

THE MARTHAM WAR MEMORIAL VILLAGE HALL

England & Wales · Charity number 304006

Details

| | |
|-------------|---|
| Other names | MARTHAM VILLAGE HALL |
| Status | Registered |
| Legal form | Other |
| Registered | 1971-10-27 |
| Register | View on the Charity Commission register |

Contact

| | |
|---------|--|
| Address | 48 Grove Road Martham Great Yarmouth Norfolk NR29 4PW |
| Phone | 07508335978 |
| Email | marthamvillagehall@outlook.com |
| Website | marthamvillagehall.com |

Activities

Objects: THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF MARTHAM WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS, OR OTHER OPINIONS, INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES, AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: We provide rooms for hire by the general public and organisations for, dancing, parties, concerts, craft fairs, car boot sales, sports such as Judo, short mat bowls, adult education classes, lectures, recreation, art and business meetings etc.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Other Charitable Purposes
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** PARISH OF MARTHAM
- Norfolk

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-09-30 | £28,720 | £23,724 | - | - |
| 2024-09-30 | £45,651 | £33,300 | - | - |
| 2023-09-30 | £20,859 | £21,912 | - | - |
| 2022-09-30 | £21,603 | £29,480 | - | - |
| 2021-09-30 | £17,904 | £12,647 | - | - |

Trustees

| Name | Role | Appointed |
|----------------------|------|------------|
| Alan Bixby | | 2024-12-03 |
| Christine Harriss | | 2023-10-17 |
| Graham Bye | | 2023-10-17 |
| Michael Huke | | 2017-02-17 |
| Michelle Anne Rowley | | 2023-05-23 |
| ROSIE DAVEY | | 2013-11-03 |

THE MARTHAM WAR MEMORIAL VILLAGE HALL

England & Wales - Charity number 304006

Accounts



Trustees' Annual Report for the period

From 01/10/2024 Period start date, To 30/09/2025

Period end date

Charity name: Martham War Memorial Village Hall

Charity registration number: 304006

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Martham without distinction of political, religious, or other opinions |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The hall is used for meetings, lectures, and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the quality of life for the said inhabitants. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The trustees have had regard to the guidance issued by the Charity Commission on public benefit |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | The variety of clubs using the facility has increased and is more diverse resulting in the improvement to many lives within our community. These embrace the elderly through to babies in a wide range of activities. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | Finances are in a healthy stable state. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | Reserves are held to ensure Martham War Memorial can with stand a serious loss of income and asset item repair. |
| Amount of reserves held | Para 1.22 | £18,000 |
| Reasons for holding zero reserves | Para 1.22 | n/a |
| Details of fund materially in deficit | Para 1.24 | n/a |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | Non |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Unincorporated |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Advertising on local social media and posters within the hall. Trustees meet with prospective candidates, and discuss what they can offer as well as what we want from a trustee. A declaration is signed by the new trustee. Unless a vacancy arising mid year, trustees are usually appointed at the AGM. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Martham War Memorial Village Hall |
| Other name the charity uses | Martham Village Hall |
| Registered charity number | 304006 |
| Charity's principal address | White Street Martham Great Yarmouth NR29 4PG (Not postal address) |
| | |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------------|-------------------------------|--|--|
| 1 | Michael Huke | Chairperson | 01/10/2024-30/09/2025 | Board of Trustees |
| 2 | Michelle Rowley | Treasurer | 01/10/2024-30/09/2025 | Board of Trustees |
| 3 | Rosie Davey | Old Folks Representative | 01/10/2024-30/09/2025 | Board of Trustees |
| 4 | Christine Harriss | Bingo Representative | 01/10/2024-30/09/2025 | Board of Trustees |
| 5 | Graham Bye | Parish Council representative | 01/10/2024-30/09/2025 | Board of Trustees |
| 6 | Alan Bixby | Bowls Representative | 01/10/2024-30/09/2025 | Board of Trustees |
| 7 | | | | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | n/a | |
|----------------------|-----|--|
| | | |
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| | | |

Name of trustees holding title to property belonging to the charity

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

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

M J Huke

Full name(s)

Mr Michael Huke

Position (eg Secretary,
Chair, etc)

