

# 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

1st January 2008 – 31st December 2008

[www.jbtmt.org.uk](http://www.jbtmt.org.uk)

# John Bristow and Thomas Mason Trust

## Registered Address

20 The Meadway  
Horley  
Surrey  
RH6 9AW

## Trust Secretary

Miss Marie Singleton  
20 The Meadway  
Horley  
Surrey, RH6 9AW

## Bankers

Barclays Bank plc  
105 Victoria Road  
Horley  
Surrey, RH6 9AW

## Investment Advisers

Cazenove Capital  
Management Ltd  
12 Moorgate  
London, EC2R 6DA

## Solicitors

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

## Auditors

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

## How to contact the trust

By email:	<a href="mailto:trust.secretary@jbtmt.org.uk">trust.secretary@jbtmt.org.uk</a>
By post:	to the Trust Secretary's address above
By phone:	01293 785556
Internet:	<a href="http://www.jbtmt.org.uk">www.jbtmt.org.uk</a>

## Trustees

Mr Tim Spinney	<i>re-appointed 15th July 2008</i>
The Rev Bill Campen	<i>ex officio</i>
Mr Martin Cooper	<i>re-appointed 14th January 2008</i>
Mr Colin Gates	<i>re-appointed 4th July 2005</i>
Mr Feargal Hogan	<i>appointed 12th October 2006</i>
Mr Martin James	<i>appointed 20th March 2006</i>
Mr Gavin Purser	<i>re-appointed 30th January 2006</i>
Mrs Jean Smith	<i>re-appointed 18th March 2008</i>
Mrs Pat Willson	<i>re-appointed 14th January 2008</i>

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## **Chairman's Report for the year to 31st December 2008**

This is the tenth Annual Report of the Trust and it is brought to the members of the community and the Charity Commission by the Trustees.

The Trustees' Annual Report is full and I hope gives you a complete picture of the work of the Trust over the last year. Again we have worked hard to have this document ready before the Charlwood Parish Annual Meeting. To get accounts audited, reports agreed and it all printed so that it is available for people to read before the meeting does present us with quite a problem. We have managed it for the last few years and will, I hope, be able to continue to do so. We hope that you will take the time to read this document fully.

### **Economic Climate**

You will all be aware of the downturn in our economy. This hits us all in different ways and the Trust is no different. You will see from the accounts section that the total value of our underlying stockmarket investments has fallen in line with the current market trends (about 18.7% in 2008). One effect of this is likely to be a similar downturn in income derived from investments and deposits although we are advised that the level of investment return will hold-up in 2009. It has been important to the Trustees to try and maintain our income and hence our ability to make grants. Do look at the grants section of my report for particular comment.

### **Trustees**

There have been no changes to the trustees during 2008. It is important that here I pay tribute to the time and hard work all the Trustees put into running the Trust's affairs in so many different ways apart from just our regular meetings.

### **Grants**

In 2008 the grant situation has been fairly straightforward. The total given was £78,038. A full list of 2008 grants can be found immediately after my report.

It is important to make two points here. The first is that we have been able to start paying the grant, originally agreed in December 2005, towards the extension work at St Nicholas Church. The Trust is very pleased to be involved with this important project. We hope that it is brought to a satisfactory conclusion in the first half of 2009.

The second point is that with the economic downturn we as a trust must be aware of and willing to help with requests for "Object 2" grants. The definition of this object can be found under details of "The Trust Scheme" on page 16. This could be an increasing and important draw on our finances.

### **Publicity**

Since our last report we now have a full and informative website (do look us up at [www.jbtmt.org.uk](http://www.jbtmt.org.uk)). As I said last year getting the balance right so that we are known and available to those that need us is very important. Many who need us are not internet

users, others would almost only do things that way. We walk a difficult line and I hope we achieve the right result. By now you will be well aware of the new design of this Annual Report and Accounts document. I hope you like it. Both these changes have been largely masterminded by Feargal Hogan and we thank him very much for his efforts in these respects.

## Finance

This is closely linked to my comments about the economic climate. Do take the time to look at the comparative values of our 'Endowment Fund' section of the accounts. The capital value of our investments as at 31<sup>st</sup> December 2008 totalled £1,576,703. We continue to be advised by Cazenove Capital Management. Our funds are invested Common Investment funds recommended by Cazenove and approved by the Charity Commission.

## And finally

Here I can do no better than repeat what I said last year:-

*"Although this Trust is administered by the Trustees it is for all in the area of benefit. The Trustees have prime responsibility for the running of the Trust, however we are grateful for all the contributions from the community that will help the Trust to promote its purpose and achieve its aims."*

Thank you for reading The Trustees' Annual Report.

