

THE METHODIST CHURCH STANDARD FORM OF ACCOUNTS

Southwick Methodist	Church
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FOR THE YEAR ENDED

31 August 2022

West Sussex (Coast and Downs)	Circuit	Circuit no.	3609
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Registered Charity - Charity Registration number

1172433

**If not a registered charity Her Majesty's Revenue and
Customs Gift Aid number**

(The HMRC number is equivalent to a registered charity number in terms of evidence of charitable status and may be used to give to donors or grant funders wishing to see evidence of the organisation's charitable status. Methodist charities in England and Wales that are not registered charities are excepted from registration under Statutory Instrument 2014 No.242)

Minister:

Rev Dr Frank Okai-Sam

Church Stewards:

Bridget Quint	Philip Webb
Julie Scarratt	Pamela Couchman

Treasurer:

Philip Webb

SECTION A		Unrestricted Funds	Restricted Funds	Totals this year	Totals last year
		£	£	£	£
a1	RECEIPTS	Note			
a2	Offerings and Tax recovered	44,608		44,608	44,398
a3	Bank and CFB interest and Investment income	84		84	46
a4	Lettings	20,960		20,960	10,713
a5	Other receipts	34,926		34,926	20,898
a6	TOTAL RECEIPTS	100,577		100,577 (a7)	76,055

SECTION B					
b1	PAYMENTS				
b2	Circuit Assessment or Share	51,332		51,332	56,040
b3	Donations	1,014		1,014	652
b4	Repairs and Maintenance	27,395		27,395	5,703
b5	Utilities (Insurances, water charges, heating & lighting)	8,933		8,933	8,724
b6					
b7	Other payments	10,051		10,051	7,504
b8	TOTAL PAYMENTS	98,726		98,726 (b9)	78,623

SECTION C					
c1	NET RECEIPTS/PAYMENTS FOR THE YEAR	(a6-b8)	1,852	1,852	(2,568)
c2	Total funds brought forward from last year		49,350	49,350 (c6)	52,105
c3	Sub total	(c1+c2)	51,201	51,201	49,537
c4	Transfers and adjustments		(3)	(3) (c7)	(188)
c5	TOTAL FUNDS AT END OF YEAR	(c3+c4)	51,198	51,198 (c8)	49,350 (c6)

SECTION D					
FOR INFORMATION ONLY: MONEY RECEIVED AND PASSED ON TO EXTERNAL ORGANISATIONS					
d	(these amounts are not to be included in total receipts/payments figures above)		£		£
d1	Balance brought forward from last year		4,473		2,536
d2	Offerings/Gifts - received for external organisations		3,302		2,760
d3	Offerings/Gifts - passed to external organisations		6,168		823
d4	BALANCE STILL TO BE PAID	(d1+d2-d3)	1,607.00		4,473.00

SUMMARY OF CHURCH ACCOUNTS AND INTERNAL ORGANISATIONS REPORTING TO THE CHURCH COUNCIL**SECTION E**

Please follow the Guidance Notes to complete this page

Summary of the Church accounts for the year ended 31 August 2022 and Internal Organisations reporting to the Church Council/Church Meeting. Note that the funds of an Internal Organisation would normally be Restricted funds unless it could be clearly shown that they could be used for any Methodist purpose. This section must be completed to arrive at the gross income and expenditure totals of the Church. If gross income exceeds the Accruals threshold, then the Accruals method of accounting AND A DIFFERENT FORM must be used to report the accounts (see Methodist website). Please refer to the guidance notes regarding transfers between the District and connected District Organisations.

