

# 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 2011 - 31st December 2011

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

## JOHN BRISTOW AND THOMAS MASON TRUST

<b>Registered Address</b>	3 Grayrigg Road Maidenbower Crawley West Sussex RH10 7AB
<b>Trust Secretary</b>	Miss Marie Singleton 3 Grayrigg Road Maidenbower Crawley West Sussex RH10 7AB
<b>Bankers</b>	Barclays Bank plc 105 Victoria Road Horley Surrey, RH6 7AX
<b>Investment Advisers</b>	Cazenove Capital Management Limited 12 Moorgate London, EC2R 6DA
<b>Solicitors</b>	Thomas Eggar LLP Belmont House, Station Way Crawley West Sussex, RH10 1JA
<b>Auditors</b>	Haines Watts Gatwick LLP Consort House Consort Way Horley Surrey, RH6 7AF
<b>How to contact the Trust</b>	E-mail - <a href="mailto:trust.secretary@jbmt.org.uk">trust.secretary@jbmt.org.uk</a> Post - to the Trust Secretary's address above Phone - 01293 883950 Internet - <a href="http://www.jbmt.org.uk">www.jbmt.org.uk</a>
<b>Trustees</b>	
Mr Martin James	re-appointed Chairman 27 Jan 2011
Mr Tim Spinney	retired 24 Nov 2011
The Rev. Bill Campen	ex officio
Mr Feargal Hogan	re-appointed 11 January 2011
Mrs Alison Martin	
Mr Howard Pearson	
Mrs Deborah Shortland	
Mrs Jean Smith	retired 27 January 2011
Mrs Julie King	appointed 24 November 2011
Mrs Pat Willson	deceased 3 November 2011

## Table of Contents

Chairman's Report for the year ended 31st December 2011	2
List of Grants for 2011	4
Statement of Trustees' Responsibilities	5
Independent Auditors' Report	6
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Accounts	10
Endowment Fund	14
Statements of Policies	15
The Trust Scheme	17
Major Grants made over the years	19

## Chairman's Report for the year ended 31st December 2011

Welcome to this, the 13th Annual Report of the Trust for members of the Area of Benefit and the Charity Commission. In recent years we have endeavoured to get the report out prior to the Annual Parish Meeting and, to ensure that this always happens in the future, the trustees will consider options available for moving the year end reporting date for 2012 and beyond.

### Economic Climate

The economic climate continues to cause concern. In 2008 we reported that the capital value of our investments had fallen by 18.7 per cent and this was followed in 2009 and 2010 by recoveries of 9.8 per cent and 7.7 per cent respectively. Although values have fallen by 3.7 per cent during 2011, it is pleasing to report that income levels have been maintained with no adverse impact on the levels of grants distributed. Full details are embodied within the financial statements.

### Trustees

During 2011, there were a number of changes in trustees. We say a big thank you to Jean Smith and Tim Spinney who have both made huge contributions to the Trust over many years. Sadly, we also have to record the passing away of Pat Willson who also made a huge contribution to the Trust over many years. The time spent on Trust activities can be considerable and their particular roles have been very much appreciated and of great value to the Trust. To replace them we now have Julie King (appointed 24th November 2011), Carole Jordan (appointed 23rd February 2012), Richard Parker (appointed 23rd February 2012); 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 been able to maintain the usual level of grants notwithstanding the economic climate and a full list of amounts distributed is set out on page 4 of these financial statements.

### Publicity

The Trust has continued to maintain its website during 2011 with the aim of providing information that is required in a user-friendly manner. I hope you feel that we have achieved our aim and that you are able to easily contact by us other means as well should you wish.

### Finance

As previously mentioned, the Trust's income is holding up and the capital value of investments as at 31st December 2011 was just under £1.8 million. The Trust is advised by Cazenove Capital Management, with amounts invested in common funds recommended by Cazenove and approved by the Charity Commission.

### 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 repair 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 complete and there is a tenant in the property.

### Public Benefit

One requirement on the Trust is that it should demonstrate what has been done over the year for the benefit of the public as dictated by the Trust Deed. The Trust incorporates these details throughout the financial statements and tries very hard to fulfil these 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: 8th March 2012

## List of Grants for the year to 31st December 2011

Grants approved during the year may be analysed as follows:	£
<b>Education Grants</b>	
Charlwood Village Infant School - PTA	3,120
Charlwood Village Infant School	5,000
<b>Assistance Grants</b>	
Personal <sup>1</sup>	275
<b>General Grants</b>	
St Nicholas PCC - Churchyard Maintenance 2011	2,856
Lowfield Heath Windmill	3,960
1st Horley Guides	500
Parish Venture Week	3,000
Charlwood Village Residents Football Club	882
St Catherine's Hospice - Community Nurse for the Charlwood Area	3,250
Charlwood Mothers Union	228
The Royal British Legion Women's Section Charlwood	146
Charlwood Day Centre	350
Charlwood Evening Women's Institute	500
1st Charlwood Brownies	447
The Friday Group	214
Providence Chapel	1,488
<b>Total Grants</b>	<b>26,216</b>

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<sup>1</sup> 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 2011 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: 8th March 2012

## 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 2011 on pages 8 to 14. 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 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 its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of Trustees and Auditor

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

We have been appointed as auditor 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 and express an opinion on 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 Ethical Standards for Auditors.

