



Food Matters Foundation

Report of the trustees and unaudited financial statements
for the year ended 31 March 2020

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Food Matters

Where we began...

Food Matters started life as a not-for-private-profit organisation in 2003, when the founding Directors recognised a need to support local areas understand how to translate national and European food policy into meaningful strategies and actions to make their local food systems fairer, more sustainable, more joined-up and relevant to their circumstances.

In those early years Food Matters' pioneering work to develop the Brighton and Hove Food Partnership, the ground-breaking Sustainable Food Places programme and our innovative food and wellbeing work in communities helped develop the principles by which Food Matters continues to work today.

However, much has changed since 2003 – increasing levels of food related inequalities; the rise in diet related disease (most notably obesity and diabetes); recognition of the impact of agricultural industries on the climate and nature emergencies; and the potential impact on our food economy from exiting the European Union – and Food Matters is even more determined to find new and innovative ways to work towards fairer, healthier and more sustainable food systems.

To support our work in this ever-changing landscape Food Matters is now a charity (since 2018) and our work continues to strive towards healthy, sustainable, fair food becoming a reality for everybody, every day. We work to deliver change in policy and practice through innovative, participatory, citizen-led, whole-systems approaches. And we work with communities to build capacity because we believe that change happens when policy interventions align with people's ability to make change happen.

We have a unique approach to strategic food work, supported by three core principles:

1. **Participation** – We put people at the centre of all our work.
2. **Collaboration** – We bring together multiple perspectives to achieve outcomes greater than the sum of their parts.
3. **Innovation** - We test ideas, pilot initiatives and support programmes so the best of them can take root and flourish.

We work nationally and locally, on our own projects and in partnership with other organisations, and at both strategic policy and community levels.

All our projects are characterised by two clear motives:

1. pioneering innovative approaches that address the most challenging issues; and
2. exploring initiatives focused on particularly marginalised and excluded communities.

Working nationally

Food Matters and Sustainable Food Places (formerly known as Sustainable Food Cities)



Food Matters works in partnership with Sustain and the Soil Association to deliver the nationally significant Sustainable Food Places programme. Food Matters has overall responsibility for the Training and Development element of the work alongside strategic input into the wider aspects of the programme.

The programme supports cities, towns and regions to develop whole-systems approaches to deliver sustainable food policies and practice through the development of food partnerships and food strategy action plans. It draws together a wide base of statutory and voluntary sector organisations, businesses and residents to work collaboratively towards building a sustainable food economy.

In December 2019 the Sustainable Food Cities programme secured new funding from the current funder, the Esmée Fairbairn Foundation, and a new funder, The National Lottery Community Fund. The total combined funding is **£5 million for a 5-year Phase 3 programme** under the new name **Sustainable Food Places**. The success of this funding bid is a huge testament to the impact that local food partnerships across the UK are having in creating healthier, more sustainable and resilient food systems.

This increase in funding saw a significant expansion in programme delivery in this year, with Food Matters playing a key role. The new phase includes a range of activities, including:

- supporting and guiding members to achieve bronze, silver and gold awards,
- adapting and extending the model to new places, regions and structures,
- developing a peer-to-peer mentoring and support programme,
- helping to build dynamic local movements of active food citizens,
- putting community representation at the heart of local food governance, and
- ensuring a strong collective and strategic voice in national food policy and direction.

One of the highlights of the Sustainable Food Places programme this year was the 6th annual Conference, hosted by Newcastle Food Partnership on the 12th and 13th June 2019. The annual conference welcomed more delegates than ever, with over 180 people travelling from 63 places across the UK: a fantastic gathering of old and new members and a re-energising of determined activists, policy makers, community advocates, growers and many more.

The conference was opened by Olivier De Schutter, the former United Nations Special Rapporteur on the right to food, included inspiring presentations and workshops on a diverse range of topics, and saw nine members gaining Sustainable Food Places awards.

