# SUTTON VISION REPORT OF THE EXECUTIVE COMMITTEE AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2018

SATURDAY

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#### (formerly - Sutton Association for the Blind)

#### **COMPANY INFORMATION**

### MEMBERS OF THE EXECUTIVE COMMITTEE (who are also directors of the Company)

E W Kennedy - Chairman

M J Pettit

- Company Secretary

J Bridge S A Christie I I Mkparu

M D Parsons H R Patel G A Randles

L J Syrett

**REGISTERED OFFICE** 

3 Robin Hood Lane

Sutton Surrey SM1 2SW

**REGISTERED NUMBER** 

04388249

CHARITY NUMBER

1092429

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### REPORT OF THE CHAIRMAN FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2018

The financial year from April 2017 - March 2018, has been rather static for Sutton Vision in as much as we have attracted no new significant unrestricted funds or funds tied to new projects. However, funding for our Sight Loss Adviser (ECLO) has been consolidated due to the fact that the St Helier Hospital Eye Unit have at last come to realize the great value to the Unit and its patients. Also, the facility of an Optometrist's Low Vision Assessment Clinic held at Sutton Vision, continues to receive support from the local Clinical Commissioning Group. We are indebted, as ever, to the Greater London Fund for the Blind (GLFB) for their continued considerable financial support.

We have also been very fortunate in being able to avail ourselves of the continued invaluable support of the Thomas Pocklington Trust who have been providing constructive advice as well as secondments for the role of Development Manager.

It is most unfortunate that, in addition to financial restraints, we have been, and still are, dealing with the uncertainty of the future for the Local Authority's building in which we operate. We are now, at last, at the point of agreeing a lease rental of space in the building. However, the Local Authority has made it clear that they are still working on plans for the building's permanent future and, therefore, we cannot regard our lease period as being long term. This means that Sutton Vision continues to search for alternative suitable premises.

Despite this uncertainty, our Staff, Volunteers and Trustees are dedicated to the task of providing high standards of services to the people with sight loss. In many ways our situation has forced us to be more innovative and flexible in what, how and where we provide those services.

The Board of Trustees wishes to convey its deepest appreciation for the continued positive and productive support from all those involved with Sutton Vision.

ERIC KENNEDY CHAIRMAN 2<sup>nd</sup> October 2018

### FOR THE YEAR ENDED 31st MARCH 2018

The Executive Committee presents its report and the financial statements of the charity for the year ended 31st March 2018.

#### REFERENCE AND ADMINISTRATIVE INFORMATION

Sutton Vision is a registered charity (No. 1092429). It is a company limited by guarantee (No. 04388249) which does not have a share capital.

The Members of the Executive Committee during the year were as follows:-

J Bridge

S A Christie

E W Kennedy

L F MacLean

(resigned 07.10.2017)

I I Mkparu

M D Parsons

H R Patel

M J Pettit

G A Randles

L J Syrett

All Members of the Executive Committee are also members and directors of the company and trustees of the charity. The Members are elected by the full Executive Committee. One third of the Members retire by rotation at each Annual General Meeting. They are eligible for re-election.

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**WEBSITE** 

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**DEVELOPMENT MANAGER** 

Jacqui Thomas

**BANKERS** 

Barclays Bank plc 43 High Street

Sutton

Surrey SM1 1DR

INDEPENDENT EXAMINER

Richard J. Burgess

54 Manor Road

Cheam

Surrey SM2 7AG

## FOR THE YEAR ENDED 31st MARCH 2018 (continued)

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Association is governed by its Memorandum and Articles of Association dated 6<sup>th</sup> March 2002.

Every member of the charity undertakes to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The total number of such members at  $31^{st}$  March 2018 was ten (2017 – ten).

The members of the Executive Committee who served during the year are set out on page 2. The Executive Committee has overall responsibility for running the charity. Day-to-day matters are dealt with by the charity's Development Manager. The Development Manager is not a member of the Executive Committee.

