

Sustainable Chipping Norton

England & Wales · Charity number 1202363

Details

Other names TRANSITION CHIPPING NORTON

Status Registered

Legal form CIO

Registered 2023-03-16

Register [View on the Charity Commission register](#)

Contact

Address C/O Sustainable Chipping Norton
72 The Leys
Chipping Norton
Oxfordshire
OX7 5HH

Phone 07517144828

Email office@sustainablechippingnorton.org

Website <https://www.facebook.com/TransitionChippingNorton/>

Activities

Objects: THE OBJECTS OF THE CIO, FOR THE PUBLIC BENEFIT, ARE TO ADVANCE THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE NATURAL ENVIRONMENT AND THE PRUDENT USE OF NATURAL RESOURCES FOR THE BENEFIT OF THE POPULATION IN CHIPPING NORTON AND THE SURROUNDING AREA, THROUGH PROMOTION, AWARENESS RAISING AND SKILL SHARING WITH ALL AGE GROUPS TO BUILD COMMUNITY RESILIENCE TO COMBAT CLIMATE CHANGE AND RESOURCE SCARCITY.

Activities: We support, promote and run community initiatives to help people live more sustainably and to protect and improve the environment. We do this by creating a network of supportive people and organisations in and around Chipping Norton. We encourage communication between people with similar goals, and help amplify the voices of marginalised groups, enabling them to be better heard by policy makers.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- Gloucestershire
- Oxfordshire
- Warwickshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£50,252	£33,664	-	-
2024-03-31	£42,707	£30,277	-	-

Trustees

Name	Role	Appointed
Ava Brown		2026-06-01
Duncan Brown		2023-09-30
Joanna Mary Coombs		2025-06-25
Kim Fazackerley-Sale		2022-10-22
Natascha Cavers		2025-06-25

Sustainable Chipping Norton

England & Wales - Charity number 1202363

Accounts

TRANSITION CHIPPING NORTON 1202363

Annual Reports to Members

For the Period 1st April 2024 to 31st March 2025

Transition Chipping Norton

Charity Number: 1202363

CONTENTS	Page
CHARITY INFORMATION	3
TRUSTEES' REPORT	4
STRATEGIC VISION FOR THE FUTURE	6
SUMMARY OF THE FINANCIAL POSITION	8
TRUSTEES' INTERESTS	8
STATEMENT OF TRUSTEES' RESPONSIBILITIES	8
ANNUAL ACCOUNTS	9
ACCOUNTING POLICIES	13

CHARITY INFORMATION

TRUSTEES:	Geoff Coleman (Chair) Karl Kwiatkowski (joined 19 th November 2024) Kim Fazackerley-Sale Linda Aspey Duncan Brown
REGISTERED ADDRESS:	17 Quarhill Close Over Norton Oxfordshire OX7 5PS
REGISTERED NUMBER:	1202363
INDEPENDENT EXAMINER'S REPORT	Dovey Accountancy Services Limited
BANKERS	The Co-Op Bank

TRUSTEES' REPORT

The Board of Trustees has pleasure in submitting its report and financial statements for the year ended 31 March 2025. This report covers the period from 1st April 2024 to 31st March 2025.

ACTIVITIES

Transition Chipping Norton supports, promotes and runs community initiatives to help people live more sustainably and to protect and improve the environment. We do this by creating a network of supportive people and organisations around Chipping Norton. We encourage communication between people with similar goals and help amplify the voices of marginalised groups, enabling them to be better heard by policy makers.

THE CURRENT SITUATION

OVERVIEW

In our financial year 2024-25, Transition Chipping Norton continued to build on a range of projects responding to community needs and interests. We forged stronger connections within our community building bonds and understanding between people from different backgrounds and generations and supported people with mental health and inner transition. We made further preparations for our rebrand to Sustainable Chipping Norton to be completed in 2025. We expanded into new areas of climate awareness whilst continuing to support many local community groups to share skills and expertise.

COMMUNITY

TCN runs several community groups that meet regularly including

- Fireside Group (12)
- Cotswold Foragers (several times a month)
- Swap Shop and Repair Café (7)

And has a strong emphasis on youth engagement through our youth activities

We collaborate with many other partners to help provide further regular sessions of

- Wellbeing walks
- Rusty Riders guided rides and cycle clinic
- Mental Health Support for parents and carers
- Themed social opportunities based on community members interests

We have run a variety of community events including:

- Magical Maasai Multigenerational Community Day
- Family Summer Play Day
- Christmas Community Crafts Session organised by young people
- Discussion workshops on Doughnut Economics and Deliberative Democracy
- A Presentation on Climate by Cllr Dr Pete Sudbury

YOUTH ACTIVITIES AND ENGAGEMENT

We have provided:

- 15 Evening Youth Sessions at The Town Hall
- 20 Youth sessions at Cotswold Crescent Play Area
- 12 weekend Youth sessions at Cotswold Crescent Play Area
- 4 Community Days with Youth Volunteers

