

FLITWICK

TOWN MAYOR'S CHARITY

Annual Report of the Trustees Flitwick Town Mayor's Charity CIO

Financial Year: 13th November 2023 – 31st March 2025

Registered Charity No. 1205683

Publication Date: 7th August 2025



Volunteers from Flitwick Community Fridge outside the new Food Hub partially funded by Flitwick Town Mayor's Charity

Trustees

R Roberts, Chair of Trustees
A Snape, Treasurer
C Thompson
S Lockey

Principal Office

The Rufus Centre, Steppingley Road, Flitwick, Bedford, MK45 1AH

Charity Number: 1205683

Bankers

Barclays Bank PLC, 1 Churchill Place, London E14 5HP

Report of the trustees for the year ended 31st March 2025

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities published in 2025.

Structure, governance and management

The Flitwick Town Mayor's Charity CIO was established and registered with the Charity Commission of England & Wales on 13 November 2023 to support and fundraise to support local community projects and services that directly benefit residents of Flitwick and its vicinity in Central Bedfordshire. The charity raises funds through various means, including events, grant applications, online platforms (e.g., JustGiving, PayPal Giving Fund), and partnerships with businesses. It operates independently but works closely with Flitwick Town Council.

New trustees are appointed by the existing trustees and serve for three-year terms. After their term, they may propose themselves for reappointment or step down. The constitution allows for a minimum of three trustees up to a maximum of five trustees. Trustees cannot serve for more than three consecutive terms, but may be reappointed after a one-year break. The Town Clerk of Flitwick Town Council is automatically appointed as an ex officio trustee and is not subject to the three consecutive term limit.

All trustees give their time freely, and no trustee received remuneration in the year. Details of trustee expenses and related transactions are disclosed in the accounts.

Risk management

The trustees have considered the major risks to which the charity is exposed and have implemented systems and procedures to manage those risks.

Objectives and activities for the public benefit

The objectives of the Charity are to support and fundraise to support local community projects and services that directly benefit residents of Flitwick and its vicinity in Central Bedfordshire. The Charity achieves this through making grants to appropriate organisations and individuals in accordance with the Grants Policy.

The trustees resolved that the focus of the charity in its first financial year would be:

1. Supporting Flitwick Community Fridge, a volunteer-led service provided by Flitwick Town Council, tackling food insecurity and food waste, to relocate into dedicated premises and to acquire equipment to grow the service.
2. Providing funding for additional holiday activities with food for the benefit of young people living in Flitwick
3. Using the Community Fund to invest in local projects and community groups that foster participation and local improvements within Flitwick.

Fundraising activities

As a new charity, the trustees have been focusing on establishing operational practices of the charity and initiating fundraising efforts:

- During his term (May 2023–May 2024), Cllr Andy Snape raised £6,056.23 through different fundraising events.
- We have established corporate partnerships with local businesses, including Tesco Flitwick, Techcite Ltd, and the John Lewis Partnership, which have contributed to successful fundraising activities and enabled the charity to make specific grant contributions within the financial year.
- Central Bedfordshire Council was able to provide two grants from its Ward Councillor grant scheme towards our appeal for the Flitwick Community Fridge Food Hub.

How our grant-giving programme delivered public benefit

The charity paid out £13,265 in grants during the financial year.

Grants Paid Out under the Town Mayor's Chosen Charities scheme by Cllr Andy Snape (2023/24)

Cllr Snape allocated his £6,056.23 fundraising to:

- £2,200.52 → SOS: Saturday Outreach Service
- £3,355.71 → Tibbs Dementia Foundation
- £500.00 → Flitwick Village Hall Committee (Roof Fund)

Working with Flitwick Community Fridge

£6,457 was granted to Flitwick Town Council towards the establishment of the Flitwick Community Fridge “Food Hub”, a dedicated space with supporting infrastructure. Flitwick Community Fridge redistributed 44,000 kg of surplus food in 2024, facilitated by equipment funded by the Charity:

- Commercial refrigeration (three commercial fridges and a commercial freezer)
- Contribution to building works to create a dedicated space for the service
- Racking
- Other equipment, including signage and cleaning materials.

Winter Pool Party Events delivered by Flitwick Town Council

£750 was granted to Flitwick Town Council to provide three pool parties with a pool inflatable for 90 underprivileged young people living in Flitwick at Flitwick Leisure Centre, including a hot meal.

