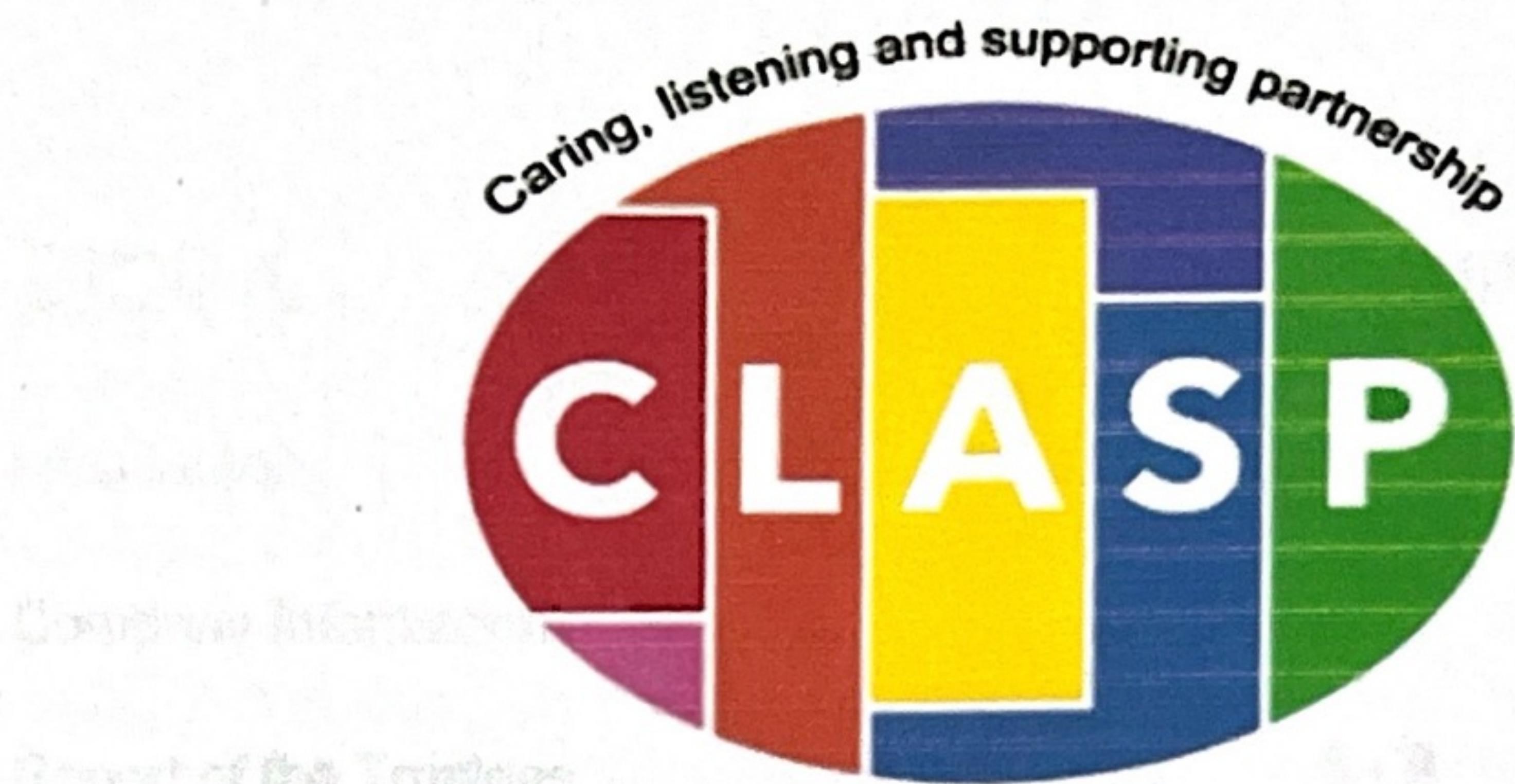




**CLASP (Caring, Listening and Supporting Partnership)**



**A charity supporting adults  
with learning disabilities to speak up**

**REPORT OF THE TRUSTEES AND**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2023**





## **CLASP (Caring, Listening and Supporting Partnership)**

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## CLASP (Caring, Listening and Supporting Partnership)

### INTRODUCTION

CLASP is a charitable Company supporting adults with learning disabilities to speak up for themselves. Our mission is 'To develop independence through self-advocacy for adults living with a learning disability'. We deliver this through workshops and training, providing resources and signposting and peer support. We are a small team of staff, volunteers and Trustees and are a well-established part of the learning disability community in and around the Wokingham borough.