Chairperson

Date

11 / 03 / 2026

Profit & loss account for the period ended 30th September 2025

| | 2025 | 2024 |
|--|----------------------|-----------------------|
| | £ | £ |
| Income | <u>28,720.31</u> | <u>24,571.61</u> |
| | 28,720 | 24,572 |
| Other income | | 20,000 |
| Expenditure | | |
| Insurance | 3,530.40 | |
| Maintenance & Household | 2,438.18 | 11,599.00 |
| Utilities | 2,756.89 | 2,127.59 |
| Office costs | 146.03 | 88.68 |
| Wages | 6,036.00 | 5,335.50 |
| Cleaning | 6,524.00 | 6,022.00 |
| Licences | 265.56 | 228.35 |
| Professional fees | 286.84 | 128.86 |
| Activity costs | 836.04 | |
| Miscellaneous | 904.18 | 7,769.87 |
| | <u>23,724</u> | <u>33,300</u> |
| Interest received | | 1,079 |
| | <u>4,996</u> | <u>(7,649)</u> |
| Profit/ (loss) to be held as reserves | | |
| Opening bank position | £6,981.26 | £4,130.43 |
| Closing bank position | £11,977.45 | £6,981.26 |
| Reserve account | £18,400.94 | £18,000.00 |
| | £19,051.00 | £18,400.94 |

Accountants Report

In accordance with instructions I have prepared the accounts for the year ended 30th September 2025 from the records and information supplied to me.

Emma Pain

Amity Accountancy Ltd

Notes

- 1 Income in 2024 was higher due to a £20,000 investment return and the interest on the investment being recongnised in the period (interest £1,059.07)
Income from hall activities was £24,571.61.
- 2 Insurance costs in 2024 are missing and the costs for insurance in Oct 2024 I would allocate to 2024; leaving £1,354.62 as costs relating to 2025.
- 3 The profit or loss to be held as reserves is calculated on the income from hall activities only.



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Martham War Memorial Village Hall

On accounts for the year ended

30th September 2025

Charity no (if any)

304006

Set out on pages

(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 30/09/2025.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

5th March 26

Name:

EMMA PAIN

Relevant professional qualification(s) or body

Association of Accounting Technicians membership no 10338958

THE MARTHAM WAR MEMORIAL VILLAGE HALL

England & Wales - Charity number 304006

Accounts



Trustees' Annual Report for the period

From 01/10/2023 Period start date, To 30/09/2024

Period end date

Charity name: Martham War Memorial Village Hall

Charity registration number: 304006

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parish of Martham without distinction of political, religious, or other opinions |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The hall is used for meetings, lectures, and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the quality of life for the said inhabitants. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The trustees have had regard to the guidance issued by the Charity Commission on public benefit |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | The hall has increased its booking by a significant amount since covid. The variety of clubs using the facility has increased and is more diverse resulting in the improvement to many lives within our community. These embrace the elderly through to babies in a wide range of activities. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | Finances are in a healthy stable state after investments in improvements of £15,000 Were made during the period inc new oil tank, toilet flooring, ,solar panels were fitted and a porch |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | Reserves are held to ensure Martham War Memorial can with stand a serious loss of income and asset item repair. |
| Amount of reserves held | Para 1.22 | £18,000 |
| Reasons for holding zero reserves | Para 1.22 | n/a |
| Details of fund materially in deficit | Para 1.24 | n/a |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | Non |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Unincorporated |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Advertising on local social media and posters within the hall. Trustees meet with prospective candidates, and discuss what they can offer as well as what we want from a trustee. A declaration is signed by the new trustee. Unless a vacancy arising mid year, trustees are usually appointed at the AGM. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Martham War Memorial Village Hall |
| Other name the charity uses | Martham Village Hall |
| Registered charity number | 304006 |
| Charity's principal address | White Street Martham Great Yarmouth NR29 4PG (Not postal address) |
| | |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------------|-------------------------------|--|--|
| 1 | Michael Huke | Chairperson | 1/10/2023-30/09/2024 | Board of Trustees |
| 2 | Michelle Rowley | Treasurer | 1/10/2023-30/09/2024 | Board of Trustees |
| 3 | Rosie Davey | Old Folks Representative | 1/10/2023-30/09/2024 | Board of Trustees |
| 4 | Christine Harriss | Bingo Representative | 1/10/2023-30/09/2024 | Board of Trustees |
| 5 | Graham Bye | Parish Council representative | 1/10/2023-30/09/2024 | Board of Trustees |
| 6 | | | | |
| 7 | | | | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | n/a | |
|----------------------|------------|--|
| | | |
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Name of trustees holding title to property belonging to the charity

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

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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|--|

Other optional information

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| |
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

M J Huke

Full name(s)

Mr Michael Huke

Position (eg Secretary,
Chair, etc)