*Tim Spinney, Chairman*

## List of Grants for the year to 31st December 2008

The following is a brief overview of grants made by the Trust which are relevant to the year 2008 in that they were agreed that year or paid in whole or in part during the year.

£

### Education Grants

Charlwood Resident	312
Charlwood Pre-School	1,711
Charlwood Village Infant School - PTA	3,048

### Assistance Grants

Personal <sup>1</sup>	1,121
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### General Grants

St Nicholas PCC - Churchyard Maintenance 2008	1,662
St Nicholas PCC - Archaeological Monitoring	500
St Nicholas PCC - First two instalments for church extension <sup>2</sup>	40,000
Charlwood Parish Hall - Refurbishment	14,500
1st Horley Guides	1,170
Parish Venture Week	3,000
Charlwood Day Centre - Outing	350
Cataloguing Historical Documents <sup>3</sup>	3,000
St Catherine's Hospice - Community Nurse for the Charlwood Area	3,250
Lowfield Heath Church <sup>4</sup>	3,984
Charlwood Mothers Union	190
The Royal British Legion Women's Section Charlwood	140
The Charlwood Woman's Institute	100

<b>Total Grants</b>	<b>78,038</b>
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<sup>1</sup> We do not usually give names of individuals and never do so for Assistance Grants.

<sup>2</sup> The extension grant is for £120000 payable in six instalments

<sup>3</sup> Contribution towards the cost of cataloguing and storing documents of historical interest relating to Charlwood

<sup>4</sup> Part of a loan converted to a grant

## Statement of Trustees' Responsibilities

The Charity's Trustees are responsible for preparing the Annual Report and Financial Statements for the twelve months ended 31<sup>st</sup> December 2008 (2007 12 months) 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 the 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

Date:

## **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 2008 on pages 8 to 12. 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 judgements 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 31<sup>st</sup> December 2008 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

CLB Gatwick LLP,  
Chartered Accountants and Registered Auditor  
Imperial Buildings,  
Victoria Road,  
Horley,  
Surrey  
RH6 7PZ

Date

## Statement of Financial Activities

for the year ended 31st December 2008

Statement of Financial Activities		Funds		Total	
	Notes	Unrestricted	Endowment	2008	2007
		£	£	£	£
Incoming Resources					
Rental Income		11,875	—	11,875	11,850
Investment Income		86,824	—	86,824	81,249
Total Incoming Resources		98,699	—	98,699	93,099
Resources Expended					
On Properties	3	4,307	—	4,307	5,194
Grants and Donations payable	4 & 8	83,238	—	83,238	(5,007)
Governance Costs	5	11,894	—	11,894	12,320
Total Resources Expended		99,439	—	93,439	12,507
Net Incoming/(Outgoing)					
Resources before Transfers		(740)	—	(740)	80,592
Resources after Transfers		(740)	—	(740)	80,592
Defecit on the revaluation of Tangible Assets		—	(40,000)	(40,000)	—
Gains and losses on the revaluation and disposal of Investment Assets		—	(374,117)	(374,117)	(13,648)
Net Movement in Funds		(740)	(414,117)	(414,857)	66,944
Total Funds Brought Forward		210,595	2,424,622	2,635,217	2,568,273
Total Funds Carried Forward		209,855	2,010,505	2,220,360	2,635,217

## Balance Sheet

at 31st December 2008

Balance Sheet	Notes	Funds		Total	
		Unrestricted	Endowment	2008	2007
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	1 & 6	—	335,002	335,002	375,002
Investments	7	—	1,576,703	1,576,703	1,940,321
<b>Total Fixed Assets</b>		—	<b>1,911,705</b>	<b>1,911,705</b>	<b>2,315,323</b>
<b>Current Assets</b>					
Debtors	8	3,227	93,600	96,827	104,199
Cash at bank and in hand		211,913	7,668	219,581	220,714
<b>Total Current Assets</b>		<b>215,140</b>	<b>101,268</b>	<b>316,408</b>	<b>324,913</b>
Creditors; amounts falling due within 1 year	11	(5,285)	(2,468)	(7,753)	(5,019)
<b>Net Current Assets</b>		<b>209,855</b>	<b>98,800</b>	<b>308,655</b>	<b>319,894</b>
<b>Total Assets less Current Liabilities</b>		<b>209,855</b>	<b>2,010,505</b>	<b>2,220,360</b>	<b>2,635,217</b>
<b>Capital Funds</b>					
Permanent Endowment Funds		—	2,010,505	2,010,505	2,424,622
<b>Total Capital Funds</b>		—	<b>2,010,505</b>	<b>2,010,505</b>	<b>2,424,622</b>
<b>Income Funds</b>					
Unrestricted Funds		209,855	—	209,855	210,595
<b>Total Funds</b>		<b>209,855</b>	<b>2,010,505</b>	<b>2,220,360</b>	<b>2,635,217</b>

## Notes to the Accounts

31st December 2008

### 1. Accounting Policies

**Basis of Preparation** - 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) and applicable UK Accounting Standards and the Charities Act 1993.

