

Chews Foundation

Charity Reg. No. 307500

Trustees Annual Report for the period 1st April 2023 to 31st March 2024

Charity Address:

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

Trustees for the period 1st April 2023 to 31st March 2024

Ex-officio Governors

Ven D Middlebrook
Mrs J Prince

Representative Governors Central Bedfordshire Council:

Cllr John Gurney

Representative Governors Dunstable Town Council:

Cllr Mr Kenson Gurney
Cllr Mr Matt Brennan

Representative Governors Houghton Regis Town Council:

Cllr J Carroll

Co-optative Governors:

Mr D Clarke – Vice Chairman
Mrs S Deller
Miss Ann Sparrow
Mr John Chatterley – Co-opted 06.06.2023 but had been rep for CBC since 08/07/2014

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

Continuation of property management and with repairs and maintenance work carried out. Planning permission will be required to replace a window which will be carried out in the next financial year.

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

3rd July 2024

CHEWS FOUNDATION CHARITY
Accounts for the period ending 31/03/2024

	Apr 2023 - Mar 2024		Apr 2022 - Mar 2023	
	£	£	£	£
RECEIPTS				
Rep Theatre	5,039.78		3,618.00	
COIF and HM Treasury	16,594.73		16,594.73	
Leaders Letting Agents	9,099.44		6,099.00	
TRS Rooms 3&4 and VBS Room 5	21,530.30		9,255.52	
		52,264.25		35,567.25
Total receipts		£ 52,264.25		£ 35,567.25
EXPENDITURE				
Administration :				
DTC Rent/Admin & Payroll	5,411.33		1,202.12	
Solicitors Fees	1,711.94		2,709.00	
Fire Protection	1,450.47		1,119.27	
Insurance	3,656.64		3,561.88	
Plumbing	1,008.00		849.60	
General repairs	11,295.63		21,134.01	
Clerks Salary (Incl HMRC)	0.00		4,810.26	
Chew's House utilities ELECTRIC	446.33		465.86	
Chew's House utilities GAS	4,729.65		2,179.84	
Chew's House utilities WATER	98.12		70.00	
Flat expenses	360.00		282.00	
Grants	8,515.00		8,560.00	
		38,683.11		46,943.84
Total Expenditure		38,683.11		46,943.84
NET RECEIPTS / (EXPENDITURE)		13,581.14		(11,376.59)
Total cash book brought forward		9,106.16		20,482.75
Add Net Receipts/(Expenditure)		13,581.14		(11,376.59)
Transfer to savings				
Total cash book carried forward	22,687.30	22,687.30		9,106.16
Check		0.00		0.00

Bank Balances as of 30.11.2022
 Current £7285.02/Savings £10,045.58

3/31/2024	
31st March 2023	
31/03/2024	
	2024
	2023
	2022

Current Acc	
Balance b/fd	9,106.16
income	52,264.25
expenditure	(38,683.11)
Balance c/fd	22,687.30

Savings Acc	<u>01.04.23-30.0</u>	<u>01.07.23-29.09.</u>	<u>30.09.23-29.12.23</u>	<u>04.12.23-03.03.24</u>	
Balance b/fd	10,063.65				
Interest	121.16	20.98	27.02	35.21 37.95	
Transfer		Transferred 18.08.22 to pay solicitors bill			
TRS Holding Dep	2666.66				
Total	12,851.47				

CHEWS FOUNDATION CHARITY
Accounts for the period ending 31/03/2024

INVESTMENTS:	Share Holding	Price	Value at	Value at	Value at	Value at	Value at	£	£	£	£	£
		Price pence 31/03/2024 (pence)	31/03/2024	3/31/2023	3/31/2022	3/31/2021	3/31/2020					
Charities Official Investment Funds (COIF)		mid market val										
CO3041211 Special Range	30,460.24	2,043.26	622,381.90	570,023.79	592,223.22	546,042.45	452,529.51					
Total of Investments			622,381.90	570,023.79	592,223.22	546,042.45	452,529.51					
HM Treasury 1 1/2 Treasury Gilt 2021 now closed							18,254.59					
Bank balances												
Current a/c			22,687.30	9,106.16	20,482.75	31,077.29	23,631.23					
Business Premium a/c			12,851.47	10,063.65	10,650.54	10,649.73	10,644.59					
Total of bank balances			35,538.77	19,169.81	31,133.29	41,727.02	34,275.82	0.00	0.00	0.00		
Total Assets			657,920.67	589,193.60	623,356.51	587,769.47	505,059.92	0.00	0.00	0.00		
Transfer from Investments to current account			0.00	0.00	0.00	0.00	0.00	0.00				
Movement in investments			76,339.45	23,981.34	46,180.77	93,512.94	452,529.51	0.00	0.00			

