

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

Annual Report

1st January 2010 – 31st December 2010

www.jbtmt.org.uk

JOHN BRISTOW AND THOMAS MASON TRUST

| | |
|---------------------------------|---|
| Registered Address | 3 Grayrigg Road Maidenbower Crawley West Sussex RH10 7AB |
| Trust Secretary | Miss Marie Singleton 3 Grayrigg Road Maidenbower Crawley West Sussex RH10 7AB |
| Bankers | Barclays Bank plc 105 Victoria Road Horley Surrey, RH6 7AX |
| Investment Advisers | Cazenove Capital Management Limited 12 Moorgate London, EC2R 6DA |
| Solicitors | Thomas Eggar LLP Belmont House, Station Way Crawley West Sussex, RH10 1JA |
| Auditors | CLB Gatwick LLP Consort House Consort Way Horley Surrey, RH6 7AF |
| How to contact the Trust | E-mail - trust.secretary@jbmt.org.uk Post - to the Trust Secretary's address above Phone - 01293 883950 Internet - www.jbmt.org.uk |

Trustees

| | |
|-----------------------|---|
| Mr Martin James | re-appointed 20 March 2010 and appointed Chairman Jan 2011 |
| Mr Tim Spinney | retired as Chairman Jan 2011 |
| The Rev. Bill Campen | ex officio |
| Mr Martin Cooper | retired January 2010 |
| Mr Feargal Hogan | re-appointed 11 January 2011 |
| Mrs Alison Martin | appointed 20 May 2010 |
| Mr Howard Pearson | appointed 16 March 2010 |
| Mr Gavin Purser | retired January 2010 |
| Mrs Deborah Shortland | |
| Mrs Jean Smith | retired January 2011 |
| Mrs Pat Willson | |

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Chairman's Report for the year ended 31st December 2010

Welcome to this the 12th Annual Report of the Trust for members of the Area of Benefit and the Charity Commission.

A full report is important for all concerned and again I hope we have succeeded in providing this. Over the last few years we have endeavoured to get this report out before the Annual Parish Meeting and we hope you will find it interesting.

Economic Climate

As has been mentioned over the last two years the economic climate has been of concern. In 2008 we reported that the capital value of our investments had fallen by 18.7%. In 2009 we reported a 9.8% recovery. In 2010 there has been a continued recovery of 7.7%. Income has also held up which is obviously very important. Please see the financial statements for full details.

Trustees

In 2010 we have lost two of our Trustees, Gavin Purser and Martin Cooper. Here I would like to thank them very much for all the work they put into the Trust over quite a long time. The time spent on Trust activities can be considerable and their particular roles have been very much appreciated and of value to the Trust. To replace them we now have Alison Martin and Howard Pearson. We thank them very much for joining us.

Here it is important 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 asset to the Area of Benefit.

Grants

The granting of funds to people and organisations is the main objective for the Trust. We have made all the usual regular grants. The main ones were to the Lowfield Health Windmill and the Charlwood Pre-School. There is a full list of grants on page 4 and these total £65,309. We are very keen to play our part.

As mentioned in the section on the economic climate our income has held up well. This enables us to continue granting funds as required. It will not always be possible to give exactly what people request and the amount granted must remain the trustees' prerogative.

Publicity

The website has been running for some time now. I hope those who use it like it. I also hope that those who are not comfortable with computers or websites also feel able to find out what they want and be in touch with us easily.

Two years ago we changed the layout of the Report and Accounts. Since then some of you have made comments and observations and last year we amended it. I hope what you see this time is still improving.

Finance

We have already touched on aspects of this earlier. Our income is holding up and the capital value of our investments improving. The capital value of our investments as at 31st December 2010 was £1,863,134. We are advised by Cazenove Capital Management. Our funds are invested in common funds recommended by Cazenove and approved by the Charity Commission. Do please take time to look at our Accounts.

Bristow's Cottage

I am sure a number of you will have noticed that the cottage has been empty for a while. Before the last tenant left it became apparent that a fair amount of work was necessary. This type of building constantly needs work and not a great deal has been done for about 10 years. The work is now in hand and we are keen to have the place lived in again as soon as possible.

