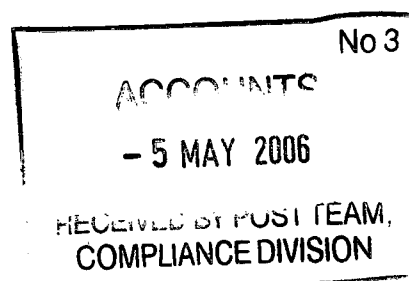


1075971

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 2005

JOHN BRISTOW AND THOMAS MASON TRUST

Registered Charity No. 1075971

REPORT AND ACCOUNTS 2005

CONTENTS	Page
Trustees, Bankers etc	2
Report of Trustees	3 - 8
The Trust Scheme: Objects and Appointment of Trustees	9
Statement of Trustees' Responsibilities	10
Area of benefit - Map	11
Report of Auditor	12 - 13
Accounts: Statement of Financial Activities	14
Balance Sheet	15
Notes on Accounts	16 - 20
List of Grants	21
Policy Statements by the Trustees	22 - 23
History of the Trust	24 - 26

JOHN BRISTOW AND THOMAS MASON TRUST

A Registered Charity

Trustees

Mrs Hilary Sewill (Chairman)
The Rev. Bill Campen – ex officio
Mr Martin Cooper
Mr Colin Gates
The Rev. Francis Pole (retired 28 February 2005)
Mr Gavin Purser
Mrs Jean Smith
Mr Tim Spinney
Mrs Pat Willson

Bankers

Barclays Bank
105 Victoria Road
Horley
Surrey, RH6 7AX

Investment Advisors

Cazenove Capital Management Limited
12 Moorgate
London, EC2R 6DA

Solicitors

Thomas Eggar
Belmont House, Station Way
Crawley
West Sussex, RH10 1JA

Auditors

CLB Gatwick LLP
Imperial Buildings
Victoria Road
Horley
Surrey, RH6 7PZ

Trust Secretary

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 2005

1. The work of the Trust during the calendar year of 2005 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 the policies of the Trustees are on pages 22 and 23.

Trustees

3. The Rev Francis Pole retired as a Trustee in February 2005, and the Trustees are grateful to him for his independent contribution. He was nominated by the Parochial Church Council of Crawley, who during the year 2005 notified the Trustees that following the closure of St Michael and All Angels' at Lowfield Heath to regular worship from 4 January 2004 they no longer wished to nominate a Trustee. At the end of 2005 the Trustees were in the process of discussing how the Trust Scheme might be amended, either by the Trustees co-opting an additional Trustee or by identifying another body to take on this responsibility, subject to the approval of the Charity Commission.
4. The history of the Crawley Town Centre Parochial Church Council's involvement is that when the Thomas Alexander Mason Trust was set up in January 1983 the Charity Commission decreed that the Lowfield Heath Village Trust should nominate one Trustee in recognition that Thomas Mason had originally made the gift of land, from the sale of which the funds derived, to the people of Lowfield Heath. With the expansion of Gatwick Airport there are now, however, few residents left in Lowfield Heath. When the Village Trust folded in 1993 the responsibility passed to the vicar of Lowfield Heath church, and thence to the Parochial Church Council of Crawley Town Centre.
5. Mr Colin Gates was re-appointed as a co-opted Trustee for four years with effect from 4 July 2005
6. Mrs Hilary Sewill, chairman of the Trust, told the Trustees in November 2005 that she would not be seeking re-nomination when her term of office as a Trustee nominated by Charlwood Parish Council came to an end in January 2006. Mrs Sewill was Chairman of the Mason's Recreation Ground Trust from July 1980 to January 1983, and oversaw the sale of land in Lowfield Heath which has provided the present Trust with virtually all its endowment capital. She also led the discussions with the Charity Commission which resulted in the formation of the Thomas Alexander Mason Trust. In January 1983 she became the Chairman of that Trust, and remained Chairman until the amalgamation with

John Bristow's Charity in March 1999, and has been Chairman of this Trust since then. Thus her total length of service has been over 25 years. The Trustees would like to thank Mrs Sewill for all her dedicated work and commitment for the benefit of the local community over this time; she has been a major force in the many achievements of the Trust.

Accounts

7. The annual accounts of the Trust are drawn up for the year to 31 December 2005, and are on pages 14 to 20. They show a deficit of income over expenditure for the period amounting to £67,000. They also show that at the end of the year accumulated income amounted to £67,299. The table on page 21 shows that in 2005 grants agreed by the Trustees and notified to the applicants, totalled over £117,600.