COIF Old account number is 000440001T
 Changed November 2023

CHEWS FOUNDATION 2023/24												22,687.30	52,264.25	38,683.11	5,039.78	16,594.73	9,099.44	21,530.30	5,411.33	1,450.47	0.00	1,711.94	3,656.64	4,729.65	446.33	98.12	1,008.00	11,295.63	8,515.00	360.00	
												Check	0.00	360.00	Income																
												Administration of Charity:										Chew's House Expenses:									
Date	Details	Pay-in/ Chq/Type	Balance	Income	Expendi- ture	Rep Theater	COIF & HM Treasury	Flat rent	Room rents	Description	Rent&Admin Payroll	Fire protection/ CHUBB	Payroll	Solicitors	Insurance	British Gas	Electric	Affinity Water	Plumbing	General repairs	Description	Grant	Flat expenses								
9/19/2023	Debenhams Ottaway Solicitors	BACS	14,363.15	0.00	311.94								311.94																		
9/20/2023	ADC (Rent/Admin)	S/O	13,919.15	0.00	444.00						444.00																				
9/20/2023	Leaders Letting Agents	Direct Cred	14,798.45	879.30	0.00			879.30																							
9/26/2023	British Gas	D/D	14,714.57	0.00	83.88										83.88																
9/26/2023	Allan Whittall Handyman	BACS	14,594.22	0.00	120.35															120.35	Repairs										
9/27/2023	David Nott & Son	BACS	14,378.22	0.00	216.00															216.00	General										
10/3/2023	ANSVAR INSURANCE	D/D	14,014.07	0.00	364.15									364.15																	
10/13/2023	The Regulation Station Rooms 3 & 4	Direct Cred	15,625.07	1,611.00	0.00				1,611.00																						
10/16/2023	VBS Room 5 Rent	S/O	15,811.97	186.90	0.00				186.90																						
10/19/2023	Nigel Burnett Cleaner	BACS	15,789.47	0.00	22.50															22.50	Cleaning										
10/19/2023	Dunstable Lock and Safe Chews Lock	BACS	15,738.23	0.00	51.24															51.24	Keys/Locks										
10/19/2023	SJ Davies Electrical	BACS	15,049.91	0.00	688.32															688.32	Electrics										
10/20/2023	ADC (Rent/Admin)	S/O	14,605.91	0.00	444.00						444.00																				
10/20/2023	Leaders Letting Agents	Direct Cred	15,065.24	459.33	0.00			459.33																							
10/23/2023	EON	D/D	14,970.07	0.00	95.17											95.17															
10/23/2023	ADC (Rent/Admin)	S/O	15,375.04	404.97	0.00			404.97																							
10/24/2023	Chubb Fire & Security	BACS	15,053.02	0.00	322.02						322.02																				
10/27/2023	Leaders Letting Agents	Direct Cred	15,773.48	720.46	0.00			720.46																							
11/1/2023	British Gas	D/D	15,385.87	0.00	387.61											387.61															
11/1/2023	Affinity Water	D/D	15,367.87	0.00	18.00												18.00														
11/1/2023	Nigel Burnett Cleaner	BACS	15,345.37	0.00	22.50															22.50	Cleaning										
11/1/2023	Nigel Burnett Cleaner	BACS	15,322.87	0.00	22.50															22.50	Cleaning										
11/1/2023	Allan Whittall Handyman	BACS	15,235.93	0.00	86.94															86.94	Repairs										
11/1/2023	The Regulation Station Rooms 3 & 4	Direct Cred	16,846.93	1,611.00	0.00				1,611.00																						
11/2/2023	British Gas	D/D	16,638.87	0.00	208.06											208.06															
11/3/2023	ANSVAR INSURANCE	D/D	16,274.72	0.00	364.15									364.15																	
11/8/2023	The Sign Shop	BACS	15,938.72	0.00	336.00															336.00	Misc										
11/9/2023	Nigel Burnett Cleaner	BACS	15,916.22	0.00	22.50															22.50	Cleaning										
11/15/2023	VBS Room 5 Rent	Direct Cred	16,103.12	186.90	0.00				186.90																						
11/16/2023	Nigel Burnett Cleaner	BACS	16,078.12	0.00	25.00															25.00	Cleaning										
11/20/2023	ADC (Rent/Admin)	S/O	15,634.12	0.00	444.00						444.00																				
11/21/2023	Dunstable Lock and Safe Chews Lock	BACS	15,625.78	0.00	8.34															8.34	Keys/Locks										
11/21/2023	Nigel Burnett Cleaner	BACS	15,600.78	0.00	25.00															25.00	Cleaning										
11/23/2023	Leaders Letting Agents	Direct Cred	16,499.85	899.07	0.00			899.07																							
11/28/2023	British Gas	D/D	16,190.96	0.00	308.89											308.89															
11/30/2023	Laura Jenkins Key for Room 3	BACS	16,180.96	0.00	10.00															10.00	Keys/Locks										
11/30/2023	Nigel Burnett Cleaner	BACS	16,155.96	0.00	25.00															25.00	Cleaning										
