



## REPORT OF THE TRUSTEES AND FINANCIAL REPORT FOR THE YEAR ENDED 31ST MARCH 2023

CHARITY REGISTRATION NUMBER

1170013

(England & Wales)



CHAMPLEYS

Chartered Certified Accountants

Champleys Mews

Market Place

Pickering

YO18 7AE

### Trustees

Ann Ruddick

Christine Collins

Helen Clark

Judith Carr

Kevin Davis  
Nicholas Medcalf  
Patricia Langton

#### Accountants

Champleys Chartered Certified Accountants  
Champleys Mews  
Market Place  
Pickering  
YO18 7AE

#### Bankers

Virgin Money  
Skipton Building Society

#### Principal Operating Address

Norton Hive Community Library  
Commercial Street  
Norton  
Malton  
YO17 9ES

The trustees present their report and the financial statements for the year ended 31st March 2023.

#### Background and Structure

The legal name of the charity is Sight Support Ryedale. The Charity was established by a constitution adopted on 2nd November 2016. On 3rd November 2016 it became a CIO. The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1170013.

#### Summary of the purposes and activities of the Charity

The aim of the charity is to promote any charitable purpose which will benefit adults living in Ryedale who are visually impaired, in particular by:

- providing regular meetings where members can come together in a welcoming atmosphere and participate in social and other activities chosen by themselves;
- disseminating information about visual and technical assistance which could benefit members;
- providing signposting about the range of state or any other benefits which exist to assist sight impaired persons;
- fostering the confidence and enjoyment of members by enabling them to take part in wider activities such as outings;
- representing the needs and views of members to statutory authorities, charitable groups and others who provide services for the visually impaired

#### Public Benefit Statement

Throughout the year Sight Support Ryedale Board of Trustees had regard to the guidelines on public benefit as set out by the Charity Commission when exercising powers or duties to which the guidance is relevant.

#### Trustees

The following persons served as Trustees during the year ended 31st March 2023:

| Trustee           | Office | Trustee Appointments/Resignations |
|-------------------|--------|-----------------------------------|
| Ann Ruddick       | Chair  | -                                 |
| Christine Collins |        | -                                 |
| Helen Clark       |        | -                                 |

|                  |                             |
|------------------|-----------------------------|
| Judith Carr      | -                           |
| Kevin Davis      | Appointed 21st October 2022 |
| Nicholas Medcalf | -                           |
| Patricia Langton | -                           |

Ann Ruddick was Chair of the Trustees for the financial year to 31st March 2023. Nicholas Medcalf replaced Ann Ruddick as Chair during the financial year to 31st March 2024.

#### Staff, Management and Selection of Trustees

One third of our trustees in rotation are required to stand down at the charity's annual general meeting, but those being eligible and who wish to can offer themselves for re-election.

Trustees are appointed at the annual general meeting and are recruited from people who have an interest in the charity. The charity is controlled and directed by the elected members of the executive committee.

#### Risk Management

The executive committee continues to examine the principal areas of the charity's operations to review the major risks which may arise in each area. In the opinion of the executive committee, this review enables such risks to be identified and allows them to be mitigated to an acceptable level in the charity's day to day activities.

Review of the Charity's achievements and performance, including the difference the Charity has made to the beneficiaries and to wider society throughout the year

Throughout the year Sight Support Ryedale has continued to provide support, advice, activities, and friendship groups to visually impaired adults and their families.

We continued to receive referrals from a wide range of sources including North Yorkshire Council, The Sensory Team, eye clinic liaison officers at local hospitals, self referrals, families, and from a range of other professional organisations.

We continued to provide a home visit and a bespoke service to everyone that is referred, to support them through their initial fears, grief, and loss of confidence, and to guide them through the changes and challenges they may face. We have focused on continuous improvements and staying in the forefront of technology advancements, and we strive to be a trusted resource and support for the visually impaired.

