

## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN  
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
to be held on Tuesday 19<sup>th</sup> December 2023  
IN THE COUNCIL CHAMBER commencing at 7.00pm

### **A G E N D A**

1. Apologies for absence
2. To receive Declarations of Interest **A**
3. To confirm the minutes of the Finance & General Purposes Committee meeting held on 15<sup>th</sup> November 2023. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 15<sup>th</sup> November 2023/ previous meetings.
5. Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes.
6. To consider grant application – Hope Community Church **C**
7. Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
8. 2024/2025 Draft Finance & General Purposes Committee Budget. **D**
9. 2024/2025 Draft Council Budget and precept being amalgamation of draft budget of Committee together with draft budget of Leisure Environment Enterprise & Tourism Committee. **E**
10. To discuss draft 4 year Plan
  - a. To agree format of financial information **F**
  - b. To agree the process for a long term plan review **G**

Council Offices

Ketts Park

Harts Farm Road

Wymondham

NR18 0UT



T B Gurney

Town Clerk

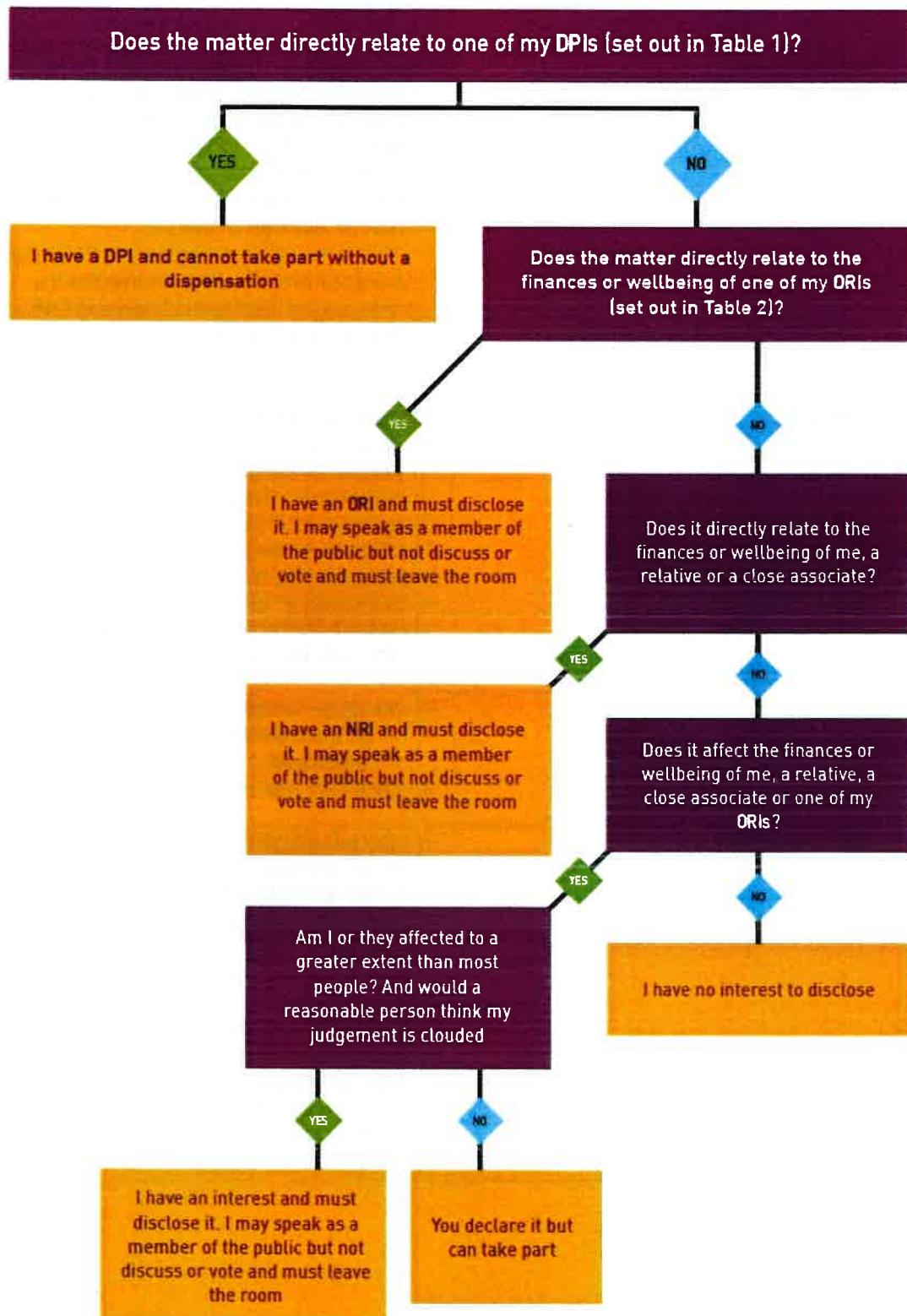
13th December 2023

### **Committee Members**

<b>Cllr. Roberts</b>	<b>Cllr. Fulcher</b>	<b>Cllr. Rosen</b>
<b>Cllr. Frostdick</b>	<b>Cllr. Perry</b>	

## Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council</p> <p>—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