Charlwood Church Extension

8. The St. Nicholas Parochial Church Council has produced plans for an extension to the church to provide a room for children, a toilet and a small kitchen. These had the strong approval of the church congregation, received planning permission in October 2004 and were granted a diocesan faculty in July 2005. Although building onto a Grade 1 Norman Church that has not been altered since 1480 is a daunting task, the plans have won approval from a number of national heritage bodies.
9. The PCC applied to the Trust for a grant of £140,000 spread over five years towards the total cost of the project, estimated at £352,500. The PCC themselves are contributing £62,500, and will be launching a public fundraising campaign in 2006. The Trustees asked a number of searching questions, and were glad to obtain full answers from the PCC and from the church architects. It was decided to commit the Trust at this stage to providing a grant of £100,000 to be accumulated over five years. The Trustees will hold the funds in a special reserve to meet this commitment, and in 2005 £50,000 was placed in reserve (see note 10. to the accounts on page 19).
10. The Trustees are pleased to support this important community and architectural project. Whereas many grants made are inevitably short term, this project will provide a building which should stand for many centuries.

The Charlwood play equipment project

11. The existing play equipment on the Charlwood Recreation Ground has reached the end of its life and the Parish Council intends to replace it. After extensive consultation with residents and with young people it was decided to use the Recreation Ground to provide a new junior football pitch, a hard surface and goal post for the older children, while relocating the play equipment for the younger children to the adjacent Millennium Field.

12. The total cost of the project, including drainage of the Millennium Field, is estimated at £146,000. Charlwood Parish Council, together with a voluntary group of parents and youth leaders, undertook an ambitious fund raising campaign, both in the village and more widely. By the end of December 2005 they had successfully raised over £78,000. In order to place an order for the new play equipment before prices went up at the end of the year, they asked the Trust for a grant of £51,519. It was agreed that part of the grant would be repayable to the Trust if the contingency allowance was not fully used or if the Parish Council received two other grants for which it had applied.
13. Charlwood Parish Council is in the process of selling the former Memorial Hall car park land in Hookwood and had resolved to put £25,000 from the proceeds towards the new play equipment. The £51,519 grant from the Trust was in effect partly an advance on this money, and so the Parish Council has undertaken, when the land sale is completed, to repay £25,000 to the Trust. The Parish Council has also confirmed that the loan from the Trust of £7,826 towards the cost of play equipment for Hookwood will be repaid from the proceeds of the sale of the land.
14. The Parish Council also asked the Trust for a grant of up to £16,000 to cover the cost of draining the Millennium Field before putting in the play equipment. This was agreed but the grant will not be paid until the work is completed in the spring of 2006.

The Millennium Field

15. The Millennium Field is owned by the Trust, and a new twenty year lease as from 1 April 2006 has been agreed whereby Charlwood Parish Council can use it for public recreation while taking full responsibility for upkeep and management. The Trust agreed to permit the new play equipment to be installed on the Field. In certain circumstances the previous owner of the land will become entitled to payment of a proportion of an increase in the value of the land, so he has been notified of the plan through his solicitors. So far no reply has been received.
16. During 2005 the Parish Council employed an arboricultural expert to survey the 200 or so trees on the Field, and the Trust supported this with a grant of £2,795. The Council also erected chestnut paling to prevent children climbing through the boundary fence, and the Trust financed this with a grant of £906.
17. Towards the end of the year the tree expert produced recommendations for felling some thirty trees over a five year period, partly on the grounds of public safety, and partly for the good management of the other trees. The Parish Council decided, subject to the necessary permissions, that it made sense to fell about twenty trees close to the site for the new play equipment before the equipment was installed. The Trust agreed to finance this work with a grant of £11,110. The work will take place in the spring of 2006.

18. Thus in the year 2005 the Trust paid or promised grants towards the play equipment project and the necessary work on the Millennium Field totalling over £82,000. Around half of the sum may, however, become repayable to the Trust as described above.
19. The Trust and Charlwood Parish Council have been subject to an insurance claim by the owners of a neighbouring property for subsidence damage which they claim is due to tree roots of poplar trees in the Millennium Field. The Trustees have been advised that claim has no merit and it is being resisted.
20. Quite separately several maple trees on land belonging to the Trust in the Tifters Drive were cut down without permission. This matter was reported to the police but it was decided not to press charges.

