REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 29TH FEBRUARY 2020

FOR

WORCESTERSHIRE BREAST UNIT HAVEN

F A Magee & Co
Chartered Accountants
Registered Auditors
Wimborne House
4-6 Pump Lane
Hayes
Middlesex
UB3 3NB

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 29TH FEBRUARY 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 29th February 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Worcestershire Breast Unit Haven (WBUH) started as a new charity on 1st March 2016 following the successful completion of the breast unit which had been supported by a different charity (Worcestershire Breast Unit Campaign (WBUC), under the auspices of the Worcestershire Hospitals Charitable Trust) whose objects had been to raise capital for the building. WBUH was founded to raise funds for ongoing support of breast cancer patients and their families in Worcestershire in that unit. The charity's objects are to provide support in cases of medical, financial emotional or practical need for:

Anyone resident in Worcestershire or under the care of Worcestershire Hospitals NHS Trust (WHNHST) who are suffering from or at risk of suffering from Breast Cancer

Their families and dependents

To support scientific research into the causes of breast cancer and publish results that are useful

To otherwise relieve sickness by prevention or treatment

To promote education of the public in relation to prevention and treatment.

The short term and longer-term aims and objectives.

Over the next few years WBUH aims to continue to raise sufficient money to offer a complementary therapy services package for all breast cancer patients in Worcestershire. WBUH intends also to provide some essentials such as mastectomy bras to patients who are unable to afford these, and to further support NHS staff with training where this is not available in the NHS and improve the services offered in the breast unit. WBUH will make capital purchases to promote the charity's objectives where funding of these is not the responsibility of the NHS.

WBUH is also aiming to raise funds in order to create a new facility at the Worcester Royal Hospital site that will provide additional space for its activities.

The charity's strategies for achieving its aims and objectives in the future.

The aims for the charity are to:

Offer a package of five complementary therapy sessions for each patient diagnosed with breast cancer, tailored to their individual needs.

Offer additional sessions, where possible, where needs are within agreed additional support criteria.

Continue to fund Worcestershire patients who receive Breast Cancer Haven ("BCH") services elsewhere (Hereford or Solihull)

Provide essentials, as outlined above, for patients suffering financial hardship.

Support breast unit staff with training needs not provided by the NHS

Purchase capital items not provided by the NHS where these support the aims of the charity.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 29TH FEBRUARY 2020

OBJECTIVES AND ACTIVITIES

Significant activities

We have a 24-hour a week fundraising manager and two 12-hour a week fund raising assistant/administrators. During the period 12th November 2018 - 23rd September 2019, our fundraising manager was on maternity leave and one of our fundraising assistant/administrators took on an extra 8 hours a week. We also have a freelance PR specialist who works on our social media & PR 2 days a month. Our fundraising strategy continues to be to encourage and support individuals and community groups to raise funds for us.

During the year under review we have been able to maintain the funds available for patients treated in Worcestershire. Each patient is offered a course of therapies, which are provided by BCH. In some circumstances we also fund those patients who choose to travel to the Hereford or Solihull Haven facilities. We have also been able to set aside some funds to be able to provide additional therapy sessions in cases of specific need.

During the year ended 29th February 2020 BCH had appointments with approximately 32% of the patients coming through the Unit

Public benefit

The main activities undertaken during the period to further the charity's purpose for the public benefit include:

continuing to provide complimentary therapies to breast cancer patients. Each patient has a tailor-made programme that suits their individual needs.

providing other services to support breast cancer patients such as 'well-being' evenings and specialist make up evenings funding relevant training for NHS staff to improve the service for breast cancer patients where this is not available from the NHS itself

funding patients to attend the University of Worcester lifestyle programme

maintaining garden space by the unit for the enjoyment of patients

purchasing other items of equipment within the unit to improve the visitors' experience

supporting others fundraising on our behalf

continuing to develop our social media skills and platforms to maintain contact with all our supporters and promote events

continuing to further our links with the local press to raise the profile of our work

The Trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

Volunteers

All the Trustees are volunteers and claim no remuneration. WBUH is fortunate to have a very dedicated group of loyal supporters who give of their time to fundraise for the charity. The strategy is to support others to fund raise for us. Without the many dedicated volunteers, WBUH would not be able to offer services to breast unit patients.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 29TH FEBRUARY 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Between 1March 2019 and 29 February 2020 we raised just over £175,000, which includes £75,000 towards the new build project generously donated by the Kildare Trust.

