St JOHN THE BAPTIST PARISH CHURCH
MACAULAY ROAD
BROADSTONE BH18 8AR

Charity Number 1162162

PAROCHIAL CHURCH COUNCIL REPORT 2018/19

Members of the Council in the year:

Chairman	Revd Helen Bailey, Vicar
Church Wardens	Mr. Roger Leach – Vice Chairman Mr. Eric Whapples

Representatives on Poole Deanery Synod:
Mr. Keith Manston, Mr. Gerald (Gez) Mellers, Mrs. Gill Jones and Mr. Darren Tozer.

Elected Members:
Mr Nick Heckford, Mrs Elaine Mellers, Mr Ken Pearce, Mrs Viv Roberts, Mr Chris Walton, Mrs Geraldine Willford, Mr Richard Bowker, Mrs Anne Rayner, Mrs Sue Spear*, Mrs Diana Tozer, Mr Burchell Gladwyn, Mrs Penny Leach
(*Mrs Spear resigned on 5th Sept 2018)

Co-opted Members:
Mr. Steve Mackenzie, Treasurer and Mr. Mike Webber, Secretary.

Staff:
We are most grateful to our Vicar Revd Helen Bailey for all her hard work and dedication. Since her appointment in March 2018 she has provided enthusiasm, inspiration and good sense in leading the parish forward. We are also most grateful for the help of our retired priests Canon David Price, Reverend Patrick Hastings and Reverend Paul Renyard and our Lay Minister Mrs. Wiebke Smith.

The PCC continues to employ a part-time paid administrator and a caretaker/cleaner/handyman for the church hall.

The PCC numbers 21: The Vicar as Chairman, 2 Church Wardens, one of whom is Deputy Chairman, 2 Co-opted members, 12 elected members of whom 4 are elected each year for a three year period, and 4 elected Deanery Synod members..

During the year, one PCC member resigned.

The PCC met on eleven occasions to decide on the business of the parish.

A Year of Progress:
2018 has been a year of progress for St. John's in many ways.

- Plans were drawn up for the proposed Annex for the north side of the church and, following consultation with the congregation and the local Neighbourhood Forum, they were submitted to Poole Council and approved
- Significant progress was made in reducing the annual deficit as a result of an inspirational stewardship campaign
- Welcome literature was designed and printed and a bi-annual Newcomers' Party was instituted

- We agreed to explore becoming an Eco Church, which includes Fairtrade support
- The parish hosted the diocesan fees review and was the subject of quinquennial review and the Archdeacon's triennial review. Al three reviews showed a generally satisfactory position
- The Safeguarding Policy was reviewed and updated in line with the Church of England Policy *Promoting a Safer Church* and a concise version had been produced for the congregation
- The sub-committee structure was revised so as to improve its effectiveness and concise terms of reference were produced
- A data protection audit was undertaken in line with GDPR requirements

Church attendance in the year:

Average attendance at regular church services each week		105
Occasional Services	Baptisms	17
	Marriages	6
Adults and Children at Messy Church each Month		21
Adults and Children at Breakfast Church each Month		32
Receiving Holy Communion at home or in Nursing Homes each Month		30

Parish Share and Giving:

Despite again operating with a deficit, albeit reduced, this year, the PCC was able to meet its Share obligation to the diocese together with its usual tithe to ten charities. This is in addition to funds raised by individuals for other deserving causes.

Approved by the PCC on 24th March 2019 and signed on their behalf by the Vicar Reverend Helen Bailey.

Parochial Church Council of St John The Baptist, Broadstone

Financial Statements

Year Ending 31 December 2018

Explanatory Foreword

The financial statements of the Parochial Church Council are prepared on an income and expenditure basis. Financial statements prepared on an income and expenditure basis include debtors and creditors at the year-end and recognise the assets of the PCC.

