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St Andrew and St Peter, Blofield

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**Annual Report
And
Financial Statements
Of the
Parochial Church Council**

For the year ended 31 December 2023

Registered Charity No 1151641

Rector:

The Revd Kevin Billson
The Rectory
Oakwood
Blofield
NR13 4JG

Banks:

Santander UK plc
Barclays Bank plc

Independent examiner:

Sarah Reynolds

PCC Annual Report of the Church of St Andrew and St Peter, Blofield
For the year ended 31 December 2023

Background

The PCC has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelical, social and ecumenical. It also has the maintenance responsibility for the Church building.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at Blofield. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and in particular, the specific guidance on charities for the advancement of religion. We believe we provide a benefit to the public by:

- providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers.
- promoting Christian values, and service by members of the Parish to the community, to the benefit of individuals and society as a whole.

To facilitate this work it is important that we maintain the fabric of the Church.

Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. During the year the following served as members of the PCC:

Incumbent: The Revd. Kevin Billson

Wardens: Yvonne Mack (from March 2023 to March 2024)

Stephen Wales (from March 2023 to March 2024)

Deanery Synod

Representatives: Yvonne Mack (from April 2023 to April 2026)

Roy Allgood (from April 2023 to April 2026)

Jenny Jenkins (from April 2023 to April 2026)

Hon. Secretary: Avril Tyrer (from April 2021 to April 2024)

Blofield Church - Annual Parochial Church Meeting – 7 May 2024

Hon. Treasurer: Martin Tyrer (from April 2021 to April 2024)

Elected Members:

David Pilch	(from April 2023 to April 2026)
Avril Tyrer	(from April 2021 to April 2024)
Martin Tyrer	(from April 2021 to April 2024)
Caroline Wales	(from May 2022 to May 2025)
John Kelly	(from May 2022 to May 2025)
Gill O'Brien	(from April 2023 to April 2026)
Amy Webber	(from April 2023 to April 2026)

Committees

The PCC operates through a number of committees which meet between full meetings of the PCC:

- **Standing Committee** – This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to directions given by the Council.
- **Pastoral Care Committee** – Although this is no longer a formal team, there are many church members and visitors at our services who receive pastoral visits and care from members of the laity. In addition, this is complemented by the Anna Chaplaincy Spiritual Care activities and initiatives led by Revd. Sue Shillam in her role as Anna Chaplain in the Blofield Benefice.
- **Fabric Committee** – This is no longer a formal team. The church wardens are responsible for all aspects relating to the soft fabric of the church, and the Fabric Officer is responsible for considering and organising or undertaking remedial repair work or replacements not requiring faculty.

During the year the PCC met on 6 occasions with an average attendance of 82.8%. Along with routine business they dealt with the following topics:

- Nomination and training of Stephen Wales as an Authorised Worship Assistant
- Various children's activities held at the church
- Celebration of the King's Coronation.
- Review of the Warm Church Provision.
- The implications arising from the proposed licencing of 'Prayers of Love and faith' for our benefice and 6 churches.
- The purchasing of new hymn books.
- Communion services and the return to serving Communion in both kinds by sharing the cup.
- Permissions for Holy Communion Assistants.
- Vandalism in the church during the school holidays.
- Smaller items of work that were highlighted in the Quinquennial Report.
- The Hope Course (Basic introduction to Christianity)
- The setting up of an Emergency Fund to help those who are in real need.

Blofield Church - Annual Parochial Church Meeting – 7 May 2024

- Resurfacing of the path from the Lych Gate to the North door.
- Replacement of the existing lighting in the church.
- The Diocesan Warm Hubs Grant.

A mini-PCC meeting was held on Sunday 1 October to discuss the attempted theft of the wall safe in the West End of the church on 23 September and the possible installation of CCTV cameras.

Retired Clergy

We are grateful for the support given to our church community by the Rev. Canon Judith Wilson (retired), Rev. Canon Pat Atkinson (retired) and Rev. Ron Ingamells.

Ministry Team

The Ministry Team consists of: Rev. Kevin Billson (Rector and the only Stipendiary Minister), Rev. Sue Shillam who is an assistant curate and whose training continued under the IME scheme. (Sue's training was on target to be completed in early in 2024), Rev. Pat Atkinson, Rev. Judith Wilson and the Rev. Ron Ingamells. Additionally, Margaret Mallett is part of the team as a licensed Reader.

