

Disability Cambridgeshire

Annual Report 2013 - 2014



Prepared for the Annual General Meeting
18 December 2014

Contact us

Disability Cambridgeshire Advice Line:



01480 839192

E mail: admin@disability-cambridgeshire.org.uk

Website: Disability Cambridgeshire website includes the Resources Directory of organisations and services



www.disability-cambridgeshire.org.uk

Please contact Disability Cambridgeshire if you know anyone who needs this information in another format or language.

Disability Cambridgeshire Annual Report for the year ending April 2014 by Peter Wetherell.

Disability Cambridgeshire 2013 – 2014

Lord Fairhaven KStJ, JP, DL
Mrs Ruth Palmer

President
Honorary Life Vice President

Volunteers

Hilary Bayles
Eric Bishop
David Challis

Administration
Addenbrookes Advice Hub
Resource Directory

Staff

Laura Oxley
Martin Smart
Peter Wetherell
Toshie Kono

Welfare Reform Specialist
Administrator
Company Secretary
Bookkeeper

Management Committee

All are trustees of the Disability Cambridgeshire charity

Judith Margolis
Ian Raine
Alison Walker
Andy McCabe
Chris Lakin
Eric Bishop
Judith Pal
Mark Taylor

Chair
Treasurer

External consultants/contractor

Neil Laister, Analytic Art Ltd
Jamie Stuart, Cambition Ltd
Geoff Mann, Geoff Mann Ltd

Website design
Systems Support
Chartered Accountant

Funders

Cambridge City Council
Multiple Sclerosis Society
Rural Cambridgeshire Citizen's Advice Bureau

Disability Cambridgeshire Annual Report 2013- 2014

Aims and philosophy

Disability Cambridgeshire is a member of DIAL UK network of disability information services.

Disability Cambridgeshire is an advice and information service for disabled people and/ or older people and their carers. We serve people of all ages in South and East Cambridgeshire, Fenland and Cambridge City. *

For over 15 years, starting as Directions Plus, we have existed to maintain and improve the quality of life of disabled people and carers.

What do we do?

Our level of activity and range of services depends on the funding that we have at the time. Typically we offer:

- Free, confidential and impartial advice on disability issues on a five-day a week advice line, and sessions by appointment at Addenbrookes Hospital and various locations.
- Free support and representation on the claiming of disability and related benefits.
- Free support and representation on matters relating to a range of statutory services for disabled people and carers including community and residential care, education and housing adaptations.
- Online Resources Directory on local and national organisations.
- Assessment of access to buildings or services for public, private and voluntary sectors. All surveys are undertaken by and offer a cost-effective way to ensure that buildings and services comply with the Disability Discrimination Act.

Who do we help?

- Anyone who lives in our area who has a disability or a mental health issue
- Children and young people
- Older people

- Carers
- Anyone working with or caring for disabled/older people or carers
- Private, public and voluntary sector organisations.

Our other projects

- The Cambridgeshire Alliance for Independent Living (formerly known as the Cambridgeshire User-led Organisation). We work with the Cambridgeshire Alliance to assist with the development of services for personal budgets.
- Opportunities For Volunteering in partnership with Disability Huntingdonshire
- Plan Vetting for South Cambridgeshire District Council, Valuing People, CAB Advice Hub, Crown Prosecution Service, Cambridgeshire Independent Advisory Network.

Management

Disability Cambridgeshire is managed by a committee of disabled people and carers who are elected by the members

* People living in Huntingdonshire District Council and Peterborough unitary authority areas are served by Disability Huntingdonshire and Peterborough DIAL respectively.

Company Secretary's Report: Peter Wetherell

A Year of Transition and Partnership

Disability Cambridgeshire made steady progress towards the strategic goals set by the AGM's of 2012 and 2013. The partnership with Cambridgeshire Human Rights and Equality Support Service (CHESS) flourished, making possible two important initiatives. The Big Lottery Advice Transition Fund 'Right Advice, Right Time' (RART) project that commenced in October 2013 and the Cambridge City Council Community Development home visiting 'You can do it on-line' project that commenced in September 2013.

We continued to develop a strategic partnership with the Cambridgeshire Alliance for Independent Living (the User Led Organisation) and consolidated our relationship by appointing Judith Margolis to the Chair of the Management Committee during Mark Taylor's period of absence.

