

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	January	2022		31 st	December	2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Pamela Cowler	Trustee		Annual General Meeting
2	Helen Dixon	Vice Chairperson		Annual General Meeting
3	Adina Grace	Chairperson		Annual General Meeting
4	Yvonne Hill	Trustee		Annual General Meeting
5	Robert Jones	Trustee		Annual General Meeting
6	Yvonne Keeble	Minutes Secretary		Annual General Meeting
7	David Tetlow	Treasurer		Annual General Meeting
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Staff members: Janet Aylward (Co-ordinator) & Chris Archer (Co-ordinator)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	ASSOCIATION
Trustee selection methods (eg. appointed by, elected by)	ELECTED EACH YEAR AT THE ANNUAL GENERAL MEETING BY THE MEMBERSHIP.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

See the Chairperson's report and Treasurer's commentary, attached to this document, for any details.

Section C Objectives and activities

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

The relief of the elderly, disabled, and/or vulnerable adults in any manner which now is or hereinafter may be deemed by law to be charitable, including the provision of minibus transport services to those that are predominantly disabled or ill, and in particular to provide or assist in the provision of day service facilities for the residents of Cricklade and the surrounding areas who have need of such facilities by reason of their age, disability, and/or vulnerability with the object of improving their conditions of life and promoting social inclusion

In carrying out their duties the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

See the Chairperson's report and Treasurer's commentary, attached to this document, for further details.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

See the Chairperson's report and Treasurer's commentary, attached to this document, for any details.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

See the Chairperson's report and Treasurer's commentary, attached to this document, for any details.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity has set aside designated reserves for

- Closure Reserve
- Unforeseen Operational Costs
- Potential Loss of Income
- Minibus Replacement

This policy was established in early 2019 and the amounts are reviewed by the Trustees annually. The remaining funds are the Charity's working capital, which, during the ordinary course of events, we would not expect to exceed 50% of our annual turnover.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

See the Chairperson's report, attached to this document, for any details.

Section F Other optional information

None

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) *Adina E Grace*

David N Tetlow

Full name(s) ADINA ELIZABETH GRACE

DAVID NIGEL TETLOW

Position (eg Secretary, Chair, etc)

CHAIRPERSON

TREASURER

Date 26/3/2023



Cricklade Open Door Chair's Report 2023

Thank you all for coming today, as this is my fifth year as chair, I am not sure where the years go. We have had a full year since our reopening after lockdown and are numbers are increasing, we currently have 69 members.

This is a testament to the varied, stimulating and life enhancing programme Open Door provides and how the people of Cricklade view Open Door. Please continue spreading the word of just what a good experience Open Door is.

Over the past year our members have enjoyed a varied and interesting programme, the usual activities have resumed, games in the mornings, knitting group on a Monday morning, seated exercises Monday afternoon, bingo on a Thursday afternoon and a hot lunch every day we are open.

Musical activities during the year were two Singalongs from Wiltshire Music Centre, Manor prep and St Sampsons schools' singers came in December. Both schools invited the members to the end of school year plays and Manor Prep also invited them to two other productions.

As usual food played a big part in the programme a lunch at Jigsaw Thai Restaurant, three other pub lunches during the year, Christmas Lunch at The White Hart, Christmas Tea Party with 'in house' entertainment, a Valentine Tea Party, a Pancake Fun afternoon, cream tea, summer buffet, autumn tea party and International Friendship Day tea party. Two more unusual events were the Coffee and Jigsaw Fundraising Morning and Coffee and Vintage Clothing Sale. In April our members participated in the town's annual litter picking day.

The activities throughout the year reflect our partnership with the local community.

November saw the arrival of the Martin Reed minibus with duck signage and a duck for the dashboard in memory of Martin who was very fond of ducks. We even have a duck keyring! We are very grateful to Martin whose legacy enabled us to purchase the minibus and to his family who braved a very wet 5th November to attend the official handover.

I would like to thank Jan and Chris for all the work they do throughout the year not just for the time they are actually in open Door but all the behind the scene work as well, especially when they provide lunches from our small kitchen.

Thank you to our fantastic volunteers without whom Open Door would be unable to function. Our drivers who bring our members to and from Open Door and who willingly give up a whole day to drive and support our outings, and the volunteer who organises the driver's rota not an easy task I can assure you. A special mention here to Jonathon Hill in as minibus manager who spent a great of time in securing

the new minibus for us, of which more later. We also have amazing team of escorts who assist on the minibus.

