

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 2009 – 31st December 2009

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 9AX

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:	trust.secretary@jbtmt.org.uk
By post:	to the Trust Secretary's address above
By phone:	01293 785556
Internet:	www.jbtmt.org.uk

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 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 Deborah Shortland	<i>appointed 8 July 2009</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 2009

Welcome to this the 11th Annual Report of the Trust for members of the area of benefit and the Charity Commission.

The Trustees take the view that a full report is very important to give a complete picture of the business of the Trust over the last 12 months. We also work hard to get this prepared not just to be available at the Annual Charlwood Meeting but so that you have it a few days before to look through. Timing is very tight for this.

Economic Climate

Last year I mentioned the downturn in the UK economy. The capital value of our investments had fallen by 18.7% in 2008. I am now pleased to say that these are recovering slowly (9.75% in 2009). We were told that the investment income, which provides the funds for the grants we make, would hold up. This seems largely to have been the case and we hope this will be sustained. Please see the accounts section for greater detail. Our main concern is to provide what funds we can within the income we have.

Trustees

This last year we have had one trustee who did not stand again at the end of his period of office. That was Colin Gates and I would like to thank him very much indeed for the time and effort he has put into the work of the Trust. He has been a Trustee for 8 years and was replaced by Mrs. Debbie Shortland. We thank her very much for joining us.

It is appropriate here that I thank all the trustees for their work on behalf of the trust and therefore the community. If they were not prepared to put in the effort and time that they do the Trust would not be such a major benefit to the Area of Benefit.

Grants

This year the Trust has made grants totalling £134,344 and a full list can be seen after my report. This year has seen the completion of the work to the new room at St Nicholas and the School classroom extension and were the major grants for this year. We are very pleased to be involved with many local activities whether it is towards rent for the Parish Hall, an outing for the Day Centre or whatever. We are very keen to play our part.

It is very pleasing to report above that the Trust has been able broadly to maintain grant levels notwithstanding the present economic climate. To date income has held up well and the Trustees are always keen to maximise the distribution of grants to as many as possible. However, sometimes we are not automatically able to give as much as people may hope for.

Publicity

Our website continues to be developed and I hope people find it of interest.

Last year we changed the layout of the Report and Accounts. Some people had comments, which is great. We have tried to take these onboard so I hope what you receive this year is an improvement again.

Finance

This is very important, particularly as the income generated is what derives the funds we have for grants. So far we seem to have weathered the economic problems of the capital markets reasonably well. Do please take time to look at the Accounts. The capital value of our investments as at 31st December 2009 was £1,730,509. We are advised by Cazenove Capital Management. Our funds are invested in common funds recommended by Cazenove and approved by the Charity Commission.

Public Benefit

It is a requirement that we should demonstrate that what we have done over the year 2009 was for the benefit of the public. For this I can best direct you to our overall Report. We try to show everything that has happened and what we have done. We are governed by our Trust Deed and the objectives laid down there. We try very hard, by making the Trust and its benefits, as available as possible within the area of benefit.

Reserves Policy

In our Reserves Policy we state the level of reserves we expect to hold. You will see from the accounts that we are above that level at present. During 2009 we had to have funds available to ensure that we could meet our commitments, which were substantial, and in a poor economic climate. There had been concerns about continuing levels of income. Now that the situation is clearer and two large grants finished in 2009 the Trustees are actively considering what future action they ought to be taking in the light of likely calls on their funds.

And finally

I have said this before but it must be stated again that the Trust is administered by the Trustees for all in the area of benefit as laid down by the Trust Deed. It is the Trustees responsibility to run the Trust. However we are always grateful for all contributions from the community that will help us promote its purpose and achieve its aims.

Thank you for taking the time to read this Trustees Annual Report.

Tim Spinney, Chairman

List of Grants for the year to 31st December 2009

The following is a brief overview of grants made by the Trust which are relevant to the year 2009 in that they were agreed that year or paid in whole or in part during the year.

£

Education Grants

Charlwood Village Infant School	30,000
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Assistance Grants

Personal ¹	996
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General Grants

St Nicholas PCC - Churchyard Maintenance 2009	2,555
St Nicholas PCC - Final four instalments for church extension ²	80,000
Lowfield Heath Windmill	5,000
1st Horley Guides	1,992
Parish Venture Week	3,000
Charlwood Parish Council	3,520
St Catherine's Hospice - Community Nurse for the Charlwood Area	3,250
Charlwood Mothers Union	228
The Royal British Legion Women's Section Charlwood	168
The Charlwood Woman's Institute	120
Charlwood Village Infant School - PTA	3,096
Charlwood Rainbows	100
Charlwood Pre-School	432
Adjustment for prior year	(112)

Total Grants	134,345
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¹ We do not usually give names of individuals and never do so for Assistance Grants.

