

THE EDWARD THOMAS FOAKES MEMORIAL HALL

England & Wales · Charity number 301312

Details

Other names	FOAKES MEMORIAL HALL
Status	Registered
Legal form	Other
Registered	1965-12-20
Register	View on the Charity Commission register

Contact

Address	Great Dunmow Town Council Foakes House 47 Stortford Road Dunmow CM6 1DG
Phone	01371872406
Email	info@greatdunmow-tc.gov.uk
Website	http://www.greatdunmow-tc.gov.uk

Activities

Objects: A HALL FOR THE PURPOSE OF ENTERTAINMENTS, RECREATIONS, MEETINGS, LECTURES, CONCERTS AND OTHER CHARITABLE PURPOSES.

Activities: Miss Alice Foakes gave the Foakes Hall to the town in 1934. It now provides a range of well-maintained and varied facilities at moderate prices (available on request) for the local community. These include a large main hall, smaller side hall and a meeting room, stage and scenery store, well-equipped kitchen and bar area and a projection room.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** GREAT DUNMOW
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£170,460	£156,022	-	-
2024-03-31	£169,463	£197,964	-	-
2023-03-31	£142,856	£163,000	-	-
2022-03-31	£160,797	£139,692	-	-
2021-03-31	£109,716	£144,419	-	-

Trustees

Name	Role	Appointed
GREAT DUNMOW TOWN COUNCIL		

THE EDWARD THOMAS FOAKES MEMORIAL HALL

England & Wales - Charity number 301312

Accounts

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST MARCH 2025

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E.T. FOAKES MEMORIAL HALL CHARITY TRUST
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31st MARCH 2025


	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
Income		
Scale and Other Fees	63,777	53,611
Rents re Foakes House and Clubhouse	24,458	23,450
Interest Received	9,574	8,631
Grants Gt Dunmow Town Council	72,651	80,271
Grants other	-	3,500
Miscellaneous	-	-
	<u>170,460</u>	<u>169,463</u>
Expenditure		
Wages and National Insurance	36,076	36,700
Hall Management	62,699	61,721
Maintenance	19,121	29,928
Maintenance - Special Projects & Professional Fees	7,980	42,837
Cleaning	5,336	5,307
Light, Heat and Water	10,976	11,487
Capital Expenditure	6,445	4,148
Licences and Piano	759	910
Payphone and Wi-fi	1,262	999
Insurance	4,822	3,460
Audit Fees	200	170
Miscellaneous	<u>346</u>	<u>297</u>
	156,022	197,964
Excess of Income over Expenditure for the Year	<u>14,438</u>	<u>(28,501)</u>
<u>Cumulative Fund Summary</u>	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
Fund Balances as at 1st April	164,411	192,912
Excess of Income over Expenditure for the Year:	<u>14,438</u>	<u>-28,501</u>
Fund Balance as at 31st March 2025	<u><u>178,849</u></u>	<u><u>164,411</u></u>

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
BALANCE SHEET
AS AT 31ST MARCH 2025

	<u>2025</u>	<u>2024</u>
	£	£
<u>Investments</u>		
3 Charities Official Investment Fund	192,279	183,203
<u>Current Assets</u>		
Bank Current Account	23,985	27,749
4 Debtors	<u>11,413</u>	<u>7,557</u>
	35,398	35,306
<u>Current Liabilities</u>		
Creditors	(48,828)	(54,098)
<u>Net Current Assets/(Liabilities)</u>	<u>-13,430</u>	<u>-18,792</u>
<u>Net Worth</u>	<u><u>178,849</u></u>	<u><u>164,411</u></u>
<u>Represented by:</u>		
Fund brought forward at 1 st April	164,411	192,912
Excess of Income over Expenditure for the Year	<u>14,438</u>	<u>-28,501</u>
	<u><u>178,849</u></u>	<u><u>164,411</u></u>
	0	

The above statement represents fairly the financial position of the Charity as at 31st March 2025

Approved at the Trust Meeting on 5th day of February 2026

Signed: 
Chairman of
ET Foakes Memorial Hall Charity Trust

Date: 5-2-2026

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2025

		<u>£</u>
1)	Property (2015 insured values)	
a)	E.T. Foakes Memorial Hall, Stortford Road, Dunmow, Essex.	1,950,990
b)	Foakes House, 47 Stortford Road, Dunmow, Essex.	487,746
	Total	<u>2,438,736</u>
2)	Contents (E.T. FOAKES Memorial Hall)	97,997
3)	Investments	
a)	Charities Official Investment Fund	192,279

4) **Debtors and Prepayments**


At 31st March 2025 trade debts of £5050.60 were outstanding and due to the ETFMHCT
The ages of the debts were:

	Number	<u>£</u>
Less than 3 months old	11	7,165
More than 3 months old	7	1,653
Customs & Excise		366
Sundry Debtors: Prepayments & Recharges		<u>2,229</u>
		<u>11,413</u>

5) **Creditors and Accruals**

At 31st March 2025 trade creditors of £4608 were outstanding and due to the ETFMHCT
aged as follows:

	Number	<u>£</u>
Less than 3 months old	1	4,504
More than 3 months old	-	104
Customs & Excise		-
Sundry Debtors: Prepayments & Recharges		16,348
Great Dunmow Town Council		<u>27,872</u>
		<u>48,828</u>

Signed: 

Chairman of
ET Foakes Memorial Hall Charity Trust

Date: 5-2-2026

Independent Examiner's Report to the Trustees of The Edward Thomas Foakes Memorial Hall Charity: year ended 31 March 2025

Registered Charity No: 301312

Income in Year:	£170,460.45
Expenditure in Year:	£156,022.16
Reserves as at 31 March 2025:	£178,849.52

1. Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2025

The Governing Document (a Court Scheme) is dated 6 November 1933. The Area of Benefit is the given as Great Dunmow in the County of Essex.

The objectives of the Charity are to provide '*a Hall for the purpose of Entertainments, Recreations, Meetings, Lectures, Concerts and other charitable purposes*'.

The Charity Commission's website states that '*Miss Alice Foakes gave the Foakes Hall to the town in 1934. It now provides a range of well-maintained and varied facilities at moderate prices (available on request) for the local community. These include a large main hall, smaller side hall and a meeting room, stage and scenery store, well-equipped kitchen and bar area and a projection room.*' Further details regarding 'what the Charity does, who the Charity helps and how the Charity works' have been registered with the Charity Commission.

The Charity has a Sage accounting system in place with detailed breakdown of income and expenditure recorded within the system. An Income and Expenditure Account for the year ended 31 March 2025 has been constructed and was presented to the Independent Examiner, who attended the Great Dunmow

Town Council's offices on 15 January 2026, when the Trust's End of Year Accounts, supporting documentation and a range of transactions in the year of account were examined.

