



Cabrera Trust Management Committee AGM

Thursday, 13 July 2023 at 2.30 pm

Committee Room - Civic Centre

Members of the Committee

Councillors: D Coen, C Howorth, J Hulley.

Honorary Wardens: T Ashby, P Beesley, P Grobien, H Lane and M Owen

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Democratic Services, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425622). (Email: democratic.services@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.

4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

5) Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

List of matters for consideration

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Part I

Matters in respect of which reports have been made available for public inspection

1. **Minutes** 4 - 6

To agree and sign the minutes of meeting of the AGM held on 14th July 2022.
2. **Apologies for absence**
3. **Chairman's opening remarks**

Introductions

Purpose of the Annual General Meeting
4. **Annual report** 7 - 9

To receive the Annual Report for the year ended 31 March 2023
5. **Annual inspection of the Trust land** 10
6. **Discussion forum**

This is an opportunity for the Management Committee to give information, and receive questions and comments on matters related to the Trusts funds and Trust land.

Runnymede Borough Council

Cabrera Trust Management Committee AGM

Thursday, 14 July 2022 at 2.30 pm

Members of the Committee present: Councillors C Howorth, J Hulley, P Beesley and P Grobien.

Members of the Committee absent: Councillors D Coen, T Ashby and H Lane.

1 Minutes

The minutes of the last AGM held on 2nd September 2021 were confirmed and signed as a correct record.

2 Apologies for absence

Apologies of absence were received from Councillor D Coen, Darren Williams, Mr T Ashby and Mrs H Lane

3 Chairman's opening remarks

Councillor Howorth welcomed members of the public to the 2022 Annual General Meeting of the Cabrera Trust. The Cabrera Trust land was considered an important part of the Virginia Water Community.

Thanks were given to the volunteer group who kept the Trust land at such a high standard. Special thanks were passed to Pam Thomas who had set up and continued to organise the volunteer group.

The purpose of the Annual General Meeting was to inform local residents of how the Trust had managed the land and how its fund had been spent over the past year, together with a formal report on the current state of the Trust's accounts. The meeting would include a discussion forum, during which residents could ask questions of the Trust Members.

The Cabrera Trust was constituted by Deed of Trust, as amended by a scheme made by the Secretary of State for Education and Science, dated 24 March 1972, and was a registered charity. Runnymede Borough Council was the Trustee.

The Trust was responsible for the management of the open space playing area on Cabrera Avenue and approximately 52 acres of land alongside the River Bourne, known as the Riverside Walk. It was also responsible for the administration and use of the Trust funds.

The Trust Deed required that the Riverside Walk was maintained for the exercise, recreation and benefit of the inhabitants of Virginia Water and the neighbourhood, and the open space on Cabrera Avenue was to be used as a public recreation for the benefit of the same area.

The Management Committee had been set up by the Trustee to provide a clear local focus for the management of the Trust land. The Management Committee comprised of the three Virginia Water Councillors, together with two Council Officers, acting in the capacity of Honorary Treasurer and Honorary Secretary. In addition to this, the Committee had four co-opted members: Mr Ashby, Mr Beesley, Mr Grobien and Mrs Lane. The Chairman thanked the co-opted members for all their help and support over the past year.

4 **Annual report**

Honorary Treasurer's Annual Report

The Honorary Treasurer reported that during the last financial year the Trust had seen a loss of £9,574. On 31st March 2022 the investment value in the M&G Charifund was £130,745. On Friday 8th July 2022 the investment value was £112,500. Additionally due to the shares in Charities Official Investment Fund (COIF) now all being sold the Trust was losing dividend income. The average cost of running the Trust land was approximately £9,000 per annum therefore the funds would only last a maximum of 10 years.

It was noted and agreed that this wasn't sustainable, and the Friends group would need to be set up soonest to generate funding. Mr Beesley reported plans were in place to set up the Friends group in Spring 2023. Mr Beesley mentioned he had had a good working relationship with previous Officers and wanted to have a similar link with new Officers going forward. Officers reported that the Council were currently recruiting, so therefore, it was suggested that Councillor Howorth be a contact between Officers and the Volunteer Group/Honorary Wardens in the interim.

5 **Annual inspection of the Trust land**

Officers reported that several points noted during the annual inspection several actions had been completed.

- The Oak Processionary Moth had been treated and the nests removed
- The nettle overgrowth at the entrance to the Trust land had been removed
- The Forest School was hoping to restart in September 2022
- The mound of fallen trees/twigs had been removed from the southern part of the stream
- The hole in the composite boardwalk had been repaired

A boundary inspection would be undertaken in the future.

6 **Discussion forum**

It was reported that some graffiti had recently appeared on the numbered uprights on the Trust land. The Committee was advised that the Council could get this removed by external contractors but there would be a cost. Phillip Grobien was happy to remove this if he was able to in the first instance. Both Phillip Beesley and two members of the volunteer group in attendance said they would help. The Committee was advised the Green Space team had graffiti wipes which they were happy to supply the volunteers with to aid removal. The group would go back to Council Officers to arrange removal if they were not able to remove effectively.