² Also see notes 4 & 8 of the accounts.

Statement of Trustees' Responsibilities

The Charity's Trustees are responsible for preparing the Annual Report and Financial Statements for the twelve months ended 31st December 2009 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 2009 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 31st December 2009 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 2009

Statement of Financial Activities	Notes	Funds		Total	
		Unrestricted	Endowment	2009	2008
		£	£	£	£
Incoming Resources					
Rental Income		11,900	–	11,900	11,875
Investment Income		71,989	–	71,989	86,824
Total Incoming Resources		83,889	–	83,889	98,699
Resources Expended					
On Properties	3 & 8	4,362	–	4,362	4,307
Grants and Donations payable	4	139,545	–	139,545	83,238
Governance Costs	5	12,383	–	12,383	11,894
Total Resources Expended		156,290	–	156,290	99,439
Net Incoming/(Outgoing)					
Resources before Transfers		(72,401)	–	(72,401)	(740)
Resources after Transfers		(72,401)	–	(72,401)	(740)
Defecit on the revaluation of Tangible Assets		–	–	–	(40,000)
Gains and losses on the revaluation and disposal of Investment Assets		–	143,406	143,406	(374,117)
Net Movement in Funds		(72,401)	143,406	71,005	(414,857)
Total Funds Brought Forward		209,855	2,010,505	2,220,360	2,635,217
Total Funds Carried Forward		137,454	2,153,911	2,291,365	2,220,360

Balance Sheet

at 31st December 2009

Balance Sheet	Notes	Funds		Total	
		Unrestricted	Endowment	2009	2008
		£	£	£	£
Fixed Assets					
Tangible Assets	1 & 6	–	335,002	335,002	335,002
Investments	7	–	1,730,509	1,730,509	1,576,703
Total Fixed Assets		–	2,065,511	2,065,511	1,911,705
Current Assets					
Debtors		711	88,400	89,111	96,827
Cash at bank and in hand		145,583	–	145,583	219,581
Total Current Assets		146,294	88,400	234,694	316,408
Creditors; amounts falling due within 1 year	10	(8,840)	–	(8,840)	(7,753)
Net Current Assets		137,454	88,400	225,854	308,655
Total Assets less Current Liabilities		137,454	2,153,911	2,291,365	2,220,360
Capital Funds					
Permanent Endowment Funds		–	2,153,911	2,153,911	2,010,505
Total Capital Funds		–	2,153,911	2,153,911	2,010,505
Income Funds					
Unrestricted Funds		137,454	–	137,454	209,855
Total Funds		137,454	2,153,911	2,291,365	2,220,360

Notes to the Accounts

31st December 2009

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 2009. 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 2008.

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 2009:

	2009	2008
	£	£
Garden Maintenance	1,020	1,050
General Maintenance	156	166
Rental management fees	2,047	2,088
Total	3,223	3,304
Legal fees	—	—
Insurance on all Properties	1,139	1,003
Total spent on Properties	4,362	4,307

4. Grants and Donations payable

	2009	2008
	£	£
Grants to third parties	134,345	78,038
Repayments and cancellations of previous grants	–	–
Total Grants	134,345	78,038
Renovations to Bristow's Cottage (see Note 8)	5,200	5,200
Total	139,545	83,238

5. Governance costs

Governance costs of £12,383 were as follows:

	2009	2008
	£	£
Trust Secretary's gross salary	7,275	7,102
Employers National Insurance Contribution	209	220
Pension contributions	872	–
Total	8,356	7,322
Auditors' remuneration	2,700	3,175
Other office costs including telephone, stationery, printing, photocopying	1327	1,397
Advertising	–	–
Total spent on Governance	12,383	11,894

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 31st 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:	2009	2008
	£	£
Bristow's Cottage, Rectory Lane, Charlwood	285,000	285,000
Charity Field, Beggarhouse Lane, Charlwood	50,000	50,000
Total	335,000	335,000
The Withey, Hookwood, and the Millennium Field, Charlwood	2	2
Total spent on Properties	335,002	335,002

7. Investments

Investments in Common Investment Funds stated at middle market prices totalling £1,730,509 have an original cost of £1,713,873 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 eight repayment of £5,200 was made in 2009 leaving a balance of £88,400.

