

Registered charity number: 1185148

Report of the Trustees and
Unaudited Financial Statements
for the year ended 31 March 2024

for British Lymphology Society CIO

British Lymphology Society CIO
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for the year ended 31 March 2024

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**British Lymphology Society CIO
Information Page
for the year ended 31 March 2024**

Registered Charity Number

1185148

Trustees

Chairperson - Margaret Sneddon
Co Vice Chairperson - Yolande Borthwick (from November 2023)
Co Vice Chairperson - Lorraine Brown (from November 2023)
Co Vice Chairperson - Katie Riches (resigned November 2023)
Treasurer - Peter Hooper-Smith

Trustees -

Rebecca Elwell
Rachael Hutton
Devina Dicarlo
Tamara Kosevic
Carla Zanichelli Vives (appointed November 2023)
Catriona O'Neill (resigned November 2023)
Jane Board (resigned November 2023)
Jenny Furniss (resigned December 2023)
Fran Campbell (resigned November 2023)
Rhian Noble Jones (resigned November 2023)

Co-opted Trustee

Cheryl White

BLS Scientific Committee chair

Emma Underwood (appointed November 2023)

Independent Examiner

J Bardolph FCCA
Accountably Ltd
1st Floor, Unit 12
Compass Point
Ensign Way
Hamble
Southampton
Hampshire
SO31 4RA

British Lymphology Society CIO
Report of the Trustees
for the year ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity registered with the Charity Commission on 3 September 2019, under registration number 1185148 and is a charitable incorporated organisation - CIO.

Risk management

Proactive risk identification through regular risk assessments with key stakeholders and project leads means that we systematically map potential risks across the Charity, including financial, operation, regulatory and reputational. Once risks are identified, we assess their potential impact and likelihood as per the Charity Commission's Risk Management Framework (CC26). This has included strengthening our financial controls, and data and cyber security. Our risk management procedure includes the methodical reporting of incidents that occur. During the last year, the BLS has experienced two incidents from different external sources. Our process of reporting has also enabled our testing and subsequent amendment of the BLS's investigation form to enhance the description of the event and clarity of the action(s) taken to mitigate risk.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The preservation and protection of good health among people in the United Kingdom living with lymphoedema/chronic oedema in particular by:

- Advancing education and knowledge in the field of lymphoedema and related subjects.
- Fostering interest in and co-ordinating strategies for influencing and supporting improvement in the management and research related to chronic oedema, particularly lymphoedema.
- Holding a register of specialist centres in the United Kingdom and Republic of Ireland. Improving the knowledge, expertise and skills of all health care professionals.
- Delivering Public Benefit, the Society benefits the public by raising awareness of lymphoedema, how the risk of developing it, or complications arising from it, may be reduced.

We develop resources to inform, educate and guide clinical practice. We also seek to use our unique professional leadership position and expertise of our Members to advise government, NHS and other professional bodies and organisations and work with other stakeholders, to raise awareness.

Strategic Priorities

There is much that the Society wishes to achieve. Within the context of the pandemic, we agreed the following priorities for the Charity:

- Increase the profile of lymphoedema
- Improve accessibility to lymphoedema care
- Increase reach of the BLS Operational stability

To reach these aims, we have an annual delivery plan, which sets out key projects and work streams to deliver measurable outcomes for the Charity, and those we seek to support.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

ACHIEVEMENTS AND PERFORMANCE

As we reflect on another year of progress and growth, I am pleased to welcome you to our annual report. This report reflects the collective efforts of everyone involved, from our trustees and staff to our dedicated members and partners. Together, we've made great strides in tackling some big projects, and I hope you'll find this report both informative and inspiring as we look back on our achievements and ahead to the future. It has been an exceptionally busy year! We have begun our website and membership project, which will see a new BLS site that is easy to navigate and make managing your membership even easier. We have also started the rebrand project which is really exciting.

British Lymphology Society CIO
Report of the Trustees
for the year ended 31 March 2024

October 2023

The biggest event in our calendar is our annual conference held every October. It was a pleasure to welcome delegates of the BLS conference to a new venue this year, Chester Racecourse. The new venue gave us the opportunity to add more variation to the conference programme, which meant that delegates could build their own agenda and chose the education sessions most relevant to them. Well over 200 delegates and more than 100 exhibitors took part in a new conference format. Before the full day of scientific content, we held a day of workshops and concurrent education sessions, speed sessions with our coalition partners and other specialists, and events run by our corporate partners. The scientific programme was full of new guidance and emerging research.

