



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	1	2021		31	12	2021

## Section A Reference and administration details

**Charity name** Herefordshire and Worcestershire Earth Heritage Trust

**Other names charity is known by**

**Registered charity number (if any)** 1144354

**Charity's principal address** Geological Records Centre

University of Worcester, Henwick Road

Worcester

**Postcode** WR2 6AJ

### 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	Mrs K Andrew			
2	Mr M Brooks			
3	Professor I Fairchild	Chair		
4	Dr S Hay	Deputy chair		
5	Mrs K Hughes			
6	Dr C Jones			
7	Mrs M Rodway		Until June 2021	
8	Mr M Baggott		From June 2021	
9				
10				
11				
12				
13				
14				
15				
16				
17				

### 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)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Memorandum & Articles of Association dated 31/03/2011 as amended by Special resolution 13/10/2011
How the charity is constituted (eg. trust, association, company)	Private company limited by guarantee, registered at Companies House, Cardiff. Co. No. 07586089
Trustee selection methods (eg. appointed by, elected by)	Appointed by trustees and confirmed in general meeting

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Significant external risks exist in respect of delivery of projects in accordance with the requirements of external funders. These risks are managed through the oversight of projects by designated trustees, and regular review and discussion of the projects in Board meetings.</p> <p>A general risk to the Trust's operations exists through the difficulty in securing funding for general charitable activities and the trustees remain mindful of the need to control costs and increase fundraising. Further measures to increase the Trust's resilience were taken in 2019 and 2021 was a successful year for new project funding.</p> <p>Procedures are in place to ensure compliance with health and safety of staff, volunteers, contractors and visitors, both within the Trust offices, at various geological sites across the two counties and during other activities conducted by the Trust.</p>
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## Section C Objectives and activities

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

The Trust's objects are to promote the protection, conservation and improvement of Earth heritage sites for the benefit of the public, in particular, but not exclusively, in the counties of Herefordshire and Worcestershire; and also to educate the public in Earth heritage.

**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)**

The following main activities were undertaken for public benefit in relation to the Trust's objects during 2021:

#### **Malvern Hills Site Maintenance**

The Malvern Hills AONB and the Malvern Hills Trust contracted the Trust to undertake site maintenance at several important Earth heritage sites for the benefit of all visitors to these sites.

#### **Conserving Herefordshire's Ice Age Ponds**

The delivery stage of this project, funded by the National Lottery Heritage Fund was very active during 2021. It is in partnership with the Herefordshire Wildlife Trust and the Herefordshire Amphibian and Reptile Team and our Trust's role relates to understanding the geological heritage of the sites and landscape, involving the general public as volunteers. Significant progress was made in delivering electronic interpretation materials and supervising volunteers.

#### **Birmingham's Erratic Boulders: Heritage of the Ice Age**

This project in which we lead a partnership with the Black Country Geological Society, Birmingham Open Spaces Forum and the Lapworth Museum of Geology was funded by the National Lottery Heritage Fund. We launched the project, appointed staff and undertook preparatory work.

#### **Website**

We continued to reap the benefits of the new website, but no major adjustments to it were needed. We continue with a monthly newsletter linked in part to posts on the website which have been fruitful.

#### **Assessment of site conditions of Sites of Special Scientific Importance.**

A number of sites were surveyed for Natural England in Herefordshire, Worcestershire and Shropshire providing valuable up to date information for our records and earning us a significant sum for our reserves.

**Site designation and documentation.** We designated several new Local Geological Sites in the two counties and developed map-based summaries of our designated sites.

**Additional details of objectives and activities (Optional information)**

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

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

The Trust would not function without the support of its volunteers. Volunteers assist with all aspects of the Trust's work from acting as Trustees, assisting with specific projects, helping at public events as well as leading public walks and giving talks.

New volunteers continue to be recruited and trained and participated in the projects mentioned in the previous section. Also volunteers are also still undertaking work developed during previous projects such as:

Trail Watch Volunteers, developed in 2010/11, continue to monitor the condition of the Geopark Way by walking sections and reporting their findings to the Trust, who in turn inform the relevant local authority.

