

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2024
FOR
LIVERPOOL MEDICAL INSTITUTION

DH Business Support Limited
Office 1, Brunswick House,
Brunswick Way
Liverpool
Merseyside
L3 4B

LIVERPOOL MEDICAL INSTITUTION

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024

| | Page |
|--|----------|
| Report of the Trustees | 1 |
| Independent Examiner's Report | 2 |
| Statement of Financial Activities | 3 |
| Balance Sheet | 4 to 5 |
| Notes to the Financial Statements | 6 to 11 |
| Detailed Statement of Financial Activities | 12 to 13 |

LIVERPOOL MEDICAL INSTITUTION

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

RC000316 (England and Wales)

Registered Charity number

210112

Registered office

114 Mount Pleasant
Liverpool
L3 5SR

Trustees


D G Machin
Dr W Taylor
A C SWIFT
M G Semple
A D Baird

Independent Examiner

DH Business Support Limited
Office 1, Brunswick House,
Brunswick Way
Liverpool
Merseyside
L3 4B

23 Jul 2025

Approved by order of the board of trustees on and signed on its behalf by:


.....
Derek Machin (Jul 23, 2025, 3:34pm)
D G Machin - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LIVERPOOL MEDICAL INSTITUTION

Independent examiner's report to the trustees of Liverpool Medical Institution ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st December 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

David Hassall

David Hassall (Jun 25, 2025, 8:36am)
David Hassall

DH Business Support Limited
Office 1, Brunswick House,
Brunswick Way
Liverpool
Merseyside
L3 4B

25 Jun 2025

Date:

LIVERPOOL MEDICAL INSTITUTION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2024

| | | Unrestricted funds £ | Restricted fund £ | 2024 Total funds £ | 2023 Total funds £ |
|------------------------------------|-------|----------------------------|-------------------------|-----------------------------|-----------------------------|
| | Notes | | | | |
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | | 118,561 | - | 118,561 | 56,844 |
| Other trading activities | 2 | 16,254 | - | 16,254 | 31,181 |
| Investment income | 3 | 23,909 | - | 23,909 | 26,595 |
| Other income | | 35 | - | 35 | - |
| Total | | 158,759 | - | 158,759 | 114,620 |
| EXPENDITURE ON | | | | | |
| Charitable activities | | | | | |
| Main | | 65,302 | - | 65,302 | 69,085 |
| Other | | 118,678 | - | 118,678 | 160,283 |
| Total | | 183,980 | - | 183,980 | 229,368 |
| NET INCOME/(EXPENDITURE) | | (25,221) | - | (25,221) | (114,748) |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 451,872 | - | 451,872 | 566,620 |
| TOTAL FUNDS CARRIED FORWARD | | 426,651 | - | 426,651 | 451,872 |

The notes form part of these financial statements

LIVERPOOL MEDICAL INSTITUTION

BALANCE SHEET 31ST DECEMBER 2024

| | Notes | Unrestricted funds £ | Restricted fund £ | 2024 Total funds £ | 2023 Total funds £ |
|--|-------|----------------------------|-------------------------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 7 | 108,189 | - | 108,189 | 148,012 |
| Investments | 8 | 1 | - | 1 | 1 |
| | | <u>108,190</u> | <u>-</u> | <u>108,190</u> | <u>148,013</u> |
| CURRENT ASSETS | | | | | |
| Debtors | 9 | 30,189 | - | 30,189 | 1,600 |
| Investments | 10 | 291,875 | - | 291,875 | 320,340 |
| Prepayments and accrued income | | 10,561 | - | 10,561 | 11,249 |
| Cash at bank | | 18,238 | - | 18,238 | 15,022 |
| | | <u>350,863</u> | <u>-</u> | <u>350,863</u> | <u>348,211</u> |
| CREDITORS | | | | | |
| Amounts falling due within one year | 11 | (7,918) | - | (7,918) | (8,263) |
| | | <u>342,945</u> | <u>-</u> | <u>342,945</u> | <u>339,948</u> |
| NET CURRENT ASSETS | | | | | |
| | | <u>342,945</u> | <u>-</u> | <u>342,945</u> | <u>339,948</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>451,135</u> | <u>-</u> | <u>451,135</u> | <u>487,961</u> |
| CREDITORS | | | | | |
| Amounts falling due after more than one year | 12 | (24,484) | - | (24,484) | (35,747) |
| ACCRUALS AND DEFERRED INCOME | 13 | - | - | - | (342) |
| | | <u>426,651</u> | <u>-</u> | <u>426,651</u> | <u>451,872</u> |
| NET ASSETS | | <u>426,651</u> | <u>-</u> | <u>426,651</u> | <u>451,872</u> |
| FUNDS | 14 | | | | |
| Unrestricted funds | | | | 426,651 | 451,872 |
| TOTAL FUNDS | | | | <u>426,651</u> | <u>451,872</u> |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for


- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

BALANCE SHEET - continued
31ST DECEMBER 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.
23 Jul 2025

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:


.....
Derek Machin (Jul 23, 2025, 3:34pm)
D G Machin - Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2024**

1. Accounting policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. Other trading activities

| | 2024 | 2023 |
|------------------------------|----------------------|---------------|
| | £ | £ |
| Charitable Revenue Generated | <u>16,254</u> | <u>31,181</u> |

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2024**

3. Investment income

| | 2024 | 2023 |
|--------------------------------|----------------------|---------------|
| | £ | £ |
| Shares in group undertakings | 7,374 | 6,543 |
| Other participating interests | - | 296 |
| Other fixed asset invest - FII | 16,535 | 19,756 |
| | <u>23,909</u> | <u>26,595</u> |

4. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

| | 2024 | 2023 |
|-----------------------------|---------------------|--------------|
| | £ | £ |
| Depreciation - owned assets | 39,823 | 55,571 |
| Hire of plant and machinery | 2,638 | 2,698 |
| | <u>2,638</u> | <u>2,698</u> |

5. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31st December 2024 nor for the year ended 31st December 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2024 nor for the year ended 31st December 2023.

6. Comparatives for the statement of financial activities

| | Unrestricted funds £ | Restricted fund £ | Total funds £ |
|------------------------------------|----------------------------|-------------------------|-----------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | 56,844 | - | 56,844 |
| Other trading activities | 31,181 | - | 31,181 |
| Investment income | 26,595 | - | 26,595 |
| Total | <u>114,620</u> | <u>-</u> | <u>114,620</u> |
| EXPENDITURE ON | | | |
| Charitable activities | | | |
| Main | 69,085 | - | 69,085 |
| Other | 160,283 | - | 160,283 |
| Total | <u>229,368</u> | <u>-</u> | <u>229,368</u> |
| NET INCOME/(EXPENDITURE) | (114,748) | - | (114,748) |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 566,620 | - | 566,620 |
| TOTAL FUNDS CARRIED FORWARD | <u><u>451,872</u></u> | <u><u>-</u></u> | <u><u>451,872</u></u> |

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2024

7. Tangible fixed assets

| | Freehold property £ | Long leasehold £ | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|---|---------------------------|------------------------|----------------------------------|----------------------------|------------------|
| Cost | | | | | |
| At 1st January 2024 and 31st December 2024 | <u>144,079</u> | <u>1,235,646</u> | <u>101,745</u> | <u>4,948</u> | <u>1,486,418</u> |
| Depreciation | | | | | |
| At 1st January 2024 | 38,215 | 1,197,431 | 101,745 | 1,015 | 1,338,406 |
| Charge for year | - | 38,215 | - | 1,608 | 39,823 |
| At 31st December 2024 | <u>38,215</u> | <u>1,235,646</u> | <u>101,745</u> | <u>2,623</u> | <u>1,378,229</u> |
| Net book value | | | | | |
| At 31st December 2024 | <u>105,864</u> | <u>-</u> | <u>-</u> | <u>2,325</u> | <u>108,189</u> |
| At 31st December 2023 | <u>105,864</u> | <u>38,215</u> | <u>-</u> | <u>3,933</u> | <u>148,012</u> |

8. Fixed asset investments

| | Shares in group undertakings £ |
|--|---|
| Market value | |
| At 1st January 2024 and 31st December 2024 | <u>1</u> |
| Net book value | |
| At 31st December 2024 | <u>1</u> |
| At 31st December 2023 | <u>1</u> |

There were no investment assets outside the UK.

