



Mind in Barnet

A company limited by guarantee

Trustees' report and accounts for the year ended 31 March 2015

Legal and administrative information

Trustees	Dr Hadley Hunter MA PhD (Chairman) Dr Ayse Baxter MBBS, MRCP, MFP Ms Ngozi Sarah Fofah Dip Intercultural Therapy, Dip Group Psychotherapy Mr Jose Grayson LLB Mr Christopher Hurwitz Bremner BA Mrs Alison Islin Mrs Jenny Manson MA (Treasurer) Mrs Marianne Scheer FBCS CIITP MEd Mrs Joanna Tambourides
Secretary	Mrs Christina Meacham BA MSc MBA
Charity number	295701
Company number	1930196
Principal address and registered office	55 Christchurch Avenue London N12 0DG
Independent examiners	Goldwins Chartered Accountants 75 Maygrove Road London NW6 2EG
Bankers	Unity Trust Bank Congress House 23-28 Great Russell Street London WC1B 3UB
Solicitors	Curry Popeck 80 Kenton Road Harrow HA3 8DP



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Trustees' report for the year ended 31 March 2015

The Board of Trustees present their report and accounts for the year ended 31 March 2015.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with Mind in Barnet's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

Reference and administrative information

Mind in Barnet is a company limited by guarantee registered in England number 1930196 and registered with the Charity Commission under number 295701. Mind in Barnet's registered office is 55 Christchurch Avenue, London N12 0DG.

Trustees

The Trustees, who are also the directors for the purpose of company law, who served during the year were:

Dr Hadley Hunter MA PhD (Chairman)

Dr Ayse Baxter MBBS, MRCP, MFP (from 16 June 2014)

Mr Christopher Hurwitz Bremner BA (from 16 June 2014)

Mr Gregory Coates ACCA MBA (to 20 September 2014)

Mr Jose Grayson LLB (from 31 January 2014)

Mr Tim La Haye BA (to 6 May 2014)

Mrs Alison Islin (from 24 November 2014)

Mrs Jenny Manson MA (Treasurer)

Ms Ngozi Sarah Fofah Dip Intercultural Therapy, Dip Group Psychotherapy

Mrs Marianne Scheer FBCS CIITP MEd

Mrs Joanna Tambourides

Company Secretary

Mrs Christina Meacham BA MSc MBA

Governing document

Mind in Barnet is a charitable company limited by guarantee, incorporated in the UK and registered as a charity. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed by its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Trustees' report for the year ended 31 March 2015

Governance

Within the requirement of Company Law, that the membership in general appoint the trustees, the composition of the Board of Trustees reflects the user-involvement ethos and devolved structure which underpins the work of Mind in Barnet. New trustees are given an induction pack and training, and plans are in place to look at ongoing support needed to discharge their duties.

Mind in Barnet elects trustees to serve as Chairman, Vice Chairman and Treasurer from its membership at the annual general meeting. The board also has the power to co-opt other members. The board meets in full session on at least six occasions during the year.

All the trustees are members of the company and none of the trustees has any beneficial interest in the company.

The board is responsible for the maintenance and integrity of the corporate and financial information included on Mind in Barnet's website. They are also responsible for safeguarding the assets of Mind in Barnet including taking all reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- It is operating efficiently and effectively.
- Its assets are safeguarded against unauthorised use and disposition.
- Proper records are maintained and financial information used internally or for publication is reliable.
- It complies with relevant laws and regulations.

Mind in Barnet's systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss and include:

- A strategic plan, business plan and an annual budget approved by trustees
- Regular consideration by the trustees of financial results, variance from budgets and non-financial performance indicators
- Delegation of authority and segregation of duties
- Identification and management of risks

Insofar as the trustees are aware:

- There is no relevant information of which Mind in Barnet's independent examiner is unaware.

Trustees' report for the year ended 31 March 2015

- The trustees have taken all steps that they ought to take to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Management

Mind in Barnet is managed by a Chief Executive, supported by a senior management team consisting of the managers of each service. The senior management team meets every fortnight, and once a quarter the meetings are also attended by middle managers.

Managers have regular meetings with all their staff. Employees are consulted on issues of concern to them by means of questionnaires, consultations and regular staff meetings and have been kept informed on specific matters directly by management. Managers carry out annual Staff Development Reviews together with exit interviews for all leavers.

