

REGISTERED COMPANY NUMBER: 08106171 (England and Wales)
REGISTERED CHARITY NUMBER: 1154680

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 30 June 2024
for
Centre For Outdoor Activity And
Community Hub

Cooper Associates Accountants Ltd
40 St James Buildings
St James Street
Taunton
Somerset
TA1 1JR

**Centre For Outdoor Activity And
Community Hub**

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for the Year Ended 30 June 2024**

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Centre For Outdoor Activity And Community Hub

Report of the Trustees for the Year Ended 30 June 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

COACH is a registered charity and company limited by guarantee. It is governed by Articles of Association adopted on 14 June 2012.

The articles have just been revised and new articles were signed off on 2nd October 2023

Recruitment and appointment of new trustees

Trustees are appointed for the experience and expertise they bring to the Charity. The Charity has built a community hub and it is intended that the Trustee Board is representative of the local community and expected users of the facility. The Trustees are elected to hold office for a period of 3 years, renewable for a further two terms, with consent of the other trustees.

Each trustee will be inducted into the operation of the charity and the duties of the trustee board. They will be provided with appropriate training to support them in their role.

Decision making

The Charity has developed a community hub in French Weir Park, Taunton. The Trustees hold regular meetings to manage the activities of the Charity. The Trustees have also created a Facility Management Group made up of representatives of the users of the facility to look after the day to day running of COACH, in line with guidelines set out by the Trustees.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The main risk is not being able to generate the funds to maintain and run the building. The Charity has a business plan that it continues to execute. The aim is to provide income to maintain the facility and support the local community. The Trustees aim to build a contingency fund for repairs and improvements.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08106171 (England and Wales)

Registered Charity number

1154680

Registered office

Coach French Weir Park
French Weir Avenue
Taunton
Somerset
TA1 1AW

**Centre For Outdoor Activity And
Community Hub**

**Report of the Trustees
for the Year Ended 30 June 2024**

Trustees

D F Bird
Mrs E C Smillie
B Appleby
Mrs K M Hood Cafe Owner
M Cook
Mrs M Scanlan
Mrs J East
Mrs B Weston
Mrs E Horsham
Mr S Lipscombe

Independent Examiner

Cooper Associates Accountants Ltd
40 St James Buildings
St James Street
Taunton
Somerset
TA1 1JR

OBJECTIVES AND ACTIVITIES

The vision of the Charity is to provide access for youth, sport, education and community in the very heart of Taunton through the provision of a facility that is iconic, green and functional. COACH is a charity existing to promote community values in a sporting and educational environment, open to all.

This is achieved by providing the community with a building in the heart of the Tone corridor, linking an open space at Longrun Meadow and the strategic regeneration area at Firepool, that encourages the values of activity, community and education. The Trustees aim to ensure that the users of COACH reflect a broad range of the community.

PUBLIC BENEFIT STATEMENT

The Trustees are working with the Charity's various partners to ensure that there is strong community involvement and support available to widen access to the facilities. The Charity has also purchased specialised adaptive craft to help offer enjoyment of the river to more users.

Centre For Outdoor Activity And Community Hub

Report of the Trustees for the Year Ended 30 June 2024

FINANCIAL REVIEW

The Charity completed and opened the new community hub, COACH, in French Weir Park, Taunton, in March 2017. Since that time the level of activity and the number of regular users at COACH has increased steadily, building regular income to ensure that it becomes financially sustainable.

The cost of the building grew mainly due to technical issues. The Trustees took the decision to borrow funds to complete the project fully and to a good standard. The Trustees are grateful to Taunton Deane Borough Council and the Robert Barnes Trust for their support. The decision to borrow was supported by business plans that show the repayments are affordable and the Trustees expect to make a surplus each year and start to build a reserve to support the ongoing maintenance of the building.

The net profit for the year was £12,414 (2023: net loss £4,897). At the year end the Charity had reserves of £1,063,244 (2023: £1,052,140). £640,000 relating to the grant from Sport England has been retained as restricted funds against the 10 year security held on the property to protect Sport England's interest in the Centre.

The Trustees are grateful to all the grant funders and donors who have made the project possible. Donations were received from :

Friends of Long Run Meadow	Cycle Somerset	Sport England Fund
The Robert Bruce Barnes Charitable Trust	Awards for All	Taunton Rowing Club
Taunton Deane Borough Council	The Clark Foundation	Albert Goodman
Taunton Adventurous Sports and Canoe Club	DM THomas Foundation	Wooden Spoon
Bishop Fox's Educational Foundation	British Rowing	Hedley Foundation
Somerset Community Foundation	British Canoeing	Rank Formation
The Peter Harrison Foundation	Taunton School	Taunton Bike Club
Persimmon Charitable Fund	TYCC	
Bath and Wells School Fund	Wilton Trust	

FUNDRAISING

To date the principal method of fundraising has been through the direct approach to grant funding organisation. Income has also been received through the generosity of individual donors and fundraising initiatives run by users of the facility. The Trustees will look to fundraise for future developments and to support the costs of running the facility.

