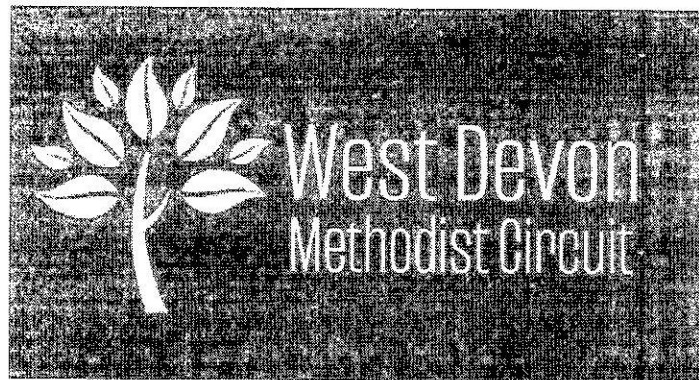


The Methodist Church



Registered Charity Number: 1134070

**Trustees Annual Report
Statement of
Annual Financial Accounts
Year ended 31st August 2023**

Name of Circuit **WEST DEVON**

Circuit No 24/24

Statement of Financial Activities (SOFA) for the year ended 31 August 2023

	Notes to the accounts	General Fund (Unrestricted)	Circuit Model Trust (Unrestricted)	Designated Funds (unrestricted)	Restricted Funds	Endowment Funds	Total 2022-23
		£	£	£	£	£	£
Income							
1 Donations and legacies							0
2 Income from monetary investments		3,974	9,453				13,427
3 Income from investment properties	3	19,690					19,690
4 Assessments on Churches		108,666					108,666
5 Capital Receipts							0
6 Grants received					2,500		2,500
7 Other charitable income		11,332		2,530			13,862
8 Total income		143,662	9,453	2,530	2,500	-	158,145
Expenditure							
9 Grants and donations	3	1,000	110,000	2,530			113,530
10 Salaries and associated costs	6	98,280			2,500		100,780
11 Property maintenance		7,525					7,525
12 Connexional assessment & model trust levy			18,177				18,177
13 District Assessment & Levy		23,577	1,023				24,600
14 Depreciation							0
15 Office expenses		4,337					4,337
16 Other outgoings		27,799					27,799
17 Total charitable expenditure		162,518	129,200	2,530	2,500	0	296,748
18 Gains/(losses) on monetary investments		-65				-6	-71
19 Gains/(losses) on investment properties							
20 Net income/(expenditure)		-18,921	-119,747	0	0	-6	-138,674
21 Transfers between funds	2	5,438	-10,000	10,000	-1,143	-4,295	0
22 Other gains/(losses)							
23 Net movement in funds		-13,483	-129,747	10,000	-1,143	-4,301	-138,674
24 Total funds brought forward		166,293	179,029	180,000	1,143	4,706	531,171
25 Total funds carried forward		152,810	49,282	190,000	-	405	392,497

Name of Circuit **WEST DEVON**

Circuit No 24/24

Statement of Financial Activities (SOFA) for the year ended 31 August 2022

	Notes to the accounts	General Fund (Unrestricted)	Circuit Model Trust (Unrestricted)	Designated Funds (unrestricted)	Restricted Funds	Endowment Funds	Total 2021-22
		£	£	£	£	£	£
Income							
1 Donations and legacies		2,000					2,000
2 Income from monetary investments		440	1,459		8	82	1,989
3 Income from investment properties	rent	19,789					19,789
4 Assessments on Churches		107,238					107,238
5 Capital Receipts		16,436	380,606				397,042
6 Grants received					3,000		3,000
7 Other charitable income		13,310					13,310
8 Total income		159,213	382,065	-	3,008	82	544,368
Expenditure							
9 Grants and donations	11	58,562					58,562
10 Salaries and associated costs		79,013			3,000		82,013
11 Property maintenance		8,089					8,089
12 Connexional assessment & model trust levy			89,597				89,597
13 District Assessment & Levy		29,472	2,971				32,443
14 Depreciation							0
15 Office expenses		4,136			2	13	4,151
16 Other outgoings		24,401					24,401
17 Total charitable expenditure		203,673	92,568	0	3,002	13	299,256
18 Gains/(losses) on monetary investments		-27				-223	-250
19 Gains/(losses) on investment properties							
20 Net income/(expenditure)		-44,487	289,497	0	6	-154	244,862
21 Transfers between funds	12	34,677	-113,500	79,500	-609	-68	0
22 Other gains/(losses)		-359,337					-359,337
23 Net movement in funds		-369,147	175,997	79,500	-603	-222	-114,475
24 Total funds brought forward		535,440	3,032	100,500	1,746	4,928	645,646
25 Total funds carried forward		166,293	179,029	180,000	1,143	4,706	531,171

