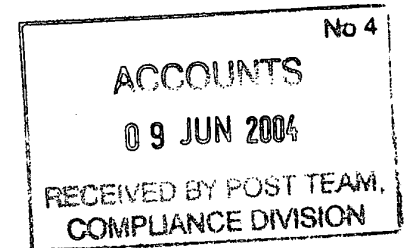


1075971  
TME - 31/12/03

## JOHN BRISTOW AND THOMAS MASON TRUST

Registered Charity No. 1075971



School Cottage, built by John Bristow, Rector 1615-1637,  
now known as Bristow's Cottage

### REPORT AND ACCOUNTS

1 January to 31 December 2003

# JOHN BRISTOW AND THOMAS MASON TRUST

Registered Charity No. 1075971

## REPORT AND ACCOUNTS 2003

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# JOHN BRISTOW AND THOMAS MASON TRUST

A Registered Charity

<b>Trustees</b>	Mrs Hilary Sewill (Chairman) The Rev. Bill Campen – ex officio Mr Martin Cooper Sir Matthew Farrer GCVO Mr Colin Gates The Rev. Francis Pole Mr Gavin Purser Mrs Jean Smith (retired 18 November 2003) Mrs Pat Willson
<b>Bankers</b>	Barclays Bank 105 Victoria Road Horley Surrey, RH6 7AX
<b>Investment Advisors</b>	Cazenove Fund Management Ltd 12 Moorgate London, EC2R 6DA
<b>Solicitors</b>	Thomas Eggar Chatham Court, Lesbourne Road Reigate Surrey, RH2 7FN
<b>Auditors</b>	Durrani, Pannett & Co. Imperial Buildings Victoria Road Horley Surrey, RH6 7PZ
<b>Trust Secretary</b>	Mrs Philippa Assender 54 Churchfield Road Reigate Surrey, RH2 9RH

# JOHN BRISTOW AND THOMAS MASON TRUST

A Registered Charity

## Report of the Trustees for the year to 31 December 2003

1. The work of the Trust covering the calendar year of 2003 is set out in this Report to the Charity Commission and the community.

### Objects

2. The Objects of the Trust are detailed on page 9, and statements by the Trustees on their policies on selection of individuals and institutions who are to receive grants, reserves, and investment are on pages 18 and 19.

### Trustees

3. No new Trustees were appointed during the year. Mrs Jean Smith's term of office came to an end in November 2003. It was with great sadness that the Trustees heard of the death of John Daniels who had retired as a Trustee in January 2002.

### Accounts

4. The annual accounts of the Trust are drawn up for the year to 31 December 2003. The surplus of income over expenditure for the period and the financial position of the Trust are set out in the accounts.

### The Year 2003

5. For our area of benefit - Charlwood, Hookwood and Lowfield Heath - the year has been dominated by the Government consultation on the future of air transport. The consultation document published in February 2003 showed various options for one or two new runways at Gatwick. Any of the proposed options would have a serious, or even devastating, effect on the three communities. Public meetings in Charlwood and in Hookwood in March showed virtually unanimous opposition from local residents. The Trustees considered carefully how far they could help with any campaign, within the rules governing the use of charitable funds, but in the event no applications directly related to the campaign were received.
6. On December 16 the Government announced their decision in the White Paper "The Future of Air Transport". Whether or not Gatwick will get a new runway, after 2019, was left open depending on pollution levels at Heathrow. The wide spaced runway to the south of the airport was preferred, and land would be safeguarded for this and associated airport development. At the time of writing this report the official safeguarding map had not been published but the map in the White Paper showed that, in the area of benefit of this charity, all of Lowfield Heath and some land and houses at Charlwood would be included.

7. While our community felt relief that the immediate threat had been lifted, the Government announcement leaves the whole area of benefit suffering from uncertainty and blight. When the future is uncertain, the church and other charities find difficulty in raising funds for long term developments, householders hold back on repairs, and there is a danger that the villages will become run down and depressed.
8. The John Bristow and Thomas Mason Trust, which derived most of its funds from the sale of land indirectly as a result of airport expansion, is, however, available as a counterbalance to blight. By helping to keep the public buildings and public facilities in good repair, by helping to keep the churchyard tidy, by encouraging a sense of pride in village history and by supporting village clubs and societies, the Trust can help maintain a vigorous and lively community.

#### **Hookwood play equipment**

9. Charlwood Parish Council notified the Trust that the children's play equipment in both Hookwood and Charlwood was reaching the end of its useful life, and that new safety standards meant that the equipment in both play areas would need to be completely replaced. They indicated that they would tackle the Hookwood play area in 2003, and would then address the Charlwood play area in 2004.
10. The total cost of the new equipment for Hookwood was over £33,000. The Trust made a grant of £15,000 and offered a loan of up to £13,000 (repayable if the Council succeed in selling a plot of land which they own in Hookwood) but in the event the Council only needed to take up a loan of £7,826. The loan was not made until January 2004.
11. The Hookwood project, in the Withey recreation area adjacent to the new Memorial Hall, was completed in November. It included a mix of new play equipment in a dog free area for the infant and junior age groups, and swings and a robust goal post and netball hoop for the older children in the open grassed area. New safety surfacing, benches, picnic tables, litter bins and a new gate were installed.
12. The lease of the Withey, which is owned by this Trust, to Charlwood Parish Council was completed.