9. Debtors

| | 2024 £ | 2023 £ |
|---|---------------|--------------|
| Amounts falling due within one year: | | |
| Trade debtors | - | 1,600 |
| VAT | <u>607</u> | <u>-</u> |
| | <u>607</u> | <u>1,600</u> |
| Amounts falling due after more than one year: | | |
| LMI Trading - Inter Comp Loan | <u>29,582</u> | <u>-</u> |
| Aggregate amounts | <u>30,189</u> | <u>1,600</u> |

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2024

| | | | | |
|------------|--|----------------|------------------|-----------------|
| 10. | Current asset investments | | | |
| | | | 2024 | 2023 |
| | | | £ | £ |
| | Other | | 291,875 | 320,340 |
| | | | | |
| 11. | Creditors: amounts falling due within one year | | 2024 | 2023 |
| | | | £ | £ |
| | Trade creditors | | 5,635 | 5,658 |
| | VAT | | - | 1,047 |
| | Other creditors | | - | 1,558 |
| | Pension | | 2,283 | - |
| | | | 7,918 | 8,263 |
| 12. | Creditors: amounts falling due after more than one year | | 2024 | 2023 |
| | | | £ | £ |
| | Other creditors | | 24,484 | 19,420 |
| | LMI Trading - Inter Comp Loan | | - | 16,327 |
| | | | 24,484 | 35,747 |
| 13. | Accruals and deferred income | | 2024 | 2023 |
| | | | £ | £ |
| | Accruals and deferred income | | - | 342 |
| 14. | Movement in funds | | | |
| | | | Net | |
| | | At 1.1.24 | movement | At |
| | | £ | in funds | 31.12.24 |
| | | | £ | £ |
| | Unrestricted funds | | | |
| | Unrestricted | 451,872 | (25,221) | 426,651 |
| | | | | |
| | TOTAL FUNDS | 451,872 | (25,221) | 426,651 |
| | | | | |
| | Net movement in funds, included in the above are as follows: | | | |
| | | Incoming | Resources | Movement |
| | | resources | expended | in funds |
| | | £ | £ | £ |
| | Unrestricted funds | | | |
| | Unrestricted | 158,759 | (183,980) | (25,221) |
| | | | | |
| | TOTAL FUNDS | 158,759 | (183,980) | (25,221) |

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2024

14. Movement in funds - continued

Comparatives for movement in funds

| | At 1.1.23 £ | Net movement in funds £ | At 31.12.23 £ |
|---------------------------|----------------|----------------------------------|---------------------|
| Unrestricted funds | | | |
| Unrestricted | 566,620 | (114,748) | 451,872 |
| TOTAL FUNDS | <u>566,620</u> | <u>(114,748)</u> | <u>451,872</u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| Unrestricted | 114,620 | (229,368) | (114,748) |
| TOTAL FUNDS | <u>114,620</u> | <u>(229,368)</u> | <u>(114,748)</u> |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.1.23 £ | Net movement in funds £ | At 31.12.24 £ |
|---------------------------|----------------|----------------------------------|---------------------|
| Unrestricted funds | | | |
| Unrestricted | 566,620 | (139,969) | 426,651 |
| TOTAL FUNDS | <u>566,620</u> | <u>(139,969)</u> | <u>426,651</u> |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| Unrestricted | 273,379 | (413,348) | (139,969) |
| TOTAL FUNDS | <u>273,379</u> | <u>(413,348)</u> | <u>(139,969)</u> |

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31ST DECEMBER 2024

15. Related party disclosures

There were no related party transactions for the year ended 31st December 2024.

