

# 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

1 October 2012 - 30 September 2013

[www.jbtmt.org.uk](http://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** Reeves & Co LLP  
Consort House  
Consort Way  
Horley  
Surrey, RH6 7AF

**How to contact the Trust** E-mail - [trust.secretary@jbtmt.org.uk](mailto:trust.secretary@jbtmt.org.uk)  
Post - to the Trust Secretary's address above  
Phone - 01293 883950  
Internet - [www.jbtmt.org.uk](http://www.jbtmt.org.uk)

### Trustees

Mr Martin James	re-appointed Chairman from 28 November 2012 until 30 January 2014
The Rev. Bill Campen	ex officio
Mr Feargal Hogan	
Mrs Alison Martin	
Mr Howard Pearson	appointed Chairman from 30 January 2014
Mrs Julie King	
Mr Richard Parker	
Mrs Carole Jordan	

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## Chairman's Report for the Year Ended 30 September 2013

Welcome to this, the 15th Annual Report of the Trust for residents and the Charity Commission. In recent years we have struggled to get the report out prior to the Annual Parish Meeting and, as indicated in previous reports, to help this happen in 2012, the year-end reporting date was revised from 31 December to 30 September. It is important to note, therefore, that the prior year figures in these financial statements relate to income and expenditure over a nine-month period and this explains most of the variations when figures are compared to the previous year.

### Economic Climate

The economic climate has caused an impact for a number of years. 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 fell by 3.7 per cent during 2011, they expanded positively by 6.0 per cent during the nine months ended 30 September 2012 and then again by a further 12.7 per cent for the year ended 30 September 2013. Notwithstanding these variations, it is pleasing to report that income levels have been maintained and there has been no adverse impact on the levels of grants distributed. Full details are embodied within the financial statements.

### Trustees

There were no changes in Trustees during the year. 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. The usual level of grants has been maintained 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 2013 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 us by 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 30 September 2013 was just over £2.1 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

Repair work on the cottage was completed during 2011 and there has been a tenant in the property since that time.

## Public Benefit

One requirement on the Trust is that it should demonstrate what has been done over the period 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

As laid down by the Trust Deed, the Trust is administered by the Trustees for all in the Area of Benefit which includes Charlwood and Hookwood. 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.

On 1 December 2013 the auditor Haines Watts Gatwick LLP merged into Reeves & Co LLP.

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

Martin James  
Chairman

Date: 10 April 2014

## List of Grants for the year ended 30 September 2013

Grants approved during the year may be analysed as follows: £

### Education Grants

Charlwood Village Infant School - PTA	3,216
Personal Education Grant	500

### Assistance Grants

Personal <sup>1</sup>	676
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### General Grants

St Nicholas PCC - Churchyard Maintenance 2012	334
St Nicholas PCC - Churchyard Maintenance 2013	3,456
1st Charlwood Brownies/Rainbows	165
Parish Venture Week	3,000
Charlwood Village Residents Football Club	714
Charlwood Village Junior Football Club	2,500
The Friday Group	214
Royal British Legion Charlwood - Womens' Section	146
St Catherine's Hospice	3,600
Charlwood Mothers Union	242
Charlwood History Society	5,000
St Nicholas PCC	14,347
Charlwood Pavilion	50,000
8 <sup>th</sup> Horley (Charlwood) Scouts	3,000
Private Applicant	200
Horley Lawn Tennis	2,500
Charlwood & Hookwood Community Plan	(1,000)

**Total Grants for the year** **92,810**

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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 year ended 30 September 2013 in accordance with applicable law and United Kingdom Accounting Standards and Generally Accepted Practice.

The Law requires the Trustees to prepare financial statements for each financial period, 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) observe the methods and principles in the Charities SORP;
- c) make judgments and estimates that are reasonable and prudent;
- d) state whether applicable UK accounting standards and statements of recommended practice have been followed;
- e) 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 are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ascertain the financial position of the Charity comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed. 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: 10 April 2014

## 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 30 September 2013 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 145 of the Charities Act 2011 and regulations made under section 154 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 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 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 30 September 2013, 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 2011.

