

# MINUTES OF THE BRIDGNORTH COMMUNITY HALL

Annual General Meeting  
held on Monday 23<sup>rd</sup> August 2021 – 7.00pm  
at Bridgnorth Community Hall

Registered Charity No 1050804

## Present:

Mr E Marshall, Councillor C Baines MBE, Councillor N Cooper, Councillor A Buffey,  
Councillor Wellings

## In attendance:

L Jakeman, Clerk to the Trustees  
R Follette, Finance Administration, Bridgnorth Town Council

## 1) Apologies:

R Whittle

## 2) Minutes

The minutes of the AGM meeting, held on 1<sup>st</sup> December 2020, were approved.

## 3) Chairman's Report

*"Unfortunately, the basic purpose and function of the Bridgnorth Community Hall was very severely curtailed by the Covid 19 Pandemic Crisis and the ensuing Government restrictions, recommendations and basic common sense. The hall was only open for business for four months, from the 2<sup>nd</sup> of September to 18<sup>th</sup> December 2020, and this was subject to strict constraints. Many of our regular users chose not to continue their normal meetings during this period.*

*This resulted in a significant reduction in income from room hire, from around £25,000+ per annum to just £4,104.*

*The Bridgnorth Community Hall Charity has a contract with Bridgnorth Town Council for the Council to operate the Hall on its behalf. During this Financial Year the Town Council agreed to waive one of the quarterly fees, resulting in a saving, a reduction, of £5,100 in costs.*

*We were also fortunate in that the Town Council Staff applied for, and were successful, in obtaining 3 grants totalling £20,500. So overall, the charity made a surplus of £2,985 during the Financial Year 2020/2021.*

*The Trustees met once during that year, on 1<sup>st</sup> December 2020, when we had an AGM, followed by a business meeting.*

*From Monday 22<sup>nd</sup> February to Friday 16<sup>th</sup> April 2021, eight weeks in total, the Hall was used by Shropshire Council as a Covid Rapid Testing Centre for the Bridgnorth Area. The Charity made no charge for the use of the Hall during this period.*

#### **4) End of Year Accounts**

- i) The Committee noted that the end of year accounts had been agreed via email previously by the previous Committee due to Covid restrictions being in place and that they had in turn been subject to an independent examination report by John Henry of JDH Business Services. (Copies of which had previously been circulated to committee members. In addition hard copies were available at the meeting for inspection)
- ii) The Committee formally and retrospectively agreed the End of Year 31 March 2021 accounts and noted that the CC16A summary of accounts and the Trustees annual report had recently been submitted to the Charities Commission. website.

#### **b) Election of Officials**

- i) (Note: The Town Council as sole trustee appoints individuals to the management committee and so the current membership is required only to appoint the Chair and Deputy Chair of the Management committee from the current membership).
- ii) The following appointments were approved:
  - iii) Chair – Edward Marshall
  - iv) Deputy Chair – Alexa Buffey

#### **c) Date of Next AGM**

- i) The date of the next meeting was provisionally agreed to be held on Friday 5<sup>th</sup> August 2022.

5) Meeting Closed at 7.15pm

Lee Jakeman  
Clerk to the Trustees  
Bridgnorth Community Hall

Enclosure:

End of Year Summary accounts / Independent Examiner's Report / Charity Commission form 16a

15/04/2021

## Bridgnorth Community Hall Current Year

10:46

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>							0.0%	
1000 Lettings	20,455	4,104	0	(4,104)			0.0%	
1800 Miscellaneous Income	400	20,503	0	(20,503)			0.0%	
1870 Interest Received	26	8	0	(8)			0.0%	
<b>Administration :- Income</b>	<b>20,881</b>	<b>24,614</b>	<b>0</b>	<b>(24,614)</b>				<b>0</b>
4000 Salaries	7,164	0	0	0		0	0.0%	
4001 National Insurance	427	0	0	0		0	0.0%	
4002 Pensions	1,748	0	0	0		0	0.0%	
4019 Recharges to BTC	6,000	15,400	0	(15,400)		(15,400)	0.0%	
4100 Rent	118	0	0	0		0	0.0%	
4115 Water Rates	737	987	0	(987)		(987)	0.0%	
4120 Heat and Light	2,060	2,106	0	(2,106)		(2,106)	0.0%	
4130 Insurance	515	517	0	(517)		(517)	0.0%	
4150 Cleaning	700	768	0	(768)		(768)	0.0%	
4155 Cleaning Materials	264	537	0	(537)		(537)	0.0%	
4170 Repairs	812	510	0	(510)		(510)	0.0%	
4185 Equipment	416	0	0	0		0	0.0%	
4440 Telephone	324	503	0	(503)		(503)	0.0%	
4560 Accountancy	852	264	0	(264)		(264)	0.0%	
4899 Miscellaneous Expenses	570	38	0	(38)		(38)	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>22,706</b>	<b>21,630</b>	<b>0</b>	<b>(21,630)</b>	<b>0</b>	<b>(21,630)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,826)</b>	<b>2,985</b>	<b>0</b>	<b>(2,985)</b>				
<b>Grand Totals:- Income</b>	<b>20,881</b>	<b>24,614</b>	<b>0</b>	<b>(24,614)</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>22,706</b>	<b>21,630</b>	<b>0</b>	<b>(21,630)</b>	<b>0</b>	<b>(21,630)</b>	<b>0.0%</b>	
<b>Net Income over Expenditure</b>	<b>(1,826)</b>	<b>2,985</b>	<b>0</b>	<b>(2,985)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,826)</b>	<b>2,985</b>						

