

**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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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>21,105</u>	<u>(34,703)</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>213,056</u>	<u>191,951</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

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

5) **Creditors and Accruals**

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

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

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