#### **Table 2: Other Registrable Interests**

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE & GENERAL**  
**PURPOSES COMMITTEE held on Tuesday 15<sup>th</sup> November 2023**  
**in the Council Offices commencing at 4.00 pm**

Present:

Cllrs	Fulcher (Chair)
	Roberts
	Frosdick
	Perry
	Rosen

Also Present                      0 member of the public  
Cllrs. Nuri-Nixon & James

F45/23	<u>APOLOGIES FOR ABSENCE</u> – None.
F46/23	<u>DECLARATIONS OF INTERESTS</u> – None.
F47/23	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Frosdick and seconded by Cllr. Perry it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 2 <sup>nd</sup> October 2023 as a correct record.
F48/23	<u>PROGRESS UPDATES</u> – None.
F49/23	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> <li>Cllr. Nuri- Nixon spoke in support of Wymondham Symphony Orchestra grant application.</li> </ul>
F50/23	<u>GRANT APPLICATION</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. Perry it was unanimously agreed to approve a grant application for £1,003.90 towards sheet music hire costs for a forthcoming concert.
F51/23	<u>4 YEAR PLAN</u> Cllr. Rosen outlined a first draft 4 year plan that he has been working on which was sent to Councillors yesterday. Discussion took place during which it was clarified that this is an initial plan for broad discussion and refinement being an overview of future projects. It is a living document and will be used to assist in the preparation of future budgets. Input from all Councillors is encouraged. It was determined that the format would be discussed further during the full meeting scheduled for 5 <sup>th</sup> December 2023 with a view to a refined updated plan being submitted to the full Council for consideration at its January meeting.
F52/23	<u>BUDGET DISCUSSION</u> Upon the proposition of Cllr. Rosen and seconded by Cllr. Frosdick it was resolved to discuss this item in the confidential section of the meeting.

F53/23	<p><u>EXCLUSION PRESS &amp; PUBLIC</u></p> <p>On the proposition of Cllr. Rosen and seconded by Cllr Perry resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>
F54/24	<p><u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as at 30<sup>th</sup> September 2023 as shown by the 'Draft Internal' accounts that had been prepared. The Clerk gave an explanation of the significant variants and answered questions.</p>
F55/23	<p><u>BUDGET DISCUSSION</u> Clerk outlined figures from a first draft budget for the 2024/2025 financial year that had been prepared by himself and the Council's Finance Officer. An explanation was then given as to the budget process and the need to set a precept in January 2024 in order to meet South Norfolk Council requirements. Key to this is the Tax base of properties advised in the early part of December to the Council by South Norfolk Council. Examples were discussed of what effect potential rises of 3.5% or 5.00% would be using the existing Tax Base or an enhanced base of an additional 100 or 200 properties. It was agreed that to give extra time the scheduled meeting of the full Council on 2<sup>nd</sup> January could be delayed to 9<sup>th</sup> January 2024 and that this would be put to the full Council at its December meeting.</p>

*(The meeting closed at 17.25 pm)*

DATED this ..... day of .....2023

SIGNED ..... (Chairman)



## Wymondham Town Council

### Grant Application Form

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

#### 1 Your organisation

a) Name of organisation.

Hope Community Church

b) Address.

The Hub, Ayton Road, Wymondham, Norfolk, NR18 0QJ

c) Description of your organisation's activities.

In addition to church activities the building is available for the provision of activities for the community including:

Hoppers weekly Parent & Toddler group. Alternate weeks are specifically for those children with special educational needs and disabilities.

Cup of Caring twice monthly support group for carers and those they care for. This takes the form of a coffee morning with planned activities and occasional organised meals and outings.

Meeting Point weekly support group for those who are lonely/isolated. This is a drop in coffee morning usually meeting in the town centre but they use our building for larger planned meals and entertainment events.

Steps Community Food Shop, open weekly, offering free and discounted food for anyone in need. The auditorium is used for serving free refreshments, an information centre and help point. In addition to the food we are able to offer free birthday cakes for children, access to grant funding, free hampers containing everything for Christmas lunch. This is also where we accept food donations, price and store food, pack the Christmas hampers (last year we did 55). We are also hosting Community Workers from South Norfolk Early Help and Your Own Place (alternate weeks) who are able to further support families in need.

FISH (Fun in School Holidays) operating during school holidays and providing a weekly meal and fun activity for those families who receive free school meals during term time. Families are referred from Steps and from local schools.

Prior to the pandemic we ran a weekly drop in youth group (The Space) on a Tuesday afternoon to coincide with the early closure of the High School. Subject to recruiting volunteers we are considering resurrecting this from September 2024.

Again prior to the pandemic we provided summer family fun days for the community, these were really popular and well attended. We are now looking to do one in Summer 2024 and another in Autumn 2024 (to offer something for those who are not so keen on Halloween and/or as an extra half term activity).

Wymondham is an ever expanding town and rooms for hire are increasingly in demand. Those available in the town centre are regularly fully booked well in advance. We are now receiving many enquiries from community minded organisations who are looking for venues.

We also provide rooms for a number of NHS commissioned groups whose patients are located within our community:

- Child counselling sessions twice per week
- Adult health checks
- Early years health checks

d) How long has your organisation been in existence?

