



# TRUSTEES ANNUAL REPORT

**THE TRUSTEES PRESENT THEIR REPORT FOR  
THE 12-MONTH PERIOD ENDED 31ST OCTOBER 2023.**

MindFood CIO, 6 Claygate Road, Ealing W13 6XG

**Charity Registration No. 1185639**

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# Administration

## Patron and Founder

- Ciaran Biggins

## Trustees

- Stephen Macallister (Chair appointed 04/05/23)
- Amira Al Madami (appointed 28/04/23)
- Ana Pongrac (appointed 19/06/23)
- James Abery
- Marianne Holmes (appointed 28/04/23)
- Paul Carter (resigned 29/02/24)
- N. G. Jones (Chair resigned 21/12/22)
- Y. P. Biggins (resigned 22/03/23)
- S. N. Berry-Khan (resigned 01/09/23)
- Waveney Patel (appointed 25/06/24)

## Senior Management Team

- Lucy Clark (Programme Director)
- Sarah Hadland (Finance Director)
- Sarah Jones (Director of Fundraising and Development)

## Charity registration number

- 1185639

## Company registration number

- CE019078

## Registered office

- 6 Claygate Road, London, England, W13 9XG

## Independent examiner

- Chaweevan Williams, Verdant Accountants Ltd., 20-22 Wenlock Road, London N1 7GU

The Trustees present their report and the financial statements of the charity for the year ended 31 October 2023. The trustees have adopted the provisions of the Statement of Recommended

Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

## Objectives and Activities

The objective of MindFood is the preservation and protection of good health among persons who are suffering from mental ill health, disability, or emotional disorder of any description or who are in need of rehabilitation as a result of such illness or who want to prevent the occurrence or recurrence of the same in each case by the provision of therapeutic gardening and horticulture and related nature-based activities.

### Our history

MindFood was originally founded as a CIC in October 2012, the Trustees took the view that MindFood would benefit from having formal charitable status and an application was made to the Charity Commission to convert from a CIC to a Charitable Incorporated Organisation (CIO). MindFood CIO was formally registered on 4th October 2019.

### Our mission, vision, and values

Our vision is to make better mental health accessible. Our mission is to improve wellbeing and connect people with nature. Our aim is to meet individual needs through adaptive, person-centred programmes and ongoing befriending support, helping to increase knowledge and understanding of mental health and suicide prevention. With over 10 years' experience helping to rebuild lives after a mental health crisis.



### Key impacts of our work

Our specialist befriending intervention provision is in addition to our course delivery, made up of co-developed sessions that help improve mental health and wellbeing by teaching food growing, garden DIY, art and other mindful nature-based activities all delivered in nature from Cleveley Crescent Allotments, Horsenden Farm and online, empowering beneficiaries to create a lasting difference to their emotional and physical wellbeing in a safe place, free from discrimination.

**Person centred.** Every new and existing group, course, project, and event has been codeveloped with participants depending on their individual needs and requirements, helping to promote and maintain recovery by improving wellbeing, transforming lives, and creating change that lasts.



**Nature focused.** We connect people with nature-based experiences, achieving improved mental health and wellbeing in a socially supportive environment, sharing garden produce and knowledge with the local community with the objective of providing enhanced health outcomes for everyone.

## Chair's review

“ I am honoured to join MindFood as the new Chair of Trustees. I would like to extend my gratitude to the individuals, community, staff, volunteers, and organisations who have supported MindFood over the past year. As we continue to emerge from the pandemic as well as face a cost-of-living crisis, our focus is to ensure that people experiencing significant barriers can access our support. We have reviewed our strategy, staff, and material costs, with a short-term impact on income, aiming to future-proof the organisation.



Our goal is to make good mental health accessible to all by adapting our services to be more inclusive and representative. With our codeveloped strategy, we aim to bring meaningful change to our beneficiaries, focusing on strengthening our foundations. I am excited to be a part of MindFood during this transformative time, and I extend my thanks once again for the continued support of our work.”



## Structure, Governance and Management

MindFood has a 16-page Constitution as a Charitable Incorporated Organisation and only voting members are its charity trustees. We adhere to The Charities Act 2011 definitions of trustees as the people who have general control and management of the administration. The Code of Conduct for the Voluntary and Community Sector principles state that 'trustees should have a diverse range of skills, experience and knowledge needed to run an organisation effectively' and that 'trustees should receive the necessary induction, training, and ongoing support they need to discharge their duties'.

**Appointments** are made as per the Articles of Association and our Governing Document which specifies that there should be a minimum of 3 and a maximum of 15 Trustees. Apart from the first charity trustees, all trustees are usually appointed for a fixed term of 3 years and for a maximum



continuous term of 9 years, by a resolution passed at a properly convened meeting of the charity trustees.

Short biographies of all the Trustees are on our website: <https://www.mindfood.org.uk/our-team>

**Benefits.** Trustees do not receive any benefits from their position. They are entitled to reclaim travel and other reasonable expenses incurred in their duties. No Trustees made a claim in the 2022/2023 period. The charity pays for trustee indemnity insurance.

**Board Meetings** with the Trustees and Senior Management Team are held every three months.

**Recruitment** is according to our Trustee Recruitment Policy adhering to The Charities Statement of Recommended Practice (SORP) disclosure of the methods adopted for the recruitment and appointment of new trustees and the policies and procedures adopted for the induction and training of trustees.

**Training** and development as required is ongoing and agreed by the Board. New Trustees complete the Institute of Chartered Accountants in England And Wales (ICAEW) Trustee Training and certificate.

**Advisers** are used as required, for Safeguarding and HR and are agreed by the SMT.

**Induction** procedures for new Trustees are the responsibility of the Chair. All Trustees are provided with a detailed role description and given informal guidance and support regarding their role after completing a skills audit and induction form. All new Trustees are required to attend ongoing training to help them in their roles.

**Responsibilities.** The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's incoming resources and the application of those resources for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP 2019 (FRS102).
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding



the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Overview of programmes

Our evidence-based group eco-therapy courses consist of sessions that run throughout the year and are supported by our specialist intervention program, 'Befriending.' The programs are divided into two categories: an introductory level 1 course 'Growing Wellbeing' and a longer-term range of level 2 courses 'Sustaining Wellbeing'.



