

# Chews Foundation

Charity Reg. No. 307500

**Trustees Annual Report for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**

## **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 2024 to 31<sup>st</sup> March 2025**

### **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

**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 Council'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**

Property management continues with regular full time hirer now requesting to prolong the current licence to a 5 year lease. Repairs and maintenance work are carried out as and when necessary. Planning permission applied for replacement side window but this is still on going due to a Central Bedfordshire conservation planning team requesting lots of further information and the loss of the contractor who was due to carry out the work.

School uniform grants were given out and it was a record year with more applications received for many years.

The flat was refurbished including the need for a wall to be replastered using original lathe and plaster technique as required of a listed building. A new tenant has been sourced.

## **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**  
**26<sup>th</sup> June 2025**

CHEWS FOUNDATION 2024/25		17,255.46	50,947.73	56,379.57	2,929.61	16,926.75	3,050.26	28,041.11		8,904.00	980.73	0.00	3,198.66	3,725.80	3,605.43	1,421.14	270.00	1,053.60	21,265.21	11,955.00	0.00					
		Check	0.00	0.00	Income					Administration of Charity:												Chew's House Expenses:				
Date	Details	Pay-in/ Chq/Type	Balance	Income	Expend- iture	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			
01/04/2024	Balance b/f		22,687.30																							
02/04/2024	Affinity Water	D/D	22,662.30	0.00	25.00													25.00								
02/04/2024	The Regulation Station Rooms 3 & 4	Direct Cred	24,273.30	1,611.00	0.00				1,611.00																	
03/04/2024	ANSVAR INSURANCE	D/D	23,901.64	0.00	371.66										371.66											
04/04/2024	Nigel Burnett Cleaner	BACS	23,876.64	0.00	25.00															25.00	Cleaning					
05/04/2024	Leaders Letting Agents	Direct Cred	23,981.54	104.90	0.00			104.90																		
09/04/2024	Debenhams Ottaway Solicitors	BACS	21,581.54	0.00	2,400.00								2400													
11/04/2024	Nigel Burnett Cleaner	BACS	21,556.54	0.00	25.00															25.00	Cleaning					
15/04/2024	VBS Room 5 Rent	Direct Cred	21,743.44	186.90	0.00				186.90																	
22/04/2024	ADC (Rent/Admin/Payroll)	S/O	21,001.44	0.00	742.00						742.00															
23/04/2024	Nigel Burnett Cleaner	BACS	20,976.44	0.00	25.00															25.00	Cleaning					
23/04/2024	Nigel Burnett Cleaner	BACS	20,951.44	0.00	25.00															25.00	Cleaning					
25/04/2024	British Gas	D/D	20,175.21	0.00	776.23										776.23											
30/04/2024	British Gas Electricity	D/D	20,026.92	0.00	148.29												148.29									
01/05/2024	Affinity Water	D/D	20,001.92	0.00	25.00													25.00								
01/05/2024	Allan Whittall Handyman	BACS	19,986.92	0.00	15.00															15.00	General					
01/05/2024	Nigel Burnett Cleaner	BACS	19,961.92	0.00	25.00															25.00	Cleaning					
03/05/2024	ANSVAR INSURANCE	D/D	19,590.26	0.00	371.66										371.66											
08/05/2024	Nigel Burnett Cleaner	BACS	19,565.26	0.00	25.00															25.00	Cleaning					
08/05/2024	Chubb Fire & Security	BACS	19,367.09	0.00	198.17							198.17														
15/05/2024	Nigel Burnett Cleaner	BACS	19,342.09	0.00	25.00															25.00	Cleaning					
15/05/2024	VBS Room 5 Rent	Direct Cred	19,528.99	186.90	0.00				186.90																	
20/05/2024	ADC (Rent/Admin/Payroll)	S/O	18,786.99	0.00	742.00						742.00															
20/05/2024	The Regulation Station Rooms 3 & 4	Direct Cred	20,397.99	1,611.00	0.00				1,611.00																	
21/05/2024	Chews Gutter Brush - Payment to JT	BACS	20,383.50	0.00	14.49															14.49	General					
21/05/2024	Phil Warren - Gardener	BACS	20,323.50	0.00	60.00															60.00	Gardening					
21/05/2024	Allan Whittall Handyman	BACS	20,203.03	0.00	120.47															120.47	General					
22/05/2024	Transfer of Funds for Garden Bin Sticker	Direct Cred	20,148.03	0.00	55.00															55.00	General					
22/05/2024	Courtney Services	BACS	20,083.03	0.00	65.00															65.00	General					