Authorised Worship Assistant

Stephen Wales was recommended by the Rector and the PCC to be authorised as an 'Authorised Worship Assistant' for Blofield Church and to be involved in non-Eucharistic worship. Formal authorisation comes from the Bishop.

Church Attendance

The electoral roll for 2023 was 96 (2022 was 100). The average attendance at the regular Sunday 11am service was 50 adults (2022 was 51) and 2 children (2022 was 1). The Easter Day service at 11am had an attendance of 74 (2022 was 84). The total number for the Christingle, Christmas Eve and Christmas Day Services was 310 adults and 177 children (2022 was 312 adults and 205 children).

Review of the Year

The pattern of Church services has been:

- Each Sunday at 11.00 am, alternating between Holy Communion and Morning Worship services.
- Each Tuesday at 9.00 am, Benefice Morning Prayers are held via ZOOM.
- Each Wednesday at 9.30 am, there is a Benefice Service alternating between Holy Communion and Morning Worship services.

Additional services are held at the Church festivals. On Ash Wednesday, a service was held for the combined benefice. On Good Friday, a service was held outside in front of the porch. At Christmas, we held a number of seasonal services, including the very popular 'Christingle' service and a Carol Service.

We were pleased to welcome Blofield School for their Carol Service at Christmas.

There were 6 baptisms, 3 weddings, 7 funerals which took place in church and 3 at the crematorium plus 2 Interment of Ashes.

The Church is open every day from 9.30am until dusk for anyone who wishes to find a quiet place for prayer and contemplation, and for all who wish to enjoy our heritage, or to make a donation at the collection point for the Norwich Food Bank.

Blofield Church - Annual Parochial Church Meeting – 7 May 2024

The West End Café, Open Doors and Play Church Baby & Toddler Group provide a welcoming place for anyone who wishes to call in for refreshments, a light lunch, or to meet or make new friends.

Throughout the year, the West End Café is also used to serve refreshments for a walking group, visitors, sociable events, fund raising for charities (such as Hand in Hand and Vidiyal Trust), and fund raising for the church (such as Sunday afternoon concerts, Annual Summer Garden Party, Annual Sponsored Cycle ride, Christmas craft fair, Lenten and Harvest lunches) and occasionally for funerals and weddings. In March, Blofield Church hosted another Big Breakfast event to raise funds for the Turkey-Syria Earthquake Appeal and the DEC Ukraine Humanitarian Appeal. We are grateful to Yvonne Mack and the Toddlers Team, the Hospitality Team and all those who regularly help to organise and facilitate these events.

Outreach continues amongst more senior members of the community with monthly lay-led services held at Manor Lodge and Manor House.

Finance Overview (Martin Tyrer)

This year we were able to make a contribution of £36,885, our full allotted figure, towards our Parish Share allocation.

We held a number of fund-raising events during the year. These were well attended and supported and raised £6,680 in total, thanks to the very hard work of our Social Events Team and other volunteers throughout the year. We also raised £4,943 for other charities and causes. We again had a Big Breakfast event that raised £2,700 of which £2,050 was donated to Ukraine and the Earthquake Appeal for Turkey and Syria.

We received a grant of £950 from the Diocese in December 2023 to help us with the church heating costs for the period December 2023 into Spring 2024.

Monies raised from weekly coffees on Sundays, Wednesday Coffee mornings, jam and Christmas card sales, Barbara's quiz, Toddlers and Open Doors made a significant contribution of over £3,000.

We also received a grant of £500 from Broadland District Council to provide provisions to the community of Blofield and to churchgoers. We provided gifts of hampers and biscuits which were delivered just before Christmas.

The PCC also made a decision to make a donation of £300 to an emergency fund which will be used to help families in urgent financial need.

100 new hymn books were purchased to replace the existing old hymn books. The cost was £1,476 of which £1,408 was donated by the congregation.

We had two repairs to our roof in our 2023 with the cost of £1,428 being paid out of our Fabric Fund. Our wall safe at the back of the church was damaged by an unknown assailant in October 2023. A repair was made by two members of the congregation which kept the cost of repair to a minimum.

Monies held in our Fabric and Restricted Funds increased during the year by £272.

Our Endowment held by the CofE Deposit Fund increased by £298 during the year to a total of £4,215.

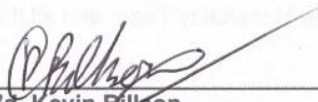
Monies held in our bank accounts decreased by £549 to £5,176

Blofield Church - Annual Parochial Church Meeting – 7 May 2024

As with last year, we were protected from a large increase in gas and electricity prices having negotiated a 3-year deal in 2022. However, this will run out next year when a substantial increase will be more likely to occur.