The new build project will comprise of a multifaceted room which can be used for group activities, support groups, counselling sessions, meetings, events and the other support services we currently offer. It will include much needed storage for the charity and toilet facilities. This will make a major difference to the Worcestershire Breast Unit Haven Charity. It will allow the charity to offer further support in a separate (but attached) area to the breast unit which is used for clinics during daytime hours of the week and some Saturdays.

During the year we have spent just over £104,000 on our charitable purposes which funded the following items:

£80,313 on supporting our beneficiaries which includes £67,081 for BCH in managing and providing treatments in the period,

£18,000 on 8 x Lumify Ultrasound Machines for the Breast Care Team,

£2,250 on funding the University of Worcester Lifestyle course,

£1562 on maintaining the garden area and providing music for the unit to assist in providing a good ambience within the unit overall.

£325 for tattoo ink and needles for nipple reconstruction

£504 on providing a venue to support women undertaking Pink Ribbon Pilates sessions and £448 on a specialist led walking group for patients.

approximately £800 supporting the Breast Care Nurses with items not provided by the NHS such as business cards, clipboards, breast books for the Reception, a leaflet stand, 2 x wheelchairs and expenses for a course to develop a breast care nurse role.

During the period we spent just over £50,000 on costs of which £41,115 relates to costs directly related to raising funds (staff, PR, online donation site fees, flyers etc) with the balance on support staff and governance costs.

We continue to monitor and develop our fundraising strategy.

Fundraising activities

Our aim is to support others to fundraise for us. In addition to this broad fundraising approach we also raise some funds via the sale of refreshments and other items in the breast unit, selling small items at events where possible and running smaller events such as Dog walks and Evening Talks at the Breast Unit.

We also apply to Trusts and Foundations for funds. We pay for one day a week of a Trust fundraiser working for Breast Cancer Haven to work on our behalf.

FINANCIAL REVIEW

Principal funding sources

Our principal funding comes from events run by our supporters, trust grants and the many donations received.

Reserves policy

Given the inherent uncertainty in fundraising income and the need to ensure continuity of service, the Trustees have agreed that the charity should aim to retain a reserve of circa £50,000 to cover future overheads and known liabilities. This is considered adequate to enable the charity to meet its commitments and take appropriate action to manage cash flow as necessary depending upon varying fundraising levels. This reserve forms part of the general reserve.

The charity holds the following restricted reserves:

Garden Fund £4,119 - being funds donated for use of design and maintenance of the garden New Build Fund £97,784- being funds donated for use in delivering the new build project

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 29TH FEBRUARY 2020

FUTURE PLANS AND COVID IMPACT

The outbreak of the pandemic and resultant UK wide lockdown that arose shortly after the year end has meant that many of the hands on therapies cannot currently be offered to our beneficiaries. We have adapted as much as possible to providing our support services via online platforms, and aiming to ensure these can be interactive whenever appropriate. Significant effort has gone into ensuring all those in need of support know that WBUH is still active and able to provide support, notwithstanding this may not include the full range of therapies that could be offered in a non Covid environment.

Our staff have adapted well to the changes required in working practices and the Trustees are encouraged by the continued level of engagement with our supporters.

We plan to return to offering a full package of complementary therapies to all breast cancer patients in Worcestershire as soon as this is practicable and continue monitoring the extent to which and when these can be reintroduced.

We will continue to evaluate the charity's activities and review plans in the light of the results.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation. The Governing Document is dated 11 February 2016. By operation of law all, Trustees are Directors under the Companies Act 2006 and all Directors are Trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

Recruitment and Appointment of New Trustees

At the annual general meeting Lord Anthony Rockley and Lady Alexandra Winnington in will be retiring by rotation, and will be proposed for reappointment.

Organisational structure

The charity has seven Trustees. We employ a fundraising manager 24-hours a week (Alexandra Craigie), and two part time (12 hours a week) support fund raising assistant/administrators (Jacquie Clements and Elaine Scrafton). We also have a freelance PR specialist (Caroline Leah) who works on our social media & PR 2 days a month.

Related parties

The charity has a close relationship with Breast Cancer Haven. BCH Trustee (Lord Rockley) is also a trustee of WBUH.