During the year we have continued to build our program of commitments to our members, we have a brilliant outreach program, and we offer comfort /wellness calls to members that can not attend our activities or friendship groups in person.

This year has seen a year of change for the Charity. We have said goodbye to our previous CO and welcomed our new CO Diane Tymon along with our newly appointed engagement advisor Carol Stevens. Nicole continues to be a wonderful and compassionate administration manager.

Sight Support Ryedale is grateful to the tireless work of Ann Ruddick who was our previous Chairperson, and we welcome Nick Medcalf to the position of chair.

Although we are a small team, we serve over 200 members. We are here to build social inclusion, community spirit, increased independence and social engagement.

SIGHT SUPPORT RYEDALE  
TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2023

### Financial Review

The financial position of the Charity as at 31st March 2023 as more fully detailed in the accounts, can be summarised as follows:

|                       | 2023     | 2022     |
|-----------------------|----------|----------|
|                       | £        | £        |
| Income                | 97,546   | 34,283   |
| Expenditure           | (87,836) | (61,642) |
| Net Surplus/(Deficit) | 9,710    | (27,359) |
| Unrestricted Funds    | 39,166   | 31,176   |
| Restricted Funds      | 34,919   | 33,199   |
| Designated Funds      | 29,500   | 29,500   |
| Total Funds           | 103,585  | 93,875   |

The results for the year show a surplus of £9,710. Total reserves amounted to £103,585 at as at 31st March 2023, of which £39,166 are unrestricted.

The Charity's income primarily derives from the National Lottery fund, although there are restrictions on what these funds can be spent on. The accounts can vary from surplus to deficit depending on the timing of the funding received. In 2022, the Charity spent money that was received in the prior 2021 year.

The financial performance of the Charity in the 2023 year indicates the Charity is sustainable. The total funds have increased from the prior year, but this should be viewed in the context that the timing of funds received can significantly impact the accounting figures.

### Reserves Policy

The reserve fund is set at £29,500 (2022: £29,500). The Trustees acknowledge that unrestricted cash reserves are required to:-

- cover any redundancy or other costs that may arise in the event of closure
- as a source of funds of last resort in the event of cost overruns on activities that can not be met elsewhere

The Board of Trustees have reviewed the current reserves and they assess them as being adequate to cover the above requirements.

#### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statement on the ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008, and the provisions of the Charity's constitution. They are also responsible for safeguarding the assets of the Charity, and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.

This report was approved by Sight Support Ryedale trustees and is signed on their behalf by:



Nicholas Medcalf  
Chairman

27 Nov 2023

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

I report on the accounts of Sight Support Ryedale for the year ended 31st March 2023, which are set out on pages 7 to 12.

#### 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 under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### Basis of the 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; or
  - to prepare accounts which accord with the accounting records; or
  - 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.
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Michael Richmond FCCA      24th November 2023 on behalf of  
 Champleys Chartered Certified Accountants  
 Champleys Mews  
 Market Place  
 Pickering

