

HEATHROW SPECIAL NEEDS CENTRE

REGISTERED CHARITY NUMBER 1155421

TRUSTEE'S ANNUAL REPORT

FOR THE PERIOD

1<sup>ST</sup> JANUARY 2021

TO

31<sup>ST</sup> DECEMBER 2021

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# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	January	2021		31 <sup>st</sup>	December	2021

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Bath Road	
Longford	
Middlesex	
Postcode	UB7 0EF

### 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	Dorian Mead	Chair		
2	Damian Pearson	Treasurer		
3	Kenneth Tinslay	Secretary		
4	Andrew Huxsted		27 <sup>th</sup> April to 31 <sup>st</sup> December	
5	Verity Jones	Safeguarding		
6	Basil Miles			
7	Bernie Stacey	Safeguarding		
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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
Bank	Lloyds	High Street, Staines-Upon-Thames BX1 1LT

## Name of chief executive or names of senior staff members (Optional information)

Chair of Trustees: Dorian Mead

# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution of a Charitable Incorporated Organisation dated 26 <sup>th</sup> May 2015
How the charity is constituted (eg. trust, association, company)	Maximum number of Trustees: 12 Minimum number of Trustees: 3
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Child and vulnerable adult protection policies are in place Health and safety policies and procedures are in place
Enhanced Data Barring Checks are carried out prior to commencement of employment and volunteering and renewed every three years and comply with the Disclosure and Barring Service under the provisions of The Protection of Freedom Act 2013
The Trustees meet at least twice per year and has overall responsibility for the management and administration of the funds and for the attainment of the charity's aims
The Trustees have delegated the following responsibilities to the Council of Management
To endorse budgets and accounts
To examine the financial aspects of major projects
The employment of staff
Health and Safety review
The general administration of the charity's affairs on a day to day basis in line with the budget requirements set by the Trustees
All aspects of fundraising
All aspects of fundraising
Cash accounting and sales review



The committee will include a chair nominated by the Trustees

The charity is associated with The Riding For The Disabled Association in that the charity is approved by them for providing the activity of Horse Riding

Cover for Third Party and Personal Accident claims in respect of horse riding is provided by The Riding For The Disabled Association

Insurance cover for other Third Party and Personal Accident claims is provided by the National Farmers Union

## Section C

## Objectives and activities

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

To relieve the needs of those with disabilities and special needs in particular and young offenders, those recovering from alcohol or substance abuse and those suffering conditions such as dementia or stroke by the provision of facilities, activities and educational training in London and the home counties

To provide disabled people with the opportunity of horse riding to benefit their health and well being

In planning our activities for the year the Trustees had regard to the guidance issued by the Charity Commission on public benefit

The focus of our activities for the year is to enable disadvantaged people Including those with profound and multiple disabilities and special needs to enjoy the benefits of a community farm experience which enhances physical and mental wellbeing, improves confidence and the ability to be more independent with the minimum of supervision

### 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)

We aim to educate and enable the development of new skills, provide proven therapeutic benefits, help to foster a sense of personal achievement and help enable people who are disadvantaged to participate more fully in society

Activities include informal training and education in RDA approved horse riding, animal care and management, gardening and horticulture

Structured work placements for people with disabilities and special needs which may lead to future employment

Not for profit tearoom/community hub managed by disadvantaged people from local schools and colleges. We provide a professional bistro style setting where disadvantaged people can socialise and enjoy refreshments in a non-judgemental environment



## 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 Trustees are very grateful for the enormous contribution made by our member volunteers

We appreciate the many hours spent by our volunteers working with and encouraging our beneficiaries

Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much

## Section D

## Achievements and performance

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

Entry to the charity is free

There is no charge for taking part in the activities of animal care and management, gardening and horticulture, being involved with the running of the not for profit café/community hub.

