

# Annual Report

2017/18



Heath Hands

The Dairy

Kenwood House, Hampstead Lane  
London, NW3 7JN

Tel: 020 8458 9102

Website: [www.heath-hands.org.uk](http://www.heath-hands.org.uk)

Email: [info@heath-hands.org.uk](mailto:info@heath-hands.org.uk)

Registered charity no: 1173419

Annual Report and Financial Statements

Year ended: 31st March 2018

Heath Hands works in partnership with:



ENGLISH HERITAGE



## Heath Hands Annual Report 2017/18

### Trustees

Chair: Cindy Galvin

Deputy Chairman: Rachel Mackenzie

Secretary: Alan Merkel

Treasurer: Vacant

Volunteer Representative: Joanne Maddox

Volunteer Representative: Ian Greenwood

Co-optees: Robert Spigel

Ex-officio: Karina Dostalova (City of London), Dave Gibbons (English Heritage), Peter Tausig\* (Heath and Hampstead Society); Bob Warnock (City of London)

\*Stepping down at this AGM

**Projects and Volunteer Manager:** Colin Houston

**Project Assistant:** Karin Oleinikova

**Bankers:** Lloyds Bank, Virgin Money, United Trust Bank

**Independent Examiner:** Tony Ghilchik

Heath Hands is a charitable incorporated organisation, governed by its Trustees, all of whom are appointed by members in General Meetings. The Trustees herewith submit their Annual Report and independently examined financial statement for the year ended 31st March 2018. The Trustees employ staff to administer the charity. Membership is open to registered volunteers who contribute to our charitable activities.

### Trustee Responsibilities

The Trustees are responsible for preparing the Annual Report and financial statement 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

To help, engaging volunteers, to conserve, protect and enhance Hampstead Heath, the Kenwood Estate, Highgate Wood, Keats House and such other areas as the charity trustees may determine from time to time (the "Relevant Open Spaces");

To advance education in conserving, protecting and enhancing the environment of the Relevant Open Spaces for the benefit of the members of the CIO and for the benefit of the public at large, and

To help the bodies responsible for the Relevant Open Spaces to provide facilities in the interests of social welfare for recreation and leisure time occupation by the members of the CIO and the public at large with the object of improving their conditions of life.

## **Minutes of 2017 Annual General Meeting, 19<sup>th</sup> October, 18.00, Keats House**

### **Welcome**

Cindy Galvin (CG) welcomed attendees including our guest speaker Matthew Maran, Declan Gallagher and Richard Gentry (CoL). Special welcome to Karin Oleinikova who joined as Project Assistant in July. Apologies received Karina Dostalova, Chairman of the Management Committee and Trustee, Tony Ghilchick, Lesley Lander, and Daniel Braverman.

### **Minutes of the 2016 AGM**

Minutes reviewed. There being no matters arising, acceptance proposed by Ian Greenwood, seconded by Angela Durkin.

### **Mathew Maran: photography and Hampstead Heath**

Mathew thanked Heath Hands and CoL for his invitation. He shared his passion for the Heath, and shared some of his techniques and excellent photographs, explaining about the locations and stories involved. He outlined the process of publishing the Hampstead Heath book and his pleasure in collaborating with Heath Hands and CoL on the 2018 Nature Calendar.

CG thanked Matt for his presentation, and attendees showed their appreciation.

### **Annual Report 2016/17**

CG presented a review of a significant year in the charity's history. Special mention for Dan, sadly stepping down as Chairman, he made an incredible contribution during his short tenure.

This year we formalised our relationship with City of London by agreeing a Partnership Agreement including secondment arrangements for the Projects and Volunteer Manager. We published our Strategic Plan through to 2020 to support the development of our organisation and our various volunteering programmes. We began the process to become a Charitable Incorporated Organisation. This is the last AGM of the previous Heath Hands, next year's will be the first for the CIO. The SGM in the Spring secured approval for the transition.