TRANSITION CHIPPING NORTON 1202363

- 5 Residential Camps
- 3 Collaborative Summer Youth sessions at Glyme Hall

Engaging with over 180 young people throughout the year

TCN members collaborate with other groups and organisations to create a strong network of opportunities including:

- Chipping Norton Town Council
- The Theatre Chipping Norton
- Let's Ride
- Breeze
- Evenlode Catchment Partnership
- Oxfordshire Play Association
- Ribberty Rabbit Crafting CIC
- Seedbed Theatre
- St Mary's Church
- Home Ed Community
- The Theatre
- Cherwell Collective
- The Branch
- Kev's Bushcraft
- Woodland Ways
- The Bushcraft Show
- Chipping Norton Community Orchard
- Chipping Norton Green Gym
- Southill Solar
- Chipping Norton Larder
- Rollright Stones Trust
- Farm ED
- Oxfordshire Discovery College
- Oxford Doughnut Economics Collective
- Other nearby sustainability groups including Trees Collaborate group, Replenish; Sustainable Kirtlington; Sustainable Wychwoods Action Group; Deddington Environment Network; Barford Environment Network; Biodiversity Bloxham, Burford Environmental Action Group,

We continue to engage with the community, in line with our aims for community building and support for this year where we have engaged with:

AFFILIATIONS

Sustainable Chipping Norton is an active member of the following wider organisations

- Community Action Groups Oxfordshire
- Transition Network, as a Transition Town
- Friends of the Earth, as a Local Action group
- Oxfordshire Youth, as a Changemaker Partner

SOCIAL MEDIA & COMMUNICATIONS

TRANSITION CHIPPING NORTON 1202363

We continue to support connections between members through themed groups, and have grown our Whatsapp membership to over 200 people. This amplifies our impact far wider as we connect extensively and share information and events with a wide range of other networks.

TRAINING

As our volunteer base grows, we continue to support training needs in the following areas:

- First Aid at work
- Safeguarding
- Mental Health 1st Aid
- Youth Support Worker Training
- Youth Leader Training

OTHER ACHIEVEMENTS

- Over £49K in grant funding, up from £32K last year.

Positive Environmental Changes as a result of our activities:

- 48 items repaired including 22 bicycles
- 65 kg of clothing upcycled
- 155 packets of seeds swapped
- 140 Plants swapped
- 40 seed bombs created and passed to the Mayor
- 16 car boots full of clothing upcycled or swapped
- 94kg of food waste reduced

SERIOUS INCIDENTS

There were no serious incidents to report to the Charity Commission during the period.

STRATEGIC VISION FOR THE FUTURE

To continue to provide a wide range of activities and opportunities to bring local people together and support initiatives to improve the environment.

To strengthen connections between policy makers and marginalised community members to help ensure their voices are heard.

Form new relationships with other organisations to further increase the range of support and development we can offer.

NEXT STEPS FOR FY24-25

- Rebrand as Sustainable Chipping Norton
- Engage further trustees to support and govern the charity
- Increase our volunteer team
- Develop new website

SUMMARY OF THE FINANCIAL POSITION

During the period the charity had incoming resources of £50,252. During the same period the charity had expenditure of £33,664.

These accounts are prepared on a going concern basis. Taking into account the budget and cash flow for the charity for the year to 31 March 2025, the Trustees have reasonable expectations that the charity has adequate resources and support from group resources to continue operations for the foreseeable future. The going concern basis for the accounts has therefore continued to be adopted.

The financial position of the charity continues to be monitored closely to provide longevity for the charity.

TRUSTEES' INTERESTS

The Trustees do not have any beneficial interest in the charity.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Charity Commission requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or loss of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Commission requirements. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the Trustees at the date of approval of this report confirms that:

1. So far as the Trustees are aware, there is no relevant audit information of which those preparing the accounts are unaware; and
2. The Trustees have taken all the steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that those preparing the accounts are aware of that information.

This confirmation is given and should be interpreted in accordance with the guidelines of the Charity Commission.

ANNUAL ACCOUNTS

For the year ended 31 March 2025

Section A - Statement of Financial Activities: Summary

Incoming Resources	Unrestricted Funds	Restrict ed Income Funds	Endowment Funds	Total This Year	Total 2024
	£	£	£	£	£
Incoming resources from generated funds					
Incoming resources from charitable activities	50,252			50,252	32,299
Other incoming resources					10,408
Total incoming resources					
Total Incoming Resources	50,252			50,252	42,707

Resources Expended	Unrestricted Funds	Restrict ed Income Funds	Endowment Funds	Total This Year	Total 2024
	£	£	£	£	£
Cost of Generating Funds					
Charitable Activities	32,884			32,884	29,677
Governance Costs	780			780	600
Other Resources Expended					
Total Resources Expended	33,664			33,664	30,277

	Unrestricted Funds	Restrict ed Income Funds	Endowment Funds	Total This Year	Total 2024
	£	£	£	£	£
Net incoming/(outgoing) resources before transfers	16,588			16,588	12,430
Gross transfers between funds					
Net incoming/(outgoing) resources before other recognised gains/(losses)	16,588			16,588	12,430

	Unrestricted Funds	Restricted Income Funds	Endowmen t Funds	Total This Year	Total 2024
Net movement in funds	16,588			16,588	12,430
Total funds brought forward	12,430			12,430	-
Total funds carried forward	29,018			29,018	12,430

TRANSITION CHIPPING NORTON 1202363

The charity had no recognised gains or losses during the year other than those reflected in the above accounts. There is no difference in the reported surplus for the year and the surplus as reported under the historical cost convention.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with The Charities Act 2011 and for ensuring that these records are reported within the given timeframes.