The Executive Committee is always looking to recruit new members with an interest in the work of the Charity and with skills and experience necessary to assist in the management and administration of the Charity. This they do by advertising locally, on the Charity's website, in publications by national bodies concerned with sight loss and through trustee recruitment organisations.

#### RISK MANAGEMENT

The members of the Executive Committee have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

#### **OBJECTIVES AND ACTIVITIES**

To promote and improve the welfare of blind and partially sighted persons resident in the administrative area of the London Borough of Sutton

Core services are provided to ensure the needs of blind and partially sighted people in the London Borough of Sutton are met. These core services include:

- Information and support through our Low Vision Clinic
- Access to equipment through our Resource Room
- Early intervention support at the Hospital
- Providing general information, signposting to local providers and support
- Befriending and home visits by trained volunteers
- Maintaining a strong peer support network

Our services are regularly reviewed and we actively seek feedback from members to ensure services are carried out to a quality standard.

#### ACHIEVEMENTS AND PERFORMANCE

The performance reports for the financial year 1<sup>st</sup> April to 31<sup>st</sup> March 2018 show there were 5,737 completed work records overall with 1,832 different people accessing Sutton Vision services.

The year has been a productive one with a few challenges along the way. The ongoing proposed site redevelopment of 3 Robin Hood Lane, Sutton and the relocation of the co-tenants to new premises has left Sutton Vision with several issues to overcome. However it also provides scope and choice with the opportunity to evaluate service provision.

Details of our achievements and performance over the year is provided below:

# FOR THE YEAR ENDED 31st MARCH 2018 (continued)

#### ACHIEVEMENTS AND PERFORMANCE (continued)

#### 1. Review of services

A new contract to deliver Low Vison Clinics was agreed and signed off by the Board of Trustees and Sutton Clinical Commissioning Group in April 2018. This vital service (in partnership with the Sutton Sensory Impairment team and local Ophthalmologists) allows the continuation of low vision assessments, advice and guidance to Sutton residents for a further three years with the potential to extend by a further two years.

#### 2. Development of our service

Improvements were made across the key delivery strands of Sutton Vision (early intervention through our Eye Clinic Liaison Officer; Low Vision Clinic; Resource Room; Social Groups; Information and Advice) to expand reach and ensure quality standards of delivery.

#### 3. Identify new opportunities

Opportunities have been taken to strengthen relationships with local service providers in The London Borough of Sutton to enable improved referral routes for clients and the development of new services. This has included closer working with health care professionals in residential care homes, secondary and further education and community groups to provide advice and guidance regarding sight loss and the development of information days for those newly diagnosed.

#### 4. Deliver future services through collaboration and partnership

South-West London Vision (SWLVis) sponsored by the Thomas Pocklington Trust (TPT) has been set up as a support structure for local sight loss charities in South/Southwest London. It is intended as a vehicle for co-operation between the charities. It will share expertise among its members and seek to implement solutions to strategic problems by leveraging economies of scale.

SWLVis is being developed as an enabler to allow local charities to devote more resource to service delivery and to assist with fundraising, training, HR and Health and Safety functions. Relationships between member organisations and TPT are expected to be collaborative and based on trust and mutual respect.

The Board of Trustees agreed and signed a Memorandum of Understanding in August last year.

New pilot services were launched throughout the year in partnership with other organisations.

Collaborations have been formed to strengthen the support people with sight loss seeking employment. CV writing, presentation and interview technics offer a range of key skills to build self-esteem and develop a sense of empowerment.

Technology plays a significant part for people living with sight loss. Over the year Sutton Vision has increasingly used 'smart technology' to develop services and reach the community.

#### **Key Services**

#### Eye Clinic Liaison Officer (ECLO)

The ECLO has referred 1003 (142 different people) this year.

Based at St Helier hospital, our Eye Clinic Liaison Officer continues to provide emotional support, information, advice and sign-posting services to patients, family and carers of those affected by sight loss. Over the year, the service has continued to provide invaluable support to both patients and staff at the hospital.