Food Matters Inside and Out (FMIO)

The Food Matters Inside and Out FMIO programme works across the prison system to make food within prisons a feature of wellbeing and rehabilitation. The aim is to enable prisoners to better access healthier food, supporting better mental health and well-being and contributing to rehabilitation goals.



This programme works by:

- increasing the knowledge and confidence of prisoners to make healthier choices;
- supporting prisons to make changes to menu choices, ingredients, cooking, information and purchasing to provide healthier options; and
- working at national level to influence top-down policy.

“I found the course very helpful to understand foods that are doing us both good and bad inside the prison. I believe the course could help the whole prison system to understand their diets, to be healthier for the future.”

Course participant



During this year FMIO staff continued to push for food and health related policy change through dialogue with the Ministry of Justice and Her Majesty's Prison and Probation Service, Public Health England, and contract service delivery partners Bidfood and Bookers; and by liaising with senior teams both to explore and promote strategic actions that facilitate improvements to the procurement contract to provide better ingredients, and to explore developing nutrition and food standards and guidelines.

As a result of the evaluation report from the Food Matters Inside and Out programme at HMP Wandsworth (2017) the prison catering service is now working with Public Health England to introduce nutrition guidelines.

“Food Matters Inside and Out is one of the most robust small studies in a prison that I’ve seen.”

HMP Wandsworth, the then Deputy Governor

In December 2019 Food Matters was successful in securing a two-year innovation grant from the Ministry of Justice to work in the female prison estate to develop the Food Matters Inside and Out holistic food-based approach to enable women prisoners to make informed, balanced food choices and develop positive attitudes towards food.

This project was due to start at the very close of this financial year but was postponed due to the Covid-19 pandemic. The programme is now due to start in October 2020.

Food Matters Through the Gate

Through training and facilitation this project supports ex-offenders to make healthier, more informed food choices to improve their physical and mental wellbeing and that of their families. Food is important in a number of ways, providing not only nutrition for health, but also opportunities: for social interaction, to strengthen family ties, as a means to express and reinforce cultural or religious identity, and to give pleasure in what might otherwise be a difficult and stressful life.

In partnership with Community Rehabilitation Companies, local probation services and voluntary sector support organisations, this project works with offenders and ex-offenders from local prisons, both prior to release and through the gate beyond release, delivering workshops as part of resettlement, to teach food-related life skills. These courses include healthy eating, cooking, menu planning, budgeting, shopping, social eating and food-related parenting skills. The project also includes courses with a network of volunteer mentors, whose role is to support offenders’ transition into the community.

“Having a healthier diet helps me to improve my self-esteem, because I’m being more caring of my body. It helps me, dealing with depression and other negative emotions.”

Course participant

We are fund-raising to continue this vital work.

Working locally



Our Cookery in the Community programme is focused on delivering the Kitchen Kick Start project - cookery and budgeting courses for looked-after young people, insecurely housed vulnerable young people, young mums in supported accommodation, and those who are on the cusp of leaving the care system.

In this year the Kitchen Kick Start project has worked across Brighton & Hove City and in East Sussex, delivering cooking and budgeting sessions with young mums who are living in supported housing to develop their skills and self-assurance to be independent and confident parents, and to live productive, happy lives.

This year the project has been funded by the People's Postcode Lottery and the Swire Foundation.

Through this funding the Kitchen Kick Start programme has been able to develop a fledgling volunteer mentoring scheme, encouraging some of the cookery session participants to go on to get involved in programme delivery. We plan to continue and expand this mentoring programme in the next year.



We have also developed and run a number of 'train the trainer' session and developed a support package for Support and Key Workers enabling them to assist their clients and residents to be confident with cooking, a crucial life skill. The aim is to see food, wellbeing and cookery training become integrated into supported housing and independent living skills programmes and therefore build a legacy beyond the Kitchen Kick Start project.