The Statement of Financial Activities shown below summarises the income and expenditure of the PCC. The unrestricted and the restricted funds are shown separately. This is because the restricted funds can only be used in accordance with the wishes of the donor and cannot, therefore, be used to meet the running costs of the PCC. The Balance Sheet shows the net worth of the PCC at the end of 2018, again split between unrestricted and restricted funds. The accounting policies contained on pages 2 to 4 of the financial statements explain in more detail the basis upon which they are prepared and the assets are valued. The notes to the financial statements shown from page 4 provide more detail about the transactions of the PCC and the entries in the Balance Sheet.

Statement of Financial Activities

Year Ending 31 December 2018

	Notes	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
		£	£	£	£
Income					
Voluntary income	2(a)	81,630	16,455	98,085	82,587
Activities for generating funds	2(b)	22,912	0	22,912	23,360
Income from investments	2(c)	4,466	5,217	9,683	1,821
Church activities	2(d)	16,283	0	16,283	18,276
Other income - Revaluation of propei	2(e)	0	0	0	51,020
Total Income		**125,291**	**21,672**	**146,963**	**177,064**
Expenditure					
Charitable activities	3(a)	2,280	7,621	9,901	10,014
Church activities	3(b)	128,933	27,986	156,919	198,764
Fund-raising costs	3(c)	1,461	0	1,461	1,898
Total Expenditure		**132,674**	**35,607**	**168,281**	**210,676**
Net Income/- Expenditure		**-7,383**	**-13,935**	**-21,318**	**-33,612**
Balance Brought Fwd at 1 Jan		**62,473**	**961,421**	**1,023,894**	**1,057,506**
Transfer of funds		5,603	-5,603		
Balance Carried Fwd at 31 Dec		**60,693**	**941,883**	**1,002,576**	**1,023,894**

The statement of financial activities, above, shows the PCC had a deficit on its General Fund of £7,383. This has been mitigated in the year by the closure of four restricted funds which have not been used for some years and their remaining balances being transferred to the General Fund. These funds are the youth fund (£425), the orchestra fund (£4,163), the special choir fund (£100) and the pew fund (£915).

The funds of the PCC, which are restricted for specific purposes had a deficit of £13,935. The deficit is partly due to £18,952 being spent on the planning and design of the Northreach project, although £772 of these costs were covered by donations and £13,000 was met by a grant from the All Churches Trust. The remainder of the deficit is due to the use of the Hilborne Trust to fund the tithes paid to missionary charities both in the UK and abroad amounting to £5,320 and depreciation on assets previously bought through restricted donations to the PCC.

Balance Sheet at 31 December 2018

	Notes	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
		£	£	£	£
Fixed Assets					
Tangible fixed assets	8(a)	5,295	22,870	28,165	37,028
Investment assets	8(b)	29,820	182,691	212,511	212,343
Total Fixed Assets		**35,115**	**205,561**	**240,676**	**249,371**
Current Assets					
Debtors and prepayments	9	19,328	5,315	24,643	16,969
Short term deposits		0	715,814	715,814	762,360
Cash at bank		13,149	22,284	35,433	-1,701
Petty cash float		125	0	125	125
Total Current Assets		**32,602**	**743,413**	**776,015**	**777,753**
Liabilities Due Within a Year					
Creditors	10	**7,024**	**7,091**	**14,115**	**3,230**
Net Current Assets		**25,578**	**736,322**	**761,900**	**774,523**
Total Net Assets		**60,693**	**941,883**	**1,002,576**	**1,023,894**
Parish Funds					
Unrestricted funds		52,173	0	52,173	53,953
Restricted funds		0	899,383	899,383	918,921
Revaluation Reserve		8,520	42,500	51,020	51,020
Total Parish Funds		**60,693**	**941,883**	**1,002,576**	**1,023,894**

The balance sheet of the PCC shows that it has total assets of £1,002,576. This includes the revaluation of the curate's house, which is included in the revaluation reserve. The restricted funds of the PCC account for £941,883 of the total value. The restricted funds can only be used in accordance with the wishes of the donors. The General Funds amount to £60,693.