INTERNAL ORGANISATIONS		Receipts	Payments	Net Receipts/ Payments	Adjustments	Opening balances	Closing balances
e1	Wednesday Fellowship	2,957	3,933	(977)		3,670	2,693
e2	3rd Southwick GB	6,937	10,800	(3,863)		14,284	10,421
e3	Cameo	347	349	(2)		28	26
e4	1st Southwick Boys Brigade	1,015	1,754	(739)		10,246	9,507
e5	Coffee Shop	611	611			50	50
	Manna Lunch Club	1,519	1,534	(15)		1,734	1,719
e6	Teddy Bears	3,720	3,705	15		592	607
	Ladies that Breakfast	537	486	51		425	476
e7	Messy Church	612	330	282		39	320
e8	Sub total of Internal Organisations funds	18,254	23,501	(5,248)		31,068 (e11)	25,820 (e12)
e9	Church accounts (totals brought forward from page 2 - totals column)	100,577 (a7)	98,726 (b9)	1,852	(3) (c7)	49,350 (c6)	51,198 (c8)
e10	TOTAL CASH FUNDS HELD BY CHURCH	118,831	122,227	(3,396)	(3)	80,417 (x)	77,018 (y)
Continue on a separate sheet if necessary and bring the totals forward		TOTAL RECEIPTS	TOTAL PAYMENTS				

SECTION F**STATEMENT OF ASSETS AND LIABILITIES****CHURCH - CASH FUNDS HELD at 31 August 2022**

		OPENING BALANCES	CLOSING BALANCES
f1	Cash in hand		
f2	Bank Current Account	26,946	31,045
f3	Bank Deposit Account		
f4	Central Finance Board	20,239	17,989
f5	Trustees for Methodist Church Purposes	2,165	2,165
f6	Other funds		
f7	SUB TOTAL - Church accounts	49,350 (c6)	51,198 (c8)
f8	Total funds held by Internal Organisations (the closing balance total from above) (e12)	31,068 (e11)	25,820 (e12)
f9	TOTAL CASH FUNDS HELD BY CHURCH	80,417 (x)	77,018 (y)

SECTION G**OTHER ASSETS and LIABILITIES**

		At 1 September 2021	At 31 August 2022
g1	Investments (include Endowments)		
g2	Land & Buildings (see notes re Insurance value)		
g3	Other Assets		
g4	Loan(s) - show amount outstanding at year end		
g5	Other Liabilities		

f4 Include only Funds held at the Central Finance Board

f5 Include only Funds held at Trustees for Methodist Church Purposes

g1 Include any other investments (not the cash element of TMCP trusts accounts this is included in line f5)

Name of Church . Southwick Methodist

Declarations and Scrutiny

I confirm that these Receipt and Payment based accounts for the year to 31 August 2022 have been prepared from the records of the Church and that they include all funds under the control of the Church trustees.

Signature of treasurer  Date 14/11/23

Name and address of treasurer PHILIP COLIN WEBB, 422 UPPER SHOREHAM ROAD
SHOREHAM BY SEA, W. SUSSEX Post Code BN43 5NE

Presentation to the Church trustees

I confirm that the annual report and accounts for the year ended 31 August 2022 were/will be* presented to the meeting of the Church trustees held on

Signature of the Chair of the meeting 

Name of the Chair of the meeting FRANK OKAFOR Date 06/02/23

Independent Examiner's Report to the Trustees of the

SOUTHWICK METHODIST Church

Charity Number 1172433

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the SOUTHWICK METHODIST Church for the year ended 31 August 2022 set out on pages 2 to 2. As the Church's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Church's accounts carried out under section 145 of the Act and, in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

* delete or circle as appropriate

Name of Church SOUTHWICK METHODIST No 360812

Independent Examiner's Statement

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

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

~~that~~

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.

I ~~have~~ have not* obtained independent verification of all investments with the Trustees for Methodist Church Purposes or held in other trusts, bank balances and funds at the Central Finance Board of the Methodist Church which are individually in excess of £10,000 (ten thousand pounds) at the balance sheet date.

Signature of independent examiner JB Young

Name of independent examiner JOHN YOUNG

Relevant professional qualification of independent examiner F.C.C.A

Name of firm (where appropriate) N/A

Address 7 The Crescent, Southwark

Surrey Post Code BN4 2LB

Date 29/1/23

* delete or circle as appropriate

Sep-22

RESERVES POLICY

Report on behalf of

Southwick Methodist Church

(*Church Council/ Circuit Meeting/District)


To

West Sussex (Coast and Downs)

(*Circuit Meeting/District)

We submit our annual report in accordance with the requirements of the Methodist Conference and the Charity Commission guidance in CC19.