The following observations are made (recommendations and areas where action is required to be taken are shown in **bold**):

- a) The Accounts for the year ending 31 March 2025 have yet to be approved by the Trustees.
- b) This Independent Examination covers the period 1 April 2024 to 31 March 2025. The End-of-Year Accounts have been constructed and balanced by the Great Dunmow Town Council's Finance Officer, Anne Mangham, using the Sage Accounting system. The Finance Officer has sufficient financial data to complete Form CC16a, to be submitted to the Charity Commission as soon as practicably possible (the due date is 31 January 2026).
- c) The Charities Act 2011 requires all registered charities to prepare a Trustees' Annual Report (TAR) and Accounts and to submit them to the Charity Commission if their income was greater than £25,000. The Commission's website entry for the Edward Thomas Foakes Memorial Hall Charity confirms that the most recent submission of Accounts and the TAR was for the year ended 31 March 2023, which were received by the Commission on 30 January 2024 (on time).
- d) **At the time of this Report, the Accounts and the TAR for the previous year ended 31 March 2024 have yet to be submitted to the Commission (and are overdue by 349 days).**
- e) The Trust met three times during the 2024/25 year of account and received Budget Reports for the year.
- f) The Reconciliation between the Bank/Investments and the Account Balance as at 31 March 2025 can be displayed as follows:

	£
Unity Trust Current Account:	5,501.88
Unity Trust Savings Account	18,483.63
CCLA Account:	<u>192,279.08</u>
	216,264.59
Add Listed Debtors:	11,413.32
Deduct Listed Creditors (including Town Council):	<u>48,828.39</u>
Accounting Balance:	£178,849.52

- g) A Reconciliation between the Opening Accounts Balance at the beginning of the year and at the end of the year can be displayed as follows:

The Accounting balance b/f as at 1 April 2024:	£164,411.23
Add: Recorded Income in the Year:	£170,460.45
Deduct: Recorded Payments in the Year:	<u>£156,022.16</u>
The Accounting Balance c/f as at 31 March 2025:	£178,849.52

- h) The Charity prepares an Annual Budget as a separate page within the Town Council's Budget which includes planning for maintenance, running costs and improvements. The Town Council's approved Financial Regulations apply to the Trust. Income and expenditure transactions are tracked during the year by the Finance Officer.
- i) The Charity's financial administration is undertaken by the Finance Officer to a high standard through the use of the Sage accounting system. End of Year financial statements (an Income and Expenditure Account and related data) have been prepared by the Finance Officer. The Accounting system displays the date of payment, the method of payment, the payee (or person/organisation making payment to the Charity in the case of sums received) and the category/sub-category concerned. The Accounting system secures the necessary financial control over transactions and provides clear evidence of each payment and receipt.
- j) The Independent Examiner undertook a sample check of the entries in the Sage Payments Lists. Individual invoices/vouchers are retained within the Town Council's documentation and were subject to review under the Council's Internal Audit 2024/25.
- k) The Reserves balance at the year-end 31 March 2025 amounted to £178,849.52 and reflected the increase (surplus) of £14,438.29 from the balance of £164,411.23 at the end of the 2023/24 year of account.
- l) The Finance Officer confirmed that the procedure and controls in place for Payments in the year 2024/25 were in accordance with the approved arrangements in place for the Town Council.
- m) The Overall Recorded Income of £170,460 (rounded) in the 2024/25 year of account consisted of Scale and other Fees (£63,777), Rents (£24,458), Grants from Town Council (£72,651) and Interest Received (£9,574). The Finance Officer advised that a comprehensive Standard Conditions of Hire document was in place and appropriate safeguards had been in place to ensure hirers had adequate insurance and qualifications to undertake safe and proper use.
- n) Expenditure of £156,022 (rounded) in the 2024/25 year of account included (inter alia) Hall Management (£62,699), Maintenance (Special Projects and Professional Fees) (£7,980), General Maintenance (£19,121), Wages and NI (£36,076), Light, Heat and Water (£10,976), Capital Expenditure (£6,445), Cleaning (£5,336), Insurance (£4,822) and Other/Miscellaneous (£2,567).
- o) The Charity is not registered with HMRC for VAT purposes. The Charity has its own bank account from which payments are made. VAT is separately recorded and is merged within the Sage system with the Town Council's VAT Reclaim to HMRC. The Charity is accordingly obtaining benefit from the Town Council's registration. VAT is charged, where appropriate, to service users under the VAT Registration number of the Council and included in the VAT Return merged with the Town Council's overall VAT Reclaim. **Following the recommendation in the 2024 independent review, the Finance Officer has consulted the Essex Association of Local Councils (EALC) on this matter and is awaiting advice from the Association.**
- p) The Charity maintains an Asset Register which describes each asset held and lists details, as far as possible, of the date of acquisition, supplier, location and insurance value. The Finance Officer confirmed that the Asset Register is under continuous review during the year.

- q) The Finance Officer confirmed that insurance cover for the year 2024/25 was effected through the Town Council and that the cover included Public Liability, Employer's Liability and Fidelity Guarantee during the year of account. **The Finance Officer agreed to ensure that the position of the Council as custodiam Trustee to the Playing Field would be noted by the insurer and included in the insurance documentation to avoid any possible ambiguity in the event of a claim being put forward.**

3. Basis of Independent Examiner's report

My examination was carried out in accordance with the applicable 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 the 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.

4. Independent Examiner's statement.

In connection with my examination:

- a) I confirm that formal accounts (including an Income and Expenditure Account) have been constructed in respect of the 2024/25 year of account as evidence of appropriate control being maintained over the Charity's financial position and to evidence that the accounting records are kept in accordance with Section 130 of the Charities Act 2011 and comply with the applicable requirements concerning the form and content of accounts.
- b) Additional matters in connection with the examination and to which attention should be drawn are listed at item 2 above in this Report (in **bold** where action should now be taken).
- c) I would like to express my appreciation to Mrs Anne Mangham, Finance Officer, Great Dunmow Town Council, for her assistance during the course of this Examination.

