

**Trustees Annual Report  
and Financial Report of  
The Parochial Church Council  
of the Ecclesiastical Parish of Colgate and Roffey**  
*Registered Charity no. 1186553*

***For the year ended 31st December 2024***



**The Parish Church of All Saints, Roffey**

All Saints Church, Crawley Road, Roffey RH12 4HF

**The Parish Church of St Saviour's, Colgate**

St Saviour's Church, Forest Road, Colgate RH12 4SZ

Website: [www.allsaintsroffey.org.uk](http://www.allsaintsroffey.org.uk)

Incumbent: The Revd Fr. Russell J Staggs ssc  
Roffey Vicarage, 1 Forest Oaks, Horsham RH13 6RX

Independent Examiner: Innocent Udia  
48 Churchill Way, Broadridge Heath RH12 3TZ

Bankers: CAF Bank Ltd,  
25 Kings Hill Avenue Kings Hill, West Malling, ME19 4JQ



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# The Parish of Colgate and Roffey Trustees Annual Report for 2024

(Registered Charity no. 1186553)

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## *Our aims and purposes as a charity*

The Parochial Church Council, hereafter referred to as the PCC has the responsibility of cooperating with the incumbent, the Revd Russell Stagg, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical
- Getting to know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support those in need and to other organisations with similar objectives.
- Maintaining the churches of St Saviour's Colgate and the attached churchyard and All Saints Roffey and the associated Parish Room and grounds
- Working with Colgate Memorial Hall Trustees in the overseeing of the Hall.

## *What we planned to do to achieve our charitable objectives*

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

For this year we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our churches
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Putting faith into practice, through prayer, scripture, music, and sacrament
- Offering worship and prayer, learning about the Gospel, in small groups such as Lent Courses and Bible study
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Provision of pastoral care for people living in the parish
- Providing assistance to the poor and needy of the parish

# Trustees Annual Report for 2024

*The Parish of Colgate and Roffey* (Registered Charity no. 1186553)

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- Reaching out to the unchurched through the provision of the fundraising and social events including fêtes
- Maintaining the fabric of the church building as a historic centre and focus of life in the local community.

## *What we achieved and how we affected beneficiaries' lives*

### *Attendance at worship*

Our churches welcome visitors from within as well as outside the parish boundary. It is our great pleasure to welcome people from all walks of life to take part in the life and worship of the church. We contend that voluntary attendance to worship the Lord Jesus Christ, is a major demonstration of the public benefit of our activities.

The average regular weekly attendance, counted during October was 65 adults and 12 children, with the number increasing on festival days such as Christmas, Easter and Harvest Festival.

Christmas is a very special time of celebration where many sections of the community come together to join in the services including 5 of our local primary schools using our churches for their carol services.

### *Evangelism, outreach and activities*

It was with great delight we enable our community to celebrate and thank God at milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services, family and friends express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. Last year in the parish we have celebrated 2 weddings, and held 5 funerals in our churches.

In August we held a free Barbecue and fun afternoon for the community which was attended by a number of people from within the church family and beyond. In December, we held our Christmas Fair which was opened by our Church School's choir singing.

During the month of November, we held special services during which we offered prayer and gave thanks for the lives of loved ones who have died. On Remembrance Sunday, we held the annual act of remembrance at the war memorials in both churches and were joined by members of the community and representatives of North Horsham Parish Council and Colgate Parish Council respectively.

During the year our local Primary Schools have used our churches as part of their learning making use of our new children corner as a learning zone. The churches have been used for a variety of lessons including RE, Art and English.

Alyce Andrews our new headteacher to our Church School and Fr Russell signed a memorandum of understanding regarding how to best work together between the church and school.

The parish fully embraces Social Media, having a website, Facebook page, Twitter, Youtube and Instagram accounts.

### *Provision of pastoral care for people living in the parish*

Pastoral care in the parish is lead by the Incumbent with the assistance of a trained ALM. They are responsible for visiting parishioners in their homes and in hospitals. He also visits our local retirement home where he celebrates Mass once a month.