- (i) The trustees have established their mission aims taking into account all of the resources available in terms of people, property and money
- (ii) Mission initiatives/projects have been costed or estimates made of projected future costs which take into account the needs of the buildings and the requirements of the Quinquennial Inspection Report/s

- (iii) We have agreed a Reserves Policy which is set out overleaf and is recorded in the trustees' minutes and our Annual Report
- (iv) We recognise the need to be accountable as charity trustees for all the money which comes into our hands and will provide further information as required by the Circuit/District/Connexion
- (v) Our Report is attached overleaf 

* please delete as appropriate

To be completed by Receiving Body

The

West Sussex Coast & Downs

*Circuit Meeting/District received the RESERVES POLICY of

Southwick Methodist Church

*Church Council/Circuit Meeting/District

Policy accepted and acknowledgement sent to the trustees

YES ☐ / NO ☐

Policy noted and the following enquiries made of the trustees

Responses received and any further action taken

*Circuit/District

Signatures Date.....

* Please delete as appropriate

RESERVES POLICY of

Southwick Methodist Church(*Church Council ☒/Circuit Meeting ☐/District ☐)

1.	General Funds held at Y/E 31/08/2022	£51,197
2.	Restricted Funds held	£1,607
3.	Endowment Funds held	£0

4. Reserves policy for General Funds

We aim to hold reserves of up to 6 months of our annual normal expenditure ie:

50% of £52,200 (Circuit Assessment)
£20,000 (Premises Costs & Maintenance)
£72,200
 Reserves - £36,100

5. Policy for Restricted Funds

Our Restricted Funds relate only to our Mission Offerings which are normally collected and fully donated to the appropriate mission during the year. However, at the end of the 2021-22 financial year we were holding £1,607 to be distributed early in 22-23 Financial Year.

6. Terms relating to Endowment Funds held

N/A

This Reserves Policy has been approved by

Southwick Methodist Church(*Church Council ☒/Circuit Meeting ☐/District ☐)

Treasurer	Trustee
Full name Philip Webb	Full Name FRANK OKA-SAM
Signature 	Signature 

Southwick Methodist Church

Income and Expenditure - Year Ended 31st August 2022

Year Ended 31st Aug 2021		Church Income		Year Ended 31st Aug 2022		Notes
		Income from Giving				
£	23,063.28	Giving - Direct Bank		£	25,059.92	▲
£	3,682.46	Giving - Cash & Cheques		£	5,016.24	▲
£	10,009.00	Giving - Envelopes		£	5,779.00	▼
£	-	Giving - Online		£	1,814.04	▲
£	7,643.03	Gift Aid Claim		£	6,938.94	▼
£	44,397.77			£	44,608.14	▲
		Income from Property				
£	10,712.50	Letting		£	20,960.00	▲
£	620.00	Donations from Internal Organisations		£	9,355.99	▲
£	11,332.50			£	30,315.99	▲
		Donations for Church Use				
£	4,049.49	In Memoriam		£	9,355.57	▲
£	4,784.05	General		£	1,411.14	▼
		Gift Day		£	1,949.97	▲
£	750.16	Newsletter		£	837.74	▲
£	-	Catering		£	1,407.85	▲
£	415.00	Flowers		£	340.00	▼
£	9,989.70			£	15,302.27	▲
		Other Income				
£	46.47	Account Interest		£	83.72	▲
£	200.00	Fees - Wedding & Funerals		£	275.00	▲
£	754.90	Payments for Photocopying & Telephone		£	1,154.26	▲
£	6,472.27	Refunds from Circuit Assessments		£	6,182.80	▼
£	1,432.50	Utility Refunds		£	645.25	▼
£	1,428.21	Other Receipts		£	1,387.25	▼
£	10,334.35			£	9,728.28	▼
£	76,054.32	Total Church Income		£	99,954.68	▲

