



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## Trustees' Annual Report for the period

From April 21      Period start date    To March 22    Period end date

**Charity name: Medway Open Award Centre**

**Charity registration number: 1172240**

## Objectives and Activities

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | Medway Open Award Centre, is a Charitable Interest Organisation set up as a Directly Licenced Centre in which young people can readily access cost effective, knowledge, advice and assistance to facilitate, their achievement of a Duke of Edinburgh's Award at any level.<br>The centre will be staffed by volunteers who believe in the ethos of the Duke of Edinburgh's Award. By using a volunteer team, the costs to the participants can be kept to a minimum, thus working towards accessibility for all those who wish to take part. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | Running an equipment store and expeditions to enable local young people predominately from Medway to achieve their expedition section of the Duke of Edinburgh's Award                                                                                                                                                                                                                                                                                                                                                                         |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |  |
|------------------------------------------------------------------|----------------|--|
| Policy on grant making                                           | Para 1.38      |  |
| Policy on social investment including program related investment | Para 1.38      |  |

|                                 |           |                                                                       |
|---------------------------------|-----------|-----------------------------------------------------------------------|
| Contribution made by volunteers | Para 1.38 | Mainly airmen and maintenance of the building and manning expeditions |
| Other                           |           |                                                                       |

## Achievements and Performance

|                                                                                                                                                                                                 | SORP reference |                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | Ran 7 Duke of Edinburgh's Award expeditions and managed an equipment store enabling young people to complete their award |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                              |           |  |
|--------------------------------------------------------------|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other                                                        |           |  |

## Financial Review

|                                                                                  |           |                                                              |
|----------------------------------------------------------------------------------|-----------|--------------------------------------------------------------|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <b>A reserve fund held and charity is financially secure</b> |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | <b>Reserve fund held to replace equipment</b>                |
| Amount of reserves held                                                          | Para 1.22 | <b>£60K</b>                                                  |
| Reasons for holding zero reserves                                                | Para 1.22 |                                                              |
| Details of fund materially in deficit                                            | Para 1.24 |                                                              |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>None</b>                                                  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                 |           |                                                          |
|---------------------------------------------------------------------------------|-----------|----------------------------------------------------------|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <b>Running DofE expeditions mainly for local schools</b> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |                                                          |
| A description of the principal risks facing the charity                         | Para 1.46 | <b>None</b>                                              |
| Other                                                                           |           |                                                          |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                  |
| Type of governing document<br>(trust deed, royal charter)                                                                                                                 | Para 1.25 | <b>CIO - ASSOCIATION</b>         |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)                                                                                                  | Para 1.25 | <b>CIO - ASSOCIATION</b>         |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>Trustees appointed at AGM</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |  |
|-------------------------------------------------------------------------------------------|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties                                                     | Para 1.51 |  |
| Other                                                                                     |           |  |

## Reference and Administrative details

|                             |                                                                    |
|-----------------------------|--------------------------------------------------------------------|
| Charity name                | Medway Open Award Centre                                           |
| Other name the charity uses | MOAC                                                               |
| Registered charity number   | 1172240                                                            |
| Charity's principal address | Summit House<br>Strand Approach Road<br>Gillingham Kent<br>ME7 1TT |
|                             |                                                                    |

**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  | Robert Wood     | Chairman        |                                   |                                                               |
| 2  | Gary Hackwell   | Treasurer       |                                   |                                                               |
| 3  | Malcom Hutton   |                 |                                   |                                                               |
| 4  | Alexandra Chinn |                 | From Jan 22                       |                                                               |
| 5  |                 |                 |                                   |                                                               |
| 6  |                 |                 |                                   |                                                               |
| 7  |                 |                 |                                   |                                                               |
| 8  |                 |                 |                                   |                                                               |
| 9  |                 |                 |                                   |                                                               |
| 10 |                 |                 |                                   |                                                               |
| 11 |                 |                 |                                   |                                                               |
| 12 |                 |                 |                                   |                                                               |
| 13 |                 |                 |                                   |                                                               |
| 14 |                 |                 |                                   |                                                               |
| 15 |                 |                 |                                   |                                                               |
| 16 |                 |                 |                                   |                                                               |
| 17 |                 |                 |                                   |                                                               |
| 18 |                 |                 |                                   |                                                               |
| 19 |                 |                 |                                   |                                                               |
| 20 |                 |                 |                                   |                                                               |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

|                                                                                                                               |  |
|-------------------------------------------------------------------------------------------------------------------------------|--|
| Description of the assets held in this capacity                                                                               |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |  |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