LIVERPOOL MEDICAL INSTITUTION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2024

| | Unrestricted funds £ | Restricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|---------------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| INCOME AND ENDOWMENTS | | | | |
| Donations and legacies | | | | |
| Donations | 118,561 | - | 118,561 | 56,844 |
| Other trading activities | | | | |
| Charitable Revenue Generated | 16,254 | - | 16,254 | 31,181 |
| Investment income | | | | |
| Shares in group undertakings | 7,374 | - | 7,374 | 6,543 |
| Other participating interests | - | - | - | 296 |
| Other fixed asset invest - FII | 16,535 | - | 16,535 | 19,756 |
| | <u>23,909</u> | <u>-</u> | <u>23,909</u> | <u>26,595</u> |
| Other income | | | | |
| Exceptional items | 35 | - | 35 | - |
| Total incoming resources | <u>158,759</u> | <u>-</u> | <u>158,759</u> | <u>114,620</u> |
| EXPENDITURE | | | | |
| Charitable activities | | | | |
| Advertising | 967 | - | 967 | 950 |
| Sundries | 6,822 | - | 6,822 | 5,617 |
| Training | 136 | - | 136 | 1,575 |
| | <u>7,925</u> | <u>-</u> | <u>7,925</u> | <u>8,142</u> |
| Other | | | | |
| Wages | 57,213 | - | 57,213 | 78,864 |
| Social security | 1,002 | - | 1,002 | 1,487 |
| Pensions | 6,083 | - | 6,083 | 8,118 |
| Software Charges | 2,638 | - | 2,638 | 2,698 |
| Bank Charges | 555 | - | 555 | 172 |
| Cleaning | 3,269 | - | 3,269 | 4,607 |
| Accountancy | 6,186 | - | 6,186 | 5,691 |
| Depreciation | 39,823 | - | 39,823 | 55,570 |
| Equipment Lease | 623 | - | 623 | 623 |
| Other Staff Cost | - | - | - | 200 |
| Entertainment | - | - | - | 1,471 |
| Subscriptions | - | - | - | 45 |
| BID Levy | 1,286 | - | 1,286 | 737 |
| | <u>118,678</u> | <u>-</u> | <u>118,678</u> | <u>160,283</u> |
| Support costs | | | | |
| Management | | | | |
| Telephone | 2,691 | - | 2,691 | 2,995 |
| Carried forward | 2,691 | - | 2,691 | 2,995 |

This page does not form part of the statutory financial statements

LIVERPOOL MEDICAL INSTITUTION

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2024

| | Unrestricted funds £ | Restricted funds £ | 2024 Total funds £ | 2023 Total funds £ |
|---------------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Management | | | | |
| Brought forward | 2,691 | - | 2,691 | 2,995 |
| Postage and stationery | 140 | - | 140 | 167 |
| Other Premises Cost | 5,170 | - | 5,170 | 4,324 |
| Professional Fees | 4,986 | - | 4,986 | 7,570 |
| | <u>12,987</u> | <u>-</u> | <u>12,987</u> | <u>15,056</u> |
| Finance | | | | |
| Rates and water | 9,372 | - | 9,372 | 8,436 |
| Insurance | 19,770 | - | 19,770 | 17,700 |
| Light and heat | 15,012 | - | 15,012 | 9,854 |
| | <u>44,154</u> | <u>-</u> | <u>44,154</u> | <u>35,990</u> |
| Other | | | | |
| Repairs & Maintenance | 201 | - | 201 | 9,862 |
| Governance costs | | | | |
| Legal fees | 35 | - | 35 | 35 |
| | <u>183,980</u> | <u>-</u> | <u>183,980</u> | <u>229,368</u> |
| Total resources expended | | | | |
| Net (expenditure)/income | <u>(25,221)</u> | <u>-</u> | <u>(25,221)</u> | <u>(114,748)</u> |

This page does not form part of the statutory financial statements



Issuer DH Business Support Ltd

Document generated Tue, 24th Jun 2025 10:09:48 BST

Document fingerprint c1baa65a6d1e79491a1121bfe4cc684d

Parties involved with this document

| Document processed | Party + Fingerprint |
|---------------------------------|---|
| Wed, 23rd Jul 2025 15:34:29 BST | Derek Machin - Signer (8490a4c17d86f0bb81613a0cb6af796c) |
| Wed, 25th Jun 2025 8:36:09 BST | David Hassall - Signer (f552c1bf5c75442846989b6d22ecab1c) |

