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FORM AR27

Trade Union and Labour Relations (Consolidation) Act 1992

ANNUAL RETURN FOR AN EMPLOYERS' ASSOCIATION

Name of Employers' Association:

Year ended:

List No:

Head or Main Office:

Website address (if available)

Has the address changed during
the
year to which the return relates?

Yes

No

(Tick as appropriate)

General Secretary:

Contact name for queries
regarding
the completion of this return:

Telephone Number:

e-mail:

PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.
Any difficulties or problems in the completion of this return should be directed to the
Certification Office as below or by telephone to: 0330 109 3602

The address to which returns and other documents should be sent are:

For Employers' Associations based in England and Wales:
Certification Office for Trade Unions and Employers' Associations
Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX

For Employers' Associations based in Scotland:
Certification Office for Trade Unions and Employers' Associations
Melrose House, 69a George Street, Edinburgh EH2 2JG



Legal and administrative information

Co-operative and Community Benefit Society registration number: 30905R

Registered office: One Abbey Court
Fraser Road
Priory Business Park
BEDFORD
MK44 3WH

Board members: A Leonard – President
P Curry – Immediate Past President (resigned 21.05.17)
I Egerton – Vice-President
V Voralia – Honorary Treasurer (resigned 21.05.17)
Y McConnell – Honorary Treasurer (appointed 21.05.17)
E Clough
M Coray
J Cownley
A Goddard-Wilson
K Huggins
S Scarr
R Sparkes
J Wells
A Lodge-Stewart (appointed 21.05.17)
A Ball (appointed 21.05.17)

Chief executive officer: H Hall

Bankers: Lloyds Bank plc
34 High Street
BEDFORD
MK40 1SB

Investment manager: Investec Wealth & Investment Management Limited
30 Gresham Street
LONDON
EC2V 7QP

Auditor:

Grant Thornton UK LLP
Chartered Accountants
Statutory Auditor
Victoria House
199 Avebury Boulevard
CENTRAL MILTON KEYNES
MK9 1AU

RETURN OF MEMBERS

(see note 9)

NUMBER OF MEMBERS AT THE END OF THE YEAR				
Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
5,194	17	1	18	5230

OFFICERS IN POST

(see note 10)

Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.

CHANGE OF OFFICERS

Please complete the following to record any changes of officers during the twelve months covered by this return.

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of Change
Honorary Treasurer	V Voralia	Y McConnell	21 May 2017
NEC Member	P Curry	A Ball	21 May 2017
NEC Member	Vacant	A Lodge-Stewart	21 May 2017

REVENUE ACCOUNT/GENERAL FUND

(see notes 11 to 16)

Previous Year			£	£
	INCOME			
1,239,231	From Members	Subscriptions, levies, etc		1,260,212
62,680	Investment income	Interest and dividends (gross)	0	72,718
0		Bank interest (gross)	0	
0		Other (specify)	0	
0	Other income	Rents received	0	
107,983		Insurance commission	97,843	
0		Consultancy fees	0	
55,884		Competitions/Seminars	48,379	
19,126		Miscellaneous receipts sundry	34,854	
54,363		Advertising/sponsorship	64,947	
34,111		Sales to members	27,178	
				273,201
1,573,378	TOTAL INCOME			1,606,131
	EXPENDITURE			
	Administrative expenses			
417,033		Remuneration and expenses of staff	503,111	
36,198		Occupancy costs	39,268	
101,390		Printing, Stationery, Post & telephone	71,469	
27,940		Legal and Professional fees	37,473	
-		Miscellaneous (specify)	-	
8,052		Honoraria	8,240	
41,773		Office equipment charges	38,828	
206,878		Travel, publicity & promotion	156,841	
				855,230
27,393	Other charges	Bank charges	27,483	
22,143		Depreciation	41,542	
0		Sums written off	0	
11,242		Affiliation fees	13,072	
64,040		Meeting Fees	45,887	
104,444		Competition expenses	132,507	
404,833		Direct membership services	346,517	
4,426		Sundry & admin charges	5,422	
				612,430
35,253	Taxation			37,563
1,513,038	TOTAL EXPENDITURE			1,505,223
60,340	Surplus/Deficit for year			100,908
207,041	Gains on investments (realised gain £1,235; unrealised gain £185,239)			186,474
2,918,098	Amount of fund at beginning of year			3,185,479
3,185,479	Amount of fund at end of year			3,472,861