CLASP believes that everyone should be valued and treated equally. Staff and self-advocates work together to raise awareness of learning disabilities and important issues affecting the local learning disability community. We empower people with learning disabilities to have the same opportunities and choices as everyone else. Self-advocates are involved in all areas of the charity's delivery and our Board of Trustees and team of staff includes people with learning disabilities.

SECRETARY

Sarahella L. L. L.

CEO

Paula Harrison

REGISTERED CHARITY NO.

1122254

COMPANY REGISTRATION NO.

6034599

REGISTERED OFFICE

Waterford House

Exford Court

Wokingham

Reading

RG40 2YF

BANKERS

National Westminster Bank PLC

6 Broad Street

Wokingham

Reading

RG40 1AX

INDEPENDENT EXAMINER

Nancy H. H.





**CLASP** (Caring, Listening and Supporting Partnership)

## **COMPANY INFORMATION**

### **TRUSTEES**

David Chaffe

Dean Cocoran

Joseph Davidson

Myles Harrison

Steve Allen

Philip Peterson

Samantha Lola Gibbs

Ellie Harrison

### **CHAIR**

Myles Harrison

### **SECRETARY**

Samantha Lola Gibbs

### **CEO**

Debs Morrison

### **REGISTERED CHARITY NO.**

1122254

### **COMPANY REGISTRATION NO.**

6034599

### **REGISTERED OFFICE**

Waterford House  
Erftstadt Court  
Wokingham  
Berkshire  
RG40 2YF

### **BANKERS**

National Westminster Bank PLC  
5 Broad Street  
Wokingham  
Berkshire  
RG40 1AX

### **INDEPENDENT EXAMINER**

Naomi Hunt





**CLASP (Caring, Listening and Supporting Partnership)**

## **REPORT OF THE TRUSTEES**

The trustees present their report together with the financial statements of the charitable company for the year ended 31 March 2023.

### **GOVERNANCE AND CONSTITUTION**

The company was incorporated on 20 December 2006. Its governing document is its Memorandum and Articles of Association, and it is subject to the provisions of the Companies Act 2006 and the Charities Act 2011. The company is incorporated as a private charitable company limited by guarantee, not having share capital, and a registered charity in England and Wales. No trustee has any beneficial interest in the charitable company. In the event of the charitable company being wound up, members are required to contribute an amount not exceeding one pound.

The Board of Trustees, who are also directors for the purposes of company law, meet quarterly or more regularly as necessary and administer the company.

A staff management team carries out the day-to-day functions of the Company.

### **PRINCIPAL ACTIVITIES**

The principal activities of the charitable company are the provision of an advocacy service for people with a learning disability living in the Wokingham borough and the running of the local Learning Disability Partnership Board. At the present time, the trustees do not anticipate any changes to these principal activities.

### **APPOINTMENT OF TRUSTEES**

The Chairman is nominated by the Board of Trustees. Trustees are elected at the Annual General Meeting, or whenever there is a vacancy, for a term of three years, following which they are eligible for re-election. The charitable company seeks to achieve a ratio of fifty per cent between trustees with and without a learning disability. The maximum number of trustees is twelve.





## **CLASP (Caring, Listening and Supporting Partnership)**

### **TRUSTEES**

The following trustees held office during the period under review:

David Chaffe  
Dean Corcoran  
Joseph Davidson  
Myles Harrison  
Philip Pearce (Resigned March 2023)  
Philip Peterson  
Samantha Lola Gibbs  
Sheetal Dalal (Resigned May 2023)  
Steven Allen  
Tim Murgatroyd (Resigned March 2023)  
Ellie Harrison

### **ACHIEVEMENTS AND PERFORMANCE**

Membership ended the year at 200 for CLASP and 312 for the Learning Disability Partnership Board (LPDB).

Our main activities were as follows:

#### **Coffee Shop**

This is our social group and drop-in session on Tuesday mornings. We are now Friendship Alliance Ambassadors – everyone is welcome at our coffee shop! The first Tuesday of the month is our Book Corner with Heather. The second Tuesday of the month is Dancing to Music with Rachel.