## SIGHT SUPPORT RYEDALE

|                                   | Notes | 2023 Breakdown By Fund |            |            | 2023    | 2022     |
|-----------------------------------|-------|------------------------|------------|------------|---------|----------|
|                                   |       | Unrestricted           | Restricted | Designated | Total   | Total    |
|                                   |       | £                      | £          | £          | £       | £        |
| Receipts                          |       |                        |            |            |         |          |
| Bank Interest                     |       | -                      | -          |            | -       | 12       |
| Donations, Legacies and Grants    | 3     | 5,039                  | 84,950     |            | 89,989  | 28,133   |
| Fundraising Activities and Events | 4     | 4,587                  | 1,350      |            | 5,937   | 4,550    |
| Gift Aid                          |       | 1,620                  | -          |            | 1,620   | 1,471    |
| Sundry Income                     |       | -                      | -          |            | -       | 117      |
| Total Receipts                    |       | 11,246                 | 86,300     | -          | 97,546  | 34,283   |
|                                   |       |                        |            |            |         |          |
| Payments                          |       |                        |            |            |         |          |
| Charitable Activities             | 5     | 1,972                  | 70,684     |            | 72,656  | 49,229   |
| Support Costs                     | 6     | 3,578                  | 10,469     |            | 14,047  | 11,231   |
| Fundraising Costs                 |       | 191                    | 20         |            | 211     | 258      |
| Governance and Administration     | 7     | 630                    | 292        |            | 922     | 924      |
| Other Charges                     |       | -                      | -          |            | -       | -        |
| Total Payments                    |       | 6,371                  | 81,465     | -          | 87,836  | 61,642   |
|                                   |       |                        |            |            |         |          |
| Reconciliation of Funds           |       |                        |            |            |         |          |
|                                   | 8     |                        |            |            |         |          |
| Total Funds Brought Forward       | 9     | 31,176                 | 33,199     | 29,500     | 93,875  | 121,234  |
| Transfers Between Funds           |       | 2,581                  | (2,581)    |            | -       | -        |
| Surplus / (Deficit) for the Year  |       | 5,409                  | 4,301      | -          | 9,710   | (27,359) |
|                                   |       |                        |            |            |         |          |
| Total Funds Carried Forward       |       | 39,166                 | 34,919     | 29,500     | 103,585 | 93,875   |

## B1 Cash Funds



## SIGHT SUPPORT RYEDALE

|                                | 2023           |                   |
|--------------------------------|----------------|-------------------|
|                                | £              |                   |
|                                | 80,203         |                   |
|                                | 23,164         |                   |
|                                | 218            |                   |
|                                | <u>103,585</u> |                   |
|                                |                |                   |
|                                | 39,166         |                   |
|                                | 34,919         |                   |
|                                | 29,500         |                   |
|                                | <u>103,585</u> |                   |
|                                |                |                   |
|                                | 1,009          |                   |
|                                | <u>1,009</u>   |                   |
|                                |                |                   |
|                                | Nil            |                   |
|                                |                |                   |
|                                | Nil            |                   |
|                                |                |                   |
|                                | Nil            |                   |
|                                | <u>775</u>     |                   |
|                                | <u>775</u>     |                   |
|                                |                | 2022 £            |
| Accounts                       |                |                   |
| Current Account                | 70,583         |                   |
| Deposit Account                | 23,164         |                   |
| Cash                           | 128            |                   |
| TOTAL FUNDS                    | 93,875         | <u>          </u> |
|                                |                | <u>          </u> |
| Represented by Funds           |                |                   |
| Unrestricted                   | 31,176         |                   |
| Restricted                     | 33,199         |                   |
| Designated                     | 29,500         |                   |
| TOTAL FUNDS                    | 93,875         | <u>          </u> |
|                                |                | <u>          </u> |
| B2 Other Monetary Assets       |                |                   |
|                                |                | <u>1,620</u>      |
| Gift Aid Claim (2023 Estimate) |                | <u>1,620</u>      |

B3 Investment Assets Nil

B4 Assets Retained for the Charity's Own Use Nil

B5 Liabilities

Creditors Nil

Accruals 630

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630

For and on behalf of all the Trustees



27 Nov 2023

Nicholas Medcalf

**1 Basis of Accounting**

These accounts have been prepared on the Receipts and Payments basis in accordance with Section 144(2) of the Charities Act 2011.

**Donated Goods, Services and Facilities**

Donated goods, services and facilities are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

**Governance and Support Costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

**Volunteer Help**

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

**Fixed Assets for use by Charity**

The accounts have been prepared under the historical cost convention. Assets are shown on the statements of assets and liabilities if they can be used for more than one year, and cost at least £300.

**2 Nature and Purpose of Funds****Unrestricted Funds**

Funds that may be used at the discretion of the trustees in furtherance of the objects of the charity.