Our "**Growing Wellbeing**" sessions are designed to cultivate internal capacity, fostering mental and emotional resilience. Participants are provided with a diverse range of skills and tools to use both in the workplace and everyday life.

For "**Sustaining Wellbeing**" sessions, we guide participants to rediscover their sense of purpose and motivation in a natural, progressive manner. We aim to transform empowerment into a tangible and measurable path forward, free from pressure. By building on established trust, we help individuals manage their personal experiences, aspirations, and goals, while boosting confidence, motivation, and introducing healthier habits to achieve sustainable wellbeing. As participants progress, they typically require less support over time, eventually contributing to our sustainable green sites for others through the "Supported Volunteering" stage of recovery.

## Befriending

- Initial contact
- On-going holistic support



## Growing

- Level 1 course
- Introductory
- Time-bound - 6 sessions



## Sustaining

- Level 2 courses
- Range of themes
- Ongoing support

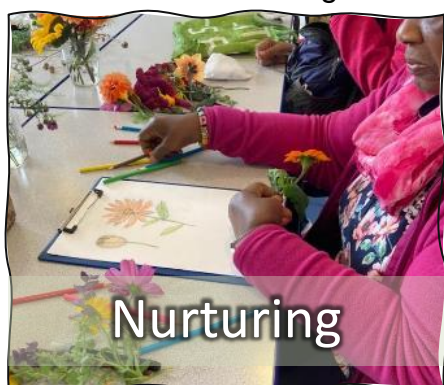


## Our approach

Our session leaders, who all began as MindFood participants, are experts in managing common mental health difficulties based on their own experiences. Additionally, our Growing Wellbeing session leads have backgrounds or additional training in Occupational Health and psychodynamic counselling or have gained knowledge and training within third-sector mental health support services. Despite having just 2.5 FTE staff, we deliver sessions six days a week throughout the year, with only 10 employees. Our **person-centred** approach enables us to meet changing needs, offering flexibility for participants to attend different sessions and incorporate self-care teaching into whatever part of the program they feel able to access, supported by MindFood at Home.



All individuals involved in our program are considered volunteers, as they contribute to growing and sharing food, as well as maintaining a welcoming and safe environment for everyone. Regardless of their initial reasons for joining, whether for mental health support or otherwise, everyone begins as a course participant. This ensures that all participants share a common understanding of various paths to recovery and methods for nurturing positive mental health. Our 'Sustaining Wellbeing' series of long-term courses are designed to offer continuous support to participants while also encouraging them to give back to the project and assist in preserving our green spaces. As individuals progress, we empower those who wish to volunteer but may require some assistance through our "Supported volunteering" stage of recovery.



## Public benefit statement

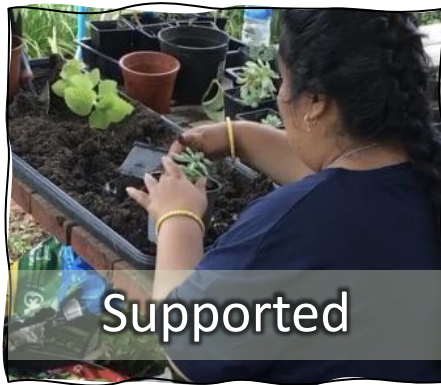
The Trustees understand and have complied with their duty to have due regard to the Charity Commission's Public Benefit guidance and are confident that the aims and objectives of MindFood CIO satisfy the public benefit requirement. Further details of how this is achieved are set out in this report.



# Volunteer Contribution

In our "Supported Volunteering" program, participants are empowered to develop their own internal capacity, to work towards mental and emotional resilience during their recovery. Our volunteers are involved in planning and contributing to MindFood's sustainable sites, which include DIY projects such as rainwater harvesting and irrigation systems, horticultural activities like growing food and plants and giving away seedlings to local schools, participating in creative art sessions, including art exhibitions and trails. They are also invited to strategy days to contribute to MindFood's future organisational goals.

**52% TRY VOLUNTEERING  
AND ARE MORE LIKELY TO BE  
SUPPORTED INTO WORK AFTER  
COMING TO MINDFOOD**



## Why Supported Volunteering?

It empowers those who want to volunteer but would like or need some support to do so. Having a 'Grow to Share' approach helps everyone feel valued, productive, and useful. Sharing produce, seedlings and flowers grown with the local community reduces isolation, and develops skills, understanding, resilience and emotional capacity to maintain and manage positive relationships. Providing many elements that are critical to good mental health - a sense of belonging, feeling accepted, providing validation and self-worth, helping bring people together creating a sense of community. All MindFood session leaders are past participants who have been supported through volunteering and retraining then are employed by MindFood. After being at MindFood 52% of participants are more likely to try volunteering and be supported into work.





## Achievements and Performance

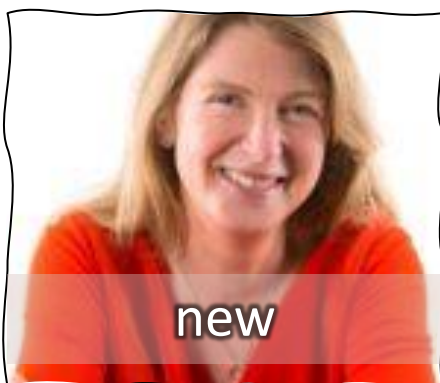
Throughout 2022 and into 2023, the challenges faced by the sector, participants, and MindFood have been deeply felt. Despite the difficulties, our resilience over the past decade has been thanks to our dedicated participants, both new and old, volunteers, supporters, and staff, who have enabled us to adapt and extend our reach to more people. This year, the entire third sector encountered a uniquely difficult environment, as rising costs and high inflation led to decreased available funding. This resulted in reduced numbers of grants available and a reduction in their sizes, while the demand for mental health support grew. Our incredible staff volunteered to ensure that we could continue to provide the same level of care to those in need, despite these funding challenges. We are immensely grateful for their dedication.



## Trustees

We express our immense gratitude and bid a heartfelt farewell to our dedicated and cherished Chair of Trustees, Nick Jones, who stepped down after 8 years of service. His guidance was instrumental in helping us navigate through challenging times, from transitioning to a charitable incorporated organisation to managing the impact of the COVID-19 pandemic. His wealth of experience, knowledge, and unwavering support made him an exceptional advocate for MindFood throughout his tenure as Chair.