Audit history log

| Date | Action |
|---------------------------------|--|
| Tue, 24th Jun 2025 10:09:48 BST | Envelope generated by Regina Zarys (185.135.105.185) |
| Tue, 24th Jun 2025 10:09:49 BST | Document generated with fingerprint c1baa65a6d1e79491a1121bfe4cc684d (185.135.105.185) |
| Tue, 24th Jun 2025 10:15:37 BST | Sent the envelope to Derek Machin (derekgmachin@gmail.com) for signing (185.135.105.185) |
| Tue, 24th Jun 2025 10:15:37 BST | Sent the envelope to David Hassall (david.hassall@dhbs.uk) for signing (185.135.105.185) |
| Tue, 24th Jun 2025 10:15:38 BST | Document emailed to david.hassall@dhbs.uk |
| Tue, 24th Jun 2025 10:15:38 BST | Document emailed to derekgmachin@gmail.com |
| Tue, 24th Jun 2025 21:45:31 BST | Derek Machin opened the document email. (66.249.93.33) |
| Wed, 25th Jun 2025 8:35:49 BST | David Hassall opened the document email. (86.173.252.158) |
| Wed, 25th Jun 2025 8:35:55 BST | David Hassall viewed the envelope (86.173.252.158) |
| Wed, 25th Jun 2025 8:36:09 BST | David Hassall signed the envelope (86.173.252.158) |
| Wed, 25th Jun 2025 8:36:33 BST | David Hassall opened the document email. (86.173.252.158) |
| Wed, 25th Jun 2025 8:36:34 BST | David Hassall opened the document email. (86.173.252.158) |
| Fri, 27th Jun 2025 10:12:59 BST | Automatic reminders for this envelope have been set to occur every 2 days (81.111.206.17) |
| Sun, 29th Jun 2025 10:18:09 BST | Document emailed to derekgmachin@gmail.com |
| Sun, 29th Jun 2025 15:14:02 BST | Derek Machin opened the document email. (66.249.93.32) |
| Sun, 29th Jun 2025 15:14:17 BST | Derek Machin opened the document email. (66.249.93.33) |
| Sun, 29th Jun 2025 22:20:47 BST | Derek Machin opened the document email. (66.249.93.32) |
| Sun, 29th Jun 2025 22:21:02 BST | Derek Machin viewed the envelope (90.240.185.27) |