Approved by the Board on
and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'N Cavers', written in a cursive style.

Natascha Cavers (Chair)

09-September-2025

TCN Received Grants FY 2024 – 2025

CAG Oxfordshire	£750.00	Maasai community day
WODC	£750.00	Maasai community day
CAG Oxford	£250.00	Great Big Green Week Activities for June 2024
SNG	£1500.00	10 Summer youth sessions
CN Town council	£750.00	Community Grant
CAG Oxfordshire	£1000.00	Youth Connect (Year 1 of 5 year grant)
OCF	£18,500.00	Better mental health (Year 1 of 2 year grant)
OCF	£13,200.00	Reducing Isolation
Clarion	£10,000	Intergenerational Youth Social Action Project
Cash 4 Kids	£3,000	Youth Opportunities provision
CAG Oxfordshire	£500	Great Big Green Week activities for June 2025

ACCOUNTING POLICIES

The principal accounting policies of the charity are set out below. The policies remain unchanged from the previous year.

BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as amended by the early adoption of Update Bulletin 1 published on 2nd February 2016 reflecting amendments to FRS102.

The Trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

CASH FLOW STATEMENT

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

FUND ACCOUNTING

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

INCOMING RESOURCES

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is received by way of grants donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Transition Chipping Norton

On accounts for the year
ended

31.03.2025

Charity no
(if any)

1202363

Set out on pages

1-10

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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

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

Signed:

Date:

22.9.2025

Name:

Mr J M Dovey

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

FCCA

Address:

Bloxham Mill, Barford Road

Bloxham, Banbury, Oxon

OX15 4FF

Section B**Disclosure**

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

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

Sustainable Chipping Norton

England & Wales - Charity number 1202363

Accounts

Annual Reports to Members

For the Period 16th March 2023 to 31st March 2024

Transition Chipping Norton

Charity Number: 1202363



CONTENTS

Page

CHARITY INFORMATION

3

TRUSTEE'S REPORT

4

STRATEGIC VISION FOR THE FUTURE

6

SUMMARY OF THE FINANCIAL POSITION

8

TRUSTEES' INTERESTS

8

STATEMENT OF TRUSTEES' RESPONSIBILITIES

8

ANNUAL ACCOUNTS

9

ACCOUNTING POLICIES

13



TRANSITION CHIPPING NORTON 1202363

1. CHARITY INFORMATION

TRUSTEES:	Geoff Coleman (Chairman) Mike Cahill (resigned April 2024) Kim Fazackerley-Sale Linda Aspey (joined 26 th September 2023) Duncan Brown (joined 26 th September 2023)
REGISTERED ADDRESS:	17 Quarhill Close Over Norton Oxfordshire OX7 5PS
REGISTERED NUMBER:	1202363
INDEPENDENT EXAMINERS REPORT	Dovey Accountancy Services Limited
BANKERS	The Co-Op Bank



2. TRUSTEE'S REPORT

The Board of Trustees has pleasure in submitting its report and financial statements for the year ended 31 March 2024. This report covers the period from 16th March 2023 (the date in which the Charity was registered with the Charity Commission) to 31st March 2024.

ACTIVITIES

Transition Chipping Norton is a charity whose purpose is to advance the conservation, protection and improvement of the natural environment and to encourage the prudent use of natural resources for the benefit of the population in Chipping Norton and the surrounding area. This will be achieved through promotion, awareness raising and skill sharing with all age groups to build community resilience to combat climate change and resource scarcity.

THE CURRENT SITUATION

OVERVIEW

The 2023-24 financial year was the first year as a registered Charity, having attained Charity status in March 2023. This saw Transition Chipping Norton (TCN) deliver a range of projects. There was significant growth in activities and reach in terms of the number of people and organisations that TCN engaged with. Income and expenditure both significantly increased over this period.

COMMUNITY

TCN have achieved respectable recognition and reputation in our community through a variety of activities.

- Collaborative engagement with other local groups (WOxEcoAct, Trees Collaborate, Oxfordshire Treescape Project etc)
- WOxEcoAct Collaboration Group
- Cycling Chippy Working Group
- Chippy4Trees Working Group
- Cotswolds Foragers Group
- Fireside Philosophy Group
- All things Eco WhatsApp Group
- Cotswold Crescent Youth Group
- Parenting Mental Health Group
- Strong integration and support from the local youth work and creative scene

We have also created a stronger bridge of communication between the Town Council and communities whose voices were less well heard, enabling their needs to be better understood.