The Community Earth Heritage Champions Project (2008-2012) recruited local volunteers to take on the monitoring, conservation and education roles at a local level at specific sites across the counties of Herefordshire and Worcestershire. Many of the original volunteers together with some new recruits continue giving considerable amount of time to this work.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

**Development of apps.** Apps produced via the Conserving Herefordshire's Ice Age Ponds project, featuring five walking trails and three cycling/motoring tours were launched in combination with an extensive website

**Production of hard-copy publications.** *Explore* Guide to Ice Age Ponds was in press.

**Visibility at public events.** This was not possible in 2021 due to COVID restrictions.

**Project delivery.** Conserving Herefordshire's Ice Age Ponds project was actively pursued.

**Adult education.** Lectures were given at society and U3A meetings through the year (latterly by Zoom) by EHT Trustees and associated volunteers.

**Site maintenance.** Clearance of some sites in the Malverns under contract and in several other areas by direct voluntary labour has again been achieved.

**Work with planning authorities.** Many responses to planning consultations have been made and there has been active participation in the Local Nature Partnerships in the two counties.

**Assessment of site conditions of Sites of Special Scientific Importance.** A number of sites were surveyed for Natural England.

**Leading Walks.** Various walks were organized and led to mark our 25<sup>th</sup> anniversary.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

While the Trust has no significant fixed overheads, equally it has no significant fixed sources of income. Accordingly, the trustees accept that the level of retained reserves will fluctuate from year to year.

The trustees seek to deliver a continuation of its basic charitable undertakings, with the necessary costs involved, while they continue to look for additional sources of income, grants and donations and develop its fundraising activities.

The trustees aim to build and maintain the reserves at a level that can sustain activities for a period of 12 months or more. Reserves have increased in 2021.

### Details of any funds materially in deficit

### 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.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Prof Ian Fairchild

Position (eg Secretary, Chair, etc)

Chair

Date

27/4/2022

	CC Note	General Reserve			Total 2021 £	Total 2020 £	DP ref
		Unrestric- ted funds £	Designa- ted funds £	Restrict- ed funds £			
<b>Incoming resources</b>	2						
Voluntary Income		4,200			4,200	3,562	(A)
Designated activities			2,292	0	2,292	977	(B)
Commercial activities		13,038		0	13,038	8,061	(N)
Projects	4,5			38,595	38,595	11,693	(C)
Fundraising		2,353			2,353	0	
Investment income		0			0	0	
<b>Incoming resources from activities</b>		<b>19,591</b>	<b>2,292</b>	<b>38,595</b>	<b>60,478</b>	<b>24,293</b>	
Other incoming resources		0	0		0	0	
<b>Total incoming resources</b>		<b>19,591</b>	<b>2,292</b>	<b>38,595</b>	<b>60,478</b>	<b>24,293</b>	A-C +N
<b>Outgoing resources</b>	3						
Principal charitable activities		0		0	0	18	(P)
Designated activities			4,183		4,183	8,147	(D)
Commercial activities		704		0	704	117	(E)
Projects	4,5	0		36,762	36,762	10,014	(F)
Fundraising					0	0	
Investment income					0	0	
Support costs		12,544			12,544	12,327	(G)
<b>Outgoing resources on activities</b>		<b>13,249</b>	<b>4,183</b>	<b>36,762</b>	<b>54,194</b>	<b>30,623</b>	
<b>Governance Costs</b>	6	0			0	0	
<b>Other resources expended</b>					0	0	
<b>Total resources expended</b>		<b>13,249</b>	<b>4,183</b>	<b>36,762</b>	<b>54,194</b>	<b>30,623</b>	D-G +P
<b>Net incoming resources before transfers</b>		6,342	-1,891	1,833	6,283	-6,330	
<b>Gross transfers between funds</b>	7	14,654	0	-14,654	0	0	
		<b>20,996</b>	<b>-1,891</b>	<b>-12,821</b>	<b>6,283</b>	<b>-6,330</b>	
<b>Other recognised gains/(losses)</b>					0	0	
<b>Net movement in funds</b>	10	20,996	-1,891	-12,821	6,283	-6,330	
		31,171	-3,529	8,564	36,206	42,536	
<b>Total funds carried forward</b>		<b>52,167</b>	<b>-5,421</b>	<b>-4,257</b>	<b>42,489</b>	<b>36,206</b>	