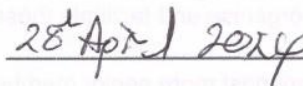
I would like to thank Jim Morley for his continuing advice and support, and Sarah Reynolds for examining our accounts as she has done in the previous two years.

Signed by The Rector of Blofield Benefice



Rev'd. Kevin Ellison

Date:



28 April 2024

**BLOFIELD
CHURCH**

ACCOUNTS
at
31 December 2023

Blofield Church - Annual Parochial Church Meeting – 7 May 2024

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

RECEIPTS AND PAYMENTS ACCOUNT

		Unrestricted Funds		Restricted Funds	Endowment Funds	Total	Total
	Note	General Fund	Designated Funds			2023	2022
		£	£	£	£		
RECEIPTS							
Voluntary income							
Planned giving	1	25508		0		25508	24891
Gift aid tax and VAT recovered		7427		67		7494	8803
Offerings		4677		0		4677	3866
General donations	2	5091		300		5391	4321
Grants received	3	1765		0		1765	3169
Generated funds		60					
Raised for charities and missions	4			4943		4943	9489
Blofield News' income		982				982	579
Sales of cards and church guides		245				245	223
PCC fees	5	2584				2584	3465
Fund raising events	6	5971		1095		7066	7080
Income from investments							
Bank and deposit interest		6	59	252		317	94
Income from endowments	7			78		78	104
Contributions from Benefice Parishes							
		1669				1669	864
Total receipts		<u>55985</u>	<u>59</u>	<u>6735</u>		62719	66948
PAYMENTS							
Grants made							
Donations to missions, charities e	8	1340		0		1340	680
Loan repayment		280				280	280
Portion of Grant Expenditure		0				0	200
Church activities							
Parish Share (allocated £36,885)		36885				36885	35708
Rector's expenses		2429				2429	1549
Church running expenses	9	8550		0		8550	8497
Church and equipment maintena	10	1985		116		2101	2590
Cost of services		1265				1265	990
Blofield News production costs	11	424				424	596
Cost of repairs	12	0		1463		1463	2558
Organists		1323				1323	1590
Cost of fund raising events	13	826				826	789
Payments to charities and missions							
	4			4943		4943	9489
Church administration							
	14	1357		0		1357	1760
Total payments		<u>56664</u>	<u>0</u>	<u>6522</u>		63186	67276
(Deficit) of receipts and payments		-679	59	213		-407	-328
Transfers between funds							
Transfers between funds		130	0	-130		0	0
Revaluation gain (loss) on investmets					298	298	-298
Net movement in funds							
		-549	59	83		-109	-626
Balnces at 1st January 2023		5725	1330	6733	3921	17709	18335
Balances at 31st December 2023		<u>5176</u>	<u>1389</u>	<u>6816</u>	<u>4219</u>	<u>17898</u>	<u>17709</u>

**PAROCHIAL CHURCH COUNCIL OF ST. ANDREW & ST. PETER, BLOFIELD
NOTES Y/E 31 DECEMBER 2023**

1	PLANNED GIVING	
	Through Gift Aid	24478
	Other envelopes	<u>1030</u>
		24891
2	GENERAL DONATIONS RECEIVED	
	General Fund	
	General donations	1893
	West End Café, Play Church & Open Doors	2922
	Home communion	31
	Wall safe	<u>245</u>
		5091
	Restricted Funds	
	Fabric Fund	300
3	GRANTS RECEIVED	
	Wi- Spire	100
	Blofield Parish Council	200
	Broadland District Council (hampers)	500
	Warm Church	950
	War graves commission	<u>15</u>
		1765
4	RAISED FOR CHARITIES AND APPEALS	
	Vidiyal Trust	723
	Children's Society	436
	Bishop's Lent Appeal	271
	Norfolk Churches Trust (cycle ride 2023)	765
	DEC Ukraine & Earthquake Appeal	2051
	World Vision	100
	Bishop's Hospital Appeal	140
	Hand in Hand	457
		4943
5	FEES RECEIVED	
	These are statutory fees due to the PCC for weddings and funerals with charges made by the PCC	

Blofield Church - Annual Parochial Church Meeting – 7 May 2024

6 FUND RAISING

Concert by John Farmer	305
St. Gregory's Orchestra	344
Mundesley Choir	320
Afternoon Tea	170
Taverham Brass Band	589
January Quiz	1039
Barbara's Quiz	136
Big Breakfast morning	683
Miscellaneous	374
Christmas Fair & Christmas cards	2011
	5971

FOR FABRIC FUND

Summer fete	1095
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7 INCOME FROM ENDOWMENTS

For churchyard maintenance.
The Brewster income is for the upkeep of the lychgate with any surplus for church repairs.