| | |
|---------------------------------|---|
| Tue, 1st Jul 2025 10:23:19 BST | Document emailed to derekgmachin@gmail.com |
| Tue, 1st Jul 2025 11:15:07 BST | Derek Machin opened the document email. (66.249.93.36) |
| Tue, 1st Jul 2025 16:27:19 BST | Derek Machin opened the document email. (66.249.93.33) |
| Tue, 1st Jul 2025 16:27:39 BST | Derek Machin viewed the envelope (90.240.185.27) |
| Tue, 1st Jul 2025 16:38:33 BST | Derek Machin opened the document email. (66.249.93.33) |
| Tue, 1st Jul 2025 16:38:50 BST | Derek Machin viewed the envelope (90.240.185.27) |
| Tue, 1st Jul 2025 16:40:23 BST | Derek Machin opened the document email. (66.249.93.33) |
| Tue, 1st Jul 2025 16:40:23 BST | Derek Machin opened the document email. (66.249.93.41) |
| Tue, 1st Jul 2025 16:40:59 BST | Derek Machin opened the document email. (66.249.93.33) |
| Tue, 1st Jul 2025 16:41:00 BST | Derek Machin opened the document email. (66.249.93.41) |
| Tue, 1st Jul 2025 16:43:54 BST | Derek Machin opened the document email. (66.249.93.35) |
| Tue, 1st Jul 2025 16:43:55 BST | Derek Machin opened the document email. (66.249.93.35) |
| Tue, 1st Jul 2025 18:33:04 BST | Derek Machin opened the document email. (90.220.33.203) |
| Tue, 1st Jul 2025 18:33:04 BST | Derek Machin opened the document email. (90.220.33.203) |
| Wed, 2nd Jul 2025 7:48:40 BST | Derek Machin opened the document email. (90.220.33.203) |
| Wed, 2nd Jul 2025 7:48:40 BST | Derek Machin opened the document email. (90.220.33.203) |
| Wed, 2nd Jul 2025 7:48:52 BST | Derek Machin opened the document email. (90.220.33.203) |
| Wed, 2nd Jul 2025 9:09:26 BST | Derek Machin opened the document email. (104.28.89.76) |
| Wed, 2nd Jul 2025 11:42:09 BST | Derek Machin opened the document email. (87.127.38.148) |
| Wed, 2nd Jul 2025 15:35:52 BST | Derek Machin opened the document email. (185.135.105.185) |
| Thu, 3rd Jul 2025 10:27:23 BST | Document emailed to derekgmachin@gmail.com |
| Fri, 4th Jul 2025 15:21:10 BST | Derek Machin opened the document email. (66.249.93.99) |
| Fri, 4th Jul 2025 15:21:18 BST | Derek Machin viewed the envelope (90.240.185.27) |
| Sat, 5th Jul 2025 10:32:10 BST | Document emailed to derekgmachin@gmail.com |
| Mon, 7th Jul 2025 10:37:02 BST | Document emailed to derekgmachin@gmail.com |
| Mon, 7th Jul 2025 12:27:43 BST | Derek Machin opened the document email. (66.249.93.97) |
| Mon, 7th Jul 2025 13:35:08 BST | Derek Machin opened the document email. (66.249.93.102) |
| Tue, 8th Jul 2025 9:22:11 BST | Derek Machin opened the document email. (140.248.40.25) |
| Tue, 8th Jul 2025 19:31:09 BST | Derek Machin opened the document email. (66.249.93.98) |
| Wed, 9th Jul 2025 6:46:42 BST | David Hassall opened the document email. (66.249.93.99) |
| Wed, 9th Jul 2025 10:37:42 BST | Document emailed to derekgmachin@gmail.com |
| Thu, 10th Jul 2025 13:32:10 BST | Derek Machin opened the document email. (78.86.134.50) |
| Thu, 10th Jul 2025 13:34:28 BST | Derek Machin opened the document email. (78.86.134.50) |
| Thu, 10th Jul 2025 13:37:03 BST | Derek Machin opened the document email. (78.86.134.50) |
| Thu, 10th Jul 2025 13:40:24 BST | Derek Machin opened the document email. (78.86.134.50) |
| Thu, 10th Jul 2025 14:04:11 BST | Derek Machin opened the document email. (185.135.105.185) |
| Thu, 10th Jul 2025 14:04:22 BST | Derek Machin opened the document email. (185.135.105.185) |
| Thu, 10th Jul 2025 14:05:01 BST | Derek Machin opened the document email. (81.111.206.17) |
| Thu, 10th Jul 2025 14:05:56 BST | Derek Machin opened the document email. (81.111.206.17) |
| Thu, 10th Jul 2025 14:06:20 BST | Derek Machin viewed the envelope (185.135.105.185) |