Now to the 32 committed volunteers who, by coming to Open Door every week, ensure that you all have an enjoyable time here. The list of tasks undertaken by them is endless, supporting Jan and Chris, cooking, playing games, chatting and joining in activities, the list goes on and on. The amount of volunteer hours given to Open Door for the year were 3357 hours. Thank you one and all.

I would like to thank my fellow trustees for their support and understanding during the past year. To David for his grasp of the finances and meticulous accounts, to Yvonne our minutes secretary, to Bob for his excellent advice on all matters relating to health and safety and ensuring our members and volunteers have a safe environment, and to his help in our relationships with the Town and County Councils. Helen for being my vice chair and sounding board who spent many hours with me in registering as a provider service to obtain funding from the Wiltshire Council, Pam Cowler who supports us all in any way she can and Yvonne Hill who has been active behind the scenes on a variety of issues.

Last but not least thank you, to you our delightful members who make all that we do so worthwhile. Your participation in events and fund-raising activities is much appreciated. We welcome your feedback and ideas and from what you are saying we seem to be on the right track, so please keep coming and tell your friends about us as well.

As to the coming year there is good news and not so good news. The grant we received from Wiltshire Council stops at the end of the month, March 2023. The Trustees are identifying alternative sources of funding and implementing a range of measures which hopefully will raise the money needed. In the meantime Cricklade Town Council have awarded us a grant of £5,000 which will see us through the first six months of this year giving us time to implement our financial plans. Please be assured that whatever the outcome Cricklade Open Door will survive. We are fortunate that local businesses and the residents of Cricklade recognise Open Door as an important community facility and its role it plays in the community.

Once again, my sincere thanks to everyone who makes Cricklade Open Door possible and the wonderful experience it is.

Adina Grace
15th March 2023

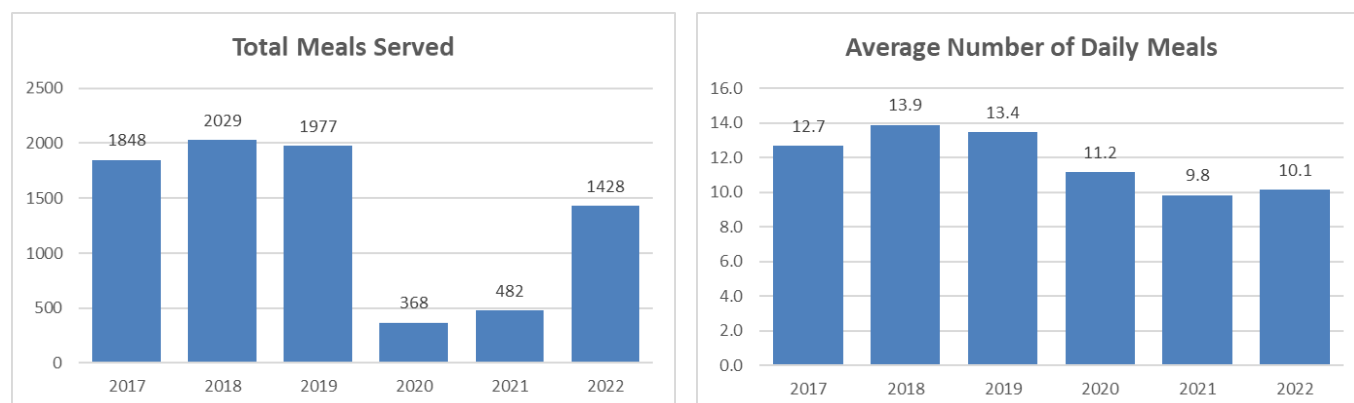
CRICKLADE OPEN DOOR ACCOUNTS – 2022



Overview

Despite being closed for a week whilst Jenner Hall carried out some necessary work on their floors and one day due to bad weather, 2022 can be regarded as a “normal” year – the first since 2019. Both 2020 and 2021 were very much Covid-19 affected years where we opened on 33 and 59 occasions respectively. We opened on 141 days in 2022 compared with 147 in 2019.

