

**Belle Vale Community Centre Limited**  
(a company limited by guarantee)

**Unaudited Financial Statements**  
**31 March 2022**

**Registered Charity Number : 1073941**  
**Company Number : 03235982**

**HAILWOOD & CO**  
**CHARTERED ACCOUNTANTS**

**Belle Vale Community Centre Limited**  
**(a company limited by guarantee)**

**Unaudited Financial Statements**  
**for the year ended 31 March 2022**

**CONTENTS**

	<b>Page</b>
Organisation information	1
Trustees' report	2 to 3
Statement of trustees' responsibilities	4
Independent examiner's report	5
Summary income and expenditure account	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 to 15

**Belle Vale Community Centre Limited**  
(a company limited by guarantee)

**Unaudited Financial Statements**  
**for the year ended 31 March 2022**

Registered Charity Number : 1073941

Company Number : 03235982

Incorporated in England & Wales

**TRUSTEES/DIRECTORS**

Mr S Melia  
Ms H Thompson  
Mr R J Condon

**REGISTERED OFFICE**

Lee Valley Millennium Centre  
Childwall Valley Road  
Belle Vale  
Liverpool, Merseyside  
L25 2PR

**ACCOUNTANTS**

Hailwood & Co  
Chartered Accountants  
392-394 Hoylake Road  
Moreton  
Wirral  
CH46 6DF

**Belle Vale Community Centre Limited**  
**(a company limited by guarantee)**  
**Report of the Trustees**  
**For the year ended 31 March 2022**

2

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements for the year ended 31 March 2022. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice.

The charity constitutes a public benefit entity as defined by FRS102.

Administrative information is disclosed on page 1.

## **STRUCTURE GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### **Recruitment and appointment of new trustees**

Prospective new trustees will be requested to submit an expression of interest at the Annual General Meeting. The suitability of the prospective trustees will be considered at the next board meeting following the Annual General Meeting based on the relevant skill set.

### **Induction and training of new trustees**

If successful, the new Trustees are inducted formally and issued with copies of the Articles of Association and Memorandum.

### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The objective of the Charity is to promote the benefit of the inhabitants of the local and wider community ('the area of benefit') without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education, relieve poverty and sickness and to provide facilities in the interests of social welfare for recreation and other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The Charity shall be non-party in politics and non-sectarian.

### **Significant activities**

The Charity's main activity was to establish, maintain and manage a Community Centre, whether alone or in co-operation with other persons, local authorities or bodies in furtherance of these objects.

In order to achieve our stated objectives, the Centre co-ordinates the following activities either on a daily or weekly basis: -

- The provision of a local library service, including access to the internet, for the local community. This is provided directly by Liverpool City Council, but facilitated in the Centre.
- The Provision of Adult Education classes via the Local Authority for members of the local community to develop their skills and employment.

**Belle Vale Community Centre Limited**  
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**Report of the Trustees**  
**For the year ended 31 March 2022**

3

## **OBJECTIVES AND ACTIVITIES**

### **Significant activities (continued)**

- Facilitating a social care service from within the Centre, creating a secure and safe environment for vulnerable members of the community to visit and seek help.
- Facilitating a range of fitness and social classes (dancing, Zumba, kick boxing) for members of the local community to attend, keeping fit and engaging socially.
- Facilitating social engagement clubs - pensioners club , religious gatherings etc.
- Organising party functions, birthdays, christenings etc.
- Facilitating social events promoting healthy eating and lifestyles, e.g. Social Supermarket and Valley Community Hub and specific one off events.

In facilitating all of the above, whilst the Centre does not specifically deliver we focus on ensuring we maintain a welcoming and friendly environment at the lowest possible rent to allow access for the wider community.

We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The Centre has continued to run weekly activities throughout the year, including the weekly pensioners club which provides activities, advice and support for older people.

The tenants continue to provide key services in line with our objectives and have been successful in increasing the number of users and visitors to the Centre.

We have held a number of fun days throughout the year which have been very well attended by the local community.

