



THE MARSH COMMUNITY CENTRE CHARITABLE COMPANY

Annual Report Year ending 31 March 2021

Director's Report for the purposes of the Companies Act 2011 and Trustees' Annual Report for the purposes of Part VI of the Charities Act 1993 for the year ended 31 March 2020.

The trustees present their annual report on the affairs of the company, together with the accounts for the year ended 31 March 2020, together with the Independent Examiner's Report thereon.

Registered Charity: 1085116
Company Registration Number: 04156154

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Name

The full name of the charity is The Marsh Community Centre Charitable Trust.

Constitution and governing legislation

The charity is established as a company limited by guarantee, without share capital, under the Companies Act 1985. Its operation is governed by its Memorandum and Articles of Association dated 8th February 2001 and amended 25 February 2003. The company number is 04156154. The company is a registered charity (no. 1085116).

Trustees and directors

The persons who served on the Board of Trustees and were directors of the company during the year were:

Jon Barry (Trustee and Chair) (Marsh Resident)

Karin Olsson (Trustee and Secretary) (Marsh Resident)

Ken Peasnell (Trustee and Treasurer)

Sally Pidd (Trustee)

Michael Farnfield (Trustee)

Appointment of trustees

The appointment of trustees is governed by provisions contained within the company's Articles of Association. These are as follows:

- The board of trustees shall consist of a maximum of twenty trustees, made up of fifteen nominated and five co-opted trustees.
- Each appointment shall be made at an Annual General Meeting and each year one third of the trustees shall retire by rotation.
- Nominated trustees are elected for a term of not more than three years subject to the ability to be re-appointed or co-opted. The above trustees must live in, work in, or represent the area of benefit.
- Co-opted trustees are elected for a term of not more than two years subject to the ability to be re-appointed or co-opted and are nominated by the trustees.

Trustees' responsibilities

Company and charity law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state-of-affairs of the charitable company as at the end of the financial year and of the surplus or deficit of the charitable company for that year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with all relevant legislation. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Registered office

The registered office of the company is Marsh Community Centre, Willow Lane, Lancaster, LA1 5PP.

Secretary

The Company Secretary is Karin Olsson.

Treasurer

The Treasurer is Ken Peasnell

Bankers

The company's bankers during the year ended 31 March 2021 were the Cumberland Building Society, 26-28 Cheapside, Lancaster LA1 1LZ.

Accountants

The company's finances are managed in-house by the Chief Executive supported by the Secretary and Treasurer. Our payroll and Independent Examination is conducted by Lancaster & District CVS, Sulyard St, Lancaster LA1 1PX.

Specific restrictions on the company

- Clause 5 of the Memorandum of Association of the company stipulates that the income and property of the company shall be solely towards the promotion of its objects and no part is to be paid by way of dividend, bonus or otherwise to the members of the company. Additionally, no trustee appointed to any office of the company is to be paid a salary or fees or receive any remuneration or other benefit from the company.
- Clause 8 of the Memorandum of Association states that upon the winding up or dissolution of the company any assets remaining, after the satisfaction of all liabilities, shall not be paid to or distributed among the members of the company, but shall be transferred to other charitable institutions having similar objects and which similarly prohibit the distribution of income or property among its members.

Full details of all the restrictions imposed on the company and the framework within which the company operates are contained in the Memorandum of Association.

Investment powers

The company is permitted by its Memorandum of Association to invest any funds not immediately required for its purposes in any investments, securities or property as may be thought fit subject to such conditions and consents as may for the time being be imposed or required by law. In exercising these powers, the trustees have had regard to the Charity Commission's guidance on public benefit.

Management and financial oversight

The centre's manager, Deborah Hargreaves, is responsible for the centre's operations. On the financial side, she is assisted by the treasurer and the secretary. The board of trustees meet at least once a month, with the centre manager in attendance, to monitor activities and to make policy decisions.

REPORT OF THE CHAIR OF TRUSTEES

During the Covid Pandemic we continued to help the most vulnerable people in our community. Our centre manager was furloughed only for the month of November 2020. Our assistant manager also worked much of the time, as did our youth workers and volunteers, when Covid levels allowed.

A key and distinctive function of the centre is the amount and quality of advice our managers give local people in the community on a whole range of issues – such as benefits, legal matters, food poverty and housing. Although Open Access could not be run, Deborah worked from home and was able to assist people with open access advice still during the pandemic through social media, telephone, internet.

The following quotes are from our manager. These give a flavour of the activities of the centre during this period.