Additionally, we are delighted to welcome our newly appointed Chair of Trustees, Stephen Macallister, and new Trustees Ana, Marianne, and Amira. Their addition to the Board will further strengthen our skills, expertise, and diversity.



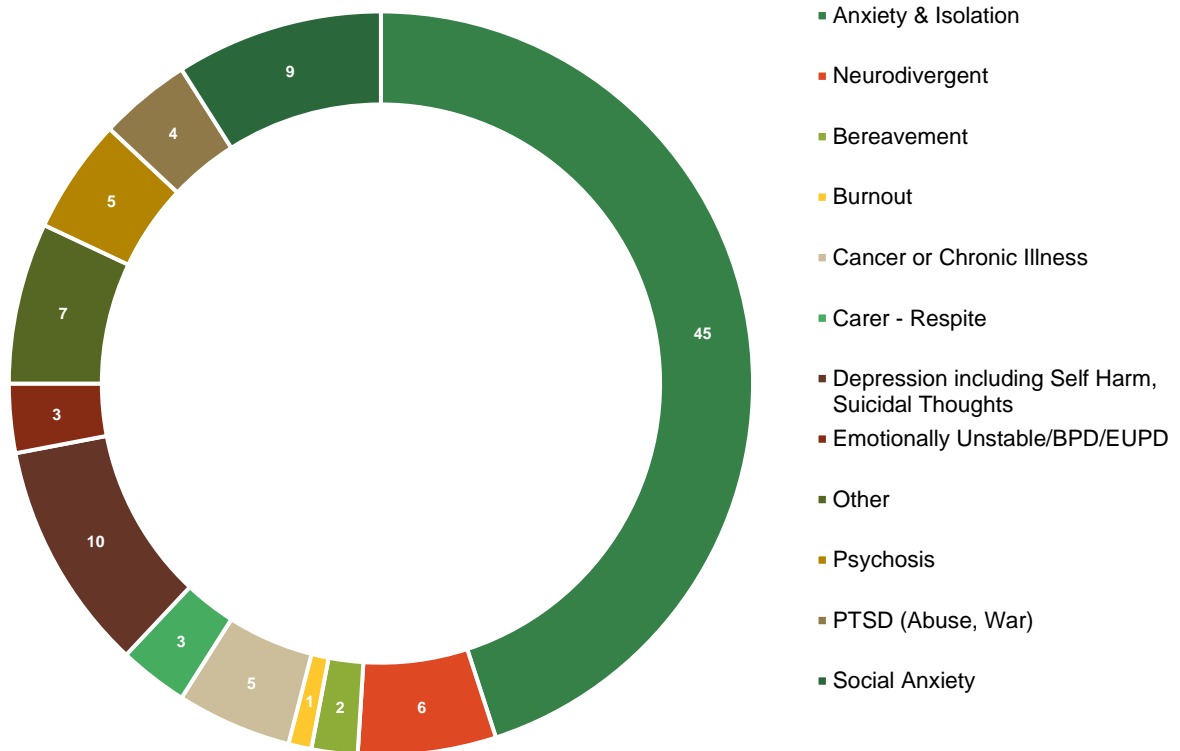
All our Trustees complete the Institute of Chartered Accountants in England and Wales (ICAEW's) training providing an overview of legal, financial, strategic and operational considerations.

## Delivered

The cost of living crisis has significantly worsened due to the rising cost of energy bills. Many people have not been able to take time to attend to or address their mental health needs, or been able to access support in a timely manner. This can have a significant impact on their ability to function and the severity of mental health needs experienced. This is illustrated in the referrals received by MindFood, which range from anxiety and low mood, depression, burnout, to personality disorders, suicidal thoughts, and self-harm.

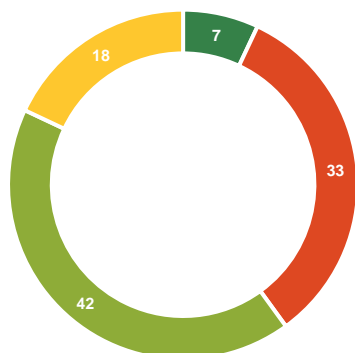


Mental Health needs of participants by %



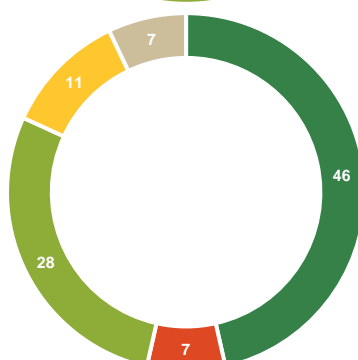


Between November 2022 and October 2023, our main activities occurred at two growing sites: Cleveley Crescent Allotments near Hanger Lane and Horsenden Farm in Perivale. Both sites were secured for our use with the support of Ealing Council. We have been using Cleveley Crescent since early 2016 and Horsenden Farm since 2018.



### Age by %

- 18-24
- 25-39
- 40-64
- 65+



### Ethnicity by %

- White / British / Other
- Mixed / Multiple ethnic groups
- Asian / Asian British
- Black / African / Caribbean / Black British
- Other

"I STARTED TO COME OUT OF MY "SHELL" CHATTING WITH A GROUP OF PEOPLE FROM DIFFERENT CULTURES AND BACKGROUNDS"

## Referrals

As we collaborate more closely with local mental health services, we've found that individuals referred by professionals often need more support to access our services comfortably.

To ensure accessibility for those with complex mental health challenges, we avoid labelling hesitation or difficulty in attending as a 'failure.' Each engagement is viewed as a positive step, as anything less could reinforce the belief that society does not care.

"I WAS GOING THROUGH VERY LOW SELF-ESTEEM, DEPRESSION, ANXIETY AND SELF-HARMING."



Our approach



is unpressured



and flexible

## Befriending

This specialised intervention provision allows us to build trust and establish a relationship with individuals before they join a MindFood course. We can reach those on the margins of society, approaching mental health crisis (hypervigilant overwhelmed state), unable to access help. With lifetimes of emotional or mental health issues, difficulties identifying or expressing concerns, symptoms, feeling unable or too afraid to speak about mental health, making problems worse, delaying, or stopping them from getting help, some can become trapped in a cycle of illness.



