

ANNUAL GENERAL MEETING 2021
Minutes of Virtual Meeting held
Wednesday 29th September 19:30hrs

	ITEM
1.	<p>Attendees: Noel Wheatley, Trustee, Chair of Unit Management Committee Rosemary Langley, Trustee, Unit Treasurer Joanne Loades, Trustee, Unit Secretary Bishop John Mills, Trustee Helen Townshend, Trustee Christine Janner-Burgess, District Chair PO Ed Paffett, First Lieutenant PO Kate Norman, Training Officer PO Jon Rogers, Instructor PO Marcus Townshend, Instructor CI Sarah Haws, Officer in Charge Junior Sea Cadets CI Simon Read, Civilian Instructor Cdr John Plummer, Unit Supporter Able Cadet Henry Townshend Jo Parkes, Parent Supporter Steve Walker, Parent supporter Mel Walker, Parent Supporter Michael Smith, Parent Supporter Holly Smith, Parent Supporter Leesa Espley, Parent Supporter Amy Besant, Parent Supporter Jez Barker, Parent Supporter</p> <p>Apologies: PO Maria Somerton, Officer in Charge Robert Ellis, Trustee, Vice Chair of Unit Management Committee CI Matthew Somerton, Civilian Instructor Alistair Ogle, Trustee, Principal Alderman Peel High School</p>
2.	<p>Opening Address by Chair:</p> <ul style="list-style-type: none"> • Chair Noel Wheatley welcomed attendees to the 2021 AGM of Wells Sea Cadets and thanked everyone for their attendance • District Chair, Christine Janner-Burgess will be acting as “returning officer” when it comes to voting for trustees • NW also thanked fellow Trustees for their support and commitment to Wells Sea Cadets

	<ul style="list-style-type: none"> Although this is our second AGM, it is the first time reporting to the Charity Commission as a registered charity
3.	Minutes of Previous AGM held 12th November 2020: <ul style="list-style-type: none"> These were agreed as an accurate account of the meeting, proposed by Bishop John Mills and seconded by Rosemary Langley
4.	Matters Arising from previous AGM: <ul style="list-style-type: none"> There were none
5.	Chairperson's Report: <ul style="list-style-type: none"> Report attached
6.	Officer-in-Charge's Report (Given by PO Ed Paffett on behalf of PO Somerton): <ul style="list-style-type: none"> Report attached
7.	Treasurer's report and adoption of FY 2020 / 21 accounts: <ul style="list-style-type: none"> Accounts attached Adoption of 2020/21 accounts was proposed by Helen Townshend and seconded by Holly Smith The Chairperson wished to record his thanks, on behalf of the Trustees to James Fordham ACPA for providing his services on a pro-bono basis to independently examine the Unit accounts for 2020/21
8.	Election / Re-election of Unit Management Team (UMT) Trustees <ul style="list-style-type: none"> All of the current Trustees wished to stand for re-election Christine Janner-Burgess acted as Returning Officer and presided over the election (details below) There were no objections to the re-election of any of the current Trustees
9.	Any Other Business <ul style="list-style-type: none"> Michael Smith offered a vote of thanks on behalf of parents to all the Trustees, Officers, and helpers of the Unit Cdr John Plummer wished to congratulate all involved for the success of the Unit over the past 12 months NW expressed thanks to all staff, Trustees and supporters for their hard work and support over the past year JL, on behalf of the Trustees and staff thanked NW and MS (in her absence) for their continued leadership and support through a very difficult year <p style="text-align: center;">The meeting was closed at 20:20</p>

ELECTION OF UNIT MANAGEMENT TEAM

NAME	PROPOSED BY	SECONDED BY
Robert Ellis	Noel Wheatley	Rosemary Langley
Joanne Haws	Robert Ellis	Bishop John Mills
Rosemary Langley	Bishop John Mills	Helen Townshend
Bishop John Mills	Helen Townshend	Noel Wheatley
Alistair Ogle	Noel Wheatley	Robert Ellis
Helen Townshend	Joanne Haws	Alistair Ogle
Noel Wheatley MBE	Alistair Ogle	Robert Ellis