Our contract with the Cambridge and East Cambs Multiple Sclerosis Society widened our sphere of operations in the south and east of the County and produced timely interventions for a significant number of Multiple Sclerosis sufferers who had been incorrectly allocated to the Work Related Activity Group by the Employment and Support Allowance (ESA) work capability assessment process.

The Resources Directory, under the stewardship of David Challis, continued to provide a unique information service to our community via the website and its links to Cambridgeshire County Council services through 'Your Life, Your Choice'.

Our close working relationship with Disability Huntingdonshire was affirmed by one of our longest serving volunteers, Hilary Bayles, who shared telephone duties with their staff throughout the year

Eric Bishop maintained our important links with the Addenbrooke's Advice Centre in readiness for the 'One Place' Advice Centre that was under planning and construction during the latter part of the year.

The charitable remit of Disability Cambridgeshire is to relieve disabled people and their carers of poverty in our area of benefit, interpreted broadly as the County of Cambridgeshire and its environs. The Management Committee have increasingly come to realise that during an era of scarce and diminishing funding opportunities this can most effectively be achieved by partnership working and the sharing of resources, where such sharing can be justified within the terms of our association.

The Government's Welfare Reform programme has had a huge impact on the lives of disabled people, not least because it incorporates a 'digital by default' policy which by its nature places people without the technology or skills to use it at a serious disadvantage. With the proposed introduction of the Universal Credit scheme for all means-tested benefits that could only be accessed on-line the Trustees were naturally concerned to hear of the temporary cash flow difficulties of Cambridge On-line, a Cambridge based charity with a history of supporting disabled people to acquire computer skills. In the autumn of 2012, having minimised its liabilities in relation to staff and premises costs and with adequate reserves to meet all known contingencies the Management Committee agreed a short term loan to Cambridge On-line in the amount of £8,000 to be repaid in quarterly instalments over the twelve months commencing April 2013. It became apparent during the year that this repayment schedule was not sustainable and was therefore revised to allow for repayment in full by December 2014. The survival of Cambridge

On-line was an important requirement for the joint CHES, Disability Cambridgeshire and Cambridge On-line partnership project funded by Cambridge City Council Community Development.

Joining the 'RART' project was a major milestone. Disability Cambridgeshire contracted, together with CHES, to provide the Welfare Benefits Specialist service to a partnership comprising Rural Cambridgeshire Citizens Advice Bureau (CAB), Huntingdon District Council, Luminus Housing and the Papworth Trust. The two year funding provision made it possible to recruit two part-time Welfare Benefit Workers (Peter Wetherell and Laura Oxley) with a Finance Administrator (Toshie Kono) and a General Administrator (Martin Smart), also part-time. The key task is to provide Tribunal representation to disabled people and their carers following mandatory reconsideration action. The interim results have been impressive with 100% success rate at appeal, accruing benefit awards (mainly ESA Support Group) in excess of £80,000 in aggregate. The partnership decided to purchase the Charity Log data management system with its greater versatility. This will gradually replace the Advice and Information Management System (AIMS).

Another Government policy decision that has restricted the ability of people on low incomes to obtain justice is the abolition of most categories of legal aid, including legal representation in the area of challenging adverse Welfare Benefit decisions. Disability Cambridgeshire and CHES have developed a niche service to address this issue with particular reference to the procedures that were introduced in October 2012 under the 'mandatory reconsideration' regulations. Under the new system of lodging disputes claimants must first request a review of the decision before being granted the right of appeal. On the face of it, against a national background of 700,000 people awaiting an ESA Work Capability Assessment and a potentially challengeable benefit decision, this is an administrative reform designed to streamline

processes that have become cumbersome and protracted as the number of disputed decisions increase. The reality is that the benefits cease to be paid, pending a revised decision, with only the recourse to hardship payments and food banks. Furthermore, mandatory reconsideration is meaningless without the evidence to back it up which is why skilled case management is necessary at the outset – no mandatory reconsideration without representation is a unifying policy which points to further and deeper collaboration between Disability Cambridgeshire and CHES next year.