#### **Dendrochronology report**

13. Charlwood has long attracted the attention of archaeologists and was the first parish in England to have all its timber-framed houses scientifically recorded. In 2003 the Trust was approached by a local historian, Jean Shelley, with a request to fund a new research project by the Domestic Buildings Research Group (Surrey), and a grant of £3,000 was made.
14. Using the new technique of dendrochronology (tree-ring dating) 16 ancient buildings were accurately dated, with dates varying from 1401 to 1704. The research provided important information not only for the owners of the houses,

but for the whole community thus encouraging interest in village history and helping in the preservation of the houses. It was also of national importance by establishing more accurate dating criteria for old buildings, and by contributing to an emerging picture of national trends in building activity.

15. The Chairman of the Domestic Buildings Research Group (DBRG) sent the results of the survey to the Secretary of State for Transport as a contribution to the consultation on potential runway sites. In his covering letter he said: "The report confirms the pre-eminence of the village as a beautiful and treasured collection of old houses, of great value both aesthetically and scientifically. ... DBRG believes Charlwood to be a unique collection of ancient houses, arguably the finest in the County, with a coherence and standard of preservation which greatly enhances its scientific value."

#### **Lowfield Heath church**

16. St Michael and All Angels Church at Lowfield Heath requested a grant for emergency repairs to the nave. The renovation of the centre aisle and north pew platform was also due to be undertaken as the final part of a seven year plan of works which the Trust had agreed to finance.
17. The church is listed grade 2\* but was under threat of demolition if the plans for a new runway went ahead. The Trust therefore offered an interest free loan of up to £10,000 to cover all the proposed work. It was stated that the loan would only be repayable if the church building were sold within 25 years, otherwise it would become a grant. Acceptance of this condition has been confirmed by the relevant church authorities. In the event the work required was not as extensive as first thought necessary and the total cost was £4,484. The loan was not made until January 2004. Unfortunately further structural damage occurred due to the very dry summer and as from 4 January 2004 regular worship will no longer be held in the church although the occasional service will take place.

#### **Education**

18. Under the rules governing the Trust, the net income of Bristow's Cottage and Charity Field must be spent on education. During 2003 the net income, after expenses and repayment of capital, amounted to £1,516. A variety of educational projects were financed.
19. A grant of £7,359 was given to Charlwood Village Infant School to cover the cost of three new Interactive Whiteboards, one for each classroom, to enable children and staff to access ICT (Information Computer Technology) more easily across the whole curriculum. A computer in each classroom projects information onto a whiteboard for the whole class to see; the whiteboard is interactive as it enables both teaching staff and children to write directly onto the board using special pens or to input information via the computer.

6.

20. A grant of £2,880 was made to the Charlwood School PTA towards the cost of providing swimming lessons.

£2,500 was given towards Venture Week 2003.

And a grant was given to provide first aid training for the staff of the Hookwood Play Group.

In 1999 to help Woody's After School Club to start up, a loan of £1,000 had been made as well as an initial grant of £500. In 2003 the loan of £1,000 was converted into an outright grant.

#### **Charlwood church and churchyard**

21. Repairs to the 15th century windows in St. Nicholas' church (listed grade 1) were completed in 2002. The Trust had provided a grant of £16,000 with an offer to increase this depending on the final cost of the work. The total cost amounted to £24,523 and the Trust provided an additional grant of £5,000.
22. A grant of £2,240 was agreed towards the cost of churchyard maintenance. Due to the dry summer the actual grant required was only £1,527 which was requested in February 2004. The stone paved footpath (also listed) through the churchyard is much used by the public, and the view of the churchyard appeared several times on national television as the backdrop to interviews about the new runway proposals.

#### **The Lowfield Heath windmill**

23. The windmill was repainted in May with the aid of a grant, made by the Trust last year, of £5,869. The final cost was, however, higher than originally estimated because when close inspection of the woodwork became possible it was found that an additional undercoat was required. A further grant of £1,175 was made.

#### **Village societies**

24. Grants were made to the Charlwood Women's Institute, and to the Charlwood Royal British Legion Women's Section, towards the cost of hiring the Parish Hall for their meetings. A grant was made to the Charlwood Players towards the cost of their pantomime "Babes in the Wood".

#### **Care of those in need**

25. A grant of £3,000 was made to St Catherine's Hospice to help towards the employment of a specialist community nurse. £150 was given towards the cost of the Horley Play Scheme for children with learning disabilities. A number of grants, totalling £857, were given to persons in need, for example for the service and rent of community alarms which help to enable the elderly to remain in their own homes.

### Charity Field, Beggarhouse Lane, Charlwood

26. Last year we reported that the new owner of Beggars Gill Wood was claiming ownership of Charity Field, which has been held by the John Bristow Charity since 1637, and that the Trustees had put the matter in the hands of our solicitors. Charity Field did not appear in the sale particulars of the Wood so it was obvious that the claim was unfounded. The confusion was eventually sorted out at no cost to the Trust when the Land Registry admitted that they had made a mistake.