CHAIRPERSON'S REPORT

- Being a newly affiliated Sea cadet Unit, growing steadily and gaining momentum, the last thing we needed was a sudden stop – which is what happened when the first Covid-19 pandemic lockdown saw us suspend all face-to-face activities as from March 17th, 2020. We, along with countless millions of others then mounted the fast-developing learning curve of living, working and learning virtually. Zoom, MS Teams, Kahoot quizzes and Google classroom became “the norm” and “you’re on Mute Bob” became the often-used phrase.
- The MSSC, our governing body, deserve recognition because of the swiftness in which they managed to develop and introduce alternative ways to keep our young people and adults engaged – if they wanted to be. We were acutely aware that children and young people everywhere were locked down at home stuck to a PC or tablet having to cope with online learning and we did not want to increase that virtual burden. What is now our main communication platform, Workplace, was introduced and used just to keep in touch and inform cadets and parents about what was available Nationally from the Sea Cadets – if they wanted to engage. We then started to introduce the family quizzes and offered self-teach sessions at home for those who wanted to complete some of the Cadet Training Programme. We then went further with live lessons including a morning drill session! I will let the OIC tell you more about what was achieved during the year and how in her report.
- I reported at last years AGM that back in May 2019 I mooted the idea of having our own building on site to help with storage problems, provide us with a dedicated ships office and classrooms that could be shared with APHS. At the last AGM I did say that final costings will be included in this years report and they are indeed included in the years financial accounts. In a nutshell, the final cost, from start to finish and including all fixtures and fittings plus groundworks and pathway / disabled ramp etc came to just over £65000. This sum was raised in a relatively short time frame thanks to a number of grants and donations
- The pandemic did not stop us getting out and about in between lockdowns and we were prepared enough to gain early permission to undertake outdoor activities and return to boating. To help with this, grants were applied for and won enabling us to purchase 14 new kayaks with trailer plus wet suits to assist with winter boating. The HQ Covid fund also provided funding to enable us to hire a self-contained welfare unit to support boating and other activities.
- As always, our small but dedicated staff team made themselves available whenever they could during the year which was even more commendable when you consider 3 of them were working in the NHS “front line”. Not only were our volunteers supporting on line training they were also taking the opportunity to further develop their skills with mandatory and specialist training.
- **BURGEE 2020**
The burgee is awarded to a Unit for achieving “very good or better” status during the 12 months under review. A Unit is continually assessed throughout the 12 month period which is then topped off with a Unit Review or an Area Review Visit. I am very pleased to report

that Wells Sea Cadets gained a second consecutive Burgee which is a reward for all the effort and commitment of all those involved.

- As mentioned, this AGM and therefore my report, covers the 12 months from April 2020. However, given that we are 6 months into the FY 2020/1 I would like to take this opportunity to give a very brief overview of the last 6 months and talk a little about the future.
- The national organisation launched their 2-year regeneration plan for Sea Cadets earlier this year and thank you to those of you who responded to our survey which produced some extremely pleasing results. We have also involved a number of cadets in discussions, and they have come back with a number of ideas and aspirations which we will take note of and, wherever possible, take forward.
- The first 6 months of this year have already been productive, and you'll hear more about that next year. BUT we are getting closer and closer to being self-sufficient on the water and I'm looking forward to seeing our new and state of the art sailing dinghies out in the harbour in the not-too-distant future with our own RYA sailing instructor backed up by our own safety boats being driven by our own RYA power boat instructors. Whilst along the road on Holkham Lake we will have our own paddlesports instructors leading kayaking sessions in amongst the 3 Trinity rowing boats being led by our own rowing instructors.
- You would have heard me say this before, but we are always in need of more adult assistance to bolster our numbers, maintain sustainability and encourage growth. Ideally potential new volunteers will have relevant qualifications and / or experience to assist the growth of the Unit but we are able to train and develop almost anyone – it just takes a bit longer. As well as instructional staff we are looking for Unit Assistants – adults who are willing and able to assist with supervision, cover, minibus driving, boat maintenance but with no instructional commitment.