EVENTS

TCN have supported community engagement with various collaborative events.

- Family fun day at Cotswold Crescent
- Apple Harvest Day
- Apple Blossom Day
- Skate Park Campaign and Jubilee celebrations

ACTIVITIES AND ENGAGEMENT

The list of activities that TCN have either led on or been key partners in delivering is significant and continues to grow.

- Cotswold Foraging and nature Walks (22)
- Swap Shop Craft and Social evenings (2)
- 15 fireside get-togethers for adults (15)
- Presentations to other environmental community groups (6)



TRANSITION CHIPPING NORTON 1202363

Supported new projects to get up and running including:

Rusty Riders (a monthly bicycle clinic with guided rides)

People Planet Pint (a monthly sustainability social gathering)

Doorstep Giveaway (community based re-use and recycle events)

Our engagement with the community has grown significantly, in line with our aims for community building and support for this year. We have engaged with:

- 125 young people through our youth projects
- 43 people through our Fireside Group meet-ups
- 75 people through our Cotswolds Foragers group
- Over 350 people in the wider community through our outreach activities and events

In addition we have supported connections and fostered inspiration through social media platforms including:

- 23 people through All Things Eco Whatsapp group, sharing campaigns and information of local and national interest
- 20 people through WOXEcoAct WhatsApp group and monthly meetings
- 47 people through our Fireside Philosophy Whatsapp discussion group
- 77 people through our Cotswold Foragers discussion group
- 18 families through the Parentcraft Mental Health Support group Whatsapp chat

SOCIAL MEDIA & COMMUNICATIONS

The vast majority of communication is now digital ensuring that costs are kept low and engagement levels high. TCN have found that the vast majority, though not all, prefer electronic communication rather than traditional paper based methods.

- Good impactful activity on social media
- Upgraded green web and email hosting
- Online donation facilities

TRAINING

Training will be an increasingly important part of the work of TCN as we grow our volunteer base.

In 23/24 we provided training or supported people to access training in:

- First Aid at work – 4 members
- Safeguarding – 8 members
- Designated Safeguarding Lead Training – 1 member
- Mental Health 1st Aid – 1 member
- Navigating Youth Substance use – 1 member
- Wellbeing Walk leader – 3 members
- Citizen Scientist – 3 members
- Young Leader L2 award – 1 member
- NYA Youth Support Worker Training – 1 member

OTHER ACHIEVEMENTS

- Won ~£32k in grant funding for FY23 to support our projects



TRANSITION CHIPPING NORTON 1202363

- Insurance for a wide range of activities
- Links with Oxfordshire Youth and Sovereign iWill Youth Network

Strengthened connections with a wide range of other organisations:

The Theatre Chipping Norton; The Branch; Chipping Norton Town Council; Oxfordshire Discovery College; Chipping Norton Green Gym; Chipping Norton Community Orchard; CPRE Oxfordshire; Local Environment Networks including Deddington, Barford, Sustainable Kirtlington, Sustainable Wychwood Action Group; Chadlington Climate Change and Biodiversity Action Group; St Mary's Church; Chippy Larder; Hook Norton Community Land Trust; Evenlode Catchment Partnership; WISH; Replenish Oxfordshire; Cotswold Order of Druids; Chipping Norton Community Church; Cotswold National Landscape; Farm ED; Oxfordshire Youth; Breeze; Let's Ride; Windrush Bike Project; Transition Telford; Orinoco Scrapstore, Banbury; Kev's Bushcraft; Everyone's Evenlode; The Ramblers UK; Tellus Mater; Oxfordshire Play Association; West Oxford District Council; Wychwood Craft Café; Cottsway; Sovereign Network Group, CAG Oxfordshire, Fungus Survey Oxfordshire; Oxfordshire Doughnut Economics Collective.

Positive Environmental Changes as a result of our activities:

- Successfully working with the Town Council lead to refurbishment of local park, and greater interest from young people in wildlife planting.
- 30 Seed bombs were made and distributed by young people in August
- A further 50 were made in October at the Town Council's suggestion to be cast on the wildflower meadow at the cemetery
- Upcycled 3 large suitcases of unwanted clothing
- Repurposed 8 food waste tubs into worm compost bins
- Rehomed 6 carboot-loads of unwanted items at our Swap Shops
- Upcycled 2 car-boot loads of scrap into play equipment / marble runs / rage room experience at our youth sessions
- Created and distributed 160 meals and snacks from food waste items

SERIOUS INCIDENTS

There were no serious incidents to report to the Charity Commission during the period.

STRATEGIC VISION FOR THE FUTURE

To continue to provide a wide range of activities and opportunities for local people to engage with people in positive activities to improve the environment.