Public Benefit

One requirement on Trustees is that they should demonstrate what has been done over the year is for the benefit of the public as dictated to us by the Trust Deed. We do our best to show this as fully as possible in the Report and Accounts. We try very hard to fulfil our objectives and make the Trust as widely known as possible for the Area of Benefit.

Finally

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 Annual Report.

Martin James
Chairman

Date: 3rd March 2011

List of Grants for the year to 31st December 2010

| | |
|---|---------------|
| Grants approved during the year may be analysed as follows: | £ |
| Education Grants | |
| Charlwood Pre - School | 13,000 |
| Assistance Grants | |
| Personal ¹ | 1,780 |
| General Grants | |
| St Nicholas PCC - Churchyard Maintenance 2010 | 3,137 |
| Lowfield Heath Windmill | 29,260 |
| 1st Horley Guides | 1,136 |
| Parish Venture Week | 3,000 |
| Charlwood Parish Council | 575 |
| St Catherine's Hospice - Community Nurse for the Charlwood Area | 3,250 |
| Charlwood Mothers Union | 180 |
| The Royal British Legion Women's Section Charlwood | 83 |
| Charlwood Day Centre | 350 |
| Charlwood Village Infant School - PTA | 3,096 |
| Charlwood & Hookwood Community Steering Committee | 2,279 |
| 9 th Horley (Charlwood) Scouts | 4,183 |
| Total Grants | 65,309 |

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

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 2010 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

Martin James
Chairman

Date: 3rd March 2011

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 2010 on pages 8 to 12. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 explained more fully in the Statement of Trustees' Responsibilities set out on page 5, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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 applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

Opinion on Financial Statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st December 2010 and of its incoming resources and application of resources for the year then ended;

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 1993.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 1993 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is not consistent with the financial statements; or
- the charity has not kept sufficient accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

CLB Gatwick LLP
Statutory Auditor
Consort House
Consort Way
Horley
Surrey
RH6 7AF

Date: 3rd March 2011

Statement of Financial Activities

for the year ended 31st December 2010

| Statement of Financial Activities | | Notes | Funds | | Total | |
|--|-------|----------|--------------|-----------|-----------|------|
| | | | Unrestricted | Endowment | 2010 | 2009 |
| | | | £ | £ | £ | £ |
| <i>Incoming Resources</i> | | | | | | |
| Rental Income | | 4,326 | - | 4,326 | 11,900 | |
| Investment Income | | 73,564 | - | 73,564 | 71,989 | |
| Total Incoming Resources | | 77,890 | - | 77,890 | 83,889 | |
| <i>Resources Expended</i> | | | | | | |
| On Properties | 3 & 8 | 5,025 | - | 5,025 | 4,362 | |
| Grants and Donations payable | 4 | 90,509 | - | 90,509 | 139,545 | |
| Governance Costs | 5 | 11,804 | - | 11,804 | 12,383 | |
| Total Resources Expended | | 107,338 | - | 107,338 | 156,290 | |
| <i>Net Incoming / (Outgoing)</i> | | | | | | |
| Resources before and after Transfers | | (29,448) | - | (29,448) | (72,401) | |
| Gains and loses on the revaluation and disposal on Investment Assets | | - | 107,425 | 107,425 | 143,406 | |
| Net Movement in Funds | | (29,448) | 107,425 | 77,977 | 71,005 | |
| Total Funds Brought Forward | | 137,454 | 2,153,911 | 2,291,365 | 2,220,360 | |
| Total Funds Carried Forward | | 108,006 | 2,261,336 | 2,369,342 | 2,291,365 | |