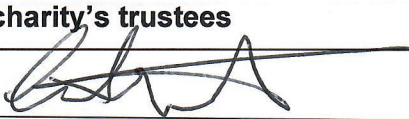
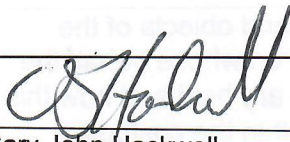
### Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

|                                     |                                                                                   |                                                                                    |
|-------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Signature(s)                        |  |  |
| Full name(s)                        | Robert Andrew Philip Wood                                                         | Gary John Hackwell                                                                 |
| Position (eg Secretary, Chair, etc) | Chair                                                                             | Treasurer                                                                          |
| Date                                | 27/10/22                                                                          | 27/10/22                                                                           |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Medway Open Award Centre

1172240

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2021

To

31/03/2022

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                              |                                         |                                        |                                 |                               |
| Buildings                                             | -                                            | -                                       | -                                      | -                               | -                             |
| Expeditions                                           | 13,975                                       | -                                       | -                                      | 13,975                          | 920                           |
| Donations Gifts                                       | 12,742                                       | -                                       | -                                      | 12,742                          | 6,691                         |
| Equipment                                             | 1,560                                        | -                                       | -                                      | 1,560                           | -                             |
| Enrolments                                            | 582                                          | -                                       | -                                      | 582                             | 371                           |
| Presentation Eve                                      | -                                            | -                                       | -                                      | -                               | -                             |
| Other                                                 | 9                                            | -                                       | -                                      | 9                               | 322                           |
| Intrest                                               | -                                            | -                                       | -                                      | -                               | 25                            |
| <b>Sub total (Gross income for AR)</b>                | <b>28,868</b>                                | <b>-</b>                                | <b>-</b>                               | <b>28,868</b>                   | <b>8,329</b>                  |
| <b>A2 Asset and investment sales, (see table).</b>    |                                              |                                         |                                        |                                 |                               |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>28,868</b>                                | <b>-</b>                                | <b>-</b>                               | <b>28,868</b>                   | <b>8,329</b>                  |
| <b>A3 Payments</b>                                    |                                              |                                         |                                        |                                 |                               |
| Store Management                                      | 875                                          | -                                       | -                                      | 875                             | 250                           |
| Buildings                                             | 5,112                                        | -                                       | -                                      | 5,112                           | 4,746                         |
| Expeditions                                           | 8,126                                        | -                                       | -                                      | 8,126                           | 519                           |
| Minibus                                               | 2,539                                        | -                                       | -                                      | 2,539                           | 13,319                        |
| Equipment                                             | 2,319                                        | -                                       | -                                      | 2,319                           | 197                           |
| Training                                              | 109                                          | -                                       | -                                      | 109                             | -                             |
| IT/Mobile                                             | 213                                          | -                                       | -                                      | 213                             | 211                           |
| Other                                                 | 2,339                                        | -                                       | -                                      | 2,339                           | 2,080                         |
| Presentation Eve                                      | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>21,632</b>                                | <b>-</b>                                | <b>-</b>                               | <b>21,632</b>                   | <b>21,322</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |                                              |                                         |                                        |                                 |                               |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>21,632</b>                                | <b>-</b>                                | <b>-</b>                               | <b>21,632</b>                   | <b>21,322</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>7,236</b>                                 | <b>-</b>                                | <b>-</b>                               | <b>7,236</b>                    | <b>- 12,993</b>               |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>78,316</b>                                | <b>-</b>                                | <b>-</b>                               | <b>78,316</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>85,552</b>                                | <b>-</b>                                | <b>-</b>                               | <b>85,552</b>                   | <b>- 12,993</b>               |

## Section B Statement of assets and liabilities at the end of the period

| Categories           | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> | Current Account                                        | 25,445                             | -                                | -                               |
|                      | Reserve Account                                        | 60,107                             | -                                | -                               |
|                      |                                                        | -                                  | -                                | -                               |
|                      | <b>Total cash funds</b>                                | <b>85,552</b>                      | <b>-</b>                         | <b>-</b>                        |
|                      | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |

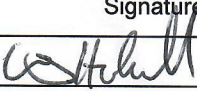
| Categories                      | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |

| Categories                  | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

| Categories                                          | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |
|                                                     |         |                             | -               | -                        |

| Categories            | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature                                                                           | Print Name | Date of approval |
|-------------------------------------------------------------------------------------|------------|------------------|
|  | G Hackwell | 27/11/2022       |



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Medway Open Award Centre

On accounts for the year  
ended

31/3/2022

Charity no  
(if any) 1172240

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03/ 2022**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

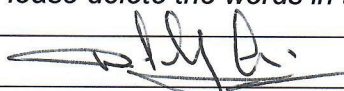
I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~\*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

 A.C.I.B.