Trevor Brown

Trevor Brown

Chartered Institute of Public Finance and Accountancy

15 January 2026

THE EDWARD THOMAS FOAKES MEMORIAL HALL

England & Wales - Charity number 301312

Accounts

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST MARCH 2024

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E.T. FOAKES MEMORIAL HALL CHARITY TRUST
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31st MARCH 2024


	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Income		
Scale and Other Fees	53,611	48,284
Rechargeable to Tenants	-	-
Payphone	-	-
Rents re Foakes House and Clubhouse	23,450	18,570
Interest Received	8,631	3,616
Grants Gt Dunmow Town Council	80,271	71,219
Grants other	3,500	-
Sale of Land	-	-
Miscellaneous	-	1,167
	<u>169,463</u>	<u>142,856</u>
 Expenditure		
Wages and National Insurance	36,700	28,325
Hall Management	61,721	75,134
Rates	-	205
Maintenance	29,928	34,842
Maintenance - Special Projects & Professional Fees	42,837	-
Cleaning	5,307	4,038
Light, Heat and Water	11,487	8,964
Capital Expenditure	4,148	4,377
Licences and Piano	910	502
Payphone and Wi-fi	999	1,169
Insurance	3,460	4,522
Audit Fees	170	(15)
Trees, garden, grounds	-	532
Miscellaneous	297	405
	<u>197,964</u>	<u>163,000</u>
Excess of Income over Expenditure for the Year	<u>(28,501)</u>	<u>(20,144)</u>
 <u>Cumulative Fund Summary</u>		
	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Fund Balances as at 1st April	192,912	213,056
Excess of Income over Expenditure for the Year:	-28,501	-20,144
Fund Balance as at 31st March 2024	<u><u>164,411</u></u>	<u><u>192,912</u></u>

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
BALANCE SHEET
AS AT 31ST MARCH 2024

	<u>2024</u>	<u>2023</u>
	£	£
<u>Investments</u>		
3 Charities Official Investment Fund	183,203	174,710
<u>Current Assets</u>		
Bank Current Account	27,749	70,984
4 Debtors	<u>7,557</u>	<u>53,530</u>
	35,306	124,514
<u>Current Liabilities</u>		
Creditors	(54,098)	(106,312)
	<u>-18,792</u>	<u>18,202</u>
<u>Net Current Assets/(Liabilities)</u>	<u>-18,792</u>	<u>18,202</u>
<u>Net Worth</u>	<u><u>164,411</u></u>	<u><u>192,912</u></u>
<u>Represented by:</u>		
Fund brought forward at 1 st April	192,912	213,056
Excess of Income over Expenditure for the Year	<u>-28,501</u>	<u>-20,144</u>
	<u><u>164,411</u></u>	<u><u>192,912</u></u>

The above statement represents fairly the financial position of the Charity as at 31st March 2024

Approved at the Trust Meeting on 5th day of February 2026

Signed: 
Chairman of
ET Foakes Memorial Hall Charity Trust

Date: 5-2-2026

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024

		2023 figures
		<u>£</u>
1)	Property (2015 insured values)	
a)	E.T. Foakes Memorial Hall, Stortford Road, Dunmow, Essex.	1,950,990
b)	Foakes House, 47 Stortford Road, Dunmow, Essex.	487,746
	Total	<u>2,438,736</u>
2)	Contents (E.T. FOAKES Memorial Hall)	88,496
3)	Investments	
a)	Charities Official Investment Fund	183,203

4) **Debtors and Prepayments**

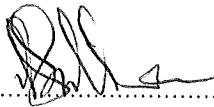
At 31st March 2024 trade debts of £5050.60 were outstanding and due to the ETFMHCT
The ages of the debts were:

	Number	<u>£</u>
Less than 3 months old	11	3,139
More than 3 months old	7	1,911
Customs & Excise		-
Sundry Debtors: Prepayments & Recharges		<u>2,507</u>
		<u>7,557</u>

5) **Creditors and Accruals**

At 31st March 2024 trade creditors of £381.60 were outstanding and due to the ETFMHCT
aged as follows:

	Number	<u>£</u>
Less than 3 months old	1	382
More than 3 months old	-	-
Customs & Excise		-
Sundry Debtors: Prepayments & Recharges		12,726
Great Dunmow Town Council		<u>40,990</u>
		<u>54,098</u>

Signed: 
Chairman of
ET Foakes Memorial Hall Charity Trust

Date: 5-2-2026

Independent Examiner's Report to the Trustees of The Edward Thomas Foakes Memorial Hall Charity: year ended 31 March 2024

Registered Charity No: 301312

Income in Year:	£169,462.53
Expenditure in Year:	£197,963.47
Reserves as at 31 March 2024:	£164,411.23

1. Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2024

The Governing Document (a Court Scheme) is dated 6 November 1933. The Area of Benefit is the given as Great Dunmow in the County of Essex.

The objectives of the Charity are to provide '*a Hall for the purpose of Entertainments, Recreations, Meetings, Lectures, Concerts and other charitable purposes*'.

The Charity Commission's website states that '*Miss Alice Foakes gave the Foakes Hall to the town in 1934. It now provides a range of well-maintained and varied facilities at moderate prices (available on request) for the local community. These include a large main hall, smaller side hall and a meeting room, stage and scenery store, well-equipped kitchen and bar area and a projection room.*' Further details regarding 'what the Charity does, who the Charity helps and how the Charity works' have been registered with the Charity Commission.

The Charity has a Sage accounting system in place with detailed breakdown of income and expenditure recorded within the system. An Income and Expenditure Account for the year ended 31 March 2024 has been constructed and was presented to the Independent Examiner, who attended the Great Dunmow

Town Council's offices on 7 July 2025, when the Trust's End of Year Accounts, supporting documentation and a range of transactions in the year of account were examined.

The following observations are made (recommendations and areas where action is required to be taken are shown in **bold**):

- a) The Accounts for the year ending 31 March 2024 have yet to be approved by the Trustees.
- b) This Independent Examination covers the period 1 April 2023 to 31 March 2024. The End-of-Year Accounts have been constructed and balanced by the Great Dunmow Town Council's Finance Officer, Anne Mangham, using the Sage Accounting system. The Finance Officer has sufficient financial data to complete Form CC16a, to be submitted to the Charity Commission as soon as practicably possible (the due date was 31 January 2025).
- c) The Charities Act 2011 requires all registered charities to prepare a Trustees' Annual Report (TAR) and Accounts and to submit them to the Charity Commission if their income was greater than £25,000. The Commission's website entry for the Edward Thomas Foakes Memorial Hall Charity confirms that the most recent submission of Accounts and the TAR was for the year ended 31 March 2023, which were received by the Commission on 30 January 2024 (on time).
- d) The TAR and Accounts for the year ending 31 March 2024 are now overdue for submission to the Charity Commission.
- e) The Trust met three times during the 2023/24 year of account. At the meeting of the Trust on 21 November 2023, the Trustees received the Internal Audit Report 2022/23, noted the Annual Accounts for the year 2022/23 and received a Budget Report for the year 2023/24 dated 14 November 2023. The recommendations of the Finance Officer were considered and Trustees agreed an alteration to the Signatories to Bank Mandates as follows:
 - The Correspondence Contact would be the Town Clerk.
 - Change Signatories to the Town Clerk and the Chair of the Trust (the Mayor).
 - Councillor C James to remain as Signatory.
 - Change the current account from Barclays Bank to Unity Bank.
- f) The Reconciliation between the Bank/Investments and the Account Balance as at 31 March 2024 can be displayed as follows:

Barclays Bank Current Account:	£27,748.85
CCLA Account:	<u>£183,203.24</u>
	£210,952.09

Add Listed Debtors:	£7,557.23
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Deduct Listed Creditors:	£54,098.09 (including the Town Council £40,990)
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Accounting Balance:	£164,411.23
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g) A Reconciliation between the Opening Accounts Balance at the beginning of the year and at the end of the year can be displayed as follows:

The Accounting balance b/f as at 1 April 2023:	£192,912.17
Add: Recorded Income in the Year:	£169,462.53
Deduct: Recorded Payments in the Year:	£197,963.47
The Accounting Balance c/f as at 31 March 2024:	£164,411.23

h) The Charity prepares an Annual Budget as a separate page within the Town Council's Budget which includes planning for maintenance, running costs and improvements. The Town Council's approved Financial Regulations apply to the Trust. Income and expenditure transactions are tracked during the year by the Finance Officer.

i) The Charity's financial administration is undertaken by the Finance Officer to a high standard through the use of the Sage accounting system. End of Year financial statements (an Income and Expenditure Account and related data) have been prepared by the Finance Officer. The Accounting system displays the date of payment, the method of payment, the payee (or person/organisation making payment to the Charity in the case of sums received) and the category/sub-category concerned. The Accounting system secures the necessary financial control over transactions and provides clear evidence of each payment and receipt.

j) The Independent Examiner undertook a sample check of the entries in the Sage Payments Lists. Individual invoices/vouchers are retained within the Town Council's documentation and were subject to review under the Council's Internal Audit 2023/24.

k) The Reserves balance at the year-end 31 March 2024 amounted to £164,411.23 and reflected the decrease (deficit) of £28,500.94 from the balance of £192,912.17 at the end of the 2022/23 year of account).

l) The Finance Officer confirmed that the procedure and controls in place for Payments in the year 2023/24 were in accordance with the approved arrangements in place for the Town Council. The processes in place for the Town Council for the year 203/24 were examined by the Council's Internal Auditor, Heather Heelis, during 2024 and were found to be satisfactory and accordingly have not been examined as part of this Independent Examination of the Charity.

m) The Overall Recorded Income of £169,463 (rounded) in the 2023/24 year of account consisted of Scale of Fees etc (£53,611), Rents (£23,450), Grants from Town Council (£80,271), Other Grants (£3,500) and Interest Received (£8,631). The Finance Officer advised that a comprehensive Standard Conditions of Hire document was in place and appropriate safeguards had been in place to ensure hirers had adequate insurance and qualifications to undertake safe and proper use.

n) Expenditure of £197,964 (rounded) in the 2023/24 year of account included (inter alia) Hall Management (£61,721), Maintenance – Special Projects and Professional Fees (£42,837), Maintenance – General (£29,928), Wages and NI (£36,700), Capital Expenditure (£4,148) and Cleaning (£5,307).

- o) The Charity is not registered with HMRC for VAT purposes. The Charity has its own bank account from which payments are made. VAT is separately recorded and is merged within the Sage system with the Town Council's VAT Reclaim to HMRC. The Charity is accordingly obtaining benefit from the Town Council's registration. VAT is charged, where appropriate, to service users under the VAT Registration number of the Council and included in the VAT Return merged with the Town Council's overall VAT Reclaim.
- p) **It is recommended that the Charity seeks professional advice regarding the current arrangements that the Charity receives VAT repayments through the Town Council's Registration without having to register the Charity as a separate entity.**
- q) The Charity maintains an Asset Register which describes each asset held and lists details of the date of acquisition, supplier, location and cost value. The Finance Officer confirmed that the Asset Register is due for review during the year 2025/26. The Accounts as at 31 March 2024 display Property Values (valued as at 2015) of £2,438,736 and Contents of £99,475.
- r) The Finance Officer confirmed that insurance cover for the year 2023/24 was effected through the Town Council and that the cover included Public Liability, Employer's Liability and Fidelity Guarantee during the year of account.

3. Basis of Independent Examiner's report

My examination was carried out in accordance with the applicable 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 the 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.

4. Independent Examiner's statement.

In connection with my examination:

- a) I confirm that formal accounts (including an Income and Expenditure Account) have been constructed in respect of the 2023/24 year of account as evidence of appropriate control being maintained over the Charity's financial position and to evidence that the accounting records are kept in accordance with Section 130 of the Charities Act 2011 and comply with the applicable requirements concerning the form and content of accounts.
- b) Additional matters in connection with the examination and to which attention should be drawn are listed at item 2 above in this Report (in bold where action should now be taken).
- c) I would like to express my appreciation to Mrs Anne Mangham, Finance Officer, Great Dunmow Town Council, for her assistance during the course of this Examination.

Trevor Brown

Trevor Brown

Chartered Institute of Public Finance and Accountancy

21 July 2025

THE EDWARD THOMAS FOAKES MEMORIAL HALL

England & Wales - Charity number 301312

Accounts



E.T FOAKES MEMORIAL HALL TRUST

MINUTES OF THE E.T FOAKES MEMORIAL HALL CHARITABLE TRUST
MEETING CONVENED ON 21ST NOVEMBER 2023 AT 7:00PM IN THE TALBERD
ROOM, E.T FOAKES MEMORIAL HALL, GREAT DUNMOW.

Trustees Present:

A. Armstrong (presiding)	R. Jones
P. Anderson	E. Marcus
C. Arnold	S. Withington
J. Cadwallader	
P. Childs	
J. Davey	
C. James	

In attendance: Mrs C Burton – Amenities Manager (minute taker)

17) APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Allen, Brown, Lavelle, Puddick and Stratton.

18) DECLARATIONS OF INTEREST

There were none made.

19) MINUTES

On the motion of Councillor Davey seconded by Councillor James it was **RESOLVED** to accept and approve the minutes of the meeting held on 14th September 2023 as a true and accurate record of the meeting.

Councillor Noble joined the meeting at 7:15pm

20) INTERNAL AUDIT REPORT 1 APRIL 2022 – 31 MARCH 2023

Trustees received and noted the Internal Audit Report 1 April 2022 – 31 March 2023.

Councillor James congratulated the Finance Officer for doing an excellent job.

21) ANNUAL ACCOUNTS 1 APRIL 2022 – 31 MARCH 2023

Trustees received and noted the Annual Accounts 1st April 2022 – 31 March 2023.

Councillor Jones highlighted to the trustees the overspend for maintaining the hall over the last year of £163,000.00 plus an additional 6% for inflation being required for next year and advised that a larger grant from the Council would be required for next year.

22) ALTERATION OF SIGNATORIES TO BANK MANDATES

Trustees received the recommendations of the Finance Officer.