Another transition that featured prominently during the reporting year was the switch from Disability Living Allowance (DLA) to Personal Independence Payment (PIP) ushered in by the Government's Welfare Reform legislation effective from April 2013. A new variant on the postcode lottery theme appeared when we discovered that clients living in the PE postcode parts of the County, namely Fenland and Huntingdonshire would be invited to claim PIP at the end of closed period DLA awards or upon applications for review of existing indefinite DLA awards whilst those in the south of the County with CB postcodes would be invited to make renewal claims to DLA and continue to receive DLA upon review. However, all new claims would be to PIP assessed by ATOS Healthcare for CB post codes or Capita for PE postcodes. A kind of phoney war atmosphere ensued as claims to PIP fell victim to the administrative inadequacies that always seem to beset new Social Security regulations and the inevitable backlog mounted. A trickle of decisions started to appear within the year amidst much public concern about delays, particularly in relation to claims made under Special Rules for the terminally ill.

The 'bedroom tax' crisis was looming on the horizon as was the sanctions regime for those claiming Job Seeker's Allowance (JSA) or ESA in the Work Related Activity Group but there was already enough to do sorting out the notoriously unreliable decisions being made by DWP Decision Makers based upon ATOS Healthcare

work capability assessments, some of which drew strong recorded criticism from Tribunal judges and medical practitioners.

In conclusion, I would like to record my personal thanks to all the staff, volunteers and Management Committee members, particularly Mark Taylor who's Chairmanship and judgement steered us through difficult times. You all make Disability Cambridgeshire what it is - the original disabled people's organization existing for disabled people in this County. Whilst our fortunes have wavered in recent years we have always worked to do our utmost to challenge injustice and bureaucratic obfuscation, as it bears upon the lives of disabled people and carers, in line with our DIAL U.K. accreditation and the terms of our charitable remit.

Peter Wetherell

DISABILITY CAMBRIDGESHIRE
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

DISABILITY CAMBRIDGESHIRE

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

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MANAGEMENT COMMITTEE	Eric Bishop	Ian Raine
	Chris Lakin*	Andy McCabe
	Judith Margolis	Mark Taylor*
	Judith Pal	Alison Walker

All of the above are trustees of the charity. Those marked with an * are also directors of the limited company.

COMPANY SECRETARY Peter Wetherell

REGISTERED OFFICE
Pendrill Court
Ermine Street North
Papworth Everard
Cambridge
CB23 3UY

COMPANY REGISTRATION NUMBER 4373745

CHARITY REGISTRATION NUMBER 1091855

INDEPENDENT EXAMINER
Geoff Mann FCIE
Geoff Mann Limited
Dee House
Highworth Avenue
Cambridge
CB4 2BQ

BANKERS
The Co-operative Bank plc
PO Box 101
1 Balloon Street
Manchester
M60 4EP

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

REPORT OF THE MANAGEMENT COMMITTEE

The management committee present their report and the accounts for the year ended 31 March 2014.

STATEMENT OF MANAGEMENT COMMITTEE'S RESPONSIBILITIES

Company law requires the management committee to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing those accounts, the management committee are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- (iv) Observe the methods and principals of the Charities SORP.

The management committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Companies Act 2006.

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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Disability Cambridgeshire is a company limited by guarantee with charitable status which is governed by a memorandum and articles of association.

Appointment of members of the management committee

New members of the management committee are appointed by a majority of the members in office at that time.

Induction and training of the members of the management committee

The members of the management committee are currently reviewing the procedures in place for the induction and training of new members by reference to guidance published by the Charity Commission.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED)

Organisational structure

The charity has a management committee who meet quarterly and are responsible for its strategic direction and policy. A chief executive officer is appointed by the management committee to manage the day to day operations of the charity. In planning their activities for the year, the trustees have kept in mind the Charity Commission's guidance on public benefit at their meetings.

Risk management

The management committee have conducted their own review of the major risks to which the charity is exposed, and are satisfied that systems have been established to mitigate these risks.

OBJECTIVES AND ACTIVITIES

The charity's objectives and activities continue to be:

To relieve disabled people and relieve the poverty of disabled people living or working in the City of Cambridge, and the districts of South Cambridgeshire, East Cambridgeshire and Fenland.

To relieve carers of disabled people and relieve the poverty of the carers of disabled people living or working in the City of Cambridge, and the districts of South Cambridgeshire, East Cambridgeshire and Fenland.

