



# **Accounting Statement & Report (Receipt and Payments Basis)**

**Financial year 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

| <b><u>(A) RECEIPTS .</u></b>  | 2022/23<br>year | 2021/22<br>year |
|---|-----------------|-----------------|
| <i>Receipts from assets and all sources to be used as income</i>  |                 |                 |
| Investment dividends (paid gross) – Charles Stanley   | 13593.32        | 9676.39         |
| Investment dividends (paid gross with) – BlackRock  | 5287.94         | 1000.96         |
| Rents   | 20915.00        | 20390.00        |
| Bank interest (NatWest accounts)  | 107.06          | 2.51            |
| Donations and refund Alarm charge   | 262.46          | 70              |
| Refund Council Tax 11 Old Road  | 779.78          | 0               |
| <b>RECEIPTS USED AS INCOME</b>  | 40945.56        | 0               |
|   |                 |                 |
| <i>Other receipts not to be counted as income</i>   |                 | 0               |
| Sale of 11 Old Road   | 216245.00       | 0               |
| <b>TOTAL RECEIPTS (A)</b>   | 257190.56       | 31139.86        |
|   |                 |                 |
| <b><u>(B) PAYMENTS</u></b>  |                 | 0               |
| <b><u>Grants (part payments to beneficiaries)</u></b>   |                 | <b>0</b>        |
| Church (moiety grant from previous year)  | 8149.10         | 12,124.93       |
| Individual Grants (Relief in Need)  | 8650.07         | 3543.04         |
| Community Fund : DFPY, Plat. Jubilee, Website, Forest School, PreSchool (Covid needs), RBL wreath, Warm Hub   | 10617.49        | 1165.45         |
| <b><u>Property Expenses (6, 7/8 and 9 Old Road and “The Patch”)</u></b>   | 0               | 0               |
| Insurance - Liability and structural (cottages and Park) (note, No. 11 Old Road sold during year)   | 1072.79         | 1246.01         |
| Professional fees and services  | 120.00          | 179.00          |
| Maintenance and refurbishment, grass cutting “The Patch”,   | 5224.61         | 4900.73         |
| <b>The Park</b>   | 0               | 0               |
| Gardening and general care, trim hedge and shrubs, also weedkiller & other treatments, replace failed plants  | 681.94          | 390.00          |
| Grass cutting   | 510.00          | 510.00          |
| Professional fees (arborist 2021)   | 0               | 388.00          |
| Gift to retiring gardener   | 0               | 28.00           |
| <b><u>Administration</u></b>  | 0               | 0               |
| Clerk's honorarium  | 6500.00         | 6250.00         |
| Scrutineer's fee  | 225.00          | 225.00          |
| Printing, stationery, telephones, ink cartridges, postage, shredding, mileage (Trustees & Clerk) (Note – extra expenses during 22/23 year with sale of 11 Old Road) | 657.97          | 70.00           |
| New laptop for Chair of Trustees (2022)   | 996.00          | 0               |
| DBS checks – Clerk/Trustees   | 54.00           | 90.00           |
| Subscriptions (to South Hams CVS)   | 253.00          | 160.00          |
| Room Hire, BCA & Yealmpton CA, Trustee advert (2021)  |                 |                 |
| Gifts to retiring Trustees (21/22 year only)  | 0               | 93.98           |
| <b>PAYMENTS – MANAGEMENT , PROPERTY, GRANTS</b>   | 43711.97        | 31,364.14       |
|   | 0               |                 |
| <i>Payments re- invested</i>  | 0               |                 |
| Investment of sale proceeds of 11 Old Road in Black Rock  | 216245.00       | 0               |
| <b>TOTAL PAYMENTS (B)</b>   | 259,956.97      | 31,364.14       |
|   |                 |                 |
| <b>Year-end Balance - Payments over receipts</b>  | (2766.41)       | (224.28)        |
| <b>Cash funds last year-end</b>   | 28280.29        | 28,504.57       |
| <b>Cash funds this year-end</b> (equals cash fund balance p.2)  | 25,513.88       | 28,280.29       |

**STATEMENT OF ASSETS AND LIABILITIES AT YEAR-END**  
**(A) CASH FUNDS**

| <b>Cash funds in bank accounts</b>                   | Year-end 31.3.23 | Year-end 31.3.22 |  |
|--|------------------|------------------|--|
| NatWest Business Reserve Account One a/c             | 20623.39         | 21135.07         |  |
| NatWest Current Account                              | 4890.49          | 7145.22          |  |
| <b>TOTAL</b> (equals "cash funds at year-end" on p.1 | <b>25513.88</b>  | <b>28280.29</b>  |  |

**(B) INVESTMENT ASSETS**

| <b>Investment –<br/>BlackRock Charities UK Bond</b> | <b>Current value<br/>(April 2023)</b> | <b>Last year's value<br/>(April 2022)</b> |
|---|---------------------------------------|---|
|   |                                       |   |
| BlackRock Charities UK Bond Fund                    | £235,024.08                           | £28,582.44                                |

**Note – Proceeds from No. 11 Old Road invested in BlackRock**

**(C) INVESTMENT PORTFOLIO – CHARLES STANLEY**

| <b>Investments - portfolio</b>                                | <b>Current value<br/>(April 23)</b> | <b>Last year's<br/>value (April<br/>2022)</b> |
|---|-------------------------------------|---|
| Balanced portfolio held in Charles Stanley<br>Nominee account | £642,184.85                         | £691,219.21                                   |

**(D) FIXED ASSETS**

| <b>(D) Property</b>                                   | <b>Current<br/>value<br/>(April 23)</b> | <b>Last year's<br/>value<br/>(April 2022)</b> |
|---|---|---|
| Old Road cottages                                     | 601,378.88                              | 720,128                                       |
| Area of land behind No. 10 Old Road                   | 10,000                                  | 10,000  |
| The Park (nominal estimate) (part previously<br>sold) | 25,000                                  | 25,000  |
| <b>TOTAL</b>  | <b>636,378.88</b>                       | <b>755,128</b>                                |