# FOR THE YEAR ENDED 31st MARCH 2018 (continued)

#### ACHIEVEMENTS AND PERFORMANCE (continued)

#### Eye Clinic Liaison Officer (ECLO) (continued)

This service has expanded to include support within clinic appointments and giving talks to other departments within the hospital to improve awareness of and access to sight loss services.

Sutton Vision is continuing to work in partnership with Epsom and St Helier NHS Trust to further build the service to include demonstrations of practical equipment and to introduce a peer support group facilitated by the Eye Clinic Liaison Officer.

#### Community Low Vision Clinic & Resource Centre

The Sutton Clinical Commissioning Group's sponsorship of the Community Low Vision service, managed by Sutton Vision and supported by the Sensory Impairment Team, continues to offer a flexible service available, twice a month, to the Sutton community. This successful partnership enables people to have an appointment quickly and access to up to date, quality, information and support. This service is supplemented by the Resource Room which provides access to equipment, such as talking clocks, liquid level indicators and smart devices, for demonstration. These demonstrations support people to make the best use of their functional vision to improve quality of life.

#### **Volunteer Activity**

A new volunteer induction programme has been developed to ensure existing and new volunteers feel able to support services with confidence, care and knowledge.

Sutton Vision volunteers offer invaluable support to the charity through support at social groups, befriending, community awareness and fundraising activities. Through the support of volunteers, Sutton Vision has been able to establish new social groups to help reduce social isolation and participate in local community awareness events to raise the issues faced by people living with sight loss.

To celebrate the generosity of Sutton Vision volunteers an award lunch was held to honour the remarkable difference volunteers make to people living with sight loss.

#### FINANCIAL REVIEW

The Charity incurred a deficit for the year of £10,710 (2017 - £4,127)

#### **INVESTMENT POLICY**

The charity does not have a formal investment policy. It endeavours to obtain the best possible return on its investments and cash balances.

#### RESERVES POLICY

It is the policy of the charity to maintain both restricted and unrestricted funds. The restricted funds are as a result of funding having been secured with limitations on its use such as specific grant applications. These reserves will vary from year to year according to the success of any individual grant application.

The unrestricted funds are free reserves that have been built up over time to cover future expenditure on projects and meet future running costs.

It is considered that the minimum reserve to be held at any one time should equate to at least nine months running costs - £130,000 approximately.

# FOR THE YEAR ENDED 31st MARCH 2018 (continued)

#### PLANS FOR THE FUTURE

The Sutton Vision Trustees will continue to consult with members, staff, volunteers and key stakeholders to develop the priorities for the coming financial year:

#### 1. Review Sutton Vision existing premises.

The existing Sutton Vision premises are leased from the Local Authority and have been under threat from redevelopment. The Board of Trustees established a premises task force to plan the relocation of Sutton Vision. Through continued dialogue and negotiations, the relocation of Sutton Vision to the ground floor of their current site has been agreed as a temporary measure. Plans for the redevelopment of the site are yet to be finalised by the local authority. Sutton Vision want to ensure a contingency plan is in place for if/when a move proves necessary.

#### 2. Service Development

The relocation to bigger offices provides Sutton Vision with greater development opportunities. Services can continue to grow, with an improvement in existing services, filling gaps in local service provision and the development of new initiatives.

#### 3. Branding & Engagement

Sutton Vision wants to support more people. It will continue to develop the branding and establish an engagement plan to ensure those who need to access services are able to do so and the voice of the local low vision community is represented.

#### 4. Fundraising Strategy

To continue providing quality services, new areas of funding must be identified. To support this, a fundraising strategy has been established to support the ambitions of the charity.

These priorities are in place with the view of supporting more visually impaired people in a sustainable and appropriate way. The Trustees and Staff are delighted with the developments made over the last twelve months and are intent on further improving the lives of people living with a visual impairment in Sutton.

#### RESPONSIBILITIES OF MEMBERS OF THE EXECUTIVE COMMITTEE

Charity and company law requires members of the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and its incoming resources and application of resources, including the net income or expenditure for the year.