**Incoming and Expended Resources** - Income includes dividends, interest receivable and rent receivable up to 31st December 2008. All grants and expenditure are accounted for when they become payable, including grants and loans which have been formally approved by the Trustees, but not yet paid.

**Investments** - Investments are valued at the middle market price as disclosed on the London Stock Exchange in respect of 31st December. Increases or decreases on the annual revaluation of the investment portfolio, and any other profit or loss on sale of investments is added or subtracted from the Endowment Fund. These movements are shown in the Statement of Financial Activities Endowment Fund column.

**Funds** - The unrestricted Funds represent monies which are available for future grants, the primary source of receipt is from the investment income generated by the Endowment Funds.

The Endowment Fund is not available for distribution without the specific authority of the Charity Commissioners. It represents the endowment capital received by the charity adjusted for gains and losses on investments.

**Properties** - 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 31st 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 2008:

	2008	2007
	£	£
Garden Maintenance	1,050	1,000
General Maintenance	166	233
Rental management fees	2,088	2,204
	<b>3,304</b>	<b>3,437</b>
Legal fees		881
Insurance on all Properties	1,003	876
<b>Total spent on Properties</b>	<b>4,307</b>	<b>5,194</b>

**4. Grants and Donations payable**

	2008	2007
	£	£
Grants to third parties	78,038	16,721
Repayments and cancellations of previous grants		(26,928)
<b>Total Grants</b>	<b>78,038</b>	<b>(10,207)</b>
Renovations to Bristow's Cottage (see Note 8)	5,200	5,200
	<b>83,238</b>	<b>(5,007)</b>

**5. Governance costs**

Governance costs of £11,894 were as follows:

	2008	2007
	£	£
Trust Secretary's gross salary	7,102	8,109
Employers National Insurance Contribution	220	319
Pension contributions		329
	<b>7,322</b>	<b>8,757</b>
Auditors' remuneration	3,175	1,680
Other office costs including telephone, stationery, printing, photocopying	1,397	1,237
Advertising		646
<b>Total spent on Governance</b>	<b>11,894</b>	<b>12,320</b>

**6. 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 31st December 2008 (previous valuation 31<sup>st</sup> 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:	2008	2007
	£	£
Bristow's Cottage, Rectory Lane, Charlwood	285,000	325,000
Charity Field, Beggarhouse Lane, Charlwood	50,000	50,000
	<b>335,000</b>	<b>375,000</b>
The Withey, Hookwood, and the Millennium Field, Charlwood	2	2
<b>Total spent on Properties</b>	<b>335,002</b>	<b>375,002</b>

**7. Investments**

Investments in Common Investment Funds stated at middle market prices totalling £1,576,703 have an original cost of £1,707,370 as shown on page 13.

## 8. 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 seventh repayment of £5,200 was made in 2008 leaving a balance of £93,600. Debtors are made up as follows:

Debtors	Funds		Total	
	Unrestricted	Endowment	2008	2007
	£	£	£	£
Renovations to Bristows Cottage	—	93,600	93,600	98,800
Other debtors	2,686	—	2,686	4,884
Prepayments	541	—	541	515
Totals	3,227	93,600	96,827	104,199

## 9. 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, of £120,000 (2007—£100,000), provided the PCC raises the rest of the money needed. Sufficient accumulated income has been kept to enable the Trust to meet the commitment having in mind the timing of any grant. The PCC has kept the Trustees informed of progress. £40,000 has already been paid in 2008 and the remaining £80,000 will be due during 2009.