"We helped them access the correct benefits, food banks, clubs and anything else they were entitled to. We kept our young people engaged as much as possible in activities online or outdoors."

"We also ensured that our residents and members had the help they needed during the pandemic. These were things such as prescriptions, shopping, telephone conversations or whatever was needed."

"All ages benefited from the services we provided such as families, young people, adults, disabled. The continued support we gave the community was beneficial to our service users - mentally, physically and financially. We saw the rise in benefit claims from people who have never claimed before, a rise in food bank referrals, also a rise in mental health. We wanted to help minimise these issues."



Delivering Christmas presents 2020

“We gave out food/toiletry parcels to those in need, and activity packs to young people. We continued to run groups for our members online by introducing Zoom meetings. This was a difficult job as most did not know how to use their devices so we had to provide them with some simple training so they could access the zooms. These virtual meetings ensured that we could provide residents with some activities to keep them involved with their friends and ensure they didn't feel isolated and forgotten.”

We have fostered many new links with the local community this year. These include the Priory and Hope churches – both have given us tremendous financial support in helping our and their own activities on the Marsh and our thanks go to them. Another one worthy of mention is Marsh United who donated Christmas presents to the children.

Much work has been done (and continues to be done) on improving the quality of the physical resources we use to serve the community. For example, we used part of our reserves and money from a grant from the Galbraith Trust to replace our ageing suite of computers. We also created a new storage facility in our grounds, funding with money donated by The Priory Church.

Working with our consultant, Alan Chapman, one of our trustees was able to update and refresh our constitution. Similarly, other trustees have worked on sorting out our financial and funding arrangements and with supporting staff.

Many thanks to all our staff, volunteers, funders and trustees. It is only through your efforts that the Marsh Community Centre continues to thrive.

OBJECTIVES, ACTIVITIES AND ACHIEVEMENTS

Established in 2001 as the Marsh Community Centre Charitable Company, the central objective of our work is to address the needs of local people particularly children and young people living in this deprived ward of Lancaster. Unfortunately, the levels of deprivation have only increased since the centre was formed. We have sought better ways to support adults struggling with poverty, mental health issues and stress. With funding and partnership, we try to provide support for hard-to-reach and vulnerable children and young people. We aspire to achieve the following four objectives:

1. ACTIVITIES

To provide and facilitate activities, advice, information, advocacy and support that improve the quality of life of local people and promote the wellbeing of the community.

2. BUILDING

To run an accessible and safe building that enables us to make a difference.

3. COMMUNITY

To engage and consult the local community so that we are responsive to its needs and aspirations.

4. ORGANISATION

To ensure that we are well managed and governed and effective in all that we do.

Activities during the year

Our goal has been to continue to help those people of The Marsh area continuously throughout the year. Our records show that we helped around 500 people per calendar month. We pursued these objectives in the following ways:

By providing **Open Access help delivered over the telephone, internet**, this was well-used, and we know that it made a big difference to many people's lives. Universal Credit), employment, training, housing and food bank referrals.

By supporting a "**Brew, cake and make**" and "**Coffee and cake group**". These were run via Zoom and were very popular activities that are mainly attended by older people. These sessions are run by volunteers and are invaluable in bringing together people in the area. We fully intend to continue with these sessions.

By organising a choir, Marsh Music, that has been running since 2017. It has been open to all local people - men and women, old and young, and of all abilities. There are currently 15 members. It is a very popular activity, run by volunteers. Nationally, choirs have suffered badly during the pandemic, but we managed to keep ours going via Zoom throughout the pandemic.

By providing a **food club** for which participants pay £4. For this they got refreshments and food they could then take away a shopping bag of food. Food club thus provides both social activity and food for local people in need. Food comes from local supermarkets that would otherwise have been thrown away. Run from outdoors during the pandemic. 45 families attend per week.

Face-to-face youth work had to cease, but we kept in touch with the young people via social media and gave out activity packs to keep them involved with their friends and staff.

At a time when the building had to be shut to safeguard public health, the challenge for us during the coronavirus lockdown has been to develop ways of fulfilling as best we can the centre's core objectives in very trying circumstances. What pleases us most is that we still managed to run core services in providing advice and guidance to Marsh residents, albeit remotely during the lockdown while the centre manager was working from home. This included setting up a buddy system to help the most vulnerable.

REPORT OF THE TREASURER

Income and expenditure

Detailed information concerning our charitable spending during the year and the income that made this possible is provided in the financial statements which follow. The key features can be summarised as follows.