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 2		Fund Account	
Name of account:		£	£
Income	From members Investment income Other income (specify)		
	Total Income		
Expenditure	Administrative expenses Other expenditure (specify)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		

ACCOUNT 3		Fund Account	
Name of account:		£	£
Income	From members Investment income Other income (specify)		
	Total Income		
Expenditure	Administrative expenses Other expenditure (specify)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 4		Fund Account	
Name of account:		£	£
Income	From members Investment income Other income (specify)		
	Total Income		
Expenditure	Administrative expenses Other expenditure (specify)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		

ACCOUNT 5		Fund Account	
Name of account:		£	£
Income	From members Investment income Other income (specify)		
	Total Income		
Expenditure	Administrative expenses Other expenditure (specify)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		

ACCOUNTS OTHER THAN THE REVENUE ACCOUNT/GENERAL FUND

(see notes 17 to 18)

ACCOUNT 6		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
	Total Income		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	Total Expenditure		
	Surplus (Deficit) for the year		
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

ACCOUNT 7		Fund Account	
Name of account:		£	£
Income	From members		
	Investment income		
	Other income (specify)		
	Total Income		
Expenditure	Administrative expenses		
	Other expenditure (specify)		
	Total Expenditure		
	Surplus (Deficit) for the year		
		Amount of fund at beginning of year	
		Amount of fund at the end of year (as Balance Sheet)	

BALANCE SHEET AS AT 31 December 2017

(see notes 19 and 20)

Previous Year		£	£
462,873	Fixed Assets (as at page 11)		423,839
	Investments (as per analysis on page 13)		
2,874,783	Quoted (Market value £)	3,112,940	
7	Unquoted	7	
	Total Investments		3,112,947
	Other Assets		
114,259	Sundry debtors	52,130	
20,502	Cash at bank and in hand	33,961	
90,000	Short term deposits	205,008	
	Total of other		291,099
	assets		
3,562,424		TOTAL ASSETS	3,827,885
5,271	Member Shares		5,230
2,357,240	Income and expenditure account		2,536,339
	Designated funds		
462,873	Tangible and intangible fixed assets fund	423,839	
360,095	Revaluation fund	507,453	
	Liabilities		931,292
-	Corporation tax	-	
76,842	Sundry creditors	46,690	
300,103	Accrued expenses	308,334	
376,945		TOTAL LIABILITIES	355,024
3,562,424		TOTAL ASSETS	3,827,885

FIXED ASSETS ACCOUNT

(see note 21)

	Land & Buildings	Fixtures & Fittings	Total
	£	£	£
COST OR VALUATION			
At start of period	493,789	233,114	726,903
Additions during period	-	2,507	2,507
Less: Disposals during period	-	-	-
Less: DEPRECIATION:			
At start of period	139,073	124,957	264,030
Charges for the period	9,876	31,665	41,541
Fully written off during period	-	-	-
Total to end of period	148,949	156,622	305,571
BOOK AMOUNT at end of period	344,840	78,999	423,839
Freehold			
Leasehold (50 or more years unexpired)	344,840		
Leasehold (less than 50 years unexpired)			
AS BALANCE SHEET	344,840	78,999	423,839

ANALYSIS OF INVESTMENTS

(see note 22)

		Other Funds £
QUOTED	British Government & British Government Guaranteed Securities	3,112,939
	British Municipal and County Securities	-
	Other quoted securities (to be specified)	-
	TOTAL QUOTED (as Balance Sheet)	3,112,939
	*Market Value of Quoted Investments	
UNQUOTED	British Government Securities	-
	British Municipal and County Securities	-
	Investec 2 year floored floater deposit	250,000
	Lloyds 2 year treasurers deposit	250,000
	Mortgages	-
	Other unquoted securities (to be specified)	
	- World Hair Ltd	1
	- Priory Park Management Ltd	6
TOTAL QUOTED (as Balance Sheet)	500,007	
*Market Value of Unquoted Investments		

