

St James the Less Parish Church West Teignmouth



Parochial Church Council

Annual Report & Financial Statements for the year ended 31 December 2013

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Administrative Information

St James the Less church is located at the junction of Bitton Park Road and Exeter Street, Teignmouth, Devon. West Teignmouth parish is part of the Haldon Team Ministry, within the Kenn Deanery in the Diocese of Exeter.

The general correspondence address for the West Teignmouth Parochial Church Council (PCC) is: The Parish Office, St Michael's Church, Dawlish Street, Teignmouth, TQ14 8TB, or by email to stjames.info@haldonteam.org.uk.

PCC members who have served from 1 January 2013 until the date this report was approved are:

Incumbent	Rev'd John Graham Stones (#)	<i>Team Rector - Chairman</i>
Assistant Clergy	Rev'd Stephen West Rev'd Dr Susan Astbury Rev'd Val Atkinson	<i>Team Vicar</i> <i>Associate Priest</i> <i>Curate</i>
Licensed Readers	Mrs Tricia Stuckey	
Churchwardens	Mrs Val Clough (#) Mrs Doris Pashley (#)	
Deanery Synod Representatives	Mr Arthur Brooks Mrs Val Clough (#)	<i>Also Churchwarden</i>
Elected Members	Mrs Joyce Annal Mr Francis Bottomley Mrs Penny Brooks Mrs Nicky Davies Mrs Caroline Denning (#) Mrs Kerstin Jones Mrs Mary Prior Miss Jo Stuckey Mr Tim Waters Mr Peter Wood	<i>From 16/04/2013</i> <i>Hon Secretary</i> <i>Until 16/04/2013</i> <i>Until 16/04/2013</i> <i>Until 16/04/2013</i> <i>Assistant Warden & Deputy</i> <i>Chairman</i>
Co-Opted	Mr Andrew Harding (#)	<i>From 16/04/2013. Hon Treasurer</i>

Structure, Governance & Management

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils (Powers) Measure 1956 as amended, and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended). The PCC is exempted by order from registering with the Charity Commission.

The method of appointment of PCC members is set out in the Church Representation Rules. All church members are encouraged to register on the electoral roll, and stand for election to the PCC.

The PCC discharges its responsibilities between meetings by a Standing and Finance Committee comprising the Incumbent, Churchwardens, Hon. Secretary and Hon. Treasurer (indicated above (#)).

The church shares ministerial staff (incumbent and curates) with the East Teignmouth parish (St Michael the Archangel). The Team Vicar is responsible for the parishes of Bishopsteignton, Ideford with Luton and Ashcombe within the Mission Community.

Administrative services to support clergy and PCC officers are provided from the Parish Office located in St Michael's church.

The PCC's income is below the statutory threshold for audit and we have opted to have our accounts independently examined. That independent examination is carried out by the Lichfield Diocesan Board of Finance Ltd and their report is appended as Annex A to this report.

The PCC's income is below the statutory threshold for registration with the Charity Commissioners. The PCC remains excepted from registration

This report is prepared in accordance with the Church Accounting Regulations 2006.

Objectives

St James' PCC has the responsibility of co-operating with the incumbent, Rev'd Stones, in promoting in the ecclesiastical parish of West Teignmouth the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC has responsibility for the maintenance of St James the Less church building. St James' churchyard is a "closed" churchyard in the care of Teignbridge District Council.

Public Benefit Statement

The PCC believes that, by promoting the work of the Church of England in the ecclesiastical parish of West Teignmouth it helps to promote the whole mission of the Church more effectively, and that in doing so it provides a benefit to the public by:

- providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers: and
- promoting Christian values, and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

Achievements and Performance

Church Attendance

At the 2013 Annual Parochial Church Meeting there were 88 parishioners on the Church Electoral Roll.

