



MOORLANDS HOME LINK

TRUSTEES ANNUAL REPORT

FOR THE YEAR 2021/2022

Registered Charity Number: 1158361

**Registered office and operational address: 17 Charles Street
Cheadle
Staffordshire Moorlands
Stoke-on-Trent
ST10 1EE**

During the past year Moorlands Home Link has continued to try to combat the effects of the Coronavirus pandemic and its impact on clients, staff, and volunteers. At the start of this report, we would like to reflect on a year which has continued to challenge our day-to-day operations, service provision, and finances.

Our Charity continued to provide support to clinically extremely vulnerable clients in the community who were following government guidance to 'shield'. These vulnerable clients were given advice and support to access food and prescriptions, and received weekly telephone safe and well checks from MHL until the government guidance changed in September 2021. A total of 170 extra clients were supported during their time of shielding and this vital service was provided in partnership with Staffordshire County Council and Staffordshire Moorlands District Council.

Over the past year, the Managing Trustees have continued to make decisions to ensure that government restrictions and guidelines have been followed in relation to covid-19. As Government restrictions have eased, we have been pleased to be able to reevaluate and resume certain services when appropriate with the safety and wellbeing of clients at the forefront of our focus.

Many of our staff continued to be furloughed or flexi furloughed as we tried to reinstate many of our face-to-face services. We continued to receive support from the government Job Retention Scheme Grant and this support ended in September 2021. Our staff were supported to return to work at every available opportunity. The staff who did return to work were also given training with regard to Infection Control measures and Covid testing, and supported with their mental health and wellbeing.

During the difficulties of the past year, we were extremely grateful for the support of Staffordshire County Council, Staffordshire Moorlands District Council, Support Staffordshire, Cheadle Town Council, local Parish Councils, local community groups, and businesses, for their donations of financial support, equipment, and advice. All of this support is gratefully acknowledged and appreciated.

We are grateful for generous donations received from people who can see the value of the Charity and its supportive services, and the Managing Trustees are pleased to show a surplus of £29212 in this years financial accounts. We currently receive a direct grant award from NHS North Staffordshire and Stoke on Trent Clinical Commissioning Group to support some of our work.

In January 2023, after 35 years at our address in Charles Street, Cheadle, we were notified that we would be unable to remain in these premises and we are now exploring options for a premises move which will enable us to continue our work in the local community. This premises move will be completed sometime during 2022.

During this year, following the resignation of two long standing Managing Trustees and a Trustee skills audit, a Trustee recruitment drive was initiated, and we hope to be able to recruit new Trustees to widen the skillset of our Board. The Trustees recognise that they must continue to ensure the resilience and sustainability of the Charity, whilst upholding the Charity's vision and values.

While our day-to-day operations continue to be greatly affected and we tread carefully into the next financial year of 2022/2023, we would like to take this opportunity to gratefully acknowledge the dedication and support throughout the past year of our valued staff and volunteers.

The following is a summary of the services the Charity is currently engaged in providing.

CHEADLE DAY CARE AND OUTREACH GROUPS

In order to deliver safe, face to face Adult Day Care, front facing staff continue to undertake regular Covid testing, are provided with appropriate PPE, and organisational risk assessments are regularly updated in line with new and existing statutory guidance.

Day Care is held in Cheadle Methodist Church Hall on three days per week and supports clients who may require a higher need of care. Our Day Care staff and our Transport team work closely together to ensure high standards of care are delivered throughout the day, from collection via our minibuses in the morning to return home at the end of the day. The wheelchair accessible minibuses collect clients from Cheadle and the surrounding villages including Tean, Werrington, and Blythe Bridge. While attending Day Care, clients can enjoy a light breakfast followed by a three-course nutritional meal at lunch, along with snacks and drinks throughout the day. Our clients look forward to their day and the friendship and laughter encouraged through a program of activities including gentle exercise, armchair zumba, reminiscence, and entertainment. This service provides essential respite and support for carers and families, as well as providing socialisation and care for those who also may live alone, enabling individuals to maintain their independence for as long as practicable. We found that clients and their families were especially grateful to attend Day Care having been isolated in lockdown for so long.

