

# St James' Church, Exeter – Annual Report for 2021

## **Background**

St James' Church is situated in Exeter and is part of the Diocese of Exeter within the Church of England. The address is: St James' Church, Mount Pleasant Road, Exeter EX4 7AH.

E-mail: [office@stjamesexeter.org](mailto:office@stjamesexeter.org). Website: [www.stjamesexeter.org](http://www.stjamesexeter.org).

The parochial church council (PCC) is registered with the Charity Commission (number 1128877).

St James' PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church. Additionally, the PCC has maintenance responsibilities for the church buildings and grounds. Our strap line, "Sharing God's Love through Worship, Fellowship and Service", underpins all we aim to do.

## **PCC Membership**

Members of the PCC are either co-opted ex-officio or elected at the Annual Parish Meeting and the Annual Parochial Church Meeting (APCM). In 2021 this took place on 21<sup>st</sup> March.

During the year, the following served as members of the PCC:

<i>Incumbent:</i>	Fr Henry Pryse
<i>Assistant Priest:</i>	Fr Martin Poolton
<i>Assistant Curate:</i>	Fr Steve Turner
<i>Reader with PTO:</i>	Dr Mark Davie
<i>Licenced Reader:</i>	Mrs Joan Ridgway
<i>Churchwardens:</i>	Mr Nigel Ridgway and Mr Nigel Williams (until 7 <sup>th</sup> July) Mr Andrew Mimmack and Mrs Rachel Martindill (after 7 <sup>th</sup> July)
<i>Deanery Synod Representatives:</i>	Mr Mike Payne, Mrs Marilyn Pegg and Mrs Joan Ridgway
<i>Elected:</i>	Mrs Anita Atherton Mr Tim Bayton Mrs Susan Coombs Mr Stuart Macwilliam Mrs Charlotte Payne Mrs Pat Read Ms Louise Spencer Mr Jim Weeks Mr Nigel Williams
<i>Co-opted (at the meeting in May):</i>	Mrs Caroline Adams ( <i>Safeguarding Representative</i> ) Mr Nigel Ridgway ( <i>Treasurer</i> ) Ms Jill Mather ( <i>Secretary</i> )

In addition, the PCC appoints: a Health and Safety Officer, a Planned Giving Officer and an Electoral Roll Officer.

The Standing Committee met twelve times. The PCC met six times during 2021. Committees and working groups normally meet between meetings. Minutes of their deliberations are received and discussed by the PCC. Notes of Standing Committee meetings are circulated to all PCC members.

Many of the normal activities of parish life did not take place in 2021, as a result of the restrictions imposed and precautions taken during the Coronavirus (COVID-19) pandemic.

## **Committees**

The PCC operates through a number of committees, which normally meet at varying intervals throughout the year:

### **Standing Committee**

This group comprises the clergy, Churchwardens, Readers, Treasurer and two members of PCC, as well as the Secretary.

### **Pastoral Care Team**

This group offers help and care to those in the Church and wider community who have a particular need.

### **Social Committee**

This group organises social events on behalf of the PCC and encourages participation by as many people as possible in social and fundraising events at St James'.

### **Communications Committee**

This group is responsible for the production and distribution of *Contact* magazine as well as maintenance of the website and general publicity.

### **Hall Committee**

This group oversees the maintenance and use of the church hall.

### **Gardening Team**

This group looks after lawns, gardens, trees, hedges and benches in the church grounds.

### **Young People's Leaders (11-Ups, JAM and Messy Church)**

This group coordinates and stimulates the growth of groups for children and young people within the Church and local community.

## **Semi-Autonomous, Fresh Expressions churches**

Messy Church, for young children and their parents or carers, meets normally in the church and in the hall.

"Celebrate Together" is a church that is for people with disabilities normally meeting once a month in various different churches across the city.

