

Offington Park Methodist Church
Trustees Report for the year ending 31st Aug 2023

1. Objectives and activities

In setting our objectives and planning our activities the Church Council now meets six times a year under the leadership of the presbyter in Pastoral Charge.

Our mission statement: “this church exists to live the Good News of Jesus in word and action and build an inclusive community where everyone can come and fulfil their God-designed potential”.

The church continues to use Our Calling to focus on all areas of the church’s life and has adopted some targets under the headings of Communication, Pastoral Care, Worship and Spirituality, Discipleship and Rhythm of Mission. These are used as guidelines in Stewards and Church Council meetings to focus our work.

2. Achievements and performance

The church family are made up of a wide age range but we continue to recognise that most of the congregation are chronologically older. This has led to the Leadership Team and Church Council to pray and explore a new vision having completed a successful year to celebrate the 90th Anniversary of the church. Every month saw a fundraising activity and in some cases two or three. Everybody put in a huge amount of effort and the sum raised reflected this challenging work. (Please see finance statement).

However, this amount of effort is unsustainable over any great length of time. Sadly, a boiler replacement was necessary which meant £9,000 was needed to pay for the general maintenance of the building, once again leaving finances for a new kitchen (which is used for missional outreach) heavily dented. Post Covid, Zach’s café was formed and is open Monday – Thursday 9:00-12:00 midday, initially to give those who had been isolated during the pandemic a space to

meet others and begin socialising again. There were two days where the concentrated effort was to reach families with small children. This has proved popular with many families.

It was hoped that members of the congregation would also use this as a chance to meet with friends and consequently those who were visiting for the first time. This has not been extensively used by the congregation unless coming to church for other activities.

We continue to provide a wide range of services for all ages and have advertised appropriate services to the differing age groups. Messy Church, Breakfast Church and Fun Church attract a regular number of people, and worship is rich and varied. We are grateful to our team of organists and musicians for their dedication and help in supporting those leading worship. A concerted effort is made to refer to the differing congregations as one, to promote unity within the church.

The Church Administrator role continues for eight hours a week, and we are grateful to a number of volunteers who work on the Welcome Desk. This continues to be a successful way of taking the burden of workload away from the Administrator.

Regular use of Facebook and a new closed (by invitation only) group on Instagram continues to give the church a social media presence within the community and allows the young people to have safe contact with each other and their leaders. This year, due to the Preschool closing, the church has been able to offer a designated area to our young people and they have been busy decorating and organising the space to make it suitable to invite their friends into. Three new youth leaders have led this small but dedicated and committed group of young people every fortnight. They are represented on the Church Council and feel confident to join in the discussion when necessary and are always keen to help at social and fundraising events.

Uniformed organisations continue to thrive and meet regularly on the premises, attending three Parade services each year. Cameo, Knit

'n' Natter and the Bells group meet regularly on the premises and provide opportunities to share gifts and skills.

The church and its members are upheld regularly by the Powerhouse of Prayer, a group which has met for many years for this purpose. Bible study is held weekly and for those who are unable to come there continues to be a Zoom facility. They have recently been studying the course 'Everyone an Evangelist' as a Circuit-wide initiative.

Weddings have taken place during the year, including the first Same Sex Blessing which was a joy for all concerned. Baptisms have been celebrated both in messy church and traditional services. The pastoral team stay connected with members and adherents by telephone. Pastoral friends have been introduced who write, or phone, and then pass any concerns onto the Pastoral Co-ordinator or Minister.

We have been delighted to welcome some new faces to our congregation and look forward to getting to know them better. All communion services are now face to face, with a team of people taking extended communion out to those who are housebound, or unable to attend due to illness.

Senior Lunch Club ("Tuesday Lunches") continues to be popular. The group has been extended by inviting a local group from Guild Care to join them.

We have been developing and extending our ECO involvement with the new Eco team, which consists of adults and young people. The church grounds have new planters, a compost site, and exciting future plans.

The church building lends itself to large gatherings and the Circuit and District make full use of this when holding larger services and meetings. The President, Vice President of Conference and the Chair of District were welcomed and met with local supernumeraries for

tea. The building is well equipped with screens thanks to a generous grant from Circuit and District which are used at services and events.

Plans for future years.