15 years

## 2 Contact details

a) Name of contact.

Mrs Debbie Rose

b) Position within organisation.

Finance Administrator

c) Address for correspondence (if different from above).

As above

d) Telephone.

07817 568819

e) email.

debbie@hopecommunitychurch.co.uk



### 3 Your application

a) Please give a brief description of the project for which the grant is intended.

To install an external lift to the building to allow access to the first floor rooms.

b) Who will benefit from the proposed project?

Those people residing in and around Wymondham who have mobility issues and who find it difficult to use stairs. This includes those who have physical disabilities, those with age related and/or life limiting illnesses which affect balance and walking, those who are incapacitated due to an accident. The lift will also aid mothers with babies and/or toddlers who find it difficult to use stairs.

These groups of people will be able to access activities which take place on the first floor or which are spread over the ground and first floors. Volunteers, current or future, will also be able to engage with projects on the first floor.

The building already has disability adaptations for those using the ground floor eg entrance ramp, toilets and parking. A disabled toilet has also been installed on the first floor for ease of access for people using that floor.

We hope that a lift will enable a greater number of people to benefit from accessing the projects which take place at our building.

c) What is the total cost of your project?

£38,500

d) What is the grant amount you are requesting from Wymondham Town Council?

£2,000

e) How much does your organisation currently have to put towards this project?

£1,500

f) Please give an itemised breakdown of the expenditure for which this money is being applied for. This must include evidence (i.e. suppliers estimate (or price lists) of the likely cost of all items of expenditure e.g. goods or labour.

Item	Cost £
Lift per A Line quote	28,794
Doors	1,857
Building costs to install	5,760
Electrical work	840
Sundry costs	1,249
<b>TOTAL</b>	<b>38,500</b>

g) Will you be seeking grant assistance from South Norfolk Council? Yes (please delete as appropriate).

If 'No' please state why not.

h) Have you made applications to any other body for grant aid for this project? Yes (please delete as appropriate).

If yes please give details.

Name of organisation applied to	Amount applied for £	Date of application	Amount received £
Persimmon Community Champions	6,000	22.9.23	Awaiting decision
Broomtown Foundation	2,500	23.10.23	Awaiting decision
John Jarrold Trust	2,500	23.10.23	Decision imminent
R C Snelling Charitable Trust	5,000	3.11.23	Awaiting decision
Lord Cozens Hardy Trust	2,500	9.11.23	Awaiting decision
Thompson Family Charitable Trust	2,500	9.11.23	Awaiting decision
Laing Family Trust	2,500	30.11.23	Awaiting decision
Garfield Weston Foundation	3,850	To be submitted when match funding in place	
Screwfix Foundation	5,000	To be submitted when match funding in place	
Benefact Trust	11,550	To be submitted when match funding in place	

i) If you have received any other sources of funding, not specified above, please give details.

n/a

j) If there is a shortfall between your contribution and assuming a Town Council grant, how will you raise the balance?

Work will not start until we have all the funds in place. We will continue to apply for grant funding from Charitable Trusts.

k) If the application is for a capital project, who owns the land or buildings?

Phelan Group Ltd Retirement Benefits Scheme

l) Please supply the details of the arrangements under which you have use of this land or building (e.g. tenancy, lease).

Lease

#### 4 Previous applications

a) Has your organisation previously applied for a grant from Wymondham Town Council? No (please delete as appropriate).

If yes, please give details of the project and the date and amount of grant received.

n/a

#### 5 Protection of Children & Vulnerable Adults

Does your project involve direct work with children under 18 or disabled adults under 25 without their normal carers present?

If YES you must supply a copy of your organisation's policy for the protection of children and vulnerable adults.

N*	n/a
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#### 6 Your financial situation

Where possible all applications should be accompanied by the following financial information. If you are unable to provide the information please give a reason.

- A copy of your latest audited accounts or other financial report which indicates your financial position

Enclosed Y*	
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- Any written estimate or quotation or statement of how the costs are arrived at

Enclosed Y	
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- Photocopy of bank statements covering the past 6 months.

Enclosed N*	
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The bank statements show donations by members of the church congregation and under GDPR regulations we cannot share this information. To redact entries for 6 months statements would be time consuming and make many of the statements meaningless. We are attaching one redacted statement (number 281) which confirms the account details, please let us know if you need anything further.

- A copy of your organisations constitution and rules of your organisation (excludes statutory bodies)

Enclosed Y*	
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- Where appropriate plans showing the proposals

Enclosed N/a*	
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- Please delete as appropriate.

**The council may request additional information depending on the project and the amount of grant sought. Please also note that payment of grant funds is made against receipted invoices.**

I declare the information provided is correct at the time of this application.