Meals have been served on all the days we were open in 2022. The take up of meals is marginally better than 2021 but has some way to go before recovering back to 2019 levels. The following graphs are informative:



Members were served with 1,428 meals in 2022, an average of 10.1 for every day that meals were served.

2022 has been a very difficult year for the Charity, the most difficult since Cricklade Community Day Centre (the previous name of the Charity under different management) planned to close on 28 August 2008. The primary causes have been:

- The announcement by Wiltshire Council that they were cutting the grant by 50% for 2022/23 and withdrawing it in its entirety for 2023/24; and
- Pressure on our finances through the Government's increase in the National Living Wage, which has had a significant impact on 2022 and will again in 2023 and beyond.

Community Day/Drop-In Centres and Lunch Clubs in Wiltshire are typically run by small, local charities largely staffed by volunteers. They exist to provide daytime support to older people who are finding it difficult to manage in their own homes because of frailty or ill health. Daytime support can often mean that residents can stay in their own home and within the community that they know. The aim of such a service is to keep people independent through supportive care. The continued survival of a Day Centre service in Cricklade urgently requires additional funding support.

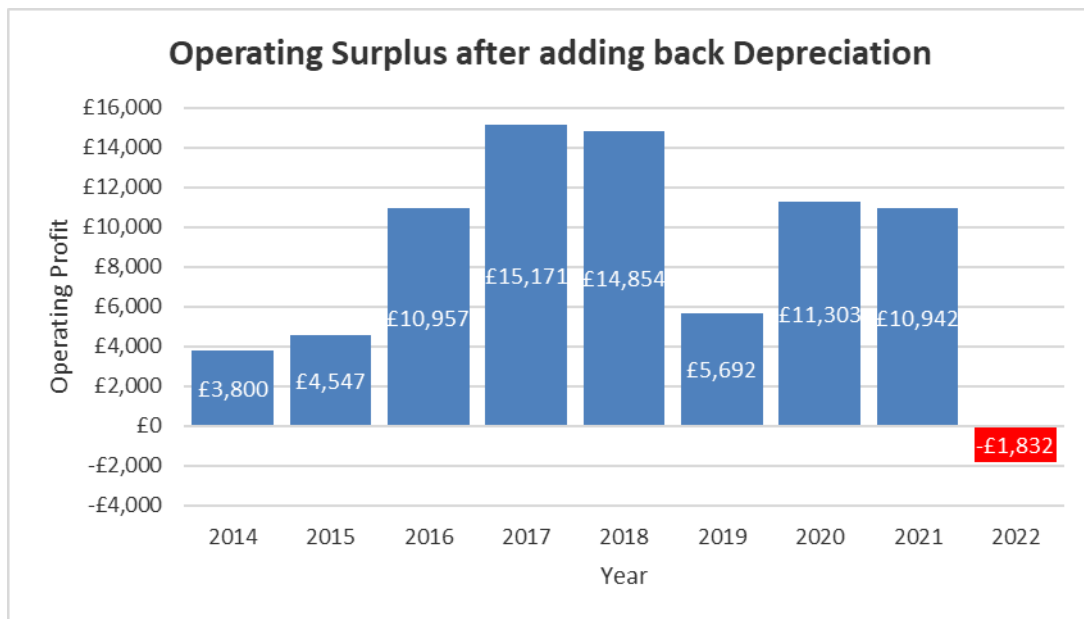
2022 Key Financial Performance Figures

- The Charity made an operating loss of £3,777.45. This is the first time since 2008 that an operating loss (both before and after depreciation) has been incurred.
- The balance sheet value fell to £134,958.36. Of this, £51,039.07 represents the written down value of the new minibus, whilst the remaining £83,919.29 is held in the form of cash at the bank and a small amount of cash in hand.
- We received two grants, one from Cricklade Town Council and the other from Wayland Estates Charity, totalling £788. This was used to purchase a modern laptop needed for the day to day administration tasks.
- We received a final service grant from Wiltshire Council's Adult Care Commissioning team of £4,491.00.
- Donations of £5,381.58 were 107.6% of target but a 23.1% decrease on last year's figure of £6,994.90.

- The Minibus made an operating loss of £921.39, the fifth year in a row that we have made such losses.
- Our salary bill for 2022 was £15,299.43. This compares with £11,990.27 in 2019, a 33% increase after allowing for the differing number of days we were open. The Government have now increased the National Living Wage again by 9.7% from April 2023, adding a further £1,500 or so to our 2023 salary bill.