## 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 2011 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.

Reeves & Co LLP  
Statutory Auditor  
Consort House  
Consort Way  
Horley  
Surrey  
RH6 7AF

Date: 10 April 2014

Reeves & Co LLP are eligible to act as Auditors in terms of section 1212 of the Companies Act 2006.

## Statement of Financial Activities

For the year ended 30 September 2013

		Funds		Total	
		For the year ended 30 September 2013			For the nine months ended 30 September
Statement of Financial Activities	Notes	Unrestricted	Endowment	2013	2012
		£	£	£	£
<b>Incoming Resources</b>					
Incoming Resources from Generated Funds	3	95,163	—	95,163	64,673
<b>Resources Expended</b>					
Charitable Activities					
-On Properties	4 & 9	5,205	—	5,205	6,826
-Grants and Donations payable	5	98,010	—	98,010	41,569
Total Charitable Expenses		103,215	—	103,215	48,395
Governance and Support Costs	6	14,387	—	14,387	12,444
Total Resources Expended		117,602	—	117,602	60,839
Net Resources before and after Transfers		(22,439)	—	(22,439)	3,834
Gains and losses on the revaluation and disposal of Investment Assets		—	355,332	355,332	103,829
Net Movement in Funds		—	—	332,893	107,663
Total Funds Brought Forward		108,034	2,290,722	2,398,756	2,291,093
Total Funds Carried Forward		85,595	2,646,054	2,731,649	2,398,756

## Balance Sheet

At 30 September 2013

		Funds		Total	
				As at 30 September	As at 30 September
Balance Sheet	Notes	Unrestricted	Endowment	2013	2012
		£	£	£	£
<b>Investments</b>					
Investment Properties	1 & 7	–	450,002	450,002	335,002
Listed Investments	8	–	2,168,452	2,168,452	1,922,920
Total Investments		–	2,618,454	2,618,454	2,257,922
<b>Current Assets</b>					
Debtors	9 & 10	1,357	27,600	28,957	34,138
Cash at bank and in hand		168,513	–	168,513	117,280
Total Current Assets		169,870	27,600	197,470	151,418
Creditors; amounts falling due within 1 year	12	(84,275)	–	(84,275)	(10,584)
Net Current Assets		85,595	27,600	113,195	140,834
Total Assets less Current Liabilities		85,595	2,646,054	2,731,649	2,398,756
<b>The Funds of the Charity</b>					
Permanent Endowment Funds		–	2,646,054	2,646,054	2,290,722
Total Capital Funds		–	2,646,054	2,646,054	2,290,722
<b>Income Funds</b>					
Unrestricted Funds		85,595	–	85,595	108,034
Total Charity Funds		85,595	2,646,054	2,731,649	2,398,756

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

Martin James  
Chairman

Date: 10 April 2014

## Notes to the Accounts

30 September 2013

### 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 2011.

**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 at the year end. 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

	Funds		Total	
	For the year ended 30 September			For the nine months ended 30 September
Income	Unrestricted	Endowment	2013	2012
	£	£	£	£
Fixed Interest from Listed Investments	22,976	–	22,976	17,232
Listed Equities income	57,723	–	57,723	38,116
Total Listed Investment Income	80,699	–	80,699	55,348
Bank Interest receivable	664	–	664	647
Rental Income	13,800	–	13,800	8,678
Total Incoming Resources	95,163	–	95,163	64,673

#### 4. Expenditure on Property

The following expenditure was incurred on Bristow's Cottage and other properties during 2013:

	For the year ended 30 September	For the nine months ended 30 September
	2013	2012
	£	£
Garden Maintenance	1,300	500
General Maintenance	130	2,937
Rental management fees	2,449	2,329
Insurance on all Properties	1,326	1,060
Total spent on Properties	5,205	6,826