During 2013 the average Sunday attendance was 16 adults at the 8.00 am service and 46 adults and 3 children at 10.30 am. On average an additional 15 people attended a Sunday evening "Praise and Healing" or Evensong service, of which the majority had already attended another service at St James' earlier in the day. On average, 8 people attend the midweek communion on Wednesday mornings.

The monthly Listening Prayer has attracted an average of 7 attendees during the year. Meeting on the first Sunday of each month, the meeting is a way to set time aside from our busy lives to listen to what God might be saying to us as individuals and as a church.

19 baptisms, 6 weddings and 16 funerals took place at St James' during the year. The ministry team took a further 46 funerals at venues other than St James and St Michaels during the year

A new first Sunday All-Age service was instituted during 2013 with 6 children attending on average. The "Kidzone" Sunday school has 19 children on the roll meets on the third Sunday of each month.

At the end of 2013 St James' has three house groups meeting regularly on Wednesdays and Thursdays. The house groups have 18 regular attendees who meet to pray and study the bible together.

The "Worshipping Community"

Each year we report to the diocese the size and composition of the "worshipping community" at St James'. The "worshipping community" is very much a subjective figure that seeks to represent an estimation of those who consider themselves a part of the church family in this parish:

St James' Worshipping Community as at Dec 2013		Joined St James' Worshipping community in 2013			Left St James' Worshipping community in 2013		
			Under 18	18+		Under 18	18+
Children (age 0-10)	13	Worshipping for first time	3		Death/illness		1
Young people (11-17)		Moved into area			Moved away		2
Adults (18-69)	35	Moved from local church			Moved to other church		1
Adults (over 70)	60	Returned to church		3	Not worshipping anywhere	3	3
Total	108	Total joined	3	3	Total left	3	7

Annual Fabric Report

Our first major project in 2013 was the cleaning and conservation, in June, of the Memorial Window. The work took one week, with scaffolding being erected inside and outside the church. The glazier also secured the Vestry window without charge. All the work was carried out with the Archdeacon's approval.

In February arrangements were made to have the roof, gutters and down pipes cleaned. Servicing and re-painting the West, North and Whitford Room doors was successfully carried out in July.

Also in July, we were approached by Niall Finneran a Reader in Medieval and Historical Archaeology at the University of Winchester, who is interested in renovating and copying rubbings of tombs in the churchyard. The PCC agreed to the work and it has been arranged for Mr Finneran and his 'team' to work alongside Kate Pegram, our conservator, during summer 2014. Mr Finneran's report will be provided to the PCC without charge.

We have also carried out some repairs to the roofs and the tower roof hatch has been repaired.

In May 2013 the PCC decided to replace the heating system completely including a modern commercial control system. Work began in October 2013 and was finally completed in November. Although we had to endure some very low temperatures for a couple of Sundays whilst the work was carried out, the end result has seen a great improvement not only in the church being much warmer, but also in the cost of the heating (see below). Project Heating of Exeter carried out the work. We are particularly grateful to Tony McLeod for managing the project

We also obtained approval to re-point the nave walls. The work will be carried out by West Access who are rope access specialists. This work began during the autumn and will be completed in Spring 2014 when the weather has improved.

We are grateful to Barrie Wilson who has carried out a number of maintenance tasks around the church throughout the year, including repairing and revarnishing the outside notice boards and benches, constructing covers for gulleys, rebuilding the platform after the heating project, and repairing the crib.

Review of the year

The PCC met 6 times in 2013 and the Standing & Finance committee met 5 times.

Topics discussed over the year included:

- Mission Action Plan & the changing face of worship
- Old Bible
- Heating system replacement
- Memorial window
- Charitable giving
- Re-ordering of the Church.

In May members of St James' congregation took part in Teignmouth's contribution to Christian Aid Week activities and the annual house-to-house collection.

Once again, in 2013, St James' supported the CPAS Falcon Camp at Lee Abbey with many members of the congregation supporting named children in prayer.

