



**Trustees' Annual Report for the period: 01 October 2021 to 30 September 2022**

**Charity name: The Horam Village Hall and Recreation Ground Charity**

**Charity Registration no.: 305257**

**Objectives and Activities:**

	s o i	
Summary of the purposes of the charity as set out in its governing document	1.17	<p>The Object of the Charity is the provision and maintenance of a village hall and recreation ground for the use of the inhabitants of the Parish of Horam without distinction of political, religious or other options, 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.</p>
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.	1.17 & 1.19	<p>The Charity exists to maintain the land and building entrusted to it, for the sole benefit of the people of Horam and its surrounding areas.</p> <p>It comprises a large airy hall, committee room, kitchen, toilet facilities and storage cupboards. It has an extensive range of use, from small committee meetings, a term-time weekday pre-school, through to large meetings and wedding receptions.</p> <p>The hall has open views over the adjacent land forming the recreation ground which also has an extensive children's playground, and a skate-park – these latter facilities are provided and owned by Horam Parish Council.</p> <p>The organisations associated to the Charity, through their presence on and use of the recreation ground and buildings, provide a comprehensive opportunity for youth and all ages to use the facilities for education, recreation, and pursuit of health.</p> <p>As a particular example, the Football Club (accredited by Football England) uses the majority of the available ground in season at weekends, providing football matches/training for under-sixes to under-eighteens, boys and girls, with some 300+ children on the books.</p> <p>The Village Hall and Recreation Ground is recognised by the whole village (of 2,500+ residents) as being of immense value and worth to the inhabitants.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The Charity Commission's guidance on public benefit has been fully regarded in the day-to-day function and management of the facilities comprising The Horam Village Hall and Recreation Ground.</p>

**Additional information:**

Policy on grant making	Para 1.38	Whilst the Trustees would specifically discuss the merit of any grant-making need or proposal, the normal practice is that the Charity does not make grants of any kind to other Charitable bodies.
Policy on social investment including program related investment	Para 1.38	In principle, the Charity does not consider social investment opportunities as part of its normal remit. However, the Charity would be willing to consider making contributions of this nature, subject to strict criteria, but only where such arose due to stipulations of a grant-making body which may be giving direct financial support to the Charity for one of its project proposals.
Contribution made by volunteers	Para 1.38	<p>All members of the Committee of Management (the Trustees) are volunteers, giving of their time tirelessly to support the work of the charity, and are not recompensed in any way for their efforts. Further tasks are undertaken by part-time staff, who are paid; these staff are not Trustees of the Charity. The staff include a Secretary/Fund-Raiser, a Bookings Secretary, a Cleaner, a handyman and someone who maintains the 'tidiness' of the external areas.</p> <p>There are also occasional 'events' which are run by both Trustees and Community Teams/volunteers, such as an Annual Horam Fun Day. Many of the regular (weekly) users of the facilities are 'community-oriented' groups, such as the Heathfield Choral Society.</p> <p>Historically, maintenance of the village hall facilities was funded from a proportion of the fees arising from the hiring of the hall, meaning there was, inevitably, constraint on this maintenance activity. Recent years, however, have seen a marked increase in fund-raising through grant applications to fund-distributing trusts.</p> <p>This has allowed the trustees to consider more robust improvements to the facilities, with recent projects including:</p> <ul style="list-style-type: none"> <li>- Completion of refurbishment and equipping of the Hall's kitchen</li> <li>- Purchase of a new modular staging facility</li> <li>- The GAP project - a 'figure-of-eight' one kilometre Agri-Flex (recycled rubber) pathway planned for the two fields comprising the Recreation Ground. Work in this financial year included gaining Planning Approval for the GAP pathway, seeking and securing external grant funding for the Phase 1 project and initiating contact with potential contractors. It is expected that the Phase 1 work will go ahead during 2022/23 financial year</li> <li>- Replacement of all external doors and windows</li> <li>- Developing plans for an extensive upgrade in the CCTV provisions at the site, and securing partial funding (Sussex Police Commissioner - £5,000)</li> </ul>