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

Incoming resources in relation to projects includes £26.2k from the **Herefordshire Wildlife Trust**, £6.4k from the **National Heritage Lottery Fund** and £2.6k from the **Malvern Hills A.O.N.B.**

# Herefordshire & Worcestershire Earth Heritage Trust

Balance Sheet As at 31 December 2021

	CC Note	2021 £	2020 £	DMP ref
<b>Current assets</b>				
Sundry debtors		207	216	(I)
Cash & Bank balances		43,199	35,990	(O)
		43,406	36,206	
<b>Creditors: amounts falling due within one year</b>				
Sundry creditors		-917	0	(J)
Total assets less current liabilities		42,489	36,206	
<b>Net Assets</b> (see "note" below)		42,489	36,206	
<b>Funds of the Charity</b>	9			
<b>Unrestricted funds</b>				
Designated funds		-5,421	-3,529	(K)
General funds		52,167	31,171	(L)
<b>Restricted funds</b>		-4,257	8,564	(M)
<b>Total carried forward at 31 December 2021</b>		42,489	36,206	

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

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

Signature 

Name Prof Ian Fairchild

Title: Chair of Trustees

**1 Accounting policies**

**1.1 Basis of preparation**

- a The accounts have been prepared under the historical cost convention in accordance with the Statement of Recommended Practice 2005 - Accounting and Reporting by Charities - and the Financial Reporting Standard for Smaller Entities (effective April 2008).
- b The accounts are not affected by the 2015 changes in accounting practices as the accounts are prepared on a receipts and payments basis.

**1.2 Incoming resources**

- a **Recognition of incoming resources:** These are included in the Statement of Financial Activities (SoFA) when:
  - the charity becomes entitled to the resources;
  - the trustees are virtually certain they will receive the resources; and
  - the monetary value can be measured with sufficient reliability.
- b **Incoming resources with related expenditure:**  
Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
- c **External projects:**  
Income or cost balances are only taken into General Funds on satisfactory completion of the projects. Where projects are ongoing, income or cost balances are carried in the balance sheet as Restricted Funds.
- d **Grants and donations:**  
Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
- e **Tax reclaims on donations and gifts:**  
Incoming resources from tax reclaims are included in the SoFA at the time they are received from HMRC.
- f **Contractual income and performance related grants:**  
This is only included in the SoFA once the related goods or services have been delivered.
- g **Gifts in kind:**  
Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. There were no gifts in kind in the current year.  
Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable. As above, there were no gifts in kind in the current year.
- h **Donated services and facilities:**  
These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.



- i Volunteer help**  
The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
- j Investment income:**  
This is included in the accounts when receivable. We have received no interest on our bank account since October 2016.
- k Investment gains and losses:**  
This would include any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year. There were no investment gains or losses in the current year.

### **1.3 Expenditure and Liabilities**

- a Liability recognition:**  
Liabilities are usually recognised at the time of payment; in exceptional circumstances they are recognised on an accruals basis as soon as there is a legal or constructive obligation committing the charity to pay out resources. December Credit Card purchases have been included in this year's accounts while the payment to our card provider will be made in January 2022.
- b Governance costs:**  
Includes costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.
- c Grants with performance conditions:**  
Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
- d Grants payable without performance conditions**  
These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.
- e Support Costs:**  
Support costs include central functions not otherwise allocated to projects. Where costs have been allocated to projects it has been done on the basis of consultant days.

### **1.4 Assets**

- a Tangible fixed assets for use by charity:**  
These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt. No tangible fixed assets were purchased in the current year.
- b Investments:**  
Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value. No investments were made in the current year.
- c Stocks and work in progress:**  
Stock of publications is not valued or included at the end of the year.