Balance Sheet

at 31st December 2010

| Balance Sheet | | Notes | Funds | | Total | |
|--|-------|----------|--------------|-----------|-----------|------|
| | | | Unrestricted | Endowment | 2010 | 2009 |
| | | | £ | £ | £ | £ |
| Fixed Assets | | | | | | |
| Tangible Assets | 1 & 6 | - | 335,002 | 335,002 | 335,002 | |
| Investments | 7 | - | 1,863,134 | 1,863,134 | 1,730,509 | |
| Total Fixed Assets | | - | 2,198,136 | 2,198,136 | 2,065,511 | |
| Current Assets | | | | | | |
| Debtors | | 908 | 63,200 | 64,108 | 89,111 | |
| Cash at bank and in hand | | 117,753 | - | 117,553 | 145,583 | |
| Total Current Assets | | 118,661 | 63,200 | 181,861 | 234,694 | |
| Creditors; amounts falling due within 1 year | 10 | (10,655) | - | (10,655) | (8,840) | |
| Net Current Assets | | 108,006 | 63,200 | 171,206 | 225,854 | |
| Total Assets Less Current Liabilities | | 108,006 | 2,261,336 | 2,369,342 | 2,291,365 | |
| The Funds of the Charity | | | | | | |
| Permanent Endowment Funds | | - | 2,261,336 | 2,261,336 | 2,153,911 | |
| Total Capital Funds | | - | 2,261,336 | 2,261,336 | 2,153,911 | |
| Income Funds | | | | | | |
| Unrestricted Funds | | 108,006 | - | 108,006 | 137,454 | |
| Total Charity Funds | | 108,006 | 2,261,336 | 2,369,342 | 2,291,365 | |

The financial statements were approved by the Trustees and signed on their behalf by:

Martin James
Chairman
Date 3rd March 2011

Notes to the Accounts

31st December 2010

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 for the year. 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 - The recreation land at The Withey and the Millennium Field 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 the date of the last valuation.

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. With the result that VAT suffered on expenditure is irrecoverable and written off except that relating to Charlwood Parish Council.

3. Expenditure on Property

The following expenditure was incurred on Bristow's Cottage and other properties during 2010:

| | 2010 | 2009 |
|--------------------------------------|--------------|--------------|
| | £ | £ |
| Garden Maintenance | 731 | 1,020 |
| General Maintenance | 2,459 | 156 |
| Rental management fees | 668 | 2,047 |
| Insurance on all Properties | 1,167 | 1,139 |
| Total Spend on the Properties | 5,025 | 4,362 |

4. Grants and Donations Payable

| | 2010 | 2009 |
|--|---------------|----------------|
| | £ | £ |
| Grants to third parties (see page 4 for full list) | 65,309 | 134,345 |
| Renovations to Bristow's Cottage (see Note 8) | 25,200 | 5,200 |
| Total | 90,509 | 139,545 |

5. Governance Costs

| | 2010 | 2009 |
|--|---------------|---------------|
| | £ | £ |
| Trust Secretary's gross salary | 7,317 | 7,275 |
| Employers National Insurance Contributions | 205 | 209 |
| Pension contributions | 605 | 872 |
| Total | 8,127 | 8,356 |
| Auditors' remuneration | 2,400 | 2,700 |
| Other office costs including telephone, stationery, printing, photocopying | 1,277 | 1,327 |
| Total spent on Governance | 11,804 | 12,383 |

The Trust operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Trust to the pension fund in respect of the period 1st January - 31st December 2010.

During this and the previous year no remuneration or expenses were paid to Trustees.

6. Bristow's Cottage and Charity Field

White & Sons, Estate Agents and Surveyors, carried out the following property valuations for Bristow's Cottage and for Charity Field as at 31st December 2008. (The Trustees do not consider the valuation to be materially different as 31 December 2010). 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.

| | 2010 | 2009 |
|--|----------------|----------------|
| | £ | £ |
| The valuations advised were in respect of: | | |
| Bristow's Cottage, Rectory Lane, Charlwood | 285,000 | 285,000 |
| Charity Fields, Beggarhouse Lane, Charlwood | 50,000 | 50,000 |
| Total | 335,000 | 335,000 |
| The Withey, Hookwood and Millennium Field, Charlwood | 2 | 2 |
| Total Valuation | 335,002 | 335,002 |

7. Investments

All investments are in UK Common Investment Funds stated at middle market prices totalling £1,863,134 have an original cost of £1,739,073 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. Repayments totalled £25,200 during 2010.