8 DONATIONS MADE

Village Emergency Fund	300
Supply of hampers to residents	580
Royal British Legion	300
Vidiyal Trust	150
Norwich D A of Ringers	<u>10</u>
	1340

9 CHURCH RUNNING EXPENSES

Insurance	3847
Gas	3453
Electricity	1055
Water	<u>195</u>
	8550

10 CHURCH & EQUIPMENT MAINTENANCE

Organ tuning	164
Roof Alarm	1187
Norfolk Home Services Plumbing	126
Boiler service	381

Blofield Church - Annual Parochial Church Meeting – 7 May 2024

	Flameskill	127
	Sundries	<u>0</u>
		1985
	From other funds	
	Flowers	116
11	BLOFIELD NEWS COSTS	
	Paper	176
	External Printing	0
	Copying	<u>248</u>
		424
12	COSTS OF REPAIRS	
	Repairs to roofing	1428
	Limewash	35
13	COSTS OF FUND-RAISING EVENTS	
	Christmas fair	75
	Printing Christmas Leaflet	132
	St. Gregory's Orchestra	130
	Summer fete	87
	Mundesley Choir	100
	Taverham Brass Band	250
	Miscellaneous	<u>52</u>
		826
14	CHURCH ADMINISTRATION ALL FUNDS	
	Copyright licences	462
	Giving envelopes	99
	Copying	449
	Purchase of banners	37
	Postage and stationery	113
	Food, wine, coffee	197
		1357

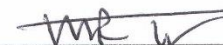
Blofield Church - Annual Parochial Church Meeting – 7 May 2024

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2023

	Unrestricted General fund	Unrestricted Designated funds	Restricted funds	Endowment * funds	TOTALS 2023	2022
Monetary assets	£	£	£	£	£	£
Cash in hand						
Bank current accounts	5,176				5,176	5,725
CBF Cof E Deposits	0	1389	6,816	298	8,503	7,765
Investments						
CBF Cof E						
Investment fund **				4,219	4,219	4,219
	5176	1389	6816	4517	17,898	17,709
Debtors						
Amounts due to the PCC						1389
At 31 December 2023 there was a further £950 to be recovered for the General fund from HMRC, covering donations made under Gift Aid from 1 December 2023. The claim was submitted in January 2024.						
At 31 December 2023 there was a prepayment made of £339 in respect of insurance for January 2024.						
* These are permanent endowments held by the Norwich Diocesan Board of Finance as custodial trustee.						
** At valuation						
Other assets						
The PCC owns various items of gardening equipment, sheds, a wheel chair, a photo copier, and office equipment, ladders, parking signage, cleaning and kitchen equipment. Stocks of cards, key rings and mugs held for resale cost £100. Church furnishings and fixtures, communion plate, hymn and service books etc. are included in the inventory and vested in the wardens on special trust.						
Liabilities						
Owing by the PCC						1,625
Loan						
From Hemblington PPC of £1399 less amount repaid to date of £1260.						

(Signed)


Revd. K. Billson - Chairman Blofield PCC


M. R. Tyrer - Treasurer Blofield PCC

Blofield Church - Annual Parochial Church Meeting – 7 May 2024

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD STATEMENT OF FUNDS

	2023		2022	
	£	£	£	£
CHAMBERLIN PRIZE FUND – Restricted Fund				
Receipts				
Bank interest		6		2
Payments				
	-		-	
(Deficit) of receipts over payments		6		2
Deposit account at 1 January 2023		226		224
Deposit account at 31 December 2023		232		226
FABRIC FUND – Restricted Fund				
Receipts				
Donations and Gift Aid	1463		1562	
		-		
Deposit interest	70		45	
Payments				
For the guttering repair	-1463		-2558	
Excess (Deficit) of receipts over payments		70		-953
Deposit account at 1 January 2023		1,839		2790
Deposit account at 31 December 2023		1,909		1839
THE GEORGE FLOWERS TRUST – Restricted Fund				
Receipts				
Deposit interest		62		19
Payments				
For flowers		-116		-83
(Deficit) of receipts over payments		(54)		(64)
Deposit account at 1 January 2023		1,628		1692
Deposit account at 31 December 2023		1,574		1,628
BREWSTER LEGACY INCOME ACCOUNT – Restricted Fund				
Receipts				
Endowment income and deposit interest		118		114
Payments				
		-		-
Excess/ (Deficit) of receipts over payments		118		114
Deposit account at 1 January 2023		1054		940
Deposit account at 31 December 2023		1172		1054
THE TODDLERS GROUP – Restricted Fund				
Receipts				
Donations and grant		1264		1833
Interest		21		3
Payments				
To Church General Fund		-621		-765