**TOTAL ALL ASSETS**

**Current Value (April 2023)**

|                             |             |
|-----------------------------|-------------|
| (A) Cash funds              | £25,513.88  |
| (B) Black Rock              | £235,024.08 |
| (C) Portfolio               | £642,184.85 |
| (D) Fixed assets (property) | £601,378.88 |

**TOTAL ASSETS 2023      £1,504,101.69**

**Note – No. 11 Old Road sold during this year**

**Value April 2022**

|                             |             |
|-----------------------------|-------------|
| (A) Cash funds              | £28,280.29  |
| (B) Black Rock              | 28,582.44   |
| (C) Portfolio               | £691,219.21 |
| (D) Fixed assets (property) | £755,128.00 |

**TOTAL ASSETS 2022      £1,503,209.94**

## **Brixton Feoffee Trust**

### **Year-end Reconciliation – 2022/23 year**

The sum available for distribution in the accounting year comprised the following:-

Payments over receipts (deficit) as recorded on Sheet (1) is

|  |                  |
|--|------------------|
| <b>Deficit (payments over receipts )</b> | <b>£-2766.41</b> |
|--|------------------|

The payments recorded on Sheet (1) include grants which are part payments made to the scheme beneficiaries from “income” received in the accounting year and made available for distribution in the same period. Those part payments must be added to the total net income to establish the total amount available for distribution in the following financial year, and they are as follows:-

|   |                   |
|---|-------------------|
| <b>Fund (a) - St. Mary's Church<br/>(Moiety due from 2020/21) year)</b> | <b>£8149.10</b>   |
| <b>Fund (b) – Relief in Need<br/>(Part of moiety for current year)</b>  | <b>£8650.07</b>   |
| <b>Fund (c) – Community Fund<br/>(Part of moiety for current year)</b>  | <b>£10617.49</b>  |
| <b>TOTAL GRANTS DURING YEAR</b>   | <b>£27,416.66</b> |

### **TOTAL AMOUNT FOR DISBURSEMENT DUE FROM THE FINANCIAL YEAR 2022/23**

Part payments already made - £27,416.66 (as above). From this, deduct deficit of payments over receipts (£27,416.66 - £2766.41) = £24,650.25, which is the total amount available for distribution to the Trust's three beneficiaries.

This sum (£24,650.25) is divided equally between:

(a) St. Mary's Church and

(b) Relief in Need.

- A grant of £12,325.13 is declared to St. Mary's Church
- A grant of £12,325.12 is declared to Relief in Need, for the following financial year 2023/24), as stated on the following page (5).

## BENEFICIARIES

### **(a) St. Mary's Church (Fund A) – Moiety due £12,325.13**

Half of annual moiety accruing from 2022/23 year - £12,325.13

**Total due to St. Mary's Church = £12,325.13**

### **(b) Individual Grants (Fund B) – Moiety due £12,325.12**

Part payments from this half (moiety) were distributed during the accounting year (2022/23) and totalled £8,650.07. *It is stated in the Brixton Feoffee Trust Deed that any amount unspent from the Individual Grants Fund (Fund B) at the end of the accounting year must be transferred to the Community Fund (Fund C) to be available for distribution for the general benefit of the inhabitants of the Parish of Brixton during the ensuing year.*

**Accordingly, the remaining amount from the moiety of fund (b) for transfer to fund (C) is £12,325.12 less £8650.07 (already distributed) = £3,675.05**

### **(c) Community Fund (Fund C)**

Financial Year 2022/23

The value of the Fund at the beginning of the current accounting year (2022/23) resulting from the transfer of unspent part of (b) in 2021/22, including any carry forward from previous years, amounted to the sum of **£20,131.19**. Grants of **£10,617.49** were distributed during the accounting year. The amount remaining in the Community fund at the end of the financial year 22/23 is £20,131.19 LESS £10,617.49 = **£9,513.70**.

To this amount (£9,513.70) is added **£3,675.05** (underspend on individual grants from 2022/23 year). **Therefore, the amount now available for distribution in the financial year 2023/24 for the Community Fund is £9,513.70 + £3,675.05 = £13,188.75**

**The Brixton Feoffee Trust declares that £13,188.75 is available for Community projects during the financial year 2023/24.**

### **Administration costs for Brixton Feoffee Trust**

The administration costs during the financial year 2021/22, including the Clerk's honorarium, a new laptop computer for the Chair of Trustees, scrutineer's fee, travelling expenses, room hire, DBS checks and printer ink cartridges, amounted to £8,685.97.

(Check for balance, £13,188.75 (Community Fund available for distribution) + church moiety outstanding at year-end (£12,325.13) = £ 25,513.88 (cash funds as on page 2.)

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**Statement of accounts prepared by Mrs S Axell, Clerk to the Trustees**

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**Received at Brixton Feoffee Trust meeting on 4<sup>th</sup> September 2023**

**Signed by two Trustees:-**    **S. Cairo**  
   **J. Skentelbery**

## **BRIXTON FEOFFEE TRUST**

### **Trustees' Annual Report for Financial year 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

#### **Purpose of the Trust**

As stated within the Trust's Deed the Trust shall manage its assets in line with the restrictions imposed by the Charities Act 1993 and manage its income in maintaining its property (including the repair and insurance of any buildings thereon) and for all other charges and outgoings payable in the administration and management of the Charity.

Once all expenses incurred regarding property and administration have been met then the remaining income will be applied as follows:

- One half of the said income shall be paid to the Parochial Church Council of St. Mary, Brixton, for the upkeep, repair and insurance against fire of the fabric of the Parish Church of Brixton
- The remaining half of the said income shall be applied in relieving either generally or individually persons resident in the area of benefit\* who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.
- If and in so far as income in any year is not required for relief the Trustees may apply the same as they think fit for any charitable purpose for the general benefit of the inhabitants of the said area of benefit.