Signed 

Date 7.12.2023

**Please return to Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, Norfolk, NR18 0UT. Applications will be considered by the Finance and General Purposes Committee. You will be notified whether or not your application has been successful as soon as possible after a decision has been taken.**

If you have any queries, please contact the Town Clerk on 01953 603302 or email [office@wymondhamtc.co.uk](mailto:office@wymondhamtc.co.uk)

**Wymondham Town Council**

### **Guidelines for the award of grants**

- 1 An organisation applying for a grant from Wymondham Town Council must be based in the Parish of Wymondham with its membership open to interested residents in the Parish.
- 2 The Town Council will consider applications which relate to either;
  - A clearly identified capital project or,
  - A specific project or event or service
- 3 The Town Council will not normally subsidise running costs or write-off debts.
- 4 The purpose for which a grant will be considered will usually fall into one of the following categories;
  - Furtherance of the Town Council's primary responsibilities e.g. to sport, recreation and the arts.
  - Projects promoted by Wymondham based organisations to the benefit of deserving groups of Wymondham residents, e.g. children, adolescents, the elderly, the disabled.
  - For the conservation of Wymondham's heritage, whether in the form of buildings, artefacts or documents.
  - To promote and publicise the Town of Wymondham.

*This list is not necessarily exclusive and applications may be considered for other purposes.*

- 5 The Town Council will not make grants to the following;
  - An organisation the primary purpose of which is the propagation or furtherance of political, religious, moral or philosophical viewpoints of causes.

- General charities, whether local, national or international.
  - Individuals however deserving.
  - A sponsorship scheme e.g. walks runs and other efforts.
- 6 Grants, subject to the over riding constraints of the Council's budget, will not normally exceed half of any approved cost. If South Norfolk Council is grant aiding the maximum is one third.
- 7 In considering applications the Town Council will have regard to the applicant organisations ability to contribute their part of the cost to carry out the project, event or service and will require submission of accounts, balance sheet and written estimates with the application.

**HOPE COMMUNITY CHURCH (WYMONDHAM)  
(A COMPANY LIMITED BY GUARANTEE)**

**FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31 JULY 2022**

**Company Registration Number      6715714**

**Charity Registration Number      1126428**

**HOPE COMMUNITY CHURCH (WYMONDHAM)**  
**(A COMPANY LIMITED BY GUARANTEE)**

**CONTENTS**

Page 1	Independent Examiners Report
Pages 2 - 5	Trustees' Report
Page 6	Statement of Financial Activities
Page 7 - 8	Balance Sheet
Page 9 - 13	Notes to the Financial Statements

**Independent Examiner's Report to the Trustees of Hope Community Church (Wymondham) Ltd, a company limited by guarantee**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 July 2022.

**Responsibilities and basis of report**

As the trustees of the charitable company (who are also the 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**

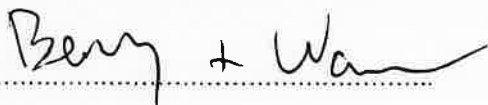
Since your charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

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

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.



Joanne Fox BA FCA  
Chartered Accountant  
Berry & Warren Ltd  
Chartered Accountants  
10 Fairland Street  
Wymondham  
Norfolk  
NR18 0AW

Date: 18 APRIL 2023



**HOPE COMMUNITY CHURCH (WYMONDHAM)  
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2022**

**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>CHARITY NUMBER</b>	1126428
<b>COMPANY REGISTRATION NUMBER</b>	6715714
<b>START OF FINANCIAL PERIOD</b>	1 August 2021
<b>END OF FINANCIAL YEAR</b>	31 July 2022
<b>TRUSTEES AT 31ST JULY 2022</b>	Grantley Watkins Stephen Louis (Resigned 30 August 2022) Christopher Stevenson (Resigned 13 October 2021) Mark Bullen Kevin Smith Alice Lynch Mark Dawes (Resigned 6 December 2021) Michael Day Sheila Greenacre Matthew Gray (Resigned 9 March 2023) David Wiley (Appointed 26 September 2022)
<b>REGISTERED ADDRESS</b>	Ayton House Ayton Road Wymondham Norfolk NR18 0QJ
<b>DATE OF INCORPORATION</b>	6 October 2008
<b>GOVERNING DOCUMENT</b>	Memorandum and Articles of Association

**HOPE COMMUNITY CHURCH (WYMONDHAM)  
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2022**

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 July 2022. 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, the Memorandum and Articles of Association and constitutes a limited company, limited by guarantee, incorporated on 6 October 2008.

**Recruitment and appointment of new trustees**

The appointment of trustees is governed by Section 4 of the Articles of Association.

The trustees shall not be subject to retirement by rotation and the term of office shall continue until he/she retires or is removed in accordance with the relevant provisions of the Articles of Association.

**Organisation**

The company operates primarily in Norfolk but has links with churches both in the UK and internationally. Church membership is voluntary and free.

The company is overseen by a board of trustees, some of whom are Elders of the church. The Elders are responsible for the spiritual direction of the church. The Trustees meet regularly to review the finances, risk management, legal issues and other matters affecting the charitable company, including the remuneration of staff.

**Objectives**

The Company is a registered charity and its objectives are:-

a) to advance the Christian faith (in accordance with the statement of beliefs set out in the Articles of Association) in such ways and in such parts of the United Kingdom or the world as the trustee directors may from time to time think fit

(b) to relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom or the world as the trustee directors may from time to time think fit

(c) to advance education in such ways as and in such parts of the United Kingdom or the world as the trustee directors may from time to time think fit

**Activities and achievements**

In August 2016 work commenced to convert the HGV maintenance warehouse into an auditorium to seat 200 people. This work was completed in December 2016 and this allowed the church to relocate its Sunday morning meetings from the local High School to its own premises on Ayton Road, Wymondham. To accommodate the rapidly growing congregation, from January 2017 two Sunday morning meetings have been offered. Attendance during the current year averaged 250 adults and children on a Sunday morning with over 550 adults and children considering Hope their church.