As part of their personal commitment, members of the congregation continue to support a wide range of other Christian organisations. These include (but are not limited to) the Shekinah Mission (formerly Factory Row) in Torquay, The Leprosy Mission, the Mothers Union, Embrace the Middle East and FORCE.

A number of fundraising activities were held during the year, including the Arts & Crafts Fair in May and Christmas Fair in November, as well as regular social events including Skittles Evenings and Quiz Nights. We hosted an evening concert by Cameo Singers in October to raise funds for the Heating Project.

The PCC provided "Real Advent Calendars" for children in Kidzone. Each of these calendars contained a small booklet setting out the Christmas story.

Financial Review and Policies

The PCC's normal expenditure again exceeded normal income. Excluding fund raising activity and the costs associated with major projects, our ordinary income was £64,121 and our ordinary expenditure was £69,787 in 2013. This represents a shortfall of £5666. Once again we have funded this shortfall by drawing upon reserves.

In 2014, the PCC will need to liquidate some of its investment holdings to provide funds for day-to-day expenses. Despite this, the nominal value of our investments increased by £20,202.50 (14.6%) over the year. Dividends also increased by £1187 (19%) over the previous year. However, interest received on monies on deposit fell by £666 (66%).

The cost of cleaning and repairing the Memorial Window was £3164 but this was offset by a small grant of £100 from Teignmouth Town Council.

The total cost of the heating project was £45,800, of which the congregation raised £17,158. In addition, we received £6746 from legacies, £10,326 in Gift Aid and VAT relief and a grant of £3000 from the Cooper Legacy. This left a shortfall of £8570. Calculations after the installation was complete suggest that the day-to-day running costs of the system are around 44% lower than the old one. It is anticipated that the PCC will recoup the shortfall within 3/4 years. (Please note that some of the project costs were incurred in 2014 and so are not reflected in the Financial Statement in this report).

The PCC's Common Fund assessment for 2013 of £37,348 was paid in full.

From January 2013, the Archbishop's Council transferred the responsibility for collecting and accounting for the fees from Pastoral Services (i.e. Weddings & Funerals) from incumbents to PCCs. In the same legislation legal ownership of the fees (formerly known as the minister's fee) was transferred to Diocesan Boards of Finance. In 2013 the PCC collected £4887 on behalf of the Exeter Diocesan Board of Finance. The Parochial Fees set by the Archbishops' Council for 2013 and subsequent years include an amount to cover the costs of providing these pastoral services. In the Exeter Diocese, however, the PCC's fee is taxed by the diocese as part of the Common Fund calculation.

The PCC maintains a current account at CAF Bank for day-to-day transactions. The PCC also continues to maintain a single Lloyds-TSB current account for the sole purpose of processing electronic donations.

It is the PCC's policy to keep funds on deposit in the CBF Church of England Deposit Fund.

During 2013, 79 parishioners took part in regular giving schemes. Of these, 56 made their offerings under the Gift Aid scheme. Together with the recently introduced GASDS (Gift Aided Small Donations Scheme) the PCC was able to recover over £9991 from HM Revenues & Customs. The GASDS scheme allows charities to claim an amount equivalent to Gift Aid from HMRC provided certain conditions are met. It has proved to be very useful additional revenue stream, and I am grateful to those who record the additional information that enables us to claim these extra funds.

Charitable Giving Policy

It is the policy of the PCC to donate approximately 5% of income to charitable causes in a small number of large donations split between local, national and international causes.

In 2013 these donations amounted to £3000. The monies were allocated to: Operation Imprezza £750; Shekinah Mission (Factory Row) £500; St Aubyn Work Club, Devonport £500; MSA Trust £250; MSA (Local Support) £250; St Mary Ideford (Heating costs support) £250.

The PCC also set aside £500 in a newly created fund to enable the PCC to be responsive in making donations to emergency appeals throughout the year – with an expectation that the funds will all be used during the course of the year.