## Achievements and Performance

<p>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.</p>	<p>Para 1.20</p>	<p>Whilst activity during the 2021-2022 year continued to be impacted by Covid and enforced closure during a proportion of the financial year, the ongoing presence of the pre-school, which was allowed to be open, continued to offset the feared total loss of income.</p> <p>The Charity were, nevertheless, extremely grateful for Covid funding of over £6,650 of Covid support grant monies from Wealden District Council during the year in question, making up for the total loss of income from sources other than the pre-school. Reduction in operating costs (such as rate relief, heating and lighting) also help alleviate the negative financial consequences of closure to hiring.</p> <p>During the rigours of the Covid lockdowns, the open air facility of the recreation ground was used as a major place of exercise and pleasure for those seeking to maintain their own well-being during the pandemic.</p> <p>With ongoing major project work in the pipeline, plus the key projects achieved in the recent years (such as the playground and skate-park under the Parish Council's auspices) the charity continues to make the facilities a 'treasure' in the eyes of the community.</p> <p>During the public consultation for the GAP project, it was astonishingly clear how valued the recreation ground is in the eyes of the population of Horam; people of all ages and interests, with a comprehensive list of reasons for why they use the facilities, very clearly and overwhelmingly indicated not just their support for the proposed GAP project, but the value they placed on the facilities as a whole. The Charity is responsible for the use, the promotion, the upkeep of what can only be described (and was) as the 'Gem of Horam'.</p>
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### Additional information

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>The Trustees remain more than satisfied with what has been achieved in the running, maintenance and improvement of the Village Hall and its surrounding Recreation Ground.</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>The Trustees have been, perhaps, a little reticent in the past about being responsible for running 'fund-raising activities' in support of the Charity, primarily due to the nature of the Charity and its function.</p> <p>Notably, however, during 2021-22, a successful Quiz Night was run, a very successful Comedy Evening was held, and a 'Get-to-know- your-village Hall' was held.</p> <p>We hosted an external project called 'Dialect Roadshow', which was a first of its kind.</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p>Not applicable.</p>



## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>The year beginning/year end positions are recorded in both the income/expenditure summary sheet and the examined accounts for the Charity.</p> <p>The opening balances, as at 01/10/2021, stood at £13,897.62 in the Charity's current account, and £8,096.63 in the reserve account.</p> <p>Hall hire income (including Representative Groups' fees) totalled £19,448.63; Grant Income totalled £29,504.00; other income totalled £2,959.03.</p> <p>'Normal' running costs totalled £25,200.77, with 'project' expenditure of £15,451.08.</p> <p>The end-of-year position was £26,589.43 in the Charity's current account, with the reserve account virtually unchanged at £8,100.14.</p> <p>Income was marginally down on the budget forecast, but not substantially so, and the operating expenditure was slightly higher than budgeted; overall the picture is of a satisfactory stable year, despite external pressures such as the tail-end of Covid restrictions.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The policy for holding reserves is the 'usual prudence' one of having sufficient funds secured so that the Charity can continue to run, covering its costs, for a sufficient length of time to enable income/expenditure streams to be adjusted or restored.</p> <p>Our policy of having some 6-months of 'reserve' has been affected by the increased running costs during the year such that, at £8,100 in reserve, the reserves are equivalent to approximately 4+ months, rather than the 6 months that we had traditionally considered.</p> <p>At this reduced level, the Trustees remain content with this level of Reserve.</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>£8,100.14 – at year-end 30/09/2022.</p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p>Not applicable</p>
<p>Details of fund materially in deficit</p>	<p>Para 1.24</p>	<p>Not applicable</p>
<p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Para 1.23</p>	<p>There are none.</p>

## Additional information

<p>The charity's principal sources of funds (including any fundraising)</p>	<p>Para 1.47</p>	<p>There are three main sources of funds, as follows:</p> <ul style="list-style-type: none"> <li>• Hall hire income – this is the income primarily associated with the 'existence' of the Charity, its raison d'être – approximately £20,000 (plus £6,650 Covid Support grant), which includes the significant income from the Pre-School.</li> <li>• Representative Groups' Fees, comprising some £2,500p.a. (from Football Club, Tennis Club, Bowls Club, Scouts and Allotments).</li> <li>• Project grant income – some £30,000 in this year but has to be viewed as balancing entirely with project outgoings.</li> </ul>
<p>Investment policy and objectives including any social investment policy adopted</p>	<p>Para 1.46</p>	<p>We have insufficient longer-term held funds to either warrant or enable any concept of an 'investment policy'. In principle, the Charity does not consider social investment opportunities as part of its normal remit.</p>
<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>Currently, as an unincorporated organisation, the level of risk, particularly to the Trustees, is considerable, albeit that extensive insurances are in place. However, should those insurances be called upon in any significant fashion, downstream increases in insurance premiums are considered a risk.</p> <p>Possible future changes of an inflationary nature need to be identified early enough to offset those effects on our stability by balanced but prudent hire-cost increases, and effective marketing of the facilities.</p> <p>The Trustees frequently rehearse possible risks to the Charity's well-being, in order to make sufficient remedial decisions.</p>

## Structure, Governance and Management

Description of charity's trusts:		Original trusts established for Village Hall (1951), and for Recreation ground (1948).
Type of governing document	Para 1.25	Original Constitution dated 10 June 1993 - amended by a Resolution passed on 26 November 2019
How is the charity constituted?	Para 1.25	Unincorporated Trust
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	Elected by open public election, at the Annual Meeting held in November each year

### Additional information

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Comprehensive manual of relevant documents and operating methods handed to new Trustees upon election. 'Loose' system of mentoring for those entirely new to Charity oversight and management.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Constitution limits the number of Trustees to seven, from whom the following 'officers' are appointed: Chairman, Deputy Chairman and Treasurer. The Charity is an entirely independent body.