On the motion of Councillor James, seconded by Councillor Jones it was

RESOLVED to: -

- * Change the correspondence contact to the Town Clerk
- * Change signatories to the Town Clerk and the Chair of the Trust (Mayor)
- * C James to remain as signatory
- * Change the current account from Barclays Bank to Unity Bank

23) BUDGET REPORT

Trustees received and noted the Budget report dated 14th November 2023.

The meeting closed at 7:28pm.

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST MARCH 2023

Details	Page
Income and Expenditure Account	1
Balance Sheet	2
Notes	3

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
INCOME AND EXPENDITURE ACCOUNT

	<u>2023</u>	<u>2022</u>
	£	£
Income		
Scale and Other Fees	48,284	33,978
Rechargeable to Tenants	-	546
Payphone	-	-
Rents re Foakes House and Clubhouse	18,570	17,530
Interest Received	3,616	76
Grants Gt Dunmow Town Council	71,219	68,480
Grants other	-	-
Sale of Land	-	35,000
Miscellaneous	1,167	5,187
	<u>142,856</u>	<u>160,797</u>
 Expenditure		
Wages and National Insurance	28,325	33,037
Hall Management	75,134	63,769
Rates	205	205
Maintenance	34,842	16,534
Cleaning	4,038	2,987
Light, Heat and Water	8,964	8,822
Capital Expenditure	4,377	7,353
Licences and Piano	502	907
Payphone and Wi-fi	1,169	856
Insurance	4,522	3,122
Audit Fees	(15)	270
Trees, garden, grounds	532	364
Miscellaneous	405	1,466
	<u>163,000</u>	<u>139,692</u>
Excess of Income over Expenditure for the Year	<u>(20,144)</u>	<u>21,105</u>

Cumulative Fund Summary

	<u>2023</u>	<u>2022</u>
	£	£
Fund Balances as at 1st April	213,056	191,951
Excess of Income over Expenditure for the Year:	-20,144	21,105
Fund Balance as at 31st March 2023	<u>192,912</u>	<u>213,056</u>

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
BALANCE SHEET
AS AT 31ST MARCH 2023

	<u>2023</u>	<u>2022</u>
	£	£
<u>Investments</u>		
3 Charities Official Investment Fund	174,710	171,666
<u>Current Assets</u>		
Bank Current Account	70,984	75,155
4 Debtors	<u>53,530</u>	<u>9,359</u>
	124,514	84,514
<u>Current Liabilities</u>		
Creditors	(106,312)	(43,124)
<u>Net Current Assets/(Liabilities)</u>	<u>18,202</u>	<u>41,390</u>
<u>Net Worth</u>	<u>192,912</u>	<u>213,056</u>
<u>Represented by:</u>		
Fund brought forward at 1 st April	213,056	191,951
Excess of Income over Expenditure for the Year	<u>-20,144</u>	<u>21,105</u>
	<u>192,912</u>	<u>213,056</u>

The above statement represents fairly the financial position of the Charity as at 31st March 2023

Approved at the Trust Meeting on day of 2023

Signed:
Chairman of
ET Foakes Memorial Hall Charity Trust

Date:

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2023

	£
1) Property (2015 insured values)	
a) E.T. Foakes Memorial Hall, Stortford Road, Dunmow, Essex.	1,950,990
b) Foakes House, 47 Stortford Road, Dunmow, Essex.	487,746
Total	<u>2,438,736</u>
2) Contents (E.T. FOAKES Memorial Hall) insured value at 1.7.22	99,475
3) Investments	
a) Charities Official Investment Fund	174,710

4) Debtors and Prepayments

At 31st March 2023 trade debts of £52167.13 were outstanding and due to the ETFMHCT
The ages of the debts were:

	Number	£
Less than 3 months old	19	51,961
More than 3 months old	3	206
Customs & Excise		-
Sundry Debtors: Prepayments & Recharges		<u>1,363</u>
		<u>53,530</u>

5) Creditors and Accruals

At 31st March 2023 trade creditors of £381.60 were outstanding and due to the ETFMHCT
aged as follows:

	Number	£
Less than 3 months old	1	382
More than 3 months old	-	-
Customs & Excise		98
Sundry Debtors: Prepayments & Recharges		<u>105,832</u>
		<u>106,312</u>

Signed:
Chairman of
ET Foakes Memorial Hall Charity Trust

Date:

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
ANALYTICAL REVIEW OF THE
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST MARCH 2023

Details	Page
Income and Expenditure Account	1
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E.T. FOAKES MEMORIAL HALL CHARITY TRUST
ANALYTICAL REVIEW
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2023

	<u>2023</u>		<u>2022</u>		<u>Variance</u>	
	£		£		£	
Income						
Scale and Other Fees	48,284		33,978	1	14,306	42.10%
Rechargeable to Tenants	-		546	2 -	546	-100.00%
Payphone	-		-		-	
Rents	18,570		17,530		1,040	5.93%
Interest Received	3,616		76	3	3,540	4657.89%
Grants Gt Dunmow Town Council	71,219		68,480		2,739	4.00%
Grants other	-		-		-	#DIV/0!
Sale of Land	-		35,000	4 -	35,000	-100.00%
Miscellaneous	1,167		5,187	5 -	4,020	-77.50%
	<u>142,856</u>		<u>160,797</u>		<u>- 17,941</u>	
Expenditure						
Wages and National Insurance	28,325		33,037	-	4,712	-14.26%
Hall Management	75,134		63,769	6	11,365	17.82%
Rates	205		205		-	0.00%
Maintenance	34,842		16,534	7	18,308	110.73%
Cleaning	4,038		2,987	8	1,051	35.19%
Light, Heat and Water	8,964		8,822		142	1.61%
Capital Expenditure	4,377		7,353	9 -	2,976	-40.47%
Licences and Piano	502		907	10 -	405	-44.65%
Payphone and Wi-fi	1,169		856	11	313	36.57%
Insurance	4,522		3,122	12	1,400	44.84%
Audit Fees	(15)		270	13 -	285	-105.56%
Trees, garden, grounds	532		364	14	168	46.15%
Miscellaneous	405		1,466	15 -	1,061	-72.37%
	<u>163,000</u>		<u>139,692</u>		<u>23,308</u>	
Excess of Income over Expenditure for the Year	<u>(20,144)</u>		<u>21,105</u>		<u>- 41,249</u>	

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
ANALYTICAL REVIEW
EXPLANATION OF VARIANCES
FOR THE YEAR ENDED 31ST MARCH 2023

INCOME

1 Scale and Other Fees	Increase	£ 14,306
Continued increase in bookings since Covid closure		
2 Rechargeable to Tenants	Decrease	-£ 546
Only tenant now Great Dunmow Town Council who pay own costs		
3 Interest Received	Decrease	-£ 3,540
Market trends		
4 Sale of Land	Increase	£ 35,000
Sale of land in prior year		
5 Miscellaneous	Decrease	-£ 4,020
Prior year costs recovered re sale of land		