22/05/2024	Leaders Letting Agents	Direct Cred	21,799.60	1,716.57	0.00			1,716.57																		
23/05/2024	British Gas	D/D	21,299.49	0.00	500.11																					
23/05/2024	Nigel Burnett Cleaner	BACS	21,274.49	0.00	25.00															25.00	Cleaning					
28/05/2024	British Gas Electricity	D/D	21,196.76	0.00	77.73												77.73									
28/05/2024	Allan Whittall Handyman	BACS	21,136.76	0.00	60.00															60.00	General					
30/05/2024	Bin Stickers - Paid by Laura Jenkins	BACS	21,134.76	0.00	2.00															2.00	General					
30/05/2024	Pacific Heat Boiler Service	BACS	20,738.76	0.00	396.00														396.00							
30/05/2024	Angliss Carpets	BACS	19,283.76	0.00	1,455.00															1,455.00	General					
31/05/2024	Nigel Burnett Cleaner	BACS	19,258.76	0.00	25.00															25.00	Cleaning					
31/05/2024	COIF CO3041211	D/Credit	23,440.95	4,182.19	0.00		4,182.19																			
03/06/2024	Affinity Water	D/D	23,415.95	0.00	25.00													25.00								
04/06/2024	ANSVAR INSURANCE	D/D	23,044.29	0.00	371.66										371.66											
05/06/2024	Nigel Burnett Cleaner	BACS	23,019.29	0.00	25.00															25.00	Cleaning					
07/06/2024	The Regulation Station Rooms 3 & 4	D/Credit	24,630.29	1,611.00	0.00				1,611.00																	
12/06/2024	British Gas	D/D	24,541.14	0.00	89.15												89.15									
13/06/2024	Nigel Burnett Cleaner	BACS	24,516.14	0.00	25.00															25.00	Cleaning					
13/06/2024	Allan Whittall Handyman	BACS	24,306.14	0.00	210.00															210.00	General					
17/06/2024	VBS Room 5 Rent	D/Credit	24,493.04	186.90	0.00				186.90																	
18/06/2024	British Gas Electricity	D/D	24,437.24	0.00	55.80												55.80									
20/06/2024	ADC (Rent/Admin/Payroll)	S/O	23,695.24	0.00	742.00						742.00															
20/06/2024	Nigel Burnett Cleaner	BACS	23,670.24	0.00	25.00															25.00	Cleaning					
21/06/2024	Leaders Letting Agents	D/Credit	24,157.77	487.53	0.00			487.53																		
28/06/2024	British Gas	D/D	24,073.16	0.00	84.61												84.61									
01/07/2024	Affinity Water	D/D	24,048.16	0.00	25.00													25.00								
01/07/2024	The Regulation Station Rooms 3 & 4	D/Credit	25,659.16	1,611.00	0.00				1,611.00																	
02/07/2024	British Gas Electricity	D/D	25,622.08	0.00	37.08												37.08									
03/07/2024	ANSVAR INSURANCE	D/D	25,250.42	0.00	371.66										371.66											
03/07/2024	Allan Whittall Handyman	BACS	25,227.92	0.00	22.50															22.50	General					
03/07/2024	Nigel Burnett Cleaner	BACS	25,202.92	0.00	25.00															25.00	Cleaning					
03/07/2024	Nigel Burnett Cleaner	BACS	25,177.92	0.00	25.00															25.00	Cleaning					
04/07/2024	Adekunle	BACS	25,097.92	0.00	80.00																	80.00				
04/07/2024	Balint - to	BACS	25,017.92	0.00	80.00																	80.00				
04/07/2024	Asamoah	BACS	24,872.92	0.00	145.00																	145.00				
04/07/2024	Bachora	BACS	24,727.92	0.00	145.00																	145.00				
04/07/2024	Baldwin	BACS	24,582.92	0.00	145.00																	145.00				
04/07/2024	Arnold	BACS	24,372.92	0.00	210.00																	210.00				
04/07/2024	Bavliiss	BACS	24,162.92	0.00	210.00																	210.00				
04/07/2024	De Jesus	BACS	23,922.92	0.00	240.00																	240.00				
05/07/2024	Leaders Letting Agents	D/Credit	24,230.85	307.93	0.00			307.93																		
09/07/2024	Coady	BACS	24,200.85	0.00	30.00																	30.00				
09/07/2024	Birch	BACS	24,120.85	0.00	80.00																	80.00				
09/07/2024	Boatswain	BACS	24,040.85	0.00	80.00																	80.00				
09/07/2024	Catlin	BACS	23,960.85	0.00	80.00																	80.00				
09/07/2024	Clark	BACS	23,880.85	0.00	80.00																	80.00				
09/07/2024	Comb	BACS	23,800.85	0.00	80.00																	80.00				
09/07/2024	Crouch	BACS	23,720.85	0.00	80.00																	80.00				
09/07/2024	Daley	BACS	23,640.85	0.00	80.00																	80.00				
09/07/2024	S Denton	BACS	23,560.85	0.00	80.00																	80.00				
09/07/2024	T Denton	BACS	23,480.85	0.00	80.00																	80.00				
09/07/2024	Evan	BACS	23,400.85	0.00	80.00																	80.00				
09/07/2024	Filmer	BACS	23,320.85	0.00	80.00																					