RESERVES POLICY

The Charity's initial aim was to raise funds to build the community hub. Now the facility is operational the Trustees will aim to build a reserve equal to one year's annual expenditure and establish a reserve for supporting the maintenance of the building.

**Centre For Outdoor Activity And
Community Hub**

**Report of the Trustees
for the Year Ended 30 June 2024**

PLANS FOR THE FUTURE

Now that COACH has been completed the trustees intend to

1. Continue to promote the centre as a hub for a wide range of community and sports users to a wide cross-section of the community.
2. Ensure that the trustee board is expanded to reflect the local community and their views on how the facility will run for the benefit of the community.
3. To continue raise sufficient income to run the Centre and meet the financial obligations.
4. To successfully transition the daily management of the company to users to enable the Trustees to take a more strategic view.

Approved by order of the board of trustees on and signed on its behalf by:



15 Mar 2025

Mrs J East - Trustee

**Independent Examiner's Report to the Trustees of
Centre For Outdoor Activity And
Community Hub**

Independent examiner's report to the trustees of Centre For Outdoor Activity And Community Hub ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 June 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

Kevin Parsons FCCA
Cooper Associates Accountants Ltd
40 St James Buildings
St James Street
Taunton
Somerset
TA1 1JR

**Centre For Outdoor Activity And
Community Hub**

**Statement of Financial Activities
for the Year Ended 30 June 2024**

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	11,000	-	11,000	-
Charitable activities					
Charitable activities		50,145	-	50,145	39,402
Other trading activities	3	<u>1,580</u>	<u>-</u>	<u>1,580</u>	<u>10,063</u>
Total		<u>62,725</u>	<u>-</u>	<u>62,725</u>	<u>49,465</u>
EXPENDITURE ON					
Charitable activities					
Charitable activities	4	32,676	-	32,676	39,221
Other		<u>17,635</u>	<u>-</u>	<u>17,635</u>	<u>15,141</u>
Total		<u>50,311</u>	<u>-</u>	<u>50,311</u>	<u>54,362</u>
NET INCOME/(EXPENDITURE)		12,414	-	12,414	(4,897)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>405,426</u>	<u>646,714</u>	<u>1,052,140</u>	<u>1,057,037</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>417,840</u></u>	<u><u>646,714</u></u>	<u><u>1,064,554</u></u>	<u><u>1,052,140</u></u>

The notes form part of these financial statements

**Centre For Outdoor Activity And
Community Hub**

**Balance Sheet
30 June 2024**

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	10	373,850	646,714	1,020,564	1,028,277
CURRENT ASSETS					
Debtors	11	7,910	-	7,910	2,721
Cash at bank		<u>41,231</u>	<u>-</u>	<u>41,231</u>	<u>33,929</u>
		49,141	-	49,141	36,650
CREDITORS					
Amounts falling due within one year	12	(7,466)	-	(7,466)	(6,850)
NET CURRENT ASSETS		<u>41,675</u>	<u>-</u>	<u>41,675</u>	<u>29,800</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		415,525	646,714	1,062,239	1,058,077
CREDITORS					
Amounts falling due after more than one year	13	(1,250)	-	(1,250)	(5,937)
NET ASSETS		<u><u>414,275</u></u>	<u><u>646,714</u></u>	<u><u>1,060,989</u></u>	<u><u>1,052,140</u></u>
FUNDS					
Unrestricted funds:					
General fund				414,275	405,426
Restricted funds:					
Restricted fund				<u>646,714</u>	<u>646,714</u>
TOTAL FUNDS				<u><u>1,060,989</u></u>	<u><u>1,052,140</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2024 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements

**Centre For Outdoor Activity And
Community Hub**

**Balance Sheet - continued
30 June 2024**

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:



15 Mar 2025

Mrs J East - Trustee

**Centre For Outdoor Activity And
Community Hub**

**Notes to the Financial Statements
for the Year Ended 30 June 2024**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Critical accounting judgements and key sources of estimation uncertainty.

Preparation of the financial statements required the Trustees to make significant judgements and estimates. The items in the financial statements where these judgements and estimates have been made include:

Useful economic lives of intangible and tangible assets:

The annual amortisation and depreciation charges for the tangible assets are sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 8 for the carrying amount of the tangible assets and the tangible assets accounting policy for the useful lives for each class of asset.

Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions.

Income

Income, including that from letting the facility, is recognised in the period to which it relates, once the Charity has entitlement to the resources and once the trustees have probability that the resources will be received and when the monetary value can be measured with reliability.