### Property and insurance

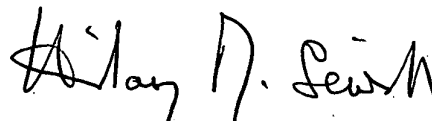
27. Over the years the Trust has acquired various land and property holdings in the parish, namely
- Bristow's Cottage, let on an assured shorthold tenancy;
  - Charity Field, now let on a farm business tenancy;
  - the Millennium Field, leased to Charlwood Parish Council at a peppercorn rent;
  - the Tifters drive, over which there are rights of way;
  - the Withey, leased to Charlwood Parish Council at a peppercorn rent;
  - the site of the Hookwood Memorial Hall, leased to the Hookwood Memorial Hall Trust at a peppercorn rent; and
  - the drive leading to the Hookwood Memorial Hall over which there are rights of way.

During 2003 the insurance arrangements relating to all these holdings were reviewed and tidied up so as to ensure that the Trust has adequate cover.

### Finance

28. The funds of the Trust continue to be invested in Common Investment Funds approved by the Charity Commission. In repayment of capital used for the renovation of Bristow's Cottage, £5,200 was transferred from income account to capital. In October it was decided to invest £20,015 held on deposit in the capital account in Cazenove Equity Income Trust for Charities.

The total capital held by the Trust at the end of the year in shares and cash was £1,486,324 compared to £1,366,530 at the end of 2002. If the capital value of Bristow's Cottage and Charity Field are included, the capital assets of the Trust amounted to £1,781,324.



By order of the Trustees  
Hilary Sewill, Chairman

April 2004



# JOHN BRISTOW AND THOMAS MASON TRUST

A Registered Charity

## Statement of Trustees' Responsibilities

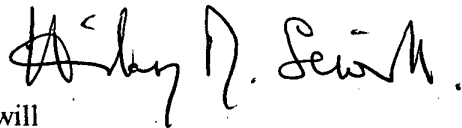
We are required to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Trust and of the movement on the Income Fund and Endowment Fund for that period. In preparing those financial statements we are required to :

- select suitable accounting policies and apply them consistently;
- make reasonable and prudent judgements and estimates;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

We are also responsible for:

- keeping proper accounting records and having them audited each year;
- making an annual return to the Charity Commission;
- safeguarding the Trust's assets
- taking reasonable steps for the prevention and detection of fraud.

By order of the Trustees



Hilary Sewill  
Chairman

April 2004

The Accounts on pages 12 and 13 are presented in a different form to those in previous Annual Reports. This is necessary to comply with the accountancy standard SORP 2000 as required by the Charity Commission.

## JOHN BRISTOW AND THOMAS MASON TRUST

Registered Charity No. 1075971

### The Trust Scheme

The Trust Scheme was set up by Order of the Charity Commissioners for England and Wales effective 1 March 1999

#### Objects

The objects of the Trust as laid down by the Charity Commission are:-

- 1 The promotion of education in the area of benefit\* through the provision and support of such facilities and services as the trustees think fit.
- 2 The relief of inhabitants\*\* who are
  - (a) in need, hardship or distress; or
  - (b) sick, convalescent, disabled, handicapped or infirm.
- 3 The provision and support, with the object of improving the conditions of life of the inhabitants in the interests of social welfare, of facilities for recreation and other leisure-time occupation of the inhabitants or any sufficient section of them;
- 4 The provision and support of such other charitable purposes for the benefit of the inhabitants or any sufficient section of them as the trustees think fit.

\* the area of benefit is outlined on the map on page 10 of this Report and is the 1926 boundary of the Parish of Charlwood