Charlwood Churchyard, Charlwood Recreation Ground and The Withey, Hookwood

21. The churchyard, with the much used listed public footpath running through it, lies in the centre of Charlwood village. A grant of £2,280 was agreed towards its upkeep.
22. £3,995 was given to help Charlwood Parish Council purchase a new mower for the Recreation Ground, and a grant of £911 was given to Charlwood Village Football Club to purchase goal posts and nets.
23. An important point was raised at the Annual Parish meeting in April 2005: whether the Trust should take over more of the cost of maintaining Charlwood Recreation Ground, the Millennium Field, and The Withey in order to help reduce the financial burden on Charlwood Parish Council, especially as the Charlwood council tax rate was higher (despite the existence of the Trust) than in other parishes in Mole Valley. This issue was carefully considered by the Trustees who noted that it was similar to the debate that had taken place in the early 1980's before the decision to set up the Thomas Alexander Mason Trust. They recognised that when the Trust purchased land for public use it did put an added burden on the Parish Council's annual cost of upkeep. Although in theory the suggestion would spread the benefit of Trust funds among all council tax payers, the Trustees confirmed their longstanding view that it was important to keep the established division of responsibility whereby the Parish Council was fully accountable for all current expenditure, while the Trust stood ready to make grants towards capital items and special items such as the tree management on the Millennium Field.
24. Following the building of the new Hookwood Memorial Hall, new fencing and gates were required on The Withey recreational area in Hookwood, owned by the Trust. The Parish Council were asked by the Trustees to manage this work which was carried out in early spring, with the Trust meeting the cost of £4,389 (see note 3. to the Accounts on page 17).

25. A list of projects supported by the Thomas Alexander Mason Trust and the John Bristow and Thomas Mason Trust since 1983 is given on pages 25 and 26. It shows that, if grants for The Withey and for the Millennium Field are included, the Parish Council has received a total of nearly £383,000. If even more of the Trust's funds had been used, as was suggested at the Annual Parish Meeting, in order to finance Parish Council current spending, many of the other projects to the other organisations listed could not have been supported.

Education

26. The Ofsted Inspection of Charlwood Village Infant School in April 2004 identified the lack of an all weather "outside classroom" as an important learning through play area for school development. The Governors therefore drew up plans for a glass and polycarbonate extension to the Early Years classroom. The cost, including re-paving the surrounding area was £41,025 towards which the Trust was pleased to give a grant of £15,000. The extension was ready for use in the Autumn Term 2005.
27. For many years grants have been made to the School Parent-Teacher Association towards the cost of transport to swimming lessons at Dorking. In 2005 a grant of £2,916 was given.
28. For many years also a grant has been given towards Venture Week, a week of activities for children in August. This year the Trust gave a grant of £2,750.
29. A personal educational grant for assistance was made in 2005, but details of such grants are always kept confidential.
30. Grants were given to the Hookwood Play Group to help them purchase a shed in which to store their equipment, and towards first aid training for four of the Play Group staff.
31. Under the Charity Commission rules which govern the John Bristow and Thomas Mason Trust the net rent from Bristow's Cottage and Charity Field must be used for educational grants (so as to fulfil the wishes of the Rev John Bristow who in 1637 left the cottage as the village school and the field to provide the income). Expenditure on education grants in 2005 was £21,737 which was in excess of rental income less expenses from Bristow's Cottage and Charity Field. Since 1999 expenditure on education has also far exceeded the net rent from the cottage and the field.

Parish Hall rents

32. Some years ago when the Charlwood Parish Hall was restored, and a higher scale of fees introduced, the question arose as to whether the Trust (then the Thomas Alexander Mason Trust) should make an annual grant to the Hall Management Committee to enable them to charge a lower scale for village organisations. It was decided instead to make grants direct to village organisations to help them pay the standard fees. In the year 2005 grants were made for this purpose to the Guides, Brownies and Rainbows, to the Women's Institute, to the Royal British Legion Women's Section, and to the Mothers' Union.

Alice in Wonderland

33. A grant of £1,000 was made to the Charlwood Players to help with the production costs of 'Alice in Wonderland' due to be performed in February 2006. Many children are involved and work shops are being held for scripting, costume, set design, puppet making, technical effects and musical composition.

Other grants

34. A grant of £3,250 was made to St Catherine's Hospice in Crawley towards the cost of a specialist community nurse to work in the area which includes Charlwood, Hookwood and Lowfield Heath.
35. Relief of poverty is one of the "Objects" of the Trust, that is things that it can spend its money on. Personal grants under this head are always kept strictly confidential. In 2005 total grants for the relief of poverty amounted to £2,165.