As well as enabling use to work on collaboration with other organisations, the events provide a vehicle for promoting the Centre.

## **FINANCIAL REVIEW**

### **Reserves policy**

The standard reserves policy is to maintain liquid resources sufficient to support the Charity for the following 12 months of operation. Ignoring amounts due from its subsidiary undertaking, the Charity had £76,000 in unrestricted reserves, which represents around 7 months running costs. The trustees continue to try to return the Charity as a whole into surplus.

## **ON BEHALF OF THE BOARD :**



R Condon (May 30, 2023, 5:23pm)

Mr R J Condon - Director  
30 May 2023

**Belle Vale Community Centre Limited**  
**(a company limited by guarantee)**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
**for the year ended 31 March 2022**

The trustees (who are also directors of Belle Vale Community Centre Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are also responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In planning our activities for the year and future years, the Trustees have kept in mind the Charity Commission's guidance on public benefit. The charity constitutes a public benefit entity as defined by FRS 102.

The Trustees report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

## Independent Examiner's Report

### to the members of Belle Vale Community Centre Limited (a company limited by guarantee)

I report on the financial statements of Belle Vale Community Centre Limited for the year ended 31 March 2022 which comprise the Summary Income and Expenditure Account, the Statement of Financial Activities, the Balance Sheet and related notes.

#### Respective responsibilities of the trustees and examiner

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

I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales, although this year the charity's income did not exceed £250,000.

Having satisfied myself that the Charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as members 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 examiners' statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006 ; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

*Hailwood & Co*

30 May 2023  
Moreton, Wirral

Adam French B.Eng FCA  
Hailwood & Co  
Chartered Accountants  
Registered Auditors

**Belle Vale Community Centre Limited**  
(a company limited by guarantee)

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**  
**for the year ended 31 March 2022**

	Note	2022 £	2021 £
Income		148,254	117,598
Total income		148,254	117,598
Expenditure		(102,640)	(85,344)
Depreciation		(36,204)	(36,204)
<b>Net income/(expenditure) for the year</b>	<b>10</b>	<b>9,410</b>	<b>(3,950)</b>

Movements in reserves are shown in note 9.

None of the charity's activities were acquired or discontinued during the above two financial periods.

There are no recognised gains and losses in the year ended 31 March 2023 or the year ended 31 March 2022 other than the (deficit)/surplus for each year.

Total income comprises £148,254 for unrestricted funds and £0 for restricted funds. A detailed analysis of income by source is provided in the Statement of Financial Activities.

The summary income and expenditure account is derived from the statement of financial activities on page 7 which together with the notes to the accounts on pages 9 to 15, provides full information on the movement during the year on all the funds.



**Belle Vale Community Centre Limited**  
(a company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 March 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
<b>Income from:</b>					
Grants	2	24,350	-	24,350	-
Donations	2	5,044	-	5,044	-
Charitable activities	2	118,860	-	118,860	117,598
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		<b>148,254</b>	<b>-</b>	<b>148,254</b>	<b>117,598</b>
 <b>Expenditure on:</b>					
Charitable activities	3	102,640	36,204	138,844	121,548
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>		<b>102,640</b>	<b>36,204</b>	<b>138,844</b>	<b>121,548</b>
 <b>Net incoming/(outgoing) resources before transfers</b>		<hr/>	<hr/>	<hr/>	<hr/>
		45,614	(36,204)	9,410	(3,950)
 <b>Transfers between funds</b>	9	<hr/>	<hr/>	<hr/>	<hr/>
		-	-	-	-
 <b>Net movement in funds</b>		<hr/>	<hr/>	<hr/>	<hr/>
		45,614	(36,204)	9,410	(3,950)
 <b>Reconciliation of funds:</b>					
Total funds brought forward	9	207,587	1,116,807	1,324,394	1,328,344
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>	9	<b>253,201</b>	<b>1,080,603</b>	<b>1,333,804</b>	<b>1,324,394</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Belle Vale Community Centre Limited**  
(a company limited by guarantee)