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## ***Provision of tangible support to the poor and needy***

As a parish we work with Horsham Matters, the charitable arm of Churches Together in Horsham which provides for the poor and needy in our community. The work includes collecting food and other items for the local food bank. This year our Harvest collections were donated to Crawley Open House, a local homeless charity and The Horsham Food Bank.

The Incumbent has a discretionary fund which he has used to provide grants to help parishioners towards the cost of utilities, school uniforms and other items at his discretion.

## ***Provision of the church building for people to enjoy***

It is important to us that our churches are available for private prayer not just to the church family but to the wider community. To this end our church buildings are open daily. This provides the community with an oasis of quietness where they can come and pray, light a candle or just spend time in quiet contemplation.

Our churches are also open for our local schools to use as both as places of worship and as an extra classroom. Over the past year all 8 primary schools in the parish have visited at least one of our churches. They have been used to enhance the teaching of English, Art, History, and RE lessons. In order to facilitate these visits we have created an education corner in All Saints Church.

## ***Working with Volunteers***

Volunteers are important in making our churches the lively and vibrant communities they are. In particular, we want to mention our churchwardens who have worked tirelessly on our behalf in maintaining our church buildings and ensuring they are open daily; Our Treasurer, for all the hard work he puts in managing our finances.

There are so many who work hard to keep our church functioning, but especial thanks must go to all those who make sure our church is open daily; to those who keep the church clean and tidy for our worship; our Sacristan; our Flower fairies who skilfully decorate our church week by week; our Servers and Eucharistic Ministers, Readers and Intercessors and Authorised Lay Minister, who all add to the beauty and dignity of our worship. Thanks must also go to those who plan and arrange our fundraising events without whom our finances would not be so healthy, and to those who count and bank our money week by week, to our sides people who make sure everyone receives a warm welcome, those who provide refreshments after our service and to those who help with our young people at the 9am Mass and finally to all who serve on our PCC.

### ***Financial Review***

#### Incoming and outgoing resources

The total receipts for the general unrestricted funds were £69,601 as are detailed in the Financial Report. The Parish benefited from a large legacy in 2024 of £10,000. Through our regular planned giving and other one off donations we recovered £5,285 in Gift Aid.

Total receipts for the restricted funds came to £8,212 of which £5,000 were donations towards the repairs of the Bell Tower windows at All Saints Church. The PCC received a grant from Colgate Parish Council of £1000 towards the upkeep of the Colgate Churchyard.

#### Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £37,250 paid to the diocese for our share of all churches' Parish Ministry Costs.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

Following the announcement of Fr Russell's departure in June last year and the start of the period of Interregnum in September, the PCC felt it necessary to reduce the Parish Share pledge for 2024 from £3,833.33 a month to £2,000 a month from June 2024.

#### Staff costs

The PCC pays a gardener who keeps the environs of the St Saviour's church welcoming, colourful and tidy and 2 organists.

#### Trustee payments and expenses

The PCC also supported the clergy by paying Council Tax, Water and environmental charges for the Vicarage plus costs towards travel, hospitality, telephone, postage and broadband and office equipment. With the departure of Fr. Russell, the Parish incurred costs for the Vicarage up to the leaving date at the beginning of August.

### ***Why we hold some money in reserve***

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies and grants for expenditure on restricted purposes, defined by the donor or grant making authority. We aim to expend such money as soon as possible after receiving it depending on the specific objectives of the donor, which are detailed in the accounts.

## ***Management of risks and their mitigation***

The PCC has an ongoing task of reviewing the major risks which impact on the work of the churches in the Parish. The usual electrical tests, fire extinguisher inspections and lightning conductor tests have been carried out.

The PCC consider that the principal risks and uncertainties are:

- The uncertainty around the Interregnum period and the time it will take to fill the Parish priest vacancy, with the impact it has on the Parish finances.
- The need to fund unexpected costs associated with the ongoing maintenance of the church buildings.
- An unexpected fall in income, particularly given the dependence of the church on a limited number of regular donors.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Reliance upon the Diocese to continue to provide financial support whilst we work towards paying our full Parish Share for clergy ministry.

