

# Annual Report

2016/17



Heath Hands

The Dairy

Kenwood House, Hampstead Lane  
London, NW3 7JN

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Registered charity no: 1083104

Annual Report and Financial Statements

Year ended: 31st March 2017

Front Cover Image: Karin Oleinikova

Heath Hands works in partnership with:



## Heath Hands Annual Report 2016/17

### Trustees

Chairman: Daniel Braverman\*

Deputy Chairman : Cindy Galvin

Secretary: Rachel Mackenzie

Treasurer: Peter Gilmour

Volunteer Representative: Saba Rokni\*

Volunteer Representative: Alan Merkel

Co-optees: Robert Spigel, Ian Greenwood

Ex-officio: Virginia Rounding\*\* (City of London), Peter Tausig (Heath and Hampstead Society); Bob Warnock (City of London) and Phil Wright\*\* (English Heritage)

\*Stepping down at this AGM

\*\*Stepped down prior to AGM

**Projects and Volunteer Manager:** Colin Houston

**Project Assistant:** Karin Oleinikova

**Bankers:** Charities Aid Foundation (CAF), West Malling, Kent

**Honorary Auditor:** Tony Ghilchik

Heath Hands is a registered charity, governed by its Trustees, all of whom are appointed by the members in General Meetings. The Trustees herewith submit their Annual Report and audited financial statement for the year ended 31st March 2017. The Trustees employ a member of staff to administer the charity and membership of Heath Hands is open to all registered volunteers who contribute to our charitable activities.

### Trustee Responsibilities

The Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable United Kingdom charity law. The trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that appropriate procedures are in place to manage those risks

### Objects

The governing instrument is the Constitution, and it came into effect in January 2000. The objects of Heath Hands are to promote the conservation, protection and improvement of the physical environment of Hampstead Heath and Kenwood and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants of the surrounding area and to advance public education in environmental matters and of ways of better conserving, protecting and improving the same wheresoever.

# **Minutes of 2016 Annual General Meeting, 29<sup>th</sup> June, 19.30, Keats House**

## **Welcome**

Susan Nettleton (SN) welcomed attendees as Chairman. Welcome extended to Grace Rawnsley and Declan Gallagher of CoL. Apologies received from Jamie Jenkins, Dave Gibbons and Peter Tausig.

## **Minutes of the 2015 AGM**

Minutes of previous AGM reviewed. SN invited comments. Cindy Galvin (CG) proposed they should be accepted, Margaret Bloom seconded. Minutes accepted.

## **Learning on the Heath, Grace Rawnsley, Head of Learning, CoL**

Grace Rawnsley (GR) outlined the year-long review that has been undertaken at CoL into learning, play, volunteering and education and how best to deliver it. GR outlined the new programmes and activities being developed and noted over 10,000 students engaged on the Heath. The Learning Team is developing a Vision for Volunteering and hopes to work with Heath Hands.

Tony Grimes (TG) enquired how project was being funded, GR replying a City Bridge Trust grant and internal CoL funding. Renate Shaw felt there was too much emphasis on youth groups and enquired what was being done for older people. GR felt there was adequate provision of opportunities for older groups.

SN thanked GR on behalf of all members.

## **Annual Report 2015/16**

SN presented the Annual Report drawing attention to some highlights including the recruitment of Colin Houston (CH) our Projects and Volunteer Manager (PVM). Increasing activity levels, excellent levels of volunteer recruitment and retention, additional wildlife monitoring projects and the handover of Wild about Hampstead Heath from the RSPB made the year a busy one. A new programme of walks and talks complimented our practical activities and volunteer led sessions at Whitestone Garden and the Old Orchard Garden (formerly Ecofield) launched. Thanks given to Rachel and David Mackenzie, Ian Greenwood and the CoL Conservation Team.

SN noted the Governance Sub-Committee will be tasked this year with developing a Strategic Plan for Heath Hands, along with a Partnership Agreement, including procedures concerning the PVM.

SN thanked our partners English Heritage and City of London for their support throughout the year. Thanks given to the Superintendent and all the staff and supervisors on the Heath and Phil Wright and team at Kenwood. SN thanked Keats House for their hospitality and the Trustees for their assistance during her tenure.

## **Treasurer's Report**

TG presented the Annual Accounts, noting the charity appeared to be losing significant money, although cash reserved remained healthy. Donations from Waitrose Community Fund, private individuals and fundraising at Heath events noted.