Brighton and Hove Food Partnership

Nationally significant, the Brighton and Hove Food Partnership is one of the UK's leading Food Partnerships, delivering a whole-system approach to food policy and practice across Brighton and Hove City. Food Matters was integral to the Partnership's development, growth and continued profile and success. From its inception Food Matters has had a seat on the Board and since November 2015 Food Matters' Director has been chair of the BHFP Board.

Food Matters also supports the work of the Food Partnership through promoting it as an exemplar of best practice nationally through the Sustainable Food Places programme – the Brighton & Hove Food Partnership became the UK's first silver Sustainable Food City in 2015 and expects to be the first city in the UK to be awarded the coveted Sustainable Food Places (see page 4) Gold Award in 2021.



Strategy Work

Good Food Greater Manchester

During the latter part of the last financial year (2018-19) Food Matters was commissioned to work with Greater Manchester Health and Social Care Partnership (GMHSCP) and Good Food Greater Manchester (GFGM) to develop a comprehensive food systems review of the food landscape across Greater Manchester and a governance review for the GFGM, with the aim of developing a five-year city-region food strategy and action plan. The work involved multiple stakeholder interviews, stakeholder engagement focus groups and workshops, comprehensive research and analysis of the current situation.

The final stage of the work took us into this current year and resulted in two research reports, one outlining evidence-based actions and interventions, recommendations and action planning for the 5-year food strategy; and the second providing a comprehensive analysis of the options for robust leadership and partnership working to take forward the proposed five-year food action plan.

Food Matters staff presented the research findings to the Mayor, Andy Burham, at a Greater Manchester Food Poverty Alliance conference. They also presented summary reports at the Greater Manchester Combined Authority - Green Summit 2019.

Waltham Forest Food Growing Strategy

In January 2020 Food Matters was commissioned to develop a Food Growing Strategy for the London Borough of Waltham Forest that includes a rolling three-to-five-year delivery plan built around a framework of collaborative stakeholder engagement. Through this process the council aims to support effective partnership working across the borough to deliver the strategy through a range of food-growing-related activities and actions.

The council wants to ensure that locally grown, healthy, environmentally and socially sustainable food is affordable and accessible to everyone living and working in Waltham Forest, thus becoming one of the lead food boroughs in London. Food Matters is developing the strategy through a consultative process that brings together stakeholders from across the borough to determine how best this agenda can move forward.

This work is due to complete next year.

Facilitation and Participation Work

Food Matters has built a unique reputation for innovative facilitation and participation work both nationally and locally. This area of our work involves developing and facilitating workshops and major events, running training sessions, speaking at events, and supporting organisations to develop facilitation skills within their existing workforce.

During this year Food Matters has worked with a range of local and national organisations to support greater participation, and has facilitated conferences, workshops and online sessions including:

- Regulation Coalition Forum on-line workshop - GM Freeze campaign
- Single use plastic conference - Brighton and Hove Food Partnership
- Food Waste strategy event - Brighton and Hove Food Partnership
- Surplus Food Network Review - Brighton and Hove Food Partnership
- Pupil Voices - School Food Matters
- Adur and Worthing Food Summit - Adur & Worthing Councils
- Towards Zero Carbon 2030 conference - Adur & Worthing Councils

Food Matters also invests in future students, campaigners and professionals working in the food and health arena by contributing to teaching and training modules.

Financial Review

For the year ended 31 March 2020, total incoming resources amounted to £131,259 a decrease from £186,863 in the previous year. Last year's income included cash assets transferred from Food Matters Ltd to the charity which increased overall income. The expenditure for 2019-2020 was £142,608, an increase of £28,923 from £113,685 last year. 2018/19 was a shorter reporting year (11 months - this was the charity's first reporting year) so some of the increase in 2019/20 is due to a full 12 months reporting year the remaining increases are due to increases in project activities.

Any funds described as 'restricted income' are available only for the specific projects or purposes determined by the funders. In addition, the charity holds 'designated funds' which have been raised for a specific project or purpose.

The full Statement of Financial Activities is set out in the accounts below.