| | |
|---------------------------------|---|
| Thu, 10th Jul 2025 14:11:57 BST | Derek Machin opened the document email. (81.111.206.17) |
| Thu, 10th Jul 2025 14:12:15 BST | Derek Machin viewed the envelope (185.135.105.185) |
| Thu, 10th Jul 2025 14:55:06 BST | Derek Machin opened the document email. (66.249.93.99) |
| Thu, 10th Jul 2025 14:55:23 BST | Derek Machin viewed the envelope (90.240.185.27) |
| Thu, 10th Jul 2025 14:56:58 BST | Derek Machin viewed the envelope (90.240.185.27) |
| Thu, 10th Jul 2025 14:58:16 BST | Derek Machin opened the document email. (66.249.93.98) |
| Thu, 10th Jul 2025 14:58:16 BST | Derek Machin opened the document email. (66.249.93.102) |
| Thu, 10th Jul 2025 14:58:21 BST | Derek Machin opened the document email. (66.249.93.96) |
| Thu, 10th Jul 2025 14:58:22 BST | Derek Machin opened the document email. (66.249.93.97) |
| Thu, 10th Jul 2025 14:58:22 BST | Derek Machin opened the document email. (66.249.93.102) |
| Thu, 10th Jul 2025 14:58:26 BST | Derek Machin opened the document email. (66.249.93.96) |
| Thu, 10th Jul 2025 14:58:26 BST | Derek Machin opened the document email. (66.249.93.96) |
| Thu, 10th Jul 2025 14:58:26 BST | Derek Machin opened the document email. (66.249.93.97) |
| Thu, 10th Jul 2025 14:58:31 BST | Derek Machin opened the document email. (66.249.93.103) |
| Thu, 10th Jul 2025 14:58:31 BST | Derek Machin opened the document email. (66.249.93.99) |
| Thu, 10th Jul 2025 14:58:31 BST | Derek Machin opened the document email. (66.249.93.97) |
| Thu, 10th Jul 2025 14:58:39 BST | Derek Machin opened the document email. (66.249.93.98) |
| Thu, 10th Jul 2025 14:58:40 BST | Derek Machin opened the document email. (66.249.93.97) |
| Thu, 10th Jul 2025 14:59:03 BST | Derek Machin viewed the envelope (90.240.185.27) |
| Thu, 10th Jul 2025 15:00:23 BST | Derek Machin opened the document email. (66.249.93.96) |
| Thu, 10th Jul 2025 15:01:23 BST | Derek Machin opened the document email. (66.249.93.97) |
| Thu, 10th Jul 2025 15:22:34 BST | Derek Machin opened the document email. (185.135.105.185) |
| Thu, 10th Jul 2025 18:03:45 BST | Derek Machin opened the document email. (66.249.93.96) |
| Thu, 10th Jul 2025 23:04:26 BST | Derek Machin opened the document email. (66.249.93.97) |
| Thu, 10th Jul 2025 23:44:22 BST | Sent Derek Machin a reminder to sign the document. (94.2.6.236) |
| Thu, 10th Jul 2025 23:44:24 BST | Document emailed to derekgmachin@gmail.com |
| Thu, 10th Jul 2025 23:55:32 BST | Derek Machin opened the document email. (94.2.6.236) |
| Fri, 11th Jul 2025 13:04:29 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:32 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:33 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:45 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:45 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:46 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:46 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:46 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:47 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:47 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:47 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:47 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 13:04:48 BST | Derek Machin opened the document email. (81.111.206.17) |