We also have an open table for other organisations to come and consult with our members – we have HealthWatch, Wokingham Borough Council, Social workers, etc.

#### **Take Notice**

This is our campaigning group on Friday mornings. Here are some of our highlights:

- Learnt from Wokingham Borough Council how to report issues on the web and by phone
- Met with White Watch at Dinton Pastures and saw what they do when rescuing people when water is involved.
- Met Paul Brown from Reading Football Club to talk about their community work
- LDBP held a Health Day in October with COVID vaccinations, 67 people attended, with 12 stalls
- Supported Hate Crime week with session from TVP





## **CLASP (Caring, Listening and Supporting Partnership)**

### **CLASP Community Choir**

This is our inclusive community choir, in partnership with Sing Healthy Choirs. We practice regularly face to face. We also perform in schools and in the town centre, and support Sing Healthy concerts.

### **Listen To Us**

This is our training group that delivers Learning Disability Awareness training and Hate Crime Awareness training to local schools, care agencies, Wokingham Borough Council and community groups.

A video explaining the work CLASP does to be shared with different support services was produced which we are looking to present to primary care services.

### **LDPB (Learning Disability Partnership Board)**

We send out monthly notices with news for the learning disability community. Some of our key events were:

- Health screening
- Pharmacy
- A series of roadshows around being environmentally aware – recycling, food waste, water savings, etc.

### **Happy & Healthy Club**

We have a craft session weekly where members get to spend time together doing different craft activities.

We also have sessions at the local sports hall playing various sports.  
Dancing to music and choir also are part of this programme.

We, the trustees, would like to thank the management team for their hard work going well above and beyond their jobs to ensure members are best supported. We also want to specifically acknowledge and thank the role that the 8 volunteers have played over the last year, without whom many of the activities could not have taken place and others would not be as nearly as effective.

## **FINANCIAL REVIEW**

It is the company's agreement to maintain a level of financial reserves sufficient to ensure that its core support to members would continue for a period of six months were its main source of income to cease, while attempts are made to secure new funding or, if such attempts prove unsuccessful, time and support given to members would be adjusted and allow for an appropriate ending to the services provided.





## **CLASP (Caring, Listening and Supporting Partnership)**

This is monitored on a quarterly basis at meetings of the trustees and reviewed annually or whenever there is any significant change to the charitable company's organisation that affects its core running costs. With more than 80% of the income from the one source (two contracts with Wokingham Borough Council), the reserves are focused on covering the costs of a much-scaled back operation if that contract was lost, as many activities (and associated costs) would end at that time. We continue to run a tight budget.

In January 2022, Wokingham Borough Council confirmed renewal of our grant for running the provision of a learning disability self-advocacy service, including the management of the learning disability partnership board. In addition, CLASP was awarded a second grant for the provision of service giving support and promoting independence to people with mild learning disabilities. These began in April 2022 for a three-year term, with possibility of two one-year renewals after that and represent the major source of income for CLASP.

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

This report has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

The trustees have adopted the Statement of Recommended Practice 2015 (FRS 102). As a small charitable company not subject to statutory audit, the trustees have opted for the lesser reporting requirements permitted under SORP 2015.

The trustees acknowledge their responsibility to prepare financial statements that give a true and fair view of the state of affairs of the charitable company as at the end of its financial year and of its statement of financial activities for the financial period, in accordance with the Companies Act 2006.

In preparing those financial statements the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) observe the methods and principles in the Charities SORP;
- (c) make judgements and estimates that are reasonable and prudent;
- (d) state whether UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume the company will continue in business.

The trustees are responsible for keeping proper accounting records that comply with the Companies Act 2006 and which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006.





## **CLASP (Caring, Listening and Supporting Partnership)**

The trustees are responsible for ensuring the maintenance of an adequate system of internal control designed to provide for safeguarding the company's assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees certify that:

(a) so far as they are aware, there is no relevant information to which the charitable company's independent examiner is unaware; and

(b) they have taken all steps that ought to have been taken in order to make themselves aware of any relevant information and to establish that the charitable company's independent examiner is aware of that information.