*\*In exceptional cases the Trustees may grant relief to persons otherwise eligible therefore who are resident immediately outside the said area of benefit but in the opinion of the Trustees ought nevertheless for sufficient reason be treated as if resident therein or who are located for the time being within the area of benefit*

#### **Trustees**

The Board of Trustees is pleased to announce that there is a full complement of Trustees. Mrs. Sylvie Cairo was appointed as Co-opted Trustee in October 2022. All Trustees have undertaken a DBS check and these checks are scheduled to be repeated every three years.

There were no claims by any Trustee during the year under review. Trustee training was undertaken by South Hams Community Voluntary Services in the autumn of 2022.

The Board of Trustees resolved that the current Chair of Trustees should be provided with a laptop computer which is to be passed on to each new Chair of Trustees to ensure continuity. The laptop computer was purchased from Triscott Technical Solutions in May 2022. This firm also gave advice and assistance to ensure that all Trust papers are backed up on Google Drive and are accessible to both the Chair of Trustees and the Clerk.

All Trustees continue to ensure that the subject of Confidentiality in their work for the Trust is their highest priority.

#### **Clerk**

The Board is very grateful for the continued services of its Clerk and are very aware of the amount of time that this post entails. The Clerk's professional and diligent in work has been recognised by the Trust's Accountant in his review of the accounts each year.

The Board reviewed the Clerk's honoraria again this year, increasing in recognition of the level of responsibility and time needed to complete the requirements of the post throughout the year in behalf of the Trust.

## **Professional Advisers**

Asset Portfolio - The Trust's portfolio is managed by Charles Stanley/Raymond James. The Board of Trustees met with Paul Cann, Investment Director, Charles Stanley, at a Board meeting on 21<sup>st</sup> November 2022. Mr. Cann gave an overview of how the Trust's investments had performed during the last year.

Property – The Board of Trustees is grateful to Belvoir who were appointed in February 2020 to act as the Trust's agents in all property matters, including tenancy issues and rents. Belvoir acted as the Trustees' representative when the rents of two cottages were reviewed and increased at the two-yearly review in 2022.

Accounts - Amplitude Tax Accountants Ltd. of Lanreath, Cornwall have again scrutinised the Trust's annual accounts for this year. The Board of Trustees is grateful to John Mason of Amplitude who undertakes this task with efficiency.

Governance - The Board has subscribed to South Hams Community Voluntary Services, who have given much valuable advice during the year. The Board is also a member of Devon Voluntary Action.

Legal – The Board of Trustees has not sought legal advice during the year under review.

## **Governance**

### Policies and Policy development

The Board continues to introduce and ratify new policies and guidelines which help establish the boundaries and best practices for acceptable behaviour for the Trust, including the Trustees, Clerk and any of its volunteers.

The routine review and updating of the Trust's policies has resumed during the year under review. The Board of Trustees is grateful to Trustee Liz Hitchins for undertaking this duty, in collaboration with the Clerk. All Trustees were circulated with the policies reviewed in draft format, then circulated with the final version for retention. In accordance with the Trust's Environment Policy, paperwork is kept to a minimum and policies are circulated in digital format. The purpose of the policies is to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them. A new Social Media policy was created and approved in February 2023. The current list of the Trust's policies (including risk assessments) is appended to this report (Appendix 2)

The Clerk has continued to provide Updates by email to all Trustees at approximately monthly intervals concerning the Trust's financial situation, payments required, applications for grants, forthcoming meetings, Governance issues, property matters, publicity necessary, and any other current items of concern or about which the Board of Trustees should be informed. These updates were always checked by the Chair of Trustees before being circulated to the Board of Trustees for action and information.

Board meetings are now held in the Community Room at Brixton St. Mary's Primary School to support the Trust's aim of being more visible in the community.

The Board of Trustees continues to be mindful of the Charity Commission's "15 Useful Questions" at all times

### Finances and Financial Monitoring

The Board of Trustees received regular updates and newsletters from Charles Stanley on the market situation, and Paul Cann, Investment Director directing supervising the Trust's portfolio, was always freely available for consultation on any matter.

The Board of Trustees has asked Charles Stanley to deal direct with the Trust's UK holdings in stock rather than using Fund Managers in order to save charges from collective funds. The

Board has kept their investment strategy as “Medium Low” to safeguard investments and generate greater income in compliance with the Trust’s financial policy (BFT04). The Trustees have noted an increase this year from investments with their Charles Stanley portfolio (see Trust Charles Stanley portfolio valuation on page 3).

During the year the Board continued to improve its reporting procedures on budget planning and monitoring, again to comply with the Trust’s financial policy (BFT04).

The Trustees decided to invest the proceeds from the sale of No. 11 Old Road (in September 2022) into BlackRock, who offer a competitive rate of return with instant access.

The Board of Trustees was most grateful to receive donations in memory of Mrs. Dorothy Clark during the year.

The system of payments by BACS, direct to the person or contractor involved continues to work well. The Clerk has worked with two Trustees at regular intervals to monitor the checking and recording system to ensure that all dealings were accurate with full details and documentation. These meetings confirmed payments against ledger entry and bank statement. The bank used by the Trust provides a checking service when recipient bank details are put in which is a valuable reassurance. The Trust’s bank mandate has recently been updated digitally to ensure that all Trustees and the Clerk are signatories and that all previous signatories have been removed.

#### General Data Protection Regulations (GDPR)

The Board is aware of these new regulations that were introduced in 2018 and continues to be vigilant in abiding by these regulations.

#### Trust Deed

As stated in the Trustees’ Annual Report for the year 2019/20, the Brixton Feoffee Trust Deed was submitted to the Charity Commission in July 2019 and was accepted. This document is attached as Appendix 3.