Blofield Church - Annual Parochial Church Meeting – 7 May 2024

New toys etc.	-643	-566
Church tower rail		-189
	<hr/>	<hr/>
(Deficit) of receipts over payments	21	307
Deposit account at 1 January 2023	557	250
	<hr/>	<hr/>
Deposit account at 31 December 2023	578	557

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD STATEMENT OF FUNDS

	2023		2022	
	£	£	£	£
BELL FUND – Restricted Fund				
Receipts				
Donations and deposit interest		50		16
Payments		-		-
		<hr/>		<hr/>
Excess of receipts over payments		50		16
		1381		1365
		<hr/>		<hr/>
Deposit account at 31 December 2023		1431		1381
DEVELOPMENT FUND – Designated Fund				
Receipts				
VAT grants and deposit interest		29		6
Payments				
Contractor re kitchen and floor alterations	-		-	
Contractor re church decoration	-	-	-	-
		<hr/>		<hr/>
(Deficit) of receipts over payments		29		6
Deposit account at 1 January 2023		656		650
		<hr/>		<hr/>
Deposit account at 31 December 2023		685		656
RENEWALS FUND – Designated Fund				
Receipts				
Transfers from the General Fund				
Deposit interest		30		10
Payments				
	-	-		-
		<hr/>		<hr/>
(Deficit) of receipts over payments		30		10
Deposit account at 1 January 2023		674		664
		<hr/>		<hr/>
Deposit account at 31 December 2023		704		674

PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD

ACCRUALS 31 December 2023

Creditors		Debtors	
Crown Gas	510	Wi - Spire	100.00
Balance of Warm Church	950	Close Premium	339
Organ tuning	165.00	Insurance	
		Gift Aid	950
	1625.00		1389.00

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW AND ST PETER, BLOFIELD
OUR ACCOUNTING POLICIES**

Basis of financial statements

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 and the current Statement of Recommended Practice and Accounting and Reporting by Charities (SORP 2005) using the Receipts & Payments basis which includes income as received and expenditure when irrevocably paid.

The financial statements have been prepared under the historical cost convention except for investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Fund accounting

Unrestricted or General Funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available to the general purposes of the PCC.

Designated Funds are monies set aside by the PCC from the General Fund for a particular use, but the PCC have the right to change their decision on the use of them. They are generally invested in a separate deposit account.

Restricted Funds are amounts received for specific purposes and which cannot be applied by the PCC for any purpose other than that for which they were given. These are generally invested in a separate deposit account unless held for a short period only.

Endowment Funds are funds the capital of which must be retained either permanently or at the PCC's discretion, the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Statement of Assets and Liabilities

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC (none in 2023).
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty.
- Investments held beneficially by the PCC.

The following assets are recognised, and a monetary value given as part of the description in the Statement of Assets and Liabilities:

- Amounts owing from the Inland Revenue where a formal claim has been made and by way of note when the claim has yet to be submitted.
- Any other amounts owing to the PCC.
- Legacies where formal notification of entitlement and amount has been received at the end of the year by the PCC.
- Closing bank balances as shown in the receipts and payments account.

The following liabilities are recognised:

- Any arrears of Diocesan Parish Share.
- Creditors for goods or services.



Independent Examiners Certificate

Report to the trustees/ members of:	The PCC of St Andrew and St Peter Church, Blofield
On accounts for the year ended:	31/12/2023
Charity no (if any):	1151641

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 23

Responsibilities and basis of report

As the charity'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 Trust's accounts carried out under section 145 of the 2011 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.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of []]. 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 gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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.

* Please delete the words in the brackets if they do not apply.

Signed: Sarah Reynolds Date: 29/4/24

Name: Sarah Reynolds

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

none

Address:

6 Oak Wood

Blofield

NR13 4JQ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here
brief
details of

any items
that the
examiner
wishes to
disclose