Approved by the Board of Trustees on 24th November 2023 and signed on its behalf by:

Samantha Lola Gibbs  
Company Secretary





**CLASP** (Caring, Listening and Supporting Partnership)

## **INDEPENDENT EXAMINERS REPORT**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2023

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act")

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination

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

**Signed:**

**Printed Name:** Naomi Lynam FCCA

**Date:** 16 November 2023

**Professional qualification:** Association of Chartered certified Accountants





**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
YEAR ENDED 31 MARCH 2023**

	Note	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
		£	£	£	£
<b>Income</b>					
<b>Income and endowments from:</b>					
Donations and legacies	3	7,357	131,973	139,330	69,315
Charitable activities	3	6,171	-	6,171	3,488
Other trading activities	3	1,918	-	1,918	3,545
<b>Total</b>		<b>15,446</b>	<b>131,973</b>	<b>147,419</b>	<b>76,348</b>
<b>Expenditure</b>					
<b>Expenditure on:</b>					
Charitable activities	5	1,306	115,613	116,919	70,422
<b>Total</b>		<b>1,306</b>	<b>115,613</b>	<b>116,919</b>	<b>70,422</b>
<b>Net income</b>		<b>14,140</b>	<b>16,360</b>	<b>30,500</b>	<b>5,926</b>
<b>Net movement in funds</b>	<b>13</b>	<b>14,140</b>	<b>16,360</b>	<b>30,500</b>	<b>5,926</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	13	24,554	3,155	27,709	21,783
<b>Total funds carried forward</b>	<b>13</b>	<b>38,694</b>	<b>19,515</b>	<b>58,209</b>	<b>27,709</b>





## CLASP (Caring, Listening and Supporting Partnership)

### BALANCE SHEET

		Unrestricted funds	Restricted income funds	Total this year	Total last year
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9	-	2,000	2,000	1,921
<b>Total fixed assets</b>		-	2,000	2,000	1,921
<b>Current assets</b>					
Debtors	10	-	176	176	-
Cash at bank and in hand	12	38,694	35,677	74,371	41,876
<b>Total current assets</b>		38,694	35,853	74,547	41,876
<b>Creditors:</b> amounts falling due within one year	11	-	18,338	18,338	16,088
<b>Net current assets</b>		38,694	17,515	56,209	25,788
<b>Total assets less current liabilities</b>		38,694	19,515	58,209	27,709
<b>Funds of the Charity:</b>					
Restricted income funds	13		19,515	19,515	3,155
Unrestricted funds	13	38,694		38,694	24,554
<b>Total funds</b>		38,694	19,515	58,209	27,709

*The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.*





## CLASP (Caring, Listening and Supporting Partnership)

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

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

**These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.**

**Signed by trustees  
on behalf of all the  
trustees:**

**Print Name**

**Date  
dd/mm/yyyy**

**Myles Harrison**

24/11/23

**Julie Tattersdill**

28/11/23

**Signature of director  
authenticating accounts  
being sent to Companies  
House**

**Signature**

**Date  
dd/mm/yyyy**

24/11/23

**Samantha Lola Gibbs**





**CLASP** (Caring, Listening and Supporting Partnership)

## **NOTES TO THE ACCOUNTS**

### **Note 1: Basis of preparation**

#### **1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with:

The Statement of Recommended Practice: Accounting and Reporting by 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 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

#### **1.2 Going concern**

The trustees' consider there are no material uncertainties about the charitable company's ability to continue as a going concern for the next 12 months.

#### **1.3 Change of accounting policy**

No changes in accounting policy have occurred in the reporting period of the year to 31<sup>st</sup> March 2023 and the financial statements present a true and fair view and the accounting policies adopted are those outlined in Note 2.

#### **1.4 Changes to accounting estimates**

No changes to accounting estimates have occurred in the reporting period.

#### **1.5 Material prior year errors**

No material prior year error have been identified in the reporting period.





## **Note 2: Accounting policies**

### **2.1 Functional Currency**

The financial statements have been prepared in sterling which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

### **2.2 Incoming Resources**

Income is recorded in the financial statements when received or when the charitable company becomes entitled to the resources. Grants in the form of core funding from Wokingham Borough Council is included in the Statement of Financial Activities to match the time periods when the services relating to this funding is delivered

### **2.3 Offsetting**

There has been no offsetting of assets and liabilities or income and expenditure.