\*\* "the inhabitants" means the inhabitants of the area of benefit

#### Trustees

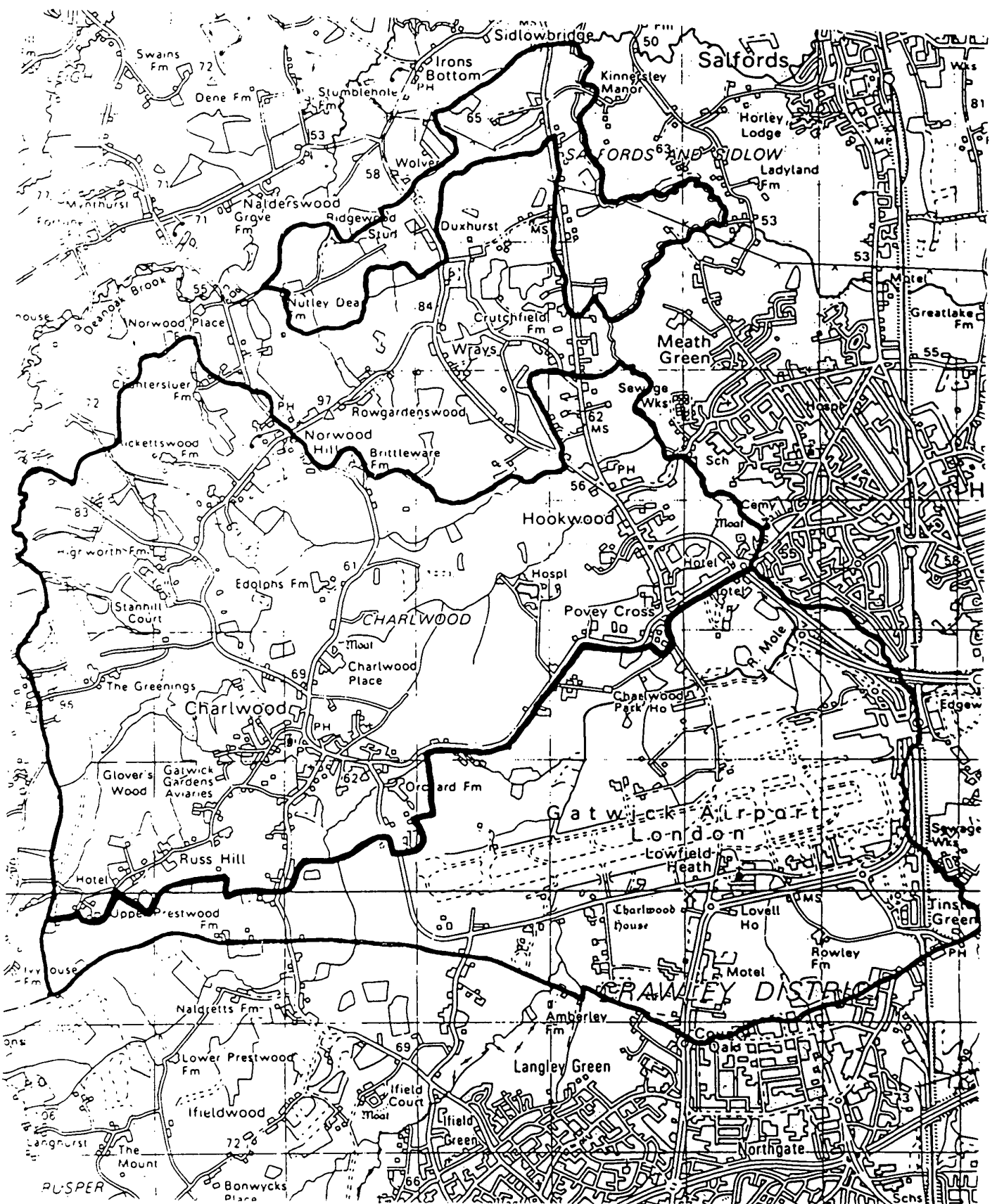
The Scheme for the John Bristow and Thomas Mason Trust states that there should be:

- |                          |   |
|--------------------------|---|
| one ex officio trustee:  | the rector for the time being of the ecclesiastical parish of St. Nicholas, Charlwood   |
| four nominated trustees: | three appointed by Charlwood Parish Council<br>one appointed by the Parochial Church Council of Crawley   |
| four co-opted trustees:  | should, as far as possible, be persons who through residence, occupation, employment or otherwise have special knowledge of the area of benefit |

# JOHN BRISTOW AND THOMAS MASON TRUST

(A Registered Charity)

## AREA OF BENEFIT



# JOHN BRISTOW AND THOMAS MASON TRUST

A Registered Charity

## Auditors' Report

### Independent Auditors' Report to the Trustees of the John Bristow and Thomas Mason Trust

We have audited the financial statements on pages 12 to 17 of the above named Trust for the year ended 31 December 2003. These have been prepared under the historical cost conventions and the accounting policies set out therein.

This report is made solely to the Trustees, as a body. Our audit work has been undertaken so that we might state to the Trustees those matters that we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by the law, we do not accept or assume responsibility to any one other than the Trust and the Trustees as a body, for our audit work, or the opinions we have formed.

#### Respective responsibilities of trustees and auditors

As described on page 8, the Charity's Trustees are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you. We have been appointed Auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

#### Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the Trust as at 31 December 2003 and of its incoming resources and application of resources in the period then ended comply with the provisions of the Trust Deed and have been properly prepared in accordance with the Charities Act 1993.

Imperial Buildings  
Victoria Road  
Horley  
Surrey, RH6 7PZ  
Auditor



Durrani, Pannett & Co.