A huge highlight was welcoming Professor Stanley Rockson from Stanford University, to speak on his research and take part in a live Q&A. It is a pleasure to welcome internationally recognised speakers to our conference and bring learning from other leading researchers around the world. Thanks to our strong relationship with the international Lymphedema Education & Research Network (LE&RN) based in the US, we were also joined by Hollywood stars! Actors Kathy Bates and Steve Guttenberg recorded personalised messages for the BLS delegates, talking about their own experiences of lymphoedema and the challenges they and their families have faced. Thank you to everyone who came, to our sponsors and everyone else who made it possible. We are looking forward to returning in 2024.

November 2023

We held our Annual General Meeting and updated our constitution.

February 2024

National Lymphoedema Conference, now a very successful annual event on which we work in partnership with the Mark Allen Publishing Group and Lipoedema UK to run and for which we develop the annual programme.

March 2024

We attended Wound Care Today, a huge annual 2-day event which enables us to engage with large numbers of community nursing staff, a healthy number of whom register to receive ongoing information from the BLS to extend their knowledge.

Lymphoedema Awareness Week and World Lymphoedema Day, we had a great start to 2024 with the excitement and run up to the annual Lymphoedema Awareness Week in March. This year, the BLS ran a series of free webinars with support from our partners and Members, focussing on lymphoedema in children and young people, and primary lymphoedema. We were joined by specialists in the UK and children and young people with lymphoedema, including the Tierney family who gave moving interviews with their children. We received free publicity and press enquiries thanks to our Patron Trisha Goddard, who had us join her radio show during the week, where she interviewed Team GB Para Olympian Didi Okoh. Plans are well under way for the 2025 Lymphoedema Awareness Week!

May 2024

The Primary Care Show, a huge, busy 3-day event attended by all Members of primary care teams, providing a unique opportunity to engage with general practitioners, physiotherapists, podiatrists and all other disciplines and their various branches.

We were honoured to attend a reception hosted by Gemma Levine in aid of the Lymphoedema Research Fund. Speakers and guests of honour included Dame Judi Dench, Simon Callow CBE and Dame Joanna Lumley.

The BLS part-funded a member to attend the Australian Lymphoedema Conference and we look forward to welcoming their members to BLS2024.

The BLS Board Strategy Day - This is an important day where the BLS trustees and staff come together to make plans for the following year. There are lots of exciting projects this year and we can't wait to tell you more about them as they progress.

We presented at the Scottish Leg Ulcer Forum, attended by 100 community-based nurses.

British Lymphology Society CIO
Report of the Trustees
for the year ended 31 March 2024

June 2024

Legs Matter Week - We continue to champion this campaign, highlighting the harm experienced by patients when their lower limb problems are either not recognised, taken seriously or appropriately followed up. Looking ahead to September, we will be both presenting and exhibiting at the Lindsay Leg Club Foundation Conference, providing yet another opportunity to meet with another audience of health care practitioners.

New Resources

The BLS is constantly working on initiatives and resource to either raise awareness of lymphoedema, enhance healthcare professional knowledge or support good clinical practice. This year we were delighted to launch the Lower Limb inflammatory Pathway, which updates the Red Leg Pathway, covering all skin tones and includes the Charcot Foot. We have worked with patient organisations to produce resources for patients for the first time. Thank you to the Lymphoedema Support Network, Lymph-What-Oedema and Lymphoedema United for your continued hard work and support in this project.

Resources in Development

We are looking forward to the launch of new documents that we have been working hard to develop this year. Delegates attending the BLS conference will be the first to see the MLD Position Document, the updated Vascular Assessment document, the BLS Heart Failure document and a document on compression guidance that we have worked on with the publishers Omnimed.