CHEWS FOUNDATION 2024/25		17,255.46	50,947.73	56,379.57	2,929.61	16,926.75	3,050.26	28,041.11	8,904.00	980.73	0.00	3,198.66	3,725.80	3,605.43	1,421.14	270.00	1,053.60	21,265.21	11,955.00	0.00						
		Check	0.00	0.00	Income				Administration of Charity:												Chew's House Expenses:					
Date	Details	Pay-in/ Chq/Type	Balance	Income	Expend- iture	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			
24/07/2024	Nigel Burnett Cleaner	BACS	12,710.29	0.00	25.00															25.00	Cleaning					
24/07/2024	Rhodes	BACS	12,630.29	0.00	80.00																	80.00				
24/07/2024	Dunstable Lock & Safe chews lock	BACS	12,540.29	0.00	90.00																90.00	Keys/Locks				
24/07/2024	Dafion	BACS	12,330.29	0.00	210.00																	210.00				
25/07/2024	Nigel Burnett Cleaner	BACS	12,305.29	0.00	25.00																25.00	Cleaning				
25/07/2024	Nicola West - Audit	BACS	12,225.29	0.00	80.00																80.00	Surveys/Agents fees				
31/07/2024	Allan Whittall Handyman	BACS	12,171.29	0.00	54.00																54.00	General				
31/07/2024	Allan Whittall Handyman	BACS	11,965.79	0.00	205.50																205.50	General				
01/08/2024	Affinity Water	D/D	11,940.79	0.00	25.00													25.00								
01/08/2024	Nigel Burnett Cleaner	BACS	11,915.79	0.00	25.00																25.00	Cleaning				
01/08/2024	The Regulation Station Rooms 3 & 4	D/Credit	13,526.79	1,611.00	0.00				1,611.00																	
05/08/2024	ANSVAR INSURANCE	D/D	13,155.13	0.00	371.66										371.66											
07/08/2024	Nigel Burnett Cleaner	BACS	13,130.13	0.00	25.00																25.00	Cleaning				
07/08/2024	Phil Warren - Gardener	BACS	13,070.13	0.00	60.00																60.00	Gardening				
14/08/2024	Nigel Burnett Cleaner	BACS	13,045.13	0.00	25.00																25.00	Cleaning				
14/08/2024	Allan Whittall Handyman - Handrail	BACS	13,000.13	0.00	45.00																45.00	General				
15/08/2024	British Gas	D/D	12,825.13	0.00	175.00											175.00										
15/08/2024	British Gas Electricity	D/D	12,715.13	0.00	110.00												110.00									
15/08/2024	Nuvue Windows & Doors - Flat Door Depos	D/D	11,814.59	0.00	900.54																900.54	General				
15/08/2024	VBS Room 5 Rent	D/Credit	12,001.49	186.90	0.00				186.90																	
20/08/2024	ADC (Rent/Admin/Payroll)	S/O	11,259.49	0.00	742.00						742.00															
22/08/2024	Allan Whittall Handyman Radiator Cover	BACS	10,993.29	0.00	266.20																266.20	General				
22/08/2024	SJ Davies Electrical	BACS	10,647.69	0.00	345.60																345.60	Electrics				
22/08/2024	JM Roofing - Roof Repairs	BACS	9,767.69	0.00	880.00																880.00	Roofing				
30/08/2024	COIF C03041211	D/Credit	13,949.88	4,182.19	0.00		4,182.19																			
07/09/2024	Affinity Water	D/D	13,924.88	0.00	25.00													25.00								
02/09/2024	The Regulation Station Rooms 3 & 4	D/Credit	15,535.88	1,611.00	0.00				1,611.00																	
03/09/2024	ANSVAR INSURANCE	D/D	15,164.22	0.00	371.66										371.66											
03/09/2024	Nigel Burnett Cleaner	BACS	15,139.22	0.00	25.00																25.00	Cleaning				