Chartered Accountants and  
Registered

**JOHN BRISTOW AND THOMAS MASON TRUST**

**Statement of Financial Activities for the year ended 31 December 2003**

	Note	Unrestricted funds £	Endowment funds £	Total 2003 £	Total 2002 £
<b>Incoming Resources</b>					
Rental Income		12360	-	12360	12325
Investment income		64692	-	64692	66225
<b>Total Incoming Resources</b>		<u>77052</u>	<u>-</u>	<u>77052</u>	<u>78550</u>
<b>Resources Expended</b>					
On Properties	3	5487	-	5487	3916
Grants and donations payable		51255	-	51255	36305
Management and Administration	4	9923	-	9923	9221
<b>Total Resources Expended</b>		<u>66665</u>	<u>-</u>	<u>66665</u>	<u>49442</u>
<b>Net incoming resources before transfers</b>		<u>10387</u>	<u>-</u>	<u>10387</u>	<u>29108</u>
<b>Net Incoming/(outgoing) resources after transfers</b>		<u>10387</u>	<u>-</u>	<u>10387</u>	<u>29108</u>
Gains and losses on the revaluation and disposal of investment assets		-	114594	114594	(268530)
<b>Net movement in funds</b>		10387	114594	124981	(239422)
<b>Total funds brought forward</b>		86516	1786332	1872848	2112270
<b>Total funds carried forward</b>		<u>96903</u>	<u>1900926</u>	<u>1997829</u>	<u>1872848</u>

**JOHN BRISTOW AND THOMAS MASON TRUST****Balance Sheet at 31 December 2003**

	Note	Unrestricted funds £	Endowment funds £	Total 2003 £	Total 2002 £
<b>Fixed Assets</b>					
Tangible assets	1/5	-	295002	295002	295002
Investments	6	-	1484324	1484324	1349714
<b>Total Fixed Assets</b>		-	1779326	1779326	1644716
<b>Current assets</b>					
Debtors	7	552	119600	120152	127389
Cash at bank and in hand		103655	2000	105655	113660
<b>Total current assets</b>		104207	121600	225807	241049
<b>Creditors: amounts falling due within one year</b>		7304	-	7304	12917
<b>Net current assets</b>		96903	121600	218503	228132
<b>Total assets less current liabilities</b>		96903	1900926	1997829	1872848
<b>Capital Funds</b>					
Permanent endowment funds		-	1900926	1900926	1786332
<b>Total capital funds</b>		-	1900926	1900926	1786332
<b>Income funds</b>					
Unrestricted funds		96903	-	96903	86516
<b>Total funds</b>		96903	1900926	1997829	1872848

*Hilary Sewill*  
Mrs Hilary Sewill  
Trustee

*Philippa Assender*  
Mrs Philippa Assender  
Secretary

Date of approval:

## JOHN BRISTOW AND THOMAS MASON TRUST

A Registered Charity

### Notes to the Accounts 31 December 2003

#### 1. Accounting Policies

The Accounts include dividends, interest receivable and interest payable up to 31 December 2003.

Provision is made for grants and loans which have been formally approved by the Trustees and notified to applicants before 31 December 2003. Investments are stated at middle price. Both the recreation land at The Withey, Hookwood and the Millennium Field, Charlwood are carried at £1 each because these are non income producing assets. Bristow's Cottage and Charity Field are shown at the open market values as at 31 December 2001.

#### 2. Taxation

As a registered charity, the Trust is not subject to United Kingdom corporation tax or income tax. Any tax deducted from interest is recoverable.

The Trust is not registered for Value Added Tax. VAT suffered on expenditure therefore is irrecoverable and written off except in cases where Charlwood Parish Council is involved.

#### 3. Expenditure on Property

The following expenditure was incurred on Bristow's Cottage for the 12 months to 31 December 2003:

	£
Buildings, Contents and public liability insurance	518
Gas Safety Certificate	57
Garden maintenance	1,136
Legal fees	206
Rental management fees	2,115
	4,032
	4,032

The following expenditure was incurred on Charity Field for the 12 months to 31 December 2003:

	£
Public liability insurance	20
Surveyor's fees	650
Less: Costs paid by the Land Registry	( 50 )
	620
	620

#### 4. Pension contributions

The Trustees made pension contributions of £506.49 during the year on behalf of their employee.

#### 5. Bristow's Cottage and Charity Field

White & Sons, Estate Agents and Surveyors of Dorking, Surrey, carried out the following property valuations as at 31 December 2001. The basis of the valuation was the open market value for owner occupation as defined in the R.I.C.S. Appraisal and Valuation Manual (The Red Book). White & Sons are not an Independent Valuer strictly as defined in the Appraisal and Valuation Manual as they receive remuneration in respect of the management of both of the above properties. Nevertheless the Trustees accept White & Sons valuation advice as an Independent Valuer notwithstanding their continuing professional involvement with the Trustees in respect of both properties valued.

The valuations advised were in respect of:	£
Bristow's Cottage, Rectory Lane, Charlwood	270,000
Charity Field, Beggarhouse Lane, Charlwood	25,000
	-----
	295,000
	=====

The Trustees do not consider the valuations to be materially different at 31 December 2003.

#### 6. Investments

Investments in Common Investment Funds stated at middle prices totalling £1,484,324 have an original cost of £1,463,165 as shown on page 17.

#### 7. Renovations to Bristow's Cottage

The Charity Commission gave permission for the Trustees to spend up to £130,000 from permanent endowment for the purposes of renovating Bristow's Cottage, subject to replacement from income, repayable over 25 years. The second repayment of £5,200 was made in 2003 leaving a balance of £119,600.



