



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2022 To 31<sup>st</sup> December 2022

Charity name: Help Close By

Charity registration number: 1190642

## Objectives and Activities

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | <p>The objects of the CIO are:</p> <ol style="list-style-type: none"><li><i>The prevention or relief of poverty in the UK by providing, technological solutions and technology services to individuals in need and/or charities, working in partnership with statutory and other relevant organisations as appropriate.</i></li><li><i>The relief of financial hardship among people living or working in the UK by providing technological applications free of charge to such persons as would benefit from being connected with local charitable service providers to obtain help which they could not otherwise afford through lack of means.</i></li></ol>                                                                                                                                                                                                                                                                                                                                       |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>During 2022 Help Close By continued it's work in Birmingham's Ladywood area, particularly our local volunteer delivery group. The delivery group was necessary due to a drop of in equivalent services and charities able to deliver, and it became apparent we were becoming one of the few and possibly only groups still intentionally delivering food parcels outside of the city centre in Birmingham.</p> <p>Costs covered to date by our app developer volunteer and co-founder Penny started to be taken over by Help Close By in the case of server costs (Azure), but a grant from Microsoft to cover this was obtained at the end of the year that would become effective from January 2023.</p> <p>Food costs covered by partner Incredible Surplus throughout the year, with an average value of £20 per parcel, making them a significant sponsor of our work throughout 2022, although surplus supply began to dry up towards the end of the year but remained available to us.</p> |

|                                                                                                                              |           |                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------|
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | All Trustees have read the Charit Commission guidance on public benefit and have confirmed that they have done so. |
|------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------|

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making                                           | Para 1.38      | Policy at end of the year adopted to find sponsorship for as much of the technology we use as is possible.                                                                                                                                                        |
| Policy on social investment including program related investment | Para 1.38      | <b>N/A</b>                                                                                                                                                                                                                                                        |
| Contribution made by volunteers                                  | Para 1.38      | The combined effort of volunteers across the charities work has allowed us to maintain a supply of food to people in need during an increasingly apparent cost of living crisis. A hardcore of volunteers for deliveries has remained steady throughout the year. |
| Other                                                            |                |                                                                                                                                                                                                                                                                   |

## Achievements and Performance

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p>Help Close By has managed to maintain a stable supply of food to people in need during a year where a cost of living crisis emerged. Unlike traditional food banks, our local deliveries have allowed us to reach people who may not otherwise gain access to food.</p> <p>Plans in place to expand our app to include advice services are under development and will go live in 2023, in partnership with Karis Neighbour Scheme.</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                              |           |                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Achievements against objectives set                          | Para 1.41 | Partnership formed ahead of an app release due to cover advice services to address long term needs with Karis Neighbour Schedule. App release pending for 2023.<br><br>Retention of core volunteers based on theory of making volunteering actions short but meaningful proving to be a successful model. |
| Performance of fundraising activities against objectives set | Para 1.41 | n/a                                                                                                                                                                                                                                                                                                       |
| Investment performance against objectives                    | Para 1.41 | <b>n/a</b>                                                                                                                                                                                                                                                                                                |
| Other                                                        |           | <b>n/a</b>                                                                                                                                                                                                                                                                                                |

## Financial Review

|                                                                                  |           |                                                                                                                                                         |
|----------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of the charity's financial position at the end of the period              | Para 1.21 | £215 year end balance, however Microsoft sponsorship and reduced insurance costs into the 2023 set to massively reduce our current cost base into 2023. |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | n/a                                                                                                                                                     |
| Amount of reserves held                                                          | Para 1.22 | £0                                                                                                                                                      |
| Reasons for holding zero reserves                                                | Para 1.22 | Currently a low set of operating costs with most services carried out by volunteers.                                                                    |
| Details of fund materially in deficit                                            | Para 1.24 | N/A                                                                                                                                                     |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | n/a                                                                                                                                                     |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | Private donations and sponsorship                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| A description of the principal risks facing the charity                         | Para 1.46 | <p>App development continues to be a risk area for developing features some partners may wish to have, slowly aspects of this are being addressed by our volunteer developer and other systems and technology is used in a manner that the app isn't a single point of failure. Other technology is used outside of our main app that identifies people in need and shows this can give us an edge in using technology and big data outside of a single system.</p> <p>Charity in need of a greater volunteer base and permanent staff in order to further reach of work.</p> |
| Other                                                                           |           | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                  |
| Type of governing document<br>(trust deed, royal charter)                                                                                                                 | Para 1.25 | n/a                                              |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)                                                                                                  | Para 1.25 | CIO                                              |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>Appointed/approved by quorum of trustees.</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |                                                                                                                                                            |
|-------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |                                                                                                                                                            |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | Charity has a working relationship with Birmingham's Food Justice Network and has worked closely with Incredible Surplus to supply food to people in need. |
| Relationship with any related parties                                                     | Para 1.51 |                                                                                                                                                            |
| Other                                                                                     |           |                                                                                                                                                            |