Reserves

As part of the 2019 - 2020 year-end process, guided by the Treasurer, the Food Matters' Trustees reviewed the charity's Reserves Policy.

It was confirmed that the policy was still valid and that Food Matters would maintain free reserves:

- it has no endowment funding and is entirely dependent on income funding from year to year, which is inevitably subject to fluctuation, and
- it requires protection against, and the ability to continue operating despite, catastrophic or lesser but damaging events.

To this end, Food Matters aims to accumulate reserves equal to three to six months' unrestricted expenditure. It is deemed that in the financial year covered by this report that the charity's reserves were adequate to ensure the charity was able to meet all current, known and some estimated possible future liabilities. Our unrestricted funds currently stand at £29,513.

Structure, governance and management

Food Matters registered as a Charitable Incorporated Organisation on 24th April 2018. The charity is governed under its Constitution. The Trustees have a responsibility to ensure that all aspects of the charity's activities are properly conducted and carried out in full compliance with its Constitution. The Trustees normally meet at least three times a year and attend an additional strategy day together with Food Matters staff. All Trustees give their time voluntarily and receive no benefits from the charity. No expenses were claimed by any Trustee during the year.

Recruitment and appointment of new trustees

The Trustees are appointed under the terms of the Constitution. Each new Trustee is given a copy of the Constitution, details of their responsibilities as a charity trustee, contact details of fellow Trustees and employees, background on the charity's strategy and current projects and other information useful in pursuing their role. New Trustees are recruited in consultation with the Director to ensure that the requisite skills are available to support the charity's activities.

Staff, training and fair pay

Food Matters has four core members of staff and is governed by a board of five trustees. Our work is also enhanced by a group of experienced and expert freelancers and we recruit high-quality volunteers to support our project work.

As a small charity we are entitled to free membership of The Foundation for Social Improvement (FSI) and the Small Charities Coalition, both of which offer affordable training and advice services, and we are committed to offering all staff opportunities for continuing professional development.

Food Matters is an accredited Living Wage Employer, committed to paying at least the Living Wage, as calculated by the Living Wage Foundation, which reflects the cost of living. This year, we have developed and introduced a pay ratio policy to ensure that we maintain a fair pay ratio between the highest and lowest earners. This pay ratio calculation shows that Food Matters' pay ratio is between 2:1 (1) and 3:1 (2), well below the third-sector average.

Role of Trustees

The Trustees provide governance and develop policy for the charity and accept ultimate legal authority for it. The Trustees formulate and regularly review the long- and short-term strategic aims of the charity as well as setting specific goals and priorities. The Trustees approve budgets and are responsible for the good stewardship of the charity's resources. They work in partnership with the Director with a view to furthering the charity's objectives.

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom

Generally Accepted Accounting Practice).

Public Benefit

The Trustees are aware of Charity Commission guidance on public benefit reporting as set out in Section 17 of the Charities Act 2011. They believe Food Matters fulfils a fundamental public benefit by promoting food systems that improve the health, education and wellbeing of individuals and communities, and protect and enhance the environment.

This report was approved by the Board of Trustees on 8th September 2020 and signed on its behalf, by:

Colin Havard, Treasurer of the Board of Trustees

Independent Examiner's Report to the trustees of Food Matters Foundation

Report to the trustees of Food Matters Foundation on accounts for the period ended 31 March 2020.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31 March 2020.

Respective responsibilities of trustees and examiner

As the charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not required for this year (under section 144(2) of the 2011 Act and that an independent examination is needed.