The PCC seeks to manage these risks and uncertainties by regularly reviewing both finances and maintain our properties to a high standard and carries out the priority items of a quinquennial review in a timely manner.

Stewardship campaigns regularly take place to emphasis God's generosity to the congregation and encourage the congregation to respond to that generosity in their giving through time, talents and money, as they are able.

Given the historic financial deficits, the PCC have been working with the Deanery to reduce temporarily the amount of the expected parish share, but to increase this as financial circumstances allow.



## Trustees Annual Report for 2024

*The Parish of Colgate and Roffey* (Registered Charity no. 1186553)

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### ***Structure, governance and management of the charity***

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (*Powers*) Measure 1956.

During the year the following served as members of the Parochial Church Council:

#### ***Ex Officio members:***

Incumbent:	The Reverend Father Russell Stagg SSC ( <i>Chairman</i> ) (until Sep-2024)
Associate Vicar:	The Reverend David Howland ( <i>Associate Vicar</i> )
Churchwardens:	Mr Brian Double ( <i>All Saints</i> ) Miss Carol Barnes ( <i>All Saints</i> ) Mr Glenn Turner ( <i>St Saviour's</i> ) Mrs Rosemary Lane ( <i>St Saviour's</i> )

#### ***Elected members:***

Mr Johny Armstrong  
Mrs Elsiedale Armstrong  
Mr Thomas Becker (*Treasurer*)  
Mrs Ruth Calvert (*Vice-Chairman*)  
Professor James Castle  
Mrs Julie Sturmer  
Mrs Sue Lee  
Mrs Wendy Double  
Mrs Sandy Garnham  
Mrs Julie Jones  
Mrs Suzannah Threlfall  
Mr Roger Ottley  
Mrs Elizabeth Rice  
Mr Randolph St Romaine  
Mr Paul Williams (*PCC Secretary*)  
Mr Jamie Williams  
Mr Michael Williams (*Electoral Roll Officer*)

#### ***Deanery Synod:***

Paul Williams  
Jamie Williams

#### ***Safeguarding Officer:***

Mrs Carol Barnes

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (*the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the*

*church*), the churchwardens and members of the Deanery, Diocesan or General Synods and 16 members of the church who are elected at the Annual Parochial Church Meeting (*APCM*). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

## Trustees Annual Report for 2024

*The Parish of Colgate and Roffey* (Registered Charity no. 1186553)

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This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Vice Chair Ruth Calvert

Date: 6th May 2025



# The Parish of Colgate and Roffey

## Annual Financial Report for 2024

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

### Summary of Financial Receipts and Payments

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2024	Total All Funds 2023	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	64,515	-	5,000	-	69,515	60,458	
Charitable activities	2,877	-	-	-	2,877	2,998	
Other trading activities	2,169	-	-	-	2,169	3,494	
Investments	41	-	2,212	-	2,252	1,402	
Other receipts	-	-	1,000	-	1,000	1,000	
Total received	69,601	-	8,212	-	77,813	69,352	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	73,395	-	-	-	73,395	80,609	
Trading costs	178	-	-	-	178	178	
Other payments	-	-	3,343	-	3,343	17	
Total paid	73,574	-	3,343	-	76,917	80,805	5
Reconciliation of funds:							
Net income or (net expenditure)	(3,972)	-	4,868	-	896	(11,453)	
Transfers between funds	2,524	(10)	(2,514)	-	-	-	
Transfers in from previous parishes	-	-	-	-	-	-	
Net movement in funds	(1,448)	(10)	2,354	-	896	(11,453)	
Bank accounts at 1 January 2024	18,717	10	53,760	-	72,487	83,941	
Bank accounts at 31 December 2024	17,269	0	56,114	-	73,383	72,487	

# Annual Financial Report for 2024

*The Parish of Colgate and Roffey* (Registered Charity no. 1186553)