Every prospective client is visited by the Day Care Manager who undertakes a full needs assessment of each client to ensure a person-centred approach and the needs of the client are met. This assessment usually takes place at a prospective client's home in the presence of family, friends, or health professionals, where appropriate.

The Day Care setting is able to monitor the day to day physical and mental wellbeing of each client. Therefore, should a client's presentation deteriorate, we can signpost or guide the client to an appropriate healthcare professional and/or service in a timely manner before the need escalates. Additionally, the service helps to support community health professionals to monitor health and maintain long term health conditions. This helps to support people to get the right care, at the right time, in an optimal care setting and improve upstream prevention of avoidable illness and their exacerbations.

Due to financial constraints and the ongoing impact of Covid 19, Moorlands Home Link has been unable to safely re-open all of the Outreach Groups across the Moorlands. However, we are in the process of planning a new group which will cover the Leek and Cheddleton area which we hope to open in April 2022.

BEFRIENDING SUPPORT AND PHONE LINK

Face to face Befriending continues to remain on hold due to the impact of Covid19. This is to ensure the safety of the volunteers and clients who utilise this service. Valued volunteers make weekly telephone calls to people; many friendships have been formed and continue to thrive between the volunteers and the people they contact. The phone link service is delivered across the Moorlands and in particular the most rural of areas in our community. Assessments are completed for each client by the Service Manager and this assessment forms the basis of a match with a like-minded volunteer with similar interests.

For some people who receive this service, the only contact that they may have each week is with the volunteer and for this reason the service is very well received and greatly appreciated. Loneliness and isolation were brought to the forefront of the nation's mind during this year as we continued to face shielding for clinically extremely vulnerable people, and we saw an increased number of referrals for this service during this period. We are therefore, especially aware of the importance of this service at this time and how invaluable it is to those who are at risk of social isolation in our rural communities. This Service does not currently receive any statutory funding and the Managing Trustees are determined to safeguard its future through further fundraising and relevant grant applications.

TRANSPORT

Many of the Transport team were able to resume their roles helping to transport clients to Day Care from Cheadle and the surrounding area during this year. We continue to operate three specially adapted minibuses, two of the minibuses are provided under a leasing agreement with CVM World and the oldest of the three is owned by the Charity.

The Voluntary Transport Scheme continues to operate for Cheadle and the surrounding area, in partnership with Moorlands Voluntary & Community Transport of Leek. Based from the Moorlands Home Link office in Cheadle, requests for transport are made over the phone by clients Monday to Friday from 10am to 12noon and these requests are handled by a volunteer telephonist. This is a much used and appreciated service and allows clients to access medical and social appointments with the help and support of a volunteer driver. Moorlands Voluntary & Community Transport took the decision to provide volunteer drivers with relevant infection control guidance and PPE so that this service could continue.

MEALS ON WHEELS

The Meals on Wheels service provides the opportunity for older members of the local community to receive a nutritional, hot, home cooked meal delivered straight to their table. The meals are delivered Monday to Friday by volunteers and staff, in Cheadle and the surrounding area, with chilled meals delivered on a Friday to be reheated over the weekend. On average, 80 freshly prepared two course meals are delivered to the local community each week and as part of this service a subtle safe and well check is carried out at each delivery.

FUNDING 2021/2022

Clients make a contribution towards the cost of all of our services, with the exception of the Befriending and Phone Link Service.

During this financial year, grants have been awarded from the North Staffordshire and Stoke-on-Trent Clinical Commissioning Group, Staffordshire County Council, Cheadle Town Council, Local Parish Councils, and individual Councillors. The grant funding from the NHS North Staffordshire and Stoke-on-Trent Clinical Commissioning Group is currently reviewed on an annual basis.