## **Substantive PCC Business in the Year**

### **Churchwardens' Report**

2021 was dominated by the ongoing Coronavirus (COVID-19) pandemic, which saw continued restrictions on all types of social activities including public worship. Our 2020 Annual Report documents the history of the pandemic from 23<sup>rd</sup> March 2020, and its effect on St James' Church. We take up the story from **6<sup>th</sup> December 2020**, when the 8.00am and 10.00am Sunday services resumed once again following the re-closure of church buildings on 2<sup>nd</sup> November 2020. A booking system for the 10.00am services then replaced the 3-weekly rota, and this continued until **25<sup>th</sup> July, St James' Day**. For us St James' Day was a milestone, with the congregation singing the mass setting and a hymn for the first time in 16 months, "To God be the Glory" (albeit wearing facemasks!). Also, an icon of St James was presented to us by our Orthodox church friends. The booking system was no longer required, hymnbooks and kneelers were put back, and a more normal seating arrangement was put in place with one metre distancing between rows. In addition, coffee was served after the service in the hall, and there was a cake! As from **2<sup>nd</sup> August**, we were no longer required to record the names of those attending the services for Track and Trace purposes, but it was not until **26<sup>th</sup> September** that the chairs were finally returned to their usual position.

Our flagship Sunday 10.00am Parish Eucharist has not yet returned to pre-pandemic numbers, and the 8.00am Communion Service is small. As from **19<sup>th</sup> September**, we have had Sunday evening services held on 1<sup>st</sup> and 3<sup>rd</sup> Sundays of each month. During Holy Week 2021, on **Wednesday 31<sup>st</sup> March**, we introduced our midday (midweek) Mass, which continues to attract a faithful following including several church members who do not feel able to join in the larger Sunday event. Morning prayer is also said at 8.30am on each weekday (on-line on Monday and Wednesday and in church on Tuesday, Thursday and Friday). We continue to ask the congregation to wear face masks in line with Government guidance and have tried to ensure effective ventilation by opening the windows throughout the services (even in winter!).

Music has always played a major part in our services, and the restriction on singing was keenly felt; it is a joy that we are able to sing again in church. We have been delighted that St James' is bucking the trend by having started up a choir during this last year. This developed out of the weekly individual recordings by singers which Jim Weeks encouraged and put together during 2020, and from **22<sup>nd</sup> April**, some members of the fifteen regular singers have been singing each week in a choir which Tim Bayton now directs and rehearses. Several of the choir members are also accomplished instrumentalists and so from **1<sup>st</sup> August** different musicians and singers have been providing various musical contributions during communion. Our 2021 Carol Service was a highlight, with our own choir and instrumentalists, together with visiting singers and musicians joining us.

Since 29<sup>th</sup> March 2020 St James' services have been broadcasted online providing, a lifeline every week for many and holding us as a family together and the PCC have decided to continue to stream every Sunday Parish Eucharist service. After consulting with the Archdeacon, the funds were raised for suitable audio-visual equipment. With its usual generosity, the church family raised the required funds with ease. We have been deeply indebted to the small but highly skilled team responsible, masterminded by Jim Weeks.

Away from our regular services, the pandemic has inevitably meant that some of our usual activities have not taken place during the year. Having successfully operated for over 30 years in September, our Luncheon Club and Outreach have had to cease but we are in discussions with another provider nearby, who is backed by Exeter City Council.

Messy Church did not meet in 2021, although the team of volunteers plan to re-start the monthly meetings with the onset of lighter evenings and milder weather.

From March 2020, our children (JAM) and young people (11-ups) were only able to meet up online with occasional outdoor events such as a Christmas treasure hunt, but they did enjoy a Zoom pancake party, pizza party, Christingle event etc. They have now resumed meeting on Sunday mornings (JAM from September, and 11-Ups from November).

Throughout, Fr Brian Tubbs has continued to lead a lively house group monthly. This in-depth study, currently focusing on the Gospels, is available to all the church family through Zoom meetings.

At present there are 158 parishioners on the Electoral Roll. 4 names have been removed, either because of death or moving away, and 3 added.

## **Safeguarding**

The PCC is committed to the safeguarding of our young people and vulnerable adults and reviews its safeguarding policy annually. Details of safeguarding contacts can be found on St James' Church website and on the notice boards in the church and church hall. We have had 'due regard' to the guidance issued by the House of Bishops and the PCC has complied with its duty regarding safeguarding. We undertake the necessary training, DBS checks, review our policies and implement these to the best of our ability.

A safeguarding report is submitted to each PCC meeting throughout the year, with updates on training, the action plan produced by the Parish Safeguarding Dashboard and information from the Diocese. Members of the PCC undertake the online training courses on Safeguarding and Raising Awareness of Domestic Abuse. We also follow the guidance on 'Safer Recruitment' provided by the Diocese.