#### Charitable Incorporated Organisation

The Board of Trustees resolved in April 2020 to move forward to Charitable Incorporated Organisation (CIO) status. This matter has been extensively discussed by the Board of Trustees during its recent Strategic Plan meetings. A decision was taken not to proceed to convert to CIO status at the present time.

#### Strategic Financial/ Business Plan

The Trust’s Strategic Financial and Management Plan was brought before the Board in October 2022. Trustee Liz Hitchins and the Clerk had worked to update this plan, which had been created by Jackie Penney-Cousins, the previous Chair of Trustees. There have been several meetings to discuss this Strategic Plan. Further discussions will continue to take place, along with consideration of forming sub-committees to examine the following areas: Property, Finance, IT, Administration

The Board in making decisions has had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

### **Property**

#### The Park

This area of land owned by the Trust in the centre of Brixton is of most attractive appearance and is enjoyed and appreciated by all who pass. Within this area there are four Horse Chestnut trees which each have a Tree Preservation Order upon them. The trees are subject to periodic checks over the year, especially after storms by all Trustees and the Clerk. An annual rolling programme of visits (every eighteen months) by an arborist was organised, commencing in June 2018. The trees are due for another check soon. A small-leaved lime tree will be planted to celebrate the Coronation of King Charles III during May or June 2023.

A continuing problem that is experienced in this area is the fouling of the area and footpaths by dogs that are walked by their owners through the Park. Signs are in place to remind dog owners of their responsibilities. Permission was given last year to a local resident to use his metal detector; some small no value items have been found. The Trust is happy to allow use of the Park by local residents.

The Trust's Maintenance Plan for this area, employing Cutting Crew to undertake routine tasks is working well. The area under the trees is left for wildlife. Upgrading has taken place beside a footpath. Screening bushes have been planted beside one wall as a health and safety measure.

### Old Road Properties

The sale of 11 Old Road, Brixton took place in September 2022. Net proceeds were £216,245. This amount has been invested with BlackRock. The Board of Trustees continues to search for another property in the locality and will withdraw the funds from BlackRock to assist this purchase.

Necessary repairs to the properties were carried out during the year. The new electrical distribution boards were checked during the annual electrical check in August 2022. Carbon monoxide detectors have been checked in all properties and new ones fitted where necessary.

Routine two-year rent rises were administered by Belvoir for two properties during the year.

As part of the Trust's Property Policy (BFT05) routine gas and electricity checks on the Trust's properties are undertaken along with property inspections by the Trustees. The Board of Trustees is pleased with the new contractor appointed.

The parking area provided for the Trust's three tenants is of benefit to them and the surface appears to be wearing well. The Parish Council is grateful to the Trust for permission to keep a temporary shed beside the parking area, to store equipment used by volunteers to clean the streets in the village.

The Board of Trustees is currently considering the future of this area of land in consultation with Brixton Parish Council who are reviewing the need within the village for more parking spaces.

The Board of Trustees has continued to work on the appearance of the bank to the rear of the properties, adjacent to the A379 main road during the year. The planting previously undertaken is now mature and looks attractive. The Board of Trustees continues to monitor this area and to undertake necessary maintenance and improvement work.

## **Grants**

### Church

As in previous years, St. Mary's Church PCC received a grant of one-half of the Trust's net income towards the maintenance of Brixton Church

### Individuals

The remaining half share of the Trust's net income was made to individuals (Relief in Need). The Board of Trustees has been pleased to note an increase in requests for assistance, which included:

- Awards to school leavers at Brixton Primary School to enable them to acquire essential items when starting secondary school
- Call24Hour alarms for one resident

- Assistance to Brixton residents for general beneficial reasons, which include education and essential travel, home and mobility improvements, and help towards other financial requirements

The Board of Trustees has responded to the Cost of Living crisis by providing immediate grants of £100 to applicants who are experiencing difficulties with household and other expenses at this time. The emergency fund for immediate help to Brixton residents adversely affected by Covid has remained available during the year under review. These grants are publicised in the local village magazine and on Facebook. Both grants will continue for the foreseeable future.

#### Community Fund

Grants this year included:

- A third share of the Brixton Village website costs
- Poppy Day wreath on Remembrance Day
- A grant to the local Dementia Friendly Parishes around the Yealm
- A grant to the Forest School facility
- A grant towards the village Platinum Jubilee celebrations
- A grant to the Warm Hub Group in the village who have provided a box of essential household items which are free to take. This support will continue for the foreseeable future.

#### **Brixton Feoffee Trust Community Car Scheme**

The Trust Community Car Scheme was suspended at the start of the Covid-19 pandemic in March 2020. The Board of Trustees continues to keep this under review.

#### **Promotion of the Trust**

The Board is mindful of the need to inform local residents and all care and support services of the availability of funds to assist those in need within the parish and regularly advertises in the village magazine. Proceedings are ongoing to publicise the Trust throughout the village.

The new design of the Brixton village website operates well and gives a professional and efficient view of the village and its activities. The website is jointly funded by the Brixton Feoffee Trust, Brixton Parish Council and the Brixton Community Association.

#### **Complaints**

No complaints were received during the period under review.

#### **Summary**

The Board of Trustees has endeavoured to further the Trust's purposes by administering its property and portfolio as efficiently as possible in order to maximise income for beneficiaries

The Board is pleased that during the year substantial grants have been made to individuals within the parish of Brixton. The Board will continue in their efforts to maintain, and, if possible, increase, the grants made to all beneficiaries.

The Board will endeavour to ensure that the governance of the Trust will continue to meet the Charity Commission's requirements.