Bristow's Cottage and Charity Field

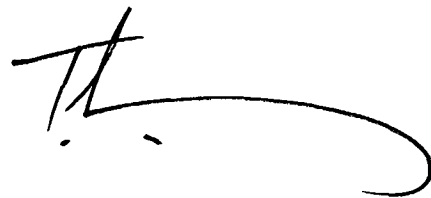
36. The new kitchen rebuilt on the side of Bristow's Cottage in 2000 was found to have suffered some cracking. The Trust's insurance company decreed that the kitchen needed to be under-pinned, and this work, begun in December, is due to continue in 2006, with the Trust paying the insurance excess of £1,000.
37. Last year's report described the work put in hand to restore Charity Field by digging out the ditches, cutting back the woodland and installing new fencing. This work was completed in 2005; the correct boundaries have been established and the field is now in a respectable agricultural condition. The total cost was £7,806.

Website

38. Details of the Trust, including our Annual Report, now appear on the charity information website – www.guidestar.org.uk

Finance

39. The funds of the Trust continue to be invested in Common Investment Funds approved by the Charity Commission. There were no changes made to the investments during 2005 and their capital value increased to £1,789,316 from £1,599,49 (see page 20).



By order of the Trustees

Tim Spinney, Chairman
April 2006

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 purpose& 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 11 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
one appointed by the Parochial Church Council of Crawldy |
| 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

Statement of Trustees' Responsibilities

The Charity's Trustees are responsible for preparing the Annual Report and Financial Statements in accordance with applicable law and United Kingdom Generally Accepted Practice.

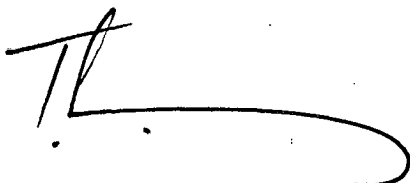
The Law requires the Trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and its financial activities for that period. In preparing those Financial Statements, the Trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgments and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed.
- d) prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Charity will continue in operation

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ascertain the financial position of the Charity and which enable them to ensure that the Financial Statements comply with Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Legislation in the United Kingdom governing the preparation and dissemination of Financial Statements may differ from legislation in other jurisdictions.

The Trustees confirm that so far as they are aware, there is no relevant audit information of which the Charity's Auditors are unaware. They have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the Charity's Auditors are aware of that information.