## **Health and Safety**

As Coronavirus (COVID-19) is still present, the past year has seen a variety of restrictions on services and activities which could take place. A number of precautions were put in place, to minimise the risk of transmission of the virus. These varied throughout the year as we followed advice from the government and the Church of England. Regular risk assessments were undertaken following the restrictions and advice at the time for various services and events to take place. Some of the main precautions were wearing face coverings, hand sanitising, good ventilation (even if this meant it was a little chilly), regular cleaning and social distancing.

Regular inspections of our portable electrical equipment take place and full PAT testing was completed in September 2021. The smoke alarms in the hall and the emergency lighting in the hall and the church are regularly tested.

In January 2022 ten people completed a one-day course on Emergency First Aid at Work which included the use of a defibrillator.

Thanks to all those, in particular the churchwardens and the treasurer, who keep a vigilant eye on the buildings to ensure any minor repairs are completed promptly.

## **Finance Report**

The financial results for the year to 31<sup>st</sup> December 2021 have been sound, and have exceeded pre-pandemic levels as a result of:

1. The generosity of the family of St James' Church. An appeal for general funds made in 2021 raised over £7,000, and a further appeal in September for the audio-visual equipment raised a further £7,100.
2. Hall bookings performed well, because many of the other venues were either closed or were not COVID-safe. Our large, airy venue has proved a most valuable asset, producing nearly £25,000 in revenue, and a resulting surplus of £15,500.
3. Our expenses remained muted due to both the lower level of church activity until recently, and thanks to the many who voluntarily gave their services unpaid.

As a result, we were able to repay some of the £11,000 Common Fund discount kindly given to us in 2020 by the Diocese. We remain grateful for that support, and we hope to be able to repay the remainder. In line with Biblical principles and our ongoing commitment, St James' once again gave away over 5% of its income to charitable causes, many of which were overseas.

## **Going Concern**

The PCC has reviewed the budget for income and expenditure and it has considered various different outcomes for 2022. Taking into account the available reserves, the PCC is reassured about the financial stability of the parish.

# **ST JAMES' CHURCH, EXETER**

## **Annual Report and Financial Statements of the Parochial Church Council**

for the year ended 31 December 2021

**Incumbent:** Reverend Prebendary Henry Pryse  
**Assistant Priest:** Reverend Martin Poolton  
**Curate:** Reverend Steve Turner

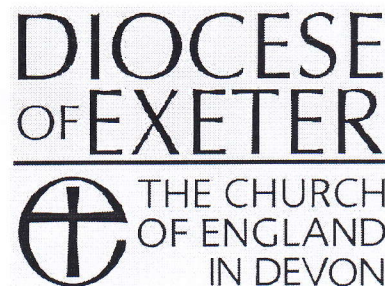
**Bankers:**  
NatWest, 59 High St, Exeter  
CBF/CCLA, 85 Queen Victoria Street, London

**Independent examiner:**  
Mr David Robertson, FCA

**Website:** [www.stjamesexeter.org](http://www.stjamesexeter.org)  
St James' Church, Mount Pleasant Road, Exeter, EX4 7AH

*Charity Commission number: 1128877*

# Independent Examiner's Certificate for the PCC Accounts



Report to the trustees of:

St James', Exeter

Parochial Church Council

On accounts for the year ended:

31/12/2021

Charity Number (if applicable):

1128877

## 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 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 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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:

16/2/22

Name:

DAVID ROBERTSON

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

FELLOW OF THE INSTITUTE OF  
CHARTERED ACCOUNTANTS IN ENGLAND & WALES

Address:

28 PARKLAND DRIVE  
EXETER  
DEVON EX2 5RX

# ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2021

<b>CASH FLOW STATEMENT</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Total Receipts in year (Note 2)	143,619	108,795
Total Payments in year (Note 3)	138,180	105,500
Excess of Receipts over Payments	5,439	3,295
NatWest Bank account at 1 January	41,373	38,077
NatWest Bank account at 31 December	53,746	48,073
Cheques not presented	-6,935	-6,700
	46,811	41,373
<b>Cash at Bank and in hand</b>	<b>46,811</b>	<b>41,373</b>