There is no charge for taking part in our structured work placement tailored to individual needs and abilities with the aim of helping our beneficiaries to enter the workplace. Benefits are tangible and measurable including increased confidence, social interaction and something interesting to talk about at job interviews.

Participation in activities are pre booked and extremely popular. The Covid-19 lockdowns and rules have created a pent up demand for the charity services with many enquiries being received from organisations and individual beneficiaries and their carers.

'Walkabout Wednesday' was introduced in April and will continue for the foreseeable future. Takes place every Wednesday 10am till 2pm and gives potential beneficiaries the opportunity to visit the Centre without pre booking to see the animals and gardens and discuss/plan potential future activities.

Our not for profit tea room/community hub managed by disadvantaged people is open Wednesdays and a popular venue where people with disabilities and special needs enjoy food and drink in a non- judgemental professional bistro style setting.

New small animal enclosures and newly refurbished activity rooms and facilities presents a modern well maintained site which enhances and encourages beneficiary interaction and benefit.

In September the trustees agreed to suspend RDA horse riding for at least one year and concentrate on our other activities for the majority of our beneficiaries.



## Section E

## Financial review

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

The Trustees have determined a need to maintain six months basic running costs in reserves at the year end.

Expenses support the aims and objectives of the charity with less than 3% spent on administration. Surplus funds are held in reserve to support basic operational running costs

### 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.

The Trustees are very grateful to the many donors both large and small for their support and although we would like to mention them all, space is restricted to those who have given a minimum of £100.  
If we have left anyone out, please accept our apologies

Archer Charitable Trust, Basil Miles, Bernie Stacey, Cardinal UK Ltd, Chertsey Rotary Club, Clives Drives, Davis Foundation, Debbie Keen, Denise Pryke, Enterprise Car Hire, Firmenech Ltd, Geraldine Guitte, Heathrow Community Trust, Heathrow Immigration Removal Service, Heathrow Sheraton Hotel, Jennifer Owen, Kimberley Hulse, Lightning Dog Agility, London Borough of Hillingdon, London Catalyst Foundation, Lisa Yianni. Mrs Kearns, ,Riding For The Disabled Association, Robert Gavron Charitable Trust, Sales Force, Sir Jules Thorn Charitable Trust, S.M Armstrong, Staines Round Table, Tesco Foundation,

## Section F

## Other optional information

The charity was founded in 1986 and formerly known as Spelthorne farm project for the handicapped. It became a Charitable Incorporated Organisation in 2015 with the new name: Heathrow Special Needs Centre with a new Registered Charity Number: 1155421. The new charitable status enables the charity to broaden the opportunities it can provide to disadvantaged people and also make Trusteeship an attractive opportunity.

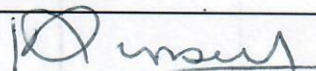
## Section G

## 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)

Kenneth Tinslay

Position (eg Secretary, Chair, etc)

Secretary and Trustee

Date

13th April 2022



# Chairman's Report for 2021

Another strange year draws to a conclusion. The Centre started the year in the familiar lockdown scenario whereby our client numbers were limited through Government regulation. As the year rolled on the restrictions relaxed in phases and from September we have welcomed back most of our pre-pandemic groups and individual users. This has been in the revised format where most days are by pre arranged appointment only. This ensures a planned mix of individuals and groups with expected arrival times and visit duration made possible by our daily animal care staff and volunteers. Jobs or activities are allocated accordingly ensuring beneficial experiences based around client abilities. Our client liaison team members oversee the interactions and make sure everyone is having fun. On Walkabout Wednesdays each week unplanned visits are the norm but with no guarantee of specific jobs. This option gives the opportunity for casual attendance and many clients have enjoyed these taster sessions and move on to regular bookings.

Unfortunately we close the year with the prospect of further restrictions although our ability to comply with social distancing and fresh air means we can continue to provide the services to all those who wish to visit.