## Reference and Administrative details

|                             |                                                     |
|-----------------------------|-----------------------------------------------------|
| Charity name                | Help Close By                                       |
| Other name the charity uses |                                                     |
| Registered charity number   | 1190642                                             |
| Charity's principal address | 20 Tennal Road<br>Harborne<br>Birmingham<br>B32 2JE |
|                             |                                                     |

## Names of the charity trustees who manage the charity

|    | Trustee name     | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|------------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1  | John McCombs     | Chair           | Until August 2022.                |                                                               |
| 2  | Duncan Catterall | Treasurer       |                                   |                                                               |
| 3  | Wendy Sale       | Secretary       | Ended in Dec 2022.                |                                                               |
| 4  | Leah Harvey      | Secretary       |                                   |                                                               |
| 5  |                  |                 |                                   |                                                               |
| 6  |                  |                 |                                   |                                                               |
| 7  |                  |                 |                                   |                                                               |
| 8  |                  |                 |                                   |                                                               |
| 9  |                  |                 |                                   |                                                               |
| 10 |                  |                 |                                   |                                                               |
| 11 |                  |                 |                                   |                                                               |
| 12 |                  |                 |                                   |                                                               |
| 13 |                  |                 |                                   |                                                               |
| 14 |                  |                 |                                   |                                                               |
| 15 |                  |                 |                                   |                                                               |
| 16 |                  |                 |                                   |                                                               |
| 17 |                  |                 |                                   |                                                               |
| 18 |                  |                 |                                   |                                                               |
| 19 |                  |                 |                                   |                                                               |
| 20 |                  |                 |                                   |                                                               |

## Corporate trustees – names of the directors at the date the report was approved

| Director name    |           |                    |
|------------------|-----------|--------------------|
| Oliver Armstrong | Chair     |                    |
| Duncan Catterall | Treasurer |                    |
| Wendy Sale       | Secretary | Ended in Dec 2022. |
| Leah Harvey      | Secretary |                    |
| Naomi Robson     |           | January 2023       |
| Indijit Sidhu    |           | June 2023          |
| Anjali Parshotum |           | June 2023          |

## Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
| n/a          |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

## Funds held as custodian trustees on behalf of others

|                                                                                                                               |     |
|-------------------------------------------------------------------------------------------------------------------------------|-----|
| Description of the assets held in this capacity                                                                               | n/a |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |     |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |     |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| n/a             |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|     |
|-----|
| n/a |
|-----|

## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

|  |  |
|--|--|
|  |  |
|--|--|

Full name(s)

Duncan Catterall

|                  |  |
|------------------|--|
| Duncan Catterall |  |
|------------------|--|

Position (eg Secretary,  
Chair, etc)

Treasurer

|           |  |
|-----------|--|
| Treasurer |  |
|-----------|--|

Date

20.10.2023

|            |
|------------|
| 20.10.2023 |
|------------|



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Help Close By

No (if any)  
1190642

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1/1/2022

To

Period end date  
12/31/2022

### Section A Receipts and payments

|                                                       | Unrestricted funds | Restricted funds | Endowment funds  | Total funds      | Last year        |
|-------------------------------------------------------|--------------------|------------------|------------------|------------------|------------------|
|                                                       | to the nearest £   | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                                    |                    |                  |                  |                  |                  |
| Private Donation                                      | 500                | -                | -                | 500              | -                |
| PAYPAL Private donations                              | 363                | -                | -                | 363              | 86               |
|                                                       | -                  | -                | -                | -                | -                |
|                                                       | -                  | -                | -                | -                | -                |
|                                                       | -                  | -                | -                | -                | -                |
|                                                       | -                  | -                | -                | -                | -                |
|                                                       | -                  | -                | -                | -                | -                |
| <b>Sub total(Gross income for AR)</b>                 | <b>863</b>         | <b>-</b>         | <b>-</b>         | <b>863</b>       | <b>86</b>        |
| <b>A2 Asset and investment sales, (see table).</b>    |                    |                  |                  |                  |                  |
|                                                       | -                  | -                | -                | -                | -                |
|                                                       | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total receipts</b>                                 | <b>863</b>         | <b>-</b>         | <b>-</b>         | <b>863</b>       | <b>86</b>        |
| <b>A3 Payments</b>                                    |                    |                  |                  |                  |                  |
| Microsoft Azure                                       | 96.07              | -                | -                | 96               | -                |
| Microsoft Azure                                       | 99                 | -                | -                | 99               | -                |
| Microsoft Azure                                       | 97                 | -                | -                | 97               | -                |
| Microsoft Azure                                       | 99                 | -                | -                | 99               | -                |
| Microsoft Azure                                       | 99                 | -                | -                | 99               | -                |
| Microsoft Azure                                       | 97                 | -                | -                | 97               | -                |
| Microsoft Azure                                       | 99                 | -                | -                | 99               | -                |
| Microsoft Azure                                       | 96                 | -                | -                | 96               | -                |
| Microsoft Azure                                       | 99                 | -                | -                | 99               | -                |
| Microsoft Azure                                       | 90                 | -                | -                | 90               | -                |
| Microsoft Azure                                       | 99                 | -                | -                | 99               | -                |
| Microsoft Azure                                       | 95                 | -                | -                | 95               | -                |
| ACCESSUNDERWR insurance Food d                        | 416                | -                | -                | 416              | 451              |
| ACCESSUNDERWR insurance PL                            | 46                 | -                | -                | 46               | 236              |
| <b>Sub total</b>                                      | <b>1,625</b>       | <b>-</b>         | <b>-</b>         | <b>1,625</b>     | <b>687</b>       |
| <b>A4 Asset and investment purchases, (see table)</b> |                    |                  |                  |                  |                  |
|                                                       | -                  | -                | -                | -                | -                |
|                                                       | -                  | -                | -                | -                | -                |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total payments</b>                                 | <b>1,625</b>       | <b>-</b>         | <b>-</b>         | <b>1,625</b>     | <b>687</b>       |
| <b>Net of receipts/(payments)</b>                     | <b>- 763</b>       | <b>-</b>         | <b>-</b>         | <b>- 763</b>     | <b>601</b>       |

