



Trustees' Annual Report for the pe

Paul Bywater
2025-01-28 14:59:14

@paul.bywater@byteck.co.uk Please
view this document. You can also add
comments.

Period start date		Period end date	
From	1st April 2023	To	31st March 2024

Section A Reference and administration details

Charity name	CROWLAND COMMUNITY HUB
Other names charity is known by	N/A
Registered charity number (if any)	1163120
Charity's principal address	Hall Street Crowland Peterborough Lincolnshire PE6 0EW

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	Paul Bywater	Chairperson		
2	David Kennerley		Until 01.04.2024	
3	Julie Smith		Until 01.04.2024	
4	Ian Gordon			
5	Peter Richard Sparkes			
6	Tracy Cleaver			
7	Sandi Pierre		09.11.2023 -	
8	Sue Simmons	Secretary	20.11.2023 -	
9	Annette Turner	Treasurer	12.02.2024 -	
10				
11				
12				
13				
14				
15				
16				
17				
18				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Incorporated Organisation
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by members / appointed by existing 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.

The structure of the Charity consists of:

7 Trustees: this group consists of the main office holders. Chair, Treasurer Secretary and other Trustees responsible for the overall Management of the Charity. Our Trustees have a wealth of experience from many years serving in various industries and sectors allowing for a breadth of communication, skills and experience required to deliver our business plan.

Management Groups: these consist of Trustees and Members who are responsible for the day-to-day management of the Charity.

Members consisting of the Trustees, Management Groups and Library and Shop volunteers.

There are no paid staff.

The library service element of our use of the building continues to be supported via GLL and the full time GLL Library Development Officer.

Section C Objectives and activities

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

1. The advancement of education for the benefit of the public in Crowland and the surrounding areas by the provision of library services.
2. To further or benefit the residents of Crowland and the surrounding areas, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in

the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

Since the formation of the Charity our focus remains to support the advancement of education and learning for the benefit of the public in and around Crowland through our provision of services, which offer a much wider service than library, offering activities for all ages through our interaction with nurseries, schools and adults.

Having regard to the guidance issued by the Charity Commission the following is a summary of the activities undertaken for the public benefit.

- 1) Recruiting people with the skills and experience needed to deliver our business plan via membership of the group.
- 2) Recruiting and training volunteers in the policies and processes necessary to provide a voluntary staffed library service to the standards required by Lincolnshire County council initially and later to the standards required by Greenwich Leisure Services.
- 3) Extending the hours of fully staffed library provision and increasing the numbers of registered library users.
- 4) Negotiating the terms of agreement that would enable the building housing the library to be fully used as a community facility.
- 5) Recruiting and training over 30 volunteers in the running of our fund-raising Charity Shop. Providing opportunities for some of those who are on benefits to fulfil their working time hours.
- 6) Establishing a group of volunteers with a brief to raise funds and promote the purposes of the Charity within the local community.
- 7) Publicising the purposes and activities of the Charity with a view to both establishing community needs and interests and recruiting people to assist in delivering programmes to address these.
- 8) Extending the range of activities provided by the Hub involving the community, particularly young people.
- 9) Providing accommodation and IT facilities for community interest groups.

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)

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

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

Volunteers have been taken through a process of establishing the skills and experience they bring with them and utilising these in the best way to meet the needs of the Charity.

In conjunction with the Lincolnshire County Council /GLL Library Development Officer all library volunteers have had training in the relevant policies in place that are required to deliver a full and high-quality library service.

Through the establishment of the Charity shop a number of people have come forward who may not have an interest in the library service but who do want to be more involved in the community. 30+ people have been inducted in how to run a retail outlet in the context of remote management. This means that each person has to understand and be able to fulfil their responsibilities within a set of policy guidelines.

The above processes have added to the skills pool in the community.

The Charity does not make grants.

The Charity does not invest.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Our achievements have been the continuation of the development and expansion of the provision of services set out in our Constitution and business plan.

- 1) Continuing to bring together a group of people with little prior knowledge of each other and forming a cohesive Management Structure to manage delivery of the service.
- 2) Continuing to recruit and train volunteers engaged in the various roles that enable the service to be delivered.
- 3) Creation and development of a Local History Archive.
- 4) The Management Groups have continued to blossom. As well as taking responsibility for the day-to-day organisation of the Library, Hub and shop, they have adopted amended opening hours to maximise the efforts of the volunteers and to extend the community group activities.
- 5) The works to refresh and revitalise the appearance of both the Hub and the shop continued during the year.
- 6) Specific achievement in the year include:

Recruitment of Trustees

Three of the original Trustees, Julie Smith, David Kennerley and Paul Bywater had previously announced their intention of stepping down after over 10 years of involvement with the Hub. During the last year a number of suitable candidates to enable the succession have come forward and have been appointed. Julie and David have now resigned and Paul will do so once the new lease has been agreed with LCC.