15/04/2021

10:45

**Bridgnorth Community Hall Current Year  
Balance Sheet as at 31 March 2021**

31st March 2020		31 March 2021		
Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	<b>Current Assets</b>			
36,888	Current Bank Account	39,665		
6,611	CCLA Deposit Account	6,619		
43,500			46,484	
	<b>43,500 Total Assets</b>			<b>46,484</b>
	<b>Current Liabilities</b>			
0			0	
	<b>43,500 Total Assets Less Current Liabilities</b>			<b>46,484</b>
	<b>Represented By</b>			<b>46,484</b>
	43,500 General Reserves			<b>46,484</b>
	<b>43,500</b>			<b>46,484</b>

The above statement represents fairly the financial position of the authority as at 31 March 2021 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

**Bridgnorth Community Hall Current Year**

**Bank - Cash and Investment Reconciliation as at 31 March 2021**

**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/03/2021 Current A/C

40,158.06

40,158.06

Other Cash & Bank Balances

6,619.33

46,777.39

Unpresented Payments

293.32

46,484.07

Receipts not on Bank Statement

0.00

46,484.07

**Closing Balance**

All Cash & Bank Accounts

1

Current Bank Account

39,864.74

Other Cash & Bank Balances

6,619.33

**Total Cash & Bank Balances**

46,484.07

01003637  
N 00897 0001/0001



Current Account

Date	Details			
29 Mar 2021	BROUGHT FORWARD			40,156.06
1 Apr	Cheque	001634	100.00	
	Cheque	001636	73.32	
				39,984.74

Account Number 36822779  
Branch sort code 60-03 -26  
National Westminster Bank Plc

BRIDGNORTH COMMUNITY HALL  
BUDGET EXPENSES ACCOUNT



**COIF Charities Deposit Fund**  
Statement of Account

Mrs A L Wilson  
BRIDGNORTH COMMUNITY HALL  
4 St. Leonards Close  
BRIDGNORTH  
Shropshire  
WV16 4EJ

31 March 2021

**Client Name:** BRIDGNORTH COMMUNITY HALL  
**Account Number:** 926390001C - Budget Expenses Account

Statement of account for the quarter ending 31 March 2021

Date	Description	Withdrawn £	Deposited £	Balance £
01/01/21	Brought Forward			6,619.15
04/01/21	Interest retained		0.08	6,619.23
01/02/21	Interest retained		0.04	6,619.27
01/03/21	Interest retained		0.06	6,619.33
31/03/21	Balance Carried Forward			6,619.33

The average Fund yield for this quarter was 0.010% p.a. (0.086% p.a. on balances over £15 million)

Interest for the Quarter is as follows:

Month	Date paid	Amount £
Jan 21	01 Feb 2021	0.04
Feb 21	01 Mar 2021	0.06
Mar 21	01 Apr 2021	0.06

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit [www.ccla.co.uk](http://www.ccla.co.uk)

Please telephone our Client Services team on the number below if you require a new book of deposit and withdrawal slips.

Reports and Accounts, yearly and half yearly are available free of charge on our website [www.ccls.co.uk](http://www.ccls.co.uk). If you require a copy, please contact Client Services team on the number below.

Registered address: Senator House, 85 Queen Victoria Street, London EC4V 4ET. Freephone: 0800 022 3505 please note that telephone lines are recorded.

CCLA Fund Managers Limited (Registered in England No. 8735839) is authorised and regulated by the Financial Conduct Authority under the Financial Services and Markets Act 2000 (FSMA) and is the manager of the COIF Charities Deposit Fund (Registered Charity No. 104249). Deposits taken by the COIF Charities Deposit Fund are exempted from the FSMA under the Financial Services and Markets Act (Exemption) Order 2001.

Please be advised The COIF Charities Deposit Fund report and accounts will be produced in line with FCA requirements the full year accounts will be available within four months after the year end.