Debtors are made up as follows:

Debtors	Funds		Total	
	Unrestricted	Endowment	2009	2008
	£	£	£	£
Renovations to Bristows Cottage	–	88,400	88,400	93,600
Other debtors	119	–	119	2,686
Prepayments	592	–	592	541
Totals	711	88,400	89,111	96,827

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 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.

10. Creditors

Creditors are made up as follows:

Creditors	Funds		Total	
	Unrestricted	Endowment	2009	2008
	£	£	£	£
Other creditors	5,565	–	5,565	4,468
Accruals	3,275	–	3,275	3,285
Totals	8,840	–	8,840	7,753

Endowment Fund

Investments at 31st December 2009

31st December 2009				31st December 2008			
Units	Cost	Market Value		Units	Cost	Market Value	
	£	£			£	£	£
<i>Fixed Interest</i>							
468,000	305,116	274,856	Cazenove Income Trust for Charities	468,000	305,116	290,768	
98,715	171,510	179,513	Charinco Income Trust	98,715	171,510	185,140	
<i>Equities</i>							
450,000	264,642	293,063	Cazenove Equity Income Trust for Charities	450,000	264,642	254,205	
318,156	409,407	370,827	Cazenove Growth Trust for Charities	240,000	320,160	234,912	
81,070	129,623	200,486	Schroder Charity Equity Income Fund	81,070	129,623	161,046	
24,052	279,788	257,891	M & G Charifund Income Fund	24,052	279,788	236,845	
<i>Hedge Funds</i>							
987	153,787	153,873	Cazenove Absolute Return Trust for Charities Accumulation	1,518.15	236,531	213,787	
	1,713,873	1,730,509			1,707,370	1,576,703	

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 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

* 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.

Grants this year £80,000

Total grants £369,328

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)



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

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)

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)

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 £ -	Total grants £73,702
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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.



Grants this year £30,000	Total grants £175,736
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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
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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 £5,000	Total grants £61,875
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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 £ -	Total grants £60,694
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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
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In total grants of over £1.4 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

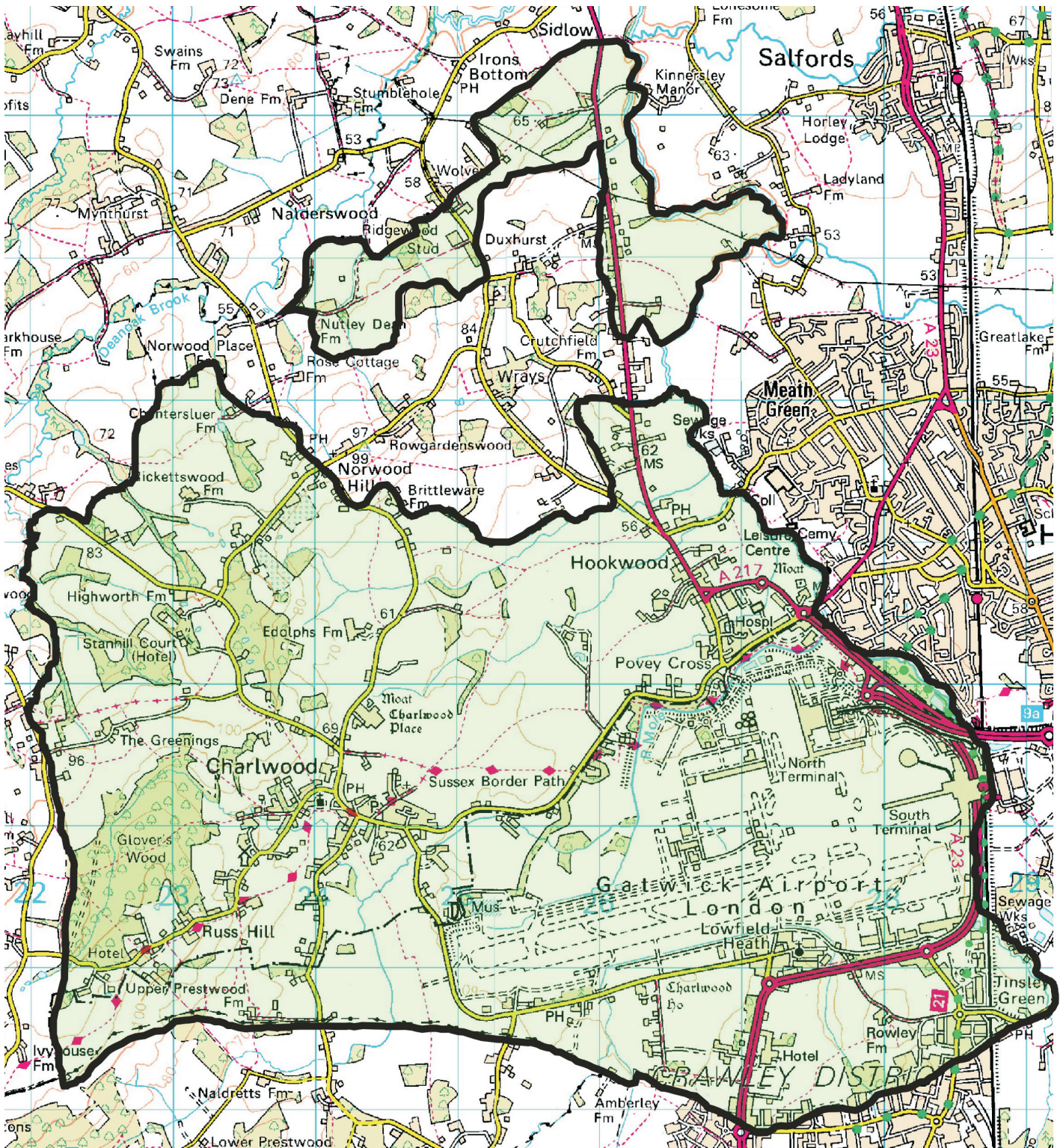
Thomas Alexander Mason was born in Southwark in 1859. Actually he was born as Thomas Alexander Bear but changed his name to Mason by deed poll when he was 29. He inherited a successful family tobacco business which he sold to British American Tobacco at the end of the First World War. For many years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