**BALANCE SHEET**  
**As At 31 March 2022**

		2022	2021
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	6	1,168,251	1,204,454
Investments	5	1	1
<b>Current assets</b>			
Debtors	7	106,407	68,555
Cash at bank and in hand		78,177	60,692
		<u>184,584</u>	<u>129,247</u>
<b>Liabilities:</b>			
Creditors: amounts falling due within one year	8	<u>(19,032)</u>	<u>(9,308)</u>
<b>Net current assets</b>		<u>165,552</u>	<u>119,939</u>
<b>Net assets</b>		<u><u>1,333,804</u></u>	<u><u>1,324,394</u></u>
<b>The funds of the charity:</b>			
Restricted funds		1,080,603	1,116,807
Unrestricted funds	9	<u>253,201</u>	<u>207,587</u>
		<u><u>1,333,804</u></u>	<u><u>1,324,394</u></u>

These accounts have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

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

The financial statements on pages 6 to 15 were approved by the Trustees on 30 May 2023 and signed on its behalf by:



R Condon (May 30, 2023, 5:23pm)

Director: Mr R J Condon

Company Number : 03235982

**Belle Vale Community Centre Limited**  
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**NOTES ON FINANCIAL STATEMENTS**  
**for the year ended 31 March 2022**

**1 Accounting policies and company status**

**Company Status**

The charity is a company limited by guarantee. The company has no share capital.

The nature of the charity's operations and principal activities are disclosed in the Trustees Report. The company was incorporated in England. The registered office is Lee Valley Millennium Centre, Childwall Valley Road, Belle Vale, Liverpool, L25 2PR.

A summary of the more important accounting policies is set out below.

**Basis of accounting**

The financial statements have been prepared under the historical cost accounting rules, on a going concern basis, and in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015. The charity constitutes a public benefit entity as defined by FRS102.

In accordance with the provisions of the SORP FRS 102, as the charity qualifies as a "small charity", it is exempt from the requirement to produce a cash flow statement.

**Fund accounting**

Restricted funds comprise funds which have been granted to be used for a specific purpose, and are therefore shown separately until that purpose has been fulfilled.

General funds comprise funds which represent accumulated surpluses and deficits in the Statement of Financial Activities, after transfers to/from the restricted funds.

The purposes and uses of all funds are set out in note 10 to the accounts.

**Income**

All donations, sundry income and sales are recognised on a receivable basis.

**Expenditure**

The cost headings comprise expenditure, including staff costs, directly attributable to the organisation's activities.

**Fixed assets and depreciation**

Fixed assets are stated at cost and are depreciated over their useful economic lives at the following rates:

Freehold property	2% of Cost
Improvements to property	2% of Cost

All significant assets are reviewed annually for impairment and provision made where considered necessary.

**Belle Vale Community Centre Limited**  
(a company limited by guarantee)

**NOTES ON FINANCIAL STATEMENTS**  
**for the year ended 31 March 2022**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>2 Income</b>				
Rental income	43,638	-	43,638	43,488
Grants received	7,230	-	7,230	34,388
Insurance claims	5,044	-	5,044	-
Room hire & functions	17,852	-	17,852	14,652
Rental of equipment income	10,140	-	10,140	5,070
Management charge	40,000	-	40,000	20,000
	<hr/> 123,904 <hr/>	<hr/> - <hr/>	<hr/> 123,904 <hr/>	<hr/> 117,598 <hr/>
<b>3 Charitable activities</b>	£	£	£	£
Salaries and related costs	49,318	-	49,319	47,484
Staff pension costs	814	-	814	752
Rates and water	10,242	-	10,242	8,476
Insurance	5,695	-	5,695	3,421
Light and heat	23,587	-	23,587	12,329
Telephone	3,597	-	3,597	1,658
Security and maintenance	7,383	-	7,383	9,036
Hire of equipment	-	-	-	-
Sundry expenses	-	-	-	-
Cleaning costs	-	-	-	-
Accountancy fees	1,891	-	1,891	1,722
Secretarial fees	-	-	-	-
Bank charges	53	-	53	97
VAT surcharges and penalties	-	-	-	-
Printing, postage and stationery	60	-	60	369
Bank interest	-	-	-	-
Depreciation: land and buildings	-	36,204	36,204	36,204
	<hr/> 102,640 <hr/>	<hr/> 36,204 <hr/>	<hr/> 138,845 <hr/>	<hr/> 121,548 <hr/>

