

**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>191,951</u>	<u>226,654</u>

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


	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</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>191,951</u>	<u>226,654</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>191,951</u>	<u>226,654</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

	£
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>2,483,736</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>3,279</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>31,073</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