ACHIEVEMENTS, PERFORMANCE AND FINANCIAL REVIEW

A review of these is contained in the annual report.

RESERVES POLICY

The management committee have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be between 3 and 6 months of the resources expended which equates to £8,000 to £16,000 in general funds. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. In the event of such an occurrence it would obviously be necessary to consider how the funding would be replaced or activities changed. At present, the free reserves, which amount to £18,650, are within these parameters and the management committee consider this to be a satisfactory situation.

FUTURE DEVELOPMENTS

A review of the future developments is contained in the annual report.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED)

The above report has been prepared in accordance with the small companies regime of the Companies Act 2006. It was approved by the trustees on 20 November 2014 and signed on their behalf.

Chris Lakin
Trustee

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

INDEPENDENT EXAMINER'S REPORT

TO THE MANAGEMENT COMMITTEE OF DISABILITY CAMBRIDGESHIRE

I report on the accounts of the charitable company for the year ended 31 March 2014, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

RESPECTIVE RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE AND THE EXAMINER

The management committee (some of whom are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The management committee consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having been satisfied that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- examine the accounts under section 144 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005)

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Geoff Mann FCIE
Geoff Mann Limited
Dee House
Highworth Avenue
Cambridge
CB4 2BQ

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

STATEMENT OF FINANCIAL ACTIVITIES					
INCOMING RESOURCES	Notes	2014			2013
		Unrestricted Funds (£)	Restricted Funds (£)	Total Funds (£)	Total Funds (£)
Incoming resources from generated funds: Investment income	2	16	0	16	36
Incoming resources from charitable activities:					
Donations		166	0	166	277
Grants	3	7,000	20,260	27,260	29,100
Other income		335	0	335	19,278
Reimbursements		0	0	0	0
TOTAL INCOMING RESOURCES	1	7,517	20,260	27,777	48,631
RESOURCES EXPENDED					
Charitable activities		13,987	18,220	32,207	60,740
Governance costs		390	0	390	380
TOTAL RESOURCES EXPENDED	5	14,377	18,220	32,597	61,120
		-6,860	2,040	-4,820	-12,489
TRANSFERS	8	0	0	0	0
NET MOVEMENT IN FUNDS FOR THE YEAR		-6,860	2,040	-4,820	-12,489
RESERVES BROUGHT FORWARD		25,510	0	25,510	37,999
RESERVES CARRIED FORWARD		18,650	2,040	20,690	25,510

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

There were no recognised gains or losses for 2014 or 2013 other than those included in the Statement of Financial Activities.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

BALANCE SHEET		
CURRENT ASSETS	2014 (£)	2013 (£)
Debtors	6,256	9,434
Cash at bank and in hand	14,879	16,456
Totals	21,135	25,890
CREDITORS: amounts falling due within one year	445	380
NET ASSETS	20,690	25,510
RESERVES		
Unrestricted funds	18,650	25,510
Restricted funds	2,040	0
ACCUMULATED RESERVES	20,690	25,510

For the year ended 31 March 2014 the charity was entitled to exemption from audit under section 477 Companies Act 2006 and no notice has been deposited under section 476. The management committee acknowledge their responsibility for ensuring that the charity keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the charity as at the year end and of its deficit for the year in accordance with the requirements of sections 393 and 394 and which otherwise comply with the requirements of the Companies Act 2006, so far as applicable to the charity.

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to charities subject to the small companies regime and were approved by the management committee on 18 December 2014 and signed on their behalf.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

(a) BASIS OF PREPARATION OF ACCOUNTS

The accounts have been prepared under the historical cost convention and include the results of the charity's operations, which are described in the Report of the Management Committee and all of which are continuing. They have been prepared in accordance with the provisions of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities', issued in March 2005, accounting standards and the Companies Act 2006.

(b) INCOMING RESOURCES

Incoming resources are recognised in the period in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

(c) RESOURCES EXPENDED

Includes all expenditure incurred by the charity other than that which has been capitalised.

(d) OPERATING LEASES

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income as incurred.

(e) PENSIONS

The charity operates a defined contribution pension scheme. The pension charge represents the amounts payable by the charity to the fund in respect of the year.