EXPENDITURE

6 Hall Management	Increase	£ 11,365
Recharge from GDTC including maintenance & new machinery + staff costs		
7 Maintenance	Increase	£ 18,308
Remedial work to building electrics & alarms		
8 Cleaning	Increase	£ 1,051
more cleaning & laundry generated by increased lettings		
9 Capital Expenditure	Decrease	-£ 2,976
Prior year contained fees re proposed capital project		
10 Licences and Piano	Decrease	-£ 405
Prior year charges for 2 years		
11 Payphone and Wi-fi	Increase	£ 313
Market price increase		
12 Insurance	Increase	£ 1,400
Market price increase		
13 Audit Fees	Decrease	- 285
Prior year audit over accrued		
14 Trees, garden, grounds	Increase	168
Pollarding of lime trees		
15 Miscellaneous	Decrease	- 1,061
Prior year included cost of tenant recharges no longer relevant		

HEELIS&LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for E T Foakes Memorial Hall – 1 April 2022 to 31 March 2023

Registered Charity No: 301312

Income: £142,856

Expenditure: £163,000

Year End Balance: £192,912

Balance at bank @31/3/2023: £70,983.75

Balance at CCLA: £174,709.79

The Council are the sole Trustee of the E T Foakes Memorial Hall Charity. The aims of the Charity are to manage the Foakes Hall for the purposes of entertainments, recreations, meetings, lectures, concerts and other charitable purposes connected with the town of Great Dunmow. Maintenance of the hall is ongoing and a Maintenance and Capital Works Schedule is in place.

The 2021-2022 Annual Return was received by the Charity Commission on 7 March 2023. All trustees are members of Great Dunmow Town Council.

The Charity prepares an annual budget, looking at short, medium and long term planning for maintenance, running costs and improvements. The Charity takes advantage of grant funding to help support the improvements to the Hall. The Charity works to the Town Council's Financial Regulations. At least every quarter and at the end of the financial year a member, other than the Mayor or a cheque signatory, is appointed to verify bank reconciliations for all accounts. The bank reconciliation dated 31 March 2023 is correct and supported by the relevant bank statements.

Income and expenditure are tracked throughout, providing a clear audit trail. The Finance Officer keeps clear records. Fees are reviewed annually. Hire charges were reviewed and the new simplified schedule approved at a meeting held on 21/4/2022 (Ref: 29).

Hire agreements are in place and appropriate safeguards are in place to ensure hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place. Copies of insurance certificates are kept on file where appropriate. The Hall has a PPL and PRS Licence in place.

An asset register is in place and is reviewed annually as part of the Town Council procedures. Insurance is in place under the Town Council, this includes all the standard cover including Fidelity.

Payroll, income, expenditure processes were examined as part of the Gt Dunmow TC Internal Audit dated 19/6/2023. Bank reconciliations were examined as part of the Independent Examination.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993 and the year end accounts



Heather Heelis

13 November 2023

HEELIS&LODGE

Appointed Independent Examiner

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

THE EDWARD THOMAS FOAKES MEMORIAL HALL

England & Wales - Charity number 301312

Accounts

**ANNUAL REPORT FOR 1 APRIL 21 – 31 MARCH 2022
E.T. FOAKES MEMORIAL HALL CHARITY TRUST**

a) Trust Management Committee

The E.T. Foakes Memorial Hall was so named because it was built with money bequeathed (£5,000) by Miss Alice Foakes in memory of her brother Edward Thomas Foakes. Edward Foakes was the son of a local farmer, Mr C.L. Foakes. When their parents died he and his sister came to live in Westbury House, which is opposite the site later to be chosen for the building of the Hall.

The Main Hall was opened on 12 September 1934, The Talberd Room, kitchen and bar areas were opened on 31 May 1969 and the Culf Suite opened in May 1995

Foakes Hall is not a Listed Building but sits within the Conservation Area.

Registered as a charity with the Charity Commissioners for England and Wales (Reg. Charity No. 301312) Great Dunmow Town Council as a body is the Sole Trustee. The Town Councillors are the Managing Trustees.

The aims of the charity are to manage Foakes Hall for the purposes of entertainment, recreation, meetings, lectures, concerts and other charitable purposes connected with the Town. The Trust also manages Foakes House at 47 Stortford Road, used for the Council's offices.

The Committee is made up of the Chairman, Vice Chairman and all current Town Councillors.

b) Trust Staff

The Town Clerk manages the Hall with the staff team of Caretaker, Amenities Manager and Finance Officer. The Caretaker has responsibility for the buildings.

c) Foakes Hall Bookings

The Foakes Hall bookings mainly come from local organisations and private hirers

Foakes Hall is used for meetings, training, conferences, craft fairs, nearly new sales, antique and jewellery valuations, antique fairs, stamp auctions, parties, weddings, award ceremonies, exhibitions, wakes, performances, rehearsals. The Town Council also uses it for some of its' meetings.

The Puffins Pre-School hires the basement during term time.

Foakes Hall is a designated Polling Station.

d) Maintenance and minor projects for Foakes Hall

Apart from the day- to- day maintenance and compliance with health & safety regulations, the Committee is aiming to continue progressing previously proposed projects.

e) Foakes House

Foakes House located at 47 Stortford Road was part of the bequest of Miss Foakes to be used for the Caretaker of the Hall. In 1982/83 Foakes House was renovated to as we see it now. Foakes House is Grade 2 Listed and within the Conservation Area and is used as offices for the Town Council staff.

The fabric of Foakes House and Foakes Hall remain in good order for the time being.

f) Tennis Pavilion

The Tennis Pavilion at the rear of Foakes Hall is leased by Dunmow Tennis Club.

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST MARCH 2022

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Meredith J. G. G. G.

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
INCOME AND EXPENDITURE ACCOUNT


	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Income		
Scale and Other Fees	33,978	11,288
Rechargeable to Tenants	546	742
Payphone	-	-
Rents re Foakes House and Clubhouse	17,530	17,970
Interest Received	76	265
Grants Gt Dunmow Town Council	68,480	64,522
Grants other	-	14,929
Sale of Land	35,000	-
Miscellaneous	5,187	-
	<u>160,797</u>	<u>109,716</u>
Expenditure		
Wages and National Insurance	33,037	36,867
Hall Management	63,769	52,001
Rates	205	205
Maintenance	16,534	33,028
Cleaning	2,987	2,372
Light, Heat and Water	8,822	4,067
Capital Expenditure	7,353	7,746
Licences and Piano	907	1,086
Payphone and Wi-fi	856	688
Insurance	3,122	3,617
Audit Fees	270	275
Trees, garden, grounds	364	574
Miscellaneous	1,466	1,893
	<u>139,692</u>	<u>144,419</u>
Excess of Income over Expenditure for the Year	<u><u>21,105</u></u>	<u><u>(34,703)</u></u>
 <u>Cumulative Fund Summary</u>		
	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Fund Balances as at 1st April	191,951	226,654
Excess of Income over Expenditure for the Year:	21,105	-34,703
Fund Balance as at 31st March 2022	<u><u>213,056</u></u>	<u><u>191,951</u></u>