An additional gift of £50 was made to the Royal British Legion Poppy Appeal.

Fund Policy

Renovation Fund

Funds raised and designated for the ongoing maintenance of the church building

Hall Fund

Proceeds of the sale of the parish hall (and income on that investment), for the provision and maintenance of replacement social space

Flower Fund

Donations for the purchase of flowers and requisites at major festivals and throughout the year

Disbursement Fund

Assists in the processing of fees received on behalf of others that cannot be processed as agency payments (Diocesan Fees, Organist Fees, etc)

Appeals Fund

This fund was created at the end of 2013 to provide funds to enable the PCC to respond quickly to emergency appeals throughout the year, with an expectation that the funds will be fully utilised during the year.

Reserves Policy

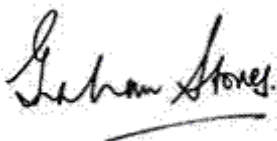
The PCC has no formal reserves policy. However, at 31 Dec 2013, the PCC holds unrestricted reserves of £40,202 (2012 - £58,691). This equates to approximately 7 months ordinary expenditure (2012 - approx 9 months).

In this context, reserves include all monies in UNRESTRICTED funds held on deposit or in current accounts together with monies held in the LEGACIES (designated) Fund.

Investment Policy

The PCC's investments are reviewed annually and the current portfolio meets the current trustees' requirement of diversity and a balance between income generation and capital growth to protect the investments of the charity against inflation.

Adopted by the Parochial Church Council



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Chairman

Date: 30 March 2014

Following adoption by the PCC, this Annual Report will be published online at <http://www.haldonteam.org.uk/>

St James PCC – 2013 Annual Report & Financial Statements

Annex A - Report of Independent Examiner:



Independent examiner's report to the members/trustees of St James the Less, West Teignmouth

I report on the accounts for the year ended 31st December 2013 which are set out on pages 10 to 15.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements?
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed.....
Name..... Date.....

Lichfield Diocesan Board of Finance
St Mary's House, The Close, Lichfield, WS13 7LD
Tel: 01543 306030 Fax: 01543 306039

Lichfield Diocesan Board of Finance Inc. is a charitable company limited by guarantee and registered in England (Company No. 238954).
The Board is a Registered Charity (No. 1107827).

St James PCC – 2013 Annual Report & Financial Statements

Annex B – Financial Statements:

St James the Less PCC
Balance Sheet
 As at: 31 December 2013

	As at 31/12/2013 £	As at 31/12/2012 £
Fixed assets		
Investments	157,964	137,761
	157,964	137,761
Current assets		
Cash at bank and in hand	62,683	65,927
	62,683	65,927
Net current assets less current liabilities	62,683	65,927
Total assets less current liabilities	220,648	203,689
Total net assets less liabilities	220,648	203,689
Represented by		
Unrestricted		
Unrestricted - General fund	103,351	109,378
Unrestricted - LEGACIES	—	—
Unrestricted - MAGAZINE	—	—
Designated		
Designated - LEGACIES	36,141	35,933
Designated - Curate's House (Proceeds)	—	—
Designated - Children's Work	—	(9)
Designated - Flower Fund	252	191
Designated - RESTORATION	6,391	—
Designated - Parish Hall (Proceeds)	9,651	7,029
Designated - Emergency Appeals	500	—
Designated - TOILET	—	—
Designated - MAGAZINE	—	—
Designated - Christ Church Chapel (Proceeds)	—	—
Restricted		
Restricted - LEGACIES	—	—
Restricted - Children's Work	—	8
Restricted - RESTORATION	5,635	16
Restricted - DISBURSEMENT	—	—
Restricted - TOILET	—	—
Restricted - CREASY POOR FUND	—	—
Endowment		
Endowment - Parish Hall (Proceeds)	58,722	51,140
Funds of the church	220,648	203,689