Income from fundraising events is shown gross, with the associated expenditure shown in cost of generating funds.

Where the Charity benefits from work carried out by volunteers without charge, no value is placed on this work for accounting purposes but is described in the trustees' annual report.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered, as soon as there is a legal or constructive obligation committing the Charity to the expenditure.

The expenditure on raising funds are those costs incurred in providing services for which the Charity received a direct income and those incurred in fundraising activity.

Expenditure on charitable activities represents the cost of supporting the Charity's objectives and as laid out in its memorandum and articles of association.

**Centre For Outdoor Activity And
Community Hub**

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2024**

1. ACCOUNTING POLICIES - continued

Expenditure

Governance costs are those incurred in the governance of the Charity and its assets and are primarily associated with constitutional and statutory compliance.

Support costs include central functions, principally connected with buildings and administration, which are indirectly incurred in support of the generation of funds and of charitable expenditure, and which are allocated to those heading on an appropriate apportionment.

The Charity has no employees.

Tangible fixed assets

Individual fixed assets costing £500 or more, and others of a smaller individual value but forming part of a capital expenditure programme, are capitalised at purchase cost.

Depreciation is provided on all tangible fixed assets in use, at rates and bases calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:-

Freehold Buildings	- 1% of cost
Fixtures, fittings and boats	- 12.5% of cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Debtors

Debtors and accrued income are recognised at the settlement amount due after any trade discount. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discount due.

**Centre For Outdoor Activity And
Community Hub**

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2024**

1. ACCOUNTING POLICIES - continued

Financial Instruments

COACH only has financial assets and liabilities of a kind that qualify as basic financial instruments, cash at bank, debtors and creditors. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. (See Notes 9,10,11,12)

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Grants	<u>11,000</u>	<u>-</u>

3. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Holiday, activity and food fund	-	7,480
Other income	<u>1,580</u>	<u>2,583</u>
	<u>1,580</u>	<u>10,063</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Charitable activities	<u>48,183</u>	<u>2,128</u>	<u>50,311</u>

**Centre For Outdoor Activity And
Community Hub**

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2024**

5. SUPPORT COSTS

Governance expenditure related to the Independent Examiner's costs of £636 (2023 : £600) and Legal fees of £1,492 (2023: NIL).

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation - owned assets	<u>15,448</u>	<u>14,480</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

	2024	2023
	£	£
Trustees' fees	<u>NIL</u>	<u>NIL</u>

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2024 nor for the year ended 30 June 2023.

8. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2024	2023
Trustee	<u>1</u>	<u>1</u>

No employees received emoluments in excess of £60,000.

**Centre For Outdoor Activity And
Community Hub**

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2024**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	-	-	-
Charitable activities			
Charitable activities	39,402	-	39,402
Other trading activities	<u>10,063</u>	<u>-</u>	<u>10,063</u>
Total	<u>49,465</u>	<u>-</u>	<u>49,465</u>
EXPENDITURE ON			
Charitable activities			
Charitable activities	39,221	-	39,221
Other	<u>15,141</u>	<u>-</u>	<u>15,141</u>
Total	<u>54,362</u>	<u>-</u>	<u>54,362</u>
NET INCOME/(EXPENDITURE)	(4,897)	-	(4,897)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>410,323</u>	<u>646,714</u>	<u>1,057,037</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>405,426</u></u>	<u><u>646,714</u></u>	<u><u>1,052,140</u></u>

**Centre For Outdoor Activity And
Community Hub**

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2024**

10. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 July 2023	1,083,235	29,188	1,112,423
Additions	-	7,736	7,736
At 30 June 2024	1,083,235	36,924	1,120,159
DEPRECIATION			
At 1 July 2023	67,513	16,634	84,146
Charge for year	10,832	4,615	15,447
At 30 June 2024	78,344	21,249	99,593
NET BOOK VALUE			
At 30 June 2024	1,004,891	15,675	1,020,566
At 30 June 2023	1,015,723	12,554	1,028,277

Sports England has a charge on the building equal to the grants given in order to ensure that the funds granted to the project are protected for the purpose of the grant. Sport England awarded a grant for £640,000.

The Land that the Centre for Outdoor Activity and Community Hub is situated on is under a 125 year lease to the charity from Taunton Deane Borough Council starting on 1 December 2015. There has been no valuation undertaken for this land and therefore the trustees have concluded that a value for this land will not be recognised on the balance sheet of the charity.