By order of the Trustees

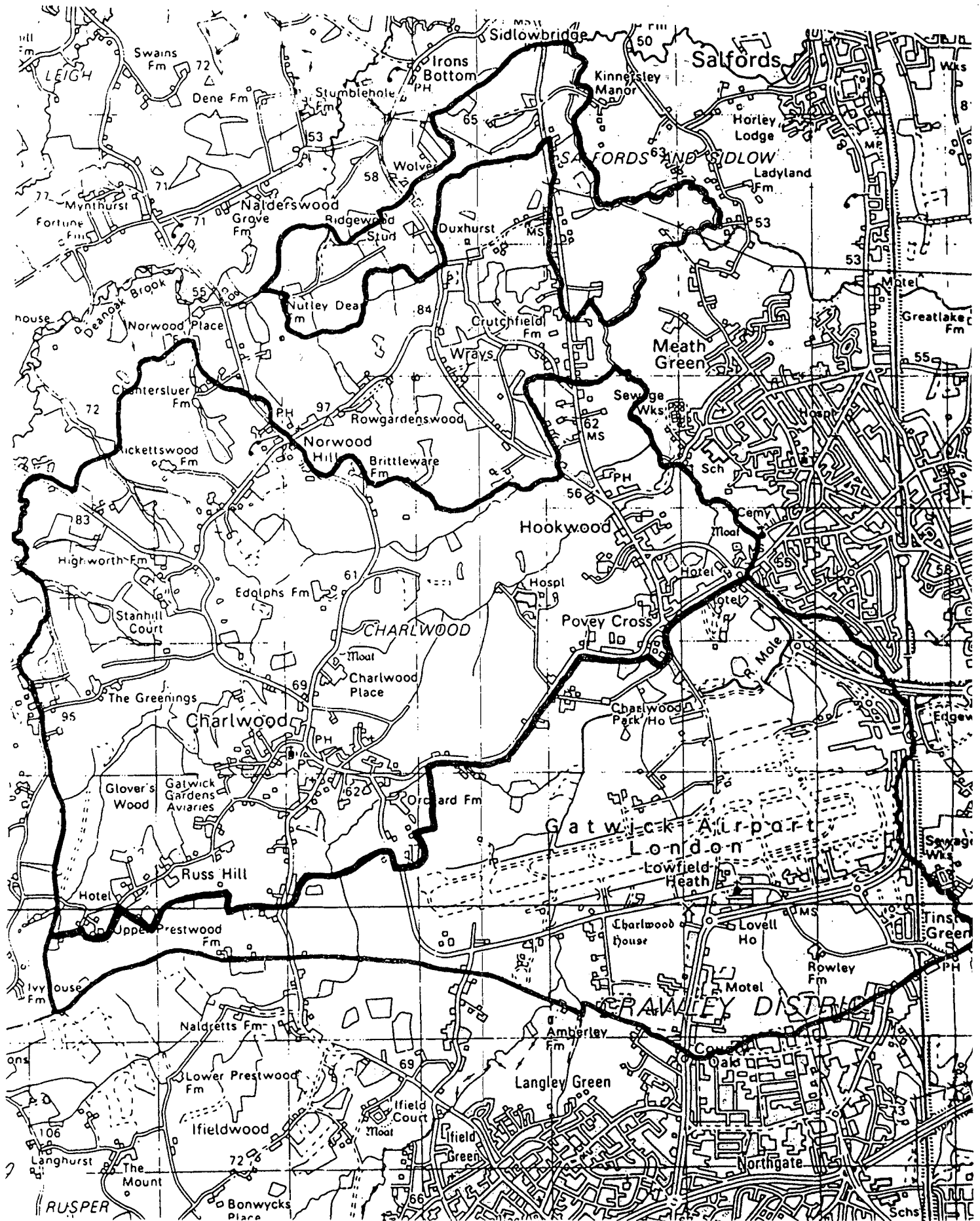
Tim Spinney
Chairman
April 2006

JOHN BRISTOW AND THOMAS MASON TRUST

11

(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 of the John Bristow and Thomas Mason Trust for the year ended 31st December 2005 on pages 14 to 20. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and with regulations made under Section 44 of that Act. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As described in the Statement of Trustees' Responsibilities the Charity's Trustees are responsible for the preparation of the financial statements in accordance with applicable law, United Kingdom Accounting Standards and the Charities Statement of Recommended Practice (United Kingdom Generally Accepted Accounting Practice).

We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the Trustees Annual Report is not consistent with the financial statements, if the Charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read other information contained in the Trustees' Annual Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatement or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland), 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 judgments

made by the Trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charity's 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 misstatement, whether caused by fraud or other irregularity 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, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the Charity's affairs as at 31st December 2005 and of its incoming resources and application of resources in the year then ended; and
- have been properly prepared in accordance with the Charities Act 1993.

Imperial Buildings
Victoria Buildings
Horley
Surrey RH6 7PZ

Date 21 April 2006

CLB Gatwick LLP

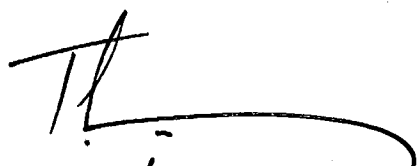
CLB Gatwick LLP
Chartered Accountants and
Registered Auditor

JOHN BRISTOW AND THOMAS MASON TRUST

A Registered Charity

Statement of Financial Activities for the year ended 31 December 2005

		Unrestricted Funds £	Endowment Funds £	Total 2005 £	Total 2004 £
Incoming Resources	Note				
Rental Income		11,360	-	11,360	12,360
Investment Income		74,801	-	74,801	62,165
Total Incoming Resources		86,161	-	86,161	74,525
Resources Expended					
On Properties	3	20,444	-	20,444	4,684
Grants and Donations payable		122,848	-	122,848	22,095
Governance Costs	4	9,869	-	9,869	10,350
Total Resources Expended		153,161	-	153,161	37,129
Net Incoming/(Outgoing) Resources before Transfers		(67,000)	-	(67,000)	37,396
Net Incoming/(Outgoing) Resources after Transfers		(67,000)	-	(67,000)	37,396
Gains on the revaluation of Tangible Assets		-	80,000	80,000	-
Gains and losses on the revaluation and disposal of Investment Assets		-	189,817	189,817	107,975
Net Movement in Funds		(67,000)	269,817	202,817	145,371
Total Funds Brought Forward		134,299	2,008,901	2,143,200	1,997,829
Total Funds carried Forward		67,299	2,278,718	2,346,017	2,143,200