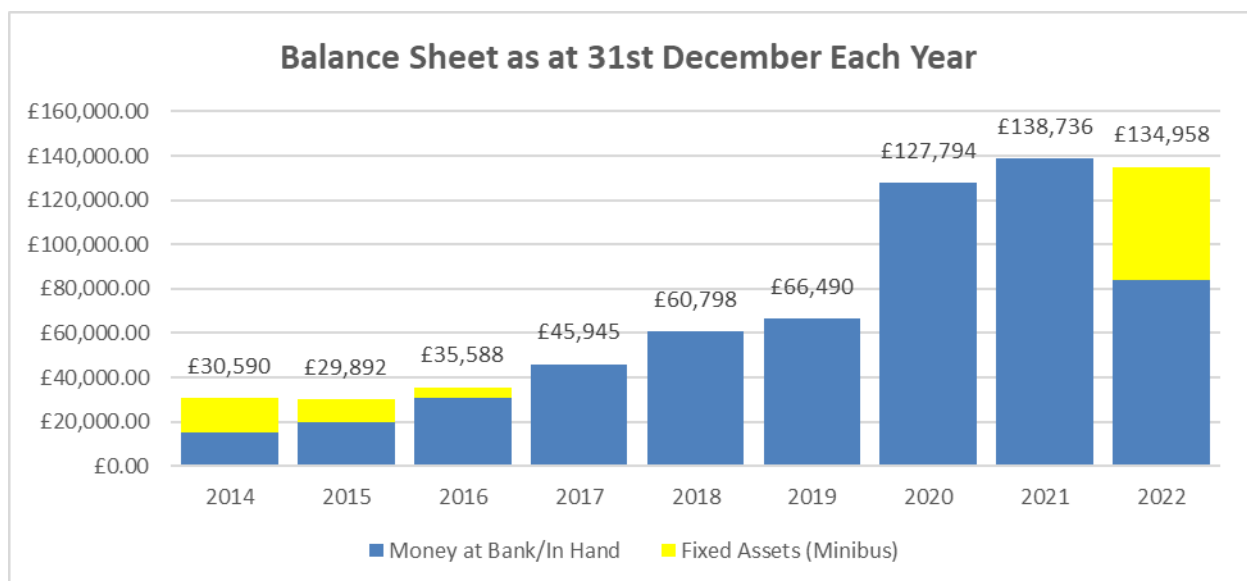
Operating Surplus

The following graph shows the Charity's operating surplus over the last nine years after adding back any depreciation charges.



Balance Sheet

Our balance sheet value has fallen slightly during the year because of the operating loss, and we can expect it to continue to fall in future years as we write down the value of the new minibus and incur further operating losses if we are unable to replace the lost grant funding.



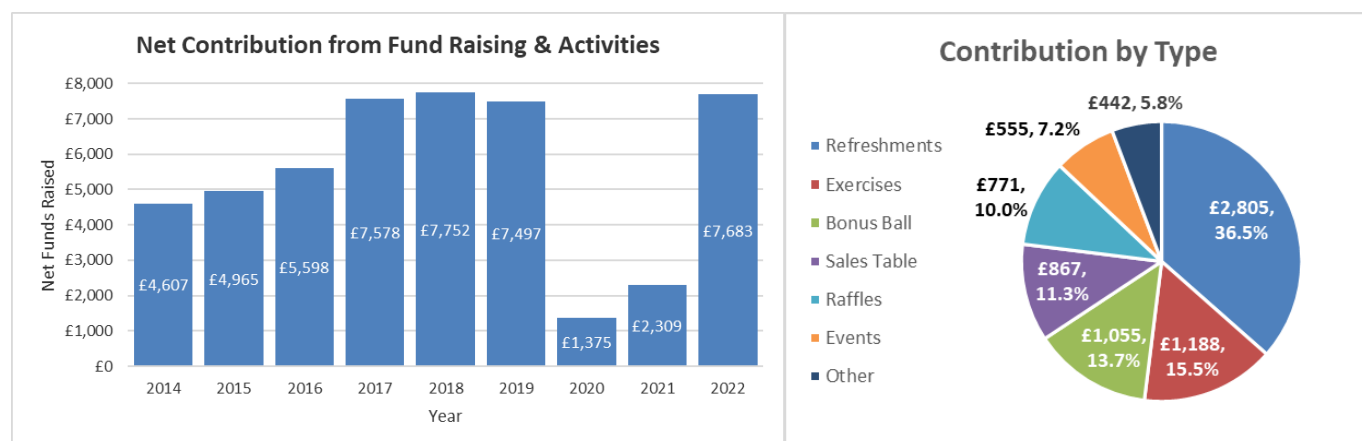
£51,039.07 represents the written down value of the new minibus. The bulk of the remaining funds (£83,919.29) are invested in a Lloyds Bank instant access deposit account, £70.00 is held as petty cash and the remainder is working capital, sat in a Lloyds Bank current account.