(f) COMPUTER EQUIPMENT

Expenditure on computer equipment is written off in the year in which it is incurred. The trustees are of the opinion that such expenditure has no commercial resale value and that, in view of this and the nature of the organisation, such costs should not be capitalised.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE ACCOUNTS (CONTINUED)

(g) CASH FLOW STATEMENTS

The charity, being a small company of small size within the meaning of the Companies Act 2006, has used the exemption provided by Financial Reporting Standard No. 1 under which they are not required to include a cash flow statement as part of their accounts.

2. INVESTMENT INCOME	2014 (£)	2013 (£)
Interest received from bank accounts	16	36

3. GRANTS	2014		2013	
	Unrestricted Funds (£)	Restricted Funds (£)	Total Funds (£)	Total Funds (£)
Cambridge City Council	0	8,160	8,160	0
Cambridgeshire County Council	0	0	0	29,100
MS Society	0	12,100	12,100	0
Rural Cams Citizen's Advice Bureau	7,000	20,260	27,260	29,100

4. STAFF COSTS	2014 (£)	2013 (£)
Wages and salaries	25,057	30,272
Social security costs	1,181	2,567
Other pension costs	0	5,597
Totals	26,238	38,436

No remuneration was paid to any of the management committee in the year. Expenses totalling £76 (2013 - £76) were reimbursed to them.

The average weekly number of staff employed by the charity during the year was 3 (2013 - 3)

No member of staff received emoluments of more than £60,000 in the year.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE ACCOUNTS (CONTINUED)

5. TOTAL RESOURCES EXPENDED	2014			2013
	Charitable activities (£)	Governance costs (£)	Total resources expended (£)	Total resources expended (£)
Accountancy	337	390	727	380
Advertising	0	0	0	2,455
Events	107	0	107	0
Equipment hire and maintenance	2,341	0	2,341	3,356
Insurance	1,434	0	1,434	1,369
IT support	720	0	720	0
Office and general costs	48	0	48	0
Payroll administration fees	354	0	354	251
Payroll costs (note 4)	26,238	0	26,238	38,436
Photocopying	0	0	0	0
Postage	11	0	11	349
Premises costs	153	0	153	2,240
Professional fees	0	0	0	0
Recharged payroll costs	0	0	0	7,500
Staff recruitment, training and travel	109	0	109	683
Stationery	22	0	22	568
Subscriptions	42	0	42	288
Telephone, fax and internet	0	0	0	1,913
Trustees expenses	92	0	92	0
Volunteers expenses	199	0	199	0
Website	0	0	0	1,332
Totals	32,207	390	32,537	61,120

6. DEBTORS: Due within one year	2014 (£)	2013 (£)
Prepayments	1,195	1,434
Loan to Cambridge Online	5,000	8,000
Trade debtors	61	0
Totals	6,256	9,434

Loan to Cambridge Online

£1,000 of this loan had been repaid by the date that these accounts were signed, and a plan has been agreed to repay by the balance of the loan by 31 December 2014 at the latest.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

NOTES TO THE ACCOUNTS (CONTINUED)

7. CREDITORS: Due within one year	2014	2013
Accruals	390	380
Trade creditors	55	0
Totals	445	380

8. RESTRICTED FUNDS	Balance brought forward (£)	Incoming Resources (£)	Resources Expended (£)	Transferred from unrestricted funds (£)	Balance carried forward (£)
Community Development Grant	0	8,160	6,120	0	2,040
Right Advice, Right Time	0	12,100	12,100	0	0
Totals	0	20,260	18,220	0	2,040

9. LIABILITY OF THE MEMBERS

The charity is limited by guarantee. In the event of the charity being wound up, the liability of the members is limited to £1.

Disability Cambridgeshire Registered Office:

Pendrill Court

Ermine Street North

Papworth Everard

Cambridgeshire

CB23 3UY

01480 839192

admin@disability-cambridgeshire.org.uk

www.disability-cambridgeshire.org.uk

In partnership with www.rightadvicerrighttime.org.uk

Support us with www.charityflowers.co.uk

Disability Cambridgeshire is the trading name of Disability Cambridgeshire Ltd. Registered in England and Wales Company No. 04373745. Registered Charity No. 1091855. Registered address Pendrill Court Ermine Street North Papworth Everard Cambridgeshire CB23 3UY.