## 8. Commitments - Interest free loans

During the year the Trustees agreed to make interest free loans:

- \* to Charlwood Parish Council, for a term of one year, to be reviewed at the end of the year, to enable them to go ahead with the project to replace the play equipment at The Withey, Hookwood
- \* to St. Michael & All Angels Church, Lowfield Heath for emergency repairs, the loan to be repayable only if a capital sum, or sums, is made within 25 years of the making of the loan on a sale or lease of St. Michael & All Angels Church and in so far as any part of the loan, or the whole loan, is still outstanding at the end of that period any such sums received will be applied as first priority.

Following the year end the Trustees made these as follows:

	£
Charlwood Parish Council – towards play equipment at The Withey, Hookwood	7,826
St Michael & All Angels Church, Lowfield Heath – for emergency repairs	4,484
	-----
	12,310
	-----

## 9. Cash Flow

The Endowment fund experiences changes in its portfolio of investments but no inward or outward cash flow, except for the repayment of capital (see note 7.) and in exceptional circumstances. The Income Fund cash flow differs from the income and expenditure only in respect of movements on loans, grants payable and creditors.

**JOHN BRISTOW AND THOMAS MASON TRUST**  
A Registered Charity

**ENDOWMENT FUND - Investments at 31 December 2003**

	31 December 2002		31 December 2003	
	Units	Cost £	Units	Cost £
		Market Value £		Market Value £
<b>FIXED INTEREST</b>				
Cazenove Income Trust for Charities	468,000	306,844	468,000	305,116
Charinco Income Trust	98,715	191,951	98,715	171,510
<b>EQUITIES</b>				
Cazenove Equity Income Trust for Charities	-	-	36,175	20,016
Cazenove Growth Trust for Charities	350,000	263,778	350,000	466,900
CAF Balanced Growth Income Fund	435,807	455,200	435,807	370,000
Schroder Charity Equity Income Fund	81,070	131,941	81,070	129,623
		<u>1,443,149</u>		<u>1,463,165</u>
		<u>1,349,714</u>		<u>1,484,324</u>

# **JOHN BRISTOW AND THOMAS MASON TRUST**

A Registered Charity

## **Statements of Policies**

### **Policy on selection of individuals and institutions who are to receive grants**

The Trustees have made the following statement:

- i) the area of benefit will be taken as a whole and applications from any part of the area of benefit or communities within them will be considered on merit;
- ii) steps will be taken to achieve growth both in capital and in income but in particular to preserve Bristow's Cottage and other capital of the Trust for future generations;
- iii) in supporting projects and societies, the Trustees are determined that voluntary fund-raising efforts must not be impaired and it wishes community involvement to remain as strong as it has been in past years;
- iv) the Trust will work in co-operation with other charities within the area of benefit such as Smiths and Earle's.

### **Reserves Policy**

In line with the guidance issued by the Charity Commission, the Trustees have reviewed the need for reserves. The Trustees seek to apply all income on charitable purposes as soon as is reasonably prudent, however they have concluded:

1. that it is right to keep between about £20,000 to £30,000 in reserve as this approximates to four months outgoings and this is the amount required to ensure that the Trust can be run efficiently and to meet grant applications without delay.
2. that it is right to keep additional reserves when it is anticipated that there is a real prospect that the Trustees will, within the following two years or thereabouts, make a grant which is greater than 20% of the budgeted annual income. The amount of this reserve will depend on the size of the anticipated grant or the accumulated total if there is more than one.

The Trustees monitor the level of reserves at least three times a year.

## **Investment Policy**

The Trustees have made the following statement:

It is the Trustees' policy to invest in equities and in fixed interest stock and to place money with deposit takers.

The objective is to achieve growth, both in capital and income, but in particular to preserve the capital for future generations. Within that broad objective the aim is to obtain income of £60,000 upwards per annum from these investments.

The Trustees have appointed Cazenove as investment advisors. They seek low risk investments and place no restrictions. Some funds are placed on deposit with Cazenove otherwise investments are in Common Investment Funds and Common Deposit Funds approved by the Charity Commission. The performance benchmarks are the FTSE All Share index for equity funds and the FTSE Government All Stocks index for fixed interest funds. Cazenove have no discretion to change the equity or fixed interest investments without specific instructions from the Trustees. Two or three Common Investment Funds from different Investment House are chosen for both equity and fixed interest investments.

The ratio between funds in equities, fixed interest and on deposit will vary, but in general 50% to 70% will be in equities and 30% to 50% in fixed interest. A small proportion may be with a deposit taker or in a current bank account.

Cazenove report four times a year on the investment performance and the investment policy is reviewed at least once a year.

The Trust also owns real property and there are special reasons for each holding. The Trustees do not invest in real property for purely investment purposes.