ACKNOWLEDGMENTS

We would like to acknowledge the efforts of all our supporters, and our volunteers. Each and every donation and every event run by them is appreciated.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

10001383 (England and Wales)

Registered Charity number

1171155

Registered office

5 Deansway Worcester Worcestershire WR1 2JG

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 29TH FEBRUARY 2020

Trustees

Mrs F E Charny Company Director
Mrs P J Healy Ceo The Haven (resigned 5.4.19)
Mrs S E Malin Chartered Accountant
Ms D E Oliver Solicitor
Lord A R Rockley Chartered Accountant
S Thrush Surgeon
Lady A J Winnington Special Needs Teacher
Mrs L Preece Company Director (appointed 14.11.19)

Independent Examiner

F A Magee & Co Chartered Accountants Registered Auditors Wimborne House 4-6 Pump Lane Hayes Middlesex UB3 3NB

Solicitors

Harrison Clark Rickerbys, 5 Deansway WR1 2JG

Bankers

Handelsbanken, Unit 4, The Triangle, Wildwood Drive WR5 2QX

Approved by order of the board of trustees on 2nd December 2020 and signed on its behalf by:

Mrs F E Charny - Trustee

Frona Charry

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WORCESTERSHIRE BREAST UNIT HAVEN

Independent examiner's report to the trustees of Worcestershire Breast Unit Haven ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 29th February 2020.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A Davies. ACA

Chartered Accountant

F A Magee & Co

Chartered Accountants

Registered Auditors

Wimborne House

4-6 Pump Lane

Hayes

Middlesex

UB3 3NB

2nd December 2020

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 29TH FEBRUARY 2020

INCOME AND ENDOWMENTS FROM	Notes	Unrestricted fund £	Restricted funds	29.2.20 Total funds £	28.2.19 Total funds £
Donations and legacies		93,202	75,000	168,202	194,011
Other trading activities Investment income	2 3	7,254 331	126 297	7,380 628	5,974
Total		100,787	75,423	176,210	199,985
EXPENDITURE ON					
Raising funds	4	41,115	-	41,115	47,314
Charitable activities Providing unit ambience		933		933	796
Funding of therapies		80,313	-	80,313	65,915
Garden		112	518	630	918
Equipment		18,232	(-)	18,232	_
Education		2,717	-	2,717	4,727
Other		1,438	-	1,438	449
Other Overheads		8,790		8,790	7,799
Total		153,650	518	154,168	127,918
NET INCOME/(EXPENDITURE)		(52,863)	74,905	22,042	72,067
RECONCILIATION OF FUNDS					
Total funds brought forward		134,996	26,998	161,994	89,927
TOTAL FUNDS CARRIED FORWARD		82,133	101,903	184,036	161,994

BALANCE SHEET 29TH FEBRUARY 2020

	Notes	Unrestricted fund £	Restricted funds £	29.2.20 Total funds £	28.2.19 Total funds £
FIXED ASSETS Tangible assets	9	1,029	- -	1,029	1,866
CURRENT ASSETS Stocks Debtors Cash at bank and in hand	10 11	596 2,175 95,428 98,199	101,903 101,903	596 2,175 197,331 200,102	767 3,849 175,517 180,133
CREDITORS Amounts falling due within one year	12	(17,095)	<u>-</u>	(17,095)	(20,005)
NET CURRENT ASSETS		81,104	101,903	183,007	160,128
TOTAL ASSETS LESS CURRENT LIABILITIES		82,133	101,903	184,036	161,994
NET ASSETS		82,133	101,903	184,036	161,994
FUNDS Unrestricted funds Restricted funds	13			82,133 101,903	134,996 26,998
TOTAL FUNDS				184,036	161,994

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 29th February 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 29th February 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

BALANCE SHEET - continued 29TH FEBRUARY 2020

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 2nd December 2020 and were signed on its behalf by:

Trong Chany

F E Charny - Trustee

S E Malin - Trustee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 29TH FEBRUARY 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the rate of 25% on the straight line method in order to write off each asset over its estimated useful life.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 29TH FEBRUARY 2020

2. OTHER TRADING ACTIVITIES

	29.2.20	28.2.19
Sales of goods	£ 7,380	£ 5,974
24140 01 80040		

3. INVESTMENT INCOME

	29.2.20	28.2.19
	£	£
Deposit account interest	628	

4. RAISING FUNDS

Raising donations and legacies

Raising donations and legacies		
	29.2.20	28.2.19
	£	£
Staff costs	11,216	25,819
Staff recruitment and training	79	168
Travel & subsistence	-	297
Costs of seeking donations	1,109	1,913
Publicity and marketing	11,566	4,197
Fundraising activity costs	5,757	4,371
Purchases	2,759	1,890
Support costs	8,629	8,659
	41,115	47,314

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	29.2.20	28.2.19
	£	£
Depreciation - owned assets	837	836
Rent	3,940	3,000

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 29th February 2020 nor for the year ended 28th February 2019.