Mind in Barnet has a number of detailed policies in relation to all aspects of personnel matters including an equal opportunities policy, health and safety policies, and grievance and complaints procedures.

Mind in Barnet has well established fair employment practices for the recruitment, selection, retention and training of staff in accordance with its equal opportunities policy. These have been identified as best practice by the Charity Commissioners in their review.

Mind in Barnet is also grateful for the unstinting efforts of its appointed and elected volunteers who provide essential support by acting as trustees, fund raising, and working in day service, counselling, advocacy and befriending.

How our objectives deliver public benefit

We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the trustees have considered how planned activities will contribute to the aims and objectives they have set. Our main objectives and activities and who we try to help are described below.

Trustees' report for the year ended 31 March 2015

Objectives and activities

Mind in Barnet's mission statement is as follows:

People Matter

Supporting people with mental health problems as they move towards a better life in society

The specific objectives are as follows:

- Promoting the dignity, wellbeing and self-determination of people experiencing mental distress.
- Campaigning for social inclusion and combating stigma and discrimination experienced by people with mental health problems.
- Ensuring active service user consultation and involvement in the organisation at every level.
- Nurturing and developing our staff to enhance both their job satisfaction and the delivery of effective quality services.

Mind in Barnet is committed to quality and participation in Quality Management in Mind

These objectives are achieved through the following activities:

- Delivering the Eclipse service for people with mental health problems in partnership with the Richmond Fellowship and the Barnet Centre for Independent Living
- A one to one short and long term counselling service for people with mental health problems
- An advocacy service for people with mental health problems
- Supervision of counsellors by psychotherapists paid on a sessional basis
- Three studio flats for people with mental health problems
- A community cafe open to people with mental health problems which provides training in food preparation
- The Electra Club (Friday evenings)
- The Libra Club (Sunday afternoons)
- Provision of Mental Health First Aid training

The charity has paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Trustees' report for the year ended 31 March 2015

What we said we would do last year, and how we have performed

Last year we said we would:

Continue to work closely with service users and in particular to develop closer working, and projects, with Barnet Voice.

Barnet Voice has now moved into our building, and although we are not yet delivering any joint projects, we welcome the chance for regular dialogue which is made easier by having them close at hand. We have developed a relationship with the Mind and Mood group. This is a peer support group which meets on Wednesday evenings, and although it is not a Mind group, we are happy to support their activities and provide a venue for the group to meet.

Build closer relationships with the Barnet Landlords' Forum to ensure we are following best practice in our residential project.

The Landlords' Forum has met irregularly, but we have continued to follow best practice in the provision of housing to our residents.

Continue to develop services which work to complement IAPT, and build a close relationship with the new provider.

Following a suggestion at the Mental Health Partnership Board, we held a successful meeting of counselling service providers in the borough which was attended by IAPT, and this has been useful in identifying services active in the borough and planning how we work together. We plan to repeat this meeting in 2015-16.

Increase our monitoring of outcomes from the counselling service.

We have identified CORE as the best software to demonstrate our outcomes, and we applied to National Mind for a small grant to purchase this software. However, this application was not successful, and in fact Mind commented that they felt £5000 was not enough to implement this system. We therefore need to talk to commissioners further about this reporting.

Look to develop self-funding services, and to diversify our sources of income further.

This has not been possible in the current year. Service users report to us that their finances are increasingly strained, and we are aware that several of our clients have been subject to sanctions – we have even made referrals to the local food bank. We hope to use some of the capital raised from the sale of the building to put a more sustainable fundraising strategy in place.

Trustees' report for the year ended 31 March 2015

Plans for the future

Mind in Barnet plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. In the coming year we face considerable financial challenges, and resolving these will be the first priority for trustees. Our plans include:

Selling 55 Christchurch Avenue to Jami and leasing back the top two floors

We expect to complete this shortly. This will give us enough cash to develop new projects and enable the 3 organisations based there (MiB, Jami and Barnet Voice) to work together to deliver a 7 day a week resource for the borough.

Develop a new fundraising strategy

This is a more complex task than the normal fundraising strategy, as the sale of our building means that we will have a substantial amount of capital. We will involve staff, trustees and volunteers in developing a new vision for the charity which includes using our assets to revisit our vision for mental health in Barnet and improve the sustainability of the charity.