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
BALANCE SHEET
AS AT 31ST MARCH 2022

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
<u>Investments</u>		
3 Charities Official Investment Fund	171,666	171,593
<u>Current Assets</u>		
Bank Current Account	75,155	48,152
4 Debtors	<u>9,359</u>	<u>3,279</u>
	84,514	51,431
<u>Current Liabilities</u>		
Creditors	(43,124)	(31,073)
<u>Net Current Liabilities</u>		
	<u>41,390</u>	<u>20,358</u>
<u>Net Worth</u>		
	<u>213,056</u>	<u>191,951</u>
<u>Represented by:</u>		
Fund brought forward at 1 st April	191,951	226,654
Excess of Income over Expenditure for the Year	<u>21,105</u>	<u>-34,703</u>
	<u>213,056</u>	<u>191,951</u>

The above statement represents fairly the financial position of the Charity as at 31st March 2022

Approved at the Trust Meeting on day of 2022

Signed: 

Chairman of
ET Foakes Memorial Hall Charity Trust

Date:

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2022

		£
1)	Property (2015 insured values)	
a)	E.T. Foakes Memorial Hall, Stortford Road, Dunmow, Essex.	1,950,990
b)	Foakes House, 47 Stortford Road, Dunmow, Essex.	487,746
	Total	2,438,736
2)	Contents (E.T. FOAKES Memorial Hall) insured value at 1.7.21	91,011
3)	Investments	
a)	Charities Official Investment Fund	171,666

4) **Debtors and Prepayments**

At 31st March 2022 trade debts of £7819 were outstanding and due to the ETFMHCT
The ages of the debts were:

	Number	£
Less than 3 months old	23	7,060
More than 3 months old	3	759
Customs & Excise		-
Sundry Debtors: Prepayments & Recharges		1,540
		9,359

5) **Creditors and Accruals**

At 31st March 2022 trade creditors of £13664 were outstanding and due to the ETFMHCT
aged as follows:

	Number	£
Less than 3 months old	6	13,394
More than 3 months old	1	270
Sundry Debtors: Prepayments & Recharges		29,455
		43,119

Signed:
Chairman of
ET Foakes Memorial Hall Charity Trust

Date:

HEELIS & LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for E T Foakes Memorial Hall – 1 April 2021 to 31 March 2022

Registered Charity No: 301312

Income: £160,797

Expenditure: £139,692

Reserves: £213,056

The Council are the sole Trustee of the E T Foakes Memorial Hall Charity. The aims of the Charity are to manage the Foakes Hall for the purposes of entertainments, recreations, meetings, lectures, concerts and other charitable purposes connected with the town of Great Dunmow.

The 2021 Annual Return was received by the Charity Commission on the 21st January 2022. All trustees are members of Great Dunmow Town Council.

The Charity prepares an annual budget, looking at short, medium and long term planning for maintenance, running costs and improvements. The Charity takes advantage of grant funding to help support the improvements to the Hall. The Charity works to the Town Council's Financial Regulations. At least every quarter and at the end of the financial year a member, other than the Mayor or a cheque signatory, is appointed to verify bank reconciliations for all accounts. The bank reconciliation dated 31 March 2022 is correct and supported by the relevant bank statements.

Income and expenditure are tracked throughout, providing a clear audit trail. The Finance Officer keeps clear records. Fees are reviewed annually.

Hire agreements are in place and appropriate safeguards are in place to ensure hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place. Copies of insurance certificates are kept on file where appropriate. A comprehensive Standard Conditions of Hire document is in place. The Hall has a PPL and PRS Licence in place.

An asset register is in place and is reviewed annually as part of the Town Council procedures. Insurance is in place under the Town Council, this includes all the standard cover including Fidelity.

Payroll, income, expenditure processes were examined as part of the Gt Dunmow TC Internal Audit dated 07/06/2022. Bank reconciliations were examined as part of the Independent Examination.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993 and the year-end accounts



Heather Heelis
30 November 2022

HEELIS & LODGE

Appointed Independent Examiner

THE EDWARD THOMAS FOAKES MEMORIAL HALL

England & Wales - Charity number 301312

Accounts

**ANNUAL REPORT FOR 1 APRIL 20 – 31 MARCH 2021
E.T. FOAKES MEMORIAL HALL CHARITY TRUST**

a) Trust Management Committee

The E.T. Foakes Memorial Hall was so named because it was built with money bequeathed (£5,000) by Miss Alice Foakes in memory of her brother Edward Thomas Foakes. Edward Foakes was the son of a local farmer, Mr C.L. Foakes. When their parents died he and his sister came to live in Westbury House, which is opposite the site later to be chosen for the building of the Hall.

The Main Hall was opened on 12 September 1934, The Talberd Room, kitchen and bar areas were opened on 31 May 1969 and the Culf Suite opened in May 1995

Foakes Hall is not a Listed Building but sits within the Conservation Area.

Registered as a charity with the Charity Commissioners for England and Wales (Reg. Charity No. 301312) Great Dunmow Town Council as a body is the Sole Trustee. The Town Councillors are the Managing Trustees.

The aims of the charity are to manage Foakes Hall for the purposes of entertainment, recreation, meetings, lectures, concerts and other charitable purposes connected with the Town. The Trust also manages Foakes House at 47 Stortford Road, used for the Council's offices.

The Committee is made up of the Chairman, Vice Chairman and all current Town Councillors.

b) Trust Staff

The Town Clerk manages the Hall with the staff team of Caretaker and Cleaner, Bookings Clerk and Finance Officer. The Estates Manager has responsibility for the buildings.

c) Foakes Hall Bookings

The Foakes Hall bookings mainly come from local organisations and private hirers

Foakes Hall is used for meetings, training, conferences, craft fairs, nearly new sales, antique and jewellery valuations, antique fairs, stamp auctions, parties, weddings, award ceremonies, exhibitions, wakes, performances, rehearsals. The Town Council also uses it for some of its' meetings.

The Puffins Pre-School hires the basement during term time.

Foakes Hall is a designated Polling Station. Use of the Hall was severely impacted by the Covid pandemic.

d) Maintenance and minor projects for Foakes Hall

Apart from the day- to- day maintenance and compliance with health & safety regulations, the Committee is aiming to continue progressing previously proposed projects. Work was delayed due to the Covid pandemic.

e) Foakes House

Foakes House located at 47 Stortford Road was part of the bequest of Miss Foakes to be used for the Caretaker of the Hall. In 1982/83 Foakes House was renovated to as we see it now. Foakes House is Grade 2 Listed and within the Conservation Area.