Noel Wheatley MBE
29th September 2021

OFFICER-IN-CHARGE's REPORT (Read by PO (SCC) Ed Paffett – 1st Lieutenant)

Although the 12 months being reported were severely disrupted by the Covid pandemic we were still able to remain active, engage our cadets and offer activities both virtually and face to face between lockdowns.

Our numbers at the end of the March 2021 were:

JUNIORS	8
SEA CADETS	35

During the year cadets achieved 110 qualifications which includes 19 Duke of Edinburgh sections being completed. Most notably we had:

- 5 cadets gained the new Cadet Naval Airman Proficiency
- 7 completed the online RYA Essential Navigation and Seamanship course which also entitled them to the SCC intermediate navigation badge
- 19 gained British Canoeing awards
- Cadet 1st class Sid Smith completed the ILM Level 2 certificate in teamwork and personal skills

A number of cadets also took advantage of the Marine Society & Sea Cadets online courses usually available to seafarers. Between them they completed over 30 modules including Maths@Sea, Writing@Sea, Spreadsheets@Sea with some of them going on to complete navigation and geography courses.

Music was also a theme throughout the 12 months with Henry T and Henry S taking part in a number of music sessions run by Blackheath Academy or the Royal Marines Band.

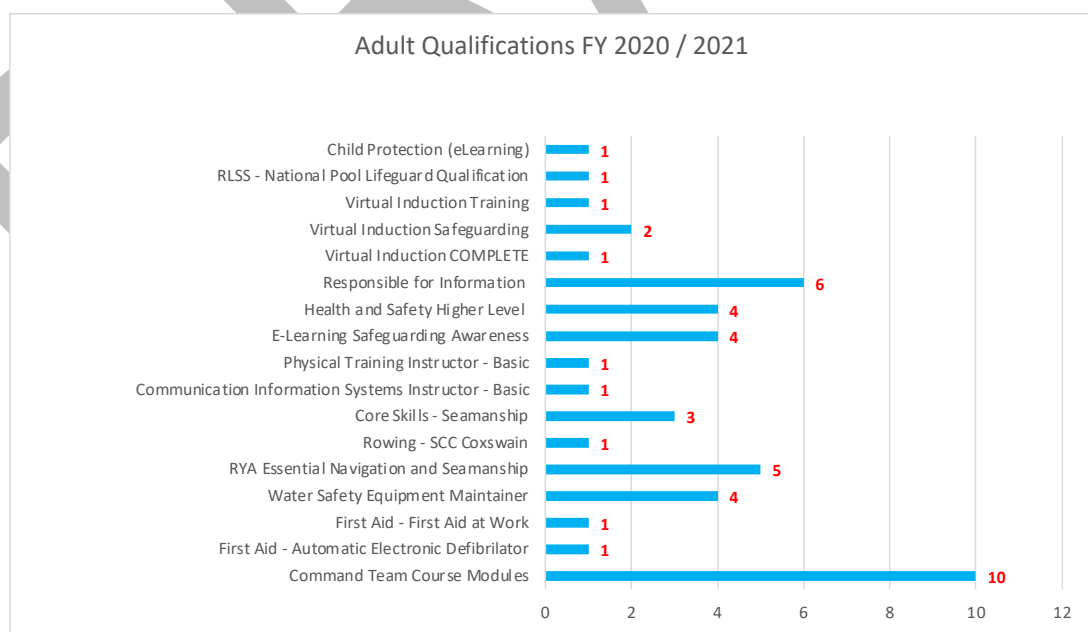
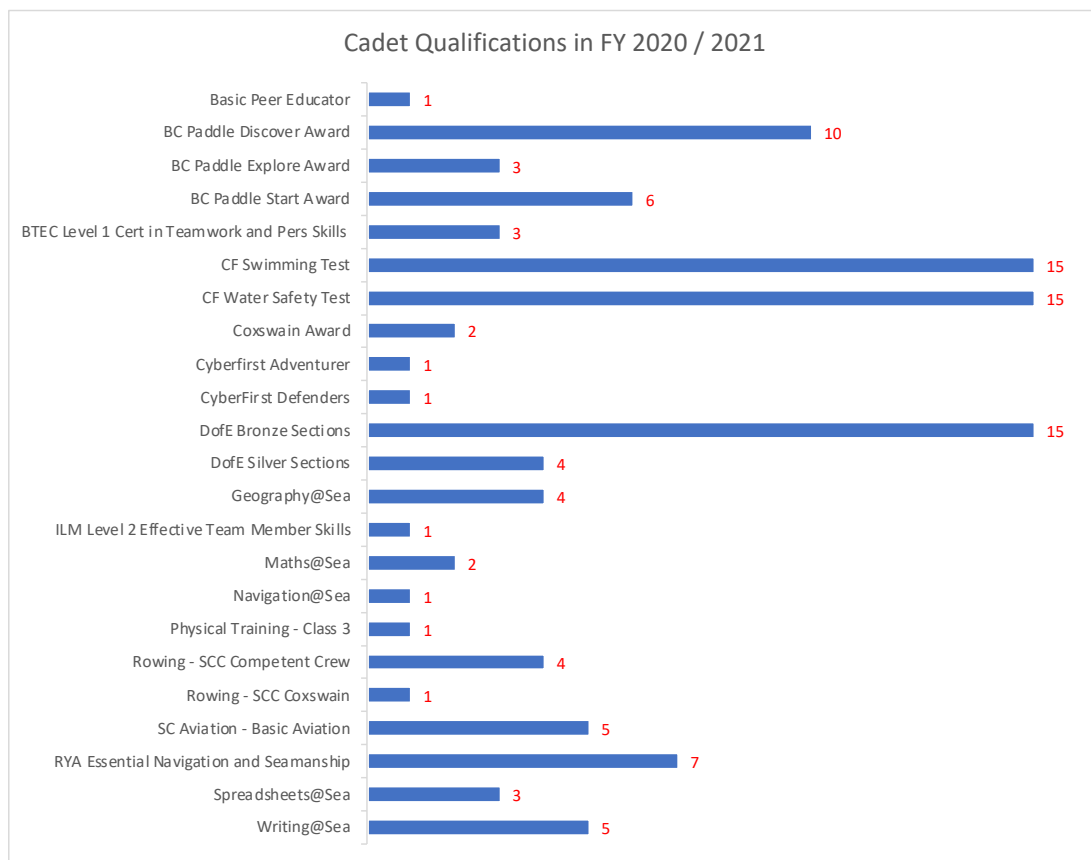