## The Parish of Colgate (St Saviour's) and Roffey (All Saints)

### Statement of Assets and Liabilities

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds	Total All Funds	Notes
	General Fund	Designated Funds			2024	2023	
	£	£	£	£	£	£	
Assets:							
Bank current account	17,261	-	14,206	-	31,467	32,673	
Vicar's Discretionary Fund	-	-	-	-	-	10	
CBF Deposit Fund	8	-	41,908	-	41,917	39,804	
PCC - owned bank balance:	17,269	-	56,114	-	73,383	72,487	
Diocesan Assigned Fees received	167				167	497	
Other Liabilities					-	150	
Total bank and deposit accounts	17,436	-	56,114	-	73,550	73,134	
Gift Aid recoverable	-	-	-	-	-	3,108	
Debtors	-	-	-	-	-	3,108	
CBF Investment Fund shares	-	-	-	3,653	3,653	3,572	
Investment assets at market value	-	-	-	£3,653	£3,653	3,572	
Total assets	17,436	-	56,114	3,653	77,204	79,814	
Liabilities:							
Unpaid Diocesan fees for weddings/funerals	167	-	-	-	167	497	
Other	-	-	-	-	-	150	
Total liabilities	167	-	-	-	167	647	

This Financial Report for the period ended 31st December 2024, including the notes following, was approved by the PCC and signed on its behalf by the Chair of the PCC of Colgate & Roffey - Mrs Ruth Calvert

Date 6th May 2025

# Annual Financial Report for 2024

*The Parish of Colgate and Roffey* (Registered Charity no. 1186553)

## The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

- The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.
- The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- Analysis of total received:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General	Designated			All Funds	All Funds	
	Fund	Funds			2024	2023	
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	41,855	-	-	-	41,855	44,302	
Cash collections	6,930	-	-	-	6,930	11,282	
Gift Aid recovered	5,285	-	-	-	5,285	4,193	
Special appeals	-	-	-	-	-	-	
100 Club income	36	-	-	-	36	336	
Christmas Quiz	409	-	-	-	409	275	
Legacies	10,000	-	-	-	10,000	-	
Parish Hall	-	-	-	-	-	-	
Bell Tower Window Repairs	-	-	5,000	-	5,000	70	
Donations and legacies	64,515	-	5,000	-	69,515	60,458	
Fees for weddings & funerals	2,877	-	-	-	2,877	2,998	
Charitable activities	2,877	-	-	-	2,877	2,998	
Christmas Fair	2,169	-	-	-	2,169	2,300	4
Summer Fete	-	-	-	-	-	1,194	
Other trading activities	2,169	-	-	-	2,169	3,494	
Bank & CBF deposit interest	41	-	2,112	-	2,153	1,304	
CBF investment fund dividend	-	-	99	-	99	98	
Investments	41	-	2,212	-	2,252	1,402	
Insurance Claims	-	-	-	-	-	-	
Cash Funding	-	-	-	-	-	-	
Grants	-	-	1,000	-	1,000	1,000	5
Total received on all funds	69,601	-	8,212	-	77,813	69,352	

4 The Parish organised a Christmas Fair at the beginning of December which generated income of £2,169

5 The Parish received a grant of a £1,000 towards the cost of maintaining St Saviours churchyard from Colgate Parish Council.

# Annual Financial Report for 2024

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## The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

6 Analysis of total paid:

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total All Funds 2024</i>	<i>Total All Funds 2023</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>					
	£	£					
	-	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	-	
Parish share to Chichester Diocese	37,250			-	37,250	44,917	7
Clergy expenses	2,651			-	2,651	5,709	8
Vicarage expenses	1,045			-	1,045	2,244	
Worship costs	2,260			-	2,260	1,151	
Church music costs	6,012			-	6,012	5,430	
Church insurance	5,259			-	5,259	5,129	
Water, Gas, Electricity, and Oil	9,014		2,793	-	11,807	6,766	9
Printing & photocopying	1,015			-	1,015	1,081	
Hospitality	108			-	108	147	
Church maintenance	2,509			-	2,509	1,284	
Church Broadband	372				372	391	
Miscellaneous expenses	5,902		550	-	6,452	5,545	
Camera (online streaming)					-	832	
Charitable costs	73,395	-	3,343	-	76,738	80,627	
Summer fete expenses	178		-	-	178	178	
Trading costs	178	-	-	-	178	178	
Other payments	-	-	-	-	-	0	
Total paid on all funds	73,574	-	3,343	-	76,917	80,805	

7 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The average parish ministry cost in 2024 with a full time stipendiary is £81,445. The Parish paid a share in 2024 of £37,250 towards these cost.

