



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**Trustees' Annual Report for the period**

**From** 01.07.2021

**To** 30.06.2022

**Charity name:** Children's Book Project

**Charity registration number:** 1183092

**Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of children up to the age of 14 by supplying books to children who typically would not otherwise be able to afford them and by encouraging reading through community reading events.
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	<ol style="list-style-type: none"><li>1. Receipt of gently used donated books from book buying families via 'book drive' events held in schools and other settings and direct from donors at specified drop off points.</li><li>2. Sorting of all donated books to ensure their suitability and then curation by age and stage (0-14 years).</li><li>3. Liaison with schools and community groups to establish the book and reading related needs of the families and young people they support in order to directly support these with donations of good quality, relevant books and the resources to put on book gifting events. These include initiatives in conjunction with groups that support vulnerable mothers of under 1s, young people in reform institutions, food bank users and children with a parent in prison.</li><li>4. Administration of unique creative delivery mechanics to support organisations to gift books in the most compelling way(s) including Pop Up Book Huts, Pop Up Bookshops, the 'Bookshop Upstairs', Book Bundles (a COVID-19 safe initiative for use in schools), packs for gifting to mothers with young babies and Book Bags to support gifting amongst refugee families.</li></ol>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have all received written and verbal advice of the guidance issued by the Charity Commission on public benefit. On their appointment at the beginning of this year all signed to confirm their understanding of this.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	No policy required this year. In the forthcoming year we look forward to working with the social investment team at Royal Borough of Kensington and Chelsea (RBKC) to establish and report against a set of pre-agreed targets (books gifted and volunteering hours delivered) and to quantify the social impact of these both locally and nationwide.
Contribution made by volunteers	Para 1.38	<p>We are a volunteer-powered and largely volunteer-led organisation. Volunteers within and outside our beneficiary communities collect, organise, box, distribute and gift books received from both families and publishers. They liaise with our donor and recipient communities to ensure that all participants have the most positive experience and understand the impact of their contribution and they take responsibility for the quality and relevance of books gifted to our core audiences.</p> <p>We rely on volunteers to test and deliver programmes targeting our core audiences such as the Bookshop Upstairs and most recently our prison gifting programme. In these cases, as in all other aspects of our work we rely on volunteers to provide on the ground, anecdotal feedback to ensure the continued relevance of our offer.</p> <p>Corporate volunteers have become the mainstay of our people-power this year. A carefully thought-through and well-executed corporate volunteering experience ensures that all volunteers on-site have the opportunity to undertake most key roles, to understand our key principles and to experience the tangible impact of their work. We now invite most organisations to make a contribution towards our work in respect of their volunteering opportunity and anticipate that this will become a powerful income stream. Exceptions to this are some government groups and organisations from whom we receive other significant pro-bono support.</p> <p>As we grow, we are mindful of the need to further develop the rights of our volunteers and the support / training we offer to them. This year at a minimum we would like to explore what additional support we might offer to our team and to expand our volunteer bank in order to make fewer last minute requests on regular volunteers' time.</p>
Other		<p>Our books have typically come from families in a position to pass on any that their children have grown out of.</p> <p>In the past 12 months two key volunteers have raised our profile within the publishing sector with a view to increasing the volume of donated as-new books we receive. Their efforts are having considerable impact and we anticipate will support 20% of our gifting in the forthcoming year. However we recognise that where large volumes of one title are donated to us these should be gifted across a wide audience to ensure our continued emphasis on ensuring that every participant has the chance to choose from a wide range of books.</p>