We also had 3 Cadets and CI Somerton attend a virtual Physical Training Instructor course with OC Maddie Fulton and CI Somerton gaining a qualification and 2 other cadets awaiting results

In between lockdowns cadets and adult volunteers took advantage of boating activities at Thrapston Boat Station and on Holkham Lake logging 143 hours on the water which isn't bad considering the very limited opportunity to get out and about.

Our adult volunteers also kept themselves busy not only completing 19 mandatory modules needed to be a Cadet Force Adult Volunteer but also gaining specialist and boating qualifications including:

- RLSS Pool Lifeguard
- First Aid
- 3 x Seamanship core modules

- 1 x PTI
- 1 x Rowing Coxswain
- 4 x Water Safety Equipment Maintainers



EVENTS

For obvious reasons many if not all the planned events were cancelled. However, we did manage to mark some of the special occasions:

- Cadets and staff celebrated the achievements of Captain Tom and joined in the “Clap for the NHS” events.
- VE Day was celebrated by home cake bakes with cadets showing off their bakes and banquets on Workplace
- Thanks to Holly Smith and Cadets Henry and Sid, accompanied by the District Officer we were able to celebrate Trafalgar Day at Burnham Thorpe – the birthplace of Lord Nelson.
- Remembrance Day was marked by the laying of wreaths in Wells, Holkham and The Burnham’s as well as “poppy pebbles” painted by the cadets being laid at a number of war graves throughout Wells and the surrounding villages.