We reached the milestone of 100,000 hours of volunteering across our green spaces – an achievement marked with celebrations at Kenwood last Autumn. Cindy shared her pride in these accomplishments and thanked everyone involved. Our membership reached record levels, and we surpassed 11,000 hours of volunteering. Our Wildlife Interpreters engaged thousands of visitors through Wild about Hampstead Heath. We launched volunteer led sessions at Whitestone Garden and the Old Orchard Garden and Phoenix Futures began weekly programme of Recovery through Nature sessions. Our programme of walks and talks on everything from geology to amphibians has been well attended and social events and visits to neighbouring green spaces – Epping Forest and Burnham Beeches enjoyed by many.

Finally, we secured grant funding to deliver the Community Heath outreach project, which launched in July. CG delighted to announce that a second grant was secured this month to expand the project further.

CG gave thanks on behalf of the Trustees to the team at Keats for hosting us tonight, Matt for his excellent presentation and Dan for his contribution as Chairman, noting he will be missed.

A few farewells, as Virginia Rounding stepped down as Chairman of the Management Committee (and as a Trustee), Phil Wright who stepped down as General Manager of Kenwood (and as a Trustee), Paul Jackson who retired as Head Gardener of Kenwood and Saba Rokni who is stepping down as a Trustee.

CG thanked Bob Warnock, the Superintendent and his management team for their continued support our partners at English Heritage who welcomed a new General Manager. Also thanks to the Kenwood Garden Team led by Dave Gibbons, Golders Hill Park and Hill Garden team, Highgate Wood and Parliament Hill teams, The Heath's Conservation and Ranger teams and Meg Game and Adrian Brooker the ecologists who oversee our Wildlife Monitoring programme. Finally a special mention to Caroline Turner who stepped down as Head Gardener of the Hill Garden after many years.

Cindy closed by remarking how proud our founder Bobby would be at this time.

### **Treasurer's Report**

Peter Gilmour thanked our Independent Examiner, Tony Ghilchick and his predecessor Tony Grimes. Peter presented the Annual Accounts noting the ample funds available, notably from our founder's legacy. The trustees agreed a Reserves Policy this year, planning to spend £19,500 over the next three years on projects to benefit our green spaces. Donations were gratefully received from the Kenwood Walking Ladies and Park Hill School.

CG thanked Peter.

### **Election of Trustees**

There being only one nomination for each position the following members were elected for 2017/18, approved by Margaret Bloom, seconded by Liz Andrew:

Cindy Galvin (Chairman)

Rachel Mackenzie (Deputy Chairman)

Peter Gilmour (Treasurer)

Alan Merkel (Secretary)

Joanne Maddox (Volunteer Representative)

Ian Greenwood (Volunteer Representative)

Robert Spigel (Co-opted)

### **Any Other Business**

Tony Grimes asked about Community Heath, and whether the Wild about Hampstead Heath project was set up to encourage new groups onto the Heath. Tony also enquired about the projects evaluation report and what it showed.

Colin Houston responded that the part of WaHH that was handed over to Heath Hands engages existing users, Community Heath, takes on the community outreach aspects of WaHH focusing on engaging new audiences and those with additional support needs. The third aspect of the project involved schools, and this was taken over by the CoL Learning Team. Bob Warnock agreed that the WaHH evaluation report should be made available.

Liz Andrew asked about developing links with the London Natural History Society and our Wildlife Monitoring programme. Colin reported that discussions are ongoing around how best to coordinate the various programmes related to ecology.

Bob Warnock thanked everyone for their involvement over the last year, it is an exciting time and the breadth of activity is incredible such as here at Keats which is so well maintained. He thanked the Trustees, who are themselves volunteers, our employees Karin and Colin. He thanked members for their comments on the Heath Vision, there will shortly be a ten year strategic plan published, alongside a three year management plan.

CG closed the meeting at 18.50.