To strengthen our connection with marginalised communities and individuals to help ensure their voices are heard

Provide 'umbrella' integration, infrastructure and support services for local groups, including:

- A structure of governance and oversight
- Access to insurance, fund-raising and fund-holding
- Local best practice procedures, and easy access to wider expertise and experience
- Information and communications capabilities (website, social media, email bulletins, contacts etc)
- Incubate more 'sustainable community solutions'

- Connecting people from different groups and communities

NEXT STEPS FOR FY24-25

- Rebrand as Sustainable Chipping Norton and Sustainably Chippy Youth
- Fully review and update key governance and procedures documents
- Set up a free-of-charge online donation service (e.g. Facebook giving)



TRANSITION CHIPPING NORTON 1202363

- Re-start regular WOXEcoAct information updates
- Engage a book-keeper
- Engage more volunteers, especially for youth work, and support ongoing training needs
- Improved redesigned website

- Develop and submit funding bids for activities, including some of these:
 - Supporting mental health for resilient communities
 - Core funding for youth projects
 - Core funding for community project coordination and admin
 - Local mapping work (nature recovery, active travel routes, etc)
 - Local information resources (including web pages, content for news updates, short guides on key themes, etc)
 - Setting up 'Food forest patches' in local play areas etc
 - Setting up community tree nursery schemes locally
 - Planning other interventions to enhance nature and amenity value
 - Developing educational outreach activities (e.g. simple information stands)
 - Putting on talks/discussions on key themes of importance for Chippy's future.
 - Cycling and bike maintenance activities



3. SUMMARY OF THE FINANCIAL POSITION

During the period the charity had incoming resources of £42,707. During the same period the charity had expenditure of £30,277.

These accounts are prepared on a going concern basis. Taking into account the budget and cash flow for the charity for the year to 31 March 2024, the Trustees have reasonable expectations that the charity has adequate resources and support from group resources to continue operations for the foreseeable future. The going concern basis for the accounts has therefore continued to be adopted.

The financial position of the charity continues to be monitored closely. This is part of a strategy to provide longevity for the charity.

The balance sheet shows net current assets of £12,430 as at 31 March 2024 (this is the first year of audited accounts and so there is no comparison to make with the previous year).

4. TRUSTEES' INTERESTS

The Trustees do not have any beneficial interest in the charity.

5. STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Charity Commission requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or loss of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Commission requirements. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the Trustees at the date of approval of this report confirms that:

6. So far as the Trustees are aware, there is no relevant audit information of which those preparing the accounts are unaware; and
7. The Trustees have taken all the steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that those preparing the accounts are aware of that information.

This confirmation is given and should be interpreted in accordance with the guidelines of the Charity Commission.

By order of the Board

Geoff Coleman
Chairman



Dated: 12.09.2024

8. ANNUAL ACCOUNTSFor the period 16th March 2023 to 31st March 2024**Section A - Statement of Financial Activities: Summary**

Incoming Resources				
	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Incoming resources from generated funds				
Incoming resources from charitable activities		£32,299		£32,299
Other incoming resources	£10,408			£10,408
Total incoming resources				
Total Incoming Resources	£10,408	£32,299		£42,707

Resources Expended				
	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Cost of Generating Funds				
Charitable Activities		£29,677		£29,677
Governance Costs		£600		£600
Other Resources Expended				
Total Resources Expended		£30,277		£30,277

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Net incoming/(outgoing) resources before transfers	£10,408	£2,022		£12,430
Gross transfers between funds				
Net incoming/(outgoing) resources before other recognised gains/(losses)	£10,408	£2,022		£12,430

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Net incoming/(outgoing) resources before transfers	£10,408	£2,022		£12,430

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Net movement in funds	£10,408	£2,022		£12,430



TRANSITION CHIPPING NORTON 1202363

Total funds brought forward				
Total funds carried forward	£10,408	£2,022		£12,430



TRANSITION CHIPPING NORTON 1202363

Section B - Balance Sheet: Summary

Incoming Resources				
	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Fixed Assets				
Current Assets (cash at bank and in-hand)		£16,273		£16,273
Total Current Assets		£16,273		£16,273

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Creditors: amounts falling due within one year		£3,843		£3,843

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Net current assets/(liabilities)		£12,430		£12,430
Total assets less current liabilities		£12,430		£12,430

There are no creditors that fall due after one year.

There are no provisions for liabilities and charges.

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Net assets		£12,430		£12,430

Funds of the Charity

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Unrestricted funds	£10,408	£2,022		£12,430



TRANSITION CHIPPING NORTON 1202363

The charity had no recognised gains or losses during the year other than those reflected in the above accounts. There is no difference in the reported surplus for the year and the surplus as reported under the historical cost convention.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with The Charities Act 2011 and for ensuring that these records are reported within the given timeframes.

