



**Appeal number: CA/2013/0016**

**FIRST-TIER TRIBUNAL (CHARITY)  
TAX CHAMBER**

**ALAN BARTLEY**

**Appellant**

**- and -**

**THE CHARITY COMMISSION FOR ENGLAND      Respondents  
AND WALES**

**TRIBUNAL: JUDGE ALISON MCKENNA**

**Sitting in Chambers on 4 March 2014**

Having heard from the Appellant in person and Marian Shanley for the Respondents at a telephone directions hearing

**IT IS DIRECTED** that

**Mode and length of hearing**

1. With the agreement of the parties this matter is to be listed for a paper determination with a time estimate of 1 day. The parties will be informed of the hearing date, which it is anticipated will be in June 2014.

**List of issues**

2. The parties are to use their best endeavours to agree a list of issues to be determined by the Tribunal, in accordance with the arrangements set out below.

3. The first draft of the list of issues to be determined by the Tribunal is to be prepared by the Respondent and served on the Appellant by 12 March 2014.

4. By 19 March 2014 the Appellant is to notify the Respondent whether the draft list of issues is agreed and/or whether there are any proposed amendments.

5. If the parties have agreed a list of issues then it is to be served on the Tribunal by 26 March 2014. If the parties have not agreed a list of issues then the parties are to make a joint application to the Tribunal for its ruling on the issues by 1 April 2014, following which the Tribunal will issue further directions for the determination of that matter.

#### **Agreed bundle of documents**

6. The parties are to use their best endeavours to agree the contents of a bundle of documents to be used at the hearing of this appeal, in accordance with the arrangements set out below.

7. The first draft of the index to the hearing bundle is to be prepared by the Respondent and served on the Appellant by 5pm on 8 April 2014.

8. By 5pm on 15 April 2014, the Appellant is to notify the Respondent whether there are any additional documents in his possession that he wishes to add to the bundle and (if necessary) to supply a copy of any documents to the Respondent.

9. A consolidated version of the bundle is to be prepared by the Respondent and forwarded to the Appellant by 5pm on 25 April 2014.

#### **Witness statements**

10. The parties are to use their best endeavours to agree a Statement of Agreed Facts to be included in the final version of the hearing bundle.

11. If the parties are not to file an Agreed Statement of Facts then by 5pm on 2 May 2014 the parties are to exchange with each other any written witness statements on which they wish to rely or to confirm that they will not be relying on witness evidence. If the statements refer to any documents in the bundle, the relevant page numbers are to be given.

#### **Disclosure of bundles to the Tribunal**

12. A final version of the hearing bundle, to include any witness statements and any exhibits, is to be prepared by the Respondent and four copies are to be lodged with the Tribunal at least 7 days before the hearing date.

#### **Written submissions**

13. Written submissions are to be exchanged by the parties and lodged with the Tribunal by e mail, in the following order. The Appellant is to file his written submissions no later than 14 days before the hearing date; the Respondent is to reply to the Appellant's written submissions and make any additional submissions of its own no later than 7 days before the hearing date and the Appellant has permission to (but is not required to) file a short written reply to the Respondent's submissions no later than 3 days before the hearing date.

#### **Bundle of authorities and statutory materials**

14. The parties are to agree a bundle of authorities and statutory materials, which will be prepared by the Respondent, by 23 May 2014. The index to this bundle is to be sent by email to the Tribunal no later than 7 days before the hearing date and three hard copies are also to be lodged with the Tribunal no later than 7 days before the hearing date.

**Alison Mckenna**

**TRIBUNAL JUDGE**

**DATE: 4 March 2014**

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