* Market value of investments to be stated where these are different from the figures quoted in the balance sheet

ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 23 to 25)

Does the association, or any constituent part of the association, have a controlling interest in any limited company?		<input type="checkbox"/>	<input type="checkbox"/> NO
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
INCORPORATED EMPLOYERS' ASSOCIATIONS			
Are the shares which are controlled by the association registered in the association's name		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If NO, please state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		
UNINCORPORATED EMPLOYERS ASSOCIATIONS			
Are the shares which are controlled by the association registered in the names of the association's trustees?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If NO, state the names of the persons in whom the shares controlled by the association are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

SUMMARY SHEET

(see notes 26 to 35)

	All funds except Political Funds £	Political Funds £	Total Funds £
INCOME			
From Members	1,260,212	-	1,260,212
From Investments	72,718	-	72,718
Other Income (including increases by revaluation of assets)	459,675	-	459,675
Total Income	1,792,605	-	1,792,605
EXPENDITURE (including decreases by revaluation of assets)			
Total Expenditure	1,505,223	-	1,505,223
Funds at beginning of year (including reserves)	3,185,479	-	3,185,479
Funds at end of year (including reserves)	3,472,861	-	3,472,861
ASSETS			
Fixed Assets			423,839
Investment Assets			3,112,947
Other Assets			291,099
		Total Assets	3,827,885
LIABILITIES		Total Liabilities	355,024
NET ASSETS (Total Assets less Total Liabilities)			3,472,861

NOTES TO THE ACCOUNTS

(see note 36)

All notes to the accounts must be entered on or attached to this part of the return.

Please see attached the notes to the accounts.

ACCOUNTING POLICIES

(see notes 37 and 38)

Principal accounting policies

General information

National Hairdressers' Federation limited is a Community Benefit Society and its registered office is One Abbey Court, Fraser Road, Priory Business Park, Bedford, MK44 3WH.

The Federation is principally engaged in the representation of owners of hairdressing salons, barber shops and beauty salons in Great Britain.

Basis of accounting

The financial statements have been prepared in accordance with Section 1A of Financial Reporting Standard 102, the Financial Standard applicable in the UK and the Republic of Ireland and the Co-operative and Community Benefit Societies Act 2014.

The Federation's functional and presentational currency is GBP.

The principal accounting policies of the society are set out below. The policies have remained unchanged from the previous year.

Going concern

The Board have not identified any material uncertainties that may cast significant doubt about the ability of the Federation to continue as a going concern. The Federation's income levels, together with the factors likely to affect its future development, performance and position, its cash flows and liquidity position has been assessed. The Federation has sufficient financial resources. As a consequence, the Board believes that the Federation is well placed to manage its business risks successfully. The Board has a reasonable expectation that the Federation has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

Scope of the financial statements

These financial statements incorporate the transactions, assets and liabilities of the National Hairdressers' Federation Limited.

Membership income

Membership subscriptions are recognised on an accruals basis over the period of the subscription.

Insurance commission

Insurance commission income is recognised in the income and expenditure account on an accruals basis.

Other income

All other income is recognised in the income and expenditure account on an accruals basis.

Taxation

In accordance with an agreement with HM Revenue & Customs, the charge for taxation is based on the interest receivable, investment income and other non-membership income for the period after deducting allowable expenses.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged on a straight-line basis over the lease terms.

Pension costs

Contributions in respect of defined contribution pension schemes are charged to the income and expenditure account in the period in which they are due to the scheme.

Cash flow statement

The Board has taken advantage of the exemption permitted by section 1A of FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" as a small entity from the requirement to prepare a cashflow.

Intangible fixed assets

Intangible assets are stated at their original purchase price plus incidental costs of acquisition. Amortisation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Software 3 years straight line

Tangible fixed assets

Tangible fixed assets are stated at their original purchase price plus incidental costs of acquisition. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Long leasehold property 50 years straight line
Office furniture, fittings and equipment 4 years straight line
Computer equipment and software 3 years straight line

Investments

Non-listed investments are valued at cost with provision being made for any permanent diminution in value. Listed investments and investments whose fair value can be measured reliably are stated at their fair value as at the end of the financial period. Investments in joint ventures are valued at less provision for diminution in value.