The financial statements were approved by the Parochial Church Council on 24 March 2019 and have been signed on its behalf by the Reverend Helen Bailey, as chairman of the PCC.

Notes to the Financial Statements

Year Ended 31 December 2018

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, together with applicable accounting standards and the SORP 2015 (Financial Reporting Standard for Smaller Entities).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets and fixed assets held for sale, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible. They do not include the accounts of church groups affiliated to another body or those that are informal gatherings of church members.

1.1 Funds

Restricted funds represent (a) income from trusts or endowments which may be spent only on the restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object, which may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund. The PCC does not normally invest separately for each fund. Where there is no separate investment, interest is not apportioned to individual funds because it is not material to the financial statements.

Unrestricted funds are general funds that can be used for PCC ordinary purposes. Funds designated for a particular purpose by the PCC are also unrestricted.

1.2 Income

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable. All income is accounted for gross.

1.3 Expenditure

Grants and donations are accounted for when paid, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

1.4 Fixed assets

Consecrated and beneficed property is excluded from the accounts in accordance with s.96 (2)(a) of the Charities Act 1993.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property, listed in the church's inventory, which can be inspected at any reasonable time. For anything acquired before 2004 there is insufficient cost information available and such assets are not valued in the financial statements

Office equipment is depreciated on a straight-line basis over the expected life of the asset. Individual items of equipment with a purchase price of £2,000 or less are written off when acquired.

Investments and fixed assets held for sale are valued at market value at 31 December. The former Curate's House are valued at market value, subject to regular revaluations to reflect market changes.

2. Income

The table below shows the detail of the income for the financial year, split between the unrestricted and restricted funds. The total income for the previous financial year is also shown, for comparative purposes.

Note		Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
2(a)	**Voluntary income**				
	Planned giving:				
	- Donations	52,840		52,840	56,096
	- Tax recoverable	13,475		13,475	14,597
	Collections at all services	10,018	381	10,399	7,260
	Donations and appeals	5,297	16,074	21,371	4,634
	Legacies	0		0	0
		81,630	**16,455**	**98,085**	**82,587**
2(b)	**Activities for generating funds**				
	Church hall	15,975		15,975	17,129
	Fetes, plant sale and social events	6,937		6,937	6,231
		22,912	**0**	**22,912**	**23,360**
2(c)	**Investment income**				
	Interest	3,454	168	3,622	1,821
	Rent - Curate's house	1,012	5,049	6,061	0
		4,466	**5,217**	**9,683**	**1,821**
2(d)	**Income from church activities**				
	Bookstall	488		488	511
	Parish magazines	154		154	112
	Miscellaneous	2,812		2,812	3,789
	Lunch Club	3,081		3,081	2,963
	Fees for weddings and funerals	9,748		9,748	10,901
		16,283	**0**	**16,283**	**18,276**
2(e)	**Other Income**				
	Gain on revaluation of Curate's House	**0**	**0**	**0**	**51,020**
	Total Income	**125,291**	**21,672**	**146,963**	**177,064**

The most notable changes between 2017 and 2018 have occurred for the following reasons:

- Regular planned giving has reduced by over £3,000 from that in 2017, partly because occasional free will envelopes were previously included in planned giving but are now included in collections at services. However, the stewardship campaign undertaken in the autumn of 2018 generated an increase in giving, as demonstrated by one-off donations of over £2,500 since it started in September and planned donations in the final quarter of 2018 being £2,000 higher than in the first quarter of the year;
- Collections at services have increased because of the inclusion of free will envelopes (£1,692), as mentioned above, and collections being encouraged at baptisms (£743);
- The restricted income from donations and appeals includes £13,772 in respect of the Northreach project, of which £13,000 was a grant from the All Churches Trust;
- Income from the church hall has reduced because Hoppers has been given a discount in 2018;
- The additional interest is due to the investment of the proceeds from the sale of the Waterloo Centre;

- The curate's house has been let out since the former curate moved out towards the end of 2017, generating an income for the Hillborne Trust and the PCC, which has yet to paid by the Diocese;
- The reduction in miscellaneous income is because there have been a reduced number of gifts for clergy and wardens during the year.