During this year many of our raised growing beds have been renovated and made even more user friendly. The focus on growing vegetables that our animals can eat has proven successful in creating a closed loop between planting, nurturing and then preparation for consumption. Even the little Cuca melons were not wasted as our pigs really got a taste for them after the clients had found them on the vines.

Another discovery has been the pleasure clients find in manual lawnmowing. We had to increase the mower fleet to satisfy demand and the exercise seems fun.

The new Warren enclosure is now welcoming its initial animals and the numbers should eventually be four female rabbits and eight female guinea pigs. Mostly these have been sourced from those needing rehoming rather than direct purchase. Designed to ensure client interaction opportunities without causing stress to these smaller animals has been paramount and Guinea Pig fishing is very popular where clients dangle rods with clips holding foliage for the piggies to eat.

Following the disastrous floods of 2020 we did suffer another less intense incident at the beginning of this year. Since then our engagement with various authorities has resulted in a commitment to resolve the flood threat to ourselves and other properties along the River Colne catchment. The Environment Agency have started works downstream from us and should be in our area in the coming weeks clearing channel obstructions. Then they will replace the failed flood defences which were designed for a once in 50 years occurrence rather than the 5 in 14 months something perhaps as a consequence of climate change, development and different farming practices.

Heathrow Airport have removed some potential flood hazards on the Longford River.

Special thanks go to our insurer The NFU, whose nominated builders led by Phil have repaired and replaced all the damage from previous floods. Clients are now using the refurbished boot



room and adjacent common room, the car park is less puddled after rain, the arena has new sides plus the house is again ready to receive clients enjoying lifestyle training in due course. Resilience has been included via electrical sockets that have been raised up and the floor covering is waterproof welded vinyl for example.

The finances of the charity have been exceedingly stretched throughout the Covid pandemic and continue to be so. The difficult decisions made last year saved us and although we are no longer under immediate threat of closure the situation is less than comfortable. In September the trustees agreed to suspend the RDA provision for a minimum of a year and concentrate our efforts on delivering services for the majority of clients. Funding is still via grants and donations so please keep us in mind.

My sincere thanks go to our staff and volunteers who work tirelessly seven days a week supported by the Board of Trustees. Next year should see company work groups able to return and reconnecting with these should help our finances.

We are not daunted though and look forward to maintaining the delivery of high quality, interactive services despite limited resources. Hopefully the New Year will bring greater certainty and our visitors can once again fully enjoy a broader range of activities at the Centre without Covid restrictions.

Dorian Mead  
Chair of Trustees.



## Treasurer's Report

The Charity Accounts for the year ended 31 December 2021 follow and include details of restricted grants. The Accounts have been independently examined by S M Armstrong and his report is also attached.

The centre faced much uncertainty at the start of 2021, as referenced in my last annual report. Looking back at the end of a challenging year, having evolved to adapt, the charity finds itself in a more robust position to tackle 2022 but not without future risk. This is in no small part a result of difficult decisions taken to focus available resources to where they have the biggest impact.

Overall Donations and Grants in 2021 were similar to 2020, continuing to reflect a tough environment in which to raise funds.

Government support included a number of grants received following substantial and sustained lobbying of our local authority. It is positive to see for the first time in many years that the London Borough of Hillingdon has been able to support charity activities that benefit some of the most disadvantaged residents from the borough and surrounding areas. Historically the centre has received negligible amounts of government support and in light of the challenges to fundraising elsewhere, this has been an extremely encouraging development that the Trustees hope will continue into the future.

Donations from Corporate and other organisations increased slightly in 2021 versus 2020 and the centre is as always extremely grateful to the organisations that support us. As the Covid-19 pandemic continued through 2021 the number of volunteer groups from local business the centre has sadly remained low. Welcoming these groups back in 2022 is an area of focus, given the skills, materials and funds donated make a real difference to the ongoing upkeep of site and provision of front line client services.