TG noted the challenge of fundraising and invited ideas from members. The AGM and Xmas party no longer being fundraising events Alan Merkel asked about other possible events. SN proposed the formation of a Fundraising Sub-Committee.

SN thanked TG for continuing as Treasurer in the previous year.

## **Election of Trustees**

There being only one nomination for each position the following members were elected for 2016/17:

Daniel Braverman (Chairman)

Cindy Galvin (Deputy Chairman)

Rachel Mackenzie (Honorary Secretary)

Alan Merkel (Volunteer Representative)

Saba Rokni (Volunteer Representative)

Robert Spigel (Co-opted)

Ian Greenwood (Co-opted)

SN shared that no nominations for the Treasurer had been received. Peter Gilmour offered to take up the role and outlined his credentials. His nomination was warmly welcomed by members. TG expressed his thanks to Peter.

## **Any Other Business**

Larry Phillips shared an issue regarding changed logos on volunteer uniforms. SN would address the matter, which was due to an oversight by CH.

Bob Warnock gave heartfelt thanks to all our volunteers. He shared there would be a new Management Plan for the Heath published soon and he also gave thanks to CH.

RM thanked and presented gifts to SN for her contribution. RM also thanked CH on behalf of the Trustees.

SN closed the meeting at 20.30.



# Highlights - 2016/2017

Surpassing 100,000 hours of volunteering marked with celebrations



Partnership Agreement signed with CoL

Strategy Document published to plan developments until 2020



Friends of Heath Hands membership group launched

SGM in March begins process to become a Charitable Incorporated Organisation

Record sightings of snakes, hedgehog monitoring project and camera trapping undertaken



Membership increases to record 190

Record average monthly contribution of 952 hours



Learning walks at Highgate Wood, Kenwood, Hidden Heath, Ponds Project and Geology

Summer barbecue held at Old Orchard Garden; trips to Epping and Burnham Beeches



Grant funding secured for three year Community Heath project

Volunteer led sessions launch at Whitestone Garden and Old Orchard Garden



Volunteers help at Conker Championships, athletics events and Give it a Go Festival

Learning talks delivered on amphibians, bats, invertebrates, reptiles and winter tree identification



Weekly sessions with Phoenix Futures

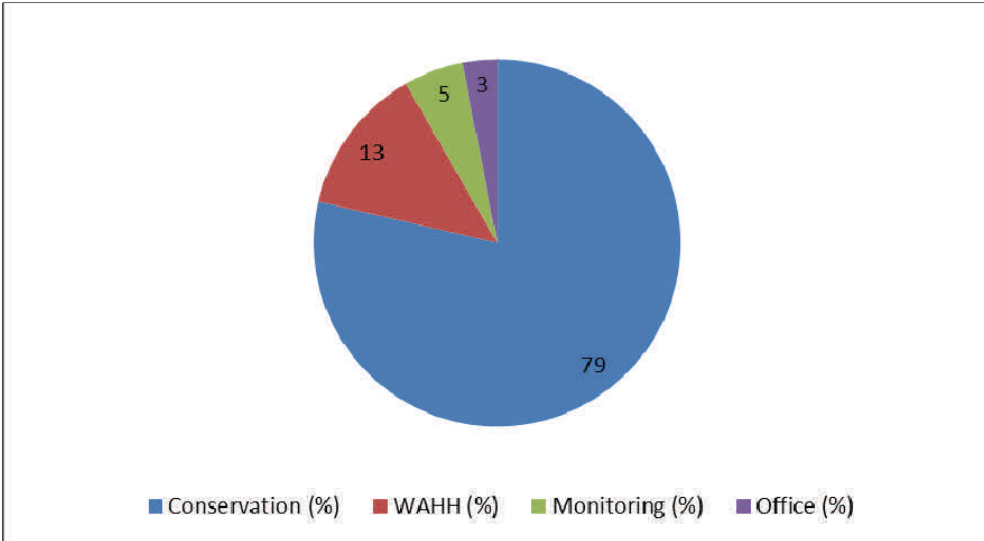


Wild about Hampstead Heath volunteers engage thousands of visitors with the green spaces