### Scope of the audit and 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. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.



## 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 2011, 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;
- have been prepared in accordance with the requirements of the Charities Act 1993.
- comply with regulation 8 of the Charities (Accounts and Reports) Regulations 2008.

## 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 inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; 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.

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

Date: 8th March 2012

## Statement of Financial Activities

For the year ended 31st December 2011

		Funds		Total	
Statement of Financial Activities	Notes	Unrestricted	Endowment	2011	2010
		£	£	£	£
<b>Incoming Resources</b>					
Incoming Resources from Generated Funds	3	75,731	–	75,731	77,890
<b>Resources Expended</b>					
Charitable Activities					
-On Properties	4 & 9	34,976	–	34,976	5,025
-Grants and Donations payable	5	31,416	–	31,416	90,509
Total Charitable Expenses		66,392		66,392	95,534
Governance and Support Costs	6	13,145	–	13,145	11,804
Total Resources Expended		79,537	–	79,537	107,338
Resources before and after Transfers		(3,806)	–	(3,806)	(29,448)
Gains and losses on the revaluation and disposal of Investment Assets		–	(74,443)	(74,443)	107,425
Net Movement in Funds		(3,806)	(74,443)	(78,249)	77,977
Total Funds Brought Forward		108,006	2,261,336	2,369,342	2,291,365
Total Funds Carried Forward		104,200	2,186,893	2,291,093	2,369,342

## Balance Sheet

At 31st December 2011

		Funds		Total	
Balance Sheet	Notes	Unrestricted	Endowment	2011	2010
		£	£	£	£
<b>Investments</b>					
Investment Properties	1 & 7	–	335,002	335,002	335,002
Listed Investments	8	–	1,793,891	1,793,891	1,863,134
Total Investments		–	2,128,893	2,128,893	2,198,136
<b>Current Assets</b>					
Debtors	9 & 10	962	58,000	58,962	64,108
Cash at bank and in hand		115,339	–	115,339	117,553
Total Current Assets		116,301	58,000	174,301	181,861
Creditors; amounts falling due within 1 year	12	(12,101)	–	(12,101)	(10,655)
Net Current Assets		104,200	58,000	162,200	171,206
Total Assets less Current Liabilities		104,200	2,186,893	2,291,093	2,369,342
<b>The Funds of the Charity</b>					
Permanent Endowment Funds		–	2,186,893	2,186,893	2,261,336
Total Capital Funds		–	2,186,893	2,186,893	2,261,336
<b>Income Funds</b>					
Unrestricted Funds		104,200	–	104,200	108,006
Total Charity Funds		104,200	2,186,893	2,291,093	2,369,342

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

Martin James  
Chairman  
Date 8th March 2012

## Notes to the Accounts

31st December 2011

### 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.

**Listed 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.

**Investment 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. Incoming Resources from Generated Funds

Income	Funds		Total	
	Unrestricted	Endowment	2011	2010
	£	£	£	£
Fixed Interest from Listed Investments	19,743	–	19,743	
Equities	54,724	–	54,724	
Total Listed Investment Income	74,467	–	74,467	73,013
Bank Interest	714	–	714	551
Rental Income	550	–	550	4,326
Total Incoming Resources	75,731	–	75,731	77,890

#### 4. Expenditure on Property

The following expenditure was incurred on Bristow's Cottage and other properties during 2011:

	2011	2010
	£	£
Garden Maintenance	972	731
General Maintenance	32,796	2,459
Rental management fees	0	668
Insurance on all Properties	1,208	1,167
<b>Total spent on Properties</b>	<b>34,976</b>	<b>5,025</b>

#### 5. Grants and Donations Payable

	2011	2010
	£	£
Grants to third parties (see page 4 for full list)	26,216	65,309
Renovations to Bristow's Cottage (see Note 9)	5,200	25,200
<b>Total</b>	<b>31,416</b>	<b>90,509</b>

#### 6. Governance and Support Costs

	2011	2010
	£	£
Trust Secretary's gross salary	7,367	7,317
Employers National Insurance Contribution	77	205
Pension contributions	605	605
Other office costs incl. telephone, stationery, printing, photocopying	2,496	1,277
<b>Total Support Costs</b>	<b>10,545</b>	<b>9,404</b>
Auditors' remuneration - Governance Costs	2,600	2,400
<b>Total spent on Governance and Support Costs</b>	<b>13,145</b>	<b>11,804</b>

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 2011.