Develop a new volunteer advocacy service

We believe that advocacy is one of the core functions of a local Mind association, and we are determined to continue to help people in the borough develop a voice and ensure that they receive the good quality services they deserve. We have had a generous offer from Edgware Community Hospital of a small office there to continue our work with people who are in hospital and in the community who are not entitled to IMHA services.

We have developed a training programme for new volunteers, many of whom will have had their own experiences of receiving mental health services, and we are applying for funding to launch this programme.

Develop a new youth service and expand our work with Eating Disorders

We are the grateful recipients of an award from the Ellern Mede Foundation, and are working with them to evaluate the needs of children and adolescents in the borough. We are pleased to report that the Eclipse service, a service led by Richmond Fellowship and delivered in partnership with them and with Barnet Centre for Independent Living, is starting work with an Eating Disorders group. We will use this money to ensure that staff are well trained in ED work, and we will also be able to build on our work with young people in schools.

Trustees' report for the year ended 31 March 2015

Public Benefit Statement

The sections of this report above entitled “Objectives and activities” and “What we said we would do last year, and how we have performed” set out charity’s objectives and reports on the activity and successes in the year to 31 March 2015 as well as explaining the plans for the current financial year. Mind in Barnet’s work benefits members of public with a range of mental health issues, mainly in the London Borough of Barnet. Some services are free and for others users make a small donation based on ability to pay.

The Trustees have considered this matter and concluded that:

- The aims of the organisation continue to be charitable;
- The aims and the work done give identifiable benefits to the charitable sector and both indirectly and directly to individuals in need;
- The benefits are for the public, are not unreasonably restricted in any way and not by ability to pay; and
- There is no detriment or harm arising from the aims or activities.

Review of financial position

In 2014-15 we had an accounting surplus of £119 compared with a deficit of £21,707 in 2013-14.

Post balance sheet events

Mind in Barnet is negotiating to sell the freehold of 55 Christchurch Avenue to Jami for £1.2m and lease back the first and second floors. We expect to complete this shortly. This will provide us with the financial security to develop new services.

Reserves policy

Mind in Barnet needs reserves to:

- Cover gaps between incurring expenditure and receiving the corresponding grants, particularly at certain times of the year.
- Retain the balance of funding that is not spent in the year of receipt.
- Maintain services if funding is suddenly reduced or withdrawn until new funding can be found.
- Avoid reliance on bank overdrafts, which may be recalled at any time.
- Provide for unforeseen expenditure such as building repairs.
- Pay redundancy costs if services are reduced.

Trustees' report for the year ended 31 March 2015

A measure of our short term reserves is the net current assets. Mind in Barnet aims to increase net current assets gradually until they reach three months' expenditure (currently some £80,000).

Our reserves

At 31 March 2015 our net current assets were £297.

Risk management

The major risks, to which Mind in Barnet is exposed, as identified by the trustees, are reviewed regularly and systems have been established to mitigate risks. These include: clinical, professional liability, health and safety, financial, premises, personnel and IT risks. We have developed a risk register and which identifies the major risks and steps taken to mitigate this, and will be reviewing this regularly in future.

Investment policy

Our cash balance is kept in the bank as working capital to provide for delays in grant payments and unexpected expenditure, and we do not normally have spare funds to invest.

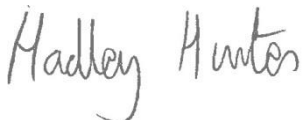
Asset cover for funds

Our restricted funds are grant payments which have been received and not yet spent. They are managed as part of an overall financial strategy and are covered by the fixed assets.

Independent examiner

A resolution proposing that Goldwins Chartered Accountants be reappointed as independent examiner will be put to the Annual General Meeting.

On behalf of the Trustees:



Dr Hadley Hunter MA PhD (Chairman)

Date 8 June 2015

Independent Examiner's report to the trustees of Mind in Barnet for the year ended 31 March 2015

I report on the accounts of the company for the year ended 31 March 2015, which are set out on pages 11 to 17.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself 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 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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 seeking explanations from you as trustees 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 report to the trustees of Mind in Barnet for the year ended 31 March 2015

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, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Anthony Epton BA, FCA, CTA, FCIE
Goldwins
Chartered Accountants
75 Maygrove Road
West Hampstead
London NW6 2EG

Statement of financial activities and income and expenditure account for the year ended 31 March 2015