Debtors are made up as follows:

| Debtors | Funds | | Total | |
|----------------------------------|--------------|---------------|---------------|---------------|
| | Unrestricted | Endowment | 2010 | 2009 |
| | £ | £ | £ | £ |
| Renovations to Bristow's Cottage | - | 63,200 | 63,200 | 88,400 |
| Other debtors | 119 | - | 119 | 119 |
| Prepayments | 789 | - | 789 | 592 |
| Totals | 908 | 63,200 | 64,108 | 89,111 |

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 | 2010 | 2009 |
| | £ | £ | £ | £ |
| Grants Payable | 7,987 | - | 7,987 | 5,565 |
| Accruals | 2,668 | - | 2,668 | 3,275 |
| Totals | 10,655 | - | 10,655 | 8,840 |

11. Commitments

The Trustees have committed the Trust to pay grants of up to £5,000.

Endowment Fund

Investments at 31st December 2010

| 31st December 2010 | | | 31st December 2009 | | |
|-----------------------|-----------|--------------|--------------------|-----------|--------------|
| Units | Cost | Market Value | Units | Cost | Market Value |
| | £ | £ | | £ | £ |
| <i>Fixed Interest</i> | | | | | |
| 468,000 | 305,116 | 278,086 | 468,000 | 305,116 | 274,856 |
| 98,715 | 171,510 | 183,363 | 98,715 | 171,510 | 179,513 |
| <i>Equities</i> | | | | | |
| 450,000 | 264,642 | 323,213 | 450,000 | 264,642 | 293,063 |
| 318,156 | 409,407 | 413,317 | 318,156 | 409,407 | 370,827 |
| 81,070 | 129,623 | 209,525 | 81,070 | 129,623 | 200,486 |
| 24,052 | 279,788 | 276,784 | 24,052 | 279,788 | 257,891 |
| <i>Hedge Funds</i> | | | | | |
| 987 | 153,787 | 153,646 | 987 | 153,787 | 153,873 |
| | 25,200 | 25,200 | | | |
| | 1,739,073 | 1,863,134 | | 1,713,873 | 1,730,509 |

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 appropriate lower 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 not 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

PROJECTS SUPPORTED BY JBTMT



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 cover equipment, general building and repairs works, including £120,000 towards the now completed new extension. In addition a contribution is also made towards the annual maintenance cost of the churchyard.

| | |
|---------------------------|-----------------------|
| Grants this year - £3,137 | Total grants £372,465 |
|---------------------------|-----------------------|

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.

| | |
|----------------------|-----------------------|
| Grants this year £ — | 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.

| | |
|----------------------|-----------------------|
| 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 1980 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 £575 | Total grants £128,894 (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.

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|----------------------|----------------------|
| Grants this year £ - | Total grants £73,702 |
|----------------------|----------------------|

Education

Grants have been given to Charlwood School for educational equipment and more recently towards a classroom extension. This year the Trust has also supported the provision of a outdoor play area for the Charlwood Pre-School and in previous years the Trust has supported the Hookwood Playgroup before it closed.

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|--------------------------|-----------------------|
| Grants this year £13,000 | Total grants £188,736 |
|--------------------------|-----------------------|

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 Edolphins Copse. A grant in 1986 enabled the removal of an ugly barn in Edolphins 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. There has been a major refurbishment programme undertaken this year including new sails.

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|--------------------------|----------------------|
| Grants this year £29,260 | Total grants £91,135 |
|--------------------------|----------------------|

Lowfield Heath Church

Funds have been provided for extensive repairs to the church of St Michael and All Angels (listed grade 2*).

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|----------------------|----------------------|
| Grants this year £ - | 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). A major refurbishment programme will commence in 2011.

| | |
|----------------------|---------------------|
| Grants this year £ – | Total cost £141,333 |
|----------------------|---------------------|

In total grants of over £1.5 million have been made.