£85 of expenses relating to the printing of the 2010 accounts were paid to the Trustee Mrs. P J Wilson in May 2011. Last year no remuneration or expenses were paid to Trustees.

#### 7. Investment Properties - 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 at 31 December 2011). 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:	2011	2010
	£	£
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 Valuation	335,002	335,002

## 8. Listed Investments

All investments are in UK Common Investment Funds stated at middle market prices totalling £1,793,891 have an original cost of £1,744,006 as shown on note 14.

## 9. Renovations to Bristow's Cottage

The Charity Commission gave permission in August 2000 and April 2001 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. Capital repayments totalled £5,200 during 2011.

## 10. Debtors

Debtors are made up as follows:

Debtors	Funds		Total	
	Unrestricted	Endowment	2011	2010
	£	£	£	£
Renovations to Bristow's Cottage (2000 & 2001)	–	58,000	58,000	63,200
Other debtors	161	–	161	119
Prepayments	801	–	801	789
Totals	962	58,000	58,962	64,108

## 11. Cash Flow

The Endowment Fund experiences changes in its portfolio of investments but no inward or outward cash flow, except for the repayment of capital (see note 9 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.

## 12. Creditors

Creditors are made up as follows:

	Unrestricted Funds	Endowment Funds	2011	2010
	£	£	£	£
Grants Payable	8,244	–	8,244	7,987
Accruals	3,857	–	3,857	2,668
Totals	12,101	–	12,101	10,655

## 13. Commitments

In the year the Trustees have not agreed to any commitments for the forthcoming year (2010 - £5,000)

## 14. Endowment Fund

## Investments at 31st December 2011

31st December 2011			31st December 2010			
Units	Cost	Market Value		Units	Cost	Market Value
	£	£			£	£
<i>Fixed Interest</i>						
468,000	305,116	295,285	Cazenove Income Trust for Charities	468,000	305,116	278,086
98,715	171,510	193,185	Charinco Income Trust	98,715	171,510	183,363
<i>Equities</i>						
450,000	264,642	305,460	Cazenove Equity Income Trust for Charities	450,000	264,642	323,213
342,398	439,540	401,000	Cazenove Growth Trust for Charities	318,156	409,407	413,317
81,070	129,623	190,069	Schroder Charity Equity Income Fund	81,070	129,623	209,525
24,052	279,788	262,194	M & G Charifund Income Fund	24,052	279,788	276,784
<i>Hedge Funds</i>						
987	153,787	146,698	Cazenove Absolute Return Trust for Charities Accumulation	987	153,787	153,646
			Cash		25,200	25,200
	1,744,006	1,793,891			1,739,073	1,863,134



## 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 at least £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 in the region of £70,000 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.

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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 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 - £2,856	Total grants £375,321
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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.

Grants this year £ –	Total grants £112,367
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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 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 £ -	Total grants £128,894 (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 £ -	Total grants £73,702
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## Education

Grants have been given to Charlwood School for educational equipment and more recently towards a classroom extension, the provision of a Library as well as support for the provision of a outdoor play area for the Charlwood Pre-School. In previous years the Trust has supported the Hookwood Playgroup before it closed.

Grants this year £8,120	Total grants £196,856
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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. The major refurbishment programme has been completed this year and includes new sails.

Grants this year £3,960	Total grants £95,095
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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. A further major refurbishment programme was completed in 2011.

Grants this year £33,768	Total cost £175,101
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In total grants of over £1.5 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 on the Area of Benefit map).



## Pat Willson

*27th February 1950 - 3rd November 2011*

The Trustees would like to pay tribute to Pat Willson, one of our longest serving Trustees, who died last year. Pat had served as a Charlwood Parish Council nominee on the Trust, and on its predecessor the Thomas Alexander Mason Trust, since its inception in 1988.

Pat lived in Hookwood with her husband Tony, since 1973 and had been very active in village societies and groups. Pat and Tony were both involved in the Hookwood Fetes, organised by the vibrant Hookwood Residents Association at the time, and Pat was very active in the move to replace the old Hookwood Memorial Hall with the fine community amenity that stands now.

Pat served as a Charlwood Parish Councillor for Hookwood from 1985 until 1993, eventually taking the role of Vice Chairman.

Her charity roles were well suited to her. Not only was she a Trustee of this Trust, she was previously trustee on the Smiths and Earle's Charities, and had worked for many years with the Disasters Emergency Committee in London, raising huge sums for disaster relief worldwide.