A member of the public reported that she had a tree coming through her fence from the Trust land. This was breaking her fence and leaning onto her neighbour's summer house. Officers would arrange to meet with the resident and look at rectifying, it was noted that this would most likely need a contractor to undertake this work.

It was agreed that preserving the habitat was paramount and expert advice would be taken to ascertain when intervention was needed along with level of intervention to ensure the natural environment of the land was retained. With regards to cleaning out ditches, the volunteer group were happy to undertake this work when needed.

Encroachment on the Trust land was discussed. As previously agreed, a boundary review would be undertaken. Any property owner who was found to be encroaching on the Trust land, would be given the opportunity to reverse the encroachment in the first instance (this included owners who had placed debris or fly tipped from their property onto the Trust land) if the owner did not rectify then legal action would be taken.

Generally, it was felt that the volunteers had had a good year. Matthew Godfrey (Tree Officer) was thanked for all his excellent help and support. Thanks, were also given the Egham and Staines Conservation Volunteers who had also worked on the Trust land. Generally, it was felt that a lot of progress had been made this year.

Coppicing work needed would be looked at in the Autumn.

Thanks were passed to all volunteers, Officers for all their work relating to the Trust which was an asset for Virginia Water and Runnymede residents in general.

(The meeting ended at 3.08 pm.)

Chairman

CABRERA TRUST
Annual Report for the year ended 31 March 2023

1. Background to the Trust

- 1.1 The Cabrera Trust is constituted by Deed of Trust as amended by a Scheme made by the Secretary of State for Education and Science dated 24th March 1972 and is a registered charity, No. 305020. Runnymede Borough Council is the Trustee. The registered address of the charity is the Runnymede Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH.
- 1.2 The Trust is responsible for the management of the open space playing area on Cabrera Avenue and approximately 52 acres of land alongside the River Bourne known as the Riverside Walk. It is also responsible for the administration and use of the Trust funds. The Trust Deed requires that the Riverside Walk is maintained for the exercise, recreation, and benefit of the inhabitants of Virginia Water and the neighbourhood, and the open space on Cabrera Avenue is to be used as a public recreation ground for the benefit of the same area.
- 1.3 A Management Committee has been set up by the Trustee to provide a clear local focus for the management of the Trust land, with the benefit of professional advice. The Management Committee comprises the three Virginia Water Ward Councillors together with two Council Officers appointed annually by the Community Services Committee of the Council.
- 1.4 During the year the membership of the Committee was:
- The three Virginia Water Ward Members of Runnymede Borough Council:-
Councillor C Howorth
Councillor J Hulley
Councillor D Coen
- Runnymede Borough Council Officers
Honorary Secretary – Community Development Manager (Vacant)
Honorary Treasurer - Mr. P French
- 1.5 The objectives adopted by the Management Committee in the management of the Trust land are to maintain the playing area to a proper standard and, in relation to the Riverside Walk, to retain the major part of the land as an area of natural woodland providing a habitat where a variety of animal and plant species can flourish with part having well marked and maintained footpaths for public access.
- 1.6 In January 2019 the Management Committee adopted a mission statement to reflect these objectives 'To protect and enhance nature conservation interests at the Riverside Walk while promoting safe public access to parts of the site and to provide a well maintained public recreation ground at Cabrera Avenue'

2. The Past Year

- 2.1 A number of volunteer days have been held over the past year. The group have been joined at times by the Egham and Staines Conservation Volunteers. The predominant task of the group has been to clear holly from the north bank of the stream allowing more light onto the woodland floor and improving sight lines. The group have also undertaken the control of Himalayan Balsam and clearing of the stream.

- 2.2 Some tree works have taken place. This has consisted of approx. seven trees which were either a risk to safety or an obstruction. The re-coppicing of trees along riverbank has also taken place.
- 2.3 Several historic fly-tipped items have appeared on the pathways over the past few months. These continue to be removed. The usual cutting of grass and other general maintenance has continued.
- 2.4 The Trust would like to thank the co-opted members – Mrs H Lane, Mr T Ashby, Mr P Beesley, Mrs M Owen for their continued support in managing the Trust's land.

3. Finances

- 3.1 The Charities Act 1993 requires charities with income or expenditure over £25,000 to be subject to an independent examination. The Trust's income and expenditure fell below this threshold in 2022/23 and accordingly no independent examination has been undertaken.
- 3.2 The Statement of Financial Activity showed a deficit for the year of £13,698. All investments held by the trust are with M&G Charifund, this years accounts recorded a deficit in the market value of £7,990.
- 3.3 As at the 31 March 2023, the value of the holding in the M & G Charifund Shares was £122,755. These are held as long term investments and provide a regular income stream. The dividend income received from M & G Charifund for the year was £6,911.
- 3.4 The Balance Sheet shows an overall fund balance of £125,389 as at 31 March 2023, a decrease of £21,688 from the previous year as explained in paragraph 3.2. It is the Trust's aim to maintain balances at a level that will provide sufficient investment income to cover the annual running costs.
- 3.5 Given the Trust's aim, the Members of the Trust committee were advised during the year that the continual withdrawal of the Trust's funds to pay for ongoing revenue expenditure was not sustainable as each investment withdrawal reduces the amount of dividend income available to pay for annual expenses.