Date:

14/12/22

Name:

DAVID LEONARD GILES

Relevant professional  
qualification(s) or body  
(if any):

ASSOCIATE OF CHARTERED INSTITUTE OF BANKERS

Address:

100 LONG CATHS ROAD,  
BIRMINGHAM B15 2NT  
M28 9TH

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------|
| <p>1. Details of the matters of concern</p> <p>2. Details of the matters of concern</p> <p>3. Details of the matters of concern</p> <p>4. Details of the matters of concern</p> <p>5. Details of the matters of concern</p> <p>6. Details of the matters of concern</p> <p>7. Details of the matters of concern</p> <p>8. Details of the matters of concern</p> <p>9. Details of the matters of concern</p> <p>10. Details of the matters of concern</p> <p>11. Details of the matters of concern</p> <p>12. Details of the matters of concern</p> <p>13. Details of the matters of concern</p> <p>14. Details of the matters of concern</p> <p>15. Details of the matters of concern</p> <p>16. Details of the matters of concern</p> <p>17. Details of the matters of concern</p> <p>18. Details of the matters of concern</p> <p>19. Details of the matters of concern</p> <p>20. Details of the matters of concern</p> <p>21. Details of the matters of concern</p> <p>22. Details of the matters of concern</p> <p>23. Details of the matters of concern</p> <p>24. Details of the matters of concern</p> <p>25. Details of the matters of concern</p> <p>26. Details of the matters of concern</p> <p>27. Details of the matters of concern</p> <p>28. Details of the matters of concern</p> <p>29. Details of the matters of concern</p> <p>30. Details of the matters of concern</p> <p>31. Details of the matters of concern</p> <p>32. Details of the matters of concern</p> <p>33. Details of the matters of concern</p> <p>34. Details of the matters of concern</p> <p>35. Details of the matters of concern</p> <p>36. Details of the matters of concern</p> <p>37. Details of the matters of concern</p> <p>38. Details of the matters of concern</p> <p>39. Details of the matters of concern</p> <p>40. Details of the matters of concern</p> <p>41. Details of the matters of concern</p> <p>42. Details of the matters of concern</p> <p>43. Details of the matters of concern</p> <p>44. Details of the matters of concern</p> <p>45. Details of the matters of concern</p> <p>46. Details of the matters of concern</p> <p>47. Details of the matters of concern</p> <p>48. Details of the matters of concern</p> <p>49. Details of the matters of concern</p> <p>50. Details of the matters of concern</p> <p>51. Details of the matters of concern</p> <p>52. Details of the matters of concern</p> <p>53. Details of the matters of concern</p> <p>54. Details of the matters of concern</p> <p>55. Details of the matters of concern</p> <p>56. Details of the matters of concern</p> <p>57. Details of the matters of concern</p> <p>58. Details of the matters of concern</p> <p>59. Details of the matters of concern</p> <p>60. Details of the matters of concern</p> <p>61. Details of the matters of concern</p> <p>62. Details of the matters of concern</p> <p>63. Details of the matters of concern</p> <p>64. Details of the matters of concern</p> <p>65. Details of the matters of concern</p> <p>66. Details of the matters of concern</p> <p>67. Details of the matters of concern</p> <p>68. Details of the matters of concern</p> <p>69. Details of the matters of concern</p> <p>70. Details of the matters of concern</p> <p>71. Details of the matters of concern</p> <p>72. Details of the matters of concern</p> <p>73. Details of the matters of concern</p> <p>74. Details of the matters of concern</p> <p>75. Details of the matters of concern</p> <p>76. Details of the matters of concern</p> <p>77. Details of the matters of concern</p> <p>78. Details of the matters of concern</p> <p>79. Details of the matters of concern</p> <p>80. Details of the matters of concern</p> <p>81. Details of the matters of concern</p> <p>82. Details of the matters of concern</p> <p>83. Details of the matters of concern</p> <p>84. Details of the matters of concern</p> <p>85. Details of the matters of concern</p> <p>86. Details of the matters of concern</p> <p>87. Details of the matters of concern</p> <p>88. Details of the matters of concern</p> <p>89. Details of the matters of concern</p> <p>90. Details of the matters of concern</p> <p>91. Details of the matters of concern</p> <p>92. Details of the matters of concern</p> <p>93. Details of the matters of concern</p> <p>94. Details of the matters of concern</p> <p>95. Details of the matters of concern</p> <p>96. Details of the matters of concern</p> <p>97. Details of the matters of concern</p> <p>98. Details of the matters of concern</p> <p>99. Details of the matters of concern</p> <p>100. Details of the matters of concern</p> |  | <p>Signed:</p> <p>Name:</p> <p>Relevant professional qualification(s) or body (if any):</p> <p>Address:</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------|