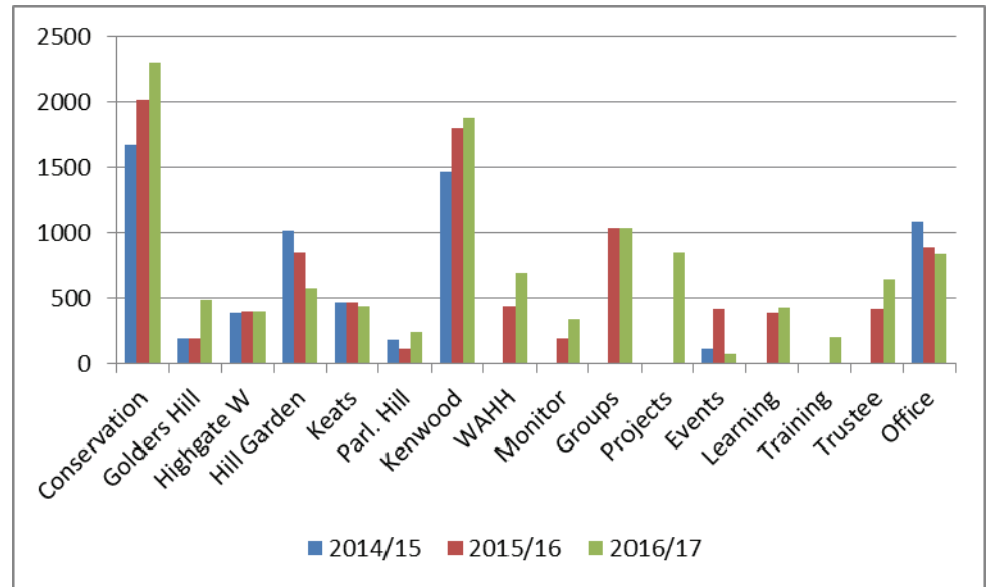
**Fig 1. Membership roles (%); Total membership was 190**



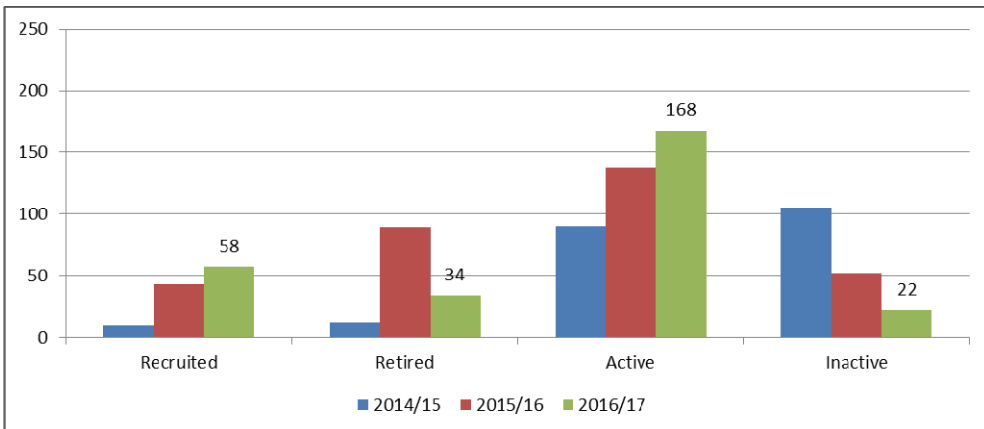
The majority of volunteers undertook practical conservation and gardening activities, followed by those in Wildlife Interpreter and Wildlife Monitor roles.

Year-on-year practical activity increased under the supervision of the Conservation Team, at Golders Hill Park, at Kenwood and under the supervision of our Volunteer Leaders. WAHH activity increased significantly as did Wildlife Monitoring and the contribution of Trustees. Falls in activity at the Hill Garden and in the Office were recorded.