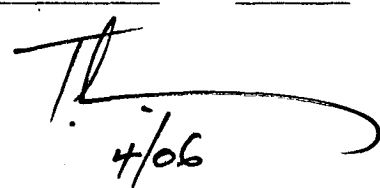
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JOHN BRISTOW AND THOMAS MASON TRUST

A Registered Charity

Balance sheet at 31 December 2005

		Unrestricted Funds £	Endowment Funds £	Total 2005 £	Total 2004 £
Fixed Assets	Note				
Tangible Assets	1/5	-	375,002	375,002	295,002
Investments	6	-	1,789,316	1,789,316	1,599,499
Total Fixed Assets		-	2,164,318	2,164,318	1,894,501
Current Assets					
Debtors	7/8	13,426	109,200	122,626	128,312
Cash at bank and in hand	9	89,819	5,200	95,019	126,699
Total Current Assets		103,245	114,400	217,645	255,011
Creditors; amounts falling due within one year		35,946	-	35,946	6,312
Net Current Assets		67,299	114,400	181,699	248,699
Total Assets less Current Liabilities		67,299	2,278,718	2,346,017	2,143,200
Capital Funds					
Permanent Endowment Funds		-	2,278,718	2,278,718	2,008,901
Total Capital Funds		-	2,278,718	2,278,718	2,008,901
Income Funds					
Unrestricted Funds		67,299	-	67,299	134,299
Total Funds		67,299	2,278,718	2,346,017	2,143,200



JOHN BRISTOW AND THOMAS MASON TRUST

A Registered Charity

Notes to the Accounts 31 December 2005

1. Accounting Policies

The financial statements have been prepared under the historical cost convention, as modified for the valuation of certain tangible fixed assets, and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005)

They include dividends, interest receivable and interest payable up to 31 December 2005.

Provision is made for grants and loans which have been formally approved by the Trustees and notified to applicants before 31 December 2005. 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 market values as at 31 December 2005.

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 during 2005:

	£
Gas Safety Certificate	58
Garden maintenance	1,110
General maintenance and redecoration	1,522
Rental management fees	2,413
Valuation fee	382
Insurance policy excess- subsidence claim	1,000
Refund of legal fees re. Rent recovery	(206)

	6,279

The following expenditure was incurred on Charity Field during 2005:

	£
Fencing and land reclamation	7,806
Valuation fee	235

	8,041

The following expenditure was incurred on The Withey, Hookwood during 2005:

	£
Legal fees	118
Fencing	4,389

	4,507

The following expenditure was incurred on Millennium Field, Charlwood during 2005:

	£
Hedge cutting on land not included in lease to the Parish Council	20
Legal fees	881

	901

Insurance on all Properties	£716

Total spent on Properties	£20,444
	=====

4. Governance costs

Governance costs of £9,869 included the Trust Secretary's salary, pension contributions and travel, employer's national insurance, telephone, stationery, printing costs and auditor's fees.

5. Bristow's Cottage and Charity Field

White & Sons, Estate Agents and Surveyors of Dorking, Surrey, carried out the following property valuations for Bristow's Cottage and for Charity Field as at 31 December 2005. The basis of the valuations was the market value for owner occupation as defined in the R.I.C.S. Appraisal and Valuation Standards (The Red Book). White & Sons are not an Independent Valuer strictly as defined in the Appraisal and Valuation Standards 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	325,000
Charity Field, Beggarhouse Lane, Charlwood	50,000

	<u>375,000</u>

6. Investments

Investments in Common Investment Funds stated at middle prices totalling £1,789,316 have an original cost of £1,659,941 as shown on page 20.

7. Renovations to Bristow's Cottage

The Charity Commission gave permission for the Trustees to spend £130,000 from permanent endowment for the purposes of renovating Bristow's Cottage, subject to replacement from income, repayable over 25 years. The fourth repayment of £5,200 was made in 2005 leaving a balance of £109,200.

8. Debtors

The Trustees have made interest free loans which were outstanding as at 31 December 2005:

- * £7,826 to Charlwood Parish Council, for a term of one year, that was reviewed in 2005 and extended for a further year, to enable them to go ahead with the project to replace the play equipment at The Withey, Hookwood.
- * £4,484.45 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.