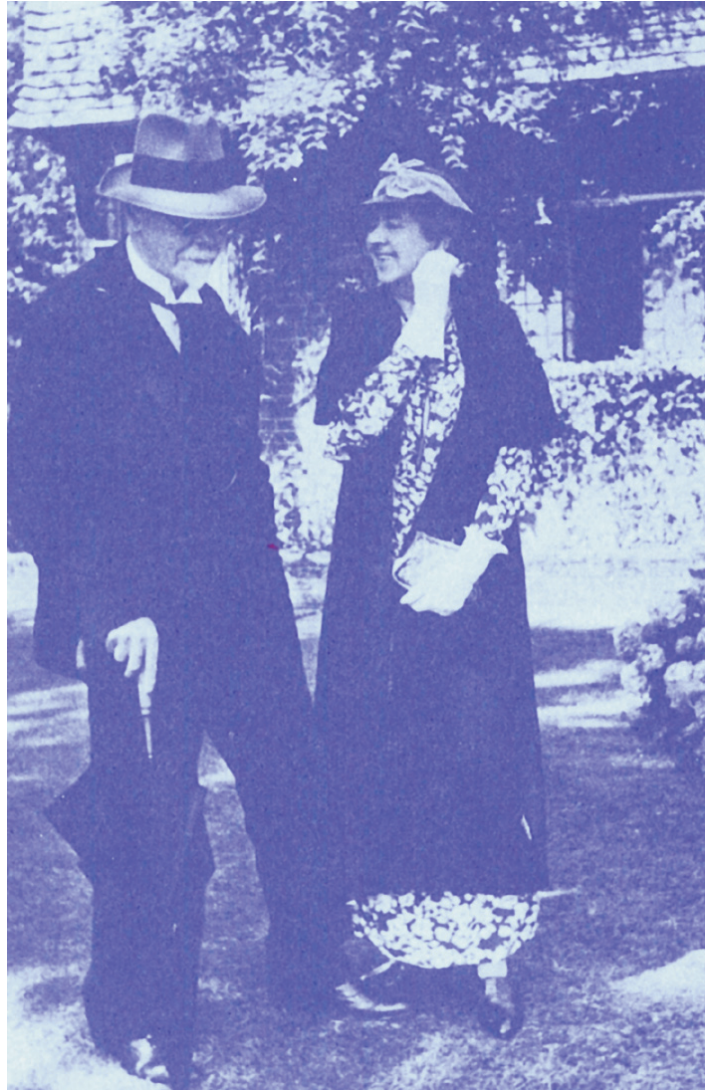
In the 1970s much of the village of Lowfield Heath was demolished due to the noise from Gatwick Airport, leaving just the church and the windmill. The 1973 boundary changes transferred Lowfield Heath to Crawley, but the Charity Commission ruled that the land should remain under the trusteeship of Charlwood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