PO (SCC) Maria Somerton
29th September 2021

ACCOUNTS 2020/21

UNIT NAME
WELLS NEXT THE SEA
CHARITY NUMBER
1187315
YEAR ENDING
2021

RECONCILIATION	
Opening Balances	
£24,547.87	Bank Account
£0.00	Saving Account
£0.00	Petty Cash
£24,547.87	Total Opening Balance at 1st April 2020
Closing Balances	
£29,286.76	Bank Account
£	Saving Account
£0.00	Petty Cash
£29,286.76	Total Closing Balance at 31st March 2021
£29,286.76	Closing Balance per A3 Report
£0.00	

THE SEA CADETS		Form	
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		Wells SCC (R&P)	
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March		Apr-21	
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)			
Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November			
Unit Name: WELLS NEXT THE SEA	Charity No: 1187315		
Fund-name/purpose (if not held for the Unit's general purposes):-	Notes	THIS YEAR £	LAST YEAR £
REVENUE RECEIPTS –			
GRANTS (RESTRICTED)		£62,596.95	£0.00
GRANTS (UNRESTRICTED)		£10,500.00	£22,420.00
TRAVEL	Mileage		£1,260.06
CADET CONTRIBUTIONS		£2,154.00	£2,554.00
OTHER DONATIONS / LEGACIES		£1,048.49	£10,776.03
FUNDRAISING		£0.00	£1,399.99
OTHER CHARITABLE ACTIVITIES:			
CLOTHING / UNIFORM			£126.00
COURSE FEES	Course Fees/Training	£189.00	£5,296.75
SUNDRY SALES RECEIPTS	Stationery	£4.75	£0.00
BANK DEPOSIT INTEREST		£0.00	£0.00
PROPERTY RENTS (includes any occasional	Scout Hut / APTS		£0.00
OTHER REVENUE RECEIPTS	Gift Aid	£1,192.93	£1,478.80
TOTAL REVENUE RECEIPTS	A	£77,686.12	£45,311.63
NON-REVENUE RECEIPTS –			
PROCEEDS FROM SALES OF OTHER FIXED		£0.00	£0.00
TOTAL NON-REVENUE RECEIPTS	B	£0.00	£0.00
(*Attach that Fund's similar Account of Receipts as page AC1A, and so on)			
TOTAL RECEIPTS = A + B	C	£77,686.12	£45,311.63
Reconciliation:-			
NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-			
- REVENUE ITEMS (= A – D from page AC2)	G	£4,738.89	£45,311.63
- NON-REVENUE ITEMS (= B – E from page AC2)	H	£0.00	£0.00
- COMBINED (=G+H)		£4,738.89	£45,311.63
CASH/BANK BALANCE FROM LAST YEAR-END		£24,547.87	£0.00
CASH/BANK BALANCE AT THIS YEAR-END	2021	£29,286.76	£24,547.87
AC1			