Balance Sheet as at 31 August 2023

Notes to the Accounts	General Fund (Unrestricted)	Circuit Model Trusts (Unrestricted)	Designated Funds (Unrestricted)	Restricted Funds	Endowment Funds	Totals 2022/23	Totals 2021/22
	£	£	£	£	£	£	£

Fixed Assets

Circuit Manses & Equipment	3	842,329				842,329	842,329
Investment properties						0	
Investments						0	
Total fixed assets		842,329	0	0	0	842,329	842,329

Current Assets

Debtors	3	3,559				3,559	4,652
Loans by the Circuit	9	2,000				2,000	1,000
Investments with TMCP	2 & 10		49,282	190,000		405	239,687
Central Finance Board Deposits		119,574				119,574	123,028
Cash at Bank and in hand		28,135				28,135	33,550
Total current assets		153,268	49,282	190,000	0	405	392,955

Current liabilities

Creditors (due in under 1 year)	3	458				458	
Grants payable within 2022-23						0	
Total current liabilities		458	0	0	0	458	0
Net current assets/liabilities		152,810	49,282	190,000	0	405	392,497

Total assets less current liabilities		995,139	49,282	190,000	0	405	1,234,826	1,373,500
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Long term liabilities (due after more than one year)								
Grants payable after 2022-23						0		
Loans to the Circuit						0		
Net assets		995,139	49,282	190,000	0	405	1,234,826	1,373,500

Funds of the Circuit

General Fund (Unrestricted)		995,139				995,139	1,008,622
Circuit Model Trust Fund (Unrestricted)			49,282			49,282	179,029
Designated Funds (Unrestricted)	10			190,000		190,000	180,000
Total Unrestricted Funds						1,234,421	1,367,651
Restricted Funds					0	0	1,143
Endowment Funds						405	4,706
Total Funds		995,139	49,282	190,000	0	405	1,373,500

Signed

A. Partridge

Circuit Treasurer

Notes to the Accounts of West Devon Methodist Circuit

For the year ended 31st August 2023

1 Basis of accounting

The financial statements have been prepared under the Charities Act 2011 in accordance with the 2014 version of Accounting and Reporting for Charities SORP applicable to charities preparing their accounts in accordance with FRS102 and taking note of the update bulletin 1 issued in 2016.

2 Funds

The funds held constitute: General Funds held for any purpose of the Circuit, which are unrestricted. The Circuit Model Trust Fund has wide purposes defined by Standing Orders and is categorised as unrestricted.

During the year a small fund (£1,143) which had been regarded as restricted, for the upkeep of burial grounds, was transferred into General Funds to help pay for routine grass cutting which costs approx £2,400 per annum. We no longer maintain a separate fund for burial grounds maintenance, and there are no other restricted funds.

During the year 10 small Trust funds previously held on our behalf by the Trustees for Methodist Church Purposes have been closed, and the funds (totalling £9,436) have been transferred into the circuit General Funds.

3 Accounting Policies

Basis:

These accounts have been prepared on the accruals basis to show a true and fair view of the Circuit's financial position and activities.

Income is included in the Statement of Financial Activities (SOFA) when the Circuit becomes entitled to the resources, and the trustees are reasonably certain the payment will be received

Expenditure is recognised when the liability is incurred.