### **2.4 Tangible Fixed Assets**

Items that can be used for more than one year and cost in excess of £500.00 are capitalised and valued at cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office furniture and equipment: 25%

IT equipment: 25%

### **2.4 Fund Accounting**

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

Restricted funds can only be used for specific restricted purposes and arise either when specified by the donor or when funds are raised for particular restricted purposes.

### **2.5 Deferred Income**

Income from grants received with performance related criteria is only recognised in the SOFA when the performance related criteria has been fulfilled. The amounts relating to unfilled performance criteria is transferred to deferred income.

### **2.6 Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.





<b>Note 3: Income from Donations and Legacies</b>						
<b>3.1 Donations and legacies:</b>						
	<b>Unrestricted funds</b>	<b>Restricted income funds</b>	<b>Total funds</b>	<b>Prior year unrestricted funds</b>	<b>Prior year restricted funds</b>	<b>Prior year Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations and gifts	6,357		6,357	5,879		5,879
General grants provided by government/other charities	1,000	131,973	132,973	2,000	61,437	63,437
<b>Total</b>	<b>7,357</b>	<b>131,973</b>	<b>139,330</b>	<b>7,879</b>	<b>61,437</b>	<b>69,316</b>
<b>3.2 Charitable activities:</b>						
Fundraising	6,171	-	6,171	3,488	-	3,488
<b>Total</b>	<b>6,171</b>	<b>-</b>	<b>6,171</b>	<b>3,488</b>	<b>-</b>	<b>3,488</b>
<b>3.3 Other trading activities:</b>						
Compensation payments						
Consultancy	1,918	-	1,918	3,545	-	3,545
<b>Total</b>	<b>1,918</b>	<b>-</b>	<b>1,918</b>	<b>3,545</b>	<b>-</b>	<b>3,545</b>
<b>TOTAL INCOME</b>	<b>15,446</b>	<b>131,973</b>	<b>147,419</b>	<b>14,912</b>	<b>61,437</b>	<b>76,349</b>





**CLASP** (Caring, Listening and Supporting Partnership)

## Note 4: Analysis of receipts of government grants

		This year
Description		£
Wokingham Borough Council	Lot 21 – Adult Social Care	61,928
Wokingham Borough Council	Lot 22 – Adult Social Care	51,192
Wokingham Borough Council	Easy Read	2,650
Wokingham Borough Council	Car parking	1,693
Total		117,463

		Last year
Description		£
Wokingham Borough Council	Lot 21 – Adult Social Care	48,183
Total		48,183

	This year	Last year
<i>Details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.</i>	None	None
	This year	Last year





## CLASP (Caring, Listening and Supporting Partnership)

<b>Details of other forms of government assistance from which the charity has directly benefited.</b>		
	None	None

<b>Note 5: Expenditure</b>						
	<b>This year</b>			<b>Last year</b>		
	<b>Unrestricted funds</b>	<b>Restricted income funds</b>	<b>Total funds</b>	<b>Unrestricted funds</b>	<b>Restricted income funds</b>	<b>Total funds</b>
<b>Expenditure on charitable activities:</b>						
Salaries and pension costs	-	77,847	77,847	-	43,911	43,911
Office rent	-	5,284	5,284	-	6,404	6,404
IT Services	-	2,761	2,761	-	1,493	1,493
Other	1,306	29,721	31,027	-	18,614	18,614
<b>Total expenditure on charitable activities</b>	<b>1,306</b>	<b>115,613</b>	<b>116,919</b>	<b>-</b>	<b>70,422</b>	<b>70,422</b>





## CLASP (Caring, Listening and Supporting Partnership)

<b>Note 6: Details of certain types of expenditure</b>						
<b>Note 6.1 Fees for examination of the accounts</b>						
					<b>This year</b>	<b>Last year</b>
					<b>£</b>	<b>£</b>
Independent examiner's fees					-	-
Assurance services other than independent examination					-	-
Tax advisory fees					-	-
Other fees: Accountancy services - payroll					468	432





## CLASP (Caring, Listening and Supporting Partnership)

### Note 7: Paid employees

#### 7.1 Staff Costs

	This year	Last year
	£	£
Salaries and wages	67,524	39,274
Social security costs	7,730	3,612
Pension costs (defined contribution scheme)	2,593	1,024
Other employee benefits	-	-
<b>Total staff costs</b>	<b>77,847</b>	<b>43,910</b>