11/30/2023	Allan Whittall Handyman	BACS	16,092.96	0.00	63.00															63.00	Sundries										
11/30/2023	COIF 000440001T	Direct Cred	20,269.06	4,176.10	0.00		4,176.10																								
12/1/2023	Affinity Water	D/D	20,251.06	0.00	18.00												18.00														
12/4/2023	Leaders Letting Agents	Direct Cred	20,295.66	44.60	0.00			44.60																							
12/6/2023	Nigel Burnett Cleaner	BACS	20,270.66	0.00	25.00															25.00	Cleaning										
12/13/2023	Nigel Burnett Cleaner	BACS	20,245.66	0.00	25.00															25.00	Cleaning										
12/13/2023	Hugh Garrod - Fan Heaters	BACS	20,207.68	0.00	37.98															37.98	Sundries										
12/13/2023	Chubb Fire & Security	BACS	19,832.90	0.00	374.78						374.78																				
12/13/2023	Pacific Heat - Pump	BACS	17,372.90	0.00	2,460.00															2,460.00	Heating										
12/13/2023	The Regulation Station Rooms 3 & 4	Direct Cred	18,983.90	1,611.00	0.00				1,611.00																						
12/15/2023	VBS Room 5 Rent	Direct Cred	19,170.80	186.90	0.00				186.90																						
12/15/2023	Leaders Letting Agents	Direct Cred	19,227.00	56.20	0.00			56.20																							
12/19/2023	British Gas	D/D	19,029.87	0.00	197.13											197.13															
12/20/2023	ADC (Rent/Admin)	S/O	18,585.87	0.00	444.00						444.00																				
12/20/2023	Allan Whittall Handyman	BACS	18,564.87	0.00	21.00															21.00	Sundries										
12/21/2023	Nigel Burnett Cleaner	BACS	18,539.87	0.00	25.00															25.00	Cleaning										
12/21/2023	Leaders Letting Agents	Direct Cred	18,817.07	277.20	0.00			277.20																							
1/2/2024	British Gas	D/D	18,799.20	0.00	17.87											17.87															
1/2/2024	Affinity Water	D/D	18,781.20	0.00	18.00												18.00														
1/2/2024	Nigel Burnett Cleaner	BACS	18,756.20	0.00	25.00															25.00	Cleaning										
1/2/2024	Nigel Burnett Cleaner	BACS	18,731.20	0.00	25.00															25.00	Cleaning										
1/4/2024	Leaders Letting Agents	Direct Cred	18,954.20	223.00	0.00			223.00																							
1/5/2024	Leaders Letting Agents	Direct Cred	19,132.60	178.40	0.00			178.40																							
1/8/2024	Little Theatre Rent Oct 23 - March 24	Direct Cred	19,882.60	750.00	0.00	750.00																									
1/8/2024	Little Theatre Insurance Cont 2024	Direct Cred	21,294.95	1,412.35	0.00	1,412.35																									
1/9/2024	Leaders Letting Agents	Direct Cred	21,517.95	223.00	0.00			223.00																							
1/11/2024	Dunstable Lock and Safe Chews Lock	BACS	21,493.47	0.00	24.48															24.48	Keys/Locks										
1/11/2024	Nigel Burnett Cleaner	BACS	21,468.47	0.00	25.00															25.00	Cleaning										
1/15/2024	VBS Room 5 Rent	Direct Cred	21,655.37	186.90	0.00				186.90																						
1/18/2024	Nigel Burnett Cleaner	BACS	21,630.37	0.00	25.00															25.00	Cleaning										

43 Summer Street
Slip End
Luton
LU1 4BL

18th July, 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 1st April 2023 to 31st March 2024.

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

- The Trustees Report for the relevant period plus a list of Trustees
- The Minutes from June 2023 & December 2023
- BACS payment paperwork
- Suppliers Invoices
- The accounts spreadsheet for the year (Income & Expenses summary, Assets list & Cashbook)
- Bank Statements
- Budget Documents

I have fully 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:

As last year, it appears that funds are spent with due consideration and in line with the ethos of the charity. It is evident that the buildings are all well maintained with repairs being swiftly managed. The commercial need to manage the buildings for posterity and income-generation is well balanced, and the objectives of the Charity to provide support to those in need is ongoing and well thought through.

Property repairs and improvements are 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. This is clearly evidenced through the minutes. 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. Paperwork is well managed and there is clear evidence that income and payments are regularly scrutinised.

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.

Yours faithfully,

Nicola E West