At the



individual's



own pace

We assist participants with additional needs to identify, manage, or resolve issues that could be impacting their mental health, such as debt, housing, trauma, employment, family, substance misuse, suicide ideation, etc. so that they feel comfortable attending our onsite sessions. Patience is a unique aspect of MindFood. Our waiting list operates differently – we proactively wait for participants to feel ready. We have invested in more befriending to support participants most isolated by their mental health, often deemed “unreachable” that we had been unable to successfully reach previously.

**"AS A MAN, I PROBABLY FIND IT  
MORE DIFFICULT TO TALK TO  
OTHERS ABOUT HOW I AM FEELING."**

We have observed a sense of hopelessness among some male participants, particularly those living with family members. Providing ongoing one-on-one support away from the sessions gives everyone the time and privacy they need to confide or talk things through. This essential holistic support ensures that we can better meet participants needs.



Holistic



individual



support



## Our courses

We are adaptable in our approach. Our programmes are constantly changing to accommodate the needs of our participants. Many individuals cannot commit to attending consecutive weeks, so we offer our courses on a rolling basis. This helps to overcome barriers to attendance, such as conflicting appointments, social and financial challenges, unpredictable work or care commitments, and health issues (their own or their family's). Our priority is to get people started as soon as they feel ready. It is important to seize the opportunity, as this sense of readiness may only be a temporary moment in their journey to recovery.

"I WAS APPREHENSIVE  
BUT WAS IMMEDIATELY PUT  
AT EASE. I WAS ABLE TO TALK  
ABOUT MY SITUATION WITHOUT  
FEELING UNCOMFORTABLE."



## Growing Wellbeing (Level 1)

Our flagship course is the starting point for everyone seeking support. This level-one foundation course consists of six sessions and aims to help people reconnect with nature and each other. It teaches food growing and shares evidence-based techniques like mindfulness to improve wellbeing. The course reinforces the idea of nature as a place to escape the pressures of everyday life, allowing participants to leave the rest of the world at the gate for a couple of hours. During troubling times, this course plays a key role in ensuring that participants leave with fewer anxieties than when they arrived.

"HELPED MY DEPRESSION  
AS A WIDOW LIVING ALONE IT  
GAVE ME SOMEWHERE TO GO TO  
MEET PEOPLE AND CONNECT WITH  
NATURE"

## Sustaining Wellbeing (Level 2)

Our next step involves offering a wide range of courses that build on the foundational concepts learned from "Growing Wellbeing." The courses cover diverse topics such as food growing, gardening do-it-yourself projects, and art and craft activities, all delivered in nature. Providing sustained and comprehensive support for long-term impact. Made up of:

## Grow Some Share Some

These are general gardening sessions for individuals who have completed the Growing Wellbeing course and includes our ESOL-friendly session. The program has a strong community focus, maintaining sites for others to enjoy, growing food and plants to share with local primary schools and support groups. Participants can drop in for sessions to boost their wellbeing or attend regularly to recover at their own pace. The additional time allows participants to develop new social connections and support networks gradually as their confidence grows in a familiar setting.

"AFTER MY FIRST CONTACT WITH MINDFOOD, I KNEW FROM THAT DAY I AM NO LONGER ALONE"



## Naturally Creative

These nature-based art sessions have helped strengthen our connections with mental health professionals by tracking and sharing learnings from referral journeys in more detail. The sessions combine our usual self-care themes available at Horsenden Farm, promoting creativity and a shared language in art and nature. They enable non-gardeners to access our support and connect to our health and wellbeing network. These sessions provide a platform for teaching self-care, exploring different ways to be mindful both in the group and at home, and reducing the stigma of mental ill health. For the first half of the year, sessions are hosted outdoors, concluding with an exhibition as part of the Borough of Ealing's Art Trail (BEAT) in mid-September. As the weather turns colder, sessions move indoors to the Farm's hayloft.





## Building Wellbeing

This group is for men and focuses on garden DIY and mental health self-care. A mixed group is already available at Cleveley. This group is particularly important because men are more at risk of severe depression and suicide, while women are more likely to already access our support. The group continues to provide valuable insights that will impact all our groups, and we've seen an increase in male referrals for all groups as a result.

"GIVEN MY ANXIETY AND ISOLATION I WAS NOT SURE I COULD COPE IN A CROWD. LUCKILY THE GROUP WAS SMALL, AND EVERYONE WAS FRIENDLY."



Reaching



new



beneficiaries

## Grow Social

Supporting befriending as an essential part of our service, these weekly online chats provide a great way to catch up with members of the MindFood community.

Sessions give participants the space to discuss the highs and lows of their week, talk about nature and gardening news, and practice mindfulness with guided meditations. This group also holds key co-production value, providing regular feedback and helping to inform everything we do.

"I REALISED THE VALUE OF MY EXPERIENCE AND HAVE SPOKEN TO OTHERS ABOUT GETTING THE HELP THEY NEED"



Guided



peer



support



## MindFood at Home

We have developed and expanded our digital services to ensure we can support everyone, regardless of their circumstances. If participants cannot join us in person, they can sign up for our MindFood at Home email service. Over seven weeks, participants receive emails covering the content of our Growing Wellbeing course, including self-care-themed videos recorded during lockdown, mindfulness prompts, and growing tips.

These emails also serve as a recap of what course participants have learned. Our newsletter now has over 1500 readers accessing this content. Due to the increased demand for this service, we have transitioned our email update service to Mailchimp.

"I WAS ISOLATED DUE TO ill HEALTH - CANCER IN FACT. IT TOOK ME ABOUT 2 MONTHS TO FEEL ABLE TO JOIN ONSITE"



Remotely



accessible



support

## Festive workshop

Our highly anticipated annual festive workshops are an event that everyone looks forward to. This year, we hosted willow weaving workshops for all our participants. While many attendees enjoy making Christmas wreaths, we tended to focus on the activity as a celebration of greenery thriving through the winter months. It's a time when many people think about nature dying back. The sessions provided a great opportunity to bring participants, old and new, together. This year, we made extra wreaths and delivered them to our local food bank, The Store Cupboard, to bring some cheer and to let their visitors know we were thinking of them at a difficult time.



Festive



group



workshops

## Developed

We've tailored our services for the growing number of young people seeking guidance after college or university. Our regular attendees also need more support, visit more often, and face various challenges including financial issues, relationship problems, bereavements, and concerns for their children.