Chairperson

Date

13 / 03 / 2025

| Martham War Memorial Village Hall | | Operating Summary | | | | | | | | | | | 2023 / 2024 | |
|--|---------------------|-------------------|------------------|------------------|------------------|---|------------------|-------------------|-------------------|------------------|------------------|-------------------|------------------|-------------------|
| | | Income 2023-2024 | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept |
| Letts | | £2,501.00 | £1,334.00 | £1,025.00 | £1,727.00 | £1,915.00 | £1,777.00 | £2,166.00 | £1,642.00 | £1,232.00 | £2,171.37 | £1,699.00 | £1,521.00 | £20,710.37 |
| Snooker | | £71.00 | £118.00 | £41.00 | £197.00 | £128.00 | £279.00 | £347.00 | £296.00 | £407.20 | £361.00 | £376.00 | £290.90 | £2,912.10 |
| Misc | | £21,079.07 | £252.99 | £536.12 | | £67.93 | £70.00 | | | | | £22.10 | | £22,028.21 |
| Total | | £23,651.07 | £1,704.99 | £1,602.12 | £1,924.00 | £2,110.93 | £2,126.00 | £2,513.00 | £1,938.00 | £1,639.20 | £2,532.37 | £2,097.10 | £1,811.90 | £45,650.68 |
| Expenditure | | | | | | | | | | | | | | |
| Insurance | | | | | | | | | | | | | | |
| Maintenance | | £669.94 | £22.43 | £30.09 | £61.57 | £2,758.02 | £140.28 | £158.88 | £5,201.50 | £596.97 | £418.37 | £983.47 | | £11,041.52 |
| Household | | £29.99 | £59.56 | £12.00 | £53.51 | £46.15 | | £116.23 | £49.43 | £76.55 | £43.85 | £70.21 | | £557.48 |
| Heating Oil | | | £386.93 | | | | | | | | £311.06 | | | £697.99 |
| Water Charges | | | | £130.07 | | | £159.00 | | | £153.17 | | | £132.40 | £574.64 |
| Electricity Charges | | £58.21 | £69.00 | £88.05 | £75.86 | £77.32 | £64.76 | £77.00 | £57.18 | £42.77 | £43.68 | £50.13 | £57.66 | £761.62 |
| Stationary | | | £23.73 | | £30.00 | | | £30.15 | £4.80 | | | | | £88.68 |
| Wages | | £308.00 | £385.00 | £308.00 | £385.00 | £368.50 | £308.00 | £417.00 | £801.00 | £432.00 | £669.00 | £522.00 | £432.00 | £5,335.50 |
| Cleaning Services | | £440.00 | £550.00 | £440.00 | £550.00 | £440.00 | £440.00 | £480.00 | £600.00 | £480.00 | £600.00 | £522.00 | £480.00 | £6,022.00 |
| Performing Rights | | | | | | | £228.35 | | | | | | | £228.35 |
| WiFi | | | £4.99 | £8.50 | £8.50 | £8.50 | £8.50 | £8.50 | £9.17 | £9.17 | £9.17 | £9.17 | £9.17 | £93.34 |
| Accountants Fee | | | | | | | £125.00 | | | | | | | £125.00 |
| Legal Costs | | | | | | | | | | | | | | |
| HMRC | | | | | | | | | | | £3.86 | | | £3.86 |
| Misc | | | £150.99 | £69.86 | £94.82 | £0.01 | | £5,771.79 | £8.00 | | £203.60 | £1,470.80 | | £7,769.87 |
| Total | | £1,506.14 | £1,652.63 | £1,086.57 | £1,259.26 | £3,698.50 | £1,473.89 | £7,059.55 | £6,731.08 | £1,790.63 | £2,302.59 | £3,627.78 | £1,111.23 | £33,299.85 |
| Profit / Loss | *nett of investment | £2,144.93 | £52.36 | £515.55 | £664.74 | £-1,587.57 | £652.11 | £-4,546.55 | £-4,793.08 | £-151.43 | £229.78 | £-1,530.68 | £700.67 | £-7,649.17 |
| Open Bank | | £4,130.43 | | | | | | | | | | | | |
| Closing Bank | | | | | | | | | | | | | £6,981.26 | |
| Reserves | *include 40 | £28,500.00 | | | | | | | | | | | | |
| 95 day account | | | | | | | £18,000.00 | | | | | | £18,000.00 | £18,000.00 |
| Interest on 95 day account | | | | | | | | | | | | | £400.94 | £400.94 |
| * Oct misc £20000.00 investment return £1059.07 interest on above | | | | | | ** £10500.00 transfer to current account | | | | | | | | |



Section A Independent Examiner's Report

Report to the trustees **The Martham War Memorial Village Hall**

On accounts for the year ended **30th September 2024** Charity no (if any) **304006**

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2024.

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: edclark Date: **24.02.2025**

Name: **Edward Clarke, BSc (Hons), MAAT**

Relevant professional qualification(s) or body (if any): **Member of the Association of Accounting Technicians. Licence number 1002193**

Address: **Dashwood House, 1 Tyrells Road, Great Yarmouth Norfolk, NR31 0AR**

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.