St James the Less PCC
Statement of Assets and Liabilities
As at: 31 December 2013

Class and nominal code	General	Designated	Restricted	Endowment	Total	Last year
Fixed assets						
9000 : M&G Charifund(House)	29,646.70	—	—	—	29,646.70	24,716.29
9001 : M&G Charifund(Church)	21,313.96	—	—	—	21,313.96	17,769.33
9002 : M&G Charifund (Hall)	—	—	—	23,343.18	23,343.18	19,461.08
9100 : CBF Investment (House)	23,200.37	—	—	—	23,200.37	20,773.61
9101 : CBF Investment (Church)	20,005.37	—	—	—	20,005.37	17,912.98
9102 : CBF Investment (Hall)	—	—	—	35,379.81	35,379.81	31,679.08
9201 : CBF Fixed (Church)	5,074.74	—	—	—	5,074.74	5,449.26
9300 : War Loan	—	—	—	—	—	—
Totals	99,241.14	—	—	58,722.99	157,964.13	137,761.63
Current assets						
6501 : Bank current account	—	—	—	—	—	—
6502 : Bank Current Account (No 2)	25.00	—	—	—	25.00	146.07
6503 : Bank Current Account (Alms)	—	—	—	—	—	—
6504 : Creasy Poor Fund	—	—	—	—	—	—
6505 : CAFcash account MAIN	3,422.86	18,924.26	5,268.95	—	27,616.07	13,270.50
6511 : CCLA (CBF) DEPOSIT ACCOUNT	393.79	7,841.50	—	—	8,235.29	16,522.22
6512 : CCLA (CBF) deposit account 2	—	—	—	—	—	—
6513 : CCLA (CBF) LEGACIES ACCOUNT	—	26,141.56	—	—	26,141.56	35,933.74
6514 : CCLA (CBF) deposit account 4 (Hall)	—	—	—	—	—	—
6515 : CCLA (CBF) deposit account 5 (Restoration)	—	—	—	—	—	—
6516 : CCLA (CBF) deposit account 6 (WC)	—	—	—	—	—	—
6517 : CCLA (CBF) deposit account 7	—	—	—	—	—	—
6518 : Diocese (CBF)	—	—	—	—	—	—
6590 : Cash in hand	244.00	—	367.00	—	611.00	—
6595 : Petty Cash (Imprest) Account	25.00	—	—	—	25.00	25.00
6596 : Flowers (Imprest) Account	—	30.00	—	—	30.00	30.00
Totals	4,110.65	52,937.32	5,635.95	—	62,683.92	65,927.53
Liabilities - Liabilities						
6699 : Agency collections	—	—	—	—	—	—
Totals	—	—	—	—	—	—

Fund:	General	Designated	Restricted	Endowment	Total	Last year
Represented by						
Unrestricted – General	103,351.79	—	—	—	103,351.79	109,378.83
Designated – LEG	—	36,141.56	—	—	36,141.56	35,933.74
Designated - CHILD	—	—	—	—	—	(9.53)
Designated - FLWR	—	252.87	—	—	252.87	191.37
Designated - RES	—	6,391.49	—	—	6,391.49	—
Designated - HALL	—	9,651.40	—	—	9,651.40	7,029.14
Designated - APPEAL	—	500.00	—	—	500.00	—
Restricted - CHILD	—	—	—	—	—	8.85
Restricted - RES	—	—	5,635.95	—	5,635.95	16.60
Restricted - DIS	—	—	—	—	—	—
Restricted - WC	—	—	—	—	—	—
Endowment - HALL	—	—	—	58,722.99	58,722.99	51,140.16
Totals	103,351.79	52,937.32	5,635.95	58,722.99	220,648.05	203,689.16

St James the Less PCC
Receipts and payments - combined funds
1 January 2013 to 31 December 2013