Grants and Donations:

Grants made by the Circuit from its own funds are recognised in full at the time of the agreement. During this year a grant of £110,000 to Madworthy Methodist Church was agreed by the Trustees and paid over to enable that church to refurbish and improve their premises.

Also, during the year a grant of £1,000 was made to Okehampton Foodbank.

A special fundraising event raised £2,530 for the Turkey/Syria earthquake appeal, which was donated to All We Can (a Methodist Relief and Development agency).

VAT:

Since the circuit is not VAT registered, all input VAT is charged with the expenses to which it refers.

Tangible Fixed Assets for use by the Circuit:

Tangible fixed assets include 3 manses. Two of these are let on Assured Shorthold tenancies while we have no ministers to occupy them. The deemed valuation of the three manses is £732,329, which was the insured value in 2018, and which the trustees consider is the appropriate nett value if they were marketed. Nett rents received for the 2 tenanted manses were £19,690.

The Circuit also has Managing Trustee responsibilities for Belstone Chapel, where occasional services are held, and where the former Sunday School room is used as a tearoom in this popular Dartmoor village. The estimated sale value of the building is £150,000. If sold this would be subject to an automatic levy of £40,000 by the custodian trustees of the Methodist Connexional Priority Funds, so the net asset value to the Circuit would be £110,000, as included in the Tangible Fixed Assets.

Investments:

Investments are valued in the balance sheet at market value at the year end. Investment income is included in the accounts when receivable and any gains or losses on revaluation at the year end are shown in the SOFA.

Debtors and Prepayments:

The £3,559 debtors shown on the balance sheet refers to £2,359 assessments due before 31st August, but which were received in September 2023, plus a payment in advance (£1,200) to secure bookings for a 3 Generate youth weekend which took place in October 2023.

Creditors:

Two expenses claims for the period ended 31.8.23 totalling £458 were received and settled in September 2023.

4 Payments to Trustees

Payments totalling £2,493 were made to trustees' businesses for building services provided to the circuit, as agreed by the Managing Trustees.

No payments were made to any Trustees for their services as trustees.

5 Fees for examination of the accounts

An Independent Examiner's fee of £265 was paid for reporting on the 2022 accounts. The fee for examination of these accounts is still to be agreed.

No other payments will be made for advice or accountancy services.

6 Paid employees

The average number of full-time equivalent paid workers was 3.5

The total cost of salaries, employer's National Insurance, pension contributions was £100,780. This included reimbursing the Methodist Connexion for the stipend and other costs associated with our full-time ordained minister.

7 Capital Commitments and Contingent Liabilities

At 31st August 2023 there are no capital commitments, nor any identified contingent liabilities.

8 Tangible Fixed Assets

See note 2 above.

There have been no disposals or acquisitions of fixed assets during the year.

9 Loans

A longstanding loan of £1,000 to Boasley Chapel is still outstanding. During the year we also provided a loan of £1,000 (nett) to our Superintendent Minister to enable him to purchase a new computer. This will be repaid in future years.

10 Restricted and Designated Funds held @ 31st August 2023

We no longer maintain a separate Burial Grounds fund (see note 2 above).

Within the Circuit Model Trust Fund held by the Trustees for Methodist Church Purposes on our behalf, we have designated £190,000 to cover predicted budget deficits in the 3 years 2023 - 2026. This excess of spending will allow us to engage in missional development activities in those 3 years, which would have been impossible without drawing on that Fund.

WEST DEVON METHODIST CIRCUIT

ANNUAL TRUSTEES' REPORT FOR YEAR ENDING 31st AUGUST 2023

INTRODUCTION

The West Devon Circuit is situated to the north-west of Dartmoor and is spread over approx. 400 sq miles.

The Circuit currently serves twelve active churches, with memberships ranging from 6 to 65, and has a total membership of 227.

AIMS AND ORGANISATION

The Charity objective is to act as a resource provider within the area for the Methodist Church.