		A much smaller/very small proportion of our books are purchased new, typically using funding donated specifically for that purpose (eg D&I books).
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## 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	<p>For context it is worth noting that this year includes two periods of lockdown due to COVID-19 (31.10.21-02.12.21 and 21.12.21-08.03.22) when schools were closed to most children and families and when volunteering opportunities were heavily restricted.</p> <p>COVID-19 impacted our ability to convene volunteers, to deliver Book Drives across our communities and to distribute / gift books in the normal ways.</p> <p>We have been fortunate that despite the significant impacts on our day to day model, these two periods demonstrated some of our strengths: (1) our teacher-led delivery model (we listen to practitioner needs and adapted our delivery style according to the specific needs of COVID-19), (2) the impact on corporates of a positive and well-run volunteering experience where their immediate impact is self-evident and (3) our ability to support and develop quite large numbers of young people via the Duke of Edinburgh scheme when other opportunities are less available.</p> <p>We are very proud of all that we achieved during these two periods, not least a continued sense of community, even for those working remotely.</p> <p>Our impacts as a charity overall are considerable, notwithstanding the challenges of COVID-19. We successfully achieved our gifting ambitions in London and our ambition to improve the overall quality and relevance of books gifted. We built upon and widened our relationships with book donor organisations and community groups and began to develop more established partnerships with our recipient schools who in turn now are more invested in our principles (and demonstrate this through their gifting practices and feedback). We also began to direct our energies towards more 'niche' or targeted community groups and audiences such as those in prison and those that use food banks or a refuge and have begun to explore how to support these specific audiences most powerfully.</p> <p>We were fortunate in that, by the second period of lockdown, most of our recipient organisations had established new working practices and were able to gift books creatively and impactfully to the children in their community. Some (such as prisons) reflected on the specific ability of books to address some of the emotional and social issues arising from COVID-19 and were keen to receive books to support these needs.</p> <p>Our gifting is planned and executed on a termly basis even for those community groups that fall outside the academic system. In London for the academic year 2021-2022 we gifted:</p>