It is my responsibility:

- To examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(b) of the 2011 Act;
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 the course of 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 2011 Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



Philip Woodgate (Oct 9, 2020 11:59 GMT+1)

Signed:

Date: Sept 8th, 2020

Name: Philip Woodgate

Professional Body: ACCA

Address: Unit 45, Newhaven Enterprise Centre, Newhaven, East Sussex, BN9 9BA

Charity information

| | |
|----------------------------------|--|
| Trustees | Charlie Powell Kath Dalmeny Tim Marsh Colin Havard Lindy Sharpe |
| Charity Number | 1178078 |
| Registered Office Address | Food Matters Foundation Community Base 113 Queens Road Brighton BN1 3XG |
| Accountants | Craker Business Solutions LTD 3 Rose Cottages Lewes Road Danehill RH17 7ET |
| Independent Examiner | Philip Woodgate Unit 45 Newhaven Enterprise Centre Newhaven East Sussex BN9 9BA |

Chartered Accountant's report to the trustees of Food Matters Foundation on the preparation of the receipt and payment accounts for the Period Ended 31 March 2020

In order to assist you to fulfil your duties under the Charities Act 2011, I have prepared for your approval the accounts of Food Matters Foundation For The Period Ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes from the charities accounting records and from information and explanations you have given to us.

As a practising member of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulationsstandardsandguidance>.

This report is made solely to the Trustees of Food Matters Foundation, as a body, in accordance with the terms of our engagement letter dated 8 October 2018. Our work has been undertaken solely to prepare for your approval the accounts of Food Matters Foundation and state those matters that we have agreed to state to the Trustees of Food Matters Foundation, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Food Matters Foundation and its Trustees, as a body, for our work or for this report.

It is your duty to ensure that Food Matters Foundation has kept adequate accounting records and to prepare accounts that give a true and fair view of the assets, liabilities, financial position and receipt and payments of Food Matters Foundation.

We have not been instructed to carry out an audit or independent examination of the accounts of Food Matters Foundation. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Craker Business Solutions LTD

Craker Business Solutions LTD (Oct 8, 2020 10:04 GMT+1)

Craker Business Solutions LTD.

Sept 8th, 2020

Chartered Accountants

3 Rose Cottages

Lewes Road

Danehill

West Sussex

RH17 7ET

| | | | | | |
|--------------------------------|----------|------------|-----------------|----------|--|
| Food Matters Foundation | | Charity No | 1178078 | | |
| | | Company No | | | |
| Annual accounts for the period | | | | | |
| Period start date | 01.04.19 | To | Period end date | 31.03.20 | |

Section A Statement of financial activities (including summary income and expenditure account)

| Recommended categories by activity | Guidance Note | Unrestricted funds | Restricted income funds | Endowment funds | Total funds | Prior year funds |
|--|---------------|--------------------|-------------------------|-----------------|-------------|------------------|
| | | £ F01 | £ F02 | £ F03 | £ F04 | £ F05 |
| Income (Note 3) | | | | | | |
| Income and endowments from: | | | | | | |
| Donations and legacies | S01 | - | - | - | - | 96,879 |
| Charitable activities | S02 | 13,038 | 113,385 | - | 126,423 | 88,616 |
| Other trading activities | S03 | 139 | - | - | 139 | - |
| Investments | S04 | - | - | - | - | - |
| Separate material item of income | S05 | - | - | - | - | - |
| Other | S06 | 63 | 4,634 | - | 4,697 | 1,368 |
| Total | S07 | 13,240 | 118,019 | - | 131,259 | 186,863 |
| Expenditure (Notes 6) | | | | | | |
| Expenditure on: | | | | | | |
| Raising funds | S08 | 9,508 | 75 | - | 9,583 | 407 |
| Charitable activities | S09 | - | 97,843 | - | 97,843 | 56,304 |
| Separate material expense item | S10 | - | - | - | - | - |
| Other | S11 | 17,249 | 17,933 | - | 35,181 | 56,974 |
| Total | S12 | 26,757 | 115,851 | - | 142,608 | 113,685 |
| Net income/(expenditure) before tax for the reporting period | | | | | | |
| Tax payable | S13 | - 13,517 | 2,168 | - | - 11,349 | 73,178 |
| | S14 | - | - | - | - | - |
| Net income/(expenditure) after tax before investment gains/(losses) | | | | | | |
| Net gains/(losses) on investments | S15 | - 13,517 | 2,168 | - | - 11,349 | 73,178 |
| | S16 | - | - | - | - | - |
| Net income/(expenditure) | S17 | - 13,517 | 2,168 | - | - 11,349 | 73,178 |
| Extraordinary items | S18 | - | - | - | - | - |
| Transfers between funds | S19 | - | - | - | - | - |
| Other recognised gains/(losses): | | | | | | |
| Gains and losses on revaluation of fixed assets for the charity's own use | S20 | - | - | - | - | - |
| Other gains/(losses) | S21 | - | - | - | - | - |
| Net movement in funds | S22 | - 13,517 | 2,168 | - | - 11,349 | 73,178 |
| Reconciliation of funds: | | | | | | |
| Total funds brought forward | S23 | 43,030 | 30,148 | - | 73,178 | - |
| Total funds carried forward | S24 | 29,513 | 32,316 | - | 61,829 | 73,178 |