Date : 15/04/2021

## Bridgnorth Community Hall Current Year

Page 1

Time: 10:47

Trial Balance for Month No: 12

User : RF

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
200	Current Bank Account			39,864.74	
280	CCLA Deposit Account			6,619.33	
310	General Reserves				43,499.51
1000	Lettings	101	Administration		4,104.00
1800	Miscellaneous Income	101	Administration		20,502.58
1870	Interest Received	101	Administration		7.85
4019	Recharges to BTC	101	Administration	15,400.00	
4115	Water Rates	101	Administration	986.85	
4120	Heat and Light	101	Administration	2,105.82	
4130	Insurance	101	Administration	517.47	
4150	Cleaning	101	Administration	767.83	
4155	Cleaning Materials	101	Administration	536.76	
4170	Repairs	101	Administration	509.52	
4440	Telephone	101	Administration	503.42	
4560	Accountancy	101	Administration	264.00	
4899	Miscellaneous Expenses	101	Administration	38.21	
<b>Trial Balance Totals :</b>				<b>68,113.94</b>	<b>68,113.94</b>
<b>Difference</b>				<b>0.00</b>	





# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Bridgnorth Community Hall

On accounts for the  
period ended

31<sup>st</sup> March 2021

Charity no  
(if any)

1050804

Set out on pages

1-8

Respective responsibilities  
of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's  
statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

05/05/2021

Name:

John Henry

Relevant professional  
qualification(s) or body

ICAEW

Address:

Carreg lwyd

Cefn Bychan Road

Pantymwyn, Flintshire, CH7 5EW



## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

**Charity name: Bridgnorth Community Hall**

**Charity registration number: 1050804**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Provision of a community hall, primarily for the use of the inhabitants of Bridgnorth, without distinction of political, religious and other opinions, including use for meetings, lectures, classes and other forms of leisure and recreation activity with the object of improving the condition of the life for the said inhabitants
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Community Hall is rented out on a regular basis to a variety of community groups (including: dance classes, historical societies, and specific interest or membership groups as well as social and commercial organisations). Furthermore, the Community Hall is frequently rented to local residents for family celebrations and other similar on-off events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In overseeing the management of the Charity members of a management committee operate the functions on behalf of the Sole Trustee (Bridgnorth Town Council). In managing the activities the management committee are mindful that there are obligations laid out by the Charity Commission. Members of the Management Committee have attended specific training on charities from a reputable firm of solicitors and have sought advice from the Town Council's internal auditor who also acts as the independent examiner to the Charity

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not currently grant money to other bodies. It uses its limited funds to maintain the property and provide a service.
Policy on social investment including program related investment	Para 1.38	Not Applicable
Contribution made by volunteers	Para 1.38	There continues to be no contributions made by volunteers other than a small number of Town Councillors who sit on the Management Committee. Bridgnorth Town Council is Sole Trustee as a result of a lack of willing volunteers in the community to carry out the function.
Other		Nil

**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Community Hall has within it a number of rooms available for Hire.</p> <p>There has been very little normal room hire due to the coronavirus pandemic and national lockdowns. Where we have had room hire we have only been unable to have multiple bookings to comply with social distancing guidelines. Any comparisons with previous years is of little value</p> <p>From late February 2021 through to the end of March 2021 the facility was made available for use by the Unitary Authority as a rapid covid testing station for which no charge was levied. The reason for not charging was largely based on the fact that the Unitary Authority and central government had provided significant grant funding to the charity during the course of the year.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not Applicable
Performance of fundraising activities against objectives set	Para 1.41	Not Applicable
Investment performance against objectives	Para 1.41	Not Applicable
Other		Not Applicable

### Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Over the accounting period Income increased from £20,881 to £24,615, however this is almost entirely down to receipt of grant funding and not hall hire income.</p> <p>Similarly, expenditure decreased from £22,707 to £21,630. The reduction is due in part to the Town Council agreeing to waive £5,000 of its annual management fee.</p> <p>The charities cash balances have increased by £2,984</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The general reserve should be at a level that can provide significant investment in the maintenance of the building as it becomes older. Over time the need to replace or tend to expensive items (roof/ windows/ heating systems will increase. It is pleasing to note a small increase this year. It is considered that the current levels of the reserve are at the low end of where the management committee would like it to be.</p>
Amount of reserves held	Para 1.22	£46,484
Reasons for holding zero reserves	Para 1.22	Not Applicable
Details of fund materially in deficit	Para 1.24	Not Applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not Applicable

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Normally, the prime source of income is through room hire but this year has been through grant funding.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Charity has no investments
A description of the principal risks facing the charity	Para 1.46	We are hopeful that groups and individuals will return to make bookings relatively quickly, but this might take some time for the Hall to be used by more than one group at a time (multiple occupants). Without some continued government support in these circumstances then there is some small risk that many of the fixed costs will remain much the same, but income will drop. The Hall's financial viability might come into question in 2 or so years if bookings do not return to pre-pandemic levels within 18 months.
Other		Not Applicable

**Structure, Governance and Management**

Description of charity's trusts:		
Type of governing document	Para 1.25	Trust Deed
How is the charity constituted?	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Town Council is Sole Trustee and appoints members (currently town councillors) to a management committee.

**Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	None
The charity's organisational structure and any wider network with which the charity works	Para 1.51	None
Relationship with any related parties	Para 1.51	The Town Council is Sole Trustee. The Management Committee have agreed through a Charity Commission S105 Order a formal arrangement with the Town Council to manage and service the Community Hall
Other		None

**Reference and Administrative details**

Charity name	Bridgnorth Community Hall
Other name the charity uses	Low Town Community Hall
Registered charity number	1050804
Charity's principal address	Bridgnorth Community Hall Severn Street Bridgnorth Shropshire WV15 6BB

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Bridgnorth Town Council	as sole Trustee		Bridgnorth Town Council
2	N/A			

**Corporate trustees – names of the directors at the date the report was approved**

Director name	
N/A	

**Report Approved by Members of the Management Committee 27<sup>th</sup> May 2020**

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
Bridgnorth Town Council	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Nil		

#### Name of chief executive or names of senior staff members (Optional information)

Lee Jakeman PSLCC, Clerk To Trustees
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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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### Other optional information

Nil
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### Declarations

The trustees declare that they have approved the trustees' report above.

#### Signed on behalf of the charity's trustees

Signature(s)	<i>E Marshall</i>	
Full name(s)	Edward Marshall	
Position (eg Secretary, Chair, etc)	Chair of the Management Committee	
Date	4 <sup>th</sup> May 2021	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Bridgnorth Community Hall

1050804

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2020		31/03/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall hire (1000)	4,104	-	-	4,104	20,455
Interest from investments (1870)	-	-	-	-	-
Miscellaneous Income	20,503	-	-	20,503	400
CCLA Interest	8	-	-	8	26
<b>Sub total (Gross income for AR)</b>	<b>24,615</b>	<b>-</b>	<b>-</b>	<b>24,615</b>	<b>20,881</b>
<b>A2 Asset and investment sales, (see table).</b>					
Nil	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>24,615</b>	<b>-</b>	<b>-</b>	<b>24,615</b>	<b>20,881</b>
<b>A3 Payments</b>					
Salaries/NI (4000/4001)	-	-	-	-	7,591
Pension (4002)	-	-	-	-	1,748
Recharges to BTC (4019)	15,400	-	-	15,400	6,000
Workwear (4070)	-	-	-	-	-
Rent (4100)	-	-	-	-	118
Water Rates (4115)	987	-	-	987	737
Heat & Light (4120)	2,106	-	-	2,106	2,060
Insurance (4130)	517	-	-	517	515
Licences (4131)	-	-	-	-	-
Cleaning (4150)	768	-	-	768	700
Cleaning Materials (4155)	537	-	-	537	264
Repairs (4170)	510	-	-	510	812
Equipment	-	-	-	-	416
Telephone/Broadband (4440)	503	-	-	503	324
Accountancy (4560)	264	-	-	264	852
adjustment for roundings	1	-	-	1	-
Miscellaneous	38	-	-	38	570
<b>Sub total</b>	<b>21,631</b>	<b>-</b>	<b>-</b>	<b>21,631</b>	<b>22,707</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Nil	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,631</b>	<b>-</b>	<b>-</b>	<b>21,631</b>	<b>22,707</b>
<b>Net of receipts/(payments)</b>	<b>2,984</b>	<b>-</b>	<b>-</b>	<b>2,984</b>	<b>1,826</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>43,500</b>	<b>-</b>	<b>-</b>	<b>43,500</b>	<b>45,325</b>
<b>Cash funds this year end</b>	<b>46,484</b>	<b>-</b>	<b>-</b>	<b>46,484</b>	<b>43,499</b>



**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account - Nat West	39,865	-	-
	Deposit Account - CCLA	6,619	-	-
		-	-	-
	<b>Total cash funds</b>	<b>46,484</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

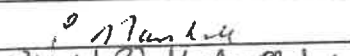
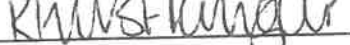
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Nil	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Nil		-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Chattels	unrestricted	-	17,179
	Community Hall	unrestricted	-	366,666
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Nil		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	EDWARD MARSHALL	4/05/21
	KIRSTIE HURST-KNIGHT	5/05/21