The balance of debtors amounting to £1,116 is made up of several small items

9. Cash at Bank and in Hand

As at 31 December 2005 the bank balances were as follows:

Unrestricted Funds:

CCLA Investment Management Ltd – COIF Charities Deposit Fund

- reserve for commitment to St Nicholas PCC for Charlwood Church extension	50,000
	10,469

	60,469

Barclays Business Premium Account	29,061
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Barclays Community Account	289

	£ 89,819

Endowment Funds:

Cazenove Iceberg Deposit Account	£ 5,200

Total Cash at Bank and in Hand	£ 95,019
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10. Commitments

The Trustees have committed the Trust to support St Nicholas PCC with their project to build an extension to Charlwood Church. The commitment is to make a grant, in the future, of £100,000, provided the PCC raises the rest of the money needed and the project goes ahead before early 2010. With this commitment in mind the Trustees set aside £50,000 in an interest bearing account towards their total commitment (see note 9. above). The PCC is to keep the Trustees informed of progress and, in the light of information received, the Trustees will decide what amounts, if any, should be added each year to the amount set aside. The Trustees have indicated to St Nicholas PCC that the grant will not be paid in full before January 2010, subject to the Trust's best endeavours to assist prior to that date if the project is ready to proceed. The Trustees do not wish to tie up more money than is necessary for a project which may be delayed.

11. 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. above) 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

List of Grants for the year to 31 December 2005

The grants listed below were approved by the Trustees up to 31 December 2005 and had been paid or were in the course of payment at that date

	Year to 31 December 2005 £	Total Grants 1 March 1999 to 31 December 2005 £
Education Grants –		
Charlwood Village Infant School	15,000	22,359
Charlwood Village Infant School PTA	2,916	15,246
Hookwood Playgroup	671	2,865
St. Nicholas Church Venture Weeks	2,750	16,750
Woody's After School Club	-	2,315
General Education Grants	400	3,213
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	21,737	62,748
Charlwood Guides, Brownies and Rainbows	959	2,452
Charlwood Day Centre	-	1,000
Charlwood & Hookwood Comm. Fund (refund of earlier grant)-	-	(1,386)
Charlwood and Hookwood Millennium Committee	-	951
Charlwood Mothers' Union	135	971
Charlwood Players	1,000	1,500
Charlwood Parish Council:		
Play equipment and tarmac path, Hookwood	-	18,805
Charlwood Recreation Ground drainage	-	9,167
Play equipment, Charlwood	51,519	51,519
Millennium Field, Charlwood	30,811	77,084
Other projects	3,995	8,966
Charlwood Scout Group (8 th Horley)	-	2,190
Charlwood Village Football Club	911	911
Charlwood W. I.	100	600
Domestic Buildings Research Group (Surrey)	-	3,000
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	-	1,730
Lowfield Heath Windmill Trust	-	7,044
Providence Chapel	-	3,410
Royal British Legion Women's Section Charlwood	150	900
St. Catherine's Hospice	3,250	20,650
St. Michael and All Angels, Lowfield Heath	-	17,567
St. Nicholas PCC	916	34,219
Sidlow Bridge Organ Restoration Fund	-	1,500
Assistance Grants: Personal	1,815	7,756
Independent Age	350	350
* Grants totalling £750 or under		2,735
	-----	-----
	117,648	440,734
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* From 1 March 1999 to 31 December 2005 Grants totalling £750 or under have been made to Charlwood Big Band (£500), Charlwood Playgroup (£500), Charlwood Golden Jubilee Committee (£533), East Surrey Advocacy project (£750), Riding for the Disabled, Horsehills (£300), and for The Withey (£152).

JOHN BRISTOW AND THOMAS MASON TRUST

A Registered Charity

Statements of Policies

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

- 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 Trustees are willing to 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

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. Common Investment Funds from two or three different Investment House are chosen each for 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 50% to 30% 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.

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 Charity and the Thomas Alexander Mason Trust combined to form a single new charity to carry on 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 girls' 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 it allowed the new charity to spend some of its capital on the restoration. The merger also allowed 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 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 11).

Achievements

Between 1983 and 2005 the John Bristow and Thomas Mason Trust, and its predecessor the Thomas Alexander Mason Trust, have supported the following projects:

St Nicholas' Church. Grants have been given for this important Norman Grade 1 listed building to enable comprehensive repairs to the stonework, tower, roof, windows and walls. A new heating system has been installed and the church has been redecorated. Grants have also been made for the purchase of a printing machine and towards the cost of churchyard maintenance. A further £100,000 has been promised towards the proposed extension (not included in totals below).