As stated earlier in this report, we move forward into the next financial year with a surplus of £29212. The MHL Board of Managing Trustees recognise that continued efforts will need to be made during the next financial year to secure further funding through appropriate grant applications, donations and fundraising to ensure the sustainability of the Charity and to build up financial reserves. The Trustees will also monitor and review expenditure throughout the next financial year, to ensure financial efficiency across the whole organisation, and will take any necessary decisions to preserve the future of the Charity.

Donations received by the organisation during this financial year totalled £11615. We are extremely grateful for these funds which have been received from the many groups, organisations, local businesses, and individuals in the Moorlands area who continue to support the aims of the Charity. We have also been very grateful again to receive donations of various useful items of equipment and support from local businesses this year.

PARTNERSHIPS

Throughout this financial year, MHL has partnered with FareShare, the UK's largest charity fighting hunger and food waste. We also received welcome dairy food donations from the Ornuu food group. We are also proud to have supported students through partnerships with Keele University – School of Medicine in being able to offer virtual placements within our organisation. These valued placements provide training and insight into Adult Social Care and the role of the Voluntary Sector. These students will go on to seek careers in various fields including medicine and health and social care.

STAFF AND SENIOR MANAGEMENT TEAM

The Managing Trustees and Senior Management team are responsible for the day to day operation of the Charity.

The Senior Management team during 2021/2022 were:

Executive Manager - Sharon Ball
Day Centre Manager - Lynn Everill
Transport Manager - Ian Collier
Befriending and Phone Link Service Manager, and Outreach Group Liaison - Diane Sellers
Catering Manager - Rebecca Snowden
Office Manager - Ellen Ball

Each member of the senior management team is supported by their staff who are all a vital part of the organisation. All staff deserve a very big thank you from the Managing Trustees and clients for all their hard work, passion, commitment, and care throughout the past year.

BOARD OF MANAGING TRUSTEES

All of the Managing Trustees of Moorlands Home Link are volunteers who give their time freely to the Charity and no remuneration is paid to them.

Members of the Managing Board of Trustees of Moorlands Home Link during 2021/2022 were as follows:

Rev David W Watson
Mrs Dorothy Dolphin - resigned September 2021
Mr Nigel Dodd
Mr Charles Macadam
Councillor Ray Wood - resigned September 2021

A representative of Cheadle Town Council also attends the Managing Board of Trustees meetings and during this year this role was undertaken by Cllr Dave Sargeant.

CHARITY NUMBER: 1158361

MOORLANDS HOME LINK
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Independent examiner's Report to the Trustees of Moorlands Home Link

I report on the accounts of the Trust for the year ended 31 March 2022, which are set out on pages 2 to 9.

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.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act: and
- to state whether any particular matters have come to my attention.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:



Date:

24/11/2023

Lee Grattage FCA
LG Accountancy
2 Maple Crescent, Blythe Bridge, Stoke on Trent, ST11 9NL

MOORLANDS HOME LINK
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Donations and legacies	3(a)	11,615	-	11,615	29,754
Charitable activities	3(b)	143,577	70,250	213,827	230,944
Investments	3(c)	-	-	-	-
Other	3(d)	1,280	-	1,280	700
Total incoming resources		156,472	70,250	226,722	261,398
RESOURCES EXPENDED					
Charitable activities	4(a)	166,127	70,250	236,377	233,736
Governance costs	4(b)	6,836	-	6,836	6,561
Total resources expended		172,963	70,250	243,213	240,297
NET OUTGOING RESOURCES		(16,491)	-	(16,491)	21,101
TRANSFER BETWEEN FUNDS		-	-	-	-
RECONCILIATION OF FUNDS					
Total funds brought forward		45,703	-	45,703	24,602
Total funds carried forward		29,212	-	29,212	45,703

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 4 to 9 form part of the financial statements.