**Belle Vale Community Centre Limited**  
(a company limited by guarantee)

**NOTES ON FINANCIAL STATEMENTS**  
**for the year ended 31 March 2022**

**4 Salaries and wages**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Staff costs</b>		
Wages and salaries	49,319	47,484
Pension costs	814	752
Employers' national insurance	-	-
	<u>50,133</u>	<u>48,236</u>
	<u><u>50,133</u></u>	<u><u>48,236</u></u>
 Average number of staff during the year	 4	 4
	<u><u>4</u></u>	<u><u>4</u></u>

There were no employees earning a salary in excess of £60,000 in either year.

**5 Fixed Asset Investments**

	<b>Shares in Group Undertaking</b>
<b>Market Value</b>	
31 March 2022	<u>£1</u>
31 March 2021	<u>£1</u>
 <b>Net Book Value</b>	
31 March 2022	<u>£1</u>
31 March 2021	<u>£1</u>

The charity owns 100% of the shares of Lee Valley Trading Limited. The results for the last financial year were as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Capital and Reserves	(92,541)	(77,197)
Profit/(loss) for year	(15,343)	(24,765)

**Belle Vale Community Centre Limited**  
(a company limited by guarantee)

**NOTES ON FINANCIAL STATEMENTS**  
**for the year ended 31 March 2022**

<b>6 Tangible fixed assets</b>	<b>Land and buildings £</b>	<b>Total £</b>
<b>Cost or valuation</b>		
1 April 2021	1,897,851	1,897,851
Additions	1	1
Disposals	-	-
	<hr/>	<hr/>
31 March 2022	1,897,852	1,897,852
	<hr/>	<hr/>
<b>Depreciation</b>		
1 April 2021	693,397	693,397
Charge for year	36,204	36,204
Disposals	-	-
	<hr/>	<hr/>
31 March 2022	729,601	729,601
	<hr/>	<hr/>
<b>Net book value</b>		
31 March 2022	1,168,251	1,168,251
	<hr/> <hr/>	<hr/> <hr/>
31 March 2021	1,204,454	1,204,454
	<hr/> <hr/>	<hr/> <hr/>

The Millennium Commission, who funded the building of the Community Centre hold a debenture over the land and buildings and all other assets of the Charity.

<b>7 Debtors</b>	<b>2022 £</b>	<b>2021 £</b>
Amounts owed by Lee Valley Trading Limited	88,038	67,755
Other debtors	18,369	800
	<hr/>	<hr/>
	106,407	68,555
	<hr/> <hr/>	<hr/> <hr/>
<b>8 Creditors due within one year</b>	<b>2022 £</b>	<b>2021 £</b>
Bank loans and overdrafts	-	-
Taxation and social security	12,333	2,839
Sundry creditors and accruals	6,300	6,109
Pension creditor	399	360
	<hr/>	<hr/>
	19,032	9,308
	<hr/> <hr/>	<hr/> <hr/>

**Belle Vale Community Centre Limited**  
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**NOTES ON FINANCIAL STATEMENTS**  
**for the year ended 31 March 2022**

9 Funds	Balance at 1 April 2021 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 March 2022 £
<b>Unrestricted Funds</b>					
General Fund	207,587	148,254	(102,640)	-	253,201
<b>Restricted Funds</b>					
Millennium Commissio	475,460	-	(15,465)	-	459,995
ERDF Grant	274,928	-	(8,923)	-	266,005
SRB Grant	142,319	-	(4,578)	-	137,741
LCC Grant	217,900	-	(7,038)	-	210,862
Riverside Housing	6,200	-	(200)	-	6,000
	1,116,807	-	(36,204)	-	1,080,603
<b>TOTAL FUNDS</b>	1,324,394	148,254	(138,844)	-	1,333,804

**Transfers**

The transfers between restricted and unrestricted funds are to ensure that the closing restricted funds agree to the net book value of the restricted fixed assets.