Our total spending during the year amounted to £98,014 of which £11,113 of this spending was on much-needed improvements to the centre's physical assets, work that is ongoing. Excluding these capital items, the operating expenditures amounted to £86,901, an increase of 0.8% over the previous year. The largest item consisted of the wages and salaries of our staff without whom nothing would be possible. This amounted to £57,151, a decrease of 1% over 2019-20. However, when account is taken of the furloughing of staff for which we received £4,966 from the government, our net expenditure on salaries was £52,185, a fall of 9% over the previous year, a consequence of our having to physically shut the centre during the Covid-19 crisis, although as has been explained above, we managed to provide important services for Marsh residents in a socially-distanced manner. Activities directly in pursuit of our objectives were £5,201, a decline of 36% over 2019-20, a direct consequence of our being unable to do

many of the things we normally do, such as organise trips for young people. One thing we were able to do was organise an appeal for donations to help people badly affected by a large fire that broke out in the Marsh during the year. We made grants to affected families totalling £4,986, funded largely by £4,456, the shortfall being met out of our reserves. Apart from our expenditures on salaries, activity costs and the fire appeal grants, we spent £18,663 on overhead costs of running the charity itself, which was 9% lower than the previous year.

Funding available to us to support these activities totalled £130,468, an increase of 25% over 2019-20, and came from three sources: grants from external funding agencies (£107,867), donations from individuals and organisations (£11,644), furlough grants (£4,966), and income we generate ourselves (£5,991). Without such grants and donations, we could not function. We are particularly indebted this year to the Tudor Trust, the National Lottery's Covid-19 response fund, Lancaster City Council, Awards for All, and Francis C Scott Trust for covering the cost of different parts of our payroll bill; and to Garfield Weston, Lancaster City Council and the National Lottery for covering many of our non-wage running costs.

The donations we received came from a variety of sources, both large and small, some for specific purposes and others to help us cover general running costs and our activities. Many take the form of regular small donations and others one-off larger amounts. Whatever the amount or frequency they are extremely valuable because they help us build up our reserves in ways that grants do not and cannot and thus help buffer us from shocks to the funding regime.

Reserves policy

Our objective is to maintain a level of free reserves (those not tied up in fixed assets and designated and restricted funds) at a level sufficient to fulfil the Company's continuing obligations. This is always a struggle because of our heavy reliance on grants as our principal source of income. Our unrestricted funds increased by £9,222 during the year, which is a great relief as we have struggled in past years to conserve this vital reserve, a key objective of the Company if we are to ensure our continuing solvency.

At 31 March 2021 our unrestricted reserves stood at £47,663, which equates to about 6.6 months of our current level of non-capital spending. This is, of course, an extreme worse-case scenario in which all grant income has been consumed and no income of any kind is being received. In fact, we had cash in the bank at the year-end equal to about 11 months of current spending.

Statutory compliance

The trustees' and directors' report and the attached accounts comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice 2015 – Accounting and Reporting by Charities.

The above report has been prepared in accordance with the Companies Act 2011 relating to small companies and was approved by the board on 29 September 2021 and signed on its behalf by:

Jon Barry



Chair of Trustees

The Marsh Community Centre Charitable Company

Registered Company No. 04156154

Registered Charity No. 1085116

Financial statements

Year ending 31 March 2021

Independent examiner's report to the trustees of

Marsh Community Centre

Charity No. 1085116

I report on the accounts for the year 1st April 2020 – 31st March 2021

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Shweta Pankhadiwala

C/o Lancaster District CVS, The Cornerstone Sulyard Street Lancaster LA1 1PX
28th September 2021

The Marsh Community Centre Charitable Company

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 31 March 2021

	Note	Unrestricted Funds £	Restricted Funds £	Fixed Assets Fund £	Total Funds 2021 £	Total Funds 2020 £
Income from:						
Donations and legacies	1	5,521	6,123	-	11,644	10,655
Grants	1	-	107,867	-	107,867	86,953
Other Income	2	10,956	-	-	10,956	6,359
Total		16,477	113,991	-	130,468	103,967
Expenditure on:						
Charitable activities	3	6,886	91,118	-	98,004	86,199
Depreciation		-	-	6,140	6,140	6,140
Total		6,886	91,118	6,140	104,144	92,339
Net income before revaluation gains (losses)		9,591	22,872	(6,140)	26,324	11,628
Fixed asset purchases and revaluation gains		-	-	11,113	11,113	3,874
Net income/(expenditure) before transfers	4,5	9,591	22,872	4,973	37,436	15,502
Transfers between funds		(369)	369	-	-	-
Net movement in funds		9,222	23,241	4,973	37,436	15,502
Total funds brought forward		38,441	19,744	230,506	288,691	273,189
Total funds carried forward		47,663	42,985	235,479	326,127	288,691

The notes that follow form part of these financial statements.