MOORLANDS HOME LINK
BALANCE SHEET AS AT 31 MARCH 2022

	Notes	£	2022	£	2021	£
TANGIBLE FIXED ASSETS	6			1,684		2,246
CURRENT ASSETS						
Debtors and prepayments	7	12,667			9,350	
Cash at bank		27,619			39,544	
		<u>40,286</u>			<u>48,894</u>	
CURRENT LIABILITIES						
Creditors: Amounts falling due within one year	8	12,758			5,437	
		<u>12,758</u>			<u>5,437</u>	
NET CURRENT ASSETS				27,528		43,457
NET ASSETS				<u>29,212</u>		<u>45,703</u>
FUNDS						
Unrestricted				29,212		45,703
Restricted	11, 12			-		-
				<u>29,212</u>		<u>45,703</u>

All amounts relate to continuing activities.
The notes on pages 5 to 8 form part of the financial statements.

Approved by the board of trustees and signed on their behalf by:

Chairperson: Charles Macadam

Date: 23/11/23

Trustee: Neil Atkins
Andrew Savage

Date: 23-11-23

1. Accounting Policies

In preparing the accounts the following accounting policies have been complied with:

1.1 Basis of accounting

These accounts have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and with the Charities Act 2011.

1.2 Going concern

The financial statements have been prepared on a going concern basis.

1.3 Accounting policies and estimates

The accounts present a true and fair view and the accounting policies adopted are outlined below. There were no changes in accounting policies and estimates in the period.

1.4 Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subject to the restrictions on their expenditure imposed by the donor or through the terms of an appeal.

1.5 Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income; it is more likely than not the trustees will receive the resources and the monetary value can be measured with sufficient reliability. The following specific policies are applied to particular categories or income:

Offsetting There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS102 SORP.

Grants and donations Grants and donations are only included in the SoFA when the general income recognition criteria are met. In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met.

Legacies Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Government grants The charity has received government grants in the reporting period.

Tax reclaims on donations and gifts Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Contractual income and performance related grants This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

Volunteer help The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Income from interest This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Settlement of insurance claims Insurance claims are only included in the SoFA when the general income recognition criteria are met and are included as an item of other income in the SoFA.

1.6 Expenditure and liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. All liabilities are allocated between expenditure categories of the SoFA on the basis designed to reflect the use of those resources. Costs relating to a particular activity are allocated directly.

MOORLANDS HOME LINK
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

- Charitable expenditure** Comprises those costs incurred by the charity in the delivery of its activities for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs** Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the examination fees and expenses linked to the strategic management of the charity. Support costs have been allocated between governance costs and other support.
- Creditors** The charity has creditors which are measured at settlement amounts less any trade discounts.
- Provisions for liabilities** A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.
- Basic financial instruments** The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS 102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS 102 SORP.

1.7 Assets

- Tangible assets** All assets costing more than £500 are capitalised and stated at cost less accumulated depreciation. They are depreciated on the reducing balance method at the following annual rates:
- Motor Vehicles (25% per annum)
Equipment (25% per annum)
Office & Computer Equipment (25% per annum)
- Debtors** Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

MOORLANDS HOME LINK
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

2. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

3. Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
3(a) Donations and legacies				
Donations	11,615	-	11,615	29,754
Legacies	-	-	-	-
	11,615	-	11,615	29,754
3(b) Charitable activities				
Fund Raising Events	-	-	-	-
Core funding grants	-	70,000	70,000	70,000
Service & day care charges	91,160	-	91,160	51,668
Other grants	52,417	250	52,667	109,276
	143,577	70,250	213,827	230,944
3(c) Investments				
Interest	-	-	-	-
	-	-	-	-
3(d) Other income				
Other income	1,280	-	1,280	700
	1,280	-	1,280	700
Total incoming resources	156,472	70,250	226,722	261,398