#### 7.2 Staff banding costs over £60,000

Band	Number of employees	
	This year	Last year
£60,000 to £69,999	-	-
£70,000 to £79,999	-	-
£80,000 to £89,999	-	-
£90,000 to £99,999	-	-
£100,000 to £109,999	-	-

#### 7.3 Average head count in the year

	This year	Last year		
	Number	Number		
Fundraising	-	-		
Charitable Activities	7	7		
Governance	-	-		
Other	-	-		
<b>Total</b>	<b>7</b>	<b>7</b>		





**Note 8: Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.**

			<b>This year</b>	<b>Last year</b>	
			<b>£</b>	<b>£</b>	
Amount of contributions recognised in the SOFA as an expense			-	0 (as re-stated)	





## Note 9: Tangible fixed assets at cost

	Freehold land & buildings	Fixtures, fittings and equipment	Total
	£	£	£
At the beginning of the year	-	4,990	4,990
Additions	-	1,616	1,616
Revaluations	-	-	-
Disposals	-	-	-
Transfers *	-	-	-
At end of the year	-	6,606	6,606
<b>9.2 Depreciation and impairment</b>			
**Basis	Straight Line	Straight Line	
** Rate	25%	25%	
At beginning of the year	-	3,070	3,070
Disposals	-	-	-
Depreciation	-	1,536	1,536
Impairment	-	-	-
Transfers*	-	-	-
At end of the year	-	4,606	4,606
<b>9.3 Net book value</b>			
Net book value at the beginning of the year	-	1,921	1,921
Net book value at the end of the year	-	2,000	2,000





<b>Note 10: Debtors and prepayments</b>				
<b>10.1 Analysis of debtors</b>				
			<b>This year</b>	<b>Last year</b>
			<b>£</b>	<b>£</b>
Trade debtors			-	-
Prepayments and accrued income			176	-
Other debtors			-	-
<b>Total</b>			<b>176</b>	<b>-</b>





## Note 11: Creditors and accruals

### 11.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year	Last year	This year	Last year
	£	£	£	£
Accruals and deferred income	18,338	16,088	-	-
<b>Total</b>	<b>18,338</b>	<b>16,088</b>	<b>-</b>	<b>-</b>

### 11.2 Deferred income

	This year		Last year	
<b>The reasons why income is deferred.</b>	Performance related conditions not yet met for grants received.		Performance related conditions not met for grants received.	
<b>Movement in deferred income account</b>			<b>This year</b>	<b>Last year</b>
			£	£
Balance at the start of the reporting period			16,088	22,148
Amounts added in current period			13,948	7,194
Amounts released to income from previous periods			- 13,045	- 13,254
<b>Balance at the end of the reporting period</b>			<b>16,991</b>	<b>16,088</b>





## CLASP (Caring, Listening and Supporting Partnership)

### Note 12: Cash at bank and in hand

			<b>This year</b>	<b>Last year</b>
			<b>£</b>	<b>£</b>
Short term cash investments (less than 3 months maturity date)			-	-
Short term deposits			-	-
Cash at bank and on hand			74,371	41,876
Other			-	-
<b>Total</b>			<b>74,371</b>	<b>41,876</b>





<b>Note 13 : Charity funds</b>				
<b>13.1 Details of material funds held and movements during the CURRENT reporting period</b>				
<b>Fund names</b>	<b>Fund balances brought forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Fund balances carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Restricted	3,155	131,973	- 115,613	19,515
Unrestricted	24,554	15,446	- 1,306	38,694
	-	-	-	-
	-	-	-	-
<b>Total</b>	<b>27,709</b>	<b>147,419</b>	<b>- 116,919</b>	<b>58,209</b>





## **Note 14: Transactions with trustees and related parties**

<b>14.1 Trustee remuneration and benefits</b>								
During the year no fees or payments were made to any Trustees (2022 - nil)								
<b>14.2 Trustees' expenses</b>								
No trustee expenses have been incurred (2022 - nil)								
<b>14.3 Transaction(s) with related parties</b>								
There have been no related party transactions in the reporting period (2022 - nil)								