	Note	Unrestricted £	Restricted £	2015 Total £	2014 Total £
<u>Incoming resources</u>					
Incoming resources from generated funds					
Grants	3	249,487	-	249,487	318,777
Donations and legacies	4	1,455	-	1,455	21,023
Investment Income		12	-	12	34
		<u>250,954</u>	<u>-</u>	250,954	339,834
Incoming resources from charitable activities	5	32,969	-	32,969	39,252
Other incoming resources	6	34,368	-	34,368	48,483
Total incoming resources		<u>318,291</u>	<u>-</u>	318,291	427,569
<u>Resources expended</u>					
Charitable activities					
	7				
Eclipse/Day service		182,510	-	182,510	176,387
Electra and Libra clubs		5,833	-	5,833	4,576
Befriending		-	-	-	-
Counselling		74,315	-	74,315	72,686
Advocacy		40,919	-	40,919	151,116
Cafe		1,733	-	1,733	17,458
Flats		110	-	110	7,686
Total charitable expended		<u>305,420</u>	<u>-</u>	305,420	429,909
Governance costs	8	12,752	-	12,752	19,367
Total resources expended		<u>318,171</u>	<u>-</u>	318,171	449,276
Net (outgoing)/incoming resources for the year	2	119	-	119	(21,707)
Gross transfer between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net income/(expenditure) for the year/ Net movement in funds		119	-	119	(21,707)
Funds balances at 1 April 2014		<u>1,538,869</u>	<u>-</u>	1,538,869	1,560,576
Funds at 31 March 2015		<u>1,538,989</u>	<u>-</u>	1,538,989	1,538,869

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

Balance sheet as at 31 March 2015

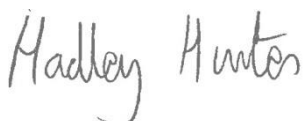
	Note	2015 £	£	2014 £	£
Tangible fixed assets	11	1,665,422		1,668,593	
Current assets:					
Debtors	12	25,415		25,985	
Cash at bank and in hand		<u>32,799</u>		<u>38,986</u>	
		58,214		64,971	
Creditors: amounts falling due within one year	13	<u>(57,917)</u>		<u>(59,881)</u>	
Net current assets			<u>297</u>		<u>5,089</u>
Total assets less current liabilities		1,665,719		1,673,682	
Creditors: amounts falling due after more than one year	14	<u>(126,730)</u>		<u>(134,813)</u>	
Net assets		<u>1,538,989</u>		<u>1,538,869</u>	
Restricted funds		-		-	
Unrestricted funds		<u>1,538,989</u>		<u>1,538,869</u>	
Total funds		<u>1,538,989</u>		<u>1,538,869</u>	

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and members have not required the charitable company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2015 and of its net incoming/(outgoing) resources for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 8 June 2015 and signed on their behalf by:



Dr Hadley Hunter MA PhD (Chairman)

Company number 1930196

Notes to the accounts for the year ended 31 March 2015

1. Basis of preparation

1.1 The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommendation Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Voluntary income, income from charitable activities and investment income are recognised in the Statement of Financial Activities upon receipt.

1.3 Resources expended

Charitable expenditure comprises all expenditure directly relating to the objectives of the charity.

Governance costs include audit costs, legal costs and any other costs associated with the constitutional and statutory requirements of the charity.

The amounts disclosed under each charitable activity comprise costs which are directly attributable to that category together with an apportionment of support costs. Support costs that are not directly attributable to a single activity but provide the necessary organised support for all the charity's activities.

1.4 Tangible fixed assets

Tangible fixed assets other than freehold land are stated at cost less depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Freehold land & building are not depreciated

Computer equipment 25% reducing balance

Fixtures and fittings 10% reducing balance

No depreciation charge on the building is made on the grounds that it would be immaterial because the estimated remaining useful economic life is expected to be more than 50 years.

1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against on a straight line basis over the period of the lease.