**2 Incoming resources**

	<b>Unrestricted &amp; Designated £</b>	<b>Restricted £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>	<b>DMP ref</b>
<u>Voluntary Income</u>					
Legacy	0		0	0	A1
Donations	3,246		3,246	2,734	A2
Friendship fees	954		954	828	A3
<b>Total</b>	<b>4,200</b>	<b>0</b>	<b>4,200</b>	<b>3,562</b>	
<u>Designated activities</u>					
Geopark Way	1,295		1,295	696	B1
Sale of Trail Guides	997		997	281	B2
<b>Total</b>	<b>2,292</b>	<b>0</b>	<b>2,292</b>	<b>977</b>	
<u>Commercial activities</u>					
Sale of Merchandise	541		541	67	N1
School Walks & Talks	0		0	150	N5
Guided Walks & Talks	0		0	0	N3
Hire of trust equipment	0		0	0	N6
Data requests	0		0	200	N7
Consultancy	11,615		11,615	7,345	N2
Courses & Workshops	700		700	0	N4
Other	182		182	299	N8
<b>Total</b>	<b>13,038</b>	<b>0</b>	<b>13,038</b>	<b>8,061</b>	
<u>Fundraising</u>					
Sponsored Walk	1,945		1,945	0	
Anniversary Walks	408		408	0	
<b>Total</b>	<b>2,353</b>	<b>0</b>	<b>2,353</b>	<b>0</b>	
<u>Projects</u>					
Projects closed in year:					
Gross income received (Note 4)		14,248	14,248	1,558	C1
Ongoing projects:					
Gross income received (Note 5)		24,347	24,347	10,135	C2
<b>Total</b>	<b>0</b>	<b>38,595</b>	<b>38,595</b>	<b>11,693</b>	
	<b>21,883</b>	<b>38,595</b>	<b>60,478</b>	<b>24,293</b>	

**3 Resources expended**

	<b>Unrestricted &amp; Designated £</b>	<b>Restricted £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>	<b>DP ref</b>
<u>Charitable Activities</u>					
Funding Contribution			0	18	P1
Total	0	0	0	18	
<u>Designated activities</u>					
Publications design / printing	202		202	879	D2
Publicity	357		357	0	
Geopark Way	3,624		3,624	1,988	D1
New Website	0		0	5,280	D3
Total	4,183	0	4,183	8,147	
<u>Commercial activities</u>					
Purchase of merchandise, etc	666		666	0	E1
Data requests			0	0	
Paypal fees			0	0	E2
School Walks & Talks	38		38	117	E3
Courses & Workshops	0		0	0	E4
Total	704	0	704	117	
<u>Projects</u>					
Projects closed in year:					
Gross Costs (Note 4)		4,251	4,251	1,803	F1
Ongoing projects:					
Gross Costs (Note 5)		32,511	32,511	8,211	F2
Project scoping			0	0	
Total	0	36,762	36,762	10,014	
<u>Support Costs</u>					
Fees & subscriptions	304		304	214	G1
Finance & admin support	12,644		12,644	12,477	G2
Website update/hosting cost/software	1,346		1,346	725	G3
Insurances	1,009		1,009	1,009	G4
Printing, stationery, postage	153		153	49	G5
Meetings & travel	100		100	0	G7
Sundry admin & overhead	26		26	282	G8
Equipment expended	0		0	0	
Rent	4,076		4,076	3,063	G9
Overhead recovery	-7,114		-7,114	-5,492	G6
Total	12,544	0	12,544	12,327	
Total resources expended	17,432	36,762	54,194	30,623	

**4 Analysis of Project Balances taken to General funds**

(note 1.2c)

	Opening Balance	Gross Project Funding £	Gross Project costs £	Balances to general funds £
Malvern Hills Trust 2020/21	0	600	0	600
Malvern Hills AONB Winter 2020/21	1,150	350	509	991
Malvern Hills AONB Winter 2021/22	0	1,860	900	960
Ice Age Ponds Consultancy	2,644	0	0	2,644
Notice Boards Abberley	862	400	2,129	-867
SSSI Monitoring 2021	0	11,038	712	10,326
<b>Total</b>	<b>4,656</b>	<b>14,248</b>	<b>4,251</b>	<b>14,654</b>