To provide the best possible support, we have:

- Collaborated closely with MINT (West London NHS Trust's Mental Health Integrated Network Team) and other local support organisations such as Cape, Befriend, and Family Lives. This collaborative effort allows participants with more complex difficulties to attend sessions led by individuals with extensive experience in mental health.
- Engaged with more health professionals for advice on training and support, inviting them to our facilities to gain first-hand experience of our operations.
- Met with Occupational Therapists at the Northolt MINT hub to discuss our aspiration to become 'clinically aligned' and best support them and their referrals.
- Collaborated with Maryam Shah from the Integrated Neighbourhood Team (NHS) to carry out a small pilot program supporting asylum seekers. Outreach at a local Asylum hotel, provided transportation to enable access to MindFood's free support on-site.
- Fed into 5-year Health and Wellbeing Strategy, sharing learnings with Ealing's public health consultant, Maddy Gupta Wright. Collecting feedback from MindFood participants both on-site and online to represent a broad cross-section of opinion.
- Continued working with local Social Prescribers to encourage referrals and share learnings and successes to date.
- Attended the Health and Wellbeing workshop hosted by Public Health and Living Roots.

"MINDFOOD ALLOWS ME TO MEET NEW PEOPLE AND KEEPS ME AWAY FROM THE THINGS I'M GOING THROUGH. THANK YOU"

Building strong relationships with local NHS mental health services resulted in a significant increase in referrals to us during the second half of the year.





## Offsite offering

In the past year, we have developed our off-site offering in partnership with Chiswick House. We are exploring the possibility of expanding MindFood's reach in a sustainable way by overlaying our program onto other established and managed garden spaces. Our aim is to promote community engagement through food-growing and nature-based creativity in the Kitchen Garden, working alongside local groups such as Masbro Elders and Riana Development Network.

## Collaborations

- Our Film "BUD" won Silver at Smiley Charity Film Awards.
- Ealing Council extended their support for our work
- We participated in the City Bridge Small Grants review, and the Co-op funding review.
- Secured a three-year partnership with Clarion.
- Completed Thrive LDN's Cost-of-Living support training.



## Employee Wellbeing Pact

Promoting good mental health is essential for everyone. To support this, we introduced our Employee Wellbeing Pact at the Ealing Business Expo on March 8th, 2022. We aim to create awareness about the free support we provide and to urge employers to address the mental health requirements of their staff.

We encourage businesses to join our Wellbeing Pact so that together we can assist them in **Growing Resilience and Offering Wellbeing (GROW)** within their organisation as an employee benefit and social responsibility plan. Businesses that join the Wellbeing Pact will receive free, practical guided self-care sessions throughout the year for their staff.

<https://www.mindfood.org.uk/wellbeing-pact/>





## Social media

- Facebook: Over 1000 followers
- Instagram: 1.1k followers with a reach of 5.7k, up 209% from last year. Profile visits are at 838, up 111%. Our most popular reel received over 1.7k views in a single day (now over 3k) – it featured a Grenadian participant being cheered by the sight of a visiting robin one January morning.
- YouTube: Our entry for the Smiley Film Awards garnered 5000 views leading up to the competition and currently has 6.6k views.
- Twitter: Over 1000 followers.

## Community Connections

- Hosted visits for local groups Umeed, UWL Outreach Food as Medicine, and Befriend. Held a RISE special session (tackling substance misuse and homelessness). The local volunteering group, Good Gym, brought new recruits from Brompton Cycles to help at Horsenden Farm as part of their induction. We took the opportunity to teach them about wellbeing self-care, including the 5 ways to wellbeing and mindfulness.
- Visited Arts and Health Alliance and Be One Hope (a summer school in Brent supporting children from deprived backgrounds) with plants to share.
- Presented to the Ruislip Women's Institute and St. John's Baptist Church, a local church group in Southall. Talked about MindFood's activities and taught the 5 ways to wellbeing. Additionally, discussing the stigma around mental ill health and sharing young vegetable plants. Partnered in two local consortiums to secure Community Connections funding.
- Participated in Ealing's Health and Care Fair at Greenford Assembly Hall, Cultivate and Natural England networking event at DIG and the University of West London volunteer fair. Hosted a table at local Coop store for Fairtrade Fortnight, discussing fresh local produce grown in accordance with permaculture principles and the importance of wellbeing and self-care. Exhibited at the Ealing BEAT art show with our Naturally Creative course participants.

"LOCKDOWN DISRUPTED  
UNIVERSITY, OVERWHELMED BY  
COURSEWORK AND ANXIETY  
MINDFOOD HELPED BOOST MY  
CONFIDENCE."



## Invested

We are a Disability Confident Committed Employer. All employees undergo DBS checks, receive ongoing training on policies, including Safeguarding, Health and Safety, Equality, Diversity, and Inclusion. The team can access any additional CPD training they require via Social Care TV. We continually invest in our programmes to enhance accessibility, from raised beds and pathways, to communication access training to accommodate more individuals with disabilities.

## Strategic development

We have continued to develop our strategic and operational plans, strengthening our infrastructure to ensure efficient and effective delivery to the maximum number of participants, while also ensuring that our staff are supported and rewarded. We are proud to have achieved the Charity Excellence Quality Mark for MindFood. The assessment covers all aspects of our work, including promoting good governance, developing an effective strategy, leading and managing people well, delivering operations effectively, using finances and resources efficiently, maximising income generation, and maintaining effective communications. To maintain the quality mark, we will undergo annual reviews and assessments. We are also accredited by the Fundraising Regulator, demonstrating our commitment to good fundraising practices and high fundraising standards.



## Environmental impact and growing to share

**Our priority is people and nature.** We teach organic food-growing and sustainability in a gentle, informal way to engage people in making meaningful changes in their lives. We encourage people to appreciate where food comes from, eat seasonally and locally, and taste vegetables at their freshest. Connecting people to nature is a significant step toward climate action. If you don't see or appreciate it, you're unlikely to care enough to make a difference.

We donated to 31 schools, providing over 1000 plants, and helping around 2500 children to grow food. We do not have an office or associated energy consumption, and we minimise printing. We collaborate with local council initiatives that promote climate and food action, such as Act for Ealing and Ealing Food Partnership, and contribute to Ealing Council's Food Action Plan.





# Impact

It's a sad reality that those struggling with mental health issues often face barriers in accessing the care and support they need. They are often overlooked when it comes to finding work, maintaining relationships, securing stable housing, and feeling included in society. We firmly believe that mental health support should be available to everyone, and that improving mental well-being should be accessible for all.