Other donations received from individuals continued a downward trend started in 2020, putting pressure on finances. The centre again welcomed fewer visitors in the year due to the ongoing impact of pandemic restrictions, it is hoped that looking forward as visitor numbers grow there will also be a positive impact on this area of fundraising.

Trading income remained broadly flat in 2021 versus 2020. In the past a major contributor to this area was the fees charged as a contribution towards horse riding. However this was the single most expensive and time consuming activity to provide for clients, with riding fees covering only a portion of the overall costs experienced in running a riding school. Hence with great regret the centre elected to cease horse riding for the foreseeable future in 2021 in order to focus limited resources to greatest client benefit. In lieu of this riding income, the centre has fortunately been able to attract some supplementary income by partnering with other organisations with similar aims in the local area.

In terms of expenditure, the Trustees continued in earnest a cost reduction initiative started in 2020. Excluding one off items, the centre maintained core spending requirements at circa £6,000 per month based on existing levels of activity. In light of an improving outlook for visitor numbers and severe inflationary pressures expected for 2022, core funding requirements of circa £7,500 per month are expected to cover employees' wages, utilities, animal feed & husbandry and repairs & maintenance.

In terms of overall available resources, the charity ended 2021 with overall cash reserves largely unchanged at circa £33,000, though this is close to half the cash available prior to the pandemic and a substantial portion of this balance is restricted to specific activities. The Trustees usually seek to retain 6 months of running costs in unrestricted cash reserves and this approach did provide some security during the last two years of significant financial



pressure. Despite the ability to cut costs while maintaining the best possible client provision, the Trustees have not as yet been able to strengthen our overall cash position to protect the centre against future shocks, something that carries forward as a high priority for 2022.

For those individual donors who can make and sign a Gift Aid Declaration, the charity can reclaim the Income Tax content of the donation from HM Revenue and Customs.

Damian Pearson ACMA CGMA  
Treasurer  
20<sup>th</sup> March 2022



**HEATHROW SPECIAL NEEDS CENTRE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**



# HEATHROW SPECIAL NEEDS CENTRE

## Statement of Income and Expenditure for the Year ended 31 December 2021

	<u>Note</u>	<u>2021</u> £	<u>2020</u> £
<b><u>Income</u></b>			
Donations receivable	2	58,569	65,340
Trading Income	3	11,126	11,872
		<hr/>	<hr/>
<b>Total Income</b>		<b><u>69,695</u></b>	<b><u>77,212</u></b>
<b><u>Expenditure</u></b>			
Charitable activities	4	68,695	94,746
Administration	5	2,083	2,567
Depreciation of assets		0	441
		<hr/>	<hr/>
<b>Total Expenditure</b>		<b><u>70,778</u></b>	<b><u>97,754</u></b>
 <b>Excess( Deficit ) of Income over Expenditure for the year</b>			
		-1,083	-20,542
 Endowment Fund Balance b/f		 19,684	 40,226
		<hr/>	<hr/>
 Endowment Fund Balance c/f		 <b><u>18,601</u></b>	 <b><u>19,684</u></b>