THE SEA CADETS		Form	
ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT		SCC A3 (R&P)	
RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March		Apr-21	
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)			
Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November			
Unit Name: WELLS NEXT THE SEA	Charity No: 1187315		
Fund-name/purpose (if not held for the Unit's general purposes):-		THIS YEAR	LAST YEAR
	Notes	£	£
REVENUE PAYMENTS –			
<u>DIRECT CHARITABLE ACTIVITY</u>			
COSTS:			
FUNDRAISING & SPECIAL EVENTS COSTS			£0.00
TRAINING COSTS	Training/Training	£451.05	£3,043.73
FUEL & TRAVEL COSTS			£1,607.08
CATERING COSTS/COVID COSTS		£455.64	£840.51
COURSE FEES PAID	Course Fees +		£5,420.25
ARTICLES PURCHASED FOR RESALE		£0.00	£0.00
OVERHEAD COSTS FOR:			
RENT / COUNCIL TAX	Scout Hut / APTS		£3,060.99
HEAT, LIGHT & WATER		£0.00	£1,460.40
TELEPHONE & BROADBAND		£0.00	£0.00
OFFICE SUPPLIES, POSTAGE & PRINTING		£191.77	£722.83
MAINTENANCE COSTS FOR:			
BUILDINGS PROJECT & ESTATE		£63,662.19	£2,107.00
BOATS & EQUIPMENT		£6,711.74	£9,775.64
VEHICLES & TRAILERS	4 Trailers		£8,302.07
OTHER MISC EQUIPMENT	Clothing/Uniform/Badge	£1,053.45	£3,126.20
INSURANCE COSTS		£421.39	£175.02
BANK INTEREST & CHARGES		£0.00	£0.00
CHARITY GOVERNANCE COSTS:			
FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION		£0.00	£0.00
FOR OTHER PROFESSIONAL FEES		£0.00	£0.00
FOR LEGAL ADVICE (for constitution or trustees)		£0.00	£0.00
OTHER REVENUE COSTS		£0.00	£0.00
TOTAL REVENUE	D	£72,947.23	£39,641.72
NON-REVENUE PAYMENTS –			
ASSETS		£0.00	£0.00
TOTAL NON-REVENUE PAYMENTS	E	£0.00	£0.00
TOTAL PAYMENTS (=D+E)	F	£72,947.23	£39,641.72
(*Attach that Fund's similar Account of Payments as page AC2A, and so on)			
AC2			

THE SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March		Form SCC A3 (R&P) Apr-21	
(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)			
Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November			
Unit Name: WELLS NEXT THE SEA	Charity No: 1187315		
In E&W: STATEMENT OF ASSETS & LIABILITIES (English/Welsh Units: <u>No</u> valuations/costs or accounts notes required)			
	Name of Fund if restricted	THIS YEAR £	LAST YEAR £
ASSETS:			
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)		£29,286.76	£24,547.87
BANK DEPOSITS (if any) not included above		£0.00	
LOANS RECOVERABLE		£0.00	£0.00
OTHER DEBTS (total recoverable – exclude any		£0.00	£0.00
*STOCKS OF ITEMS FOR RESALE (total cost)		£0.00	£0.00
INVESTMENTS (present value of securities &c)		£0.00	£0.00
INVESTMENTS (ditto – belonging to a Restricted Fund, if		£0.00	£0.00
*OTHER FIXED ASSETS:			
- LAND & BUILDINGS		£64,000.00	£0.00
- BOATS & EQUIPMENT		£56,069.00	£47,689.00
- VEHICLES & TRAILERS			£0.00
- COMPUTERS & OTHER EQUIPMENT		£2,000.00	£7,000.00
*For all these items (including any gifts at estimated value when given) state their total <u>present value</u> here if lower than as above		[]	[]
LIABILITIES			
LOANS REPAYABLE		£0.00	
OTHER CREDITORS (total payable – exclude any "accruals")		£0.00	
CONTINGENT LIABILITIES (estimated total amount)		£0.00	
[Scottish] ACCOUNTS NOTES* (if not within Annual Report)			
For any <u>separate</u> Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its use	Give page no(s). - or say if none		
Total number and amount of any grants paid to (i) individuals and (ii) institutions. analysed by type of activity or project	(or say if none)	[]	
Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it	(or say if none)	[]	Authority:
Amount of any trustee expenses reimbursed and for how many trustees	(or say if none)	[]	For how many:
Amount and nature of any other trustee-transactions (including with connected persons, stating the relationship) - together with any amount owing at the year-end (say if none)	(or say if none)	[]	Nature:
Any further information that 'may reasonably assist' a reader's	Give page no(s).		- or say if none
(*Show details on an extra attached (numbered) page if necessary)			
Rosemary Langley Rosemary LANGLEY - Treasurer			
.....Noel Wheatley.....Noel WHEATLEY - Unit Chairman			
Signed as authorised by the Unit's Management Committee - Date:			
AC3			