Office 3 on the first floor is leased to a taxi company. The rest of the building is used as offices for the Town Council staff.

The fabric of Foakes House and Foakes Hall remain in good order for the time being.

f) Tennis Pavilion

The Tennis Pavilion at the rear of Foakes Hall is leased by Dunmow Tennis Club.

g) Covid-19

On 24 March 2020 national lockdown was announced. Foakes Hall and Foakes House closed as staff began to work from home and hirings were cancelled.

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31ST MARCH 2021

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E.T. FOAKES MEMORIAL HALL CHARITY TRUST
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2021

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Income		
Scale and Other Fees	11,288	52,543
Rechargeable to Tenants	742	912
Payphone	-	-
Rents re Foakes House	17,970	19,775
Interest Received	265	1,269
Grants Gt Dunmow Town Council	64,522	71,925
Grants other	14,929	-
Miscellaneous	-	-
	<u>109,716</u>	<u>146,424</u>
 Expenditure		
Wages and National Insurance	36,867	44,680
Hall Management	52,001	49,486
Rates	205	202
Maintenance	33,028	15,191
Cleaning 3 & 4	2,372	3,068
Light, Heat and Water	4,067	5,707
Capital Expenditure	7,746	5,526
Licences and Piano	1,086	1,113
Payphone and Wi-fi	688	978
Insurance	3,617	3,102
Audit Fees	275	300
Trees, garden, grounds	574	338
Miscellaneous	<u>1,893</u>	<u>5,946</u>
	144,419	135,637
Excess of Income over Expenditure for the Year	<u>(34,703)</u>	<u>10,787</u>

Cumulative Fund Summary

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Fund Balances as at 1st April	226,654	215,867
Excess of Income over Expenditure for the Year:	-34,703	10,787
Fund Balance as at 31st March 2020	<u><u>191,951</u></u>	<u><u>226,654</u></u>

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
BALANCE SHEET
AS AT 31ST MARCH 2020


	<u>2021</u>	<u>2020</u>
	£	£
<u>Investments</u>		
3 Charities Official Investment Fund	171,593	221,331
<u>Current Assets</u>		
Bank Current Account	48,152	34,889
4 Debtors	<u>3,279</u>	<u>6,647</u>
	51,431	41,536
<u>Current Liabilities</u>		
Creditors	(31,073)	(36,213)
<u>Net Current Liabilities</u>	<u>20,358</u>	<u>5,323</u>
<u>Net Worth</u>	<u><u>191,951</u></u>	<u><u>226,654</u></u>
<u>Represented by:</u>		
Fund brought forward at 1 st April	226,654	215,867
Excess of Income over Expenditure for the Year	<u>-34,703</u>	<u>10,787</u>
	<u><u>191,951</u></u>	<u><u>226,654</u></u>

The above statement represents fairly the financial position of the Charity as at 31st March 2021

Approved at the Trust Meeting on day of 2021



 Chairman of ET Foakes Memorial Hall Committee



 Mayor of Great Dunmow Town Council
 2/12/2021

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E.T. FOAKES MEMORIAL HALL CHARITY TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021

	<u>£</u>
1) Property (2015 insured values)	
a) E.T. Foakes Memorial Hall, Stortford Road, Dunmow, Essex.	1,950,990
b) Foakes House, 47 Stortford Road, Dunmow, Essex.	487,746
c) Land on W boundary of Memorial Hall Car Park	45,000
Total	<u><u>2,483,736</u></u>

Method of valuation = (a) and (b) Aviva Insurance value for the year 1.4.13 - 31.3.14
(c) 15 car parking spaces at £3,000 each (the figure for "commuted car parking spaces" charges by Uttlesford District Council in the 1980's.)

2) Contents (E.T. FOAKES Memorial Hall) insured value at 1.7.20	89,666
3) Investments	
a) Charities Official Investment Fund	171,593

4) **Debtors and Prepayments**

At 31st March 2021 trade debts of £1623 were outstanding and due to the ETFMHCT
The ages of the debts were:

	Number	£
Less than 3 months old	15	1,623
More than 3 months old	3	-
Customs & Excise		-
Sundry Debtors: Prepayments & Recharges		1,656
		<u><u>3,279</u></u>

5) **Creditors and Accruals**

At 31st March 2021 trade creditors of £24497 were outstanding and due to the ETFMHCT
aged as follows:

	Number	£
Less than 3 months old	7	23,129
More than 3 months old	1	1,368
Sundry Debtors: Prepayments & Recharges		6,576
		<u><u>31,073</u></u>

Signed:  Chairman of ET Foakes Memorial Hall Committee

Date:

Signed:  Mayor of Great Dunmow Town Council

Date: 2/12/2021

HEELIS&LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for E T Foakes Memorial Hall – 1 April 2020 to 31 March 2021

Registered Charity No: 301312

Income: £109,716

Expenditure: £144,419

Reserves: £191,951

The Council are the sole Trustee of the E T Foakes Memorial Hall Charity. The aims of the Charity are to manage the Foakes Hall for the purposes of entertainments, recreations, meetings, lectures, concerts and other charitable purposes connected with the town of Great Dunmow. The Hall has been closed for significant lengths of time due to Covid. Maintenance of the hall is ongoing and the replacement of the heating system during this time has improved the facilities available for user groups.

The 2020 Annual Return was received by the Charity Commission within the required timescale. All trustees are members of Great Dunmow Town Council.

The Charity prepares an annual budget, looking at short, medium and long term planning for maintenance, running costs and improvements. The Charity takes advantage of grant funding to help support the improvements to the Hall. The Charity works to the Town Council's Financial Regulations. At least every quarter and at the end of the financial year a member, other than the Mayor or a cheque signatory, is appointed to verify bank reconciliations for all accounts. The bank reconciliation dated 31 March 2021 is correct and supported by the relevant bank statements.

Income and expenditure are tracked throughout, providing a clear audit trail. The Finance Officer keeps clear records. Fees are reviewed annually. Conditions of hire were reviewed at a meeting held on 18/6/2020 (Ref: 9) where a 12% increase was agreed.

Hire agreements are in place and appropriate safeguards are in place to ensure hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place. Copies of insurance certificates are kept on file where appropriate. A comprehensive Standard Conditions of Hire document is in place which was reviewed on 18/6/2020. The Hall has a PPL and PRS Licence in place.

An asset register is in place and is reviewed annually as part of the Town Council procedures. Insurance is in place under the Town Council, this includes all the standard cover including Fidelity.

Payroll, income, expenditure processes were examined as part of the Gt Dunmow TC Internal Audit dated 22/7/2020. Bank reconciliations were examined as part of the Independent Examination.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993 and the year end accounts



Heather Heelis

12 November 2020

HEELIS&LODGE

Appointed Independent Examiner

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