		<ul style="list-style-type: none"> <li>- Autumn Term: 60,601 books</li> <li>- Spring Term: 62,917 books</li> <li>- Summer Term: 64,595 books</li> <li>- Total: 188,113 books</li> </ul> <p>These figures equate to 104% of our gifting target in London (target: 180,000).</p> <p>Our targeting became more focused as the year progressed and the average % pupil premium increased amongst our recipient organisations to 52.43% by the end of the academic year (previous year: 45%).</p> <p>The above increase is due to more selective partnering with schools, due to the increased level of socio-economic need amongst our existing partner communities (schools and other groups) but also due to increased gifting activity amongst organisations whose families could all be considered to be needful e.g. prisons, women's refuges and food banks.</p> <p>Despite the limitations placed on us by each period of lockdown, we have benefited throughout this year from considerable volunteer support.</p> <p>During the period October – March we ran a series of safe, inclusive volunteering events that welcomed anyone who wished to join in from across the community to sort and box books. Our volunteer drivers also adopted safe practices. During this period we ran 2 x weekday volunteering sessions, 1 x Saturday session and 1 x evening session. These comprised numerous community volunteers and included 68 Duke of Edinburgh volunteers who were all supported to successfully complete their DofE volunteering module with us.</p> <p>The period March – July saw the significant evolution of our volunteering model from largely community led to corporate volunteer-led. During this time we began to explore the potential for high-impact, large-scale volunteering days (30+ individuals) where groups could attend and subsequently donate funding in respect of their team-build experience and we invited corporate volunteers to share their experiences with peers and their wider network.</p> <p>Positive corporate volunteering experiences have subsequently paved the way for wider relationships with some of these organisations.</p> <p>During this period we also recommenced sessions at the Bookshop Upstairs, our immersive bookshop experience designed for school visits. Over 1,000 children visited the site and had the opportunity to browse, select and 'buy' as-new book using one of our tokens. The committed volunteer team delivering this programme of activity for visiting schools have acquired considerable experience that will be drawn upon when we design any future hands-on bookshop type experiences for children.</p> <p>Outside London we fell short of our ambition to gift 110k books (40k gifted nationwide) though were successful in establishing donor interest and appetite as well as need.</p>
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		<p>Nationally we now recognise the need for significantly greater resource that can liaise between donor and recipient organisations and the need too to ensure that gifted books are organised and presented in a way that ensures their value to any receiving organisation. Next year we will prioritise these opportunities by dedicating greater resource to specific regions.</p> <p>This year saw the development of improved creative resources to accompany our books, in turn improving the experience of recipient children and young people. This collateral includes posters, hand-made bunting and 'book bundles' which for the first time all feature our logo and URL. This latter decision, to brand items, was taken in order to help young people to 'join up' separate and otherwise disconnected gifting events and to reinforce the celebratory aspects of a book gifting event.</p> <p>We have been proud in London this year to have found a sustainable avenue for the disposal of books we are unable to use. A 3<sup>rd</sup> party now collects these and reports against how they are re-homed / disposed of. We have worked hard to ensure that all books we are unable to use will find suitable homes and are currently building a directory of charities and other organisations to whom we can refer offers of pre-loved or unwanted books and other donated items that we can't use.</p> <p>Looking ahead to next year we are interested to explore the potential for sustainability-led messaging. Though we have a strong claim with regards to our sustainable practices (promoting reuse, the most optimal form of recycling) it is not easy to define our specific impact since there are other reuse channels and our recipients would not otherwise purchase these books themselves.</p> <p>One of the most significant developments this year has been the pro-bono building of a bespoke database / platform to track the movement of books. This has been designed to manage our 3<sup>rd</sup> party relationships including with book donors, book recipients and other supporters and to ensure our ability to effectively manage all movement of books. Long-term we hope that this will also support our volunteer interactions and our fundraising.</p>
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#### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Books gifted (London)</p> <ul style="list-style-type: none"> <li>- Autumn Term: 60,601 books</li> <li>- Spring Term: 62,917 books</li> <li>- Summer Term: 64,595 books</li> <li>- Total: 188,113 books</li> </ul> <p>These figures equate to 104% of our gifting target in London (target: 180,000 books).</p> <p>The volume of inbound books this year was significantly positively impacted this year via:</p>
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		<ul style="list-style-type: none"> <li>- New book drives conducted by third parties across the leisure, construction and food retailing sectors</li> <li>- Our second Independent Bookshop Book Drive across the South East</li> <li>- Donations from aggregators of second-hand book collections</li> <li>- Developing new relationships with various publishers</li> </ul> <p>Books gifted (outside of London)</p> <ul style="list-style-type: none"> <li>- 41,235 books were gifted nationally this year via 238 schools that have registered with our donations map.</li> </ul> <p>This figure equates to 36% of our national target.</p> <p>Volunteer sessions</p> <p>Safe community volunteering continued during the two periods of lockdown and in particular provided an opportunity for young people, 68 of whom completed their Duke of Edinburgh volunteering module with us.</p> <p>From March to June up to 100 corporate volunteers a week attended dedicated volunteering events.</p> <p>An estimated 12,000 hours of time have been given by on-site and virtual volunteers this year.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Fundraising objectives were exceeded this year due mainly to the support of Literacy Capital (who donated £27.5k) and the unexpected addition of donations from corporate experience volunteers.</p> <p>Significant direct support in kind was also received from various third parties:</p> <ul style="list-style-type: none"> <li>- A bespoke platform designed and built pro-bono</li> <li>- Printing conducted in-house by an adult education college</li> <li>- A transit van donated</li> </ul>
Investment performance against objectives	Para 1.41	N/a

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The accounts show that the annual income for 2021/22 was £81,612 with expenditure of £69,677. The bank and cash balance at the year end (which includes the reserve of £15,000) came to £43,112.</p> <p>The trustees meet 3 times a year with the basis to review the financial status. A brief financial overview / status is also shared with the trustees by email every 6 weeks during school term times.</p>
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Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The trustees meet quarterly and the accounts and projections are reviewed each time to ensure that all funds available are passed over to the causes agreed quickly for maximum benefit.
Amount of reserves held	Para 1.22	£15,000 - The trustees are in the process of developing a formal reserves policy which will be reviewed annually. At the time of agreeing this current reserve of £15,000 it was felt this was sufficient to ensure the objectives of the charity could continue to be met for a period of 6 months. As a result of the growth of the charity's range and scale of activities, the reserves needed are likely to increase. More information will be provided in the 2023 trustee report.