## 10. 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 4 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.

## 11. Creditors

Creditors are made up as follows:

Creditors	Funds		Total	
	Unrestricted	Endowment	2008	2007
	£	£	£	£
Other creditors	2,000	2,468	4,468	2,126
Accruals	3,285	—	3,285	2,893
Totals	5,285	2,468	7,753	5,019

## Endowment Fund

### Investments at 31st December 2008

31st December 2008				31st December 2007		
Units	Cost	Market Value		Units	Cost	Market Value
	£	£			£	£
<i>Fixed Interest</i>						
468,000	305,116	290,768	Cazenove Income Trust for Charities	468,000	305,116	278,320
98,715	171,510	185,140	Charinco Income Trust	98,715	171,510	176,601
<i>Equities</i>						
450,000	264,642	254,205	Cazenove Equity Income Trust for Charities	450,000	264,642	356,648
240,000	320,160	234,912	Cazenove Growth Trust for Charities	240,000	320,160	327,996
81,070	129,623	161,046	Schroder Charity Equity Income Fund	81,070	129,623	216,295
24,052	279,788	236,845	M & G Charifund Income Fund	24,052	279,788	349,564
<i>Hedge Funds</i>						
1,518.15	236,531	213,787	Cazenove Absolute Return Trust for Charities Accumulation	1,448.55	226,032	234,897
	1,707,370	1,576,703			1,696,871	1,940,321

## Statements of Policies

### 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 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.

### Risk Management and Control Policy

The Trustees have identified the potential risks to which the Trust is exposed and have set up a Risk Register that is reviewed at least once a year. The Trustees are satisfied that they have established systems and procedures to mitigate those risks

### Investment Policy

It is the Trustees' policy to invest in equities, or other equity type investments, 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 £70,000 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 Houses are chosen for both equity and fixed interest investments.

The ratio between funds in equities, other equity type investments, fixed interest and on deposit will vary, but in general 50% to 70% will be in equities, 0% to 10% in hedge funds and 25% to 40% 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.

## **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.

## **Recruitment of Trustees**

Co-opted Trustees are appointed following Local recommendation from organisations and the community.

On appointment, a new Trustee is sent an Induction Pack comprising:

- Copy of the Trust Scheme dated 1st March 1999
- Copy of the Minutes of the Special Meeting of the Trustees held on 23rd June 2006 with the resolution to amend clause 8 (1) of the Trust Scheme.
- Copy of the most recent audited Trust Annual Report and Accounts
- Copy of the Charity Commission publication CC3 The Essential Trustee: What you need to know
- Copy of the shortened Charity Commission publication CC3 (a) Responsibilities of Charity Trustees - A Summary.
- Details of the current Trustees including contact details
- Copy of the Minutes of the last Trustees' meeting
- Copy of the Charity Commission publication CC60 The Hallmark of an Effective Charity.

The Chairman then has a meeting with the new Trustee to give further information and details on the Trust and to answer any questions.

## **Policy of Conflict of Interest**

Trustees must always be alert to the possibility of a conflict of interest. In particular they must make known, just as soon as feasible, any interest in a matter scheduled for or under discussion which may, in the opinion of others, give rise to even a remote possibility of bias. If the interest affects the Trustee personally, or affects a member of his or her family, the best course will usually be for the Trustee to take part in the discussion and probably leave the room.

If the interest affects an organisation of which the Trustee is a member a more complicated situation arises. The interest must be made known as soon as possible and it is then for the Trustee, for the chairman of the meeting and for other Trustees present to exercise their judgement as to what part if any the Trustee should play in discussing the matter: it will usually be inappropriate for the Trustee to cast a vote.

## The Trust Scheme

The Trust Scheme was set up by Order of the Charity Commissioners for England and Wales effective 1 March 1999, and amended by a resolution passed at a special meeting of the Trustees on 23 June 2006

### 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.

### Trustees

The Scheme for the John Bristow and Thomas Mason Trust, as amended by a resolution passed at a special meeting of the Trustees, 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 Governing Body of Charlwood Village Infant School                         |
| four co-opted trustees:  | who, as far as possible, are persons who through residence, occupation, employment or otherwise have special knowledge of the area of benefit |

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\* the area of benefit is outlined on the map and is the 1926 boundary of the Parish of Charlwood

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

## Major Grants made over the years

In the past, 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 £80,000 has been promised towards the proposed extension (not included in totals below).

Grants this year £42,162	Total grants £289,328
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### The Withey

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.

Grants this year £ —	Total grants £112,367 (including purchase)
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### 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.

Grants this year £ —	Total grants £102,395
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### 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 enabled the field to be drained prior to the installation of new children's play equipment.

Grants this year £ —	Total grants £101,163 (including purchase)
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### 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.

Grants this year £ —	Total grants £128,319 (excluding The Withey and the Millennium Field)
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## 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.

Grants this year £14,500

Total grants £73,702

## 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.



Grants this year £5,070

Total grants £145,736

## 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.

Grants this year £ —

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.