Approved by the Board on
and signed on its behalf by:

Geoff Coleman
Trustee (Chair)



12.09.2024



TRANSITION CHIPPING NORTON 1202363

Grants for 23/24:

Sovereign Housing / iWill for our Youth Social Action Project at Cotswold Crescent, with additional funding to help start up a new Youth Club in the Town Hall

Chipping Norton Town Council for equipment, volunteer expenses and hall hire for our Tuesday Youth Club

Oxfordshire Communities Foundation for managing and developing our youth projects and linking them in with other community initiatives, including setting up a Swap Shop and Repair Café

Cottsway to continue our open access youth project at Cotswold Crescent

CAG Oxfordshire to help cover our Insurance costs, and a further £200 to fund activities in Great Big Green Week 2023

SNG to help create more opportunities for mental health support in Chipping Norton.

A total of £23960

(We have secured a further 3 grants from the **Transition Network** totalling £6000 to help support projects going forwards from April 2024.)



9. ACCOUNTING POLICIES

The principal accounting policies of the charity are set out below. The policies remain unchanged from the previous year.

BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as amended by the early adoption of Update Bulletin 1 published on 2nd February 2016 reflecting amendments to FRS102.

The Trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

CASH FLOW STATEMENT

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

FUND ACCOUNTING

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

INCOMING RESOURCES

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is received by way of grants donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.



TRANSITION CHIPPING NORTON 1202363

Annual Reports to Members

For the Period 16th March 2023 to 31st March 2024

Transition Chipping Norton

Charity Number: 1202363

CONTENTS

Page

CHARITY INFORMATION 3

TRUSTEE'S REPORT 4

STRATEGIC VISION FOR THE FUTURE 6

SUMMARY OF THE FINANCIAL POSITION 8

TRUSTEES' INTERESTS 8

STATEMENT OF TRUSTEES' RESPONSIBILITIES 8

ANNUAL ACCOUNTS 9

ACCOUNTING POLICIES 13

TRANSITION CHIPPING NORTON 1202363

1. CHARITY INFORMATION

TRUSTEES:	Geoff Coleman (Chairman) Mike Cahill (resigned April 2024) Kim Fazackerley-Sale Linda Aspey (joined 26 th September 2023) Duncan Brown (joined 26 th September 2023)
REGISTERED ADDRESS:	17 Quarhill Close Over Norton Oxfordshire OX7 5PS
REGISTERED NUMBER:	1202363
INDEPENDENT EXAMINERS REPORT	Dovey Accountancy Services Limited
BANKERS	The Co-Op Bank

2. TRUSTEE'S REPORT

The Board of Trustees has pleasure in submitting its report and financial statements for the year ended 31 March 2024. This report covers the period from 16th March 2023 (the date in which the Charity was registered with the Charity Commission) to 31st March 2024.

ACTIVITIES

Transition Chipping Norton is a charity whose purpose is to advance the conservation, protection and improvement of the natural environment and to encourage the prudent use of natural resources for the benefit of the population in Chipping Norton and the surrounding area. This will be achieved through promotion, awareness raising and skill sharing with all age groups to build community resilience to combat climate change and resource scarcity.

THE CURRENT SITUATION

OVERVIEW

The 2023-24 financial year was the first year as a registered Charity, having attained Charity status in March 2023. This saw Transition Chipping Norton (TCN) deliver a range of projects. There was significant growth in activities and reach in terms of the number of people and organisations that TCN engaged with. Income and expenditure both significantly increased over this period.

COMMUNITY

TCN have achieved respectable recognition and reputation in our community through a variety of activities.

- Collaborative engagement with other local groups (WOxEcoAct, Trees Collaborate, Oxfordshire Treescape Project etc)
- WOxEcoAct Collaboration Group
- Cycling Chippy Working Group
- Chippy4Trees Working Group
- Cotswolds Foragers Group
- Fireside Philosophy Group
- All things Eco WhatsApp Group
- Cotswold Crescent Youth Group
- Parenting Mental Health Group
- Strong integration and support from the local youth work and creative scene

We have also created a stronger bridge of communication between the Town Council and communities whose voices were less well heard, enabling their needs to be better understood.

EVENTS

TCN have supported community engagement with various collaborative events.

- Family fun day at Cotswold Crescent
- Apple Harvest Day
- Apple Blossom Day
- Skate Park Campaign and Jubilee celebrations

ACTIVITIES AND ENGAGEMENT

The list of activities that TCN have either led on or been key partners in delivering is significant and continues to grow.

- Cotswold Foraging and nature Walks (22)
- Swap Shop Craft and Social evenings (2)
- 15 fireside get-togethers for adults (15)
- Presentations to other environmental community groups (6)

TRANSITION CHIPPING NORTON 1202363

Supported new projects to get up and running including:

Rusty Riders (a monthly bicycle clinic with guided rides)

People Planet Pint (a monthly sustainability social gathering)

Doorstep Giveaway (community based re-use and recycle events)

Our engagement with the community has grown significantly, in line with our aims for community building and support for this year. We have engaged with:

- 125 young people through our youth projects
- 43 people through our Fireside Group meet-ups
- 75 people through our Cotswolds Foragers group
- Over 350 people in the wider community through our outreach activities and events

In addition we have supported connections and fostered inspiration through social media platforms including:

- 23 people through All Things Eco Whatsapp group, sharing campaigns and information of local and national interest
- 20 people through WOxEcoAct WhatsApp group and monthly meetings
- 47 people through our Fireside Philosophy Whatsapp discussion group
- 77 people through our Cotswold Foragers discussion group
- 18 families through the Parentcraft Mental Health Support group Whatsapp chat

SOCIAL MEDIA & COMMUNICATIONS

The vast majority of communication is now digital ensuring that costs are kept low and engagement levels high. TCN have found that the vast majority, though not all, prefer electronic communication rather than traditional paper based methods.