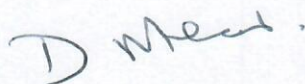


# HEATHROW SPECIAL NEEDS CENTRE

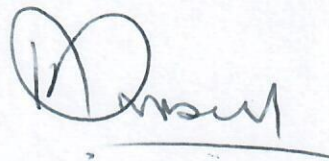
## Balance Sheet as at 31 December 2021

	Note	<u>2021</u> £	<u>2020</u> £
<b><u>ASSETS</u></b>			
<b><u>Fixed Assets</u></b>			
Centre assets at Net book value		1	1
Leasehold property and improvements thereto at cost and value at time of donation	6	<u>104,273</u> 104,274	<u>104,273</u> 104,274
<b><u>Amortisation</u></b>			
Calculated to write off the cost etc over the 5-year term of the lease		99,606	97,822
Net Book Value at 31 December 2021		<u>4,668</u>	<u>6,452</u>
<b><u>Current Assets</u></b>			
Gift Aid Claim		0	0
Horse & riding equipment at value		500	500
Debtors	7	2,600	0
Cash at Bank	8	33,323	34,426
Cash in Hand		<u>201</u>	<u>0</u>
		<u>36,624</u>	<u>34,926</u>
<b><u>TOTAL ASSETS</u></b>		<b>41,292</b>	<b>41,378</b>
<b><u>LIABILITIES</u></b>			
Creditors and Accrued charges	9	<u>22,691</u>	<u>21,694</u>
Endowment Fund at 31 December 2021		<u><b>18,601</b></u>	<u><b>19,684</b></u>

The Accounts were approved by the Board on 13<sup>TH</sup> April 2022 and signed on its behalf.



Dorian G Mead  
Chairman



Ken Tinslay  
Secretary



## HEATHROW SPECIAL NEEDS CENTRE

### Notes forming part of the Financial Statements For the Year ended 31 December 2021

#### 1. Accounting Policies

There has been no change to the accounting policies during the year.

The financial statements have been prepared under the historic cost convention using the following accounting policies.

##### Basis of Accounting

These Accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, not as cash received and paid.

##### Fund raising

The charity's endowment funds include all funds of the charity, which it may use for its purposes at its discretion. All the assets are vested in the trustees.

##### Income

All voluntary income is included in income on receipt. Donations under the gift aid scheme plus the associated income tax recovery are recognised as income when the donation is received. Specific donations are applied according to the requirements of the donor and are accounted for in accordance with the Charities SORP. Donations of items other than cash are included in income at market value on receipt.

##### Fixed assets and depreciation

Fixed assets are included in the accounts at the historical cost and in the case of donated assets, at fair value at the date of acquisition.

Depreciation is provided to write off the cost less estimated residual value of all fixed assets over their expected useful lives. It is calculated on the original cost of the assets at the following rates :

Leasehold buildings	20% on cost per annum
Centre & Office equipment	20% on cost per annum

The leasehold property and improvements thereto are amortised over the term of the lease.

##### Administration expenditure

Administration expenditure comprises all costs incurred in running the charity, which cannot be directly related to the charity's project.



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2021 (cont'd)

	<u>2021</u> £	<u>2020</u> £
<b>2. <u>Donations receivable</u></b>		
HMRC CJRS/Government Grants	19769	15,585
Corporate Donations/Grants	26577	33,142
Other Donations/Grants	11723	16,113
Donated Items	500	500
	<u>58,569</u>	<u>65,340</u>
<b>3. <u>Trading Income</u></b>		
Farm produce sales	1533	987
Riding fees	923	5,990
Misc trading income	8,670	4,895
	<u>11,126</u>	<u>11,872</u>
<b>4. <u>Charitable activities</u></b>		
Training and CRB staff costs	727	508
Farm supplies	10789	9,767
Farm wages and salaries	40492	63,902
Honoraria	3000	3,000
Open day and fund raising	452	0
Council tax & Water rates	773	1,112
Electricity and fuel	2190	2,436
Insurances	7675	7,811
Insurance Claim Excess	0	2,500
Telecommunications	572	820
Property maintenance and renewals	210	1,053
Motor and travelling	31	53
Amortise - Leasehold improvements	1784	1,784
	<u>68,695</u>	<u>94,746</u>
<b>5. <u>Administration</u></b>		
Payroll administration fees	1031	1,378
Accountancy/review fee	840	840
Postage, stationery and sundries	212	349
Legal fees	0	0
	<u>2,083</u>	<u>2,567</u>