A full range of activities have been provided for all ages including worship, teaching and ministry. The congregation is served regularly by teams of volunteers in the areas of welcome, refreshments, worship, PA and youth & children's work. We continue to stream our Sunday services online as well as having in person Sunday services. We ran one Alpha course during the year.

We have a number of groups which meet mid week for worship, sharing of God's word and to support and pray for each other. This is a valuable opportunity to build a sense of community in a way that the larger Sunday morning gatherings cannot.

The work of our Children's Worker and Youth Worker continues and we are seeing good numbers of children and youth attending regularly.

**HOPE COMMUNITY CHURCH (WYMONDHAM)  
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 JULY 2022**

The School of Supernatural Life, gathering students from Hope Community Church and a number of churches across Norfolk continued to operate. The purpose of the school is to equip people to operate in all areas of life with a supernatural lifestyle.

Hope Community Church continues to support the work of Hub Community Project and the community building is made available for the work of that charity. Hub Community Project offers a number of outreach projects to the community namely support groups for Carers, the lonely & isolated, a youth drop in project, fun & food in school holidays for children who would receive free school meals during term time and a Food Club where people can access free and discounted food. The church also hires rooms at its community building to other organisations in the community.

From 1 April 2022 the work of Hoppers Mother & Toddler group was transferred from Hub Community Project to Hope Community Church. The transfer resolved the difficulties Hub Community Project was facing with volunteers and long term funding for the project. Funds of £ 1,149 were transferred from Hub Community Project for the specific purposes of running the activity, these funds are recognised within other income.

From 1 September 2022 in addition to the site at Wymondham we adopted a church at Thetford and weekly meetings have taken place. Monthly meetings also take place at Long Stratton. The activities at these additional sites mirror those taking place at the Wymondham site. The church is exploring other additional locations.

In October 2022 the decision was made to move from Relational Mission to Catalyst as the primary apostolic relationship.

**FINANCIAL REVIEW**

**Reserves Policy and Going Concern**

The Trustees have considered the level of reserves they wish to retain, appropriate to the company's needs. This is based on the company's size and the level of financial commitments held. The Trustees aim to ensure the company will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. It is their policy to maintain unrestricted reserves at a level which equates to three months expenditure being £85,000. The Trustees will endeavour not to retain reserves unnecessarily.

**Operating review**

The trustees acknowledge the financial position and outcome of this year whereby an overall deficit of £ 3,246 has been generated. Unrestricted funds carried forward at 31 July 2022 are £ 295,290 as shown in the balance sheet.

**Principal Funding Sources**

The principal funding source for the year was offerings from the church members.

**HOPE COMMUNITY CHURCH (WYMONDHAM)**  
**(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 JULY 2022**

**Statement of Trustee's responsibilities:**

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the company and of the profit or loss of the company during that period. In preparing those financial statements the trustee directors are required to:

- (i) select suitable accounting policies and then apply them consistently,
- (ii) observe the methods and principles of the Charities SORP (FRS102),
- (iii) make judgements and estimates that are reasonable and prudent,
- (iv) state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements,
- (v) prepare financial statements on a going concern basis unless it is inappropriate to presume that the company 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 company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In preparing this report the trustees have taken advantage of special exemption applicable to small companies conferred by section 477 of the Companies Act 2006.

I approve the attached statement of financial activities and balance sheet for the year ended 31 July 2022 and confirm that I have made available all information necessary for its preparation.

Date 18 APRIL 2023

Signed .....  
M Bullen – Trustee

**HOPE COMMUNITY CHURCH (WYMONDHAM) LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES AT 31 JULY 2022**  
**INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT**

	Note	£	£	£	£
		Unrestricted Funds	Restricted Funds	2022 Total Funds	2021 Total Funds
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and Legacies	2	301,918	0	301,918	338,812
Charitable Activities		0	0	0	5,317
Other Activities	3	42,636	1,149	43,785	23,049
Total Income and Endowments		<u>344,554</u>	<u>1,149</u>	<u>345,703</u>	<u>367,178</u>
<b>EXPENDITURE ON</b>					
Charitable Activities	4	318,750	30,199	348,949	292,665
<b>Net Income/(Expenditure)</b>		<u><b>318,750</b></u>	<u><b>30,199</b></u>	<u><b>348,949</b></u>	<u><b>292,665</b></u>
<b>Net Movement in Funds</b>					
		<u><b>25,804</b></u>	<u><b>(29,050)</b></u>	<u><b>(3,246)</b></u>	<u><b>74,513</b></u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		269,486	461,664	731,150	656,637
Total funds carried forward		<u><b>295,290</b></u>	<u><b>432,614</b></u>	<u><b>727,904</b></u>	<u><b>731,150</b></u>

**CONTINUING OPERATIONS** – All income and expenditure has arisen from continuing activities.

Movements in reserves and all recognised gains and losses are shown above.