## Reference and Administrative details

Charity name	The Horam Village Hall & Recreation Ground Charity
Other name the charity uses	None
Registered charity number	305257
Charity's principal address	Horam Village Hall A267 Eastbourne Road Horam Heathfield East Sussex TN21 0JE

## 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 Woodhouse	Chairman		
2	Phil Williams	Treasurer		
3	Leigh Skeggs	Fundraising/ Secretary	01/10/2021 - 19/11/2021	
4	Jonathan Harmer		01/10/2021 – 31/03/2022	
5	Stephen Fisher			
6	Lisa Stevens			
7	David Taylor			

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

Director name		
None		

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

Trustee name	Dates acted if not for whole year	
None		

## Other 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**

**Full name** Phillip John Williams

**Position** Treasurer

**Date** 30<sup>th</sup> July 2023

## Interim Summary

## INTERIM SUMMARY 2021-22

Full Summary including all Project-Related Income &amp; Expenditure

2021/22 - Horam Village Hall Accounts as at: End of Month 12 September 2022

## Main Current Account :

Opening Balance :	£	13,897.62
Income (incl Business Premium trans):	£	61,398.66
Expenditure :	£	48,706.85
Closing Balance :	£	26,589.43

## Other funds held - Business Premium Account :

Opening Balance :	£	8,096.63	
Interest during year* :	£	3.51	* Interest during year retained in Bus Prem a/c
Transfers from Main to Bus Premium :	£	-	
Transfers from Bus Premium to Main a/c :	£	-	
Closing Balance :	£	8,100.14	