This annual report was approved by the Trustees at their meeting on 4<sup>th</sup> September 2023

Signature:- *E. Hitchins*

Full Name:- ELIZABETH HITCHINS

Position (Chair of Trustees or Trustee):- Chair of Trustees

## Summary of Reference and Administration Details at year end 31<sup>st</sup> March 2023

**Charity Name:** Brixton Feoffee Trust

**Registered Charity No.** 203604

**Charity's Principal Address:** c/o Clerk to the Trustees  
15 Cherry Tree Drive, Brixton, Plymouth. PL8 2DD

### Names of the Charity Trustees who manage the Charity:

| Trustee Name        | Office            | Dates acted if not for whole year | Name of person (or body) entitled to appoint Trustee (if any) |
|---------------------|-------------------|-----------------------------------|---|
| Mrs. M. Landricombe | Chair of Trustees | Whole Year                        | Co-opted  |
| Mr. A. Carey        | Trustee           | Whole Year                        | Co-opted  |
| Mrs. S. Cairo       | Trustee           | Since October 2022                | Co-opted  |
| Mrs. E. Hitchins    | Trustee           | Whole Year                        | Parish Council Nominee  |
| Mrs. J. Skentelbery | Trustee           | Since September 2021              | Parochial Church Council Nominee                              |

### Names and addresses of advisers

| Type of Adviser              | Name  | Address  |
|------------------------------|---|--|
| Estate Agent/Property Advice | Belvoir (property advice)<br>Fulfords (selling agent) | 136C Fore St, Saltash PL12 6JR<br>Plymstock, Plymouth. PL9 7AA |
| Financial Advice             | Charles Stanley                                       | Broadwalk House, Exeter. EX1 1TS                               |
| Accountant                   | Amplitude Tax Accountants Ltd.                        | Brazemoor, Lanreath, Cornwall. PL13 2PG                        |
| Bank                         | NatWest   | 14 Old Town Street, Plymouth, PL1 1DG                          |
| Solicitor                    | Nash & Co   | Beaumont House, Beaumont Place, Plymouth. PL4 9BD              |

### Structure, governance and management

**Type of Governing document:** Trust Deed dated 7.2.1996. Amended July 2019 (see Appendix 3)

**Trustee selection methods:** Two Trustees nominated:-  
One by Parochial Church Council and one by Parish Council.  
Three Trustees co-opted.

### Objectives and activities:

#### Summary of the objects of the charity set out in its governing document:

To maintain asset value. Assets to be invested to provide a secure and rising income for the Trust's beneficiaries.

#### Summary of the main activities undertaken for the public benefit in relation to these objects:

Regular review of investments.

Regular review and care of properties owned by the Trust and rented at market value.

#### Summary of the main achievements of the charity during the year and declaration

Please see enclosed Trustees' Report (pages 6 to 11)



## Brixton Feoffee Trust Policy Documents

| Policy Reference | Policy Title                | Review frequency |
|------------------|-----------------------------|------------------|
| 1                | Recruitment                 | Annual           |
| 2                | Applications for Assistance | Annual           |
| 3                | Trustee Appointment dates   | Annual           |
| 4                | Financial                   | Annual           |
| 5                | Property                    | Annual           |
| 6                | Complaints                  | Annual           |
| 7                | Conflict of Interests       | Annual           |
| 8                | Risk Management             | Annual           |
| 9                | Data Protection             | Annual           |
| 10               | Children's Safeguarding     | Annual           |
| 11               | Adults at Risk              | Annual           |
| 12               | Minor Repairs               | Annual           |
| 13               | Equipment                   | Annual           |
| 14               | Community Car Scheme        | Annual           |
| 15               | Disciplinary                | Annual           |
| 16               | Code of Conduct             | Annual           |
| 17               | Confidentiality             | Annual           |
| 18               | Environmental               | Annual           |
| 19               | Equality and Diversity      | Annual           |
| 20               | Volunteering                | Annual           |
| 21               | Grievance                   | Annual           |
| 22               | Health and Safety           | Annual           |
| 23               | Serious Incident            | Annual           |

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# Brixton Feoffee Trust

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## Trust Deed 2019

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County: **Devon**  
Place: **Brixton**  
Charity: **Brixton Feoffee Trust**  
CD: **(T1) 203604 a/6**

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Varied from the Order of the Commissioners dated 7<sup>th</sup> February 1996, by a resolution of the Brixton Feoffee Trustees at their meeting on 1<sup>st</sup> July 2019.

|         |                       |
|---------|-----------------------|
| County  | Devon                 |
| Place   | Brixton               |
| Charity | Brixton Feoffee Trust |
| CD      | 203604                |

Scheme including appointment of Trustees

## **CHARITY COMMISSION**

In the matter of the Brixton Feoffee Trust, in the Parish of Brixton, in the County of Devon, regulated by a Scheme of the Charity Commissioners of the 22<sup>nd</sup> December 1874, as varied by Schemes of the Commissioners of: -

- 18<sup>th</sup> February 1930
- 27<sup>th</sup> November 1962
- 7<sup>th</sup> February 1996
- 1<sup>st</sup> July 2019

In the matter of the Charities Act 1993 and updated according to the Charities Act 2011 and the new Charities Act 2016.

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THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES HEREBY ORDER that the following Scheme be approved and established as the Scheme for the regulation of the above-mentioned Charity:-

## **SCHEME**

### **1. Objects of the Charity**

Income shall be applied as follows:

- a) One half for the upkeep, repair and insurance against fire of the fabric of the parish church of Brixton;
- b) The remaining half of the said income shall be applied in relieving either generally or individually persons resident in the area of benefit who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons. In exceptional cases the Trustees may grant relief to persons otherwise eligible therefore who are resident immediately outside the said area of benefit but in the opinion of the Trustees ought nevertheless for sufficient reason be treated as if resident therein or who are located for the time being within the area of benefit;
- c) For any charitable purpose for the general benefit of the inhabitants of the said area of benefit.

## **2. Administration of Charity**

- a) The above-mentioned Charity and the property thereof shall be administered and managed subject to and in accordance with the provisions of this Scheme by the body of Trustees hereinafter constituted.
- b) The name of the Charity shall be Brixton Feoffee Trust or such other name as the Trustees from time to time by resolution may decide with the prior approval of the Charity Commissioners.

## **3. Area of Benefit**

In this Scheme the expression "area of benefit" shall be the Parish of Brixton.