We have again reviewed our designated reserves. The reserve we put to one side should we ever have to close the service we provide has been increased to £3,712 (to meet our contractual liabilities). We reviewed our reserves policy in 2022 and have increased the reserve needed for a potential loss of income (now needed of course) to £14,000. We have also set aside £60,000 for the replacement of the existing minibus in due course. This latter figure has been set having regard to the cost of the recently purchased new minibus but allowing for an increase in costs given the current inflationary climate. We will need to keep this under regular review.

This means that our working capital has significantly reduced to a level that represents just over one month's anticipated expenditure. Whilst our reserves are strong it is likely that they will need to be weakened should we incur an operational loss in 2023.

Fundraising & Activities

Our core fundraising activities include the money we raise from providing refreshments, raffles, bingo, bonus ball, book sales, quizzes and/or beetle drives and any other fund-raising activities such as a sales table. The following graphs set out the total amount raised through these activities and the contribution from the different types of activity. The most important contributions (in order) are refreshments, exercises, and the weekly bonus ball, which in total contribute almost two-thirds of the total amount raised.



The net amount raised from all our core fundraising activities was £7,683.30. The recovery from 2020 and 2021 can be clearly seen and the amount raised is similar to the amounts raised in 2017 through 2019.

Donations

This year we once again hit our donations target, which continues to be a creditable performance given the circumstances. We had 116 separate donations during 2022 compared to 131 from the previous year. The corresponding figure for 2019 was 159.

In total, £5,381.58 was donated to the Charity and this included a couple of larger donations - £1,000.00 from Marion Parsons from her Cricklade Revealed booklet sales (likely to be her last such donation), £732.50 from mLettings and £500.00 from Cirencester Friendly Society. The remaining cash donations were well spread across a wide range of supporters. We continue to write to personally thank each person who donates £100 or more.

We currently have seven regular standing orders for a total of £194 a month and a small one on an annual basis – an increase of one since last year. For 2022, larger donations represented 41.5% of all donations received, regular donations by standing order represented 28.7% and the balance of 29.8% were smaller one off donations such as penny pots and monies given in memory of deceased members.

The Minibus

During 2022 we replaced our minibus, which had served us well for the last 10 years. Our new minibus (DY72FJX), the Martin Read Minibus, is a Vauxhall Movano 17-seater minibus and cost £52,984.25. It was first registered on 25th October 2022, and we took delivery in early November.

If we look at the Minibus income and expenditure items, they are as follows:

Minibus fares	£1,342	Fuel	£733
Hiring charges	£349	Minibus Insurance	£1,451
Fuel Duty Rebate	£530	Maintenance Costs	£877
		Road Tax	£82
Income	£2,222	Expenditure	£3,143

Minibus Operating Loss	£921
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The above figures are a mix of the income and outgo associated with both minibuses. In addition, we increased the fares by 50% in July to reflect the increased fuel costs. To that extent 2022 should not be regarded as a “normal” year. From a financial point of view, it is also important to note that the old minibus was sold for £2,750, whilst we incurred depreciation costs of £1,945.18 during 2022 on the new minibus.

In each of the last five years the Minibus has made an operating loss, which averaged £1,310 per annum. The new Minibus, whilst we hope to see savings in the amount of fuel used and maintenance costs, will also come with significantly increased insurance costs. We will pay more vehicle road tax next year and receive less fuel duty rebate because we received three rebates in 2022 (for timing reasons), are now using less fuel, mileage is lower, and it is likely that the DoT will withdraw their grant underpin that was introduced to help the industry through the Covid-19 pandemic. Whilst it is very difficult to predict the costs of running the Minibus, we should budget to make an operating loss of around £2,000 in 2023.