**Restricted Funds**

Funds that may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

**Designated Funds**

A reserve set aside to cover possible closure costs that could arise sometime in the future if there was a need. This figure is the current estimate of such costs. There has been no change in this financial year.

**3 Breakdown of Donations, Legacies and Grants**

| 2023 Breakdown2022                                      |              |            | 2023           |        |
|---|--------------|------------|----------------|--------|
|   | Unrestricted | Restricted | Total          |        |
|   | £            | £          | £              |        |
| Duke of York Community Initiative                       | -            |            | 2,575          | 2,575- |
| Malton Town Council                                     | -            |            | 225            | 225-   |
| N Yorkshire Stronger Communities                        | -            |            | -              | -5,000 |
| National Lottery - 81,500880 Noble Charity Trust - 650- |              |            | 81,500         |        |
| North Yorkshire Council                                 | 1,000        |            | 650            | -3,490 |
| Norton Town Council                                     | -            |            | 1,000          | -1,000 |
| Sirius Minerals   | -            |            | -              | -5,000 |
| Two Ridings Trust                                       | -            |            | -              | -8,000 |
| Yorkshire Building Society                              | 1,000        |            | -              | --     |
| Other Small Grants and Donations                        | 3,039        |            | 1,0003,<br>039 | -4,763 |
|   |              |            | 89,989         |        |

## SIGHT SUPPORT RYEDALE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

|                                     |              |            |         |            |
|-------------------------------------|--------------|------------|---------|------------|
| Total                               |              | 84,950     | - 5,039 | 28,133     |
| 4 Fundraising Activities and Events |              |            |         |            |
| 2023 Breakdown2022                  |              |            | 2023    |            |
|                                     | Unrestricted | Restricted | Total   |            |
|                                     | £            | £          | £       |            |
| Activities and Support Groups       | 2,027        |            | 2,027   | -471       |
| Resource Centre Memberships         | 928          |            | 928     | -651       |
| Sight Support Shop                  | 75           |            | 75      | -133       |
| Trips and Outings                   | 565          |            | 1,915-  | 1,3501,136 |
| Other Fundraising Activities        | 992          |            | 992     | -2,159     |
| Total                               | 4,587        | 1,350      | 5,937   | 4,550      |

## 5 Breakdown of Expenditure on Charitable Activities

|   |              |            |        |
|---|--------------|------------|--------|
| Notes   | 2023 Breakdo | 2023       |        |
|   | Unrestricted | Restricted | Total  |
|   | £            | £          | £      |
| Activities and Support Groups   | 23           |            | 1,288  |
| Excursions and Travel   | 37           |            | 3,969  |
| Newsletter  | 906          |            | 906    |
| Resource Centre 736 2,1502,186 Wages and Salaries 10 - 62,95941,700 Website and |              |            | 2,886  |
| 378648  |              |            | 62,959 |
|   | 270          |            | 648    |
| Total   | 1,972        | -          | 72,656 |

## 6 Breakdown of Expenditure on Support Costs

|  |              |            |        |
|--|--------------|------------|--------|
| 2023 Breakdown2022   |              | 2023       |        |
|  | Unrestricted | Restricted | Total  |
|  | £            | £          | £      |
| Equipment Expensed   | 1,254        |            | 1,906  |
| Insurance  | 137          |            | 887    |
| Printing, Stationery and Postage                               | 181          |            | 840    |
| Rent of Premises - 5,2256,900 Repairs and Maintenance 670 7291 |              |            | 5,225  |
| Software Costs   | -            |            | 742    |
| Staff Training and Welfare                                     | -            |            | 660    |
| Staff Travel   | 433          |            | 547    |
| Telephone and Internet   | 268          |            | 1,412  |
|  |              |            | 1,193- |
|  |              |            | 635    |
|  |              |            | 14,047 |