## JOHN BRISTOW AND THOMAS MASON TRUST

### List of Grants for the year to 31 December 2003

The grants listed below were approved by the Trustees up to 31 December 2003 and had been paid or were in the course of payment at that date

	Year to 31 December 2003 £	Total Grants 1 March 1999 to 31 December 2003 £
Education Grants –		
Charlwood Village Infant School	7,359	7,359
Charlwood Village Infant School PTA	2,880	9,450
Hookwood Playgroup	129	2,194
St. Nicholas Church Venture Weeks	2,500	11,250
Woody's After School Club	1,000	2,000
General Education Grants	-	2,813
	-----	-----
	13,868	35,066
Charlwood Big Band	-	500
1 <sup>st</sup> Charlwood Brownies	-	1,051
Charlwood Day Centre	-	1,000
Charlwood & Hookwood Community Fund (refund of earlier Grant)	(1,886)	(1,386)
Charlwood and Hookwood Millennium Committee	-	951
Charlwood Mothers' Union	-	576
Charlwood Players	500	500
Charlwood Playgroup	-	500
Charlwood Parish Council:		
Play equipment, Hookwood	15,000	15,000
Charlwood Recreation Ground drainage	-	9,167
Millennium Field, Charlwood	-	46,273
Other projects	-	4,971
Charlwood Golden Jubilee Committee	-	533
Charlwood Scout Group (8 <sup>th</sup> Horley)	-	2,190
Charlwood W. I.	100	400
Domestic Buildings Research Group (Surrey)	3,000	3,000
East Surrey Advocacy Project	-	750
Hookwood Memorial Hall Trust;		
New hall	-	93,937
Associated legal fees and stamp duty	-	6,883
Bollards – access road	-	1,575
Horley Playscheme, Surrey Oaklands NHS Trust	150	1,230
Lowfield Heath Windmill Trust	1,175	7,044
Providence Chapel	-	3,410
Riding for the Disabled – Horsehills	-	300
Royal British Legion Women's Section Charlwood	150	600
St. Catherine's Hospice	3,000	14,400
St. Michael and All Angels, Lowfield Heath	-	17,567
St. Nicholas PCC	10,140	32,669
The Withey, Hookwood	-	152
Assistance Grants	858	5,382
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	46,055	306,191
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## HISTORY OF THE JOHN BRISTOW AND THOMAS MASON TRUST

The John Bristow and Thomas Mason Trust formally came into existence on 1 March 1999 when the two Charlwood Charities of the John Bristow Trust and the Thomas Alexander Mason Trust combined to form a single new charity to carry out the work of both the charities.

### **History of John Bristow's Charity**

John Bristow was rector of Charlwood from 1615 until his death in 1637. He was a local Charlwood man whose family had lived here for at least two centuries. He was comparatively well off, owning properties in Horley and Charlwood.

During his lifetime John Bristow built a cottage now known as Bristow's Cottage and gave it, and the half acre adjoining, under the care of six trustees, to be "a Schoolhouse, and for the teaching of two poor children therein gratis". In his will he added a field of seven acres, now called Charity Field, beside Beggarshouse Lane, and increased to three the number of children to receive free education.

The cottage remained as the village school for over 200 years, until a new and larger boys' school was built in 1840 and a new girl's school (now the Parish Hall) in 1852. In 1863 it was recorded that the aged schoolmaster, John Mann, was still teaching without charge, four poor children to read, write and cast accounts. Subsequently the cottage was let, with the rental income being used to support education.

For many years the cottage was occupied by a well known Charlwood character, Eric Wickens, and his family. When he died in 1995 the trustees decided that the cottage needed extensive restoration, to preserve it and to bring the bathroom and kitchen up to date. The charity did not, however, have sufficient funds to finance this expenditure, and therefore suggested an amalgamation with the Thomas Alexander Mason Trust. The Charity Commission decided that the merger made sense since the Bristow's Charity and the Thomas Alexander Mason Trust both covered the same area of benefit, both covered education, both had the Rector of Charlwood as an ex officio trustee, and since the merger would allow the new charity to spend some of its capital on the restoration. The merger also allows the cottage to be retained in community ownership, thus preserving a unique part of the heritage of the village.

### **History of the Thomas Alexander Mason Trust**

Thomas Alexander Mason was born in Southwark in 1859. Actually he was born as Thomas Alexander Bear but changed his name to Mason by deed poll when he was 29. He inherited a successful family tobacco business which he sold to British American Tobacco at the end of the first world war. For many years he lived in Reigate, and died at the age of 90. He was a solitary man and a private benefactor, often buying plots of land and giving them to charities.

In 1926 he bought an acre of land in the centre of the village of Lowfield Heath "for the purpose of a recreation ground and open space". There is no record of why he made this gift. At that time Lowfield Heath was part of the Parish of Charlwood and the Charlwood Parish Council became the trustee for the land.

In the 1970's much of the village of Lowfield Heath was demolished due to the noise from Gatwick Airport, leaving just the church and the windmill. The 1973 boundary changes transferred Lowfield Heath to Crawley, but the Charity Commission ruled that the land should remain under the trusteeship of the Charlwood Parish Council.

During the following eight years the ground became disused and overgrown and eventually planning permission was obtained for development.

In November 1981 the land was sold for £490,000. After guidance and direction from the Charity Commission as to who should have responsibility for safeguarding this large sum for the Parish, a new charitable trust was set up named after the original donor. The Trust, which came into existence in January 1983, was "for the benefit of the inhabitants of the Parish of Charlwood", with the boundaries as they were in 1926 when Thomas Mason made his gift (as illustrated on page 10).