Further achievements

The Lego Club is well supported and thanks to local donations we aim to offer a Lego Lending Library.

The Local History Group continues to be well supported and they have provided exhibitions to support various local events..

Section E**Brief statement of the charity's policy on reserves**

Lincolnshire County Council has confirmed the annual grant will continue for the 2024/2025 period. Negotiations regarding the renewal of the lease and rent have commenced.

SHDC have indicated that although the discretionary charity relief on Business Rates continues for 2024/2025, they warn that this is being reviewed and although reserves are being made available to extend the services being offered, a cautious approach is to be maintained.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

Our income for the year is marginally over £25,000 and we have commissioned an external examination of the accounts. The report is included. Our new treasurer has also spent a lot of time reviewing our accounting procedure and in conjunction with the external examiner has proposed some areas to improve our process operation and financial reporting.

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 Charity receives grant monies towards running costs of the building of £5,167 per annum (while funds allow).

The Charity has continued to maintain sustainable streams of income via the charity shop and selling advertising on our crowlandhub.com community website.

Section F

Other optional information

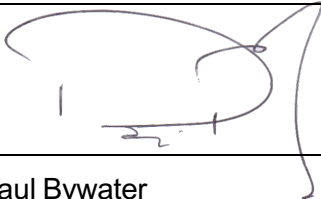

In a small town of 4k people we feel we continue to make an impact by retaining a valuable community facility in terms of the library but also in the extension of that by saving a building that has huge potential as a community facility and by continuing to develop that potential.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		 Sue Simmons (Jan 28, 2025 16:15 GMT)
	Full name(s)	Paul Bywater
Position (eg Secretary, Chair, etc)	Chairperson	Secretary
Dat	28 / 01 / 2025	

REGISTERED COMPANY NUMBER: CE004313 (England and Wales)
REGISTERED CHARITY NUMBER: 1163120

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2024
for
Crowland Community Hub

Glents Services Limited
Brightfield Business Hub
Bakewell Road
Peterborough
Cambridgeshire
PE2 6XU

Crowland Community Hub

Contents of the Financial Statements for the Year Ended 31 March 2024

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 14
Detailed Statement of Financial Activities	15 to 16

Crowland Community Hub

Report of the Trustees for the Year Ended 31 March 2024

The trustees who are also directors of the charity for the purposes of the Charities Act 2011, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the receipts and payments basis of accounting (cash basis).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity exists for advancement of education for the benefit of the public in Crowland and the surrounding areas by the provision of library services.

It further exists to further or benefit the residents of Crowland and the surrounding areas, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisation in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents

Significant activities

The charity operates the Crowland Community Hub, a community space with a primary function as a library.

The charity operates a shop in Crowland, Toggs 'n' Cloggs.

OBJECTIVES AND ACTIVITIES

Public benefit

Having regard to the guidance issued by the Charity Commission the following is a summary of the activities undertaken for the public benefit.

- 1) Recruiting people with the skills and experience needed to deliver our business plan via membership of the group.
- 2) Recruiting and training volunteers in the policies and processes necessary to provide a voluntary staffed library service to the standards required by Lincolnshire County council initially and later to the standards required by Greenwich Leisure Services.
- 3) Extending the hours of fully staffed library provision and increasing the numbers of registered library users.
- 4) Negotiating the terms of agreement that would enable the building housing the library to be fully used as a community facility.
- 5) Recruiting and training over 30 volunteers in the running of our fund-raising Charity Shop. Providing opportunities for some of those who are on benefits to fulfil their working time hours.
- 6) Establishing a group of volunteers with a brief to raise funds and promote the purposes of the Charity within the local community.
- 7) Publicising the purposes and activities of the Charity with a view to both establishing community needs and interests and recruiting people to assist in delivering programmes to address these.
- 8) Extending the range of activities provided by the Hub involving the community, particularly young people.
- 9) Providing accommodation and IT facilities for community interest groups.

Volunteers

Volunteers have been taken through a process of establishing the skills and experience they bring with them and utilising these in the best way to meet the needs of the Charity.

Through the establishment of the Charity shop a number of people of people have come forward who do not have an interest in the library service but who do want to be more involved in the community. 30+ people have been inducted in how to run a retail outlet in the context of remote management. This means that each person has to understand and be able to fulfil their responsibilities within a set of policy guidelines.

STRATEGIC REPORT

Achievement and performance

Charitable activities

The Hub (Library)

Placeholder.