The events, campaigns, and resources you see are the most visible aspects of our work at BLS, but there is so much more that happens behind the scenes. We are a learning organisation, unafraid to embrace change and constantly exploring more effective, efficient, and cost-conscious ways to fulfil our mission. The skills of our Board of Trustees have become more diverse, which has only strengthened our ability to govern with better insight. We have worked diligently to ensure that all our efforts continue to be underpinned by strong governance, financial security, and robust systems and processes. This foundation ensures that BLS is well-positioned for a strong future and continued success in achieving our charitable aims. The achievements we celebrate and the plans we set forth as a Society are made possible only through the passion, commitment, and teamwork of our trustees, contracted staff, dedicated members, and corporate partners. We extend our heartfelt thanks to everyone who contributes to our successes as we work towards earlier recognition, prompt and appropriate intervention, and improved treatment outcomes. Please continue to support the work of the Charity, and together, we can make an even greater impact.

THE FUTURE

Lymphoedema Awareness Week 2025

Following the success of the last three year's awareness weeks, we plan to deliver more educational webinars and Q&A sessions online. This year, we will be continuing the theme of our 2024 conference by focussing some of our sessions on cancer related lymphoedema, speaking to specialists in the field and hearing from patients. We are very excited about the educational events already planned, and we will be live on air again with our patron Trisha Goddard. If you have any plans for Lymphoedema Awareness Week, be sure to let us know so that we can share them with our Members and Friends.

Conference 2025

We are already planning the 2025 conference, building on the successes and lessons of previous years. We'll see more international speakers as well as home-grown talent, and there will be more opportunities for interactive learning and networking. 40th Anniversary next year marks BLS's 40th anniversary and plans are afoot to celebrate this with as many members as we can. Keep an eye on News and Views and our regular member bulletins to find out more.

British Lymphology Society CIO
Report of the Trustees
for the year ended 31 March 2024

Strategic Objectives

The Board have developed new strategic objectives for the next three years, and we are looking forward to delivering them with all of our members:

- Produce high quality evidence based resources and educational content.
- Drive continuous improvement in treatment and equitable access to lymphoedema services through our campaigns and educational outputs
- Support and strengthen our campaigns by ensuring they are as data-driven as possible.
- Strengthen our engagement and collaborations to achieve better outcomes for all.
- Diversify and grow our income.

SCIENTIFIC COMMITTEE (BLSSC) REPORT

During 2023/24 the Scientific Committee (SC) met online to continue to support the BLS Board with the overall aim of promoting research and service development in the field of lymphoedema in the UK.

BLS Conference 2023 - Scoring of both the oral and poster presentations at the annual BLS conference.

BLS Conference 2024 – The SC have reviewed the marking criteria for abstract submissions to further ensure that the scientific content of the BLS conference is robust. The SC continue to manage the abstract submission process and anonymous peer review selection process for the 2024 conference. This year attracting 26 submissions.

The Lymphoedema Research Development Grant (LRDG) has been renamed to reflect a broader range of research development opportunities that it can support. It offers awards of up to £10,000 to BLS members to develop their skills in research and evidence implementation and further research into lymphoedema in the UK. The aim was to widen the scope for applicants to include projects which may not need REC approval, but which use research methods (e.g. large service development projects and audits) as long as the outputs are agreed to align with the charity's objectives.

The LRDG was relaunched at BLS conference 2023 with applications open from January 2024. There was one application and the full £10,000 has been awarded to David Florentin for his study: A mixed methods study to determine the prevalence of lymphoedema and related conditions in Wales by ethnicity, and to understand how to deliver equitable lymphoedema services to meet these needs (on receipt of ethical approval).

The Case Report Competition continues to develop, with more submissions each year. We received 5 applications this year and awarded the prize to Jesús González Rubiño. Jesús will be supported to publish the case report in the Chronic Oedema Supplement.

News & Views - SC members continue to contribute articles for each newsletter on a range of research and clinical evidence publication topics. Clinical Queries - BLSSC members have regularly provided or signposted to, scientific or clinical advice when are submitted to BLS.

The numbers of clinical queries are increasing each year. These are managed anonymously, and a generic response is placed in the FAQ section of the BLS website for wider learning.

Clinical advisors to external bodies - BLSSC members also volunteer their time as clinical experts and advisors to bodies such as NICE when clinical reviews relevant to Lymphoedema are being conducted or when national/international guidelines are being created.

Contributing to specific BLS workstreams - Members of the SC have been part of specific working subgroups of the Board developing BLS Factsheets and developing a guidance document on MLD. BLSSC Membership - There were no vacancies in the current period for the BLSSC, in order to increase our membership, we co-opted Beccy Elwell in her position as conference organiser and will therefore be advertising three positions from October 2024 including an honorary position.