Refer to Clause 29 (b) if considering applications from immediately outside the said area of benefit.

# **TRUSTEES**

## **4. Trustees**

The body of Trustees shall consist when complete of five competent persons being –

- Two Nominated Trustees
- Three Co-opted Trustees

## **5. Eligibility for Trusteeship**

No one shall be appointed as a Trustee:

- a) If he or she is under the age of 18 years; or
- b) If he or she would at once be disqualified from office under the provisions of clause 9 of this deed.

No one shall be entitled to act as a trustee whether on appointment or on any re-appointment as trustee until he or she has expressly acknowledged, in whatever way the Trustees decide, his or her acceptance of the office of trustee of the charity.

## **6. Appointment of Nominated Trustees**

Nominated Trustees will be appointed as follows:-

- One by Brixton Parish Council
- One by the Parochial Church Council of the Ecclesiastical Parish of St. Mary's, Brixton

Each appointment shall be made for a term of four years at a meeting of the appointing body. The person appointed may be but need not be a member of the appointing body.

## **7. Appointment of Co-opted Trustees**

Co-opted Trustees shall be appointed for a term of five years by a resolution of the Trustees passed at a special meeting of which not less than 21 days' notice has been given to the Board.

In selecting individuals for appointment as Co-opted Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity.

The Trustees must keep a record of the name and address and the dates of appointment, re-appointment and retirement of each Trustee.

## **8. Declaration by Trustees**

No person shall be entitled to act as a Trustee until after signing in the minute book of the Trustees a declaration of acceptance and of willingness to act in the interests of this Scheme.

## **9. Termination of Trusteeship**

A Trustee shall cease to be a Trustee if he or she:

- a) Is disqualified from acting as a Trustee by virtue of the appropriate section of the Charities Act 2016; or any statutory re-enactment of that provision
- b) In the written opinion, given to the charity, of a registered medical practitioner treating that person has become physically or mentally incapable of acting as a Trustee and may remain so for more than three months
- c) Is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his or her office be vacated
- d) Notifies to the Trustees a wish to resign (but only if enough trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings)

## **10. Duty of care and extent of liability**

When exercising any power (whether given to them by this deed, or by statute, or by any rule of law) in administering or managing the charity, each of the Trustees must use the level of care and skill that is reasonable in the circumstances, taking into account any special knowledge or experience that he or she has or claims to have ("the duty of care").

No Trustee, and no one exercising powers or responsibilities that have been delegated by the Trustees, shall be liable for any act or failure to act unless, in acting or in failing to act, he or she has failed to discharge the duty of care.

## **11. Vacancies**

If a vacancy occurs, the Trustees must note the fact in the minutes of their next meeting. In the case of a vacancy for a Nominated Trustee, notice should be given as soon as possible to the Nominating Body. Any eligible Trustee may be re-appointed.

If the number of Trustees falls below the quorum stated in Clause 17 none of the powers or discretions conferred by this deed or by law on the trustees shall be exercisable by the remaining trustees except the power to appoint new Trustees.

## **12. Delegation**

In addition to their statutory powers, the Trustees may delegate any of their powers or functions to a committee of two or more Trustees. A committee must act in accordance with any directions given by the Trustees. It must report its decisions and activities fully and promptly to the Board of Trustees. It must not incur expenditure on behalf of the charity except in accordance with a budget previously agreed by the Trustees.

The Trustees must exercise their powers jointly at properly convened meetings except where they have:

- a) Delegated the exercise of the powers (either under this provision or under any statutory provision), or
- b) Made some other arrangements, by regulations under clause 22.

The Trustees must consider from time to time whether the powers or functions which they have delegated should continue to be delegated.

## **MEETINGS AND PROCEEDINGS OF TRUSTEES**

### **13. Expenses**

The Trustees may use the charity's funds to meet any necessary and reasonable expenses which they incur in the course of carrying out their responsibilities as Trustees of the charity.

### **14. Ordinary Meetings**

The Board of Trustees shall hold at least four ordinary meetings in each year. All Trustees should attend at least three of the four above-mentioned meetings each year.

The Trustees must arrange at each of their meetings the date, time and place of their next meeting, unless such arrangements have already been made. Ordinary meetings may also be called at any time by the person elected to chair meetings of the Trustees or by any two Trustees. In that case not less than ten days' clear notice must be given to the other Trustees.

### **15. Special meetings**

A special meeting may be summoned at any time by the chair or any two Trustees upon not less than seven days' notice being given to the other Trustees of the matters to be discussed. If matters include the appointment of a Co-opted Trustee or a proposal to amend any of the trusts of this Deed, then not less than 21 days' notice must be given. A special meeting may be called to take place immediately after or before an ordinary meeting.

### **16. Chair**

The Trustees at their first ordinary meeting in each alternate year shall elect one of their number to be chair of their meetings until the commencement of the first ordinary meeting two years later. The Chair shall always be eligible for re-election.

The Chair shall remain elected until the two-year period has expired unless he/she wishes to relinquish the post.

If at any meeting the chair is not present within ten minutes after the time appointed for the meeting or there is no chair the Trustees present shall choose one of their number to be chair of the meeting.

The person elected to chair meetings of the Trustees shall have no other additional functions or powers except those conferred by this Deed or delegated to him or her by the Trustees.

### **17. Quorum**

There shall be a quorum when three Trustees are present at a meeting.

### **18. Voting**

Every matter shall be determined by the majority of votes of the Trustees present and voting on the question. In case of equality of votes the chair of the meeting shall have a casting vote whether or not he or she has voted previously on the same question. No Trustee in any other circumstances shall have more than one vote.

### **19. Minutes**

The Trustees shall keep, in files, minutes of the proceedings of their meetings.

### **20. Conflicts of interests**

A charity Trustee must:

- a) Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not been previously declared; and
- b) Absent himself or herself from any discussions of the charity Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

Any charity Trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity Trustees on the matter.