**HOPE COMMUNITY CHURCH (WYMONDHAM) LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE) COMPANY REGISTRATION NUMBER 6715714**  
**BALANCE SHEET AT 31 JULY 2022**

	Note	£ 2022 Total Funds	£ 2021 Total Funds
<b>Tangible Fixed Assets</b>	6	713,795	743,219
<b>Current Assets</b>			
Debtors and prepayments	7	21,411	15,083
Cash in Hand		43	43
Bank Accounts		61,767	89,493
		<u>83,221</u>	<u>104,619</u>
<b>Current Liabilities</b>			
Creditors falling due within one year	8	<u>39,112</u>	<u>56,688</u>
<b>Net Current Assets/(Liabilities)</b>		44,109	47,931
<b>Total Assets Less Current Liabilities</b>		757,904	791,150
<b>Long Term Liabilities</b>			
Creditors falling due after one year	9	30,000	60,000
<b>NET ASSETS/LIABILITIES</b>		<u>727,904</u>	<u>731,150</u>
<b>Capital Funds</b>			
Brought forward at 1 August 2021		731,150	656,637
Surplus/(Deficit) for the Period		(3,246)	74,513
<b>Carried forward at 31 July 2022</b>		<u>727,904</u>	<u>731,150</u>
<b>Funds</b>	10		
Unrestricted funds		295,290	269,486
Restricted Funds		<u>432,614</u>	<u>461,664</u>
		<u>727,904</u>	<u>731,150</u>

**HOPE COMMUNITY CHURCH (WYMONDHAM) LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE) COMPANY REGISTRATION NUMBER 6715714**

**BALANCE SHEET AS AT 31 JULY 2022**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	2022	2022	2022	2021	2021	2021
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Tangible Fixed Assets	281,181	432,614	713,795	281,555	461,664	743,219
Current Assets	83,221	0	83,221	104,619	0	104,619
	364,402	432,614	797,016	386,174	461,664	848,378
Current Liabilities	39,112	0	39,112	56,688	0	56,888
Long Term Liabilities	30,000	0	30,000	60,000	0	60,000
Net Assets	295,290	432,614	727,904	269,486	461,664	731,150

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2022.

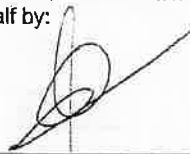
The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 July 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

a) ensuring that the charitable company keeps proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with Sections 386 and 387 of the Companies Act 2006

b) preparing financial statements which give a true and fair view of the state of the affairs of the 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.

These Financial Statements were approved by the Board of Trustees on 13 APRIL 2023 and were signed on its behalf by:

  
 \_\_\_\_\_  
 M Bullen - Trustee

**HOPE COMMUNITY CHURCH (WYMONDHAM)**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2022**

**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. The charity is not required to prepare consolidated accounts in accordance with the Charities Act 2011, and has taken advantage of the option not to prepare consolidated financial statements contained in Section 398 of the Companies Act 2006 on the basis that the charity and its subsidiary undertakings comprise a small group.

**Preparation of the accounts on a going concern basis**

The trustees have reviewed the charity's budget for the next 12 months and based on that have a reasonable expectation that the charity will have adequate reserves to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

**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 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**

These are capitalised if they can be used for more than one year. They are valued at cost or, if gifted, at the value to the charity on receipt. Fixed assets are depreciated on a straight line basis at the following rates in order to write off each asset over its estimated useful life:-

Leasehold Improvements	Over the term of the lease
Equipment	25%

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. During the prior year the Trustees decided to create a designated fund, this represents a percentage of Offering and Gift Aid income set aside to distribute to worthy causes.

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

**2. VOLUNTARY INCOME**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Offerings	259,497	0	259,497	268,592
Grants received	0	0	0	26,857
Gift Aid	42,421	0	42,421	43,363
	<u>301,918</u>	<u>0</u>	<u>301,918</u>	<u>338,812</u>

**Grants received in 2021 comprised:**

Local Restriction Support Grant	£ 2,000
Covid 19 Business Support Grants	£ 6,857
Closed Business Lockdown Grant	£ 6,000
Covid 19 Business Restart Grant	<u>£ 12,000</u>
Total	<u>£ 26,857</u>

In the prior year all voluntary income was unrestricted.



**HOPE COMMUNITY CHURCH (WYMONDHAM)**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 JULY 2022**

**3. INCOME FROM OTHER ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Donations from trading subsidiary	15,494	0	15,494	16,033
Staff Secondment	8,780	0	8,780	4,593
Venue Hire	5,966	0	5,966	1,832
Hoppers	1,222	0	1,222	0
Conferences and Training	11,161	0	11,161	557
Other Income	13	1,149	1,162	34
	<b>42,636</b>	<b>1,149</b>	<b>43,785</b>	<b>23,049</b>

Hope Community Church is the parent company of Coffee@Hope Ltd (registered number 9845076) which commenced to trade on 1 January 2017. During the year Hope Community Church received a donation of £ 15,494 from Coffee@Hope Ltd. (2021 £ 16,033).

In the prior year £ 23,049 of income from other activities was unrestricted.