THE SEA CADETS ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March <small>(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)</small>		Form SCC A3 (R&P) Apr-21
Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November		
Unit Name: WELLS NEXT THE SEA	Charity No: 1187315	
Unit address (or address for correspondence):-		
House name:	Wells Sea Cadets	
Street and No:	Alderman Peel High School	
Area or Estate	Market Lane	
Town/City:	Wells-next-the-Sea	
County	Norfolk	
Post Code:	NR23 1RB	
Unit Management Team members (the 'charity trustees') at date of signing Report:-		
Noel Wheatley MBE	Alastair Ogle	
Robert Ellis		
Joanne Loades		
Rosemary Langley		
Bishop John Mills		
Helen Townshend		
Names of any other persons who were charity trustees of the Unit at any time in the financial year:-		
Name of any person who is now (or was, in the financial year) a 'trustee for the charity' - i.e., holding or in possession of any assets belonging to the Unit (includes custodians, nominees &c) [<i>not</i> : Scotland]:-		
Nature and date of the Unit's constitution (governing document):- Governed by Sea Cadet Standard Constitution 05/09/21		
The method(s) adopted for recruiting new trustees, and how trustees are elected or otherwise appointed (and by whom) in accordance with the Unit's constitution, are as follows:-		
<i>Unit Management Team (UMT) members are elected annually at the Annual General Meeting (AGM). UMT members are elected from the membership of the Sea Cadet Unit which is drawn loosely as being those with an interest in the unit. In the event of a vacancy arising during the year (known as a casual vacancy), The UMT have the power to appoint a new UMT member. The UMT member appointed will serve until the date of the next AGM, after which the post will be filled by election.</i>		
The Unit's charitable purpose(s) as set out in its constitution is:-		
To promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by the provision of education and leisure time activities using a nautical theme and in accordance with the principles, ethos and practices of the Marine Society & Sea Cadets (MSSC).		
The Unit's main activities and achievements in the financial year were:-		
Securing agreement and funding for Cadet modular building constructed on school premises. Development of adult volunteers has been a priority. Wells has made use of District, Area and National resources to secure cadet qualifications to ensure cadets get the best possible Sea Cadet Experience		
Public Benefit The UMT continue to give due regard to the public benefit provided by the Unit in relation to the charitable purpose of the Sea Cadet movement as set out in the activities and achievements as outlined above. The aim is to promote the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens in a safe environment. In order to achieve this the Unit takes young people from all backgrounds, including where possible those with disabilities and develops their skills and abilities by: <ul style="list-style-type: none"> Regular and structured activities with a nautical theme. Allowing young people to take part in activities connected with the wider Sea Cadet movement such as waterborne activities, events and competitions at district, area and national levels. Availability of formal educational achievements whilst taking courses to earn badges and promotions Contributions are kept low in order to ensure all those who wish to take part in the activities of the Unit may do so.		

AC4



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Wells-next-the-Sea Sea Cadets Unit 645 of The Sea Cadet Corps

**On accounts for the
year ended**

31st March 2021

Charity no

1187315

Set out on pages

1 to 4

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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:

- examine the accounts under section 145 of the Charities Act,
- 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
- 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 matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, 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.

Signed:

Jhfordham.

Date:

28/09/2021

Name:

James Fordham ACPA

**Relevant professional
qualification(s) or body
(if any):**

Certified Public Accountants Association (CPAA)

Address:

86-90 Paul Street, London EC2A 4NE



Independent examiner's report on the accounts

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

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