#### **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	<p>-Grants including those from national grant giving bodies and Trusts (Osborne, Shanley Foundation, Sheila and Denis Cohen Trust, Charities Trusts and local grant givers (London borough councils). Some of these grants are secured against specific planned activity whilst others are unrestricted.</p> <p>-Grants making programmes from public / companies including those from Literacy Capital. These grants are secured against specific planned activity.</p> <p>-Some organisations and fundraising campaigns have raised funds specifically to be used for the purchase of books celebrating and reflecting diversity, equality and inclusion (D&amp;I). Everyone's story campaign on JustGiving concentrated on the above and 58% of Encompass's monthly donation went to purchase D&amp;I books.</p> <p>- Direct fundraising from individuals has taken a focus and increased during this year. Three such events have taken place in the past 15 months. This funding is not attached to specific delivery and can be used to support core costs.</p> <p>- Small individual or corporate unsolicited donations (one off) received on an ad hoc basis throughout the year. This funding is not attached to specific delivery and can be used to support core costs. It includes 48% part of Encompass's monthly donation.</p> <p>-Donations from Corporates and organisations for attending corporate volunteer workshops. This funding is not attached to specific delivery and can be used to support core costs.</p>
A description of the principal risks facing the charity	Para 1.46	<p>Key risks:</p> <ul style="list-style-type: none"> <li>- Imminent move to smaller premises and the need to a) pay for utilities / rates and b) subsidise any required additional space</li> <li>- Financial pressure on RBKC and possible loss of any gifted premises</li> <li>- Move away from wholly volunteer-run organisation and the need to manage expectations of paid for / volunteer staff</li> <li>- Negative recipient experience (specifically an inappropriate book being gifted to a child) and a) the impact on that child or b) any wider negative impact on the confidence of our gifting partners</li> </ul>

		<ul style="list-style-type: none"> <li>- Diminished wider funding opportunities due to economic shift and subsequent over-reliance on corporate volunteer donations.</li> <li>- Lack of branding on any delivery (hitherto) and easily replicable model.</li> </ul>
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	<p>Trustees were selected by the charity's founder to ensure varied expertise and perspectives with regards to their knowledge of:</p> <ul style="list-style-type: none"> <li>- The needs of our audience (vulnerable / disadvantaged young people) and teaching staff / practitioners that support them</li> <li>- The specific requirements of schools and other organisations that work with and support young people</li> <li>- Charity financial planning and best practice</li> <li>- Business and logistical planning</li> <li>- The publishing sector.</li> </ul> <p>Initial appointment was informal. Extension of initial trustee posts for three trustees has been agreed via trustee vote (following these trustee's confirmation of interest).</p> <p>No external person or body other than the charity's founder (with the input of existing trustees) is currently entitled to appoint trustees.</p> <p>For COVID reasons the charity has met online with its trustees during this period.</p>

## 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	<p>The charity's founder inducted all new trustees via a face to face presentation of its work and objectives at the first board meeting. Trustees are regularly invited to attend book sorting or other events. Ad hoc external training opportunities for trustees are shared with trustees as these arise.</p> <p>Policies / procedures in place:  Health and Safety (re Covid-19)  Risk assessment for Bookshop  Volunteer Policy  Volunteer handbook  Improved unboarding volunteer drivers  CBP website accessibility policy  CBP Privacy Policy  Declaration of interest</p>
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		<p>Equal opportunities</p> <p>Financial Management &amp; Accounting</p> <p>Financial responsibility / Delegation of authority</p> <p>Fire risk assessment</p> <p>Health and Safety</p> <p>Role of Trustees</p> <p>Terms of reference</p> <p>Basis Data Protection GDPR</p> <p>In 2022/23:</p> <p>Further work on our GDPR is planned.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is primarily led by its founder Liberty Venn who with the support of trustees oversees all aspects of planning, delivery and impact evaluation. During this year a small number of further volunteers have become more involved and made significant contributions, both in terms of hourly volunteering and their strategic support.
Relationship with any related parties	Para 1.51	The charity has benefited from support from many corporate organisations and is especially grateful for the support received from Salesforce, Serco and Wates.
Other		<p>Future plans:</p> <p>Our 2022-2023 plans include a 30% increase in the number of books gifted whilst sustaining the quality of books and gifting events and continuing to focus on a positive experience amongst participants.</p> <p>Our targeting will be become even more focused so that a greater % of our recipients are from low income families.</p> <p>Our prison project and discrete projects that target specific audiences are an area of focus and growth.</p> <p>We continue to develop our relationships with publishers and to explore way(s) in which our work and objectives can complement their needs and priorities.</p> <p>Our aim is to establish a steady donation income through donations received from corporates and other organisations for corporate volunteer sessions.</p> <p>We want to explore potential for funding support for our various programmes (eg prisons and our non-London activity).</p>