INCOME	Actual to Date	Budget to Date	2019/20 Budget	Note:	EXPENDITURE	Actual to Date	Budget to Date	2019/20 Budget	Note:
<b>Hall Hire - Fees:</b>					<b>Project Costs:</b>				
Hall hire income (excluding deposits)	£ 12,201.50	£ 10,200.00	£ 10,200.00		GAP Project	£ 1,760.88	£ 2,000.00	£ 2,000.00	
Pre-School Payments	£ 6,737.13	£ 6,600.00	£ 6,600.00		Kitchen	£ 8,678.64	£ 8,500.00	£ 8,500.00	
Representative Groups Fees	£ 510.00	£ 5,924.00	£ 5,924.00		Staging	£ 4,761.56	£ 5,000.00	£ 5,000.00	
	<b>£ 19,448.63</b>	<b>£ 22,724.00</b>	<b>£ 22,724.00</b>		Constitution Revision	£ 250.00	£ 500.00	£ 500.00	
						<b>£ 15,451.08</b>	<b>£ 16,000.00</b>	<b>£ 16,000.00</b>	
<b>Grant Income:</b>					<b>Remuneration:</b>				
Horam Parish Council	£ 500.00	£ -	£ -		Secretarial	£ 2,424.82	£ 2,400.00	£ 2,400.00	
					Bookings	£ 450.00	£ 600.00	£ 600.00	
<b>Other Bodies, comprising:</b>					Cleaner (& site litter picking etc)	£ 3,276.00	£ 2,040.00	£ 2,040.00	
10/21 - Thurrock Council Grant (replace windows/doors)	£ 5,000.00				Caretaker	£ 310.00	£ -	£ -	
10/21 - Awards for All (Kitchen refurbishment)	£ 9,512.00					<b>£ 6,460.82</b>	<b>£ 5,040.00</b>	<b>£ 5,040.00</b>	
01/22 - Wealden District Council Covid Support	£ 2,667.00				<b>Running Costs:</b>				
02/2022 - WDC Covid Support	£ 4,000.00				Council Tax	£ 935.65	£ 792.00	£ 792.00	
04/22 - Arnold Clark Grant (for redecoration)	£ 1,000.00				Electricity Supply	£ 2,304.00	£ 876.00	£ 876.00	
01/04/2022 - Dialect Roadshow	£ 1,050.00				Water/Sewage	£ 840.05	£ 600.00	£ 600.00	
07/22 - Co-Op Grant (Comedy Night Raffle prizes)	£ 150.00				Telephone/Broadband	£ 728.99	£ 420.00	£ 420.00	
08/22 - Tesco Groundwork Grant (for kitchen refurb)	£ 1,125.00				Refuse/Recycling	£ 1,733.67	£ 1,320.00	£ 1,320.00	
09/22 - Sussex Police Commissioner (CCTV Provision)	£ 5,000.00				Insurances	£ 1,658.68	£ 1,500.00	£ 1,500.00	
Total:	£ 29,504.00	£ 28,902.00	£ 28,902.00		Licences	£ 553.07	£ 400.00	£ 400.00	
						<b>£ 8,754.11</b>	<b>£ 5,908.00</b>	<b>£ 5,908.00</b>	
Other Banked Income	£ 2,959.03	£ 5,000.00	£ 5,000.00		<b>Maintenance Costs:</b>				
Interest (current a/c)	£ -	£ -	£ -		Cleaning Materials	£ 208.71	£ 600.00	£ 600.00	
	<b>£ 32,963.03</b>	<b>£ 33,902.00</b>	<b>£ 33,902.00</b>		Grass Mowing	£ 1,411.00	£ 900.00	£ 900.00	
					Hedge Cutting	£ 142.80	£ 600.00	£ 600.00	
					Laundry	£ 151.68	£ 240.00	£ 240.00	
					Window Cleaning	£ 175.00	£ 300.00	£ 300.00	
					Routine Maintenance (incl. sump/pipes/pump)	£ 3,069.43	£ 1,900.00	£ 1,900.00	
						<b>£ 5,158.62</b>	<b>£ 4,540.00</b>	<b>£ 4,540.00</b>	
					Sundry Costs:				
					Stationery & Postage	£ 2,029.49	£ 1,250.00	£ 1,250.00	
					Accounts Examination	£ 637.73	£ 120.00	£ 120.00	
						£ 2,160.00	£ 2,000.00	£ 2,000.00	
						<b>£ 4,827.22</b>	<b>£ 3,370.00</b>	<b>£ 3,370.00</b>	
<b>TOTAL =</b>	<b>£ 52,411.66</b>	<b>£ 56,626.00</b>	<b>£ 56,626.00</b>		<b>TOTAL =</b>	<b>£ 40,651.85</b>	<b>£ 34,858.00</b>	<b>£ 34,858.00</b>	
Transfers from Business Premium a/c	£ -	£ -	£ -		Transfers to Business Premium a/c	£ -	£ -	£ -	
<b>Hall Hire - Income:</b>					<b>Hall Hire - Repaid:</b>				
Damage Deposit received during year	£ 8,987.00	£ -	£ -		Damage Deposits repaid during the year	£ 8,055.00	£ -	£ -	
<b>TOTAL =</b>	<b>£ 61,398.66</b>	<b>£ 56,626.00</b>	<b>£ 56,626.00</b>		<b>TOTAL =</b>	<b>£ 48,706.85</b>	<b>£ 34,858.00</b>	<b>£ 34,858.00</b>	

**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2022**  
**FOR**  
**HORAM VILLAGE HALL AND RECREATION GROUND**

# **HORAM VILLAGE HALL AND RECREATION GROUND**

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**HORAM VILLAGE HALL AND RECREATION GROUND**

**GENERAL INFORMATION  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**PROPRIETOR:** P Williams

**ADDRESS:** Eastbourne Road  
Horam  
East Sussex

**ACCOUNTANTS:** Watson Associates  
30 - 34 North Street  
Hailsham  
East Sussex  
BN27 1DW

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**ACCOUNTANTS' REPORT TO**

**HORAM VILLAGE HALL AND RECREATION GROUND**

In accordance with instructions given to us we have prepared without carrying out an audit the annexed financial statements from the accounting records of Horam Village Hall and Recreation Ground and from information and explanations supplied to us.

*Watson Associates*

Watson Associates  
30 - 34 North Street  
Hailsham  
East Sussex  
BN27 1DW

26 Jul 2023

Date: .....

**CLIENT APPROVAL CERTIFICATE**

I approve the financial statements and confirm that I have made available all relevant records and information for their preparation.

*P. Williams*

.....  
P Williams

26 Jul 2023

Date: .....