Fri, 11th Jul 2025 13:52:15 BST

Fri, 11th Jul 2025 13:54:00 BST

Fri, 11th Jul 2025 13:54:25 BST

Fri, 11th Jul 2025 13:57:11 BST

Fri, 11th Jul 2025 13:57:11 BST

Fri, 11th Jul 2025 13:57:12 BST

Fri, 11th Jul 2025 13:57:12 BST

Fri, 11th Jul 2025 13:57:13 BST

Fri, 11th Jul 2025 13:57:13 BST

Fri, 11th Jul 2025 13:57:13 BST

Fri, 11th Jul 2025 13:57:13 BST

Fri, 11th Jul 2025 13:57:14 BST

Fri, 11th Jul 2025 13:57:14 BST

Fri, 11th Jul 2025 13:57:14 BST

Fri, 11th Jul 2025 13:57:15 BST

Fri, 11th Jul 2025 13:57:15 BST

Fri, 11th Jul 2025 13:57:15 BST

Fri, 11th Jul 2025 13:57:15 BST

Fri, 11th Jul 2025 13:57:15 BST

Fri, 11th Jul 2025 13:57:15 BST

Fri, 11th Jul 2025 13:57:16 BST

Fri, 11th Jul 2025 13:57:16 BST

Fri, 11th Jul 2025 13:57:16 BST

Fri, 11th Jul 2025 13:57:16 BST

Fri, 11th Jul 2025 13:57:16 BST

Fri, 11th Jul 2025 13:57:17 BST

Fri, 11th Jul 2025 13:57:17 BST

Fri, 11th Jul 2025 13:57:17 BST

Fri, 11th Jul 2025 13:57:17 BST

Fri, 11th Jul 2025 13:57:17 BST

Fri, 11th Jul 2025 13:57:18 BST

Fri, 11th Jul 2025 13:57:18 BST

Fri, 11th Jul 2025 13:57:18 BST

Fri, 11th Jul 2025 13:57:18 BST

Fri, 11th Jul 2025 13:57:19 BST

Fri, 11th Jul 2025 13:57:19 BST

Fri, 11th Jul 2025 13:57:19 BST

Fri, 11th Jul 2025 13:57:19 BST

Fri, 11th Jul 2025 13:57:19 BST

Fri, 11th Jul 2025 13:57:52 BST

| | |
|---------------------------------|--|
| Fri, 11th Jul 2025 14:10:30 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:10:31 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:10:31 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:10:31 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:10:32 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:10:32 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:10:33 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:10:39 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:10:39 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:10:39 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:10:41 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:11:01 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:11:25 BST | Derek Machin opened the document email. (51.145.47.103) |
| Fri, 11th Jul 2025 14:15:51 BST | Derek Machin opened the document email. (185.135.105.185) |
| Fri, 11th Jul 2025 14:16:49 BST | Derek Machin opened the document email. (185.135.105.185) |
| Fri, 11th Jul 2025 14:48:33 BST | Derek Machin opened the document email. (66.249.93.96) |
| Fri, 11th Jul 2025 14:58:49 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:58:50 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 14:58:55 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 15:00:11 BST | Derek Machin opened the document email. (81.111.206.17) |
| Fri, 11th Jul 2025 16:40:56 BST | Derek Machin opened the document email. (66.249.93.99) |
| Fri, 11th Jul 2025 16:41:04 BST | Derek Machin opened the document email. (66.249.93.99) |
| Sat, 12th Jul 2025 11:29:53 BST | Derek Machin opened the document email. (66.249.93.97) |
| Sat, 12th Jul 2025 23:45:02 BST | Document emailed to derekgmachin@gmail.com |
| Sun, 13th Jul 2025 15:02:31 BST | Derek Machin opened the document email. (66.249.93.103) |
| Mon, 14th Jul 2025 17:37:36 BST | Derek Machin opened the document email. (104.28.89.76) |
| Mon, 14th Jul 2025 17:37:36 BST | Derek Machin opened the document email. (104.28.89.76) |
| Mon, 14th Jul 2025 17:37:36 BST | Derek Machin opened the document email. (104.28.89.76) |
| Mon, 14th Jul 2025 23:45:02 BST | Document emailed to derekgmachin@gmail.com |
| Wed, 16th Jul 2025 23:46:01 BST | Document emailed to derekgmachin@gmail.com |
| Fri, 18th Jul 2025 23:46:02 BST | Document emailed to derekgmachin@gmail.com |
| Sun, 20th Jul 2025 23:47:03 BST | Document emailed to derekgmachin@gmail.com |
| Mon, 21st Jul 2025 16:39:14 BST | Sent Derek Machin a reminder to sign the document. (185.135.105.185) |
| Mon, 21st Jul 2025 16:39:14 BST | Document emailed to derekgmachin@gmail.com |
| Mon, 21st Jul 2025 17:31:20 BST | Derek Machin opened the document email. (66.249.93.98) |
| Tue, 22nd Jul 2025 15:50:20 BST | Derek Machin opened the document email. (66.249.93.100) |
| Wed, 23rd Jul 2025 15:29:25 BST | Derek Machin opened the document email. (66.249.93.97) |
| Wed, 23rd Jul 2025 15:29:45 BST | Derek Machin viewed the envelope (90.240.185.27) |
| Wed, 23rd Jul 2025 15:34:29 BST | Derek Machin signed the envelope (90.240.185.27) |
| Wed, 23rd Jul 2025 15:34:29 BST | This envelope has been signed by all parties (90.240.185.27) |