03/09/2024	Nigel Burnett Cleaner	BACS	15,114.22	0.00	25.00																25.00	Cleaning				
03/09/2024	Nigel Burnett Cleaner	BACS	15,089.22	0.00	25.00																25.00	Cleaning				
04/09/2024	Laura Jenkins - License Postage	BACS	15,080.27	0.00	8.95																8.95	General				
04/09/2024	OVO Energy	BACS	15,032.12	0.00	48.15												48.15									
04/09/2024	Debenhams Ottaway Solicitors	BACS	14,532.12	0.00	500.00									500.00												
05/09/2024	Courtney Services - Moss Clear	BACS	14,447.12	0.00	85.00																85.00	Gardening				
09/09/2024	The Regulation Station Room 2	D/Credit	14,540.03	82.91	0.00				92.91																	
09/09/2024	The Regulation Station Insurance	D/Credit	15,469.21	929.18	0.00				929.18																	
10/09/2024	Nigel Burnett Cleaner	BACS	15,444.21	0.00	25.00																25.00	Cleaning				
16/09/2024	British Gas	BACS	15,269.21	0.00	175.00											175.00										
16/09/2024	British Gas Electricity	BACS	15,159.21	0.00	110.00												110.00									
16/09/2024	VBS Room 5 Rent	D/Credit	15,346.11	186.90	0.00				186.90																	
20/09/2024	ADC (Rent/Admin/Payroll)	S/O	14,604.11	0.00	742.00						742.00															
24/09/2024	Nigel Burnett Cleaner	BACS	14,579.11	0.00	25.00																25.00	Cleaning				
24/09/2024	Nigel Burnett Cleaner	BACS	14,554.11	0.00	25.00																25.00	Cleaning				
24/09/2024	Phil Warren - Gardener	BACS	14,524.11	0.00	30.00																30.00	Gardening				
25/09/2024	OVO Energy	BACS	14,506.88	0.00	17.23												17.23									
25/09/2024	The Sign Shop	BACS	14,272.88	0.00	234.00																234.00	General				
01/10/2024	Affinity Water	D/D	14,252.88	0.00	20.00													20.00								
01/10/2024	Debenhams Ottaway Solicitors	BACS	13,852.88	0.00	400.00									400.00												
01/10/2024	The Regulation Station Cleaning	D/Credit	13,912.88	60.00	0.00				60.00																	
01/10/2024	The Regulation Station Utilities (Notgas)	D/Credit	14,062.88	150.00	0.00				150.00																	
01/10/2024	The Regulation Station Gas Payment	D/Credit	14,310.70	247.82	0.00				247.82																	
01/10/2024	The Regulation Station Licence Payment	D/Credit	16,189.70	1,879.00	0.00				1,879.00																	
02/10/2024	Nuvue Windows & Doors - Flat Door Balance	BACS	15,289.17	0.00	900.53																900.53	General				
03/10/2024	ANSVAR INSURANCE	D/D	14,917.51	0.00	371.66										371.66											
09/10/2024	Nigel Burnett Cleaner	BACS	14,892.51	0.00	25.00																25.00	Cleaning				
09/10/2024	Nigel Burnett Cleaner	BACS	14,867.51	0.00	25.00																25.00	Cleaning				
10/10/2024	Little Theatre Rent Apr 24 - Mar 25	Direct Cred	16,367.51	1,500.00	0.00	1,500.00																				
15/10/2024	VBS Room 5 Rent	D/Credit	16,554.41	186.90	0.00				186.90																	
16/10/2024	British Gas	D/D	16,379.41	0.00	175.00											175.00										
16/10/2024	British Gas Electricity	D/D	16,269.41	0.00	110.00												110.00									
17/10/2024	Nigel Burnett Cleaner	BACS	16,244.41	0.00	25.00																25.00	Cleaning				