<b>BREAKDOWN of funds</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Unrestricted (includes <i>Designated</i> -see below)	41,049	33,854
Restricted Funds (see below)	5,762	7,518
<b>Cash at Bank and in hand</b>	<b>46,811</b>	<b>41,373</b>

<b>UNRESTRICTED funds</b>		
General - unrestricted funds	40,549	33,354
<i>Designated</i> - Bequests and Memorial donations	500	500
<b>Total Unrestricted Funds</b>	<b>41,049</b>	<b>33,854</b>

<b>RESTRICTED funds :</b>		
Common Fund Provision	0	4,000
Rector's Discretionary Fund	1,315	1,315
Flower Fund	771	629
Hall refurbishment	279	279
Organ and Fabric Fund	2,667	566
Celebrate Together	730	730
<b>Total Restricted Funds</b>	<b>5,762</b>	<b>7,518</b>

<b>Income-generating Investments, including Endowment Funds :</b>			
	<b>Shares</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
CBF Investment Fund Shares	18,452	431,537	377,287
<i>(held for PCC by Exeter Diocesan Board of Finance)</i>			
<b>Endowment Funds</b>	<b>Shares</b>		
25p Ordinary Shares Astra Zeneca Group plc	360	31,241	26,366
CBF Investment Fund Shares	3,667	85,754	74,974
M & G Charifund Units (Flower Fund)	224	3,486	3,075
		120,481	104,415

# ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2021

## 2) INCOMING RESOURCES

### RECEIPTS - UNRESTRICTED

#### Incoming resources from donors

Stewardship and Collections

Income Tax recovered

Sundry donations for general purposes

**Designated** - Bequests and Memorial donations

#### Other voluntary incoming resources

Fundraising and social events income

#### Income from investments

Dividends from investments

#### Income from activities

Hall receipts

Funerals, marriages - PCC fees (nett)

Magazine

Luncheon Club

Church hire, coffee, etc

Insurance receipts (nett)

### Total Receipts - UNRESTRICTED

### NON-CASH MOVEMENT - RESTRICTED

Common Fund Discount

### RECEIPTS - RESTRICTED

#### Incoming resources from donors

Donations - Audio Visual equipment

Celebrate Together

#### Income from investments

Flower Fund - Dividend income & receipts

### Total Receipts - RESTRICTED

## TOTAL RECEIPTS

2021			2020
Unrestricted	Restricted	TOTAL	
funds	funds		
£	£	£	£
76,015			65,089
17,038			13,782
112			2,168
0			0
93,165		93,165	81,039
235		235	0
13,873		13,873	13,472
24,678			8,722
1,467			1,424
1,208			995
133			428
1,275			524
222			0
28,984		28,984	12,094
136,257		136,257	106,604
	0	0	4,000
	7,101		1,966
	0		0
	7,101	7,101	1,966
	261	261	225
	7,362	7,362	2,191
136,257	7,362	143,619	108,795

# ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2021

## 3) OUTGOINGS - Resources expended

	2021			2020
	Unrestricted	Restricted	TOTAL	
	funds	funds		
	£	£	£	£
<b>PAYMENTS - UNRESTRICTED</b>				
Activities directly relating to the work of the Church:				
Ministry:- Common Fund - Diocese of Exeter	84,823			68,046
Clergy expenses (incl. visiting Priests)	2,182			2,947
Secretarial and Parish Office	3,796			5,384
Church running expenses (including insurance)	7,104			5,896
Church and Office fabric (including Quinquennial)	180			720
Fabric costs - replacement path	8,310			0
Maintenance of Church buildings	3,154			3,682
Organist and music	2,459			1,156
Altar requisites	632			548
Funerals, marriages (nett)	0			0
Magazine expenses	1,293			1,215
Children & Messy church expenses	104			0
Vestments	90			0
Insurance claims (nett)	0			100
	114,127		114,127	89,693
<u>Hall</u> - running expenses	9,366		9,366	5,591
<u>Fundraising expenses</u>	39		39	26
<u>Giving to Charities</u> , missions etc. (Note 4)	5,530		5,530	7,305
<b>Total Payments - UNRESTRICTED</b>	<b>129,062</b>		<b>129,062</b>	<b>102,615</b>
<b>NON-CASH MOVEMENT - UNRESTRICTED</b>				
Common Fund Discount	0		0	4,000
<b>PAYMENTS - RESTRICTED</b>				
Common Fund - Diocese of Exeter		4,000		0
Audio Visual & other equipment		5,000		1,845
Donations - vestments		0		900
Celebrate Together		0		0
		9,000	9,000	2,745
Flower Fund		118	118	140
<b>Total Payments - RESTRICTED</b>		<b>9,118</b>	<b>9,118</b>	<b>2,885</b>
<b>TOTAL PAYMENTS</b>	<b>129,062</b>	<b>9,118</b>	<b>138,180</b>	<b>105,500</b>

# ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2021

## 4) GIVING TO CHARITIES, MISSIONS, etc.

<u>Giving through St James</u>	Special Appeals and Donations	PCC Donations	
<u>Overseas</u>			
USPG		1,100	
Tearfund		1,100	
St Peters Malawi Education Trust		1,100	
<u>UK based</u>			
Hospiscare		550	
Mothers' Union		550	
Exeter Community Initiatives		550	
ICE ( <i>Initiative in Christian Education</i> )		550	
Devon Historic Churches		30	
<b>TOTALS</b>	<b>0</b>	<b>5,530</b>	<b>5,530</b>
(Figures for 2020)	450	6,855	7,305

# **ST. JAMES' CHURCH, EXETER**

## **Notes to the Financial Statements for the Year Ended 31<sup>st</sup> December 2021**

### **1. Accounting Policies**

The Financial Statements have been prepared in accordance with the Charities Act 2011 and the Statement of Recommended Practice, on the Receipts and Payments basis.

### **2. Analysis of Fund Movements for the Year**

- i. UNRESTRICTED FUNDS may be used by the PCC for any of its ordinary purposes. The PCC has chosen to set aside bequests and memorial donations to be used for fitting future projects or commitments. There is therefore a DESIGNATED fund that remains part of the unrestricted funds. Movements in the funds are shown in the cash flow statement.
- ii. RESTRICTED FUNDS represent income which may be spent only on the specific purpose for which they were given or for which they were invited. Any balance remaining unspent is carried forward as a balance on that fund and may not be absorbed into general funds.
- iii. ENDOWMENT FUNDS are funds whose capital must be maintained: only income arising from the investment of the endowment may be used, either as restricted or as unrestricted funds depending upon the purpose for which the endowment was established.

### **3. Investments**

Quoted investments are valued at bid-market prices at 31<sup>st</sup> December. Apart from bank balances, there are no other investment assets.

### **4. Assets and Liabilities**

- i. The church and grounds as well as the Rectory and the curate's house are vested in the Representative Body of the Church of England and are not parish assets.
- ii. Moveable church contents (plate, furniture etc.) are inalienable property and require a faculty for disposal. They are recorded in the Church Terrier log. Many are historic and no reliable cost basis exists for them; they are neither recognised nor listed in the Statement of Assets and Liabilities below.
- iii. Other assets and property, which are retained for or occupied for Church purposes and which are not investment assets, are listed below in the Statement of Assets and Liabilities as non-monetary assets.

### **5. Statement of Assets and Liabilities**

#### **ASSETS**

**Hall:** The building, kitchen equipment, cooker, fridge/freezer, water heater, cupboards, chairs, tables, stage curtains, heaters, fire guards and copper piping.

**Grounds:** Lawnmower, shed, cycle rack, notice boards.

**Parish Office:** PC, software, photocopier and office equipment.

**Church:** Organ, silverware, vestments, altar frontals, statues, pictures, Clavinova, CCTV equipment, loop system, PA equipment, Optoma projector and screens, heaters, guards and copper piping.

#### **DEBTORS**

**HMRC** December 2021 claim received in January 2022: £995.62 (*December 2020: £983.99 - received in January 2021*)

#### **LIABILITIES**

There were no liabilities at the year end.

## **ST. JAMES' CHURCH, EXETER**

### **Notes to the Financial Statements for the Year Ended 31<sup>st</sup> December 2021**

#### **Finance Report**

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**Basis of independent  
examiner's statement**

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**Independent examiner's  
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Signed:



Date:

16/2/22

Name:

DAVID ROBERTSON

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

FELLOW OF THE INSTITUTE OF  
CHARTERED ACCOUNTANTS IN ENGLAND & WALES

Address:

28 PARKLAND DRIVE  
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DEVON EX2 5RX