Administration and governance - The BLSSC has tried to streamline processes over the last year and agree annual dates for workstreams to make more efficient use of the admin teams time and also to be more consistent with dates allowing applicants to plan submissions. In relation to governance, the BLSSC is subject to the same procedures as the main Board and has been working with the Board to align GDPR and other legal requirements.

British Lymphology Society CIO
Report of the Trustees
for the year ended 31 March 2024

FINANCIAL REVIEW AND RESERVES POLICY

The BLS continues to sustain its progress towards financial stability. The success of the BLS conference and careful control of expenditure means that we have maintained a solid financial position through diligent planning and prudent budget management. The BLS has added to its reserves in the financial year 2023/4, some of which will be invested in significant projects for the Charity in the coming year.

The relevant income, expenditure, cash and results for the year are shown under Unrestricted Funds. During the year the charity received income of £226,102, incurred costs of £218,046 resulting in a surplus of £8,056.

The policy of the charity to maintain unrestricted funds which have not been designated for a specific use of twelve months' expenditure. The policy ensures that reserves at this level will be sufficient so that in the event of a significant drop in funding, that the trustees will be able to continue the charity's activities while consideration is given to ways in which additional funds may be raised. The twelve months' expenditure level of reserves was achieved throughout the financial year.

INDEPENDENT EXAMINER

Jonathan Bardolph FCCA has been re-appointed as independent examiner for the ensuing year.

Approved by order of the board of trustees on...30 Sep 2024.....
and signed on its behalf by:

M Sneddon

.....
Margaret Sneddon - Chairperson

British Lymphology Society CIO
Independent Examiner's Report to the Trustees
for the year ended 31 March 2024

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

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 as 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 in connection with the examination which gives me cause to believe that in, any material respect:

1. the accounting records were not kept in accordance with section 130 the Charities Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination

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

Jonathan Bardolph

.....
J Bardolph FCCA
Independent Examiner

Accountably Ltd
1st Floor, Unit 12
Compass Point
Ensign Way
Hamble
Southampton
Hampshire
SO31 4RA

01 Oct 2024
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British Lymphology Society CIO
Statement of Financial Activities
for the year ended 31 March 2024

	Notes	Unrestricted fund £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	58,283	-	58,283	54,975
Charitable activities	3	161,624	-	161,624	162,967
Investment income	4	5,936	259	6,195	1,501
Total incoming resources		225,843	259	226,102	219,443
RESOURCES EXPENDED					
Charitable activities	5	212,271	-	212,271	170,796
Governance costs	6	5,775	-	5,775	3,611
Total resources expended		218,046	-	218,046	174,407
NET INCOMING RESOURCES and net income for the year		7,797	259	8,056	45,036
Net movement in funds		7,797	259	8,056	45,036
RECONCILIATION OF FUNDS					
Total funds brought forward	9	259,266	22,402	281,668	236,632
TOTAL FUNDS CARRIED FORWARD	9	267,063	22,661	289,724	281,668

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes form part of these financial statements.

British Lymphology Society CIO
Balance Sheet
as at 31 March 2024

		2024	2023
	Notes	Total funds	Total funds
		£	£
CURRENT ASSETS			
Debtors	7	49,021	32,364
Cash at bank		<u>379,230</u>	<u>405,433</u>
		428,251	437,797
CREDITORS			
Amounts falling due within one year	8	<u>(138,527)</u>	<u>(156,129)</u>
NET CURRENT ASSETS		289,724	281,668
NET ASSETS		<u>289,724</u>	<u>281,668</u>
FUNDS	9		
Unrestricted funds:		267,063	259,266
Restricted funds		22,661	22,402
TOTAL FUNDS		<u>289,724</u>	<u>281,668</u>

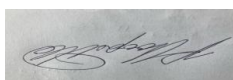
30 Sep 2024

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

M Sneddon

.....

Chairperson - Margaret Sneddon



.....

Treasurer - Peter Hooper-Smith

The notes form part of these financial statements.

British Lymphology Society CIO
Notes to the Financial Statements
for the year ended 31 March 2024

1 ACCOUNTING POLICIES

(a) ***Basis of preparation of the accounts***

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective January 2019.