Between 1983 and 1999, before the amalgamation with Bristow's Charity, the Thomas Alexander Mason Trust made 315 grants totalling over £850,000. Some of the larger grants:

\* enabled **St. Nicholas Church** (Grade 1) to be repaired and restored. The Norman church is a Grade 1 listed building, dating from around 1080 which was given grants to cover repairs to the stonework, tower, roof and the walls, a new heating system and redecoration. The Trust also enabled the purchase of a printing machine and made grants towards the cost of churchyard maintenance. **Total grants £210,821**

\* provided **The Withey** as a recreation area for Hookwood. This piece of land in the centre of Hookwood was acquired in 1987 and landscaped by the Trust. It is now managed by the Parish Council. **Total grants £107,708**

\* enabled the **Woodland Trust** to purchase and open for public enjoyment over 120 acres of woodland. Grants made from 1983 to 1992 helped them buy land in Glovers Wood. Grants in 1987 and 1989 enabled them to buy Edolph's Copse and Ricketts Wood. A grant in 1986 enabled the removal of an ugly barn in Edolph's Copse. **Total grants £70,490**

\* made to **Charlwood Parish Council**, mainly for the modernisation of The Pavilion. Other grants were made for new play equipment and safety surfaces on Charlwood Recreation Ground, for the provision of footways, village notice boards, and towards the cost of the village sign. **Total grants £66,289**

\* helped **Charlwood Parish Hall** with external repairs, damp proofing, new flooring, redecoration, heating, new stage curtains and rails, provision of disabled toilet and disabled ramp, repairs to the Cottage **Total grants £59,202**

\* helped with the rescue, restoration and rebuilding of **Lowfield Heath Windmill** on a new site in Charlwood. **Total grants £49,831**

\* made to **Charlwood Village School** towards swimming expenses, a part-time voluntary teacher, computers, photocopier, typewriter, sinks and running water in all classrooms, patio doors, creative play area and many other items of equipment. **Total grants £44,132**

\* provided funds for extensive repairs to the church of **St. Michael and All Angels at Lowfield Heath**. Work undertaken included repairs to the tower and fabric, replacing the rose window, renovating the organ, provision of a new boiler and internal redecoration. **Total grants £39,143**

\* purchased **2 acres of land for public recreation** next to Charlwood Recreation Ground (**Millennium Field**) **Total grants by 1999 £38,679**

The Thomas Alexander Mason Trust also made a wide range of grants to the following organisations :

<b>Bristow's Charity</b>	- survey on future of the cottage
<b>Charlwood Brownies</b>	- hall rental, camping equipment
<b>Charlwood Charity Cup</b>	- purchase of medals, insurance
<b>Charlwood Cricket Club</b>	- purchase of mower
<b>Charlwood Football Club</b>	- purchase of goal posts
<b>Charlwood Guides</b>	- purchase of new tents
<b>Charlwood Mothers/Toddlers</b>	- tables, chairs, toys and safety mats
<b>Charlwood Mothers Union</b>	- hall rental
<b>Charlwood Millennium Committee</b>	- administrative expenses
<b>Charlwood Playgroup</b>	- new premises, rent, equipment and shed
<b>Charlwood Players</b>	- production costs, microphone
<b>Charlwood Scout Troop</b>	- repairs to Scout Hut including refurbishing kitchen and toilets, camping equipment, tables and benches
<b>Charlwood Society</b>	- repairs to Glebe Hovel, "Portrait of Charlwood" booklet
<b>Charlwood Women's Institute</b>	- hall rental
<b>Charlwood Youth Club</b>	- equipment, camping equipment
<b>East Surrey Advocacy Project</b>	- help for representing people with learning difficulties
<b>Farmfield Hospital</b>	- towards minibus
<b>Gatwick Villages Survival Group</b>	- opposing runway threat to village
<b>Hookwood Playgroup</b>	- furniture, equipment
<b>Hookwood Toddler Group</b>	- storage cupboard
<b>Hookwood &amp; Charlwood Community Fund</b>	- minibus
<b>Horley Citizens Advice Bureau</b>	- towards computerisation project
<b>Horley Day Centre</b>	- equipment
<b>Horley Rotary Club</b>	- assist with purchase of a minibus
<b>Lowfield Heath</b>	- seat
<b>Lowfield Heath Reunion</b>	- reunion for former residents
<b>Macmillan fund, Cancer Relief</b>	- East Surrey Hospital
<b>Reigate Crime Prevention</b>	- bookmarks for the elderly
<b>Riding for the Disabled</b>	- equipment for riders
<b>St. Catherine's Hospice</b>	- donations
<b>St. Nicholas Church Venture Week</b>	- grants
<b>Sangers Junior School</b>	- towards outdoor Play Scheme, fencing pond, pocket book computers
<b>Smith's Charity</b>	- donation
<b>Society of Friends</b>	- post to mark ancient Quaker burial ground
<b>Surrey Oaklands NHS Trust</b>	- towards Horley Playscheme
<b>United Reformed Church</b>	- repairs to floor, external repairs





Thomas Alexander Mason with his wife Mary Emma in the 1940s