Over the past year, Pat had been the lead Trustee doing the day-to-day work dealing with builders and surveyors involved with the refurbishment of Bristow's Cottage. This despite Pat being very aware of the limited time she had left with us. Our last direct contact with Pat was a chivvying email to us all, less than a week before her death.

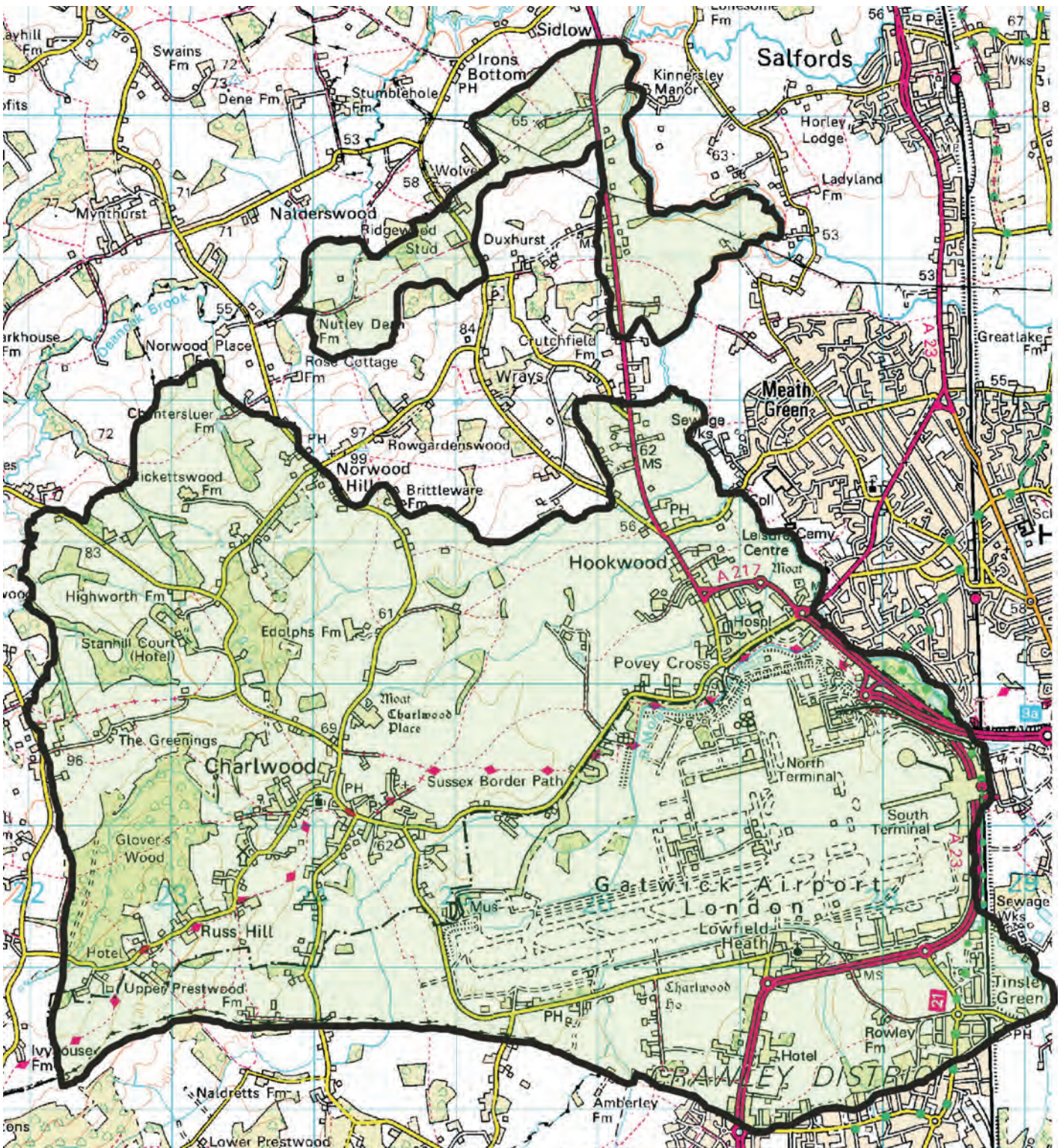
During Trust discussions, Pat always displayed an inordinate amount of common sense, often crystallising much to-and-fro around the table into a highly practical and diplomatic suggestion that allowed everyone to move forward. Pat always knew and spoke her mind, although always with the utmost of good grace and respect for others.

The Trustees were well represented at her beautiful funeral service in Worth Abbey, where she had worshipped for many years.

We will greatly miss Pat, her common sense and her sage advice.



## 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