- Good impactful activity on social media
- Upgraded green web and email hosting
- Online donation facilities

TRAINING

Training will be an increasingly important part of the work of TCN as we grow our volunteer base.

In 23/24 we provided training or supported people to access training in:

- First Aid at work – 4 members
- Safeguarding – 8 members
- Designated Safeguarding Lead Training – 1 member
- Mental Health 1st Aid – 1 member
- Navigating Youth Substance use – 1 member
- Wellbeing Walk leader – 3 members
- Citizen Scientist – 3 members
- Young Leader L2 award – 1 member
- NYA Youth Support Worker Training – 1 member

OTHER ACHIEVEMENTS

- Won ~£32k in grant funding for FY23 to support our projects

TRANSITION CHIPPING NORTON 1202363

- Insurance for a wide range of activities
- Links with Oxfordshire Youth and Sovereign iWill Youth Network

Strengthened connections with a wide range of other organisations:

The Theatre Chipping Norton; The Branch; Chipping Norton Town Council; Oxfordshire Discovery College; Chipping Norton Green Gym; Chipping Norton Community Orchard; CPRE Oxfordshire; Local Environment Networks including Deddington, Barford, Sustainable Kirtlington, Sustainable Wychwood Action Group; Chadlington Climate Change and Biodiversity Action Group; St Mary's Church; Chippy Larder; Hook Norton Community Land Trust; Evenlode Catchment Partnership; WISH; Replenish Oxfordshire; Cotswold Order of Druids; Chipping Norton Community Church; Cotswold National Landscape; Farm ED; Oxfordshire Youth; Breeze; Let's Ride; Windrush Bike Project; Transition Telford; Orinoco Scrapstore, Banbury; Kev's Bushcraft; Everyone's Evenlode; The Ramblers UK; Tellus Mater; Oxfordshire Play Association; West Oxford District Council; Wychwood Craft Café; Cottsway; Sovereign Network Group, CAG Oxfordshire, Fungus Survey Oxfordshire; Oxfordshire Doughnut Economics Collective.

Positive Environmental Changes as a result of our activities:

- Successfully working with the Town Council lead to refurbishment of local park, and greater interest from young people in wildlife planting.
- 30 Seed bombs were made and distributed by young people in August
- A further 50 were made in October at the Town Council's suggestion to be cast on the wildflower meadow at the cemetery
- Upcycled 3 large suitcases of unwanted clothing
- Repurposed 8 food waste tubs into worm compost bins
- Rehomed 6 carboot-loads of unwanted items at our Swap Shops
- Upcycled 2 car-boot loads of scrap into play equipment / marble runs / rage room experience at our youth sessions
- Created and distributed 160 meals and snacks from food waste items

SERIOUS INCIDENTS

There were no serious incidents to report to the Charity Commission during the period.

STRATEGIC VISION FOR THE FUTURE

To continue to provide a wide range of activities and opportunities for local people to engage with people in positive activities to improve the environment.

To strengthen our connection with marginalised communities and individuals to help ensure their voices are heard

Provide 'umbrella' integration, infrastructure and support services for local groups, including:

- A structure of governance and oversight
- Access to insurance, fund-raising and fund-holding
- Local best practice procedures, and easy access to wider expertise and experience
- Information and communications capabilities (website, social media, email bulletins, contacts etc)
- Incubate more 'sustainable community solutions'

- Connecting people from different groups and communities

NEXT STEPS FOR FY24-25

- Rebrand as Sustainable Chipping Norton and Sustainably Chippy Youth
- Fully review and update key governance and procedures documents
- Set up a free-of-charge online donation service (e.g. Facebook giving)

TRANSITION CHIPPING NORTON 1202363

- Re-start regular WOXEcoAct information updates
- Engage a book-keeper
- Engage more volunteers, especially for youth work, and support ongoing training needs
- Improved redesigned website

- Develop and submit funding bids for activities, including some of these:
 - Supporting mental health for resilient communities
 - Core funding for youth projects
 - Core funding for community project coordination and admin
 - Local mapping work (nature recovery, active travel routes, etc)
 - Local information resources (including web pages, content for news updates, short guides on key themes, etc)
 - Setting up 'Food forest patches' in local play areas etc
 - Setting up community tree nursery schemes locally
 - Planning other interventions to enhance nature and amenity value
 - Developing educational outreach activities (e.g. simple information stands)
 - Putting on talks/discussions on key themes of importance for Chippy's future.
 - Cycling and bike maintenance activities

3. SUMMARY OF THE FINANCIAL POSITION

During the period the charity had incoming resources of £42,707. During the same period the charity had expenditure of £30,277.