## Reference and Administrative details

Charity name	Children's Book Project
Other name the charity uses	The Children's Book Project
Registered charity number	1183092
Charity's principal address	Registered address: 25 Bassein Park Road London W12 9RN  Operational Unit: 77 Lots Road London SW10 0RN

## 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	Randi Sax Holst	Chair, Secretary	Chair to 6 October 2022	
2	Chris Shepard	Treasurer		
3	Colin Tucker			
4	Lisa Harrington			
5	Lizzie Norton			
6	Henry Yates		Resigned April 2022	
7	Kath Sloggett	Chair	Appointed 6 October 2022	

## Declarations

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

## Signed on behalf of the charity's trustees

Signature(s)	<i>Kath Sloggett</i>	<i>Chris Shepard</i>
Full name(s)	Kath Sloggett	Chris Shepard
Position (eg Secretary, Chair, etc)	Chair & Trustee	Trustee & Treasurer
Date	8 February 2023	

## **Independent Examiner's Report to the Trustees of Children's Book Project**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 30 June 2022 which are set out on pages 1 and 2.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity'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.

### **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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

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.

*Raymond Crace*

.....  
**Raymond Crace FCA**

Edmund Carr LLP  
146 New London Road  
Chelmsford  
CM2 0AW

21 February 2023  
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Children's Book Project

No (if any)  
1183092

CC16a

## Receipts and payments accounts

For the period from	Period start date 01-Jul-21	To	Period end date 30-Jun-22
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	15 months ended 30 June 2021 to the nearest £
<b>A1 Receipts</b>					
Grants: Corporate donors	13,482	31,540	-	45,022	17,951
Grants: Trusts and Foundations	500	1,000	-	1,500	24,695
Fundraising events and online donations	29,025	5,000	-	34,025	13,566
Book recycling	263	-	-	263	-
Gift Aid	792	-	-	792	165
Other donations	10	-	-	10	2,593
<b>Sub total (Gross income for AR)</b>	<b>44,072</b>	<b>37,540</b>	<b>-</b>	<b>81,612</b>	<b>58,970</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>44,072</b>	<b>37,540</b>	<b>-</b>	<b>81,612</b>	<b>58,970</b>
<b>A3 Payments</b>					
Book in and out costs	12,207	19,904	-	32,111	4,344
Distribution supplies and costs	1,266	5,196	-	6,462	5,265
Staff costs	10,509	9,000	-	19,509	7,078
Tech & web design	1,577	-	-	1,577	2,566
Advertising and marketing	364	-	-	364	1,666
Fundraising	222	-	-	222	13,956
Accountancy and bookkeeping	1,500	-	-	1,500	75
Office running costs	734	2,966	-	3,700	866
Premises costs	737	-	-	737	1,029
Insurance	3,495	-	-	3,495	174
Black authors matter project	-	-	-	-	2,534
Misc expense	-	-	-	-	184
<b>Sub total</b>	<b>32,611</b>	<b>37,066</b>	<b>-</b>	<b>69,677</b>	<b>39,737</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>32,611</b>	<b>37,066</b>	<b>-</b>	<b>69,677</b>	<b>39,737</b>
<b>Net of receipts/(payments)</b>	<b>11,461</b>	<b>474</b>	<b>-</b>	<b>11,935</b>	<b>19,233</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>26,171</b>	<b>5,006</b>	<b>-</b>	<b>31,177</b>	<b>11,944</b>
<b>Cash funds this year end</b>	<b>37,632</b>	<b>5,480</b>	<b>-</b>	<b>43,112</b>	<b>31,177</b>

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	37,632	5,480	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>37,632</b>	<b>5,480</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

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

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

	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
Chris Shepard	Chris Shepard	8 Feb 2023
Kath Sloggett	Kath Sloggett	8 Feb 2023