The Marsh Community Centre Charitable Company

BALANCE SHEET

As at 31 March 2021

	Note	2021 £	2020 £
Fixed Assets			
Tangible fixed assets	6	235,479	230,506
Current Assets			
Debtors		0	2,035
Cash at bank and in hand		92,668	66,503
Total current assets		92,669	68,538
Current Liabilities			
Creditors and prepaid income		2,021	438
Grants received in advance	7	-	9,916
Net Current Assets		90,648	58,184
Net Assets		326,126	288,690
Funds:			
Unrestricted funds		47,663	38,441
Restricted funds	8	42,985	19,744
Fixed Assets fund		235,479	230,506
		326,127	288,691

For the year ending 31 March 2021 the Company was entitled to exemption from audit under section 477 of the Act 2006 relating to small companies.

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

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

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

Approved by the board of trustees

Jon Barry



Ken Peasnell



Date:

29 September 2021

The notes on the following pages form part of these financial statements.

The Marsh Community Centre Charitable Company

NOTES TO THE ACCOUNTS **Year ended 31 March 2021**

Accounting Policies

Basis of accounting

The financial statements have been prepared on a going concern basis under the historical cost convention and in accordance with the Charities SORP (FRS 102) Accounting and Reporting by Charities (effective January 2019) the Companies Act 2011.

Income

Grants, including grants for the purchase of fixed assets, are included in income in the year to which the grant Where a grant is received but cannot be spent until later years(s) it is carried forward as prepaid income.

Collections, donations and legacies are included when receivable by the charity.

No income is shown net of expenditure.

Expenditures

Resources expended are included in the Statement of Financial Activities on an accruals basis.

Tangible fixed assets and depreciation

All capital expenditure, including that which is funded by grants, is treated as an addition to fixed assets.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the costs less estimated residual value of each asset over its expected useful life as follows:

Property	2% p.a. straight line
Fixtures and equipment	
Computer equipment	33% p.a. straight line

Capital expenditure funded by specific grants

The associated grant is transferred to a restricted fund fixed asset account against which depreciation is charged over the expected useful life of the relevant assets.

Taxation

The company is a registered charity and as such is entitled to the exemption from tax to the extent that the income received falls within section 505 C.G.T.A. 1992 and is applied to charitable purposes only.

Fund accounting

Unrestricted fund - this is the fund which can be used in accordance with the charitable objectives at the discretion of the trustees.

Fixed asset fund- this is the fund which represents fixed assets purchased from unrestricted and unspecific restricted grants and fund the future depreciation of those assets.

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

The Marsh Community Centre Charitable Company

NOTES TO THE ACCOUNTS
Year ended 31 March 2021

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
1 Grants and donations received				
Tudor Trust	-	27,000	27,000	25,000
National Lottery Covid-19 response	-	22,419	22,419	0
Lancaster City Council	-	24,803	24,803	14,000
Lancaster Police Fund	-	11,000	11,000	-
Awards for All	-	9,916	9,916	-
Francis C Scott Trust	-	-	-	13,700
Galbraith	-	-	-	2,000
Grantscape	-	1,951	1,951	5,853
Garfield Weston Foundation	-	-	-	22,000
Areti Charitable Trust	-	-	-	4,000
NHS	-	5,000	5,000	-
Community Foundation	-	1,083	1,083	-
Coop Local Community Fund	-	2,145	2,145	-
CVS Lancaster Covid-19 relief	-	2,550	2,550	-
Lancashire County Council	-	-	-	400
Priory Church Lancaster	1,050	1,667	2,717	-
Marsh Community Centre Fire Appeal	-	4,456	4,456	-
Other donations	4,471	-	4,471	-
	<u>5,521</u>	<u>113,991</u>	<u>119,511</u>	<u>86,953</u>

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
2 Other income				
Covid-19 salary furlough income	4,966	-	4,966	-
Food club	2,127	-	2,127	3,354
Gift aid etc	3,864	-	3,864	3,005
	<u>10,956</u>	<u>-</u>	<u>10,956</u>	<u>6,359</u>