# Volunteering Highlights - 2017/18

Record membership with 244 volunteers involved

Regular Friday conservation sessions launch on Extension and with Ranger Team

Record annual contribution of 12,256 hours; record monthly average contribution 1,114 hours

Governance: Chairman farewell, new Chair appointed, CIO completed; CoL partnership agreement, AGM at Keats House

Kenwood: Head Gardener elected Trustee; new Garden Team appointed

Office: Project Assistant recruited; 6 volunteers helping, 1200 followers on social media

Ecological Monitoring: record 4 reptile transects, hedgehog and dragonfly projects

2018 Calendar published with Col and Matt Maran

New Hill Head Gardener at Hill, increase sessions at GHP; support with London in Bloom

Evening talks programme launches with inaugural Bobby de Joia Memorial Lecture

11 Volunteer Leaders trained to help run our conservation, WaHH and monitoring programmes

Whitestone Garden: monthly sessions make significant improvements

Volunteer Training: wildflowers, tree and bird ID, habitats, invertebrates, Kenwood, winter trees, geology, first aid, safeguarding

Weekly open volunteer sessions launch through Community Heath at Hive; horticulture focus with therapy and social benefits; summer evening sessions

Regular garden sessions continue at Keats House

Phoenix Futures Recovery through Nature programme continues across Heath; participants complete John Muir Award

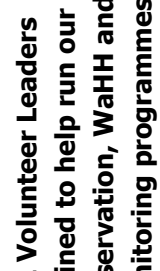
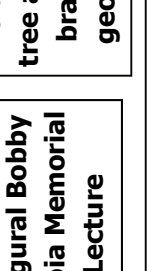
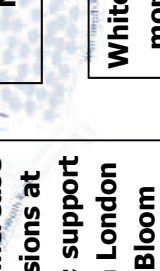
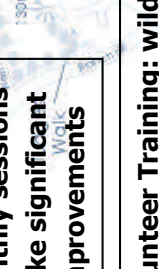
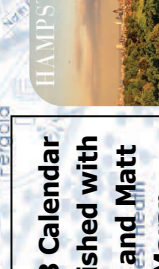
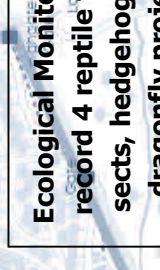
Highgate Wood: weekly conservation sessions fully attended

Friends of Heath Hands launches for those unable to actively volunteer; 20 members recruited

Social: summer barbecue at Old Orchard; Hive Xmas party; trips to Woodberry Wetlands and Burnham Beeches

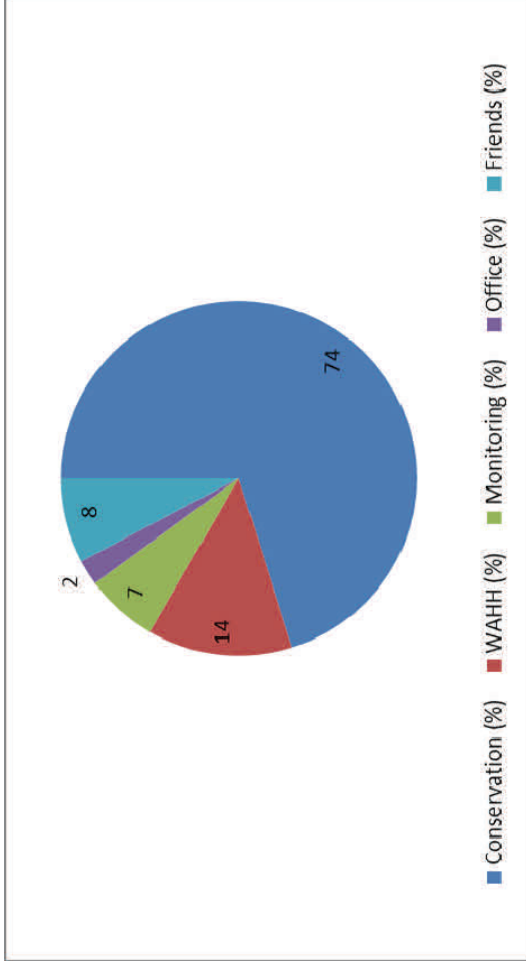
Community Heath project launches to support new visitors and those with additional support needs