Future plans and priorities

The trustees have elected to set the following priorities for the charity in the forthcoming financial year:

- Continuing to support Flitwick Community Fridge by fundraising £18,000 to enable the purchase of a second-hand electric van. This will be achieved through an appeal and by applying for grants.
- Distributing unallocated funds from the Community Fund, along with 60% of the funding from the 2024/25 Town Mayor’s Chosen Charity scheme money (raised by Cllr John Roberts), to invest in projects across the community that will foster community cohesion and provide new opportunities for residents.
- Strengthening community partnerships with local businesses and councils.

The trustees anticipate a significant increase in the amount of funding distributed as grants in the 2025/2026 financial year. Cllr Roberts, the Town Mayor for the 2024/25 civic year, is expected to raise over £7,000, and the Charity expects to be able to fund the £18,000 cost of a second-hand electric vehicle for the Flitwick Community Fridge. Furthermore, income from collection boxes and online fundraising continues to exceed expectations.

Trustees’ responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustee’s Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards. The law applicable to charities in England & Wales requires the trustee(s) to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of the resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the charities SORP;
- Make judgements and estimates that are reasonable and prudent;

- State whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and;
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining accounting records that disclose, with reasonable accuracy, the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2028, and the provisions of the constitution. They are also responsible for safeguarding the charity's assets and, therefore, for taking reasonable steps to prevent and detect fraud and other irregularities. The trustees are responsible for maintaining and ensuring the integrity of the charity and its financial information, as presented online.

The charity's income for the year ended 31st March 2025 was less than £25,000; therefore, an independent examination is not required for this year. There will likely be a requirement for an independent examination in the 2025/26 financial year.

Conclusion

In its inaugural year, the Flitwick Town Mayor's Charity CIO effectively established governance structures, initiated fundraising activities, and made impactful grants and donated equipment totalling £13,265. It has significantly contributed to improving food security for vulnerable residents, community infrastructure, and support services under the strong leadership of its trustees. This groundwork promises continued growth and community impact in the year ahead.

Approved by the trustees on the 5th August 2025 and signed on their behalf by



Signature: 
R J Roberts (Aug 7, 2025 20:59:33 GMT+1)

Email: johnroberts@flitwick.gov.uk

Councillor Ronald John M. Roberts
 Chair of Trustees

Flitwick Town Mayor's Charity CIO
Receipts and payment accounts
For the period from 13/11/2023 to 31/03/2025

Section A Receipts and payments

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Last year |
|--|--------------------|------------------|------------------|------------------|------------------|
| | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | | |
| Flitwick Town Mayor's Chosen Charities Donations (Andy Snape, 2023/24) | | 6,307 | - | 6,307 | - |
| Flitwick Town Mayor's Chosen Charities Donations (John Roberts, 2024/25) | | 1,790 | - | 1,790 | - |
| Unrestricted Donations | 4,452 | - | - | 4,452 | - |
| Donations to Cost-of-Living Fund | - | 10,221 | - | 10,221 | - |
| Government Grants - Flitwick Community Fridge Food Hub Project from Central Bedfordshire Council | - | 1,650 | - | 1,650 | - |
| Government Grants - Banking Grant from Flitwick Town Council | - | 102 | - | 102 | - |
| Sub total(Gross income for AR) | 4,452 | 20,070 | - | 24,522 | - |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 4,452 | 20,070 | - | 24,522 | - |

A3 Payments

| | | | | | |
|---------------------|---|--------|---|--------|---|
| Banking Charges | - | 17 | - | 17 | - |
| Fundraising Costs | | 50 | - | 50 | - |
| Grants Paid | | 11,169 | | 11,169 | |
| Equipment Donations | | | | | |

| | | | | | |
|------------------|---|--------|---|--------|---|
| | | 2,095 | | 2,095 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | 13,331 | - | 13,331 | - |

| | | | | | |
|---|---|---|---|---|---|
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | |
| | - | - | - | - | |
| Sub total | - | - | - | - | - |

| | | | | | |
|-----------------------|---|--------|---|--------|---|
| Total payments | - | 13,331 | - | 13,331 | - |
|-----------------------|---|--------|---|--------|---|

| | | | | | |
|------------------------------------|-------|-------|---|--------|---|
| Net of receipts/(payments) | 4,452 | 6,739 | - | 11,191 | - |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | - | - | - | - | - |
| Cash funds this year end | 4,452 | 6,739 | - | 11,191 | - |