3. Expenditure

The table below shows the analysis of the expenditure in the year, split between the restricted and the unrestricted funds. The total expenditure for the previous financial year is also shown for comparative purposes.

Notes		Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
		£	£	£	£
3(a)	**Charitable activities**				
	Donations	2,280	5,320	7,600	7,800
	Appeals		2,301	2,301	2,214
		2,280	**7,621**	**9,901**	**10,014**
3(b)	**Church activities**				
	Ministry:				
	- Diocesan parish share	78,890		78,890	80,444
	- Clergy expenses	3,160		3,160	4,010
	Church running costs	7,881	993	8,874	8,459
	Church major repairs	0		0	0
	Upkeep of services	758	2,466	3,224	2,151
	Organists	1,390		1,390	2,560
	Northreach Project	0	18,952	18,952	46,877
	Church hall running costs	14,252	5,575	19,827	20,527
	Waterloo	0		0	8
	Bookshop	496		496	486
	Fees for weddings and funerals	3,774		3,774	3,757
	Miscellaneous	1,115		1,115	15,241
	Lunch Club	3,281		3,281	2,927
	Administration	13,366		13,366	10,645
	Bank charges	570		570	672
		128,933	**27,986**	**156,919**	**198,764**
3(c)	**Fund raising costs**				
	Social events, fetes and plant sale	**1,461**	**0**	**1,461**	**1,898**
	Total Resources Expended	**132,674**	**35,607**	**168,281**	**210,676**

The most significant changes between the two years are explained below:

- The Share increased slightly in 2018 but the PCC was able to take advantage of the discount of 2% available to those who paid the full Share in January 2018. Consequently, the amount paid is lower than in 2017;
- The cost of organists reduced in 2018 due to the illness of the organist;
- The costs of the Northreach Project are associated with the planning and design of the proposed extension to the church;
- The reduction in the miscellaneous expenses on the restricted funds is due to the legal and agent's fees associated with the sale of the Waterloo centre being met from this heading in 2017;

- The increase in the cost of administration is due to the purchase of a replacement photocopier in 2018 at a cost of £1,884;
- Bank charges have reduced because a greater proportion of the PCC's income is being collected electronically rather than being paid in as cash and cheques over the counter at a branch of the bank;
- The costs associated with social events, fetes and the plant sale have reduced because a marquee is no longer hired for the summer fete, following the purchase of gazebos in 2017.

4. Grants

Each year the PCC tithes some of the its income to charity. In 2018 the donations to missionary societies, both at home and abroad, were met from the Hillborne Trust, with the donations to secular charities being met from the PCC's General Fund. The funds allocated and paid in the year are shown below:

		2018	2017
		£	£
Overseas missionary societies	Church Mission Society	0	780
	Leprosy Mission	760	780
	Mothers' Union Overseas	760	0
		1,520	**1,560**
Home missions & church societies	Church Army	760	780
	Mission to Seafarers	760	780
	Poole Missional Communities	760	780
	Bible Society	760	0
	Routes to Roots	760	780
	Mission Aviation Fellowship	0	0
		3,800	**3,120**
Secular Charities	Julia's House	760	780
	Forest Holme	0	780
	Read Easy Poole	0	780
	Cancer Research	760	0
	MIND UK	760	0
	Dorset & Somerset Air Ambulance	0	780
		2,280	**3,120**
Total		**7,600**	**7,800**

In addition, the following amounts were collected and paid to charities during the year:

	2018	2017
	£	£
Royal British Legion (Remembrance Sunday)	335	215
Children's Society (Christingles)	307	469
Leprosy Mission	0	10
Christian Aid	798	932
MacMillan	126	0
Church Mission Society	0	120
Salisbury Sudan Appeal	735	468
	2,301	2,214

5. Major repairs in Church

There were no major repairs undertaken in Church in 2018 or 2017.

