the inhabitants of London for exercise and recreation. Due to the restrictions on the use of the land and its disposal, it is included in the balance sheet at a fair value at the point of donation, as there are no records of this value a nominal value of £1 is used. This is in line with the Charities SORP. The car park is held at historic value.

This was initially established by a valuation in 2004, though the Trust does not operate a policy of revaluation.

(2) Incoming Resources

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

(3) Income from Activities for Generating Funds

	2014/15	2013/14
	£	£
Filming income	(3,363)	(1,850)
Other rental income	(4,997)	(641)
	(8,360)	(2,491)

(4) Interest Received

Interest is calculated on an average cash position for the year and is included in the accounts at year end. The interest rate used is the 7 day LIBOR rate, which increased from 0.35% in 2013/14 to 0.36% in 2014/15.

(5) Charitable Activities

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

(6) Contribution to Linford Christie Stadium

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

On 27 November 2006 a yearly contribution of up to £110,000 to the running costs of the stadium was approved by Cabinet as an ongoing commitment. In 2014/15 a contribution of £31,500 (£31,500 in 2013/14) was made to the Linford Christie Stadium.

(7) Grounds Maintenance

The grounds maintenance work undertaken at Wormwood Scrubs is undertaken by the Council's external contractor under a Grounds Maintenance contract that was tendered in 2008 for a period of 7 years. The award of this contract was considered in the best interest of both the Council and the Trust. Until 2001/02 the Trust was not in a position to fund the entire cost of the works and until this point, the Council only received a contribution. Since this time, the Trust has funded the full cost of grounds maintenance costs at Wormwood Scrubs. Grounds Maintenance services are currently provided by the Environment Leisure and Resident Services Department of the Council. The continuation of these services are periodically approved by Cabinet Members.

Routine Grounds Maintenance is undertaken in accordance with a series of schedules that form part of the new contract. The fixed element of the contract has increased from £667,743 in 2013/14 to £671,940 in 2014/15 due to a 0.63% inflationary uplift in line with the terms of the contract. The specification included in the new Grounds Maintenance contract represents a significant enhancement to the level of grounds maintenance that

currently takes place at Wormwood Scrubs, which is reflected in the increased costs.

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

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

(8) Governance costs

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

	2014/15	2013/14
	£	£
Financial Administration and Support fees - these costs result from the statutory requirement to prepare accounts. Also included are the costs of the time spent liaising and meeting with auditors, and attending closing of account meetings.	5,152	4,993
Legal Fees - In the management of the Trust during the year legal advice was required. This was provided by Legal Services of LBHF and the charges were based on a staff time basis.	0	340
Audit Fees - It is a statutory requirement that the accounts of the trust should be independently audited.	13,008	12,600
	18,160	17,933

(9) Tangible Assets

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

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

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

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

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

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

(10) External Creditors

The creditors relate to audit services, income relating to 2015/16 and financial administration and support fees.

	2014/15	2013/14
	£	£
Amount of creditor liabilities as at 31 March	(69,200)	(12,699)

(11) Fund Structure:

The Trust's Unrestricted Funds comprise:

	2014/15	2013/14
	£	£
General	313,817	320,352
Designated - Fixed Asset Revaluation	5,000,001	5,000,001
	5,313,818	5,320,353

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

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

(12) Related Party Transactions:

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

	2014/15	2013/14
	£	£
<u>a) London Borough of Hammersmith and Fulham as transacting party</u>		
- <i>LBHF as contractor to the Trust</i>		
Environment Leisure and Resident Services Department for the provision of Routine Grounds Maintenance of Wormwood Scrubs (Ref Note 6)	671,940	667,743
LBHF - Parking Control for the collection of Parking income	0	0
- <i>LBHF as recipient of contribution</i>		
Contribution to Linford Christie Stadium (Ref Note 5)	31,500	31,500
- <i>LBHF as provider of administrative and management support to the Trust</i>		
Environment Leisure and Resident Services Department for management & financial administration services of Wormwood Scrubs	5,152	4,993
Legal Services for the provision of legal advice required in the management of Wormwood Scrubs	0	340
	708,592	704,576

(13) Trustee Remuneration, Benefits and Expenses

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

Reference and Administrative details

Charity Name and Number	Wormwood Scrubs Charitable Trust, Registration No. 1033705
Charity Correspondent	Mark Jones Director for Finance and Resources Finance Office Room 316 1st Floor, 37 Pembroke Road, London W8 6PW
Trustees	The Council of the London Borough of Hammersmith & Fulham
Telephone	020 8753 6700
Email Address	mark.jones@lbhf.gov.uk
Governing Document	Wormwood Scrubs Act 1879 As Amended By Scheme Of The Charity Commissioners Dated 25 March 2002.
Objects	For Recreational Use As Set Out In The Wormwood Scrubs Act 1879
Area of Benefit	Wormwood Scrubs and West London. (Area prescribed by Governing Document)
Area of Operation	Greater London – Hammersmith and Fulham
Registration History	23 Feb 1994 Registered
Auditor Details	KPMG LLP, 8th Floor 15 Canada Square East, Canary Wharf London E14 5GL

Risk Assessment Schedule 2014/15

Risk Index No.	AREA OF RISK	IMPACT OF RISK	SEVERITY High/Medium/Low	POTENTIAL High/medium/Low	VALUATION	COMMENT
001	High Speed 2 Railway and the development of Old Oak	Adverse impacts on the Scrubs that are contrary to the objectives of the Trust	High	Medium	May not be a financial loss	Trust is engaging with HS2 and TFL and the Old Oak development Corporation to agree outcomes that do not adversely impact.
002	Pay and Display income level	i) Theft of cash boxes. ii) Lower income levels due to decisions taken about Pay and Display tariffs.	High	High	Potential loss of income.	Usage fluctuates. Pay & display tariffs are set to match those in nearby streets.
003	Hammersmith Hospital Trust car park income	The licensing agreement with Hammersmith Hospital Trust has a three month notice period with a possible impact on the level of income.	High	Medium	Potential loss of income.	The Hospital relies on the car park. The Trust has been successful in securing increased income from this source.
004	Condition – Wormwood Scrubs car park	Wormwood Scrubs car park is in need of resurfacing.	High	Low	Significant expenditure.	Repair has been agreed as part of the renegotiation of the car park lease with the hospital.
005	Insurance claims against Trust	Liability of trust in case of personal injury claims.	Low	Low	Possible liability of Trust in case of insurance claim.	Wormwood Scrubs would be covered by the Council's insurance.

Risk Index No.	AREA OF RISK	IMPACT OF RISK	SEVERITY High/Medium/Low	POTENTIAL High/medium/Low	VALUATION	COMMENT
006	Safety of Artillery Wall	Cost of demolition, collapse could possibly lead to damage or liability of Trust.	Low	High	Cost of demolition or insurance claims.	The condition of the wall is being monitored. The Council are making plans to demolish it at no cost to the Trust.
007	Costs of Operating Linford Christie Stadium	Contribution by the Trust varies according to the trading conditions for the Stadium	High	Medium	Expenditure could be significant	In some years this contribution has been small, but it is volatile. The financial performance of the Stadium is monitored closely