- To continue with Zach's café which offers a free space to all generations. To continue to encourage the growth of
- intergenerational worship offering a wide variety of relevant and vibrant worship.
- To nurture those already part of the church through growth in small groups. To ensure safeguarding continues to be a priority whether online or otherwise.

A new vision for the church has been discussed extensively with the Leadership Team, Church Council, and wider church family at an open day, which was positively received and affirmed. A permanent soft play area will be built in the main hall. The main hall will be decorated, and a new floor laid. Toilets will be added for ease of use for hall users. The kitchen is long overdue for refurbishment and is one of our main resources for church mission. It will be redesigned and updated as soon as this is possible. This will include some major work to address wood rot and work to an old chimney. The focus of the soft play will be to optimise the length of time we are able to engage with families with children from birth to the age of eight. This will enable a longer time to build relationships which are a key to church growth.

A new youth group for the 7 – 10 age group will begin in September, which will feed into the older youth group which will be advertised in the soft play area. The soft play can be themed and will offer crafts and special sessions can also be provided for those needing a 'quieter time of play,' e.g., young people with individual special needs. It will also be offered to school groups for faith sessions.

On Saturdays, the soft play will be for outside party hirers, with the possibility of two or three sessions and with assorted options for

food, supplied by the church or self-catering. At present most of our party users hire a bouncy castle and on talking to them at booking are delighted that this will not be necessary in the future.

It was recognised from the start of the discussions that compromise would be necessary for the existing groups who share this space. The vision/project responds to the popularity of Stay and Play pre covid and will hopefully generate some sustainable income.

Due to the extended compassionate leave needed by the minister to recover from two close bereavements, the Stewards, Leadership Team, Lay Worker and three supernumerary ministers have enabled the life of the church to continue and flourish. They have also pastorally responded to those who were in need. On behalf of myself and the congregation I would wish to offer grateful thanks for their care, commitment, and dedication to the life of the church.

Rev Dawn Carn

3. Financial Review

The Examined Account for the year ending 31st August 2023 shows a General Fund surplus of £3,275 after allocating reserves to the soft play project mentioned above. Overall income was aided by a rebate from the West Sussex (Coast & Downs) Circuit, increased lettings activity and a strong income stream from Zach's drop in café and play zone. The Church works hard to keep expenditure levels as low as possible and to keep the buildings in good repair. Our property focus was on preparing the main hall to receive the soft play equipment.

4. Investment policy and performance

The General Fund comprises £38,636 held locally and £44,473 held in TMCP Model Trust Funds. Reserve funds underperformed resulting in a loss on revaluation of £2,477.

5. Reserves Level and policy

The Reserves Policy agreed by Church Council is a tiered approach as follows:

- a. A lower limit of 25% of turnover based on covering a significant 'one-off' expense (probably property-related). If the reserves fell below this level an action plan would be mandated to restore the minimum balances.
- b. A working band of 25%-50% of turnover would be considered the norm, wherein spend would be considered on a project by project basis which schemes merited funding.
- c. An upper limit of 50% of turnover, above which Church Council would actively consider spending.

6. Trustees' Responsibilities

For each financial year ending on 31st August the Managing Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Managing Trustees must:

- a. Select suitable accounting policies and apply them consistently
- b. Make judgements and estimates that are reasonable and prudent.
- c. Follow applicable accounting standards
- d. Prepare accounts to comply with the Charities SORP
- e. Keep proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enables them to ensure that financial statements comply with the law. They are also responsible for

Trustees must also safeguard the assets of the charity and take reasonable steps for the prevention and detection of fraud and other irregularities.

The church operates within a sound control framework which allows it to function effectively. Processes in place are regularly reviewed and cover typical church activities such as recording and handling income, recording and controlling expenditure, management of restricted funds, effective budgeting, general financial controls and the review of investment holdings.

7. Structure, governance and management

The Church is governed by the Methodist Church Act 1976, the Deed of Union and the Model Trust Deeds of the Methodist Church.

Structure

Offington Park Methodist Church is part of the West Sussex (Coast and Downs) Circuit. As such it is represented on the Circuit Meeting which meets four times a year. The Methodist Conference, with whom overall regulatory authority rests, meets once each year as the supreme denominational body for all Methodist Churches.

Governance

Overall regulatory authority rests with the Methodist Conference.

The Connexional Office implements decisions made by the Conference and is responsible for the stationing of presbyters and deacons (collectively known as ministers) in individual Circuits within the District. Connexional decisions are passed to the Chair of the District and the appropriate officers of the District for implementation.