### **21. Accounts and annual report**

The Trustees must comply with their obligations under the Charities Act 2016 with regard to:

- a) The keeping of accounting records for the charity;
- b) The preparation of annual accounts for the charity;
- c) The auditing or independent examination of the statements of account of the charity;
- d) The transmission of the statements of account of the charity to the Commissioners; and
- e) The preparation of an Annual Report and its submission to the Commissioners.
- f) The preparation of an Annual Return with Statement of Accounts and its submission to the Commissioners.
- g)

## **22. General power to make regulations**

The Trustees may from time to time make regulations for the management of the charity and for the conduct of their business and governance, including

- a) The calling of meetings;
- b) Methods of making decisions in order to deal with cases or urgency when a meeting is impractical;
- c) The deposit of money at a bank;
- d) The custody of documents; and
- e) The keeping and authenticating of records. (If regulations made under this clause permit records of the charity to be kept in electronic form and require a trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated).
- f) The appointment of a Clerk.

The Trustees must not make regulations or policies which are inconsistent with anything in this deed.

## **23. Disputes**

If a dispute arises between the Trustees about the validity or propriety of anything done by the charity Trustees under this deed, and the dispute cannot be resolved by agreement, the Trustees party to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## **24. Registered particulars**

The Trustees must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

## **25. Bank account**

Any bank or building society account in which any of the funds of the charity are deposited must be operated by the Trustees and held in the name of the charity. Unless the regulations of the Trustees make other provision, all cheques and orders for the payment of money from such an account shall be signed by at least two Trustees.

# **MANAGEMENT OF PROPERTY**

## **26. Statutory Powers**

Nothing in this Deed restricts or excludes the exercise by the Trustees of the powers given by the Trustee Act 2000 as regards investment, the acquisition or disposal of land, and the employment of agents, nominees and custodians.

## **27. Powers**

- a) The Trustees may exercise the power to sell, lease, or otherwise dispose of all or any part of the property belonging to the charity in order to further the objects of the charity. In exercising this power, the Trustees must comply with the appropriate sections of the Charities Act 2016.
- b) The Trustees shall ensure that any lease or letting of property meets the legal requirements of the Rent Act (including covenants).
- c) The Trustees shall keep in repair and insure to the full value thereof against fire and other usual risks all the buildings, property and land of the Charity not

required to be kept in repair and insured by the lessees or tenants thereof and shall suitably insure in respect of public liability.

- d) Unless the Commissioners otherwise direct the clear proceeds of any such sale as aforesaid shall be invested in trust for the Charity.
- e) The Trustees shall first pay out of the income of the Charity the cost of maintaining the property of the Charity (including the repair and insurance of any buildings thereon) and all other charges and outgoings payable in respect thereof and all the proper costs, charges and expenses of and incidental to the administration and management of the Charity.

## **APPLICATION OF INCOME**

### **28. Application of income**

Subject to payment of the expenses the Trustees shall apply the income of the Charity as follows:-

- a) One half of the said income shall be paid to the Parochial Church Council of St. Mary's, Brixton, for the upkeep, repair and insurance against fire of the fabric of the Parish Church of Brixton
- b) The remaining half of the said income shall be applied in relieving either generally or individually persons resident in the area of benefit who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons. In exceptional cases the Trustees may grant relief to persons otherwise eligible therefore who are resident immediately outside the said area of benefit but in the opinion of the Trustees ought nevertheless for sufficient reason be treated as if resident therein or who are located for the time being within the area of benefit;
- c) If and in so far as income in any year is not required for relief in need in accordance with clause 28 (b) the Trustees may apply the same as they think fit for any charitable purpose for the general benefit of the inhabitants of the said area of benefit.

In applying income for relief in need the Trustees may pay for such items, services or facilities by way of donations or subscriptions to institutions, charities or organisations which provide or undertake in return to provide such items, services or facilities for such persons.

## **GENERAL PROVISIONS**

### **29. Application of income from financial investments and property**

The income from financial investments and property of the charity must be applied solely towards the promotion of the objects.

- a) A charity Trustee is entitled to be reimbursed out of the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.
- b) A charity Trustee may benefit from Trustee Indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in the appropriate section of the Charities Act 2016.

None of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any charity Trustee.

### **30. Appropriation of benefits**

The appropriation of the benefits of the Charity shall be made by the Trustees at meetings of their body and not separately by any individual Trustee or Trustees: Provided that the Trustees from time to time may appoint two or more members of their body to be a committee for dealing with any cases of emergency but all acts and proceedings of such committees shall be reported in due course to the Trustees.

### **31. Expenses of management**

The Trustees shall first defray out of the income of the Charity the cost of maintaining the property of the Charity (including the repair and insurance of any buildings thereon) and all other charges and outgoings payable in respect thereof also to include any charges and costs incurred in the management of the Charity's investment portfolio and all the proper costs, charges and expenses of an incidental to the administration and management of the Charity.

### **32. Benefits and payments to charity Trustees and connected persons**

#### **32.1. General Provisions**

No charity trustee or connected person may:

- a) Buy or receive any goods or services from the charity on terms preferential to those applicable to members of the public;
- b) Sell goods, services or any interest in land to the charity;
- c) Be employed by, or receive any remuneration from, the charity;
- d) Receive any other financial benefit from the charity;

Unless the payment or benefit is permitted by clause 32.2 or authorised by the court or the Charity Commission ("the Commission"). In this clause a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

#### **32.2. Scope and powers permitting trustees' or connected persons' benefits**

- a) A charity Trustee or connected person may receive a benefit from the charity in the capacity of a beneficiary of the charity provided that a majority of the Trustees do not benefit in this way.
- b) A charity Trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to, the conditions in the appropriate section of the Charities Act 2016.
- c) Subject to clause 32.3 a charity Trustee or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by a charity Trustee or connected person.
- d) A charity Trustee or connected person may receive interest on money lent to the charity at a reasonable and proper rate which must not be more than the Bank of England bank rate (also known as the base rate).
- e) A charity Trustee or connected person may receive rent for premises let by the Trustee or connected person to the charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity Trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