(b) ***Funds***

General funds represent the funds of the charity that are not subject to any restrictions regarding their use and are available for application for general purposes. Funds designated for a particular purpose by the charity are also unrestricted. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

(c) ***Incoming resources***

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except in so far as they are incapable of financial measurement.

Trading income is shown net of related expenses as this better reflects the contribution of these activities to the charity.

Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

(d) ***Resources expended***

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those associated with the governance arrangements of the charity.

(e) ***Taxation***

The charity is exempt from corporation tax on its charitable activities.

	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
2 VOLUNTARY INCOME				
Membership subscriptions	58,283	-	58,283	54,975
	<u>58,283</u>	<u>-</u>	<u>58,283</u>	<u>54,975</u>

British Lymphology Society CIO
Notes to the Financial Statements
for the year ended 31 March 2024

3 CHARITABLE ACTIVITIES	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Conference	147,588	-	147,588	144,460
Advertising and other services	14,036	-	14,036	18,507
	<u>161,624</u>	<u>-</u>	<u>161,624</u>	<u>162,967</u>
4 INVESTMENT INCOME	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Interest receivable	<u>5,936</u>	<u>259</u>	<u>6,195</u>	<u>1,501</u>
5 EXPENDITURE - Charitable activities	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Professional fees	-	-	-	718
Office and administration costs	52,871	-	52,871	51,345
Website, computer and internet costs	5,282	-	5,282	3,527
Newsletter	5,200	-	5,200	4,986
Conference	98,868	-	98,868	85,500
Promotional items and surveys	25,620	-	25,620	3,648
Wages and expenses	24,430	-	24,430	21,072
	<u>212,271</u>	<u>-</u>	<u>212,271</u>	<u>170,796</u>

British Lymphology Society CIO
Notes to the Financial Statements
for the year ended 31 March 2024

6 EXPENDITURE - Governance costs

	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Book-keeping	499	-	499	916
Independent examiner	1,740	-	1,740	1,650
Insurance	1,359	-	1,359	883
Committee meetings	2,025	-	2,025	162
Exchange differences	152	-	152	-
	<u>5,775</u>	<u>-</u>	<u>5,775</u>	<u>3,611</u>

7 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	27,245	4,096
Other debtors	21,776	28,268
	<u>49,021</u>	<u>32,364</u>

8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	9,607	7,604
Deferred income	124,874	145,118
Accrued charges	4,046	3,407
	<u>138,527</u>	<u>156,129</u>

9 MOVEMENT ON UNRESTRICTED AND RESTRICTED FUNDS

	Balance at 1 April 2023 £	Incoming resources £	Outgoing resources £	Transfers between funds £	Balance at 31 March 2024 £
Unrestricted					
General fund	259,266	225,843	(218,046)	-	267,063
Restricted fund:					
Scientific research	22,402	259	-	-	22,661
	<u>281,668</u>	<u>226,102</u>	<u>(218,046)</u>	<u>-</u>	<u>289,724</u>

British Lymphology Society CIO
Notes to the Financial Statements
for the year ended 31 March 2024

10 ANALYSIS OF NET ASSETS BETWEEN FUNDS	Tangible fixed assets £	Net current assets £	Total £
Unrestricted:			
General fund	-	267,063	267,063
Restricted:			
Scientific research	-	22,661	22,661
	<u>-</u>	<u>289,724</u>	<u>289,724</u>

11 OTHER BENEFITS RECEIVED BY THE CHARITY

We are grateful to our corporate members for their generosity and their support in the 2023 conference. In addition, thank you to all who sponsor us in formal and informal ways.

12 TRUSTEES REMUNERATION AND EXPENSES

The following trustees received reimbursement of expenses during the year:

	£
K Riches	92.00
M Sneddon	455.00
R Noble-Jones	216.00
C O'Neill	109.00
R Elwell	185.00
L Brown	245.00
J Board	375.00
C White	1,837.00
Y Borthwick	60.00
P Hooper-Smith	968.00
F Campbell	176.00

No trustee nor anyone connected with them received any remuneration during the period in respect of their services as trustees.