The purposes of the Methodist Church are, and shall be deemed to have been since the Date of Union, the advancement of:

- a) The Christian faith in accordance with the doctrinal standards and the discipline of the Methodist Church;
- b) Any charitable purpose for the time being of any Connexional, District, Circuit, local or other organisation of the Methodist Church;
- c) Any charitable purpose for the time being of any society, or institution, or ancillary to the Methodist Church;
- d) Any purpose for the time being of any charity being a charity subsidiary, or ancillary to the Methodist Church

Specifically, we engage with:

- The organisation and resourcing of regular public acts of worship open to members of the church and non-members alike.
- The teaching of Christianity through sermons, courses and small groups.
- The resourcing of pastoral work including visiting the sick and bereaved.
- The resourcing of children, youth and families work including work in schools, clubs and local events.
- Promotion of Christianity through the staging of events and services.
- Provision of support at local care homes and other institutions.

The Circuit's Mission Statement is:

To be a witness to God's love in Christ;
to serve the community in the name of Christ;
to build God's kingdom in the power of the Holy Spirit.

We seek to accomplish this by:

- equipping people to be effective disciples; to engage with inspiring and challenging worship; to share in the ministries of the church.
- encouraging the Circuit Churches to identify and share resources with one another and ecumenically.
- engaging with and supporting those who work for better community life, both locally and globally.
- exploring opportunities for releasing lay workers and others to work in the church and community.

ANNUAL REVIEW

At the end of the reporting year, the Circuit staff comprised of: The Superintendent Minister, two Family Workers (part-time), two Lay Assistants (part-time) and an Administrator (part-time).

During the year the Circuit agreed to increase one of the Family Worker's hours to full-time from 1/9/23. The other Family Worker has handed in her notice (for personal reasons) and the Circuit will review staffing needs during the coming year, rather than seek a replacement.

Members at Madworthy have begun a major renovation scheme to make the property more suitable for different styles of worship and events as well as becoming a rural resource centre. The Circuit made a donation of £110,00 towards the costs.

At Petrockstowe, the Methodist and CofE congregations have nearly completed the formal process of forming a Local Ecumenical Partnership.

The Circuit continues to manage the Methodist building at Belstone, a popular tourist village on the edge of Dartmoor. The church no longer has a regular worshipping congregation, but three services were held during the year: Harvest Festival, Carol Service and Summer 'Songs of Praise'. The unmodernised church is open for viewing and private prayer when the tearoom is open, four afternoons per week and from July (*running to the end of October 2023*) there was an exhibition of archive photos of the Village, provided by the Dartmoor Trust.

The Manses at Hatherleigh and Northlew are let with the tenancies managed by Stags Estate Agents, who undertake regular maintenance checks and report back to the Circuit. Management charges are 12% + VAT of rents collected.

INCOME

Circuit income is primarily drawn from the assessment paid by the Circuit Churches. There is also rental income relating to the rental of the Manses at Hatherleigh and Northlew. An external grant was received towards funding for the Family Workers, but did not cover the full costs of the posts. The shortfall was met by drawing on reserves by earlier sales of redundant chapels.

EXPENDITURE

Stipend and salary expenditure has increased each financial year in line with increases set by the Methodist Conference and the Living Wage Foundation.

Approximately 15% of normal expenditure was the Circuit's contribution to the District and Connexion, used to fund the work of the wider Methodist Church.

Funding for the part-time Administrator and other additional expenditure incurred for lay ministry work were taken from reserves.

FUND BALANCES

As at 31st August 2023, total funds held were £392,497 including 2 repayable loans totalling £2,000.

The balances also include restricted funds for Burial Grounds at Highampton, Langham Cross and Widdon as well as funds held by The Trustees for Methodist Purposes (TMCP). A proportion of this is designated for payment of staff in the coming year as we are not likely to generate enough revenue income to fully cover projected expenditure.