Total grants £245,040

The Withey has been provided 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 leased to the Parish Council which has responsibility for its maintenance. In 2005 the Trust paid for new fencing and gates.

Total grants £112,367

Hookwood Memorial Hall. Grants were given to the Hookwood Memorial Hall Trust to help towards building the new hall, opened in June 2001, and to cover legal expenses. The land for the hall is leased for 125 years and was provided free.

Total grants £102,395

The Millennium Field. This 2 acre field adjacent to the Charlwood Recreation Ground was purchased at the suggestion of the Charlwood Millennium Committee, leased to the Parish Council and opened to the public in 2000. Much work has been done on landscaping the field and management of the trees. A further grant will enable the field to be drained prior to the installation of new children's play equipment.

Total grants including purchase £115,863

Charlwood Parish Council. Grants were given in the 1980's for the modernisation of the sports pavilion on the Recreation Ground, and for the provision of play equipment and safety surfaces. In 2004 a grant and a loan were given towards the cost of new play equipment in Hookwood; and towards the drainage of the Charlwood Recreation Ground. In 2005 a partly repayable grant was provided towards new play equipment in Charlwood. Grants have also been given for the provision of footways, village notice boards, and towards the cost of the village sign.

Total grants (excluding The Withey and the Millennium Field) £154,746

Charlwood Parish Hall. Help has been given with external repairs, damp proofing, new flooring, redecoration, heating, new stage curtains and rails, provision of a disabled toilet and disabled ramp, and with repairs to the cottage. **Total grants £59,202**

Education. Grants for educational purposes have been given to Charlwood school for computers, whiteboards, swimming expenses, a part-time voluntary teacher; 'outside classroom', running water and sinks in classrooms, photocopier and many other items of equipment; to the Hookwood Playgroup for running costs, staff training, and storage shed; to the Charlwood Playgroup for staff training, new premises, rent equipment and storage shed; Venture Week has been supported for many years. A number of personal education assistance grants have been made **Total grants £128,553**

Woodland. Grants have been given to the Woodland Trust to enable it to purchase and open for public enjoyment over 120 acres of woodland. Grants made from 1983 to 1992 enabled them to buy a large part of Glovers Wood (a site of special scientific interest) and all of Edolphs Copse. A grant in 1986 enabled the removal of an ugly barn in Edolphs Copse. **Total grants £70,490**

Lowfield Heath Windmill. Help was given for the rescue of the dilapidated mill which was in danger of demolition, restoring it and rebuilding it on a new site in Charlwood; and also for subsequent maintenance. **Total grants £56,875**

Lowfield Heath church. Funds have been provided for extensive repairs to the church of St Michael and All Angels (listed grade 2*). **Total grants £56,710**

Bristow's Cottage and Charity Field. The historic cottage was repaired and renovated in 2000 and 2001 at a cost of £133,527. In 2005 the field was fenced and ditched at a cost of £7,806. (Subsequent repairs and management costs are excluded). **Total cost £141,333**

Grants have been made to many other bodies including the Charlwood Brownies for camping equipment and hire of hall; the Cricket Club for the purchase of a mower; the Day Centre; the Football Club for new goal posts; the Guides for new tents; the Mothers and Toddlers group for tables, chairs, and toys; the Mothers Union for hire of hall; the Charlwood Players for production costs and microphone; the Scout Group for repairs to the Scout Hut including refurbishing the kitchen and toilets, camping equipment, tables and benches; the Charlwood Society for repairs to the Glebe Hovel and for production of the booklet 'Portrait of Charlwood'; the Women's Institute for hall rental; the Charlwood Youth Club for camping equipment; the Hookwood play group for furniture, equipment, staff training, shed; the Hookwood Toddler Group for a storage cupboard; the Domestic Buildings Research Group for research work on the dates of ancient Charlwood houses; Providence Chapel for repairs and improved facilities; Riding for the Disabled for equipment for riders; Sangers Junior School towards an outdoor play scheme and pocket book computers; the United Reformed Church for repairs to their chapel; and to Emmanuel Church, Sidlow towards the restoration of the historic organ. Grants have also been given for the Golden Jubilee celebrations; and for repairing the war memorial. Annual grants of £2,000 to £3,250 have been made for many years to St Catherine's Hospice.

In total over 23 years grants have been made totalling nearly £1.3 million.



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