#### 5. Grants and Donations Payable

	For the year ended 30 September	For the nine months ended 30 September
	2013	2012
	£	£
Grants to third parties - individuals (see page 4 for full list)	1,176	765
Grants to third parties - institutes (see page 4 for full list)	91,634	15,604
Renovations to Bristow's Cottage (see Note 9)	5,200	25,200
Total	98,010	41,569

#### 6. Governance and Support Costs

	For the year ended 30 September	For the nine months ended 30 September
	2013	2012
	£	£
Trust Secretary's gross salary	8,334	5,488
Employers National Insurance Contribution	—	9
Pension contributions	597	521
Other office costs incl. telephone, stationery, printing, photocopying	1,556	3,026
Total Support Costs	10,487	9,044
Auditors' remuneration - Governance Costs	3,900	3,400
Total spent on Governance and Support Costs	14,387	12,444

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 1 October - 30 September 2013. £30 (2012 £64) of expenses relating to the website domain of the Trust was paid to the Trustee Mr F Hogan in February 2013. £130 (2012 £nil) of expenses relating to cottage general maintenance were paid to the Trustee Mr H Pearson in December 2012. No remuneration was paid to Trustees in either period.

## 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 30 September 2013. 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.

Endowment The valuations advised were in respect of:	As at 30 September 2013	As at 30 September 2012
	£	£
Bristow's Cottage, Rectory Lane, Charlwood	400,000	285,000
Charity Field, Beggarhouse Lane, Charlwood	50,000	50,000
Total	450,000	335,000
The Withey, Hookwood, and the Millennium Field, Charlwood	2	2
Total Valuation	450,002	335,002

## 8. Listed Investments

All investments are in UK Common Investment Funds stated at middle market prices totalling £2,168,452 have an original cost of £1,774,211 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 2013 (2012 £25,200).

## 10. Debtors

Debtors are made up as follows:

Debtors	Funds		Total	
	Unrestricted	Endowment	As at 30 September 2013	As at 30 September 2012
	£	£	£	£
Renovations to Bristow's Cottage (2000 & 2001)	–	27,600	27,600	32,800
Other debtors	–	–	–	49
Prepayments	1,357	–	1,357	1,289
Totals	1,357	27,600	28,957	34,138

## 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	As at 30 September 2013	As at 30 September 2012
	£	£	£	£
Grants Payable	78,519	–	78,519	5,590
Accruals	5,644	–	5,644	4,994
Other Creditors	112	–	112	–
Totals	84,275	–	84,275	10,584

## 13. Commitments

In the year the Trustees have agreed to a commitment to grant the Charlwood Pavilion Project £50,000 in both 2013 and 2014 financial year (2012 commitment £nil). The commitment is subject to matched funding being raised by the applicant and is not included in the balance sheet at as 30 September 2013.

## 14. Endowment Fund

## Investments at 30 September 2013

30 September 2013			30 September 2012		
Units	Cost	Market Value	Units	Cost	Market Value
	£	£		£	£
<i>Fixed Interest</i>					
482,558	289,647	430,514	468,000	305,116	299,732
98,715	171,510	184,844	98,715	171,510	197,726
<i>Equities</i>					
468,000	305,116	287,212	450,000	264,642	337,455
342,398	439,540	501,597	342,398	439,540	421,852
81,070	129,623	269,477	81,070	129,623	214,106
24,052	279,788	329,462	24,052	279,788	283,468
<i>Hedge Funds</i>					
1454	153,787	160,146	987	153,787	143,381
	5,200	5,200		25,200	25,200
	1,774,211	2,168,452		1,769,206	1,922,920



## 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 1 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) The Essential Trustee and Introduction - 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 CC10 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

A listing of all the grants made during the period is set out on page 4 of this Annual Report. Significant projects supported over the years by the John Bristow and Thomas Mason Trust, and its predecessor the Thomas Alexander Mason Trust, are listed below for general information.