RESERVES POLICY

Policy for General Funds

The Circuit Meeting acknowledges the policy of the Methodist Church in relation to financial reserves and at this point will endeavour to maintain a reserve amounting to six months general expenditure £94,000 + £20,000 for urgent roof replacement at the Northlew Manse. This should be sufficient to meet any unforeseen expenditure on Manses; to meet the stipend of the Superintendent Minister and to fulfil our District assessment; whilst enabling the ongoing work and witness of the Circuit through missional and outreach opportunities to continue and develop.

Funds held for specific purposes: £190,000 has been designated to help meet salaries and other expenses of lay workers over coming years. This policy will be reviewed annually by the Circuit Trustees.

Terms relating to Endowment Funds

There is 1 Endowment Fund held with TMCP valued at £405.

TRUSTEES as at 31st August 2023

Mrs Margaret Allin	Miss Barbara Dawson	Mrs Frances Hucker	Mr Alan Marshall
Mr Richard Balsdon	Mrs Beryl Down	Mr Julian Hucker	Mr Alan Partridge
Mrs Daisy Bray	Mr David Down	Mrs Marlene Hunkin	Mr Barry Searle
Mr Michael Cole	Mr Ken Down	Rev. Chris Jackson (Chair)	Mr Ken Smallacombe
Mrs Christine Cottle	Mr Kevin Down	Mr David James	Mr Ian Trenaman
Mrs Dorothy Couch	Mrs Pam Down	Mr Dean James	Miss Sandra Trenaman
Mrs Jackie Crawford	Mrs Frances Farley	Mrs Ruth James	Mr Owen Vanstone
Mr Mike Curtice	Mr Les Gilbert	Mrs Linda Kyle	Mrs Judy Waterer
Mrs Barbara Dalton	Mrs Lucy Gilbert	Mr Brian Maddaford	Mrs Lynda Whitworth
Miss Winifred Davey	Miss Brenda Hockridge	Mrs Deirdre Madders	

PRIORITIES FOR 2023/24

Circuit financial plans for the coming year have been prepared on the basis that staffing levels remain the same. The staff team will work with the trustees, and their appointed officers, to engage with church and community activities appropriate to changing circumstances.

Following a report recommending that the existing roof be replaced, the Northlew Manse is to be re-roofed. This was included in the budget for 2023-24.

LOOKING FORWARD TO 2023/24

- To review staffing needs and recruit if appropriate.
- To explore the use of social media as a means of improved communication and mission.
- To continue to develop pastoral care within each church community with the support of the Lay Assistants.
- All Lay Staff on the Circuit Ministry Team (Lay Assistants and Family Worker) to continue to meet with the

Superintendent Minister on a regular basis for mutual support.

- To identify training and support opportunities for different office holders within the Circuit.
- To encourage Churches within the Circuit to develop their Christian worship and witness, and to explore new ways of engaging with and serving local communities, especially to build on any new initiatives that have been started during recent years.
- Ensure that all those within the Circuit who should attend Safeguarding Training do so - Foundation, Refresher and Advanced Modules as appropriate.

CHARITY COMMISSION NO: 1134070

DATE OF REGISTRATION: 04/02/2010

The Charity's annual report and accounts for the year ended 31st August 2022 have been prepared in accordance with the Charities Act 2011 and the Charities: Statement of Recommended Practice 2015 as applicable to the Financial Reporting Standard (FRS) 102.

The members of the West Devon Methodist Circuit Meeting are the Charity Trustees, membership being made up of circuit office holders, the superintendent minister and representatives appointed by the local churches.

CONTACT: Rev. Chris Jackson, 42 Leeze Park, Okehampton, EX20 1EE

EMAIL: chris.jackson7@gmail.com

ACTIVE CIRCUIT MINISTER

- Rev. Chris Jackson

CIRCUIT STEWARDS

- Mrs Barbara Dalton
- Mr Dean James
- Mrs Ruth James
- Mr Alan Marshall

CIRCUIT TREASURER

- Mr Alan Partridge

CIRCUIT LAY WORKERS

- Family Worker: Miss Sarah Balsdon
- Lay Assistants: Mrs Angela Banfield, Mrs Vicki Penfound

CIRCUIT ADMINISTRATOR

- Miss Sandra Trenaman

INDEPENDENT EXAMINER

- Mr Barry Bufton, Shellyhams, South Tawton, Okehampton, EX20 2RG

BANKERS

- Central Finance Board of the Methodist Church
- Trustees for Methodist Church Purposes
- HSBC

PUBLIC BENEFIT

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The governing document for the Circuit is the Deed of Union (1932) and Methodist Church Act (1976).