MOORLANDS HOME LINK
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

4. Resources Expended

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
4(a) Charitable activities				
Wages and salaries	109,672	67,012	176,684	178,229
Staff NIC	3,980	4	3,984	3,502
Staff pensions	2,106	-	2,106	1,820
Rent	7,989	-	7,989	9,564
Heat, light and water	4,238	-	4,238	3,641
Printing, postage and stationery	746	-	746	778
Telephone	3,477	-	3,477	2,247
Computers and software	1,126	-	1,126	1,007
Repairs, maintenance and renewals	847	-	847	1,708
Premises repairs	90	-	90	50
Cleaning and waste disposal	3,020	-	3,020	1,956
Equipment leasing	420	-	420	522
Professional fees	20	-	20	44
Transport and travel expenses	-	-	-	25
Motor expenses	4,808	-	4,808	4,880
Vehicle leasing	10,545	3,234	13,779	14,407
Provision of food	9,250	-	9,250	5,260
Sundry expenses	291	-	291	757
Depreciation	562	-	562	748
Insurances	1,964	-	1,964	2,070
Subscriptions & memberships	970	-	970	521
Regulatory costs	6	-	6	-
	166,127	70,250	236,377	233,736
4(b) Governance costs				
Accountancy fees	2,840	-	2,840	2,565
Bookkeeping	3,996	-	3,996	3,996
	6,836	-	6,836	6,561
Total resources expended	172,963	70,250	243,213	240,297

5. Staff salaries and numbers

	2022	2021
	£	£
Wages and salaries	178,229	208,134
Social security costs	3,502	5,257
Pensions	1,820	2,135
	183,551	215,526
The average number of employees in the year	25	25

6. Tangible Fixed Assets

	£
Cost	
As at 1 April 2021	12,383
As at 31 March 2022	12,383
Accumulated depreciation	
As at 1 April 2021	10,137
Charge for the year	562
As at 31 March 2022	10,699
Net book Value	
As at 31 March 2022	1,684
As at 31 March 2021	2,246

MOORLANDS HOME LINK
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

7. Debtors: amounts falling due within one year

	2022	2021
	£	£
Trade debtors	6,780	9,296
Prepayments & accrued income	5,887	54
	12,667	9,350

8. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade Creditors	3,643	1,645
Accruals & deferred income	6,762	1,275
Social security costs	1,916	2,164
Pensions creditor	437	353
	12,758	5,437

9. Trustee Remuneration and related party transactions

No members of the management committee received any remuneration during the year.

There were no loans provided in the year

10. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Fixed assets	1,684	-	1,684
Current assets	40,286	-	40,286
Current liabilities	(12,758)	-	(12,758)
	29,212	-	29,212

11. Movement in funds

	As at 1 April 2021	Incoming Resources	Outgoing Resources	Transfers	As at 31 March 2022
	£	£	£	£	£
Restricted Funds					
Befriending	-	250	(250)	-	-
Cheadle Day Centre	-	46,667	(46,667)	-	-
Outreach Groups	-	23,333	(23,333)	-	-
	-	70,250	(70,250)	-	-
Unrestricted Funds					
	45,703	156,472	(172,963)	-	29,212
	45,703	226,722	(243,213)	-	29,212

**MOORLANDS HOME LINK
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED**

13. Analysis of restricted funds

	Befriending	Cheadle Day Centre	Outreach Groups	Total Restricted Funds
	£	£	£	£
INCOMING RESOURCES				
Incoming resources from charitable activities				
Core funding grants	-	46,667	23,333	70,000
Other grants	250	-	-	250
	250	46,667	23,333	70,250
Total incoming resources	250	46,667	23,333	70,250
OUTGOING RESOURCES				
Charitable expenditure				
Wages and salaries	250	46,667	20,095	67,012
Staff NIC	-	-	4	4
Vehicle leasing	-	-	3,234	3,234
	250	46,667	23,333	70,250
Total resources expended	250	46,667	23,333	70,250
Net Incoming/(Outgoing) Resources	-	-	-	-

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Signed:



Date:

24/11/2023

Lee Grattage FCA
LG Accountancy
2 Maple Crescent, Blythe Bridge, Stoke on Trent, ST11 9NL