PROJECTS SUPPORTED BY JBTMT



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 on the Area of Benefit map).



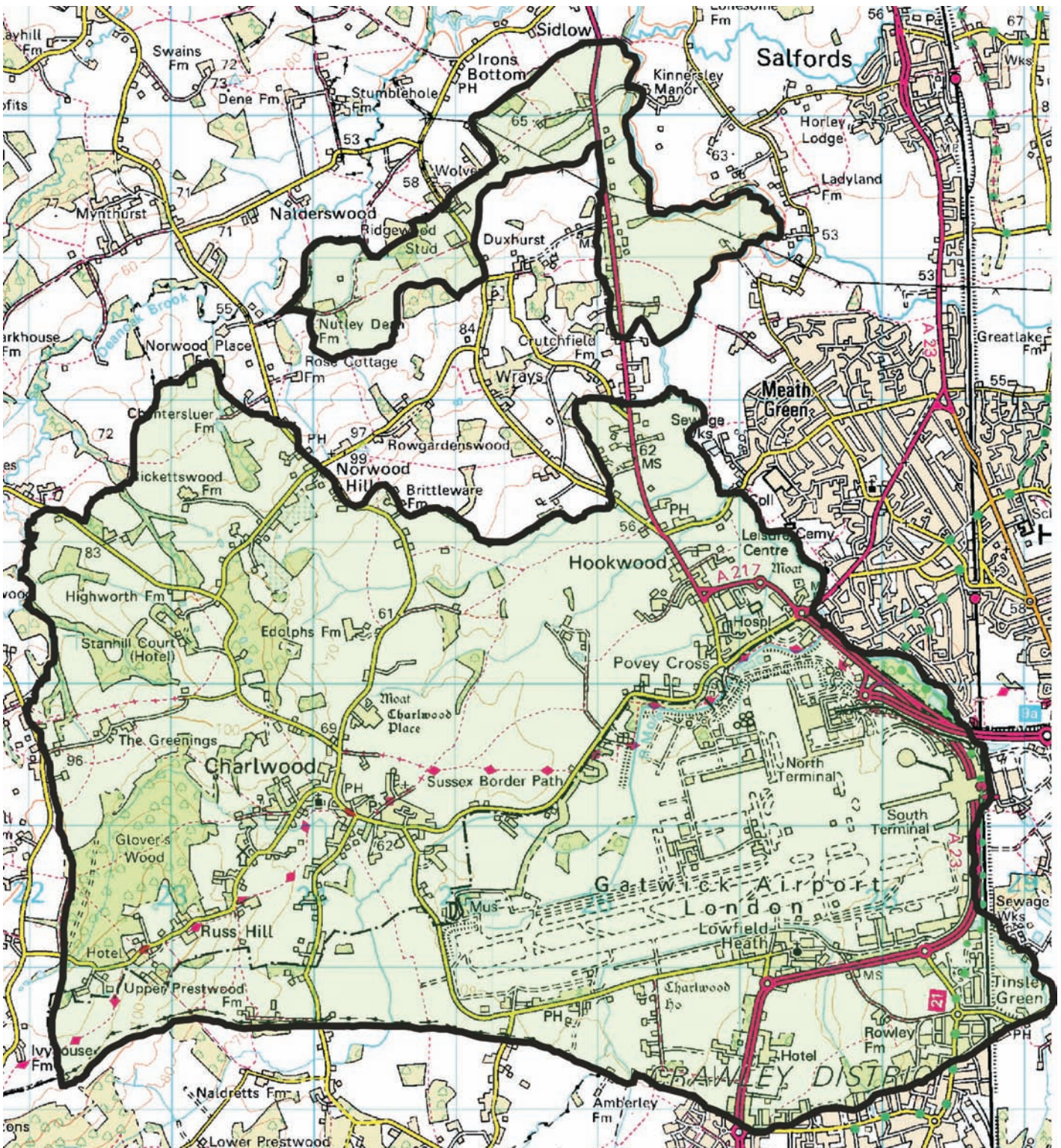
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The Area of Benefit



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