Short-term bank deposits

Short term bank deposits are funds accessible instantly at the statement of financial position date.

Fund accounting

The general funds consist of those funds which the Federation may use in furtherance of its objectives at the discretion of the Board.

Designated funds are funds set aside by the Board for specific purposes.

Joint venture

The shareholding in World Hair Limited represents 50% of the total called up and fully paid ordinary share capital. In accordance with applicable standards, NHF jointly controls the venture with one or more other entities. None of the entities alone can control this entity but all together can do so and decisions on financial and operating policy essential to the activities, economic performance and financial position of that venture require each venturer's consent. This joint venture has been accounted for as an investment.

Debtors

Short term debtors are measured at transaction price, less any impairment.

Creditors

Short term creditors are measured at the transaction price.

Financial Instruments

The Federation only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors and other third parties.

Debt instruments that are payable or receivable within one year, typically trade debtors and creditors, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration expected to be paid or received. However if the arrangements of a short-term instrument constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or financed at a rate of interest that is not a market rate or in case of an out-right short-term loan not at market rate, the financial asset or liability is measured, initially, at the present value of the future cash flow discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Income and expenditure account.

For financial assets measured at amortised cost, the impairment loss is measured as the difference between an asset's carrying amount and the present value of estimated cash flows discounted at the asset's original effective interest rate. If a financial asset has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

For financial assets measured at cost less impairment, the impairment loss is measured as the difference between an asset's carrying amount and best estimate of the recoverable amount, which is an approximation of the amount that the Federation would receive for the asset if it were to be sold at the statement of financial position date.

Financial assets and liabilities are offset and the net amount reported in the statement of financial position when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

SIGNATURES TO THE ANNUAL RETURN

(see notes 39 and 40)

including the accounts and balance sheet contained in the return.

Presidents Signature: <u>Agnes Leonard</u> Name: ___ Agnes Leonard _____ Date 13th May 2018 _____	Vice President Signature: <u>Ian Egerton</u> (or other official whose position should be stated) Name: ___ Ian Egerton _____ Date: 13th May 2018 _____
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CHECK LIST

(see note 41)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 3)	YES	<input checked="" type="checkbox"/>	NO	
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 3)	YES	<input checked="" type="checkbox"/>	NO	
HAS THE RETURN BEEN SIGNED? (see Note 38)	YES	<input checked="" type="checkbox"/>	NO	

HAS THE AUDITOR'S REPORT BEEN COMPLETED (see Note 39)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Note 40)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Notes 6 and 25 to 34)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

AUDITOR'S REPORT

(see notes 42 to 47)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?
(See section 36(1) and (2) of the 1992 Act and notes 43 and 44)

YES

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
 - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
 - (c) whether the accounts to which the report relates agree with the accounting records?
- (See section 36(3) of the 1992 Act, set out in note 43)

YES

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
- (See section 36(4) of the 1992 Act set out in note 43)

YES

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR27 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.
(See note 45)

AUDITOR'S REPORT (continued)

Opinion

We have audited the financial statements of National Hairdressers' Federation Limited (the 'Federation') for the year ended 31 December 2017 which comprise the Income and expenditure account, the Statement of financial position, the Statement of changes in equity and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Federation's affairs as at 31 December 2017 and of its surplus 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 Co-operative and Community Benefit Societies Act 2014.
- have been prepared in accordance with the requirements of the Trade Union and Labour relations (Consolidation Act 1992).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Federation in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Who we are reporting to

This report is made solely to the Federation's members, as a body, in accordance with section 87 of the Co-operative and Community Benefit Societies Act 2014. Our audit work has been undertaken so that we might state to the Federation's members 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 Federation and the Federation's members as a body, for our audit work, for this report, or for the opinions we have formed.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Board's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Board has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Federation's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Board is responsible for the other information. The other information comprises the information included in the Report of the Board other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial

information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Co-operative and Community Benefit Societies Act 2014 requires us to report to you if, in our opinion:

- the Federation has not kept proper books of account, or not maintained a satisfactory system of control over its transactions, in accordance with section 75; or
- the financial statements are not in agreement with the Federation's books of account; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the NHF Board for the financial statements

As explained more fully in the statement of responsibilities of the Board for the report and financial statements set out on pages 11 - 23, the Board is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Board determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board are responsible for assessing the Federation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intend to liquidate the Federation or to cease operations, or have no realistic alternative but to do so.

