



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>
	<u>£</u>	<u>£</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>

<u>Cumulative Fund Summary</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</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>£</u>	<u>£</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

		<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.	<u>487,746</u>
	Total	<u><u>2,438,736</u></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	<u>£</u>
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><u>53,530</u></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	<u>£</u>
Less than 3 months old	1	382
More than 3 months old	-	-
Customs & Excise		98
Sundry Debtors: Prepayments & Recharges		<u>105,832</u>
		<u><u>106,312</u></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
Review of Income & Expenditure and explanations	2

E.T. FOAKES MEMORIAL HALL CHARITY TRUST
ANALYTICAL REVIEW
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2023

	2023	2022	Variance	
	£	£	£	
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		

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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

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