1a

1b/2

3

Year Ended 31st Aug 2021		Church Expenditure		Year Ended 31st Aug 2022		Notes	
		Direct Expenses					
£	56,040.00	Circuit Assessment		£	51,332.00	▼	
£	56,040.00			£	51,332.00	▼	
		Property					
£	847.95	Maintenance & Repairs		£	17,933.63	▲	4
£	3,831.68	Cleaning		£	9,297.24	▲	5
£	2,689.10	Insurance		£	2,791.46	▲	
£	2,175.38	Gas		£	2,311.70	▲	
£	2,636.44	Electricity		£	2,914.98	▲	
£	1,223.27	Water		£	830.00	▼	
£	13,403.82			£	36,079.01	▲	
		Office and Administration					
£	283.74	Stationary & Office Consumables		£	228.44	▼	
£	2,164.66	Printer		£	2,100.08	▼	
£	649.96	Telephone & Broadband Service		£	555.05	▼	
£	668.61	Copyright Licence		£	743.39	▲	
£	683.61	Technology Licences & Software		£	390.30	▼	
£	831.95	Technology Hardware		£	164.47	▼	
£	5,282.53			£	4,181.73	▼	
		Church Expenses					
£	504.29	Worship Books & Cards		£	524.57	▲	
£	170.05	Flowers		£	816.24	▲	6
£	405.92	Other Supplies (Candles/Communion)		£	114.26	▼	
£	244.50	Ministers Fund		£	150.00	▼	
£	191.01	Other Payments		£	-		
£	1,515.77			£	1,605.07	▲	
		Other Expenditure					
£	-	Professional Services		£	1,801.60	▲	7
£	-	Wedding Expenses		£	-	▼	
£	55.00	Hall Deposit Refund		£	65.00	▲	
£	-	Catering		£	538.48	▲	
£	1,673.50	Magazine		£	1,600.00	▼	
£	652.27	Other Payments		£	1,422.95	▼	
£	2,380.77			£	5,428.03	▲	
£	78,622.89	Total Church Expenditure		£	98,625.84	▲	
-£	2,568.57	Overall Surplus/Loss		£	1,328.84		

Year Ended 31st Aug 2021	Mission	Year Ended 31st Aug 2022
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Notes

£ 2,536.23	Balances brought forward from previous year	£ 4,473.14
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	Donations for Mission Organisations	
£ 1,923.91	Church Mission (Adur 4 Refugess)	£ 941.38
£ 647.63	Other Mission Collections	£ 2,357.59
£ 187.87	Transfers to Mission	£ -

£ 2,759.41	Total Mission Income	£ 3,298.97
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	Donations to Mission Organisations	
£ 822.50	National Charities	£ 513.00
£ -	Local Charities	£ 5,655.00

8

£ 822.50	Total Mission Expenditure	£ 6,168.00
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£ 4,473.14	Balance Held for distribution	£ 1,604.11
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Notes:

1	The way we record Online Giving has changed since last year. In the previous year Online Giving was recorded as 'General Donations' (1b) but based on guidance from the circuit it is now clearly identified as 'Giving' in the same way as other types of undesignated giving. Because of this whilst General Donation looks to be almost the same as last year it is actually £1,800 lower than last year. This should be considered a concern as the costs of the church increase and we have to rely more on hiring the halls and legacies.
2	General Donations this year has included funds raised through 'EasyFundRaising', Amazon Smile, Christmas Fair, specific donations for Books and the new 'flags'
3	With the restarting of many external organisation this year, they have also restarted using the printer for which we recover some costs, with a small surplus to cover the addition effort to maintain the printer.
4	Following a year of little maintenance this year we replaced the flat roof and added a new fire exit in the main hall, hence the large increase in maintenance
5	As the use of the halls and church increased we re-instated the normal cleaning schedule and thus the costs went back up to a normal amount.
6	Again an indication that the church was now open as in the previous year we had not had flowers.
7	This amount included a loan to pay for additional services required to complete the sale of the flat from the Elsie Kitson Estate. (£1069). This money has already been recovered in the 22-23 financial year. Also we had to pay for the Quinquennial Inspection (£720)
8	The bulk of this payment to mission was the final payment to the Uganda Project which had been carried over since the previous two years. A final income for the Adur4Refugees mission was received in the 22-23 and also the final payment to the charity was also paid in the 22-23 financial year hence the large balance held.
9	
10	