Trustees' expenses

Trustees expenses	29.2.20	28.2.19
Trustees' expenses	<u> 133</u>	

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 29TH FEBRUARY 2020

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	Fund raising and administration		29.2.20 3	28.2.19
	No employees received emoluments in excess of £60,000.			
8.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL INCOME AND ENDOWMENTS FROM	AL ACTIVITIES Unrestricted fund £	Restricted funds £	Total funds £
	Donations and legacies	171,511	22,500	194,011
	Other trading activities	5,974		5,974
	Total	177,485	22,500	199,985
	EXPENDITURE ON Raising funds	47,314	-	47,314
	Charitable activities Providing unit ambience Funding of therapies Garden Education Other	796 65,915 343 4,727 449	- - 575 -	796 65,915 918 4,727 449
	Other overheads	7,799		7,799
	Total	127,343	575	127,918
	NET INCOME	50,142	21,925	72,067
	RECONCILIATION OF FUNDS			
	Total funds brought forward	84,854	5,073	89,927
	TOTAL FUNDS CARRIED FORWARD	134,996	26,998	161,994

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NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 29TH FEBRUARY 2020

9.	TANGIBLE FIXED ASSETS			Computer equipment
	COST At 1st March 2019 and 29th February 2020			3,346
	DEPRECIATION At 1st March 2019 Charge for year			1,480 837
	At 29th February 2020			2,317
	NET BOOK VALUE At 29th February 2020			1,029
	At 28th February 2019			1,866
10,	STOCKS		29.2.20	28.2.19
	Stocks		£ 	£
11.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	AR	29.2.20	28.2.19
	Other debtors		£ 2,175	£ 3,849
12.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE Y	YEAR	29.2.20 £	28.2.19 £
	Trade creditors Staff pension		16,995 100	19,905
			17,095	20,005
13.	MOVEMENT IN FUNDS		27	
		At 1.3.19	Net movement in funds £	At 29.2.20 £
	Unrestricted funds General fund	134,996	(52,863)	82,133
	Restricted funds			
	Garden Fund New Build Fund	4,498 22,500	(379) 75,284	4,119 97,784
		26,998	74,905	101,903
	TOTAL FUNDS	161,994	22,042	184,036

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 29TH FEBRUARY 2020

13. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds General fund	100,787	(153,650)	(52,863)
Restricted funds Garden Fund New Build Fund	139 75,284	(518)	(379)
	75,423	(518)	74,905
TOTAL FUNDS	<u>176,210</u>	<u>(154,168</u>)	22,042
Comparatives for movement in funds			
	At 1.3.18 £	Net movement in funds £	At 28.2.19 £
Unrestricted funds General fund	84,854	50,142	134,996
Restricted funds Garden Fund New Build Fund	5,073	(575) 22,500	4,498 22,500
	_5,073	21,925	26,998
TOTAL FUNDS	89,927	72,067	161,994
Comparative net movement in funds, included in the above are	as follows:		
	Incoming resources	Resources expended £	Movement in funds £
Unrestricted funds General fund	177,485	(127,343)	50,142
Restricted funds Garden Fund New Build Fund	22,500	(575)	(575) 22,500
	22,500	(575)	21,925
TOTAL FUNDS	199,985	<u>(127,918</u>)	72,067

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 29TH FEBRUARY 2020

13. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

		Net movement	At
	At 1.3.18	in funds £	29.2.20 £
Unrestricted funds			
General fund	84,854	(2,721)	82,133
Restricted funds	5.072	(0.5.4)	4 4 4 0
Garden Fund New Build Fund	5,073	(954) 97,784	4,119 97,784
	5.072	06.820	101 002
	5,073	96,830	101,903
TOTAL FUNDS	89,927	94,109	184,036

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	278,272	(280,993)	(2,721)
Restricted funds Garden Fund New Build Fund	139 97,784	(1,093)	(954) 97,784
	97,923	(1,093)	96,830
TOTAL FUNDS	376,195	(282,086)	94,109

14. RELATED PARTY DISCLOSURES

During the year the following payments were made to related parties.

Payments made totalling £126 were made to $E\ L$ Thrush, the brother of trustee S Thrush in respect of christmas cards for resale.

Payment of £420 was made to Eagle HR, a company controlled by Harrison Clarke Rickerbys, in which trustee Mrs D E Oliver is a director and shareholder, in respect of H R Support.

All payments were at market value and authorised by a full trustees meeting.