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
3 Expenditure on charitable activities				
Wages and salaries (net of furlough)	5,367	51,785	57,151	57,497
Cleaning, printing, stationary and sundries	5	1,153	1,158	1,058
Repairs and renewals	28	8,861	8,889	7,855
Heat, light and water	-	3,939	3,939	3,682
Telephone, internet and computing	-	1,642	1,642	5,073
Insurance and legal costs	-	2,228	2,228	1,583
Activity expenses	1,326	3,875	5,201	8,171
Fire appeal grants to Marsh residents	-	4,986	4,986	-
Membership, training and travel	160	754	914	681
Audit, accountancy and payroll	-	648	648	600
Bank charges	-	134	134	-
Purchase of fixed assets	-	11,113	11,113	-
	<u>6,886</u>	<u>91,118</u>	<u>98,004</u>	<u>86,200</u>

	2021 £	2020 £
4 Management and administration of the charity		
Net income is stated after charging the following		
Depreciation of tangible fixed assets	6,140	6140
Accountancy fees	648	600

The Marsh Community Centre Charitable Company

NOTES TO THE ACCOUNTS
Year ended 31 March 2021

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
5 Staff Costs				
Wages costs	5,367	51,785	57,151	57,497
Redundancy costs	-	-	-	-
	<u>5,367</u>	<u>51,785</u>	<u>57,151</u>	<u>57,497</u>

The average number of employees during the year was as follows:
Chief Executive, Centre Manager, 3 Community and Youth Workers,
and 1 Cleaner.

No employee earned more than £50,000 in the year.

	Leasehold property £	Computer equipment £	Fixtures & fittings £	Total £
6 Tangible fixed assets				
Cost				
At 1 April 2020	334,387	3,874	24,046	376,573
Additions	7,151	808	3,154	11,113
Disposals	-	-	-	0
At 31 March 2021	341,538	4,682	27,200	387,686
Depreciation				
At 1 April 2020	106,464	1,291	24,046	131,801
Charge for the year	4,849	1,291	-	6,140
Disposals	-	-	-	0
At 31 March 2021	111,313	2,582	24,046	137,941
Net Book value				
At 31 March 2021	230,225	2,100	3,154	235,479
at 31 March 2020	227,923	2,583	-	230,506

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
7 Grants received in advance				
Awards for All	-	-	-	9,916.00

The Marsh Community Centre Charitable Company

NOTES TO THE ACCOUNTS
Year ended 31 March 2021

8 Movements in funds	Balance 01.04.20 £	Incoming resources £	Outgoings £	Transfers £	Balance 31.03.21 £
Restricted funds					
Tudor Trust	(1,788)	27,000	24,305		907
Garfield Western Foundation	14,479	-	7,042		7,437
Francis C Scott Trust	3,023	-	2,993		30
Lancaster City Council	509	24,803	10,375		14,937
Areti Charitable Trust	2730	-	1,591		1,139
Lancashire County Council	791	-	641		150
National Lottery Covid-19 response	-	22,419	22,240	(179)	0
Lancaster Police Fund	-	11,000	7,520		3,480
Grantscape	-	1,951	0		1,951
NHS	-	5,000	517		4,483
Community Foundation	-	1,083	405		678
Coop Local Community fund	-	2,145	0		2,145
CVS Lancaster Covid-19 relief	-	2,550	433		2,117
Awards for All	-	9,916	6,385		3,531
	<u>19,744</u>	<u>107,867</u>	<u>84,447</u>	<u>(179)</u>	<u>42,986</u>
Marsh residents fire appeal donations	-	4,456	4,986	530	0
Priory Church donations	-	1,667	1,686	18	-
	<u>19,744</u>	<u>113,991</u>	<u>91,118</u>	<u>369</u>	<u>42,985</u>
General funds					
Unrestricted Funds	38,441	16,477	6,886	(369)	47,663
Fixed assets fund	230,506	11,113	6,140	-	235,479
	<u>288,691</u>	<u>141,580</u>	<u>104,144</u>	<u>-</u>	<u>326,127</u>

Purposes of the restricted funds

The restricted funds are provided by the grant providers and donors and can only be used for the purposes set out in the grants and donors made by each provider.

9 Related party transactions

There were no transactions with related parties during the year.

10 Ultimate control

The company is controlled by its members in general meeting in accordance with the Memorandum and Articles of Association. No member is entitled to more than one vote.