The District passes down to Circuit level for implementation by the Superintendent Minister, ministerial staff and Circuit Stewards, and authority is delegated to the Circuit Meeting for certain matters.

The Circuit Meeting passes regulatory control down to Church Councils for local implementation by the presbyter, the Church Stewards, and other officers, and this regulatory control is then

exercised by the Church Councils as Managing Trustees of their charity.

8. Purpose of the Church

The purposes of the Methodist Church are and shall be deemed to have been since the date of union the advancement of:

1. The Christian faith in accordance with the doctrinal standards and the discipline of the Methodist Church; and
2. Any charitable purposes for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church; and
3. Any charitable purpose for the time being of any society, or institution subsidiary or ancillary to the Methodist Church; and
4. Any purpose for the time being of any charity being a subsidiary or ancillary of the Methodist Church.

The primary purpose of Offington Park Methodist Church is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider Worthing Community.

The Church operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Marylebone Road, London, NW1 5JR to provide guidance on changes that could affect the Church.

The members of the Church Council are appointed under the terms of S.O. 610(2). The Superintendent is ex-officio chair of the Church Council but may delegate this task to other presbyters in the Circuit.

The Church Council normally meets six times per year and deals with routine and exceptional matters. It oversees the work of other groups within the life of the Church. The responsibilities of the Church Council and other committees are set out in Standing Orders 603 – 604 of the Constitutional Practice and Discipline of the Methodist Church.

9. Reference and Administrative Details

Name of the Church

Offington Park Methodist Church

Charity Registration number

1127681

Superintendent Minister

The Revd Rosemarie Clarke MA

Presbyter in Pastoral Charge

The Revd Dawn Carn BA(Hons)

Names of Managing Trustees

Revd Dawn Carn

John Bishop

Adam Cook

Lesley Skinner

Jacqueline Brown

Joy Barnes

Hilary Colbourn

Kevin Harmer

Gill Powell

Mike Powell

David Gibbs

Alison Wright

John Carr

Elaine Carr

Sue Head

John Head

David Barnes

Michele Funnell

Charlotte Gould

Carolyn Williams

Catherine Burgess

Independent Examiner
Mr Keith Thacker

Offington Park Methodist Church

General Fund Account for year ended 31 August 2023

	THIS YEAR	LAST YEAR
	###	###
	£	£
Income		
Offerings	72,792.58	68,316.41
Circuit Assessment Rebate	8,255.00	9,040.00
Gift Aid on Offerings	18,422.74	16,465.13
Gift Day Receipts	10,860.10	11,731.02
Donations (General)	4,425.60	0.00
Lettings (Use of Premises)	32,376.35	20,179.06
Weddings and Funerals	1,199.00	0.00
Church Activities (Fundraising)	9,374.76	9,801.61
Spotlight Sales	735.55	0.00
Photocopier Income	146.20	0.00
Transport Receipts	819.12	3,912.47
Church Flowers	135.00	526.53
Solar Panel Income	4,441.03	0.00
Interest on Investments	3,202.10	868.82
Miscellaneous Income	667.28	215.94
Fund Contributions	0.00	2,274.40
Zach's Café	10,204.28	4,206.37
Tuesday Lunches Net Surplus	3,392.89	0.00
Support Activities	210.55	2,738.15
Cleaning Receipts	482.28	0.00
Total Income	182,142.41	150,275.91
<i>Other Funds Income through bank</i>	<i>8,499.94</i>	
Expenditure		
Circuit Assessment	84,984.00	81,400.00
Salaries & Wages	9,846.40	6,622.97
Insurance Premiums	5,955.80	5,179.57
Administration	497.13	2,852.65
Property Account	10,132.54	21,550.17
Gas Charges*	4,657.79	4,717.95
Electricity Charges*	4,057.40	3,924.61
Water Rates/Commercial Waste Removal	1,304.69	1,064.69
Telecom inc Broadband	1,266.30	764.03
Church Activities	2,575.39	3,119.73
Photocopier Expenditure	3,227.29	2,892.04
Transport Expenses	525.48	1,388.93
Church Flowers	182.78	171.30
Fees & Charges	293.74	0.00
Miscellaneous Expenses	1,054.45	2,233.94
Fund Expenses	0.00	72.00
Digital Media	2,708.88	0.00
Wedding and Funeral Costs	175.00	0.00
Zach's Café Expenses	2,485.07	1,372.23
Organ & Piano Costs	689.97	834.35
Cleaning Materials	3,842.75	1,041.80
Worship Resources	609.71	1,632.90
Total expenditure	141,072.56#	142,835.86
<i>Other Funds Expenses through bank</i>	<i>14,006.97</i>	
Net Surplus/Deficit(-)	41,069.85	7,440.05
B/F Balance Collections for Others	1,846.37	
Collections for Others (current year)	630.63	
Payments to Others (current year)	2,417.00	
C/F Balance Collections for Others	60.00	
TOTAL OPMC FUNDS B/F	89,481.63	
Unrealised Gain/Loss on TMCP Unit Revaluations	2,476.98	
Net Surplus/Deficit(-)	41,069.85	