## SIGHT SUPPORT RYEDALE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

|                     |              |               |          |               |  |
|---------------------|--------------|---------------|----------|---------------|--|
| General Expenditure |              |               | 635      |               | -35  |
| <b>Total</b>        | <b>3,578</b> | <b>10,469</b> | <b>-</b> | <b>11,231</b> | <b>7 Breakdown of Expenditure on Governance and Administration</b> |

## 2023 Breakdown2022

|                                    | Unrestricted<br>£ | Restricted<br>£ | 2023<br>Total<br>£ |        |
|------------------------------------|-------------------|-----------------|--------------------|--------|
| Accountancy and Independent Exam   | 630               |                 | 630                | -595   |
| Payroll and Pension Administration | -                 |                 | 292                | 292328 |
| Trustees Expenses                  | -                 |                 | -                  | --     |
| <b>Total</b>                       | <b>630</b>        | <b>292</b>      | <b>922</b>         |        |
| <b>923</b>                         |                   |                 |                    |        |

## 8 Breakdown of Fund Movements (2023 - Current Year)

## Restricted

Aerobics / Dancing

Age Partnership

Christmas / Rotary Lions

Duke of York Community Initiative

National Lottery

Noble Trust

North Yorkshire County Council

Norton Town Council

NY Stronger Communities Royal

Victoria Trust

Sirius Minerals

Transpennine

Two Ridings Trust

Walking Group Wilf

Jackson

Designated Funds

Managed Closure and Refurbishment

Unrestricted Funds **Total Funds**

|  | B/Fwd<br>£ | Receipts<br>£ | Payments<br>£ | Transfers<br>£ | C/<br>Fwd<br>£ |
|--|------------|---------------|---------------|----------------|----------------|
| SIGHT SUPPORT  | 252        | -             | -             | (252)          |                |
| RYEDALE  | 509        | -             | (469)         | (40)           | -              |
| NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023 |            |               |               |                |                |
|  | -          | 1,350         | (1,248)       | (102)          | -              |
|  | 1,800      | 2,575         | (774)         | -              | -              |
|  | 880        | 81,500        | (73,598)      | (850)          | 3,601          |
|  | -          | 650           | -             | (650)          | 7,932          |
|  | 3,490      | -             | (465)         | -              | -              |
|  | 1,000      | 225           | (813)         | (412)          | 3,025          |
|  | 5,060      | -             | (905)         | -              | -              |
|  | 1,142      | -             | (906)         | -              | 4,155          |
|  | 93,875     | 97,546        | (87,836)      | (2,581)        | 236            |
|  | 5,000      | -             | (75)          | -              | 5,000          |
|  | 7,815      | -             | (1,770)       | -              | 4,925          |
|  | 275        | -             | -             | (275)          | 6,045          |
|  | 976        | -             | (976)         | -              | -              |
|  |            |               |               |                | -              |
|  |            |               |               |                | 34,919         |
|  |            |               |               |                | 29,500         |
|  |            |               |               |                | 39,166         |
|  |            |               |               |                | 103,585        |
|  | 29,500     | -             | -             | -              |                |
|  | 31,176     | 11,246        | (5,837)       | 2,581          |                |