Summary:

As we come out of the financial impacts of the 'Covid' period we were in a reasonably good position at the moment. This has been in the main because we have now been able to allow the halls to be used and expanded the number of community organisation who use them regularly. Even though we had a large amount of maintenance expenses this year we made a small surplus in 21-22 of £1,328. This in many ways was possible by the increased hiring of the church halls and donations (overall increase of £25,000) as our 'church giving' has dropped. The coming year will have a number of increased challenges as utility costs will increase by a large margin as our 2 year fixed contract will expire in January 23. We are looking at other cost savings, including changing our printer to a cheaper option and also invest in some cost saving improvements which will initially cost more but longer term provide ongoing running cost savings.



Southwick Methodist Church

Trustees Report for the year ending 31st August 2022

1. Objectives and activities

In setting our objectives and planning our activities the Church Council meets three times a year under the leadership of the presbyter in Pastoral Charge. The General Church Meeting takes place annually as a forum for all members and friends.

Our mission is to be a powerful spiritual influence in the community and a visible expression of God's inclusive love. We aim to achieve this by developing the worship, learning, social and outreach activities that currently exist, and by seeking new ways to extend to others the fellowship of the Church family.

2. Achievements and performance

The Church funds and grants made to other bodies are all detailed in the Church accounts. The policy of the Managing Trustees on grant making is to ensure that all applicants can demonstrate public benefit and show imagination and creativity as well as a perceived need for that for which the grant is being applied.

In the course of the year, Southwick Methodist Church has provided regular acts of public worship on Sundays and other significant days of the Christian year. Southwick Methodist Church has joined with the members of other churches in Southwick to organise the Remembrance Day service and weekly Prayer meetings. It has joined with other churches in the West Sussex (Coast and Downs) Circuit to celebrate other Christian festivals. In the course of the year, the Church held a gift day fund-raising event to which members of the wider Southwick community were invited. It also held outdoor events to for celebrations including the late Queen Elizabeth's Platinum Jubilee.

The Church provides opportunities for Christian education and companionship through its regular Bible Study Groups and Prayer meetings. The Church provides opportunities for children and young people to meet through its Boys' and Girls' Brigade Companies, Junior Church and Busy Bees Pre-School. Young families also meet twice a week for a parents' and children's group.

During the year, the church conducted some Prayer times on zoom.

The Busy Bees Preschool has continued to meet on the premises. The leadership team of the church met twice a month to consider how the church can be present in the community. This has led to many programmes and activities that have helped to pastor and support members of the community. In summer 2022, the church spearheaded a Churches' Together mission programme, "Smile for Sunflower" project, that saw many people in the community growing and tendering sunflower plants. Though the bad weather did not bring much rain, some of the sunflowers blossomed and brought hope and smiles onto people's faces.

During the year the church has engaged in regular maintenance of the premises.

2.1 Plans for future years

Encourage initiatives for mission in the community.

Support Churches Together in Southwick.

Ensure that all those required to do so should attend appropriate safeguarding training.

3. Financial Review

Please see the accompanying accounts.

The Managing Trustees have every reason to believe that the Church is a going concern.

Trustees do not foresee any factors that will significantly affect the financial performance or position in the next year or two.

The church holds no freehold property.

The church's principal sources of funds are from the free-will gifts of the members of the congregation, from fund-raising events and the hire of the church halls.

3.1 Investment policy and performance

To comply with Methodist Standing Orders, monies for long-term investment are lodged with the Trustees for Methodist Church Purposes (TMCP). These sums are invested in unitised investments or held on deposit. The investment returns are close to tracking the movements on the FTSE100 index. The deposit mirrors the deposit rates available elsewhere. The Managing Trustees' investment policy is aligned with that of the CFB and TMCP because these organisations take into

consideration the social, environmental and ethical considerations, both negatively and positively, that make investments suitable for the Methodist Church.

Short term deposits are lodged directly with the Central Finance Board (CFB) and attract good rates of interest.

3.2 Reserves Level and policy

Please see the accompanying Reserves level and policy agreed by the Church Council.