Section B Balance sheet

| | Guidance Note | | | | | |
|---|---------------|--------------------|-------------------------|-----------------|-----------------|-----------------|
| | | Unrestricted funds | Restricted income funds | Endowment funds | Total this year | Total last year |
| | | £ | £ | £ | £ | £ |
| | | F01 | F02 | F03 | F04 | F05 |
| Fixed assets | | | | | | |
| Intangible assets (Note 15) | B01 | - | - | - | - | - |
| Tangible assets (Note 14) | B02 | 360 | - | - | 360 | 598 |
| Heritage assets (Note 16) | B03 | - | - | - | - | - |
| Investments (Note 17) | B04 | - | - | - | - | - |
| Total fixed assets | B05 | 360 | - | - | 360 | 598 |
| Current assets | | | | | | |
| Stocks (Note 18) | B06 | - | - | - | - | - |
| Debtors (Note 19) | B07 | 582 | 34,020 | - | 34,602 | 17,024 |
| Investments (Note 17.4) | B08 | - | - | - | - | - |
| Cash at bank and in hand (Note 24) | B09 | 33,357 | 38,461 | - | 71,818 | 77,964 |
| Total current assets | B10 | 33,939 | 72,480 | - | 106,419 | 94,988 |
| Creditors: amounts falling due within one year (Note 20) | B11 | 4,785 | 40,164 | - | 44,950 | 22,408 |
| Net current assets/(liabilities) | B12 | 29,153 | 32,316 | - | 61,470 | 72,580 |
| Total assets less current liabilities | B13 | 29,513 | 32,316 | - | 61,829 | 73,178 |
| Creditors: amounts falling due after one year (Note 20) | B14 | - | - | - | - | - |
| Provisions for liabilities | B15 | - | - | - | - | - |
| Total net assets or liabilities | B16 | 29,513 | 32,316 | - | 61,829 | 73,178 |
| Funds of the Charity | | | | | | |
| Endowment funds (Note 27) | B17 | - | - | - | - | - |
| Restricted income funds (Note 27) | B18 | - | 32,316 | - | 32,316 | 30,148 |
| Unrestricted funds | B19 | 29,513 | - | - | 29,513 | 43,030 |
| Revaluation reserve | B20 | - | - | - | - | - |
| Fair value reserve | B21 | - | - | - | - | - |
| Total funds | B22 | 29,513 | 32,316 | - | 61,829 | 73,178 |

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

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

Colin Havard
Colin Havard (Oct 8, 2020 09:32 GMT+1)

| Print Name | Date of approval dd/mm/yyyy |
|--------------|--------------------------------|
| Colin Havard | 08.09.2020 |

Signature of director authenticating accounts being sent to Companies House

Colin Havard
Colin Havard (Oct 8, 2020 09:32 GMT+1)

| Signature | Date dd/mm/yyyy |
|--------------|--------------------|
| Colin Havard | 08.09.2020 |
| | Print name |