# HORAM VILLAGE HALL AND RECREATION GROUND

## TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2022

	2022		2021	
	£	£	£	£
<b>Income</b>				
Regular users	13,183		5,566	
Other users	5,346		4,759	
Event income	1,488		-	
Donations received	810		-	
	<u>          </u>	20,827	<u>          </u>	10,325
<b>Cost of sales</b>				
Event expenses		1,048		-
		<u>          </u>		<u>          </u>
<b>GROSS PROFIT</b>		19,779		10,325
<b>Other income</b>				
Sundry receipts	25		985	
Grant Income	30,004		18,775	
Solar Income	-		5,056	
Government grants	-		21,972	
Deposit account interest	4		1	
	<u>          </u>	30,033	<u>          </u>	46,789
		<u>          </u>		<u>          </u>
		49,812		57,114
<b>Expenditure</b>				
Rates and water	1,776		346	
Insurance	1,659		1,690	
Light and heat	2,304		2,643	
Wages	6,461		4,946	
Garden upkeep	1,554		1,184	
Telephone	729		550	
Post and stationery	740		207	
Licences	553		25	
Repairs and renewals	21,523		33,130	
Cleaning	535		2,156	
Sundry expenses	351		528	
Accountancy	510		660	
Legal fees	250		5,606	
Depreciation of tangible fixed assets				
Fixtures and fittings	3,334		4,037	
	<u>          </u>	42,279	<u>          </u>	57,708
		<u>          </u>		<u>          </u>
<b>NET PROFIT/(LOSS)</b>		<u>          </u>		<u>          </u>
		7,533		(594)
		<u>          </u>		<u>          </u>

# HORAM VILLAGE HALL AND RECREATION GROUND

## BALANCE SHEET 30 SEPTEMBER 2022

	Notes	2022 £	2021 £
<b>FIXED ASSETS</b>			
Tangible assets	1	<u>13,209</u>	<u>16,543</u>
<b>CURRENT ASSETS</b>			
Trade debtors		-	920
Shares in new pavilion		15,000	15,000
Prepayments		484	483
Barclays bank		26,589	13,898
Bank account no. 3		<u>8,100</u>	<u>8,097</u>
		<u>50,173</u>	<u>38,398</u>
<b>CURRENT LIABILITIES</b>			
Other creditors		(932)	-
Accrued expenses		<u>(661)</u>	<u>(1,320)</u>
		<u>(1,593)</u>	<u>(1,320)</u>
		<u>48,580</u>	<u>37,078</u>
<b>NET ASSETS</b>			
		<u>61,789</u>	<u>53,621</u>
<b>FINANCED BY</b>			
<b>FUNDS</b>			
Capital account	2	31,321	31,321
Current account	2	<u>30,468</u>	<u>22,300</u>
		<u>61,789</u>	<u>53,621</u>

**HORAM VILLAGE HALL AND RECREATION GROUND**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 SEPTEMBER 2022**

**1. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
<b>COST</b>	
At 1 October 2021 and 30 September 2022	54,724
<b>DEPRECIATION</b>	
At 1 October 2021	38,181
Charge for year	3,334
At 30 September 2022	41,515
<b>NET BOOK VALUE</b>	
At 30 September 2022	13,209
At 30 September 2021	16,543

**2. CAPITAL ACCOUNT AND CURRENT ACCOUNT**

	2022 £	2021 £
<b>Capital account</b>	31,321	31,321
<b>Current account</b>		
Brought forward	22,299	22,894
Add		
Net profit	7,533	-
Capital introduced	636	-
	30,468	22,894
Less		
Net loss	-	(594)
	30,468	22,300
	61,789	53,621



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### Parties involved with this document

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Wed, 26th Jul 2023 13:57:41 BST	Phil Williams - Signer (c6840f4fb2e97118cf06159e7138cbe1)
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### Audit history log

Date	Action
Wed, 26th Jul 2023 14:08:29 BST	Watson Associates viewed the envelope. (20.77.74.83)
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Wed, 26th Jul 2023 13:57:42 BST	Sent the envelope to Watson Associates (linda.hill@watsons.co.uk) for signing (194.156.224.64)
Wed, 26th Jul 2023 13:57:41 BST	Phil Williams signed the envelope (194.156.224.64)
Wed, 26th Jul 2023 13:55:59 BST	Phil Williams viewed the envelope. (194.156.224.64)
Wed, 26th Jul 2023 13:55:46 BST	Phil Williams opened the document email. (194.156.224.64)
Wed, 26th Jul 2023 13:42:05 BST	Document emailed to pj.williams@btconnect.com (3.8.49.184)
Wed, 26th Jul 2023 13:42:05 BST	Sent the envelope to Phil Williams (pj.williams@btconnect.com) for signing (51.155.44.241)
Wed, 26th Jul 2023 13:41:41 BST	Watson Associates has been assigned to this envelope (51.155.44.241)
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