1.6 Restricted funds

Restricted funds are subject to specific conditions, placed by the donor, as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Notes to the accounts for the year ended 31 March 2015

2 Net incoming/(outgoing) resources

This is stated after charging:	2015	2014
	£	£
Computer depreciation	2,784	3,712
Building depreciation	-	(5,354)
Loss on disposal of fixed assets	-	24,557
	<u>2,784</u>	<u>22,916</u>

3 Grants receivable for core activities

	2015	2014
	£	£
Unrestricted funds:		
London Borough of Barnet/Barnet CCG	79,219	138,320
BCIL Advocacy	35,000	35,000
Richmond Fellowship	135,268	145,457
	<u>249,487</u>	<u>318,777</u>

4 Donations and legacies

	Unrestricted	Restricted	2015	2014
	£	£	Total	Total
			£	£
Legacies	-	-	-	17,387
Donations	581	-	581	2,740
Gift Aid	874	-	874	896
	<u>1,455</u>	<u>-</u>	<u>1,455</u>	<u>21,023</u>

5 Incoming resources from charitable activities

	2015	2014
	£	£
Libra club	1,447	1,325
Electra club	1,659	1,542
Community cafe	280	3,618
Counselling contributions	29,323	27,166
Dove Counselling service	260	1,120
Training	-	1,480
Healthwatch	-	3,000
	<u>32,969</u>	<u>39,252</u>

6 Other incoming resources

	2015	2014
	£	£
Rent of flats	28,925	19,386
Rent of offices	5,280	795
Recharges	-	28,201
Other income	162	101
	<u>34,368</u>	<u>48,483</u>

Notes to the accounts for the year ended 31 March 2015

7 Total charitable expended

	Direct staff costs £	Other direct costs £	Support staff costs £	Other support costs £	2015 total £
Eclipse/Day service	108,615	1,248	51,485	21,162	182,510
Electra and Libra clubs	3,153	358	1,645	676	5,833
Counselling	24,194	20,540	20,964	8,617	74,315
Advocacy	24,615	16	11,543	4,745	40,919
Cafe	662	382	489	201	1,733
Flats	-	66	31	13	110
Charitable activities	161,239	22,610	86,157	35,413	305,420

8 Governance costs

	2015 £	2014 £
Legal fees	3,619	2,245
Audit and accountancy	4,835	9,943
Bad debt write off	644	27
Other costs	3,654	7,152
	12,752	19,367

Audit and accountancy fees include payments to the independent examiners of £4,000 (2014: £4,000) for independent examination fees and £0 (2014: £0) for other costs.

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2014: £0).

10 Employees

Number of employees

The average numbers of full time equivalent employees were:

	2015	2014
Direct services	7	11
Administration	2	2

Employment costs

	2015 £	2014 £
Wages and salaries	232,415	308,447
Social security costs	11,221	19,726
Pension costs	3,760	3,040
	247,396	331,214

There were no employees whose annual emoluments were £60,000 or more.

Notes to the accounts for the year ended 31 March 2015

11 Tangible fixed assets

	Land and buildings £	Computer equipment £	Fixtures and fittings £	Total £
Costs				
At 1 April 2014	1,657,455	34,870	-	1,692,325
Additions	-	-	-	-
Disposals	(386)	-	-	(386)
At 31 March 2015	<u>1,657,069</u>	<u>34,870</u>	<u>-</u>	<u>1,691,939</u>
Depreciation				
At 1 April 2013	-	23,732	-	23,732
On Disposals	-	-	-	-
Charge for the year	-	2,784	-	2,784
At 31 March 2015	<u>-</u>	<u>26,516</u>	<u>-</u>	<u>26,516</u>
Net book value				
At 31 March 2015	<u>1,657,069</u>	<u>8,353</u>	<u>-</u>	<u>1,665,422</u>
At 31 March 2014	<u>1,657,455</u>	<u>11,137</u>	<u>-</u>	<u>1,668,593</u>

12 Debtors

	2015 £	2014 £
Other debtors	25,028	23,898
Prepayments and accrued income	387	2,087
	<u>25,415</u>	<u>25,985</u>

13 Creditors: amounts falling due within one year

	2015 £	2014 £
Bank loans	8,061	7,745
Taxes and social security costs	4,042	5,877
Deferred income	20,000	2,281
Other creditors	20,244	20,470
Accruals	5,570	23,508
	<u>57,917</u>	<u>59,881</u>

Notes to the accounts for the year ended 31 March 2015

14 Creditors: amounts falling after one year

	2015	2014
	£	£
Bank loans	126,730	134,813
Loan maturity analysis		
Debt due in one year or less	8,061	7,745
Between one and two years	8,389	8,061
Between two and five years	27,275	26,207
More than five years	91,066	100,544
	<u>134,791</u>	<u>142,558</u>

The loan is secured against the property at 55 Christchurch Avenue, Barnet, London, N12 0DG.

15 Pensions and other post-retirement commitments

Defined contributions

	2015	2014
	£	£
Contributions payable by the company	3,760	3,040