Wild about Hampstead Heath: over 6500 visitors engaged since 2015; new activities developed and supervisor recruited

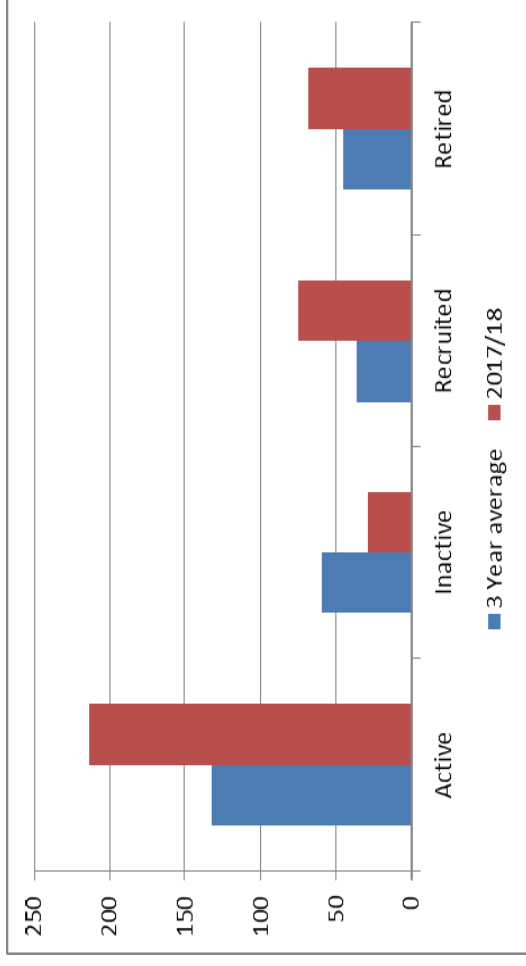




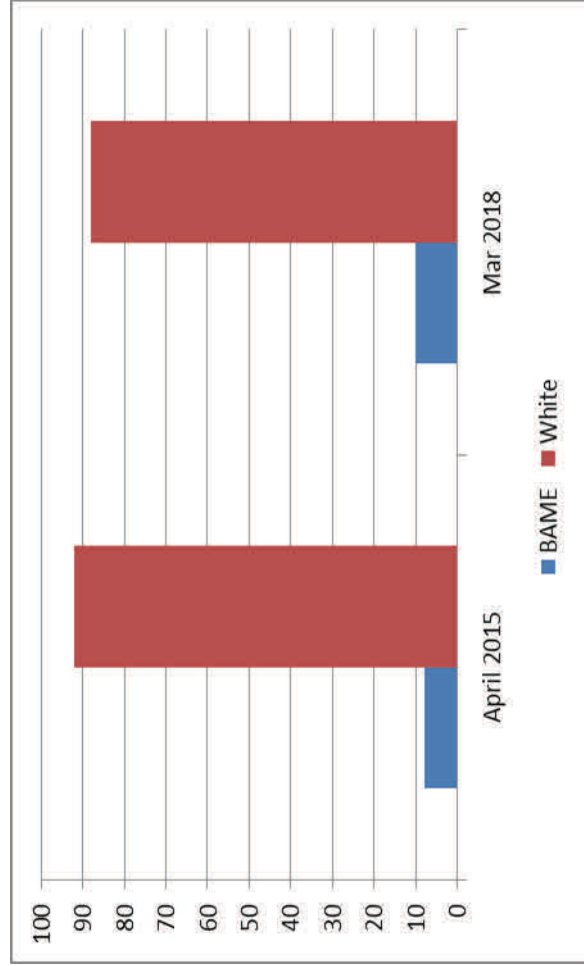
**Fig 1. Volunteer roles (%); Total membership is 244**