Fundraising activities

Toggs 'n' Cloggs:

Placeholder

Financial review

Financial position

The charity has an accumulated net unrestricted surplus of £72,708 (2023: £68,543), materially represented by cash at bank and in hand.

Principal funding sources

The charity's fundraising activities at Toggs 'n' Cloggs generated a surplus of £8,078 (2023: 5,734) and continues to be the principal generator of income in order that the Community Hub can operate.

The charity further received £5,167 (2023: £5,167) from Lincolnshire Country Council (LCC) to contribute to costs. LCC review this grant each year and also the provision of a peppercorn rent and the discretionary business rates relief for charities.

The Charity has continued to maintain sustainable streams of income via the charity shop and selling advertising on our crowlandhub.com community website.

Reserves policy

The charity does not designate any funds to specific purpose, and as at the reporting date has never received any funds that are restricted in use.

Reserves are maintained at a sufficient level to support the Community Hub running costs for 10 years with no additional support from fundraising activities or grants. This policy may be reviewed and changed by the Trustees where opportunities arise to invest reserves in to activities or assets that further the charitable objectives and increase benefits to the community.

Crowland Community Hub

Report of the Trustees for the Year Ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Organisational structure

The Trustee group consists of the main office holders. Chair, Treasurer, Secretary and other Trustees responsible for the overall Management of the Charity.

Decision making

Decisions are made by committee in accordance with the charity's governing document.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

CE004313 (England and Wales)

Registered Charity number

1163120

Registered office

Crowland Library
Hall Street
Crowland
Peterborough
PE6 0EW

Trustees

P Bywater
Mrs A Turner (appointed 12/2/2024)
Mrs S Simmons (appointed 20/11/2023)
Mrs S Pierre (appointed 9/11/2023)
Mrs T Cleaver
P R Sparkes
I D Gordon
D Kennerley
Mrs J Smith

Independent Examiner

Wayne Glenton FCA
Glents Services Limited
Brightfield Business Hub
Bakewell Road
Peterborough
Cambridgeshire
PE2 6XU

Crowland Community Hub

**Report of the Trustees
for the Year Ended 31 March 2024**

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 28th January 2025 and signed on the board's behalf by:



.....
P Bywater - Trustee

Independent Examiner's Report to the Trustees of Crowland Community Hub

I report on the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2024..

Responsibilities and basis of report

As trustees of the Charity 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 s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under s. 145(5)(b) of the 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 Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
the accounts do 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
- (3) 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.



Wayne Glenton (Jan 30, 2025 10:15 GMT)

Wayne Glenton FCA
The Institute of Chartered Accountants in England and Wales

Glents Services Limited
Brightfield Business Hub
Bakewell Road
Peterborough
Cambridgeshire
PE2 6XU

Date: 28/01/2025
Date:

Crowland Community Hub

Statement of Financial Activities for the Year Ended 31 March 2024

		2024 Unrestricted fund £	2023 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		305	310
Charitable activities			
Provision of library and community services		8,653	8,551
Other trading activities	2	<u>16,454</u>	<u>14,469</u>
Total		<u>25,412</u>	<u>23,330</u>
 EXPENDITURE ON			
Raising funds		8,377	8,900
Charitable activities			
Provision of library and community services		<u>11,670</u>	<u>13,961</u>
Total		<u>20,047</u>	<u>22,861</u>
 NET INCOME		5,365	469
 RECONCILIATION OF FUNDS			
Total funds brought forward		68,543	68,074
 TOTAL FUNDS CARRIED FORWARD		<u>73,908</u>	<u>68,543</u>

The notes form part of these financial statements

Crowland Community Hub

Balance Sheet 31 March 2024

	Notes	2024 Unrestricted fund £	2023 Total funds £
CURRENT ASSETS			
Cash at bank and in hand		73,908	68,543
NET CURRENT ASSETS		<u>73,908</u>	<u>68,543</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		73,908	68,543
NET ASSETS		<u>73,908</u>	<u>68,543</u>
FUNDS	5		
Unrestricted funds		<u>73,908</u>	<u>68,543</u>
TOTAL FUNDS		<u>73,908</u>	<u>68,543</u>

The charitable incorporated organisation (CIO) is entitled to exemption from audit under Section 145 of the Charities Act 2011 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the charity keeps proper and adequate accounting records as required under section 130 of the Charities Act 2011.
- (b) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its income and expenditure for that period in accordance with applicable charity law.

The notes form part of these financial statements

Crowland Community Hub

Balance Sheet - continued 31 March 2024

The financial statements were approved by the Board of Trustees and authorised for issue on 28th January 2025 and were signed on its behalf by:



.....
P Bywater - Trustee



.....
A Turner - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared on a cash basis and in accordance with the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has received the funds.