|                             |      |   |   |      |       |
|-----------------------------|------|---|---|------|-------|
| A5 Transfers between funds  |      |   |   |      |       |
|                             | -    | - | - | -    | -     |
| A6 Cash funds last year end | 700  | - | - | 700  | -     |
| Cash funds this year end    | - 63 | - | - | - 63 | - 601 |

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

| Categories                                        | Details                                                                                                                                                                                                                                                                      | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------|------------------------------|---|-------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------|---|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---|---|----------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---|---|---|---|---|---|---|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---|---|---|---|---|---|---|---|
| B1 Cash funds                                     | <table> <tr><td></td></tr> <tr><td>£216.95</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td><b>Total cash funds</b></td></tr> <tr><td>receipts and payments account(s)</td></tr> </table>                                                                           |                                 | £216.95                       | -                            | - | <b>Total cash funds</b> | receipts and payments account(s) | <table> <tr><td>£216.95</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td><b>217</b></td></tr> <tr><td>Agreement Error</td></tr> </table> | £216.95 | - | - | <b>217</b>                                                                                                                                                        | Agreement Error                 | <table> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td><b>-</b></td></tr> <tr><td>OK</td></tr> </table>             | - | - | - | <b>-</b> | OK                                                                                                                                                           | <table> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td><b>-</b></td></tr> <tr><td>OK</td></tr> </table>                                                                                           | -                                                                                                                                        | - | - | <b>-</b> | OK |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
|                                                   |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| £216.95                                           |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| -                                                 |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| -                                                 |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| <b>Total cash funds</b>                           |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| receipts and payments account(s)                  |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| £216.95                                           |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| -                                                 |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| -                                                 |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| <b>217</b>                                        |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| Agreement Error                                   |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| -                                                 |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
| -                                                 |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
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| B3 Investment assets                              | <table> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>                                                                                                                 |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   | <table> <tr><td>Fund to which asset belongs</td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>     | Fund to which asset belongs     |                                                                                                                                          |   |   |   |          | <table> <tr><td>Cost (optional)</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> </table>       | Cost (optional)                                                                                                                                                                                                        | -                                                                                                                                        | - | - | -        | -  | <table> <tr><td>Current value (optional)</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> </table> | Current value (optional) | -                                                                                                                                        | - | -                                                                                                                                                                                                                  | -               | - |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
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| Cost (optional)                                   |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
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| Current value (optional)                          |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
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| B4 Assets retained for the benefit of the charity | <table> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table> |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              | <table> <tr><td>Fund to which asset belongs</td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table> | Fund to which asset belongs                                                                                                              |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   | <table> <tr><td>Cost (optional)</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> </table> | Cost (optional) | - | - | - | - | - | - | - | - | <table> <tr><td>Current value (optional)</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> </table> | Current value (optional) | - | - | - | - | - | - | - | - |
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| Cost (optional)                                   |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
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| Current value (optional)                          |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
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| B5 Liabilities                                    | <table> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>                                                                                                                 |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   | <table> <tr><td>Fund to which liability relates</td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table> | Fund to which liability relates |                                                                                                                                          |   |   |   |          | <table> <tr><td>Amount due (optional)</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> </table> | Amount due (optional)                                                                                                                                                                                                  | -                                                                                                                                        | - | - | -        | -  | <table> <tr><td>When due (optional)</td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>           | When due (optional)      |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
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| Fund to which liability relates                   |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
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| Amount due (optional)                             |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
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| When due (optional)                               |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |
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|                                                   |                                                                                                                                                                                                                                                                              |                                 |                               |                              |   |                         |                                  |                                                                                                                                                   |         |   |   |                                                                                                                                                                   |                                 |                                                                                                                                          |   |   |   |          |                                                                                                                                                              |                                                                                                                                                                                                                        |                                                                                                                                          |   |   |          |    |                                                                                                                                                                 |                          |                                                                                                                                          |   |                                                                                                                                                                                                                    |                 |   |   |   |   |   |   |   |   |                                                                                                                                                                                                                             |                          |   |   |   |   |   |   |   |   |

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

DUNCAN CATTERALL

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