Grants this year £ —

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\*).

Grants this year £3,984

Total grants £60,694

## 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).

Grants this year £ —

Total cost £141,333

In total grants of over £1.3 million have been made.

## 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**

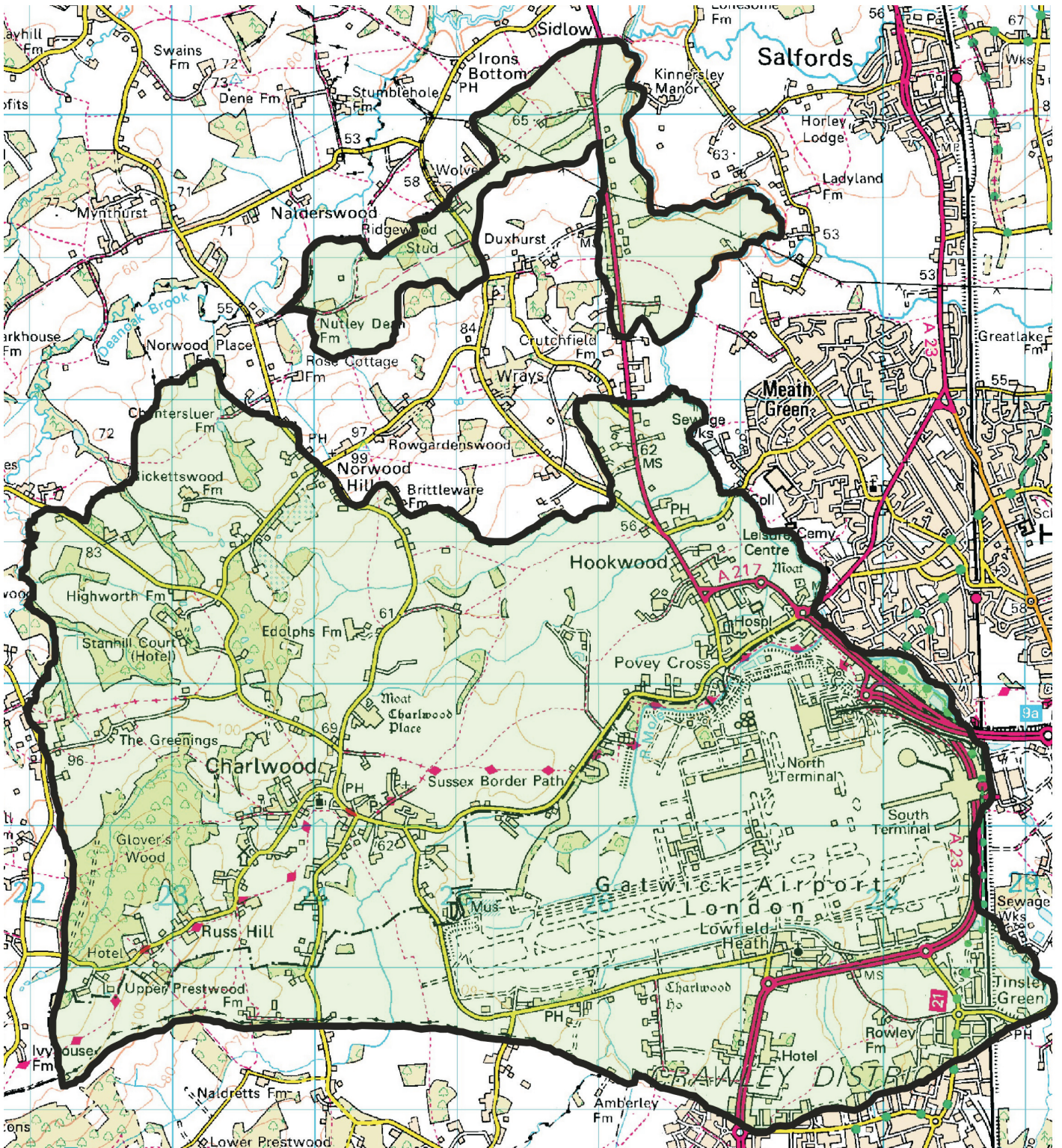
Thomas Alexander Mason was born in Southwark in 1859. Actually he was born as Thomas Alexander Bear but changed his name to Mason by deed poll when he was 29. He inherited a successful family tobacco business which he sold to British American Tobacco at the end of the first world war. For many years 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 1970s 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 opposite).

## The Area of Benefit



The area of benefit as outlined on the map above is the 1926 boundary of the Parish of Charlwood.



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