

# Chews Foundation

Charity Reg. No. 307500

**Trustees Annual Report for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

## **Charity Address:**

Association of Dunstable Charities Grove House,  
76 High Street North, Dunstable, Bedfordshire.  
LU6 1NF

**Trustees for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

## **Ex-officio Governors**

Ven D Middlebrook  
Mrs J Prince

## **Representative Governors Dunstable Town Council:**

Cllr Mr Kenson Gurney  
Cllr Mr John Chatterley and Central Bedfordshire Council

## **Representative Governors Houghton Regis Town Council:**

Cllr S Goodchild

## **Co-optative Governors:**

Mr D Clarke – Vice Chairman  
Mrs S Deller  
Miss Ann Sparrow  
**Chairman:** Mr Hugh Garrod

## **Clerk to the Governors:**

Mrs Julie Tipler

## **Charity Structure, Governance and Management:**

### **Governing document:**

Approved by Her Majesty in Council, 10 February 1954 but revised 25th September 2009, and finalised on 28th June 2011. ESA No 268S

## **Trustee Selection Methods:**

### **CHEWS GOVERNORS**

#### **Governing Body**

The Governing Body of the Foundation (in this Scheme called the Governors) shall, when complete, consist of **fourteen** persons who are in sympathy with the aims of the Church of England and other Christian churches.

**FOUR Ex-officio Governors** being: The Archdeacon of Bedford, and The Rector and Churchwardens of the Parish of Dunstable. Respectively for the time being.

**FOUR Representative Governors**, to be appointed as follows:

Two by the Dunstable Town Council  
One by Houghton Regis Town Council  
One by Central Bedfordshire Council

**SIX Co-optative Governors**, to be appointed by resolution of the Governors  
A Representative Governor need not be a member of the appointing body.

Every Governor to be appointed by the Central Bedfordshire Council shall be appointed for a term of office ending on the date of the appointment of his/her successor which may be made at any time after the ordinary day of retirement of the Central Bedfordshire Councilor's next after his/her appointment.

The other Representative Governors shall be appointed each for a term of three years and the Co-optative Governors each for a term of five years.

### **Achievements and Performance in the past year**

Redecoration and upgrade of the property to be suitable for venue for hiring for educational purposes. This has been achieved and a company supplying a service for children which special educational needs now rents part of the building for this purpose.

### **Finances**

Chews House is the main asset which achieves an income from renting rooms to help with the running, administration and maintenance costs.

Money is invested and the interest is used for grants for school uniforms for children in need. Other income is obtained from rent of the house flat and the theatre.

**Mrs Julie Tipler**  
**Clerk to the Charity**  
**22<sup>nd</sup> November 2023**

**CHEWS FOUNDATION CHARITY**  
**Accounts for the period ending 31/03/2023**

	<b>Apr 2022 - Mar 2023</b>		<b>Apr 2021 - Mar 2022</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>RECEIPTS</u></b>				
Rep Theatre	3,618.00		3,910.00	
COIF and HM Treasury	16,594.73		16,268.82	
Leaders Letting Agents	6,099.00		3,903.32	
VBS Room 5 & TRS Rooms 3&4	9,255.52			
		35,567.25		24,082.14
		<b>£</b>		<b>£</b>
<b>Total receipts</b>		<b>35,567.25</b>		<b>24,082.14</b>
<b><u>EXPENDITURE</u></b>				
<b>Administration :</b>				
DTC Rent	1,202.12		760.00	
Solicitors Fees	2,709.00		2,703.00	
Fire Protection	1,119.27		563.76	
Insurance	3,561.88		3,023.03	
Plumbing	849.60		5,790.00	
General repairs	21,134.01		16,898.30	
Clerks Salary (Incl HMRC)	4,810.26		2,399.62	
Chew's House utilities ELECTRIC	465.86		353.29	
Chew's House utilities GAS	2,179.84		1,221.19	
Chew's House utilities WATER	70.00		30.79	
Flat expenses	282.00		2,457.12	
Grants	8,560.00		8,770.00	
		46,943.84		44,970.10
<b>Total Expenditure</b>		<b>46,943.84</b>		<b>44,970.10</b>
<b>NET RECEIPTS / (EXPENDITURE)</b>		<b>(11,376.59)</b>		<b>(20,887.96)</b>
<b>Total cash book brought forward</b>		<b>20,482.75</b>		<b>41,370.71</b>
Add Net Receipts/(Expenditure)		<b>(11,376.59)</b>		<b>(20,887.96)</b>
Transfer to savings				
<b>Total cash book carried forward</b>		<b>9,106.16</b>		<b>20,482.75</b>

**Check**

0.00

0.00

Bank Balances as of 30.11.2022

Current £7285.02/Savings £10,045.58

43 Summer Street  
Slip End  
Luton  
LU1 4BL

29<sup>th</sup> January, 2024

To Whom It May Concern

CHEWS FOUNDATION – Charity Reg. No: 307500

I have been asked by the Clerk to The Governors of the above charity, Mrs Julie Tipler, to carry out an independent inspection of the accounts for the period from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

I have been given full access to all relevant documents including:

- The Trustees Report
- The Minutes from June 2022 & December 2022
- BACS payment paperwork
- Suppliers Invoices
- The accounts spreadsheet for the year (Income & Expenses summary, Assets list & Cashbook)
- Bank Statements
- Budget Documents

I have cross-checked all the Bank Statements, BACS payment confirmations, and the relevant invoices for the period against the cash book spreadsheet and have found no inconsistencies or errors. There are no cash transactions. VAT is paid where it is due and is correctly managed. The Clerk has confirmed that all tax and NI due on her salary is paid and in order.

The very limited number of queries I raised with the Clerk were answered swiftly and satisfactorily.

Conclusions:

Funds are spent with due consideration and in line with the ethos of the charity. It was notable that a good balance was maintained between the commercial need to manage the buildings for posterity and income generation, and the objectives of the Charity to provide support to those in need. Property repairs and improvements appear to be carried out in a timely, efficient and cost-effective manner, with quotations sought in advance where appropriate. The Governors take a proactive approach to property maintenance and give thought to the most practical ways of generating rental income from the available facilities, taking into account the safety of tenants, legal regulations and the security of the various buildings. Due consideration is given to the historical legacy of these properties. Uniform grants are issued in an organised manner. Day to day financial accounting and record-keeping is accurate, efficient and timely.

I have suggested that it would be helpful to have a separate Asset Register with a valuation of all the buildings managed by the Charity and any other historic objects and items of significance.

Thank you for asking me to carry out this inspection. Should you have any further questions, please do not hesitate to contact me.

Nicola E West