# HEATHROW SPECIAL NEEDS CENTRE

## Notes forming part of the Financial Statements For the Year ended 31 December 2021 (cont'd )

	<u>2021</u>	<u>2020</u>
	£	£
<b>6. <u>Leasehold property and improvements</u></b>		
Balance b/f	104273	98,790
Additions	<u>0</u>	<u>5483</u>
Balance at 31 December 2021	<u><u>104,273</u></u>	<u><u>104,273</u></u>
<b>7. <u>Debtors</u></b>		
Green Corridor	<u>2600</u>	<u>0</u>
<b>8. <u>Cash at Bank</u></b>		
Current Account	<u>33,323</u>	<u>34,426</u>
<b>9. <u>Creditors and Accrued charges</u></b>		
Sinking Fund Reserve	5000	5,000
Accountancy/review fee	816	816
Honoraria	500	500
Payroll costs	3752	3,231
Restricted Income(Note 10)	12623	9,647
Insurance claim excess	0	2,500
	<u>22,691</u>	<u>21,694</u>

## **10. Restricted Income**

During the Year, Grants were received from various organisations for specific purposes.  
The Grants have been accounted for in accordance with the Charities SORP as follows :

	£	£
Balance b/f	9647	15,138
Grants received in 2021 (page 6)	8400	17,456
Applied in year (page 6)	<u>(-5424)</u>	<u>(-22,947)</u>
Balance c/f to 2022 (note 9 )	<u><u>12,623</u></u>	<u><u>9,647</u></u>



# HEATHROW SPECIAL NEEDS CENTRE

Notes forming part of the Financial Statements for the year ended 31st December 2021

## Balance of Restricted Grants received in 2020 and prior and applied in 2021

Donor of Funds	Restricted Purpose	Month Donated	Bal B/F to 2021	Applied in 2021	Bal C/F to 2022
Sarah Cuff	Vet fund Chispa & Pirelli	Aug-18	£ 896.00	£ 896.00	£0.00
UPS Foundation	Farmhouse, New Path, Riding Arena	Oct-18	£ 3,587.24		£3,587.24
COOP	Horse Riding	Apr-20	£ 3,063.11	£ 2,485.39	£577.72
		Nov-20	£ 1,450.99		£1,450.99
RDA	Covid Emergency Funding: Equestrian	Jul-21	£ 649.59	£ 649.59	£0.00

## Schedule of Restrictred Grants received in 2021 and applied in the year.

Donor of Funds	Restricted Purpose	Month Donated	Bal B/F to 2021	Applied in 2021	Bal C/F to 2022
Staines Round Table	Improving facilities or providing materials to deliver client activities	Jan-21	£ 7,500.00	£ 493.23	£7,006.77
RDA	Equestrian	Mar-21	£ 900.00	£ 900.00	£0.00

Donor of Funds	Restricted Purpose	Month Donated	Bal B/F to 2021	Applied in 2021	Bal C/F to 2022
Total for the year 2021			£ 8,400.00	£ 1,393.23	£ 7,006.77
Total for the year 2020 And prior years B/F			£ 9,646.93	£ 4,030.98	£ 5,615.95
At 31st December 2021			<u>£18,046.93</u>	<u>£5,424.21</u>	<u>£12,622.72</u>



## **Independent Examiner's Report to the Trustees of the ' HEATHROW SPECIAL NEEDS CENTRE '.**

I report on the accounts of the charity for the year ended 31 December 2021, which are set out on pages 1 - 6.

### **Respective responsibilities of trustees and examiner.**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year.

It is my responsibility to :

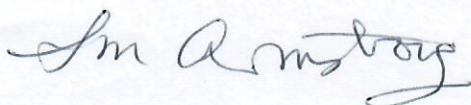
- examine the accounts (under ss132-166, Charities Act 2011 (CA2011)).
- to follow the procedures laid down in the General Directions given by the Charity Commissioners and
- to state whether particular matters have come to my attention.

### **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 I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination no matter has come to my attention.



**S M Armstrong FMAAT, ATT**

**S M Armstrong & Co  
15-17 Church Street,  
Goring Square,  
Staines-upon-Thames  
Middlesex  
TW18 4EN**

**27 April 2022**