Offington Park Methodist Church

General Fund Account for year ended 31 August 2023

	THIS YEAR	LAST YEAR
	###	###
	£	£
Net Other Fund Movements (Reflected in CFB)	5,507.03	
TOTAL OPMC FUNDS C/F	122,567.47	

STATEMENT OF FUNDS		
Current Local Fund Balances		
CAF Bank Current Account	10,092.89	33,425.05
Cash In Hand	325.00	325.00
Central Finance Board	67,736.38	10,627.77
<i>Less Funds Collected for Others</i>	60.00	1,846.37
Sub-total Funds held locally	78,094.27	42,531.45
Reserve General Funds Held at TMCP Manchester		
TMCP Trustee's Interest Fund	845.41	845.41
TMCP Managed Fixed Int Fund	16,119.60	17,376.55
TMCP Managed Mixed Int Fund	27,508.19	28,728.22
Sub-total Reserves	44,473.20	46,950.18
TOTAL OPMC FUNDS	122,567.47	89,481.63

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ANALYSIS OF FUNDS HELD LOCALLY			
Funds Held Locally			
CAF Current Account		10,357.89	31,903.68
Central Finance Board	Unrestricted	28,278.18	979.90
COP Project Fund	Restricted	28,334.09	0.00
Youth Fund	Restricted	0.00	1,372.61
Dunning Bequest	Restricted	2,676.50	870.21
OPYP (Senior Youth) Fund	Restricted	1,650.18	2,000.00
Tuesday Lunches Reserve Fund	Restricted	2,007.19	0.00
Kitchen Refurbishment Fund	Restricted	4,043.86	2,209.76
Minibus (Transport) Fund	Designated	0.00	2,388.03
Eco Fund	Designated	746.38	807.26
		78,094.27	42,531.45

ANALYSIS OF RESERVES		
Reserves		
Allocated Reserves	0.00	0.00
Unallocated Reserves	44,473.20	46,950.18
Sub-total Reserves	44,473.20	46,950.18
TOTAL OPMC Funds	122,567.47	89,481.63

ANALYSIS OF GENERAL FUND HOLDINGS	2023	2022
General Fund at CFB	28,278.18	979.90
General Fund at Bank & In Cash	10,357.89	31,903.68
General Fund at TMCP	44,473.20	46,950.18
Total General Fund	83,109.27	79,833.76
Total Other Funds	39,458.20	9,647.87
TOTAL OPMC FUNDS	122,567.47	89,481.63

GENERAL FUND MOVEMENT	2023	2022
Opening Balance	79,833.76	80,106.38
Closing Balance	83,109.27	79,833.76
Movement in Fund	3,275.51	-272.62
<i>Represented By:</i>		
Change in CFB Holdings	27,298.28	-1,186.69
Change in Bank & Cash Holdings	-21,545.79	16,088.38
Change in Asset Values	-2,476.98	-15,174.31
CHECK	3,275.51	-272.62

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Offington Park Methodist	Church
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FOR THE YEAR ENDED

31 August 2023

West Sussex (Coast & Downs)	Circuit	Circuit no	36/08
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Registered Charity - Charity Registration number	1127681
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If not a registered charity Her Majesty's Revenue and Customs Gift Aid number	
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(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

Rev Dawn Carn

Church Stewards:

Jacqueline Brown	Hilary Colbourn
Joy Barnes	Kevin Harmer
Gillian Powell	John Bishop

Treasurer:

Michael Powell

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	RECEIPTS	Note			
a2	Offerings and Tax recovered	91,215		91,215	84,782
a3	Bank and CFB interest and Investment income	3,202		3,202	869
a4	Lettings	32,610		32,610	20,179
a5	Other receipts	55,349		55,349	44,446
a6	TOTAL RECEIPTS	182,376		182,376 (a7)	150,276

SECTION B					
b1	PAYMENTS				
b2	Circuit Assessment or Share	84,984		84,984	81,400
b3	Donations				
b4	Repairs and Maintenance	10,823		10,823	21,550
b5	Utilities (Insurances, water charges, heating & lighting)	17,242		17,242	15,651
b6					
b7	Other payments	28,024		28,024	24,235
b8	TOTAL PAYMENTS	141,073		141,073 (b9)	142,836

SECTION C					
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	41,303	41,303	7,440
c2	Total funds brought forward from last year		87,248	87,248 (c6)	86,757
c3	Sub total	(c1+c2)	128,551	128,551	94,197
c4	Transfers and adjustments		(5,984)	(5,984) (c7)	(6,949)
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	122,567	122,567 (c8)	87,248 (c6)

SECTION D					
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS					
d	(these amounts are not to be included in total receipts/payments figures above)		£		£
d1	Balance brought forward from last year		1,846		
d2	Offerings/Gifts - received for external organisations		630		3,465
d3	Offerings/Gifts - passed to external organisations		2,416		1,619
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)	60		1,846

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL**SECTION E**

Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2023 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

INTERNAL ORGANISATIONS	Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1 Benevolence					357	357
e2 Tuesday Lunches	416	1,946	(1,530)		1,530	
e3						
e4						
e5						
e6						
e7						
e8 Sub total of Internal Organisations funds	416	1,946	(1,530)		1,887 (e11)	357 (e12)
e9 Church accounts (totals brought forward from page 2 - totals column)	182,376 (a7)	141,073 (b9)	41,303	(5,984) (c7)	87,248 (c6)	122,567 (c8)
e10 TOTAL CASH FUNDS HELD BY CHURCH	182,792	143,019	39,773	(5,984)	89,135 (x)	122,924 (y)
Continue on a separate sheet if necessary and bring the totals forward	TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2023**

	OPENING BALANCES	CLOSING BALANCES
f1 Cash in hand	325	325
f2 Bank Current Account	33,425	10,033
f3 Bank Deposit Account		
f4 Central Finance Board	6,548	67,736
f5 Trustees for Methodist Church Purposes	46,950	44,473
f6 Other funds		
f7 SUB TOTAL - Church accounts	87,248 (c6)	122,567 (c8)
f8 Total funds held by Internal Organisations (the closing balance total from above) (e12)	1,887 (e11)	357 (e12)
f9 TOTAL CASH FUNDS HELD BY CHURCH	89,135 (x)	122,924 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

	At 1 September 2022	At 31 August 2023
g1 Investments (include Endowments)		
g2 Land & Buildings (see notes re Insurance value)	£6.22m	£7.10m
g3 Other Assets	£278k	£318k
g4 Loan(s) - show amount outstanding at year end		
g5 Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes


g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

DECLARATIONS

Treasurer

I confirm that I have prepared the accounts from the records of the Church and that they include all funds under the control of the Church Council

Signature of Treasurer



Date

21/10/23

Name

MICHAEL POWELL

Address

20 St Lawrence Avenue Worthing BN14 7JF

Presentation to the *Church Council for approval.

I confirm that the Accounts have been presented to the Church Council on

21/10/2023

and were approved.

Signature of the Chair of the meeting



Name of the Chair of the meeting

Rev Dawn Carn

Date

21.10.23

Independent Examiner's Report to the Trustees of the

Offington Park Methodist

Church

This Report is on the Church Accounts for the year ended 31st August

2023

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

It is my responsibility to:

- Examine the accounts under Section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under Section 145(5)(b) of the Charities 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 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 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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 appropriate*

(3) I have/have not* obtained independent verification of all investments with the Trustees for Methodist Church Purposes ("TMCP") or held in other Trusts, Bank balances and Funds at the Central Finance Board of the Methodist Church ("CFB"), which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

** Please circle as appropriate*

Name

Keith Thacker

Signature

K R Thacker

Relevant Professional qualification or body

Address

*HIGH RIDGE, COMMANDERS WALK
FAIRLIGHT, HASTINGS*

Date

29.12.23