**5 Analysis of Project Balances held in restricted funds**

(note 1.2c)

	Opening Balance	Gross income received £	Gross payments made £	Balances at 2021 £
Deep Time 2015	1,968	0	1,968	0
Glacial Erratics in Birmingham	2,000	8,879	14,845	-3,966
Ice Age Ponds Delivery Stage	-60	15,107	15,698	-651
Malvern Hills AONB Winter 2021/22	0	360	0	360
<b>Total</b>	<b>3,908</b>	<b>24,347</b>	<b>32,511</b>	<b>-4,257</b>

Income balances in excess of costs are usually monies received in advance of planned costs and are carried forward to meet future liabilities on the project.

Expenditure is committed to projects ahead of income receipts only where funding has been approved. In these circumstances, the company may use its own cash reserves to finance timely commencement of such projects.

## 6 Details of certain items of expenditure

### 6.1 Trustee expenses

	2021 £	2020 £
Amount paid	0	0

### 6.2 Fees for examination of the accounts

	2021 £	2020 £
Amount paid	0	0

## 7 Transfers between funds

	General Funds £	Designated Funds £	Restricted Funds £
<u>Transfer from / to restricted funds:</u>			
Surplus on closed projects (see note 4)			-14,654
<u>Transfer to / from general funds</u>			
Surplus on closed projects (see note 4)	14,654		
	<b>14,654</b>	<b>0</b>	<b>-14,654</b>

## 8 Paid Employees

### 8.1 Staff costs

	2021 £	2020 £
Gross wages, salaries and benefits in kind	0	0
Employer's National Insurance costs	0	0
Pension costs	0	0
Total staff costs	<b>0</b>	<b>0</b>

### 8.2 Average number of full-time equivalent employees in the year

		2021 Number	2020 Number
The parts of the charity in which the employees work	Fundraising	0	0
	Charitable	0	0
	Governance	0	0
	Other	0	0
	Total	<b>0</b>	<b>0</b>

## 9 Analysis of Net assets between funds

	Restricted Funds		Designated Funds	General Funds	Total Funds
	Projects	Other			
Bank and cash balances	-4,164	0	-5,628	52,991	43,199
Other current assets	0	0	207	0	207
Current liabilities	-453	0	0	-464	-917
<b>Net assets at 31 December 2021</b>	<b>-4,617</b>	<b>0</b>	<b>-5,421</b>	<b>52,527</b>	<b>42,489</b>

## 10 Movement in Funds

	Restricted Funds		Designated Funds	General Funds	Total Funds
	Projects	Other			
<b>Opening Balances</b>	8,564		-3,529	31,171	36,206
Net movement in year					
<b>Restricted funds</b>					
Project balances (note 5)	1,833				1,833
<b>Unrestricted funds</b>					
Designated Geopark Way funds			-2,330		-2,330
Designated Trail Guide funds			439		439
General funds				6,342	6,342
<b>Total carried forward at 31 December 2021</b>	<b>10,397</b>	<b>0</b>	<b>-5,421</b>	<b>37,514</b>	<b>42,489</b>

**Restricted funds** comprise the current balance of monies received and paid on ongoing projects being carried out.

**Designated funds** comprise accumulated balances in relation to the Geopark Way Guide and Trail Guides

## 11 Members' Liability

The liability of each member is limited to a contribution not exceeding £10 in the event of the company being wound up while he or she is a member of, or within one year of being a member of, the company towards debts and liabilities of the company incurred before he/she ceases to be a member.



# Independent Examiner's Report to the Trustees of Herefordshire & Worcestershire Earth Heritage Trust

A report on the accounts of the company for the year ended 31<sup>st</sup> December 2021 which are set out in the Trustees Annual report

## Respective responsibilities of trustees and examiners

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed. I am qualified to undertake the examination by being a qualified Fellow of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

## Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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:

1. Which gives me reasonable cause to believe that, in any material respect, the requirement:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting software, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) 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

Mr Graeme Walker FCA

41 Southbank Road

Hereford

Herefordshire

HR1 2TL

Signed by: .....

*G Walker*

Date: .....

*17<sup>th</sup> May 2022*