6. Employee Emoluments

The PCC employs an administrator and a cleaner/caretaker for the hall. Both employees are part-time. The total employee emoluments in 2018 were £11,574. In 2017 they totalled £10,490.

7. Examiner's fee

The financial statements of the PCC have been subject to examination by Mrs Sue Wintle (FMAAT). The Statement of Financial Activities includes fees for the examination amounting to £450. The fee for the examination of the 2017 financial statements was £436.

8. Related party transactions

The only related party disclosure relates to Ms Geraldine Willford who is a member of the PCC and is employed as the parish administrator.

8. Fixed assets for use by the PCC

Note 8(a) – Tangible Fixed assets

		Freehold Land & Buildings General	Freehold Land & Buildings Restricted	Church Furniture Restricted	Equipment Restricted	Total
		£	£	£	£	£
Cost	At 1 Jan 2018	36,531	76,925	5,895	7,793	127,144
	Additions / (Disposals)	0	0	0	0	0
	At 31 Dec 2018	**36,531**	**76,925**	**5,895**	**7,793**	**127,144**
Depreciation	At 1 Jan 2018	28,689	51,597	5,154	4,676	90,116
	2018 Charge	2,547	4,016	741	1,559	8,863
	At 31 Dec 2018	**31,236**	**55,613**	**5,895**	**6,235**	**98,979**
Net Book Value	**At 1 Jan 2018**	**7,842**	**25,328**	**741**	**3,117**	**37,028**
	At 31 Dec 2018	**5,295**	**21,312**	**0**	**1,558**	**28,165**

The freehold land and buildings comprise the church hall. The valuation is based on the historic cost of major works undertaken at the hall since 2002. These works are depreciated over the estimated useful economic life of the works. When the works have been fully depreciated, they are written out of the capital value.

The Church furnishings include a vestment store and nativity purchased in 2009 from the John Knowles Legacy, which will be depreciated over ten years. The equipment is a projector and screen in the hall which are being depreciated over five years. Again, when the assets have been fully depreciated, they are written out of the capital value.

Note 8(b) Investment assets

Investment assets comprise the PCC's share of the curate's house and the proceeds from the sale of Berwyn Court.

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Curate's House	29,820	148,750	178,570	178,570
Berwyn Court	0	33,941	33,941	33,773
Total	**29,820**	**182,691**	**212,511**	**212,343**

The PCC owns 8.52% of the curate's house (£29,820) and the Hillborne Trust owns 42.5% (£148,750). The Diocese owns the remaining 48.98% of the property. The PCC is the managing custodian of the Hillborne Trust.

The £25,000 gained from the sale of Berwyn Court may only be used for capital projects approved by the Diocese. The investment of the capital sum attracts interest each year, which is reinvested. The accumulated interest can be used at the discretion of the PCC but in the past it has only been used for major repairs to the church.

9. Debtors

An analysis of the PCC's debtors and prepayments at the end of the year is shown below:

	2018	2017
	£	£
Income tax recoverable	13,238	8,489
Prepayments	4,268	4,169
Accrued income	7,137	4,311
Total	**24,643**	**16,969**

The reasons for the changes in debtors are:

- The income tax recoverable has increased because the 2017 claim is outstanding;
- Accrued income has increased because the PCC has yet to receive the rent due in respect of the curate's house.

10. Creditors

An analysis of the PCC's creditors at the end of the year is shown below:

	2018	2017
	£	£
Accrued utilities	1,741	1,401
Receipts in advance - Weddings & Funerals	360	391
Other accrued expenses	12,014	1,438
Total	**14,115**	**3,230**

The reasons for the major changes in the creditors at the year-end are:

- Other accrued expenses are higher at the end of 2018 because professional fees of £7,092in respect of Northreach were outstanding at the year end and wedding and funeral fees of £3,812 were due to be paid to the Diocese in respect of 2018 and earlier years.