Issuer Accountably Ltd

Document generated Wed, 25th Sep 2024 12:37:16 BST

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Parties involved with this document

Document processed	Party + Fingerprint
Fri, 27th Sep 2024 9:14:41 BST	Mr Peter Hooper-Smith - Signer (d3e93f60cef2643a26739b3e48896b04)
Mon, 30th Sep 2024 16:15:25 BST	Mrs Margaret Sneddon - Signer (90c4b0ccbeff061ac18ad444ee74b2d3)
Mon, 30th Sep 2024 16:15:26 BST	Kirsty Lovett - Copied In (914ff97671fe15f37e0c396a4cb4335b)

Audit history log

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Mon, 30th Sep 2024 16:15:26 BST	Mrs Margaret Sneddon viewed the envelope (82.33.15.35)
Mon, 30th Sep 2024 16:15:26 BST	Document emailed to party email (18.133.225.106)
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Mon, 30th Sep 2024 16:15:26 BST	Sent the envelope to Kirsty Lovett for signing (82.33.15.35)
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Mon, 30th Sep 2024 16:07:21 BST	Mrs Margaret Sneddon viewed the envelope (82.33.15.35)
Fri, 27th Sep 2024 9:15:02 BST	Mr Peter Hooper-Smith viewed the envelope (90.210.196.42)
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Fri, 27th Sep 2024 9:00:33 BST	Mr Peter Hooper-Smith viewed the envelope (90.210.196.42)
Wed, 25th Sep 2024 12:37:22 BST	Document emailed to party email (35.176.94.23)
Wed, 25th Sep 2024 12:37:22 BST	Sent the envelope to Mr Peter Hooper-Smith for signing ()
Wed, 25th Sep 2024 12:37:22 BST	Envelope generated ()
Wed, 25th Sep 2024 12:37:16 BST	Kirsty Lovett has been assigned to this envelope. (18.133.63.166)
Wed, 25th Sep 2024 12:37:16 BST	Mrs Margaret Sneddon has been assigned to this envelope. (18.133.63.166)
Wed, 25th Sep 2024 12:37:16 BST	Mr Peter Hooper-Smith has been assigned to this envelope. (18.133.63.166)

Wed, 25th Sep 2024 12:37:16 BST

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(18.133.63.166)



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Document generated Tue, 1st Oct 2024 9:07:14 BST

Document fingerprint 3e28f4587f203ce9c73015917f6e8d34

Parties involved with this document

Document processed	Party + Fingerprint
Tue, 1st Oct 2024 12:38:53 BST	Jonathan Bardolph - Signer (51cfbfb4501caff04af29a8afc8965e4)
Tue, 1st Oct 2024 12:38:53 BST	Kirsty Lovett - Copied In (d9eb388ae695d535d60f2a38de067541)

Audit history log

Date	Action
Tue, 1st Oct 2024 12:38:54 BST	Jonathan Bardolph viewed the envelope (51.195.195.129)
Tue, 1st Oct 2024 12:38:54 BST	Document emailed to party email (18.132.245.80)
Tue, 1st Oct 2024 12:38:53 BST	This envelope has been signed by all parties (51.195.195.129)
Tue, 1st Oct 2024 12:38:53 BST	Sent the envelope to Kirsty Lovett for signing (51.195.195.129)
Tue, 1st Oct 2024 12:38:53 BST	Jonathan Bardolph signed the envelope (51.195.195.129)
Tue, 1st Oct 2024 12:37:56 BST	Jonathan Bardolph viewed the envelope (51.195.195.129)
Tue, 1st Oct 2024 9:07:21 BST	Document emailed to party email (35.176.126.224)
Tue, 1st Oct 2024 9:07:21 BST	Sent the envelope to Jonathan Bardolph for signing ()
Tue, 1st Oct 2024 9:07:21 BST	Envelope generated ()
Tue, 1st Oct 2024 9:07:14 BST	Envelope has been set to automatically remind the active signer every 2 day(s). (35.176.231.177)
Tue, 1st Oct 2024 9:07:14 BST	Kirsty Lovett has been assigned to this envelope. (35.176.231.177)
Tue, 1st Oct 2024 9:07:14 BST	Jonathan Bardolph has been assigned to this envelope. (35.176.231.177)
Tue, 1st Oct 2024 9:07:14 BST	Document generated with fingerprint 3e28f4587f203ce9c73015917f6e8d34. (35.176.231.177)
Tue, 1st Oct 2024 9:07:14 BST	Envelope generated with fingerprint 53b409724a70d7f03270f3c8548c676e (35.176.231.177)