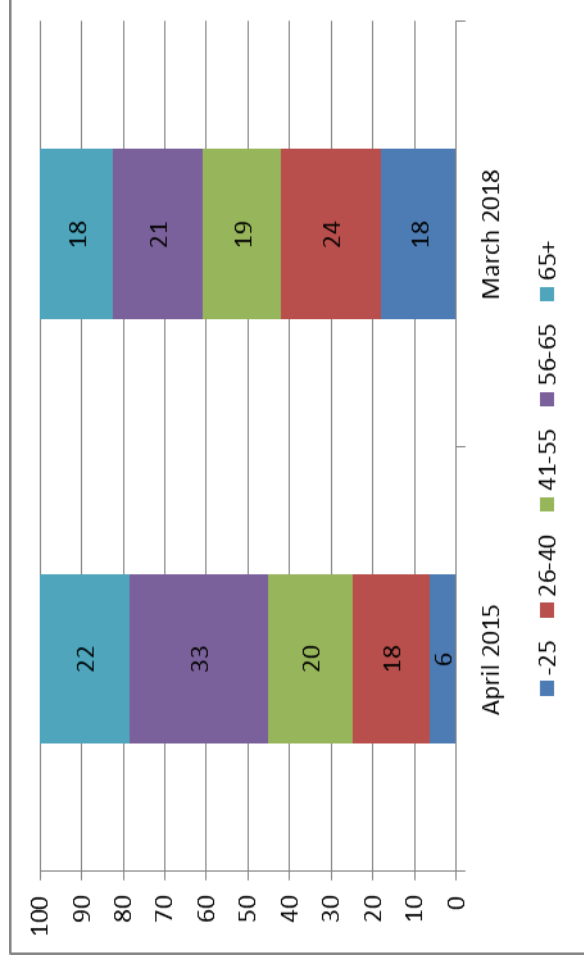
**Fig 2. Membership Activity**



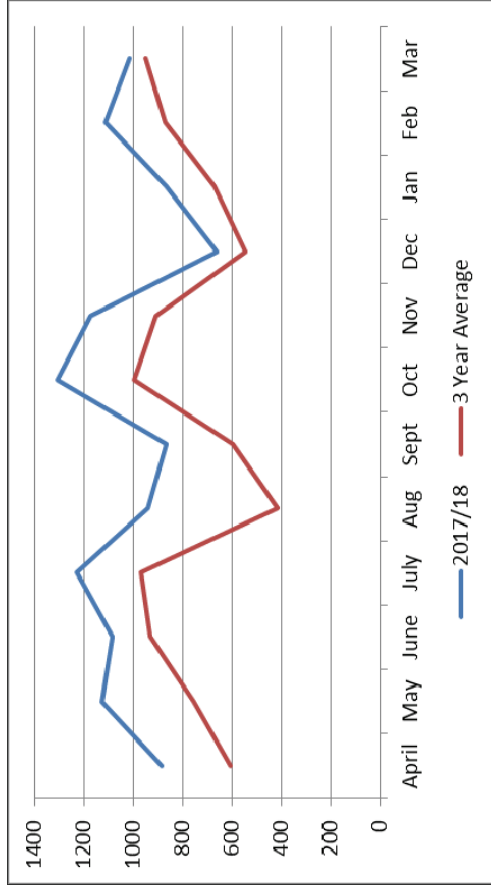
**Fig 3. Volunteers from BAME (Black, Asian and minority ethnic communities) and White backgrounds (target 36% BAME)**



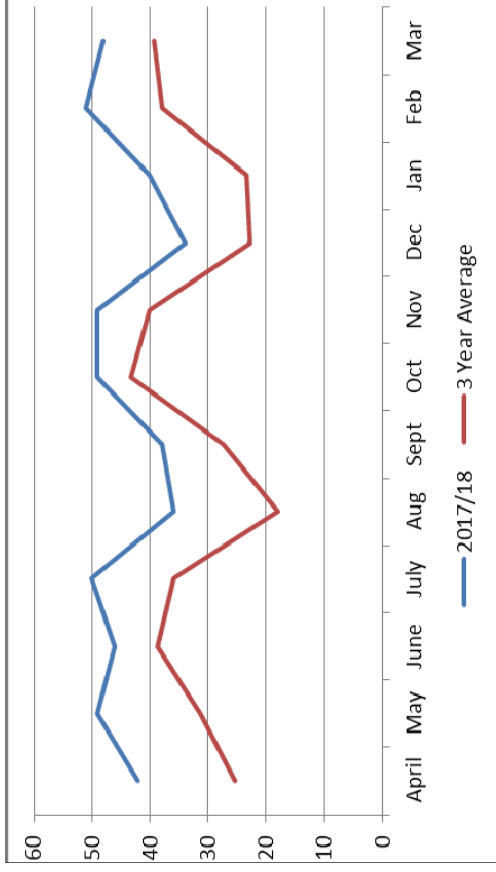
**Fig 4. Age Structure of active volunteers (%)**