8 Payments to Trustees: Payments were made to B Double, Fr R Stagg, and J St. Romaine for reimbursing expenses incurred on behalf of the PCC.

9 The Parish incurred energy cost for gas and electricity of £11,040. These were partially covered by the remaining balance from the 'Energy Cost' fund of £2,793.

### The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

#### 11 Statement of funds

	Balances b/fwd	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-23
	£	£	£	£	£
Gage & Grahame White Grave Fund	3,265	-	-	307	3,572
<b>Total of all endowed funds</b>	<b>3,265</b>	<b>-</b>	<b>-</b>	<b>307</b>	<b>3,572</b>
Gage & Grahame White Grave Fund	632	98	-	-	730
Special Collections	763	70	(832)	-	1
Legacies	1,500	-	-	-	1,500
St Saviours Fabric Fund	11,052	330	-	-	11,382
St Saviours Roof Fund	1,804	-	-	-	1,804
All Saints Restoration Fund	4,934	158	-	-	5,092
All Saints Parish Hall Fund	24,373	747	-	-	25,120
All Saints Sound System	(0)	-	-	-	(0)
Grants	14,772	1,000	(7,642)	-	8,130
<b>Total of all restricted funds</b>	<b>59,830</b>	<b>2,404</b>	<b>(8,474)</b>	<b>-</b>	<b>53,759</b>
General Fund	23,246	66,948	(72,314)	837	18,717
Noah's Ark	413	-	-	(413)	-
Open Door	424	-	-	(424)	-
Vicar's Discretionary Fund	27	-	(17)	-	10
<b>Total of all unrestricted funds</b>	<b>24,110</b>	<b>66,948</b>	<b>(72,331)</b>	<b>-</b>	<b>18,727</b>
<b>Total funds</b>	<b>87,205</b>	<b>69,352</b>	<b>(80,805)</b>	<b>307</b>	<b>76,058</b>

The Gage and Grahame White Grave Fund is an endowment and the income is in a restricted fund to be used for the upkeep of the grave.

The restricted funds include: the All Saints Restoration Fund and St Saviours Fabric Fund, which holds funds for the upkeep of the respective churches; St Saviours Roof Fund which is restricted for use on St Saviour's Church roof; special collections made for various charities and the All Saints Parish Hall Fund which is held for the development of the Parish Hall. A grant for £12,700 received in 2022 from the Diocese in support of rising Energy cost is assigned to the restricted funds. The outstanding balance as of 31st Dec 2023 is £2,793. The Parish benefited again from a grant provided by Colgate Parish Council for a £1,000 towards the maintenance of St Saviours churchyard. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The PCC has designated the net income collected at Noah's Ark and Open Door to be set aside for their respective uses. No additional donations were received for both funds in 2023 as all activities were suspended until further notice.



## Independent Examiner's Report to the PCC of Colgate and Roffey for the Year Ended 31<sup>st</sup> December, 2024

### Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Colgate and Roffey on the annual report for the year ended 31<sup>st</sup> December 2024.

#### Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement


In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below \*) which gives me cause to believe that in, any material respect:

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

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

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

#### Examiner's signature



#### Examiner's name CAPITALS

...Innocent Udia.....

#### Date Relevant professional qualification(s) or body if any

...1<sup>st</sup> May 2025.....

...FCCA.....

#### Examiner's address

...48 Churchill Way, Broadbridge Heath, Horsham, RH12 3TZ.....

**Independent Examiner’s Report  
to the PCC of Colgate and Roffey  
for the Year Ended 31<sup>st</sup> December, 2024**

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

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