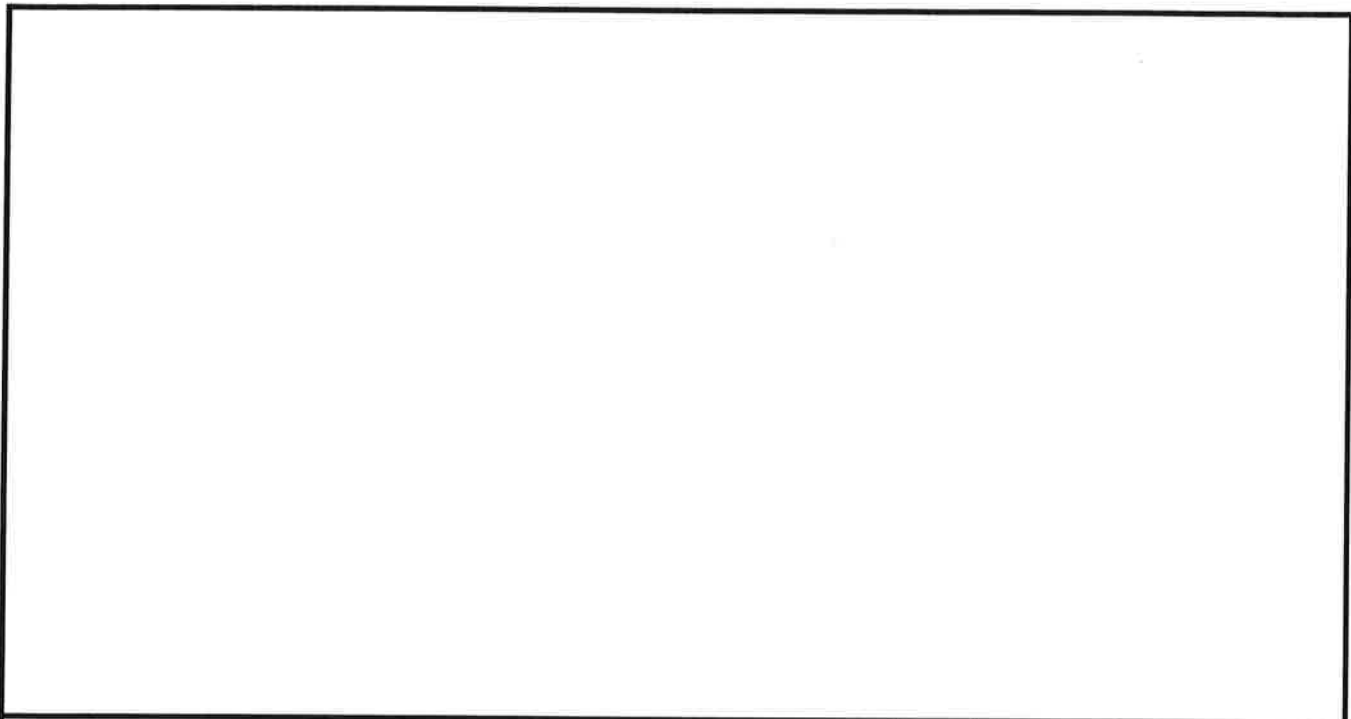
Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Grant Thornton UK LLP

Gareth Norris ACA
Senior Statutory Auditor
For and on behalf of Grant Thornton UK LLP
Statutory Auditor, Chartered Accountants
Milton Keynes



Signature(s) of auditor or auditors:	Gareth Norris	
Name(s):	Gareth Norris	
Profession(s) or Calling(s):	Statutory auditor	
Address(es):	Victoria House 199 Avebury Boulevard Milton Keynes MK9 1AU	
Date:	13 MAY 2018	
Contact name and telephone number:	Gareth Norris 01908 359658	