Councillor C Howorth
Chairman of the Cabrera Trust Management Committee
14 July 2023

CABRERA TRUST			
Statement of Financial Activity for the year ended 31st March 2023			
2021/2022 Actual £		2022/2023 Actual £	Notes
	Incoming Resources		
6,207	Dividends from M&G Charifund Shares	6,911	
80	Other Income	0	
71	Interest on Internal Investments	203	
<u>6,358</u>	Total income	<u>7,114</u>	
	Expenditure		
	<u>Cost of works</u>		
1,581	Playground Maintenance	211	
931	Maintenance of Recreation Ground	474	
380	Maintenance of Riverside Walk	351	
1,630	Tree works at Riverside Walk	<u>9,366</u>	
		10,402	
709	Administrative expenses	711	
	<u>Management and administrative recharges</u>		
8,700	Supervision of Sites	8,700	
1,000	Legal And Administrative Services	0	
1,000	Financial Services	<u>1,000</u>	
		9,700	
<u>15,932</u>	Total expenditure	<u>20,813</u>	
(9,574)	Net outgoing resources before other recognised losses	(13,699)	
	Other recognised losses		
8,880	Increase/Decrease in valuation of investments	(7,990)	(3)
<u>(693)</u>	Net movement in funds for the year	<u>(21,689)</u>	

Balance Sheet as at 31 March 2023			
31 March 2022 Actual £		31 March 2023 Actual £	Notes
	Investments		
130,745	Investment in M&G Charifund	122,755	(3)
	Current Assets		
16,333	Cash at Bank	2,634	
<u>147,078</u>		<u>125,389</u>	
	Unrestricted income funds		
147,771	Fund balance at 1 April	147,078	
(693)	Net movement in funds for the year	(21,689)	
<u>147,078</u>	Fund Balance at 31 March	<u>125,389</u>	(2)

CABRERA TRUST	
Notes to the Accounts for the year ended 31st March 2023	

- (1) The Statement of Financial Activities has been prepared on an accruals basis.
- (2) All the funds held by the Trust are unrestricted and are available to discharge any of the charitable objectives of the Trust.
- (3) The Trusts Investments in the M&G Charifund are shown on the balance sheet at market value.

INVESTMENTS - MARKET VALUE AT 31ST MARCH 2023	
Market Value compared with book cost	£
Holding	8,276.51
Book Cost	86,500.00
Price @ 31.03.23	14.83
Value @ 31.03.23	<u>122,754.71</u>
Change in value 2022/23	
Carrying value @ 31.03.22	130,744.86
Additions at cost	0.00
Disposals at carrying value	0.00
Add net gain on revaluation	-7,990.15
Carrying value @ 31.03.23	<u>122,754.71</u>

ANNUAL INSPECTION OF THE TRUST LAND

This year the Annual Inspection of the Trust land took place on 6 June and was attended by P Grobien and M Owen together with two Council Officers.

Apologies were received from Mr P Beesley and Peter Joyce

Riverside Walk

The following points were recorded during the inspection: -

- The nettles were obscuring the entrance sign to the site. These would be cut back.
- The entrance sign needed some wood treatment.
- There were some logs in the river which could cause a damming effect if left to build-up.
- It was noted that it would be advisable for the working party to tackle the Himalayan Balsam by the railway bridge on their next visit.
- The question was raised as to whether the bridges and board walks within Cabrera Riverside walk were structurally inspected at regular intervals.
- A group of trees that had fallen into the river would need to be removed by a contractor.
- A mattress and bedding had been dumped on the land. Officers would arrange for these items to be removed.
- Several areas of Himalayan Balsam were noted.
- There was some graffiti on the east side sign. Mr Grobien offered to remove this with materials he had previously been provided with by Runnymede Borough Council.
- The handrail was loose on the east side composite bridge. This would need to be addressed.
- There was a lot of overgrown vegetation at the side of the east bridge which needs pruning back.
- There was a car bonnet and car parts dumped by post 9. These would be removed.
- Several areas of skunk cabbage were noted.

Cabrera Open Space

- Grass and weeds were abundant around the parking spaces in front of the open space. This needed cutting back by the Runnymede Green Space Team.
- The Wet Pore in the park area was lifting in a couple of places.
- The Green Space was left with very long grass around trees, the play area and boundary areas. These areas needed strimming when the mowing took place.
- There were several holes in the grass which needed filling.