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Other debtors	4,886	-
Prepayments and accrued income	3,024	2,721
	7,910	2,721

**Centre For Outdoor Activity And
Community Hub**

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2024**

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Other loans (see note 14)	6,250	6,250
Trade creditors	580	-
Accruals and deferred income	<u>636</u>	<u>600</u>
	<u><u>7,466</u></u>	<u><u>6,850</u></u>

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2024	2023
	£	£
Other loans (see note 14)	<u>1,250</u>	<u>5,937</u>

14. LOANS

An analysis of the maturity of loans is given below:

	2024	2023
	£	£
Amounts falling due within one year on demand:		
Other loans	<u>6,250</u>	<u>6,250</u>
Amounts falling between one and two years:		
Other loans - 1-2 years	<u>1,250</u>	<u>5,937</u>
Amounts falling due between two and five years:		
Other loans - 2-5 years	<u>-</u>	<u>-</u>

15. MOVEMENT IN FUNDS

The Building fund includes grants from the following bodies to enable the Community Centre to be built:

The Peter Harrison Foundation	Bishop Fox's Educational
Sport England Fund	Taunton Deane Borough Council
Wilton Trust	The Robert Bruce Barnes Foundation
Permission Charitable Fund	Bath and Wells - Schools Fund
Friends of Longrun Meadow	

The following organisations provided funds for boats and equipment to support the young and to provide adaptive craft.

	£
Wooden Spoon	5,700

**Centre For Outdoor Activity And
Community Hub**

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2024**

15. MOVEMENT IN FUNDS - continued

Wilton trust	7,500
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16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 June 2024.

**Centre For Outdoor Activity And
Community Hub**

**Detailed Statement of Financial Activities
for the Year Ended 30 June 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Grants	11,000	-
Other trading activities		
Holiday, activity and food fund	-	7,480
Other income	<u>1,580</u>	<u>2,583</u>
	12,580	10,063
Charitable activities		
License and hire income	<u>50,145</u>	<u>39,402</u>
Total incoming resources	62,725	49,465
EXPENDITURE		
Charitable activities		
Managers fees	8,157	6,925
Rates and water	2,585	2,456
Insurance	3,024	3,507
Light and heat	7,420	4,635
Telephone	1,007	1,129
Sundries	343	21
Maintenance and cleaning	4,992	8,557
Repairs	3,314	3,792
Website costs	576	700
Security	551	796
Holiday, activity and food fund	-	5,760
Bank loan interest	<u>707</u>	<u>943</u>
	32,676	39,221
Other		
Freehold property	10,832	10,832
Fixtures and fittings	<u>4,615</u>	<u>3,648</u>
	15,447	14,480

This page does not form part of the statutory financial statements

**Centre For Outdoor Activity And
Community Hub**

**Detailed Statement of Financial Activities
for the Year Ended 30 June 2024**

	2024 £	2023 £
Support costs		
Finance		
Bank charges	60	61
Governance costs		
Accountancy fees	636	600
Legal and professional	<u>1,492</u>	<u>-</u>
	<u>2,188</u>	<u>661</u>
Total resources expended	<u>50,311</u>	<u>54,362</u>
Net income/(expenditure)	<u><u>12,414</u></u>	<u><u>(4,897)</u></u>

This page does not form part of the statutory financial statements



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Audit history log

Date	Action
Sat, 15th Mar 2025 6:29:35 GMT	Ms Janine East viewed the envelope (109.147.215.209)
Sat, 15th Mar 2025 6:29:35 GMT	Document emailed to party email (3.8.145.245)
Sat, 15th Mar 2025 6:29:34 GMT	This envelope has been signed by all parties (109.147.215.209)
Sat, 15th Mar 2025 6:29:34 GMT	Sent the envelope to Ceri Priddle for signing (109.147.215.209)
Sat, 15th Mar 2025 6:29:34 GMT	Ms Janine East signed the envelope (109.147.215.209)
Sat, 15th Mar 2025 6:29:26 GMT	Ms Janine East viewed the envelope (52.229.50.174)
Sat, 15th Mar 2025 6:29:12 GMT	Ms Janine East viewed the envelope (109.147.215.209)
Mon, 10th Mar 2025 9:37:54 GMT	Sent Ms Janine East a reminder to sign the document. (35.176.231.177)
Mon, 24th Feb 2025 15:09:16 GMT	Document emailed to party email (35.179.88.210)
Mon, 24th Feb 2025 15:09:16 GMT	Sent the envelope to Ms Janine East for signing ()
Mon, 24th Feb 2025 15:09:16 GMT	Envelope generated ()
Mon, 24th Feb 2025 15:09:02 GMT	Ceri Priddle has been assigned to this envelope. (18.133.63.166)
Mon, 24th Feb 2025 15:09:02 GMT	Ms Janine East has been assigned to this envelope. (18.133.63.166)
Mon, 24th Feb 2025 15:09:02 GMT	Document generated with fingerprint ca138834399936ae91c985b149ce44d4. (18.133.63.166)
Mon, 24th Feb 2025 15:09:02 GMT	Envelope generated with fingerprint 1d5feef95d8d0d3601cbffe9d6a3ddfc (18.133.63.166)