Note	From To	01 January 2013 31 December 2013	01 January 2012 31 December 2012
Receipts			
Incoming resources from generated funds			
Voluntary income			
		101.96	97.64
		14,177.70	1,230.86
		12,644.20	12,565.66
		9,756.97	9,404.37
		9,991.73	8,607.85
		5,500.00	1,000.00
		5,044.55	5,116.82
		3,828.89	—
		7,267.05	7,229.38
		302.43	100.00
		2,525.00	2,322.00
	Total: Voluntary income	71,140.48	47,674.58
Activities for generating funds			
		3,893.02	4,354.73
		47.98	—
		130.00	140.00
	Total: Activities for generating funds	4,071.00	4,494.73
Investment income			
		328.92	995.06
		7,296.26	6,109.18
	Total: Investment income	7,625.18	7,104.24
Incoming resources from charitable activities			
		104.19	—
		675.00	1,550.00
		187.06	325.06
		3,142.00	1,973.00
	Total: Incoming resources from charitable activities	4,108.25	3,848.06
Other incoming resources			
		4,886.50	1,935.00
		2,774.50	3,656.00
	Total: Other incoming resources	7,661.00	5,591.00
Total receipts		94,605.91	68,712.61
Payments			
Cost of generating funds			
Cost of generating voluntary income			
		286.17	195.99
		200.90	168.01
	Total: Cost of generating voluntary income	487.07	364.00
Investment management costs			
		5.00	—
	Total: Investment management costs	5.00	—

Charitable activities

Administration	3,231.00	2,848.60
Bellringers	560.00	700.00
Bookstall costs	20.00	287.70
Children's Work	235.95	384.30
Choir	—	75.00
Church - New facilities	—	4,627.85
Church maintenance	435.72	2,046.07
Church major repairs - installation	26,332.22	—
Church major repairs - structure	1,730.00	6,251.25
Church minor repairs and decorating	623.03	635.00
Church running - heating and lighting	5,885.58	6,171.05
Church running - insurance	4,685.71	4,510.58
Church running - water	595.35	258.52
Cleaning	146.10	121.39
Common Fund Contribution	37,348.00	39,513.00
Cost of Flowers	38.50	83.45
Diocesan Fees	4,886.50	2,061.00
Giving - relief and development agencies	910.00	1,300.00
Home mission	250.00	1,300.00
Mission Expenses	35.00	121.40
Music and Hymn Books (inc licences)	366.10	93.95
Office Services	146.07	212.88
Organ tuning & Maintenance	408.00	344.96
Organist	3,700.00	3,915.00
Parish training and mission	65.00	72.00
Secular charities	550.00	650.00
Shared Ministry Items	392.13	199.11
Upkeep of churchyard	231.10	148.41
Upkeep of services	458.43	559.21
Verger	525.00	750.00
Visiting speakers / locums	410.50	—
Website Expenses	104.21	89.56
Working Expenses - Assistant Staff	648.53	499.80
Working Expenses - Funeral Travel	199.00	—
Working Expenses - Incumbent	1,204.72	1,438.81
Total: Charitable activities	97,357.45	82,269.85
Total payments	97,849.52	82,633.85
Excess of Incoming resources over Resources used	(3,243.61)	(13,921.24)
Brought forward balance	203,689.16	205,532.36
Transfers to/(from)	—	—
Adjustments	20,202.50	12,078.04
Total carried forward balance	220,648.05	203,689.16

Accounting Policies

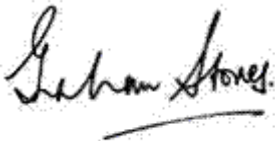
The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.

The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members. Any payments made to PCC members were to reimburse them for purchases made on behalf of the PCC and are fully supported by documentation.

Investments are included in the Annual Financial Statements at Market Value. The Investments are re-valued each year at the year-end date.

Approved by the Parochial Church Council

A handwritten signature in black ink, appearing to read "Graham Stones", with a horizontal line underneath.

.....
Chairman

Date: 30 March 2014