We are dedicated to enhancing mental health and well-being through the power of nature. Our goal is to offer personalised and holistic support in a welcoming and inclusive environment. We strive to connect individuals with nature-focused activities that promote well-being and utilise our green spaces for growth, creativity, and community engagement.

As a direct result of coming to us and completing a course our participants tell us that:

## Increased activity and greater independence

- 100% feel a closer connection to nature.
- 86% feel a closer connection to their local community.
- 91% are more active.
- 84% feel a stronger sense of purpose.
- 52% more likely to try volunteering.

## Reduced social isolation

- 96% are feeling less isolated.

## Increased health and wellbeing

- 92% feel calmer.
- 96% feel better able to manage their wellbeing.
- 89% feel happier.
- 80% eat more healthily.
- 73% feel fitter.
- 63% sleep better

"IT'S A SPECIAL PLACE  
AWAY FROM THE NOISE OF LIFE  
THAT GETS ME OUT OF MY HOME. I  
HIGHLY RECOMMEND MINDFOOD TO  
ANYONE STRUGGLING."



# Fundraising

We are incredibly grateful to everyone who has contributed to our cause. This includes individuals, companies, grant bodies, trusts, and foundations, whether through financial donations or by generously volunteering their time.

Your support has been crucial in allowing us to carry out our important work. Thanks to you, we have been able to provide essential assistance to individuals experiencing mental health crises and help them rebuild and restore their lives.

## Legacy Pledgers

A huge thank you to everyone who has informed us of their plans to leave MindFood a gift in their will. Your gift will help support our work long into the future.

Legacy gifts come in many different forms and in many different sizes, for more information:

<https://www.mindfood.org.uk/gifts-in-wills/>

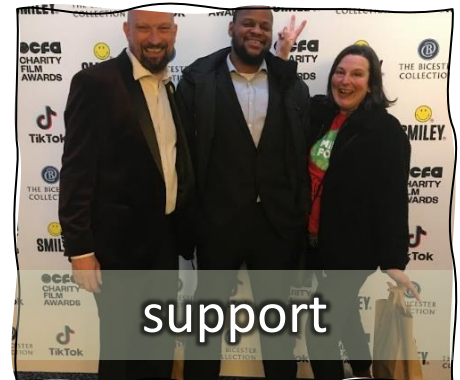
## Special thanks

We would like to express our appreciation to those listed below for their exceptional contributions and support:

Artification  
Astra Zeneca (volunteer day)  
Batchworth Trust  
Candex Solutions  
Chiswick House  
City Bridge  
Community Connections  
Co-Op  
Dobies Nursery  
D'Oyly Carte  
Ealing Council Community Connections  
Ealing and Hounslow Community and  
Voluntary Service

Ealing Council Mental Health Grants  
Freshwater Foundation  
Golden Opportunity Skills and Development  
GVC Ladbrokes  
IKEA Lottery  
Independent Age  
National Park City Foundation  
Sir Jeremiah Colman  
Smiley Movement CIC  
St Pauls Mission  
University of West London  
Programme in Partnership with West London  
Trust

"I ENJOYED THE FIRST  
SESSION AFTER THAT EACH  
ONE GOT EASIER AND MY MENTAL  
HEALTH REALLY DID IMPROVE IN SO  
MANY WAYS."







# Independent examiner's report to the trustees

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> October 2023 which are set out on pages 25-34.

## 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 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.
2. The accounts do not accord with those records; or
3. The accounts do 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.

Chaweevan Williams  
Chaweevan Williams (01623 2024 1040) FRC(1).....

Chaweevan Williams FCCA  
Verdant Accountants Ltd  
Chartered Certified Accountants  
20-22 Wenlock Road,  
London N1 7GU

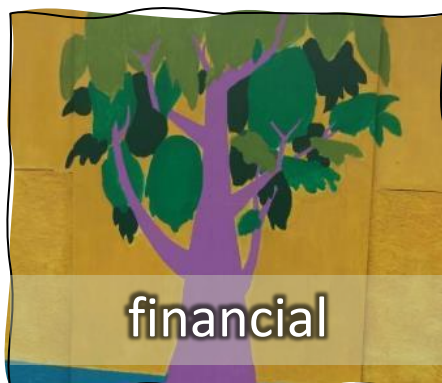
Date: 23/08/2024

# Financial Review

2022-2023 was a difficult economic climate for all those in the third sector, with increased costs as a result of inflation and the cost-of-living crisis and an increased demand for services. We reviewed our costings to make sure that funding applications covered the real costs for our staff and resources, and we moved our staff onto an established NJC pay scale to ensure that we are supporting them both now and in the future. Whilst this much needed work had a short-term detrimental effect on income it enabled us to future proof the organisation with a true costing model. We maintained ongoing relationships with long term funders and have been successful in obtaining grants from funders new to MindFood. We have developed our partnership model of delivery, working with others to submit joint funding bids and jointly deliver programs to participants.

Our strategic planning is now focusing on building financial security by seeking longer term funds which can help us develop our business infrastructure as well as continuing to deliver our program to as many participants as possible, free of charge.

By the end of the financial year, we had confirmed funding in excess of £62,000 for the financial year 2023/2024 and are confident that MindFood can continue to provide much needed services from a strong and resilient financial position.



## Reserves policy

The term 'reserves' is used to describe that part of MindFood's funds that is freely available for its operating purposes and not subject to commitments or planned expenditure.

### **Reserves do not include restricted funds.**

The reserves that MindFood will set aside will be to provide financial continuity in the event that an anticipated source of income is lost or delayed, and our current policy is to keep reserves sufficient to meet three months' operating costs, including staff salaries. The trustees will review this policy periodically to ensure that it remains both adequate and achievable.