2023 Budget

Cricklade Open Door provides a service and, since 2008, the cost of providing the service has been met by a combination of the fund raising activities of the members, donations, and grants from Wiltshire Council and other funding bodies. The withdrawal of the Wiltshire Council grant leaves a significant funding gap that needs to be closed.

In setting the 2023 budget the following key assumptions have been made:

- Salaries will be in line with the Government’s proposals to increase the National Living Wage. We estimate that we need £16,665 in 2023.
- Rent will not increase (but we have a reserve set aside in case this happens). This amounts to £5,040.
- Overheads such as staff training costs, public liability insurance, telephone costs, etc. and other sundry expenses will be £1,350 - this is slightly lower than previous budgets at a time of increasing inflation, as we generally underspend in these areas.

- Whilst we endeavour to operate the minibus on a break even basis this has not been possible for many years and the analysis above suggest that we should anticipate an operating loss in 2023 of approximately £2,000.
- We will continue to make a small surplus from the provision of Meals, of around 10%. This should contribute some £700 in a full year unless costs rise with inflation.
- Other income such as interest and Gift Aid will amount to approximately £1,000.
- As will be clear from the section on fundraising activities, a net contribution of £7,500 from our fund raising activities in a full year might be regarded as reasonable.
- Donations of £5,000 are in line with our experience over 2022 and is the same budget as we have set in the last three years.

Simple calculation therefore suggests that, on these assumptions, we need to raise a further £10,855 to break even if we are to maintain service levels and/or our current reserves.



David Tetlow
Treasurer
January 2023

CRICKLADE OPEN DOOR - ACCOUNTS



Accounts period: 01/01/2022 to 31/12/2022

Revenue Account

2022

INCOME:	Receipts	Income	Budget	EXPENDITURE:	Payments	Expenditure	Budget
Grants	£ 5,279.00	£ 5,279.00	£ 4,491	Co-ordinator Wages	£ 15,299.43	£ 15,299.43	£ 15,350
Donations	£ 5,381.58	£ 5,381.58	£ 5,000	Rent	£ 5,484.00	£ 5,484.00	£ 5,145
Gift Aid	£ 459.37	£ 459.37	£ 460	CRB Checks	£ -	£ -	£ 100
Interest on Savings	£ 46.92	£ 46.92	£ 10	Volunteer costs	£ 222.04	£ 222.04	£ 250
				Training costs	£ -	£ -	£ 250
Meals	£ 6,976.00	£ 6,976.00	£ 5,500	Cost of Meals	£ 7,109.53	£ 7,109.53	£ 5,000
Refreshments	£ 3,334.81	£ 3,334.81	£ 3,500	Cost of refreshments	£ 529.66	£ 529.66	£ 450
Raffles	£ 770.80	£ 770.80	£ 1,250	Raffle expenses	£ -	£ -	£ 25
Bingo	£ 307.00	£ 307.00	£ 250	Bingo expenses	£ 109.48	£ 109.48	£ 100
Bonus Ball Income	£ 2,511.00	£ 2,511.00	£ 1,400	Bonus Ball Prizes	£ 1,456.00	£ 1,456.00	
Book sales	£ 190.40	£ 190.40	£ 200	Quizzes	£ -	£ -	£ 170
Quizzes	£ -	£ -	£ 250	Sales Table/Other	£ -	£ -	£ 100
Sales Table/Other	£ 866.67	£ 866.67	£ 500				
Whist	£ -	£ -		Whist expenses	£ -	£ -	£ 25
Exercises	£ 1,262.00	£ 1,262.00		Exercises	£ 73.85	£ 73.85	
Beetle Drives	£ 178.00	£ 178.00		Beetle Drives	£ 124.70	£ 124.70	
Flower Arranging	£ 40.00	£ 40.00		Flower Arranging	£ 38.78	£ 38.78	
Special Events	£ 1,155.10	£ 1,155.10	£ 250	Special Events	£ 600.01	£ 600.01	£ 350
				Grant expenditure	£ 695.08	£ 695.08	
				Stationery	£ 239.14	£ 239.14	£ 325
				Kitchen Supplies	£ 189.71	£ 189.71	£ 250
				Telephone	£ 72.12	£ 72.12	£ 100
				Insurance	£ 96.00	£ 96.00	£ 300
Minibus Fares	£ 1,342.00	£ 1,342.00	£ 1,200	Minibus Insurance	£ 1,450.60	£ 1,450.60	£ 1,300
Minibus Hire Charges	£ 349.33	£ 349.33		Maintenance	£ 877.54	£ 877.54	£ 1,600
Fuel Duty Rebate	£ 530.51	£ 530.51	£ 350	Fuel	£ 732.59	£ 732.59	£ 1,000
Sale of FJ08 OSV	£ 2,750.00	£ 2,750.00		Road Tax	£ 82.50	£ 82.50	£ 165
				Minibus depreciation	£ 1,945.18	£ 1,945.18	
Sundry Income	£ -	£ -		Sundry Expenses	£ 80.00	£ 80.00	£ 200
Total Income	£ 33,730.49	£ 33,730.49	£24,611	Total Expenditure	£ 37,507.94	£ 37,507.94	£ 32,555
Excess of Income over Expenditure		-£ 3,777.45	-£ 7,944				