**Fig 2. Distribution of Volunteer Activity (hours)**

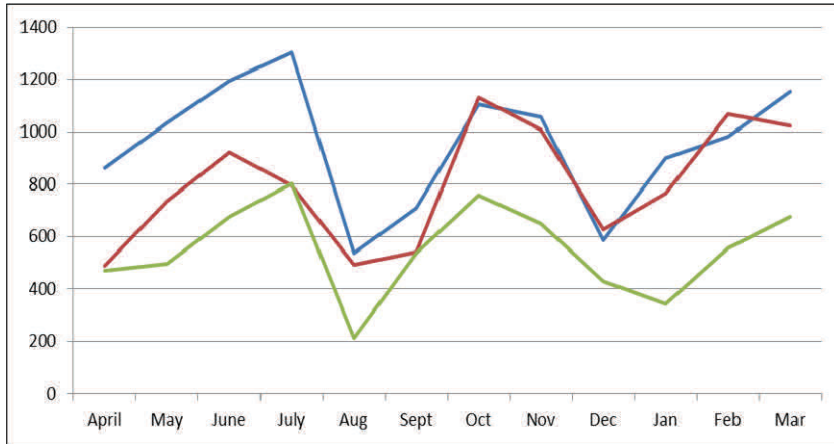


**Fig 3. Membership Activity; Total membership 190**



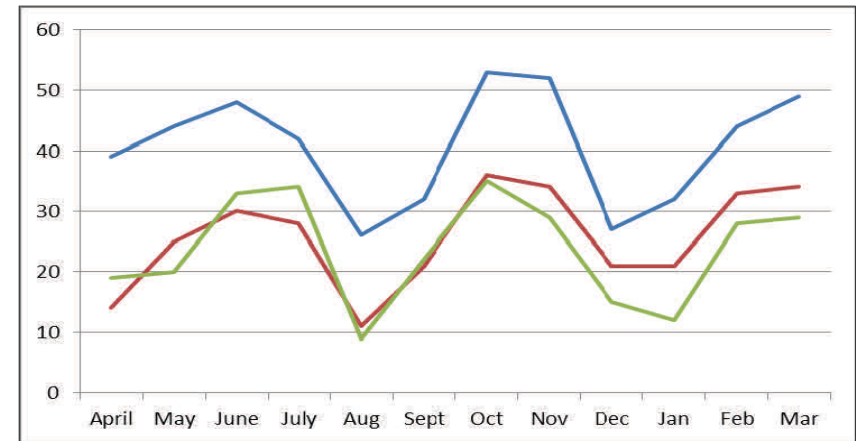
Recruitment of new volunteers increased to 58 in 2016/17 with volunteers leaving (retiring) reducing to 34. This led to a record active volunteer group of 168. Inactivity levels (individuals not attending for 3 months) fell year on year.

**Fig 4. 2016/17 volunteer hours: 11,424**  
**2016/17 (blue), 2015/16 (red, 9611) and 2014/15 (green, 6577)**



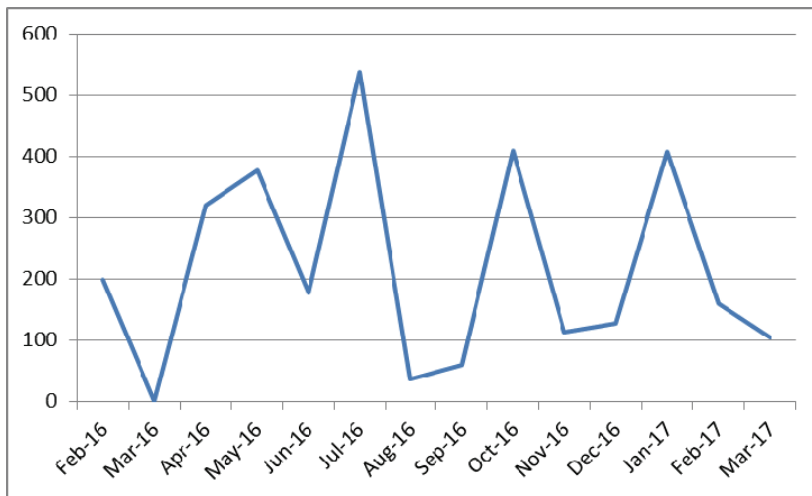
Total volunteer hours surpassed 10,000 for the first time reaching a record 11,424 in 2016/17.

**Fig 5. Total volunteer sessions delivered in 2016/17: 488**  
**current year (blue), previous year (red, 308) and 2014/15 (green, 285)**



The total number of volunteer sessions delivered across the green spaces reached a record 488 in 2016/17.

**Fig 6. Visitors engaged on WaHH sessions: 2,833**



WaHH volunteers engaged a total of 2,833 visitors in 2016/17 on 25 interpretation sessions.