# Statement of financial activities

For the year ended 31 October 2023

						<u>Year ended</u> <u>31.10.2022</u>
<b>INCOME</b>	Notes	Unrestricted	Designated	Restricted	Total	Total
Sales	5	5,117			5,117	5,047
Grants	4	2,614		56,418	59,032	69,585
Donations	4	1,083			1,083	36,543
Other income	5	60			60	17
<b>TOTAL INCOME</b>		<b>8,874</b>		<b>56,418</b>	<b>65,291</b>	<b>111,192</b>
<b>EXPENDITURE</b>						
Costs of delivery						
Equipment				1,892	1,892	3,912
Ancillary		79		1,591	1,670	746
Wages		2,758	3,000	51,112	56,871	52,324
<b>Charitable activities</b>						
Rent and insurance				868	868	858
Computer software and Subscriptions		786		966	1,752	751
Accountancy and bookkeeping fees				5,849	5,849	8,801
Professional fees				240	240	-
Telecommunications				792	792	701
Employee wages		6,698			6,698	8,121
Social security costs						-
Staff pension costs		284		1,586	1,870	1,745
Recruitment and subsistence costs					-	-
<b>Other</b>						
Depreciation		224		400	624	442
Amortisation			2,750		2,750	1,375
Bank charges		107			107	125
<b>TOTAL EXPENDITURE</b>		<b>10,935</b>	<b>5,750</b>	<b>65,296</b>	<b>81,981</b>	<b>79,901</b>
Net income/(expenditure)		(2,062)	(5,750)	(8,878)	(16,690)	31,291
Transfers between funds		(3,000)	3,000			-
Net movement in funds		(5,062)	(2,750)	(8,878)	(16,690)	31,291
<b>Reconciliation of funds</b>						
Total funds brought forward		20,858	26,125	9,357	56,340	25,049
Total funds carried forward		15,796	23,375	479	39,650	56,340

The notes on pages 26 to 33 form part of these accounts.

## Balance sheet

As at 31 October 2023

	<u>Notes</u>	31/10/2023	31/10/2022
<b>FIXED ASSETS</b>			
Tangible fixed assets	7	1,769	1,594
Intangible fixed assets	8	23,375	26,125
<b>Net fixed assets</b>		25,144	27,719
<b>CURRENT ASSETS</b>			
Debtors and prepayments	9	6,713	22,319
Petty Cash and Cash at bank		16,115	23,696
Creditors due within one year	10	(8,322)	(17,394)
<b>Net Current Assets</b>		14,506	28,621
<b>TOTAL ASSETS LESS</b>		<b>£39,650</b>	<b>£56,340</b>
<b>LIABILITIES</b>			
<b>CHARITY FUNDS</b>			
Unrestricted General Account	11	15,796	20,858
Designated funds	11	23,375	26,125
Restricted Funds	11	479	9,357
<b>TOTAL CHARITY FUNDS</b>	<b>11</b>	<b>£39,650</b>	<b>£56,340</b>

The financial statements were approved and signed by the trustees and authorised for issue on 22nd August 2024

James Abery  
James Abery (4 Aug 22, 2024, 15:13 GMT+1)

**James Abery**

Company Number: CE019078

Charity Number: 1185639

The notes on pages 26 to 33 form part of these accounts.





## Notes to the financial statements

For the year ended 31 October 2023.

### 1. Accounting policies

#### a) General information and basis of preparation

Mindfood CIO is a Charitable Incorporated Organisation in England and Wales. The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operations and principal activities are detailed within trustees annual report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

Designated funds are unrestricted funds of the charity which the trustees have decided, at their discretion, to set aside to use for a specific purpose.

#### c) Income recognition

All income is included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Gifts in kind donated for resale are included at fair value, being the expected proceeds from sale less the expected costs of sale. Where estimating the fair value is practicable upon receipt it is recognised in stock and 'Income from other trading activities'. Upon sale, the value of the stock is charged against 'Income from other trading activities' and the proceeds are recognised as 'Income from other trading activities'. Where it is impracticable to fair value the items due to the volume of low value items they are not recognised in the financial statements until they are sold. This income is recognised within 'Income from other trading activities'.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Investment income is earned through holding assets for investment purposes such as shares and property. It includes dividends, interest and rent. Where it is not practicable to identify investment management costs incurred within a scheme with reasonable accuracy the investment income is reported net of these costs. It is included when the amount can be measured reliably. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.

#### a) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or



constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds;
- Expenditure on charitable activities; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

#### d) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the 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.

#### e) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

- |                                    |                   |
|------------------------------------|-------------------|
| • Equipment, fixtures and fittings | 20% straight line |
| • IT Equipment                     | 20% straight line |

#### f) Intangible fixed assets

Intangible assets acquired separately from the charity are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

- |           |                   |
|-----------|-------------------|
| • Website | 10% straight line |
|-----------|-------------------|

g) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment of debtors are recognised in expenditure.

h) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss.

## 2. Independent examiner's remuneration

The independent examiners remuneration amounts to an independent examination fee of £1050 (2022: £3,600 inclusive of accounts preparation).

## 3. Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2022: £nil), in their capacity as trustees.

## 4. Voluntary income

	Unrestricted	Designated	Restricted	31/10/2023	31/10/2022
Grants	2,614		56,418	59,032	69,585
Donations and legacies	1,083			1,083	36,543
<b>TOTAL</b>	<b>3,697</b>		<b>56,418</b>	<b>60,115</b>	<b>106,128</b>

## 5. Other income

	Unrestricted	Designated	Restricted	31/10/2023	31/10/2021
Sales	5,117			5,117	5,047
Bank interest received	60			60	17
	<b>5,177</b>			<b>5,177</b>	<b>5,064</b>

## 6. Employees

No employee earned £60,000 or more.

<b>Employees</b>	<b>31/10/2023</b>	<b>31/10/2022</b>
Average monthly number of employees	8	5
Employee costs		
Wages	63,569	60,445
Social security	-	-
Pension	1,870	1,745
<b>Total</b>	<b>65,439</b>	<b>62,190</b>



## 7. Tangible fixed assets

	Equipment, fixtures and fittings	IT Equipment	Total
Cost			
At 1 <sup>st</sup> November 2022	2,000	836	2,836
Additions		799	799
Disposals			
At 31 October 2023	<b>2,000</b>	<b>1,635</b>	<b>3,635</b>
Depreciation			
At 1 <sup>st</sup> November 2022	1,200	42	1,242
Charge for the year	400	224	624
Disposals			
At 31 October 2023	<b>1,600</b>	<b>266</b>	<b>1,866</b>
Net book Value			
At 31 October 2023	<b>400</b>	<b>1,369</b>	<b>1,769</b>
At 31 October 2022	800	794	1,594

## 8. Intangible fixed assets

	Website*	Total
Cost		
At 1 <sup>st</sup> November 2022	27,500	27,500
Additions	-	-
Disposals	-	-
At 31 October 2023	<b>27,500</b>	<b>27,500</b>
Amortisation		
At 1 <sup>st</sup> November 2022	1,375	1,375
Charge for the year	2,750	2,750
Disposals	-	-
At 31 October 2023	<b>4,125</b>	<b>4,125</b>
Net book Value		
At 31 October 2023	<b>23,375</b>	<b>23,375</b>
At 31 October 2022	26,125	26,125

\*The charity received a donated website for free. The value of this website was the cost of three similar quotes obtained. The trustees have allocated the donation to a designated reserve and the corresponding amortisation will be charged to this reserve.