### St Nicholas Church

Grants this year – £18,137	Total grants £396,842
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### Education

Grants this year – £3,716	Total grants £203,740
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### Bristow's Cottage and Charity Field

Grants this year £ –	Total grants £178,283
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### The Withey

Grants this year £ –	Total grants £112,367
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### Hookwood Memorial Hall

Grants this year £ –	Total grants £102,395
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### The Millennium Field

Grants this year £ –	Total grants £101,163
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### Charlwood Parish Council

Grants this year £ –	Total grants £128,894 (excluding The Withey and the Millennium Field)
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### Charlwood Parish Hall

Grants this year £ –	Total grants £73,702
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### Woodland

Grants this year £ –	Total grants £70,490
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### Lowfield Heath Windmill

Grants this year £ –	Total grants £95,095
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### Lowfield Heath Church

Grants this year £ –	Total grants £60,694
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In total grants of over £1.69 million have been made since 1999.



## Testimonials from the local community for grants approved in 2013

### Charlwood Scout Group

Charlwood Scout Group have a long history in the village and have been active for over 100 years. Having been donated a piece of land and meeting in a post war Nissan hut, fund raising was established to build a new scout headquarters and in 1960 a new building was opened. Over the years, this single-skin breeze block building has needed updating and renovating to keep it a safe and secure place to meet. The leaders and committee are exceptionally fortunate and very grateful to have had the support of John Bristow and Thomas Mason Trust when needing financial support to boost their own fund raising efforts. Additional assistance has been provided by funding various resources from tents to handbooks and, more recently, an outing to a pantomime. We are appreciative that we have the patronage of the trustees and that scouting is acknowledged as a worthwhile cause to support.

Penny Shoubridge, Group Scout Leader

### Venture Week

Venture Week, started in 1986, and is now a key date in the Charlwood diary. It brings the Children from the village and surrounding area together during the school summer holidays for a fun, action packed week of activities with friends old and new. The week brings the community together with involvement from a substantial proportion of the families in Charlwood - this year for example over 80 children took part supported by over 70 helpers, leaders and members of the committee. Venture week receives substantial support from the JBTMT. Indeed without this support we would not be able to provide the trips and activities associated with the week at a cost which is affordable for many members of the community. We thank JBTMT and hope that you will wish to support this event for many more years to come.

Anthony James, Venture Week

### Charlwood Village Junior Football Club

"Photos in the Charlwood Pavilion show that Charlwood village has a junior football legacy going back more than 100 years but there has been no junior football team in recent times. The Trust generously provided a contribution towards the costs of re-forming and running Charlwood Village Junior Football Club. As a result, with the help of a number of parent volunteers, there are now more than 20 children regularly participating in football games and training. An Under-7 side is now established in a local friendly league and will develop year-on-year. The focus is now on building numbers for an Under-8 side whilst nurturing the development of a keen band of fledgling Under-6s. The support of the Trust has allowed the Junior Club Committee to secure league membership, equipment and training facilities and focus on establishing a strong core membership of local children."

Ainsley - Charlwood Junior Football Club

### Charlwood Village Infant School - PTA

The Trust have actively supported the activities of Charlwood Village School for a number of years. Annual contributions towards the costs of offering swimming lessons to all pupils have now allowed 100s of local children the opportunity to gain confidence in the water and secure their early swimming badges. The established support of the Trust for the swimming programme has allowed the fund raising activities of the School PTA to be applied across a wide range of other projects including the School library area and a number of permanent outdoor initiatives. As such, the longstanding support of the Trust has been absolutely vital in allowing the School to offer a sustained high quality development programme to pupils setting out on the early days of their school careers.