The restricted funds of £1,080,603 represent the net book value of the restricted tangible fixed assets, the remaining tangible fixed assets of £87,648 are unrestricted.

**Millennium Commission**

The Millennium Commission provided a capital grant to assist with the cost of construction of the community centre building. This included associated construction costs, professional fees and project management costs.

The main restriction is that the facility has to be run as a community centre and for no other purpose. The Millennium Commission was wound down, these rights were transferred to the Big Lottery Fund. A change in any part of the buildings use requires consent from the Big Lottery Fund.

**ERDF Grant**

ERDF provided a capital grant to assist with the cost of construction of the community centre building. This included associated construction costs, professional fees and project management costs.

The funds were restricted in that the building had to be used as a community centre for a period of no less than 10 years. If the building is used for another purpose within this period, then a pro rata refund of the grant will become payable.

**Belle Vale Community Centre Limited**  
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**NOTES ON FINANCIAL STATEMENTS**  
**for the year ended 31 March 2022**

**9 Funds (continued)**

**SRB Grant**

SRB provided a capital grant to assist with the cost of construction of the community centre building. This included associated construction costs, professional fees and project management costs.

The main restriction is that the facility has to be run as a community centre and for no other purpose.

**LCC Grant**

Monies from Liverpool City Council were provided in the form of insurance monies from the labour club which stood on this site. The money was provided on the condition that it was to be used to build a community centre.

**Riverside Housing**

Riverside Housing provided a capital grant to purchase computer equipment for an IT suite.

**10 Income and expenditure account**

	£
1 April 2021	1,324,394
Surplus for the year	9,410
	<hr/>
31 March 2022	1,333,804
	<hr/> <hr/>

**11 Related parties**

Lee Valley Trading Limited is the charity's trading subsidiary

At the balance sheet date Lee Valley Trading owed £88,038 (2021: £67,755) to the charity.

The charity charged a management fee of £20,000 (2021: £55,000), an equipment hire fee of £5,070 (2021: £10,140).

No interest has been charged on the balances owed.



**Belle Vale Community Centre Limited**  
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**NOTES ON FINANCIAL STATEMENTS**  
**for the year ended 31 March 2022**

**12 Controlling party**

Control lies with the trustees, with no individual or group having ultimate control.

**13 Capital Commitments**

**2022**

**2021**

**£**

**£**

Contracted for but not provided for

Nil

Nil

Authorised but not contracted for

Nil

Nil

**14 Going Concern**

As stated in the Trustees report, the reserves policy is to hold liquid reserves to cover 12 months expenditure. A cash surplus before depreciation was returned this year. The Trustees feel that further progress is still possible and therefore will delay making an impairment adjustment to the carrying value of the Centre in the accounts until all options for generating sufficient surplus to cover depreciation charges are exhausted.



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**Parties involved with this document**

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**Audit history log**

Date	Action
Tue, 30th May 2023 17:23:46 BST	R Condon viewed the envelope. (81.107.39.63)
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Tue, 30th May 2023 17:23:27 BST	R Condon signed the envelope. (81.107.39.63)
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Tue, 30th May 2023 17:21:18 BST	R Condon opened the document email. (66.249.93.209)
Tue, 30th May 2023 16:23:54 BST	Document emailed to roy.condon1@gmail.com (13.40.77.135)
Tue, 30th May 2023 16:23:54 BST	Sent the envelope to R Condon (roy.condon1@gmail.com) for signing (51.219.242.81)
Tue, 30th May 2023 16:19:11 BST	R Condon has been assigned to this envelope (51.219.242.81)
Tue, 30th May 2023 16:18:55 BST	Document generated with fingerprint df72cdb95cfbc820fdd2e1fdf590cd65 (51.219.242.81)
Tue, 30th May 2023 16:18:39 BST	Envelope generated by Dave Scott (51.219.242.81)