CRICKLADE OPEN DOOR - ACCOUNTS



Balance Sheet b/f		£ 138,735.81	as at 01/01/2022
Assets:			
Bank Current A/c	£	5,699.35	
Savings A/c	£	132,966.46	
Petty Cash	£	70.00	
	Current Assets		£ 138,735.81
Fixed Assets (Minibus)	£	-	
	Total Assets		£ 138,735.81

Reserves			
Restricted Reserves			
Wiltshire Council Grant	£	2,245.50	
Creditors	£	1,757.00	
			£ 4,002.50
Designated Reserves:			
Closure Reserve	£	3,250.00	
Unforeseen Operational Costs	£	1,000.00	
Potential Loss of Income	£	10,000.00	
Minibus plus Replacement	£	100,000.00	
			£ 114,250.00
Free Reserves:			
Working Capital	£	20,483.31	
			£ 20,483.31
	Current Assets:		£138,735.81

Balance Sheet c/f		£ 134,958.36	as at 31/12/2022	2022
Assets:				
Bank Current A/c	£	6,962.16		
Savings A/c	£	76,887.13		
Petty Cash	£	70.00		
	Current Assets		£ 83,919.29	
Fixed Assets (Minibus)	£	51,039.07		
	Total Assets		£ 134,958.36	

Reserves			
Restricted Reserves			
Wiltshire Council Grant	£	1,122.75	
Creditors	£	754.50	
			£ 1,877.25
Designated Reserves:			
Closure Reserve	£	3,713.71	
Unforeseen Operational Costs	£	1,000.00	
Potential Loss of Income	£	14,000.00	
Minibus plus Replacement	£	111,039.07	
			£ 129,752.78
Free Reserves:			
Working Capital	£	3,328.33	
			£ 3,328.33
	Current Assets:		£134,958.36

Notes to the Accounts:

- 1) Where a charity's annual income is over £25,000, the Trustees must arrange for an independent person or accountancy firm to carry out either an audit or an independent examination of the Charity's accounts. The trustees have agreed to present the accounts for an independent examination to be carried out in accordance with the Charity Commission Directions and guidance for examiners (CC32).
- 2) The investments making up the balance sheet value at the end of the year have been allocated, by the Trustees, to the reserve categories as shown above.

Accounts prepared by the Treasurer, David Tetlow, 1 Pleydells, Cricklade, Wiltshire, SN6 6NG

Accounts independently examined by Hayden Foxton, 3 Pleydells, Cricklade, Wiltshire, SN6 6NG on 4th January 2023, there being no matter which came to my attention which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:

1. proper accounting records are kept (in accordance with Section 41 of the Charities Act 1993); and
2. accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

To be presented at the 2023 AGM

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
CRICKLADE OPEN DOOR

On accounts for the year
ended

31ST DECEMBER 2022

Charity no
(if any)

1124700

Set out on pages

(remember to include the page numbers of additional sheets)

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.

Signed:



Date:

4th January 2023

Name:

HAYDEN FOXTON

Relevant professional
qualification(s) or body
(if any):

Address:

3 PLEYDELLS

CRICKLADE

WILTSHIRE SN6 6NG

Only complete if the examiner needs to highlight material problems.

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