Expenditure

Expenditure is recognised on cash basis when the charity pays for good or services.

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.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

2. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
Shop income	14,715	14,469
Insurance claim	<u>1,739</u>	<u>-</u>
	<u>16,454</u>	<u>14,469</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	310
Charitable activities	
Provision of library and community services	8,551
Other trading activities	<u>14,469</u>
Total	<u>23,330</u>
EXPENDITURE ON	
Raising funds	8,900
Charitable activities	
Provision of library and community services	<u>13,961</u>
Total	<u>22,861</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £
RECONCILIATION OF FUNDS	
Total funds brought forward	68,074
	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>68,543</u>

5. MOVEMENT IN FUNDS

	At 1/4/23 £	Net movement in funds £	At 31/3/24 £
Unrestricted funds			
General fund	68,543	5,365	73,908
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>68,543</u>	<u>5,365</u>	<u>73,908</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	25,412	(20,047)	5,365
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>25,412</u>	<u>(20,047)</u>	<u>5,365</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

5. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/22 £	Net movement in funds £	At 31/3/23 £
Unrestricted funds			
General fund	68,074	469	68,543
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>68,074</u>	<u>469</u>	<u>68,543</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	23,330	(22,861)	469
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>23,330</u>	<u>(22,861)</u>	<u>469</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/22 £	Net movement in funds £	At 31/3/24 £
Unrestricted funds			
General fund	68,074	5,834	73,908
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>68,074</u>	<u>5,834</u>	<u>73,908</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

5. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	48,742	(42,908)	5,834
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>48,742</u>	<u>(42,908)</u>	<u>5,834</u>

6. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

Crowland Community Hub

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	305	310
Other trading activities		
Shop income	14,715	14,469
Insurance claim	<u>1,739</u>	<u>-</u>
	16,454	14,469
Charitable activities		
Library hire and activities	3,486	3,384
Grants	<u>5,167</u>	<u>5,167</u>
	<u>8,653</u>	<u>8,551</u>
Total incoming resources	25,412	23,330
EXPENDITURE		
Other trading activities		
Light and heat	2,834	2,366
Rent	2,201	2,032
Publicity and promotion	259	414
Repairs and maintenance	2,215	3,475
Sundries	<u>868</u>	<u>613</u>
	8,377	8,900
Charitable activities		
Rates and water	615	641
Insurance	717	840
Light and heat	3,311	4,391
Sundries	2,374	420
Events and public service	585	2,397
Carried forward	7,602	8,689

This page does not form part of the statutory financial statements

Crowland Community Hub

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	2024 £	2023 £
Charitable activities		
Brought forward	7,602	8,689
Janitorial	1,192	642
Licences and permits	780	221
Equipment not capitalised	1,228	4,009
Repairs and maintenance	521	120
Website	<u>347</u>	<u>280</u>
	<u>11,670</u>	<u>13,961</u>
Total resources expended	<u>20,047</u>	<u>22,861</u>
Net income	<u><u>5,365</u></u>	<u><u>469</u></u>

This page does not form part of the statutory financial statements










Trustees Report 2023-2024

Final Audit Report

2025-01-30

Created:	2025-01-28
By:	Paul Bywater (paul.bywater@byteck.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGEdDuWZrWx0nlu3l1p5M_rAZf_W2Awcm

"Trustees Report 2023-2024" History

-  Document created by Paul Bywater (paul.bywater@byteck.co.uk)
2025-01-28 - 4:03:41 PM GMT- IP address: 212.159.19.177
-  Document emailed to Sue Simmons (secretary@crowlandhub.com) for signature
2025-01-28 - 4:03:49 PM GMT
-  Document emailed to Wayne Glenton (wayne@glents.co.uk) for signature
2025-01-28 - 4:03:49 PM GMT
-  Email viewed by Wayne Glenton (wayne@glents.co.uk)
2025-01-28 - 4:04:19 PM GMT- IP address: 94.5.120.103
-  Email viewed by Sue Simmons (secretary@crowlandhub.com)
2025-01-28 - 4:14:39 PM GMT- IP address: 104.28.86.104
-  Document e-signed by Sue Simmons (secretary@crowlandhub.com)
Signature Date: 2025-01-28 - 4:15:30 PM GMT - Time Source: server- IP address: 78.149.67.45
-  Email viewed by Wayne Glenton (wayne@glents.co.uk)
2025-01-30 - 9:55:31 AM GMT- IP address: 82.132.229.160
-  Document e-signed by Wayne Glenton (wayne@glents.co.uk)
Signature Date: 2025-01-30 - 10:15:23 AM GMT - Time Source: server- IP address: 109.224.252.116
-  Agreement completed.
2025-01-30 - 10:15:23 AM GMT