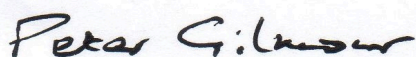


# Heath Hands Annual Accounts

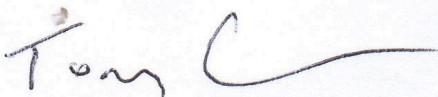
# 2016/2017

	£	<u>2015/2016</u> £
<b>Receipts</b>		
Group Volunteering	1,350	1,544
Donations	1,645	2,171
Grants	450	1,287
City of London Corporation grant	-	25,860
Bank Interest	363	433
<b>Total receipts for the year</b>	<b>3,808</b>	<b>31,295</b>
<b>Payments</b>		
Catering	1,137	906
Events	1,347	745
Printing	934	760
Web & Graphic Design	844	1,350
Equipment	712	481
Horticultural Supplies	198	-
Merchandise	316	-
Walks and Talks	125	913
Uniforms	3,169	2,154
Training	220	-
Volunteer & Trustee Expenses	390	16
Office Expenses	98	490
Insurance	777	752
Employee	-	24,510
<b>Total payments for the year</b>	<b>10,267</b>	<b>33,077</b>
<b>Surplus/(deficit) for the year</b>	<b>(6,459)</b>	<b>(1,782)</b>
<b>Cash funds last year end</b>	<b>77,846</b>	<b>79,628</b>
<b>Cash funds this year end</b>	<b>71,387</b>	<b>77,846</b>

Note: Employee costs were met by the City of London Corporation, in 2015/16 by grant and in 2016/17 by secondment.



**Peter Gilmour**  
Treasurer



**Tony Ghilchik**  
Independent Examiner

## Treasurer's Report

The accounts show a healthy financial position, with funds over £71,000. This is due to a legacy received in 2009 from Heath Hands founder, Bobby de Joia. Such legacies are always welcome.

In 2016/17 the Trustees decided to take a more active approach to using Bobby's legacy to enhance the Heath, while reserving some of it against identified risks. This approach is incorporated in the attached Reserves Policy. The financial plan below follows the reserves policy and forms part of the strategic plan discussed at the 2016 AGM. It calls for £19,500 to be spent on projects over the three years, with funds reducing to £51,500.

### Financial Plan 2017-20

	2017/18	2018/19	2019/20
	£	£	£
<b>Opening Balance</b>	72,000	64,000	56,500
<b>Expenditure</b>			
Running costs	5,000	5,500	6,000
Project expenditure	7,000	7,000	6,000
Outreach Project	5,000	4,000	3,000
<b>Income</b>			
General	4,000	5,000	8,000
Outreach Project Grant	5,000	4,000	3,000
Surplus (deficit)	<b>(8,000)</b>	<b>(7,500)</b>	<b>(4,000)</b>
<b>Closing balance</b>	64,000	56,500	52,500

Heath Hands and the City of London Corporation (CoLC) agreed a joint three year project called Community Heath to engage local communities and encourage under-represented groups to explore and make lasting connections to Hampstead Heath. This will be largely funded by CoLC grant. Income and expenditure on this project is included in the above financial plan.

The following donations have been received: Walking Ladies (£400 and £450), World Association of Girl Guides (group, £1350) and Park School (£795).

Thanks to our honorary examiner of the accounts, Tony Ghilchik.



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## Policy for Legacy and other Reserve Funds

### Background

In 2009 our founder, Bobby de Joia left £50,000 in her will to Heath Hands, with no restrictions. Most of this is unused. With other funds, financial reserves at 31 December 2016 were approximately £70,000, held in two deposit accounts with Scottish Widows and Charities Aid Foundation (CAF) Bank. The most appropriate use of the funds was discussed at Trustee meetings on 16 November 2016 and 11 January 2017, and it was agreed to develop this Reserves Policy.

### Discussion

The debate was between keeping 'rainy day' money against potential future risks, and using it soon to enhance the Heath. Both were accepted as valid uses. Trustees felt that some of Bobby's legacy should be used for specific identifiable projects.

Potential risks were identified as the withdrawal of the substantial benefits in kind provided to us by English Heritage (the lease of the Dairy) and the Corporation of London (CoL) (secondment of the Projects and Volunteer Manager (PVM)). Both of these arrangements expire in 2020.

Trustees favoured a prudent approach, that is, to retain a fairly large reserve against risk; but to use the remainder over the next three years, through to 31 March 2020, the period covered by our Strategic Plan.

Heath Hands will keep enough reserves to cover running costs for three years, and a sum of £35,000 against the risk of losing the above benefits in kind.

### Policy in figures

Reserve	£ 000
Reserve for 3 years running costs (net), £5,000 per year*	15
Reserve against risk of losing benefits in kind of PVM and Dairy lease	35
Reserve to be spent on specific projects meeting Heath Hands' stated objectives by 31 March 2020	20
Total	70

\* Expected to be used by 31 March 2020.

### Conclusion

Heath Hands will hold £15,000 as 3 years running costs, and £35,000 against risks specified above, with the remainder intended to be used for identified projects meeting Heath Hands' objectives by 31 March 2020. This policy will be reflected in the Strategic Plan.

This policy was adopted in January 2017

This policy will be reviewed annually

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