4. Trustees' Responsibilities

For each financial year ending on 31st August the Managing Trustees are required to prepare financial statements that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. In preparing these financial statements the Managing

Trustees must:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Follow applicable accounting standards.
- Prepare accounts using The Methodist Church Standard Form of Accounts.

The Managing Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and enable them to ensure that financial statements comply with the law. They are also responsible for safeguarding the assets of the church and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

4.1 Risk

The Church is largely risk averse.

5. Structure, governance and management

The Church is governed by the Methodist Church Act 1976, the Deed of Union and the Model Trust Deeds of the Methodist Church.

5.1 Structure

Southwick Methodist Church is part of the West Sussex (Coast and Downs) Circuit. As such it is represented on the Circuit Meeting which meets four times

a year. The Methodist Conference meets once each year as the supreme denominational body for all Methodist Churches.

- 1) Overall regulatory authority rests with the Methodist Conference.
- 2) The Connexional Office implements decisions made by the Conference and is responsible for the stationing of presbyters and deacons (collectively known as ministers) in individual Circuits within the District.
- 3) Connexional decisions are passed to the Chair of the District and the appropriate officers of the District for implementation.
- 4) The District passes down to Circuit level for implementation by the Superintendent Minister, ministerial staff and Circuit Stewards, and authority is delegated to the Circuit Meeting for certain matters.
- 5) The Circuit Meeting passes regulatory control down to Church Councils for local implementation by the presbyter, the Church Stewards, and other officers, and this regulatory control is then exercised by the Church Councils as Managing Trustees of their charity.

5.2 Purpose of the Church

The purposes of the Methodist Church are and shall be deemed to have been since the date of union the advancement of:

- a) The Christian faith in accordance with the doctrinal standards and the discipline of the Methodist Church, and
- b) Any charitable purposes for the time being of any connexional, District, Circuit, local or other organisation of the Methodist Church, and,
- c) Any charitable purpose for the time being of any society, or institution subsidiary or ancillary to the Methodist Church, and
- d) Any purpose for the time being of any charity being a subsidiary or ancillary of the Methodist Church.

The primary purpose of Southwick Methodist Church is to advance the Christian faith by providing opportunities for worship, Christian nurture and fellowship within the wider Southwick Community.

5.3 Governance

The Church operates within a statutory framework of regulation and seeks to ensure that it follows Methodist Standing Orders. It relies on the Connexional Office at 25 Marylebone Road, London, NW1 5JR to provide guidance on changes that could affect the Church.

The members of the Church Council are appointed under the terms of S.O. 610(1). The Superintendent Minister is ex officio chair of the Church Council but may delegate this task to other presbyters in the Circuit. The Church Council normally meets three times per year and deals with routine and exceptional matters. It oversees the work of other groups within the life of the Church.

5.4 Responsibilities of the Church Council

The responsibilities of the Church Council and other committees are set out in Standing Orders 603 - 604 of the Constitutional Practice and Discipline of the Methodist Church.

6. Reference and Administrative Details

6.1 Name of the Church

Southwick Methodist Church

6.2 Charity Registration number

1172433

6.3 Superintendent Minister

The Revd Rosemarie Clarke

6.4 Presbyter in Pastoral Charge

The Revd Dr. Frank Okai-Sam

6.5 Names of Managing Trustees

The Rev. Dr. Frank Okai-Sam, Ms Emily Berry, Mrs Rosemary Dixon, Mr Robert Draper (until June 2022), Mrs. Pam Couchman (from June 2022), Mrs Anne Harris, Mrs Heather McKay, Miss Bridget Quint, Mrs Kim Upton, Mr Philip Webb, Mrs Yvonne Yates, Mrs. Julie Scarratt, Mrs. Phyllis Nicholls, Mrs. Janet Collett, Mrs. Elayne Peacock, Mrs. Kristina McCulloch (until January 2022), Mrs. Wendy Cooke (from February 2022), Mr. Graham Croucher (until July 2022).

6.6 Independent Examiner

Mr John Young (7 The Crescent, Southwick, West Sussex, BN42 4LB)