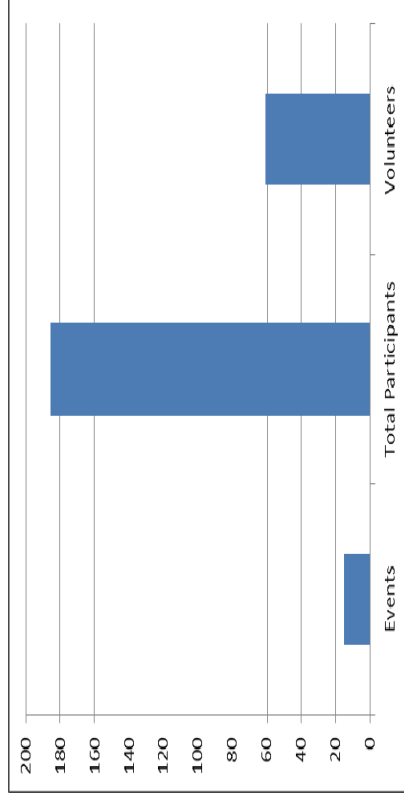
**Fig 5. 2017/18 volunteer hours: 12,256 (blue) versus 3 year average (red)**



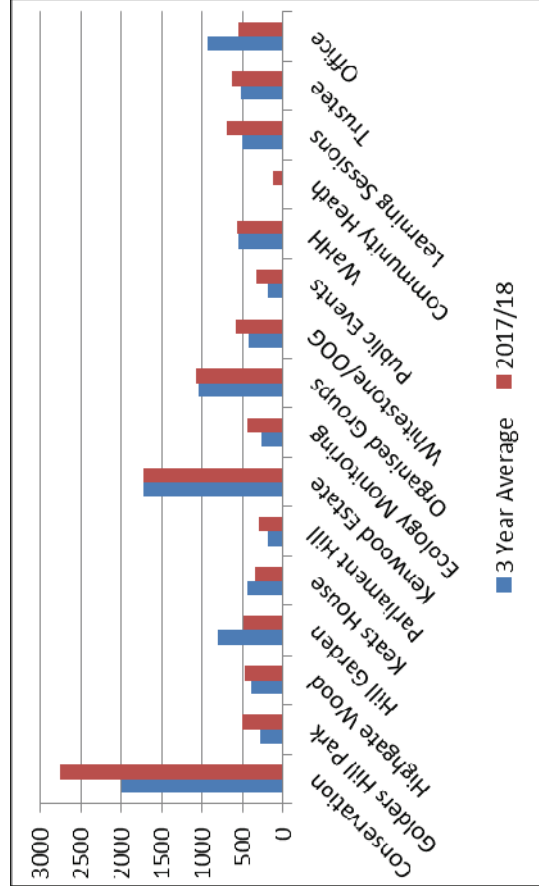
**Fig 6. Volunteer sessions delivered: 532 (blue) versus 3 year average**