21/10/2024	ADC (Rent/Admin/Payroll)	S/O	15,502.41	0.00	742.00						742.00															
22/10/2024	JM Roofing - Roofvent	BACS	15,182.41	0.00	320.00																320.00	Roofing				
22/10/2024	SJ Davies Electrical Flat Fans	BACS	14,632.69	0.00	549.72																549.72	Electrics				
22/10/2024	SJ Davies Electrical Flat Works	BACS	12,836.65	0.00	1,796.04																1,796.04	Electrics				
30/10/2024	OVO Energy	BACS	12,819.81	0.00	16.84												16.84									
30/10/2024	Nigel Burnett Cleaner	BACS	12,794.81	0.00	25.00																25.00	Cleaning				
30/10/2024	Phil Warren - Gardener	BACS	12,764.81	0.00	30.00																30.00	Gardening				
31/10/2024	Nigel Burnett Cleaner	BACS	12,739.81	0.00	25.00																25.00	Cleaning				
01/11/2024	Affinity Water	D/D	12,719.81	0.00	20.00													20.00								
01/11/2024	The Regulation Station Cleaning	D/Credit	12,779.81	60.00	0.00				60.00																	
01/11/2024	The Regulation Station Utilities (Notgas)	D/Credit	12,929.81	150.00	0.00				150.00																	
01/11/2024	The Regulation Station Gas Payment	D/Credit	13,177.63	247.82	0.00				247.82																	
01/11/2024	The Regulation Station Licence Payment	D/Credit	15,056.63	1,879.00	0.00				1,879.00																	
05/11/2024	ANSVAR INSURANCE	D/D	14,684.97	0.00	371.66										371.66											
05/11/2024	Nigel Burnett Cleaner	BACS	14,659.97	0.00	25.00																25.00	Cleaning				
07/11/2024	OVO Energy	BACS	14,658.52	0.00	1.45												1.45									
12/11/2024	VBS Holding Deposit	Bank Transf	14,284.72	(373.80)	0.00				-373.80																	







43 Summer Street  
Slip End  
Luton  
LU1 4BL

10<sup>th</sup> July, 2025

To Whom It May Concern & The Governors

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 2024 to 31<sup>st</sup> March 2025.

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 the meetings held on June 2024 & December 2024
- BACS payment paperwork
- Suppliers Invoices
- The accounts spreadsheet for the year (Income & Expenses summary, Financial Assets list & Cashbook)
- Bank Statements
- Budget Documents

The major part of my inspection is to fully cross-check all the Bank Statements, BACS payment confirmations, and the relevant invoices for the period against the cash book spreadsheet. I am pleased to report that this work is now complete and I 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:

It has been my pleasure to inspect these annual accounts over a number of years now and I am pleased to confirm that, as previously, 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 Chews Foundation to provide support to those in need is ongoing and well thought through.

Due to the age of the properties, there are a significant number of repairs and improvements required. These are carried out in a timely, efficient and cost-effective manner, with quotations sought in advance where appropriate. The Clerk and 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 and will be discussing with the Clerk if this will be of value to the Charity.

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