Chris Peters - PTA Charlwood Village Infant School







## 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.

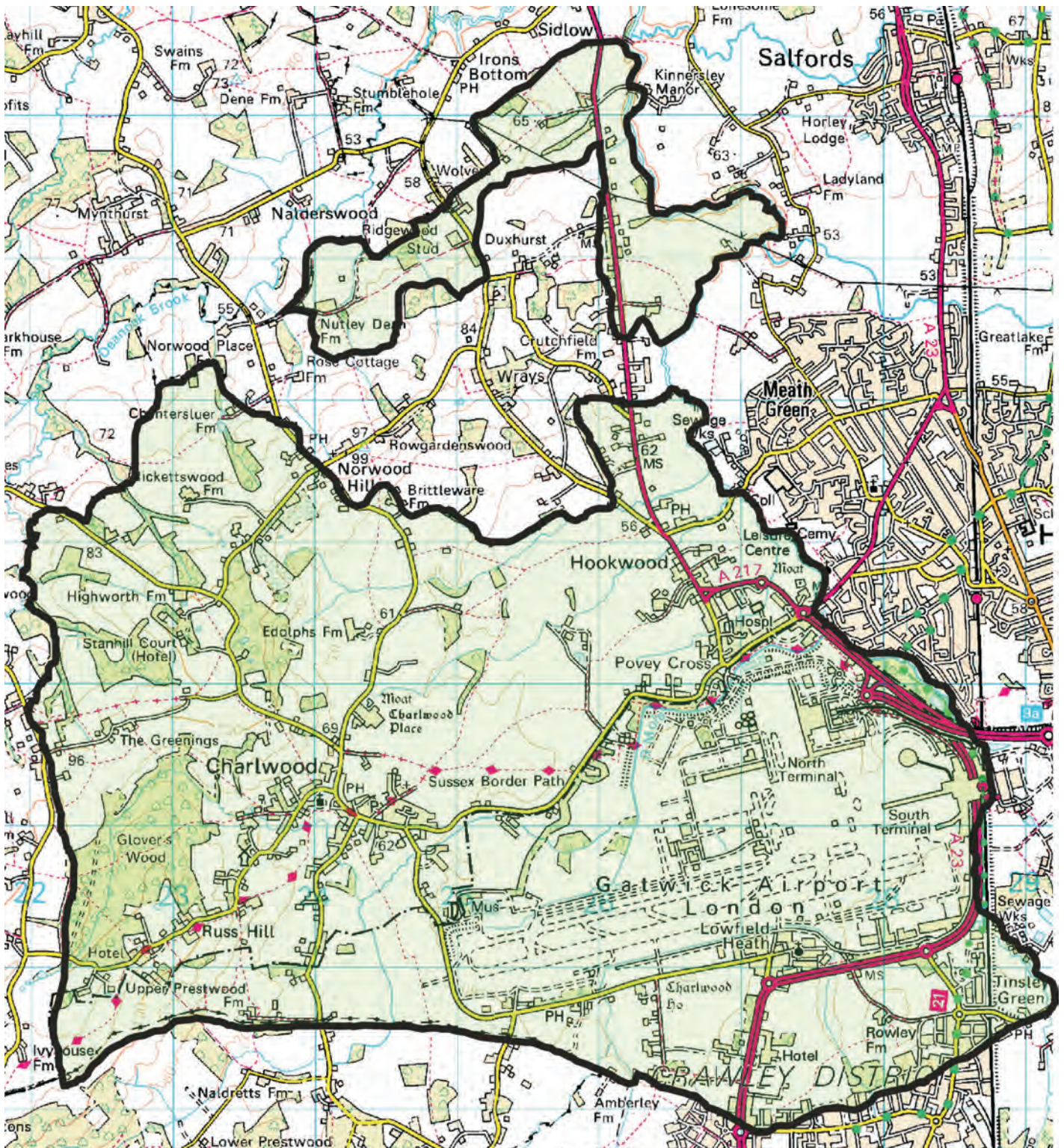
In November 1981 the land was sold for £490,000. After guidance and direction from the Charity Commission as to who should have responsibility for safeguarding this large sum for the Parish, a new charitable trust was set up named after the original donor. The Trust, which came into existence in January 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).







## 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