Detailed governance arrangements are outlined within the Constitutional Practice and Discipline of the Methodist Church by order of the annual conference (CPD).

Day to day management of the Circuit is undertaken by the Circuit Leadership Team (Superintendent Minister, Circuit Stewards, Circuit Treasurer & Administrator) along with the Circuit Meeting and the Local Preachers' Meeting.

TRUSTEE TRAINING

A range of guidance produced by the Methodist Connexion to support the effective running of the Circuit, specifically the leaflet, 'The Role of a Trustee in The Methodist Church' is available for all new Circuit Meeting members as induction to their role as trustees.

RELATED PARTIES

The Circuit is part of the Plymouth & Exeter District and is also accountable to the Methodist Conference.

The following are linked to the Circuit:

- Boasley Methodist Church
- Bridestowe Methodist Church
- Chilla Methodist Church
- Exbourne Methodist Church
- Fairplace Church (Okehampton)
- Hatherleigh Methodist Church
- Iddesleigh Methodist Church
- Madworthy Methodist Church
- Northlew Methodist Church
- Petrockstowe Methodist Church
- Providence Methodist Church
- Winkleigh Methodist Church

RISK MANAGEMENT

All special activities and events organised on behalf of the circuit are risk assessed in advance.

Where appropriate, additional insurance cover is taken out against major risks which have been identified.

Income and Expenditure is monitored and is compared with the approved annual budget on a regular basis to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

SAFEGUARDING

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Methodist Connexional practice outlines commitment to the following principles:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults.
- the safeguarding and protection of all children, young people and adults when they are vulnerable.
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.
- We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice.

The West Devon Circuit commits itself to ensuring the implementation of Connexional Safeguarding Policy; government legislation, guidance and safe practice in the Circuit and in the Churches.

The West Devon Circuit commits itself to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

Name of Circuit West Devon No... 24/24

Declarations and Scrutiny

I confirm that these accruals-based accounts for the year to 31 August 2023 have been prepared from the records of the Circuit and that they include all funds under the control of the Circuit meeting.

Signature of treasurer *A Partridge* Date... *28/10/2023*

Name and address of treasurer

Alan Partridge, 16 Kestrel Close, Okehampton, Devon, EX20 1UT

Presentation to the Circuit meeting

I confirm that the annual report and accounts for the year ended 31 August 2023 were/will * be presented to the Circuit meeting held on: *29/11/2023*

Signature of the Chair of the meeting: *C. A. Jackson*

Name of the Chair of the meeting: *Rev C. A. Jackson* Date *29/11/2023*

Independent Examiner's Report to the Trustees of the

West Devon Circuit

Charity Number 1134070

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the *West Devon* Circuit for the year ended 31 August 2023 set out on pages ... to As the Circuit'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 Circuit's accounts carried out under section 145 of the 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.

* delete or circle as appropriate

Name of Circuit: West Devon No 24/24

Independent Examiner's Statement

[The Circuit's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of (*insert name of applicable listed body*)]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below*) which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records; or
- the accounts do 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 *Delete if not applicable i.e. all R&P accounts*
- the trustees' annual report is not consistent with the accounts *Delete if not applicable i.e. all R&P accounts.*

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.

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

Signature of independent examiner



Name of independent examiner:

D. E. Burton

Relevant professional qualification of independent examiner:

Name of firm (where appropriate):

Address:

Unit 11-13
Southdown
Okehampton
Devon EX20 2RG
Tel: (0837) 840772

Post Code:

Date: 7-11-23

* delete or circle as appropriate