- f) A charity Trustee or connected person may take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

### **32.3. Payment for the supply of goods only – controls**

The charity and its charity Trustees may only rely upon the authority provided by clause 32.2(c) if each of the following conditions is satisfied:

- a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity and the charity Trustee or connected person supplying the goods (“the supplier”) under which the supplier is to supply the goods in question to or on behalf of the charity.
- b) The amount or maximum of the payment for the goods in question does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- c) The other charity Trustees are satisfied that it is in the best interests of the charity to contract with the supplier rather than someone who is not a charity Trustee or connected person. In reaching that decision the charity Trustees must balance the advantage of contracting with a charity Trustee or connected person against the disadvantages of doing so.
- d) The supplier is absent from the part of the meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.
- e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting.
- f) The reason for their decision is recorded by the charity Trustees in the minutes.
- g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 32.

In clauses 32.2 and 32.3

- a) “charity” shall include any company in which the charity:
  - i. Holds more than 50% of the shares; or
  - ii. Controls more than 50% of the voting rights attached to the shares; or
  - iii. Has the right to appoint one or more Trustees to the Board of the company.
- b) In clauses 32.2 and 32.3, “connected person” includes any person within the definition set out in clause 33 (Interpretation).

## **33. Interpretation**

### **33.1. In this deed:**

All references to particular legislation are to be understood as references to legislation in force at the date of this deed and also to any subsequent legislation that adds to, modifies or replaces that legislation.

### **33.2. “Connected person” means:**

- a) a child, parent, grandchild, grandparent, brother or sister of the Trustee;
- b) the spouse or civil partner of the Trustee or of any person falling within clause 33.2(a)

- c) a person carrying on business in partnership with the Trustee or with any person falling within clauses 33.2(a) or 33.2(b)
- d) an institution which is controlled –
  - i. by the Trustee or any connected person falling within clauses 33.2(a), 33.2(b) and 33.2(c); or
  - ii. by two or more persons falling within clause 33.2(d)(i), when taken together.
- e) A body corporate in which –
  - i. The charity Trustee or any connected person falling within clauses 33.2(a), 33.2(b) and 33.2(c) has a substantial interest; or
  - ii. Two or more persons falling within clause 33.2(e)(i) who, when taken together, have a substantial interest.

The appropriate sections of the Charities Act 2016 apply for the purposes of interpreting the terms used in clause 32.2.

### **34. Questions under Scheme**

Any question as the construction of this Scheme or as to the regularity or the validity of any acts done or about to be done under this Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

### **35. Amendment of trust deed**

The Trustees may amend the provisions of this deed, provided that:

- a) No amendment may be made to clause 1 (Objects), clause 10 (Duty of care and extent of liability), clause 28 (Application of income), clause 29 (Application of income from financial investments and property) and clause 32 (benefits and payments to charity trustees and connected persons), clause 36 (Dissolution) or this clause without the prior consent in writing of the Commission; and
- b) No amendment may be made that would have the effect of making the charity cease to be a charity at law.
- c) No amendment may be made to alter the objects if the change would undermine or work against the previous objects of the charity.

Any amendment of this deed must be made by deed following a decision of the Trustees made at a special meeting.

The Trustees must send to the Commission a copy of the deed effecting any amendment made under this clause within three months of it being made.

Varied from the Order of the Commissioners dated 7<sup>th</sup> February 1996, by a resolution of the Brixton Feoffee Trustees at their meeting on 1<sup>st</sup> July 2019.

**IN WITNESS of this deed the parties to it have signed below:**

**1. Signed as a deed by:**

1(a) *M. Landricombe*

On this 1<sup>st</sup> (day) of July (month) 2019 (year)

1(b) Witness's name:  
*R.S. Axell*

Witness's address:  
15 Cherry Tree Drive, Brixton, Plymouth. PL8 2DD

**2. Signed as a deed by:**

2(a) *J. Penney-Cousins*

On this 1<sup>st</sup> (day) of July (month) 2019 (year)

2(b) Witness's name:  
*R. Axell*

Witness's address:  
15 Cherry Tree Drive, Brixton, Plymouth. PL8 2DD

**3. Signed as a deed by:**

3(a) *E. Hitchins*

On this 1<sup>st</sup> (day) of July (month) 2019 (year)

3(b) Witness's name:  
*R. Axell*

Witness's address:  
15 Cherry Tree Drive, Brixton, Plymouth. PL8 2DD

**4. Signed as a deed by:**

4(a) *B. Huxtable*

On this 1<sup>st</sup> (day) of July (month) 2019 (year)

4(b) Witness's name:  
*R. Axell*

Witness's address:  
15 Cherry Tree Drive, Brixton, Plymouth. PL8 2DD

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

### Report to the Trustees of Brixton Feoffee Trust on accounts for the year ended 31.03.23. Charity No. 203604

#### 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 43(2) of the Charities Act 1993 (The 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 43 of the 1993 Act,
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 (other than that disclosed below\*):

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:
  - To keep accounting records in accordance with section 41 of the 1993 Act; and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

(\*Please delete the words in the brackets if they do not apply)

|               |                   |             |                             |
|---------------|-------------------|-------------|-----------------------------|
| <b>Signed</b> | <b>John Mason</b> | <b>Date</b> | 8 <sup>th</sup> August 2023 |
|---------------|-------------------|-------------|-----------------------------|

|  |   |
|--|---|
| <b>Name</b>  | JOHN MASON                                    |
| <b>Relevant Professional Qualification(s) or body (if any)</b> | Ex HM Inspector of Taxes                      |
| <b>Address</b>   | Brazemoor<br>Lanreath<br>Cornwall<br>PL13 2PG |

## **DISCLOSURE**

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the examiner wishes to disclose