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 | Community Fund | 4,452 | - | - |
| | Cost of Living Fund | - | 4,668 | - |
| | Banking Charges Fund | | 85 | |
| | Flitwick Town Mayor's Chosen Charities (Andy Snape, 2023/24) | | 196 | |
| | Flitwick Town Mayor's Chosen Charities (John Roberts, 2024/25) | - | 1,790 | - |
| | Total cash funds | 4,452 | 6,739 | - |
| | (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 | | | |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | | 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 | Details | | | |
| | | | - | |
| | | | - | |
| | | | - | |

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

Signature

Print Name

| |
|---|
| Signature:  Email: andysnape@flitwick.gov.uk |
| Signature:  <small>R J Roberts (Aug 7, 2025 20:59:33 GMT+1)</small> Email: johnroberts@flitwick.gov.uk |

| |
|------------------------|
| Andrew James Snape |
| Ronald John M. Roberts |

Notes to the accounts

1. Accounting policies

Incoming Resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims of donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants Gifts in kind

Only included in the SoFA once the related goods or services have been delivered.

- Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
- Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.
- Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the

| | |
|--|--|
| | estimated value to the charity of the service or facility received. |
| Volunteer help | The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report. |
| Investment income | This is included in the accounts when receivable. |
| Investment gains and losses | This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year. |
| Expenditure and liabilities | |
| Liability recognition | Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. |
| Governance costs | Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters. |
| Grants with performance conditions | Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output. |
| Grants payable without performance conditions | These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity. |
| Support costs | Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage. |
| Assets | |
| Tangible fixed assets for use by the charity | All assets costing more than £1,000 are capitalised and valued at historic cost. Depreciation is charged on furniture and equipment which is written off on a straight-line basis over their estimated useful life of four years. |
| Investments | Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value. |
| Stock and work in progress | These are valued at the lower of cost or market value. |

2. Trustee expenses

No expenses were paid to trustees during this financial year.

3. Staff costs

There were no staff costs during this financial year because the charity has no employees.

4. Fund Accounting

Fund Accounting is an essential and required feature of charity accounting. Fund accounting distinguishes between two primary classes of fund:

- those that are unrestricted in their use and can be spent on any charitable purposes of the charity,
- and those that are restricted in use and can only be used for a specific charitable purpose.

Proper accounting for funds is therefore essential to ensure that the Trustees do not act in breach of trust. The value of each fund at the end of the financial year is shown in section B1 of the financial statements. The description of each fund is included in the table below:

| Fund name | Class | Purpose | Notes |
|---|--------------|---|---|
| Community Fund | Unrestricted | General fundraising marketed under the Community Fund to be used to meet the general aims of the charity and to cover overheads | |
| Cost of Living Fund | Restricted | Funds raised for projects that will directly support residents with the cost of living crisis, and specifically, Flitwick Community Fridge. | All funds are likely to be used to fund improvements and materials/supplies for Flitwick Community Fridge. |
| Banking Charges Fund | Restricted | A restricted fund used to pay for bank charges. | Flitwick Town Council has resolved to cover the cost of banking for the charity. |
| Flitwick Town Mayor's Chosen Charities (Andy Snape, 2023/24) | Restricted | Funds raised by the Flitwick Town Mayor for the 2023/24 civic year for distribution. | There was an underspend of £196 when the Town Mayor made his grants, which will be distributed as part of the 2024/25 grant giving process. |
| Flitwick Town Mayor's Chosen Charities (John Roberts, 2024/25) | Restricted | Funds raised by the Flitwick Town Mayor for the 2024/25 civic year for distribution. | |

5. Tangible fixed assets

The charity did not acquire any fixed assets during the financial year.

6. Debtors and creditors

As a grant-making charity with low overhead costs, there are no recorded debtors or creditors at the end of this financial year.









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Final Audit Report

2025-08-07

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| Created: | 2025-08-07 |
| By: | Andy Snape (andysnape@flitwick.gov.uk) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAiatP3mnHcn41Lax_hHAq5CfesSr2BW47 |

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2025-08-07 - 7:59:31 PM GMT
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