#### 9 Breakdown of Fund Movements (2022 - Prior Year)

|  | B/Fwd<br>£ | Receipts<br>£ | Payments<br>£ | Transfers<br>£ | C/<br>Fwd<br>£ |
|--|------------|---------------|---------------|----------------|----------------|
| Restricted   |            |               |               |                |                |
| 100 Club   | 26         | -             | (26)          |                | -              |
| Aerobics / Dancing 252 - Age Partnership                                   | 675        | -             | (166)         |                | 252            |
| Duke of York Community Initiative  | 1,800      | -             | -             |                | 509            |
| LAPA Trust   | 246        | -             | (246)         |                | 1,800          |
| Martin Lewis   | 5,700      | -             | (5,700)       |                | -              |
| National Lottery   | 7,544      | 880           | (7,544)       |                | -              |
| North Yorkshire County Council 2,787 1,750 (1,047) NY Stronger Communities | 11,783     | 5,158         | (11,881)      |                | 880            |
| Norton Town Council - 1,000 Royal Victoria Trust 1,788 - (646)             |            |               |               |                | 3,490          |
| Sirius Minerals - 5,000 Sport England 7,180 -                              |            |               | (7,180)       |                | 5,060          |
| Thomas Pocklington Trust   | 9,550      | -             | (9,550)       |                | 1,000          |
| Transpennine   | 5,000      | -             | -             |                | 1,142          |
| Two Ridings Trust  | 9,436      | 8,000         | (9,621)       |                | 5,000          |
| Walking Group  | 275        | -             | -             |                | -              |
| Wilf Jackson   | 3,636      | -             | (2,660)       |                | -              |
|  | 67,678     | 21,788        | (56,267)      |                | 5,000          |
| Designated Funds   |            |               |               |                | 7,815          |
| Managed Closure  | 29,500     | -             | -             |                | 275            |
|  |            |               |               |                | 976            |
|  |            |               |               |                | 33,199         |
|  |            |               |               |                | 29,500         |
|  |            |               |               |                | 31,176         |
|  |            |               |               |                | 93,875         |

|                    |                |               |                 |          |
|--------------------|----------------|---------------|-----------------|----------|
| Unrestricted Funds | 24,056         | 12,495        | (5,374)         |          |
| Total Funds        | <u>121,234</u> | <u>34,283</u> | <u>(61,641)</u> | <u>-</u> |

#### 10 Staff Numbers, Payroll and Pension Costs

There were two staff workers in 2023 (2022: 2). All staff are payroll employed.

| 2023 Breakdown2022  |                   |                 | 2023       |               |
|---|-------------------|-----------------|------------|---------------|
|   | Unrestricted<br>£ | Restricted<br>£ | Total<br>£ |               |
| Direct Wages  | -                 |                 | 57,329     | 57,32937,248  |
| Pension Contributions - 5,6304,452 Employer National Insurance - -- |                   |                 | 5,630      |               |
|   |                   |                 | -          |               |
| Total   |                   | <u>62,959</u>   | <u>-</u>   | <u>62,959</u> |
|   | <u>41,700</u>     |                 |            |               |

#### 11 Trustee Expenses and Related Party Transactions

No trustee received a remuneration for services rendered. No trustee, or anyone connected with a trustee, has a material interest in any of the charity's transactions.



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Mr Nicholas Medcalf - Signer (9510754015bb441d23b7079bb4b88ec7)

Michael Richmond - Copied In (95fc3e48635b2222f00b229cf1cd17b4)

**Audit history log**

| Date                            | Action  |
|---------------------------------|---|
| Mon, 27th Nov 2023 14:35:39 UTC | Mr Nicholas Medcalf viewed the envelope (5.62.43.243)                                   |
| Mon, 27th Nov 2023 14:32:28 UTC | Mr Nicholas Medcalf viewed the envelope (5.62.43.243)                                   |
| Mon, 27th Nov 2023 14:32:27 UTC | Document emailed to party email (3.10.143.181)  |
| Mon, 27th Nov 2023 14:32:27 UTC | This envelope has been signed by all parties (5.62.43.243)                              |
| Mon, 27th Nov 2023 14:32:27 UTC | Sent the envelope to Michael Richmond for signing (5.62.43.243)                         |
| Mon, 27th Nov 2023 14:32:27 UTC | Mr Nicholas Medcalf signed the envelope (5.62.43.243)                                   |
| Mon, 27th Nov 2023 14:26:00 UTC | Mr Nicholas Medcalf viewed the envelope (5.62.43.243)                                   |
| Fri, 24th Nov 2023 14:54:14 UTC | Document emailed to party email (18.134.208.225)  |
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b096169d5195bde95114f4a74b24869c (18.133.63.166)

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