



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2020		31	March	2021

Section A Reference and administration details

Charity name THE MAYOR'S CHARITY APPEAL TRUST (BASILDON)

Other names charity is known by Basildon Borough Mayor's Charitable Trust

Registered charity number (if any) 1184193

Charity's principal address The Basildon Centre

St Martin's Square

Basildon, Essex

Postcode SS14 1DL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Councillor David Burton-Sampson	Basildon Borough Mayor		
2	Councillor Derrick Fellowes	Basildon Borough Deputy Mayor		
3	Mr Owen Sparks	Basildon Borough Council's Section 151 Officer		
4	Mr Paul Burkinshaw	Basildon Borough Council's Monitoring Officer		

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Mayor and Deputy Mayor are appointed by the Basildon Borough Council each year at its Annual General Meeting.
The current Mayor and Deputy Mayor were appointed on 23 May 2019. Due to the current Covid 19 pandemic, the Annual Meeting scheduled to take place in May 2020 was cancelled therefore the term of office for the Mayor and Deputy Mayor has been extended.

The next Annual Council Meeting has been arranged for 27th May 2021.

The Section 151 and Monitoring Officers are appointed by Basildon Borough Council.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the charity ('the objects') are to make grants to further such general charitable purposes according to the law of England and Wales as the trustees may in their absolute discretion determine in the Borough of Basildon.

The Board of Trustees have met 7 times in the 2020/21 municipal year.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Due to the Covid pandemic, it has not been possible to hold any in person Charity fundraising events.

Throughout August, September and October the Mayor visited several organisations to thank them directly for the support they have provided to our residents during the pandemic.

At these presentations, we encouraged the organisations to sign up to our Basildon Lottery scheme which contributes a small amount to the Mayors Charity Trust.

In August 2020, the Mayor held a Charity Quiz night remotely to raise funds for the Polly Parrot Appeal.

Due to its success the Mayor held another remote Quiz night in December with a Christmas theme.

Throughout the pandemic, we have continued to promote the Basildon Lottery to organisations/charities and residents to involve more players, leading to more contributions into the Mayors Charity Trust.

In December 2020, it was identified that several of our residents didn't qualify for Covid furlough pay, due to zero hour contracts, so it was decided to run a campaign 'Keep-the-lights-On' involving local business and contractors to donate to the Charity Trust in order to pay 119 qualifying applicants a grant of £275 per person.

The remainder amount of £5,598 has been approved by the original donors and agreed by the trustees to support the local Mental Health organisations.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Mayor of Basildon Borough Council during his term of office has had a programme of events that have taken place in order to raise monies for the Mayor's Charity. They are listed below as follows:-

Monies Raised for the Polly Parrot Appeal –

- Remote Charity Quiz Night (Sat 1st August 2020)
Entrance fee and Raffle Tickets sold.
Amount raised - £160.
 - Remote Christmas Charity Quiz Night (Sat 12th December 2020)
Entrance fee and Raffle Tickets sold.
Amount raised - £130.
 - Online/Live Civic Service (Mon 7th September 2020) – To celebrate our commitment to the service provided to our community – Donations made through Polly Parrot Givey Page
 - Online/Live Civic Carol Service (Mon 21st December 2020) – Online presentation of Carols, Prayers & Songs – Donations made through Polly Parrot Givey Page
 - Facebook Fundraiser
Raised - £537.50
-
- Keep the Lights On – Crowdfunding Page
Campaign run during Covid Pandemic (aimed at local business') – To assist hospitality staff that are excluded from furlough pay.
This campaign was dependant on applications compliant with the criteria of the grant payments.
Amount raised – £38,323.49
The remainder £5598.49 will be allocated to the Mental health Fund in relation to Covid19.

Section E

Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

At the Trust meeting held on 9 June 2020, the grant funding criteria for awarding grants up to a maximum of £500 was agreed. Following the criteria, the Board agreed that funding be awarded to the following:-

£500.00 Donation - Salvation Army Wickford Food Bank
£500.00 Donation - Motivation Minds Laindon Food Bank
£500.00 Donation - Forging Men Billericay Food Bank
£500.00 Donation - Helping Hands Lee Chapel North Food Bank
£500.00 Donation - RCCG Majesty Connections Basildon Food Bank
£1,000.00 - Donation - Jo Cox Foundation
£1,000.00 - Donation - More in Common


£32,725.00 – Keep the Lights on Campaign, Grant application payments.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Owen Sparks	
Position (eg Secretary, Chair, etc)	Trustee	
Date	17 May 2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Mayor's Charity Appeal Trust (Basildon)

No (if any)

Receipts and payments accounts

CC16a

For the period
from

01/04/2020

To

31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations - Lottery	4,075	-	-	4,075	-
Donations - Councillors	156	-	-	156	-
Donations - Direct & Givey	6,396	-	-	6,396	-
Donations - Keep the Lights On	-	32,725	-	32,725	-
Quiz Night Income	290	-	-	290	-
Interest	1	-	-	1	-
Gift Aid Repayment	107	-	-	107	-
	-	-	-	-	-
Sub total (Gross income for AR)	11,025	32,725	-	43,750	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	11,025	32,725	-	43,750	-
A3 Payments					
Bank Charges	21	-	-	21	-
Grants Issued - Food Banks	2,500	-	-	2,500	-
Grants - Jo Cox Foundation	1,000	-	-	1,000	-
Grants - More in common	1,000	-	-	1,000	-
Grants - Keep the Light On	-	32,725	-	32,725	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	4,521	32,725	-	37,246	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,521	32,725	-	37,246	-
Net of receipts/(payments)	6,503	-	-	6,503	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,905	-	-	4,905	-
Cash funds this year end	11,409	-	-	11,409	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Balance Held at Bank	11,409	-	-
		-	-	-
		-	-	-
	Total cash funds	11,409	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	O Sparks	Owen Sparks	17-May-21	



**MAYOR OF
BASILDON'S
CHARITABLE
TRUST**

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	O Sparks	
Full name(s)	Owen Sparks	
Position (eg Secretary, Chair, etc)	Trustee	
Date	17 May 2021	

Independent Examiner's Report to the Trustees of The Mayor's Charity Appeal Trust (Basildon)

I report to the trustees on my examination of the accounts of The Mayor's Charity Appeal Trust (Basildon) ('the charity') for the year ended 31 March 2021 which comprise the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

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 accounts to be reached.



Kate Bell
Rickard Luckin Limited
Suite 8
Phoenix House
Christopher Martin Road
Basildon
SS14 3EZ



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Mayor's Charity Appeal Trust (Basildon)

No (if any)

Receipts and payments accounts

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from

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	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
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	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
O Sparks	Owen Sparks	17-May-21