**4. CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>Direct Costs</b>				
Staff costs	167,746	1,036	168,782	161,420
Rent	52,025	0	52,025	56,264
Utilities	6,375	0	6,375	4,428
Church Events	3,014	0	3,014	9,304
Conferences and Training	4,245	0	4,245	1,044
Youth and Children's Work	3,869	113	3,982	1,727
Promotion	360	0	360	129
Giving	51,456	0	51,456	4,768
Depreciation	4,044	29,050	33,094	35,389
	<b>293,134</b>	<b>30,199</b>	<b>323,333</b>	<b>274,473</b>
<b>Support and Administration</b>				
Professional Fees	2,629	0	2,629	1,989
Insurance	2,577	0	2,577	2,871
Equipment Hire	504	0	504	504
Maintenance and Repairs	11,187	0	11,187	5,606
Travel	375	0	375	36
Postage and Stationery	1,668	0	1,668	974
Telephone and Computer	3,835	0	3,835	3,259
Licences and subscriptions	1,051	0	1,051	1,500
Loan Interest and Bank Charges	1,790	0	1,790	1,453
	<b>25,616</b>	<b>0</b>	<b>25,616</b>	<b>18,192</b>
<b>TOTAL</b>	<b>318,750</b>	<b>30,199</b>	<b>348,949</b>	<b>292,665</b>

In the prior year £ 263,615 of expenditure was unrestricted and £ 29,050 was for restricted purposes.

**5. STAFF COSTS**

There were 14 paid members of staff during the year. The company operates a defined contribution workplace pension scheme. Six members of staff are auto enrolled. During the year an amount of £ 3,567 (2021 £3,610) was paid into the pension scheme as employer's contributions. Employers NIC amounted to £ 2,791. No employee received emoluments in excess of £60,000.

**HOPE COMMUNITY CHURCH (WYMONDHAM)**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 JULY 2022**

**6. TANGIBLE FIXED ASSETS**

	Leasehold Improvements	Equipment	Total
	£	£	£
<b>Cost</b>			
At 31 July 2021	873,091	107,945	981,036
Additions	3,670		3,670
Disposals	<u>0</u>	<u>0</u>	<u>0</u>
At 31 July 2022	<u>876,761</u>	<u>107,945</u>	<u>984,706</u>
<b>Depreciation</b>			
At 31 July 2021	149,743	88,074	237,817
Charge for the year	30,065	3,029	33,094
Disposals	<u>0</u>	<u>0</u>	<u>0</u>
At 31 July 2022	<u>179,808</u>	<u>91,103</u>	<u>270,911</u>
<b>Net Book Value</b>			
At 31 July 2022	<u>696,953</u>	<u>16,842</u>	<u>713,795</u>
At 31 July 2021	<u>723,348</u>	<u>19,871</u>	<u>743,219</u>

Operating Lease Commitments

At 31 July 2022 the total of the charity's future minimum lease payments under non-cancellable operating leases was:

Amounts due with one year £ 51,750

Amounts due between two and five years £ 207,000

Amounts due after five years £ 914,250

**7. DEBTORS AND PREPAYMENTS**

	2022	2021
	£	£
Gift Aid	2,566	2,179
Trade Debtors	6,743	2,678
Prepayments	11,638	9,762
Loans	<u>464</u>	<u>464</u>
Total	<u>21,411</u>	<u>15,083</u>

Coffee@Hope Ltd, a wholly owned subsidiary of Hope Community Church, registration number 9845076, commenced to trade on 1 January 2017. Loans relate to the company formation fees and logo design.

**8. CREDITORS AND ACCRUALS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Salaries, Pension & NIC	1,852	563
Loan	25,000	50,000
Trade Creditors	<u>12,260</u>	<u>6,325</u>
Total	<u>39,112</u>	<u>56,888</u>

During the year ended 31 July 2017 the church received a loan of £300,000 from The City Church, Canterbury to enable the building work to be completed. At 31 July 2022 £ 25,000 of this is repayable within one year. Loan interest is payable at Base rate plus 0.5%.

**HOPE COMMUNITY CHURCH (WYMONDHAM)**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 JULY 2022**

**9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	<b>2022</b>	<b>2021</b>
Loan – Church Members	30,000	35,000
Loan – City Church Canterbury	<u>0</u>	<u>25,000</u>
Total	<u>30,000</u>	<u>60,000</u>

During the year ended 31 July 2016 the church received a loan of £50,000 from church members. This is not interest bearing and is repayable immediately on the death of either spouse, otherwise the terms are to be reviewed every 3 years.