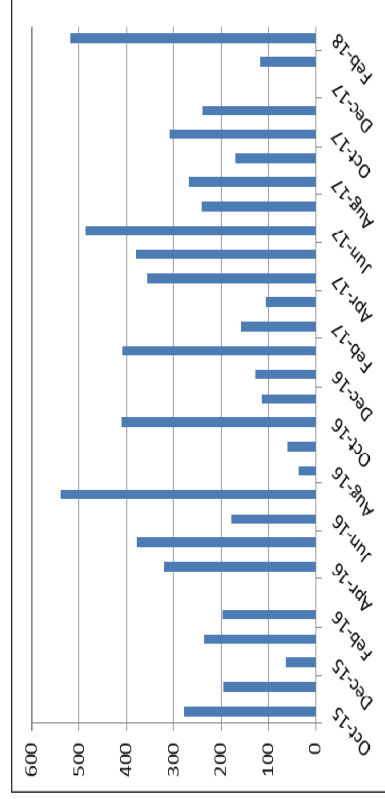
**Fig 8. Community Health: events and participants; target of 800 participants**



**Fig 7. Distribution of Volunteer Activity (hours) versus 3 year average**



**Fig 9. Visitors engaged on WaHH sessions: 6, 888**





**Heath Hands, registered charity no 1083104**  
**Accounts for the period from 1 April to 10 August 2017**

	£	year 2016/2017 £
<b>Receipts</b>		
Group Volunteering	-	1,350
Donations	883	1,645
Grants	6,000	450
Bank Interest	227	363
<b>Total receipts for the year</b>	<b>7,110</b>	<b>3,808</b>
<b>Payments</b>		
Catering	125	1,137
Events	123	1,347
Web & Graphic Design	209	1,778
Equipment	153	712
Conservation Supplies	23	198
Merchandise	-	316
Walks and Talks	595	125
Uniforms	210	3,169
Training	80	220
Volunteer Expenses	89	390
Office Expenses	326	98
Insurance	555	777
Employee	-	-
<b>Total payments for the year</b>	<b>2,488</b>	<b>10,267</b>
<b>Surplus/(deficit) for the period</b>	<b>4,622</b>	<b>(6,459)</b>
<b>Cash funds last year end</b>	<b>71,387</b>	<b>77,846</b>
<b>Cash funds this period end</b>	<b>76,009</b>	<b>71,387</b>
<b>Cash Funds</b>		
CAF Bank CafCash Account	58,562	1,900
CAF Bank Gold Account	17,447	17,445
Scottish Widows Bank	-	52,042
<b>Total Cash funds</b>	<b>76,009</b>	<b>71,387</b>

All the assets, liabilities and activities of the Heath Hands charity no 1083104 were transferred to the newly formed Charitable Incorporated Organisation Heath Hands, charity no 1173419, at the end of 10 August 2017.

The 2016/17 comparative figures cover the full 12 months of that period

  
**Robert Spigel**  
 Trustee

  
**Tony Ghilchik**  
 Independent Examiner

**Heath Hands, registered charity no 1173419**  
**Accounts for the period from 11 August 2017 to 31 March 2018**

£

**Receipts**

Group Volunteering	2,340
Calendar	1,288
Donations	2,672
Grants	9,000
Bank Interest	3
<b>Total receipts for the year</b>	<b>15,303</b>

**Payments**

Catering	467
Events	917
Web & Graphic Design	904
Equipment	91
Conservation Supplies	206
Learning Offer	1,253
Uniforms	1,616
Training	616
Volunteer Expenses	58
Office Expenses	305
Employee	5,064
<b>Total payments for the year</b>	<b>11,497</b>

<b>Surplus/(deficit) for the period</b>	<b>3,806</b>
<b>Cash funds transferred</b>	<b>76,009</b>
<b>Cash funds this period end</b>	<b>79,815</b>

**Cash Funds**

Lloyds Bank	4,815
Lloyds Bank Deposit	20,000
United Trust	35,000
Virgin Money	20,000
<b>Total Cash funds</b>	<b>79,815</b>

The newly formed Charitable Incorporated Organisation, Heath Hands charity no 1173419 took over all the activities, assets and liabilities of the Heath Hands, charity no 1083104, from 11 August 2017.

**Robert Spigel**  
Trustee



**Tony Ghilchik**  
Independent Examiner





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info@heath-hands.org.uk

## 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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