In preparing those financial statements, the members of the Executive Committee are required to:-

- (a) Select suitable accounting policies and then apply them consistently.
- (b) Make judgements and estimates that are reasonable and prudent.
- (c) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The members of the Executive Committee are responsible for having proper accounting records kept, which disclose with reasonable accuracy at any time, the financial position of the charity and enable them to ensure that the financial statements 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.

# FOR THE YEAR ENDED 31st MARCH 2018 (continued)

#### PUBLIC BENEFIT REQUIREMENT

The Trustees have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to guidance published by the Charity Commission concerning the public benefit requirement.

#### **APPROVAL**

The Report of the Executive Committee has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the provisions applicable to companies entitled to the small companies exemption.

The Report of the Executive Committee was approved by its members on 2<sup>nd</sup> October 2018 and signed on its behalf by:-

E W KENNEDY

Chairman

#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

#### **SUTTON VISION**

I report to the charity trustees on my examination of the financial statements of the charitable company for the year ended 31<sup>st</sup> March 2018, which are set out on pages 9 to 14.

#### Responsibilities and basis of report

As the charity's trustees (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those accounting records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Richard J Burgess 54 Manor Road Cheam Surrey 2<sup>nd</sup> October 2018

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2018

#### INCOME AND EXPENDITURE

INCOME AND EXPENDITURE					
	Notes	Restricted Funds (Note 8) £	Unrestricted <u>Funds</u> £	TOTAL 2018 £	TOTAL 2017 £
Incoming Resources		~	~	-	
Grants The Greater London Fund for the E Epsom & St Helier University Hos NHS Trust		10,000	46,656	46,656 10,000	79,220 8,333
Low Vision Clinic - costs recovered		10,000	24,000	24,000	24,000
Donations/Legacies		-	2,409	2,409	5,702
Income tax recovered		-	2,409	2,409	3,702
Gift Aid donations		-	314	314	335
Fundraising		-	742	742	4,666
Client charges		-	194	194	456
Miscellaneous					61
<b>.</b>		10,000	74,315	84,315	122,773
Investment income - bank interest/dividends			89	89	348
Total Incoming Resources		10,000	<u>74,404</u>	84,404	123,121
Resources Expended					
Charitable activities	2	10,000	<u>85,149</u>	<u>95,149</u>	127,208
Total Resources Expended		10,000	<u>85,149</u>	<u>95,149</u>	127,208
Net (Outgoing) Incoming Resources		-	( 10,745)	( 10,745)	( 4,087)
Unrealised (losses) gains on revaluation of investments	n 6		35	35	(40)
		-	( 10,710)	( 10,710)	( 4,127)
Fund Balances at 1.4.2017			173,046	<u>173,046</u>	177,173
Fund Balances at 31.3.2018	7	-	162,336	162,336	173,046
		=====	======	======	=====

### STATEMENT OF FINANCIAL POSITION 31<sup>st</sup> MARCH 2018

	Notes	2	2018	20	017
	2,3330	£	£	£	£
FIXED ASSETS					
Investments	6		1,875		1,840
CURRENT ASSETS					
Sundry debtors and prepayments	•	11,185		1,181	
Cash at bank		<u>170,315</u>		193,063	
		181,500		194,244	
CURRENT LIABILITIES					
Sundry creditors and accruals		(21,039)		(_23,038)	
NET CURRENT ASSETS			<u>160,461</u>		<u>171,206</u>
NET ASSETS	•		162,336		173,046
			======		=====
CAPITAL AND RESERVES					
Accumulated funds	7				
Restricted			-		-
Unrestricted			<u>162,336</u>		<u>173,046</u>
			162,336		173,046
					======

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

For the year ending 31st March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Responsibilities of the Executive Committee:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The Executive Committee acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The financial statements were approved by the Executive Committee on 2<sup>nd</sup> October 2018 and signed on its behalf by:-

E W Kennedy - Chairman

M J Pettit - Director

OWN)

The notes on pages 11 to 14 form part of the financial statements.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2018

#### 1. ACCOUNTING POLICIES

#### Basis of preparation

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard 102 applicable in the UK and Ireland (effective January 2015), the Financial Reporting Standard 102 applicable in the UK and Ireland (revised September 2015), the Charities Act 2011 and with the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **Fund structure**

Funds held by the charity are either:

- Unrestricted general funds these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### Income recognition

All incoming resources are recognised in the year in which the charity is entitled to receipt thereof and the amount can be measured with reasonable certainty.

#### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### Pension contributions

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2018

#### 1. ACCOUNTING POLICIES (continued)

#### Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The charity does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions.

#### Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

#### 2. RESOURCES EXPENDED

#### **Direct Charitable Activities**

Direct Charitable Activities				
	Restricted	Unrestricted	TOTAL	TOTAL
	<u>Funds</u>	<u>Funds</u>	<u>2018</u>	<u>2017</u>
	£	£	£	£
Staff costs	10,000	55,350	65,350	79,494
Recruitment and training	-	53	53	3,146
Travel and out of pocket expenses				
(staff/volunteers)	-	276	276	687
Equipment hire	-	684	684	671
IT support	-	5,095	5,095	6,812
Client event	-	236	236	281
Low Vision Clinic				
- fees, aids, room hire	-	10,474	10,474	11,323
Resource Centre consumables				
/project expenses	-	-	-	78
Rent/service charge	-	403	403	12,600
Room hire	-	800	800	200
Insurance	-	1,646	1,646	1,338
Telephone and internet	-	1,462	1,462	1,052
Stationery and photocopying	-	1,745	1,745	1,883
Postage	-	387	387	276
Promotion costs/advertising	-	1,571	1,571	683
Newsletter	-	2,649	2,649	2,905
Accountancy/payroll fees	-	739	739	648
Legal fees	-	733	733	1,793
Miscellaneous		<u>846</u>	<u>846</u>	1,338
	10,000	85,149	95,149	127,208
	=====	===='	=====	

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2018 (continued)

#### 3. STAFF COSTS

51AFF CO515	<u>2018</u> €	2017 £
Salaries Redundancy payments Pension contributions to money purchase scheme Social Security costs	63,740 - 316 _1,294	66,418 11,434 58 _1,584
·	65,350 =====	79,494 =====

The charity had four employees during the year (2017-four).

#### 4. EXECUTIVE COMMITTEE REMUNERATION AND EXPENSES

No member of the Executive Committee, nor any person connected with them, has received or is due to receive any remuneration for the year, directly or indirectly, from the Charity's funds. Neither did any member receive reimbursement of expenses incurred by them on the Charity's behalf.

#### 5. TAXATION

The charity is exempt from corporation tax on all activities.

#### 6. FIXED ASSET INVESTMENTS

	<u>2018</u> £	2017 £
Market value - 1.4.2017 Profit (loss) on revaluation	1,840 35	1,880 ( <u>40</u> )
Market value - 31.3.2018	1,875 ====	1,840 ====
Cost	1,668. ====	1,668 ====

#### 7. ACCUMULATED FUNDS

	Restricted £	Unrestricted £	TOTAL £
Fund balances at 31.3.2018 are represented by	•		
Tangible fixed assets			
- Investments	-	1,875	1,875
Current assets	-	181,500	181,500
Current liabilities		( <u>21,039</u> )	( <u>21,039</u> )
	•	162,336	162,336
	_===	=====	=====

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2018 (continued)

#### 8. RESTRICTED FUNDS

	Balance at $\frac{1.4.2017}{\pounds}$	Incoming Resources	Resources Expended £	Balance at 31.3.2018
Epsom & St Helier University Hospital NHS Trust				
- Eye Clinic Support Service	-	10,000	10,000	-
		=====	=====	

The Eye Clinic Support Service provides support and information at the point of diagnosis or shortly afterwards for patients suffering with serious eye conditions.

#### 9. COMPANY LIMITED BY GUARANTEE

Each member has a maximum potential liability of £10 in the event of the company being wound up.