

**Confidential Minutes of the Conservators' Pre-Meeting held on  
Monday 13 MAY 2013 at 4pm in the Information Centre,  
Wimbledon Common, London SW19 5NR**

**Present:** Mr D Devons (Chairman),  
Mr A Simon (Vice-Chairman)  
Mrs J Evanson  
Mr D Frampton  
Dr Ros Taylor  
Professor R Touquet

**In attendance:** Mr G Vincent (Clerk & Ranger, Chief Executive)  
Ms P Graystone (Deputy Clerk & Ranger)  
Ms A Evans (PA to the Clerk & Ranger, Chief Executive)  
██████████, Anova

## **1. Apologies**

Sir Ian Andrews

## **2. Annual Report and Financial Accounts**

The Chairman welcomed ██████████ to the meeting.

██████████ began by explaining the new layout of the report. The layout of previous accounts had been unique to the Conservators and he had moved to a new format that was more in line with conventional accounts for charities. He would like to recommend that the Conservators adopt this new format. The Conservators agreed to this recommendation.

**Report** - The text of the report was approved subject to some minor amendments.

**Accounts** - The financial accounts were approved subject to the movement of figures to more suitable columns some further minor amendments

At the request of ██████████, the levy income would be mentioned separately under "Other Income Resources" rather than being included with other grants etc. He felt it important that Levy-payers could see exactly how much was raised by the levy. This was agreed.

██████████ asked that as there was a trading income of more than £36,000, should the Conservators be setting up a separate trading company? ██████████ had thought the limit was £25,000 of earned income but he would look into the matter and advise the Conservators accordingly.

Following a question from ██████████ regarding the "Charity's Activity Costs", it was explained that the RT Clarity under charity activities costs of running the

Ranger's Office were split between the different activities on the Commons, ie security, maintenance etc.

It was confirmed that the recruitment costs related to the costs incurred in that financial year for recruitment of the new Clerk & Ranger. [REDACTED] confirmed that the Conservators were not required to list forward commitments.

[REDACTED] confirmed that logs were not counted as stock because they were given to the Conservators rather than purchased. The Clerk & Ranger commented that the long, cold winter had contributed to the increase in log sales and he did not expect the income from logs to reach that level this year.

[REDACTED] asked for the Conservators' approval to transfer £100,000 from the Conservancy fund to the Special Projects Reserve Fund in order to start building up reserves. Although it was no longer a requirement of the Charity Commission for charities to aim to have a year's expenditure held in reserve, it was agreed that this was a sensible idea.

The meeting finished at 17.05pm