11. Analysis of net assets by fund

The income and expenditure of each of the PCC's funds is shown in the table below. This table shows the same information as the Statement of Financial Activities but analysed by Fund rather than by the nature of the income and expenditure.

	Opening Balance	Income	Expenses	Transfers	Closing Balance
	£	£	£		£
Unrestricted Funds					
General Fund	22,743	122,210	129,393	33,515	49,075
Hall Maintenance Fund	11,062				11,062
David Guppy Legacy	25,118			-25,118	0
Miss Willis Legacy	2,794			-2,794	0
Sunday Lunches	756	3,081	3,281		556
Total Unrestricted Funds	**62,473**	**125,291**	**132,674**	**5,603**	**60,693**
Restricted Funds					
Refurbishment Fund	1,202		741		461
Youth Fund	425			-425	0
Orchestra Fund	4,163			-4,163	0
Special Choir Fund	100			-100	0
Berwyn Court Fund	33,773	168			33,941
Hillbourne Trust	177,193	5,430	7,786		174,837
Northreach Fund	714,696	13,773	18,952		709,517
Office & Store	23,359		3,338		20,021
Disabled Toilet	135		67		68
Hall Kitchen	1,833		611		1,222
Pew Fund	915			-915	0
Hall Projector	3,118		1,559		1,559
Garden and Equipment	509		252		257
Charitable Appeals	0	2,301	2,301		0
Total Restricted Funds	**961,421**	**21,672**	**35,607**	**-5,603**	**941,883**
Total All Funds	**1,023,894**	**146,963**	**168,281**	**0**	**1,002,576**

12. Analysis of Funds

The table below shows how the funds are held. This is a different way of showing the same information as that detailed in the Balance Sheet. It shows that the monies available to the PCC to fulfil its obligations total £13,274, being the cash, bank and short-term deposits held in the unrestricted funds at the end of the year. This represents an increase of £2,000 in 2018.

	Fixed Assets	Investm'ts	Debtors	Creditors	Cash & Bank	Total
	£	£	£	£	£	£
Unrestricted Funds						
General Fund	5,295	29,820	19,328	7,024	1,656	49,075
Hall Maintenance Fund					11,062	11,062
Sunday Lunch Club					556	556
Total Unrestricted	**5,295**	**29,820**	**19,328**	**7,024**	**13,274**	**60,693**
Restricted Funds						
Refurbishment Fund					461	461
Berwyn Court Fund		33,941				33,941
Hillbourne Trust		148,750	5,315		20,772	174,837
Northreach Fund				7,091	716,608	709,517
Office & Store	20,021					20,021
Disabled Toilet	68					68
Hall Kitchen	1,222					1,222
Hall Projector	1,559					1,559
Garden and Equipment					257	257
Appeals						0
Total Restricted	**22,870**	**182,691**	**5,315**	**7,091**	**738,098**	**941,883**
						0
Total All Funds	**28,165**	**212,511**	**24,643**	**14,115**	**751,372**	**1,002,576**

ST JOHN THE BAPTIST – BROADSTONE

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the PCC on accounts for the year ended 31st December 2018

This report on the accounts of the PCC for the year ended 31 December 2018 is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 1997 and s.144 of the Charities Act 2011.

Respective responsibilities of trustees and examiner
The members of the PCC consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the Act);
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 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 Commissioners. An examination includes a review of the accounting records kept by the PCC 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 I do not express an audit opinion on the accounts.

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 trustees have not met the requirements to ensure that:
    a. proper accounting records are kept (in accordance with the Act); and
    b. accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; 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: 22-3-19

Sue Wintle FMAAT
27 Bascott Road
Wallisdown
Bournemouth
BH11 8RJ