## 9. Debtors

	31/10/23	31/10/22
Trade debtors	5,452	22,078
Accrued income	1,000	-
Prepayments	262	241
	<b>6,714</b>	<b>22,319</b>

## 10. Creditors

	31/10/23	31/10/22
Trade Creditors	297	1,339
Deferred Income	5,865	11,507
Accruals	1,283	3,600
Other Creditors	877	948
	<b>8,322</b>	<b>17,394</b>

## 11. Funds reconciliation

### Current Year Funds Reconciliation

	Balance at 1 November 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 October 2023 £
Restricted	9,357	56,418	(65,296)		479
Designated	26,125	-	(5,750)	3,000	23,375
Unrestricted	20,858	8,874	10,935	(3,000)	15,796
	<b>56,340</b>	<b>65,291</b>	<b>81,981</b>		<b>39,650</b>

A transfer of £3,000 from unrestricted to designated funds is shown in the accounts; funding from the Batchworth Trust received in 2021/2022 was designated to cover employee salaries in 2022/2023 as part of the sustainable wellbeing delivery.

### Prior Year Comparison

	Balance at 1 November 2021 £	Income £	Expenditure £	Transfers £	Balance at 31 October 2022 £
Restricted					
Neighbourly					
Care	1	25,400	(25,381)	(20)	-
Other funds	13,510	45,821	(49,927)	(47)	9,357
Total restricted	13,511	71,221	(75,308)	(67)	9,357
Designated	-	27,500	(1,375)	-	26,125
Unrestricted	11,538	12,471	(3,218)	67	20,858
	<b>25,049</b>	<b>111,192</b>	<b>(79,901)</b>	<b>-</b>	<b>56,340</b>

## 12. Analysis of net assets between funds

### Current Year Analysis of Net Assets

	General Unrestricted	Designated funds	Restricted funds	Total
Fixed assets	1,769	23,375		25,144
Current assets	14,027		479	14,506
	<b>15,796</b>	<b>23,375</b>	<b>479</b>	<b>39,650</b>

### Prior Year Comparison

	General Unrestricted	Designated funds	Restricted funds	Total
Fixed assets	1,594	26,125	-	27,719
Current assets	19,264	-	9,357	28,621
	<b>20,858</b>	<b>26,125</b>	<b>9,357</b>	<b>56,340</b>



### 13. Related party transactions

There were no other related party transactions in the year or in the prior year.

### 14. Analysis of funds year ended 2022

INCOME	Notes	Unrestricted	Designated	Restricted	Total	Year 31/10/2021 Total
Sales	5	5,047			5,047	520
Grants	4	3,000		66,585	69,858	68,375
Donations	4	4,407	27,500	4636	36,543	4,340
Other income	5	17			17	3,092
Transfer in	-					
<b>TOTAL INCOME</b>		<b>12,471</b>	<b>27,500</b>	<b>71,221</b>	<b>111,192</b>	<b>76,327</b>
EXPENDITURE						
Costs of delivery						
Equipment		-	-	3,912	3,912	2,151
Ancillary		-	-	746	746	1,608
Wages		2,021	-	50,303	52,324	43,205
Charitable activities						
Postage and stationery		-	-	-	-	308
Rent and insurance		-	-	858	858	912
Computer software and subscriptions		-	-	751	751	384
Accountancy fees		841	-	7960	8,801	5,050
Professional fees		-	-	-	-	1,894
Telecommunications		-	-	701	701	187
Employee wages		120	-	8001	8,121	7,044
Social security costs		-	-	-	-	267
Staff pension costs		236	-	1509	1,745	1,398
Recruitment and subsistence costs		-	-	-	-	356
Other						
Depreciation		-	-	442	442	400
Amortisation		-	1,375	-	1,375	-
Bank charges		-	-	125	125	72
<b>TOTAL EXPENDITURE</b>		<b>3,218</b>	<b>1,375</b>	<b>75,308</b>	<b>79,901</b>	<b>65,236</b>
Net income/(expenditure)		9,253	26,125	(4,087)	31,291	11,091
Transfers between funds		67	-	(67)	-	-
Net movement in funds		9,320	26,125	(4,154)	31,291	11,091
Reconciliation of funds						
Total funds brought forward		11,538	-	13,511	25,049	13,958
Total funds carried forward		20,858	26,125	9,357	56,340	25,049

## 15. Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<u>Steve Macallister</u> <small>Steve Macallister (Aug 22, 2024 23:01 GMT+1)</small>	
Full name(s)	Stephen Macallister	
Position (eg Secretary, Chair, etc)	Chair	
Date	22nd August 2024	














# TAR 2022-23 FINAL.2

Final Audit Report

2024-08-23

Created:	2024-08-22
By:	Sarah Hadland (office@allsquaredaccounts.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_1PodP0b5WAneWdbw2z_Ux2d2a1Z_RQ8

## "TAR 2022-23 FINAL.2" History

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-  Document emailed to James Aberly (james@mindfood.org.uk) for signature  
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-  Document emailed to Steve Macallister (stephen@mindfood.org.uk) for signature  
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-  Email viewed by Steve Macallister (stephen@mindfood.org.uk)  
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-  Document e-signed by Steve Macallister (stephen@mindfood.org.uk)  
Signature Date: 2024-08-22 - 10:01:51 PM GMT - Time Source: server- IP address: 213.122.99.66
-  Document e-signed by Chaweevan Williams (cwilliams@verdant.uk.com)  
Signature Date: 2024-08-23 - 9:02:14 AM GMT - Time Source: server- IP address: 217.155.45.96
-  Agreement completed.  
2024-08-23 - 9:02:14 AM GMT