These accounts are prepared on a going concern basis. Taking into account the budget and cash flow for the charity for the year to 31 March 2024, the Trustees have reasonable expectations that the charity has adequate resources and support from group resources to continue operations for the foreseeable future. The going concern basis for the accounts has therefore continued to be adopted.

The financial position of the charity continues to be monitored closely. This is part of a strategy to provide longevity for the charity.

The balance sheet shows net current assets of £12,430 as at 31 March 2024 (this is the first year of audited accounts and so there is no comparison to make with the previous year).

4. TRUSTEES' INTERESTS

The Trustees do not have any beneficial interest in the charity.

5. STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Charity Commission requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or loss of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Commission requirements. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the Trustees at the date of approval of this report confirms that:

6. So far as the Trustees are aware, there is no relevant audit information of which those preparing the accounts are unaware; and
7. The Trustees have taken all the steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that those preparing the accounts are aware of that information.

This confirmation is given and should be interpreted in accordance with the guidelines of the Charity Commission.

By order of the Board

Geoff Coleman
Chairman



Dated: 12.09.2024

8. ANNUAL ACCOUNTSFor the period 16th March 2023 to 31st March 2024**Section A - Statement of Financial Activities: Summary**

Incoming Resources				
	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Incoming resources from generated funds				
Incoming resources from charitable activities		£32,299		£32,299
Other incoming resources	£10,408			£10,408
Total incoming resources				
Total Incoming Resources	£10,408	£32,299		£42,707

Resources Expended				
	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Cost of Generating Funds				
Charitable Activities		£29,677		£29,677
Governance Costs		£600		£600
Other Resources Expended				
Total Resources Expended		£30,277		£30,277

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Net incoming/(outgoing) resources before transfers	£10,408	£2,022		£12,430
Gross transfers between funds				
Net incoming/(outgoing) resources before other recognised gains/(losses)	£10,408	£2,022		£12,430

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Net incoming/(outgoing) resources before transfers	£10,408	£2,022		£12,430

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Net movement in funds	£10,408	£2,022		£12,430
Total funds brought forward				

TRANSITION CHIPPING NORTON 1202363

Total funds carried forward	£10,408	£2,022		£12,430
-----------------------------	---------	--------	--	---------

TRANSITION CHIPPING NORTON 1202363

Section B - Balance Sheet: Summary

Incoming Resources				
	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Fixed Assets				
Current Assets (cash at bank and in-hand)		£16,273		£16,273
Total Current Assets		£16,273		£16,273

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Creditors: amounts falling due within one year		£3,843		£3,843

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Net current assets/(liabilities)		£12,430		£12,430
Total assets less current liabilities		£12,430		£12,430

There are no creditors that fall due after one year.

There are no provisions for liabilities and charges.

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Net assets		£12,430		£12,430

Funds of the Charity

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year
Unrestricted funds	£10,408	£2,022		£12,430

TRANSITION CHIPPING NORTON 1202363

The charity had no recognised gains or losses during the year other than those reflected in the above accounts. There is no difference in the reported surplus for the year and the surplus as reported under the historical cost convention.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with The Charities Act 2011 and for ensuring that these records are reported within the given timeframes.

Approved by the Board on
and signed on its behalf by:

Geoff Coleman
Trustee (Chair)



12.09.2024

TRANSITION CHIPPING NORTON 1202363

Grants for 23/24:

Sovereign Housing / iWill for our Youth Social Action Project at Cotswold Crescent, with additional funding to help start up a new Youth Club in the Town Hall

Chipping Norton Town Council for equipment, volunteer expenses and hall hire for our Tuesday Youth Club

Oxfordshire Communities Foundation for managing and developing our youth projects and linking them in with other community initiatives, including setting up a Swap Shop and Repair Café

Cottsway to continue our open access youth project at Cotswold Crescent

CAG Oxfordshire to help cover our Insurance costs, and a further £200 to fund activities in Great Big Green Week 2023

SNG to help create more opportunities for mental health support in Chipping Norton.

A total of £23960

(We have secured a further 3 grants from the **Transition Network** totalling £6000 to help support projects going forwards from April 2024.)

9. ACCOUNTING POLICIES

The principal accounting policies of the charity are set out below. The policies remain unchanged from the previous year.

BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) as amended by the early adoption of Update Bulletin 1 published on 2nd February 2016 reflecting amendments to FRS102.

The Trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

CASH FLOW STATEMENT

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

FUND ACCOUNTING

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

INCOMING RESOURCES

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is received by way of grants donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Transition Chipping Norton

On accounts for the year
ended

31.03.2024

Charity no
(if any)

1202363

Set out on pages

1-14

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31.03.2024.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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

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

Signed:

Date:

9.10.2024

Name:

Mr J M Dovey

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

FCCA

Address:

Heyford Park House, Heyford Park

Upper Heyford, Bicester, Oxon

OX25 5HD

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

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