**10. MOVEMENT IN FUNDS**

	<b>At 1.8.21</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers between funds</b>	<b>At 31.7.22</b>
	£		£	£	£
<u>Unrestricted Funds</u>					
General Fund	246,857	344,554	(268,454)	(29,845)	293,112
Designated Fund	22,629	0	(50,296)	29,845	2,178
<u>Restricted Funds</u>					
Restricted -					
Building Fund	461,664		(29,050)	0	432,614
Hoppers	<u>0</u>	<u>1,149</u>	<u>(1,149)</u>	0	0
Total Funds	<u>731,150</u>	<u>345,703</u>	<u>(348,949)</u>	<u>0</u>	<u>727,904</u>

	<b>At 1.8.20</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers between funds</b>	<b>At 31.7.21</b>
	£		£	£	£
<u>Unrestricted Funds</u>					
General Fund	165,923	367,178	(263,615)	(22,629)	246,857
Designated Fund	0		0	22,629	22,629
<u>Restricted Funds</u>					
Restricted -					
Building Fund	<u>490,714</u>	<u>0</u>	<u>(29,050)</u>	0	461,664
Total Funds	<u>656,637</u>	<u>367,178</u>	<u>(292,665)</u>	<u>0</u>	<u>731,150</u>

**11. RESTRICTED FUNDS**

In 2015 the church moved premises from Fairland Street to Ayton Road, Wymondham. Further development of the new site has enabled the church to carry out all its activities, including Sunday worship, from the same site. Work on Phase 2 of the development, to convert the HGV maintenance warehouse into an auditorium and community rooms, commenced in August 2016 and was completed in December 2016. To fund this development of the leasehold buildings the church congregation made special offerings specifically for this purpose. These offerings, together with a grant and a loan, are shown as restricted funds. Depreciation is charged against reserves.

**HOPE COMMUNITY CHURCH (WYMONDHAM)**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 JULY 2022**

**12. TRUSTEES REMUNERATION AND BENEFITS**

During the year payments of £ 23,980 (2021 £ 27,338) were made to Mr G Watkins under the terms of a contract for services. Mr M Bullen was paid £ 28,821 (2021 £ 28,715) for his role as an Elder of the church. Pension contributions paid by the company in respect of Mr M Bullen were £ 861 (2021 £ 861). Mr K Smith was paid £3,500 for his role as an Elder of the church (2021 £0). No Trustee received expense payments relating to their role as a Trustee.

**13. RELATED PARTY DISCLOSURES**

Mr G Watkins is also a Trustee and Director of Hub Community Project. During the year an amount of £8,780 (2021 £91) was receivable from Hub Community Project in respect of secondment of staff members. Mr G Watkins & Mr M Bullen are Directors of Coffee@Hope Ltd. During the year an amount of £5,766 (2021 £ 1,832) was received from Coffee@Hope as a contribution towards venue costs, and £ 25 (2021 £ 50) in respect of secondment of staff members. During the year, Mr B Watkins, the son of Mr G Watkins (a Trustee) received remuneration of £ 28,000 (2021: £28,423) in relation to his employment as Youth Worker and Mrs E Louis, the spouse of Mr S Louis (a former Trustee) received remuneration of £ 13,168 (2021: £ 12,672) in relation to her employment as Children's Worker. Mr K Smith (a Trustee) is a director of KSD Associates Ltd. During the year payments of £ 589 (2021 £ 343) were made to KSD Associates Ltd for work procured for graphic design and publicity. Mr M Dawes (a Trustee) is a director of The Hope Coffee Company Ltd, payments of £ 0 (2021 £96) were made to The Hope Coffee Company Ltd for provision of refreshments at church events. Mrs K Heard and Mr M Heard are the daughter and son-in-law of Mr M Day (a Trustee), they received remuneration of £ 4,914 (2021 £ 16,098) and £ 23,766 (2021 £ 13,578), respectively in relation to their employment as Operations Manager and Digital Services Manager. Mrs S Day, daughter-in-law of Mr M Day, received £364 (2021 £ 206) for the provision of flowers for church members.

**14. RISK ASSESSMENT**

The Trustees consider the major risks to which the company is exposed and identifies the appropriate mitigation. To this end the company has taken out employer's liability, public liability and buildings Insurance.

Strict child protection and vulnerable adult safeguarding policies are implemented, all volunteers who work with children or vulnerable adults are subject to Disclosure & Barring Service checks and must comply with detailed guidelines for the care of children and vulnerable adults.

In order to ensure the safety of the Church members and general public a team of stewards operate during Sunday meetings. A fire evacuation plan has been drawn up.

The Trustees believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. A system of financial controls exists to prevent the loss of the company's assets through fraud or mismanagement.

**15. PUBLIC BENEFIT**

The company acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the company has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the company should undertake.

Proposed external disabled platform lift for hub building

Following quotations received :-

Stannah Lifts dated 03/ 07/2023	£ 45,000 + VAT
RJ Lift Services dated 27 07/2023	£ 44,950 + VAT
Aline Mobility dated 28 / 07/2023	£ 23,995 + VAT

All three offer similar facilities and appearance but utilising different drive systems.

The approximate total cost of using Aline the lowest tender:-

Aline quote	23,995	
<u>Add</u> Automatic doors 2x 774	=	<u>1,548</u>
Total		25,543
VAT 20%	<u>5,109</u>	= 30,652

**Builders work. Approximate costs**

Break up concrete paving and construct 50mm deep pit with drain to adjacent drain and reinstate	3,000	
Cut and trim 2 door openings in external metal stud wall and extend mezzanin floor into lift	1,300	
Weather flashing around lift structure	500	
electrical supply ( Cross )	<u>700</u>	
	5,500	
VAT 20%	<u>1,100</u>	= <u>6,600</u>
		37,252
<u>Add</u> Contingencies		<u>1,248</u>

Supply and erect disabled platform lift      Estimated total      £ 38,500

JE 07/08/2023