



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
		1	April		2020	

**Section A Reference and administration details**

**Charity name** THE MAYOR'S CHARITY APPEAL TRUST (BASILDON)

**Other names charity is known by** Basildon Borough Mayor's Charitable Trust

**Registered charity number (if any)** 1184193

**Charity's principal address**

The Basildon Centre	
St Martin's Square	
Basildon, Essex	
<b>Postcode</b>	SS14 1DL

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Councillor David Burton-Sampson	Basildon Borough Mayor		
2	Councillor Derrick Fellowes	Basildon Borough Deputy Mayor		
3	Mr Owen Sparks	Basildon Borough Council's Section 151 Officer		
4	Mr Paul Burkinshaw	Basildon Borough Council's Monitoring Officer		

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Mayor and Deputy Mayor are appointed by the Basildon Borough Council each year at its Annual General Meeting. The current Mayor and Deputy Mayor were appointed on 23 May 2019. Due to the current Covid 19 pandemic, the Annual Meeting scheduled to take place in May 2020 was cancelled therefore the term of office for the Mayor and Deputy Mayor has been extended.

The next Annual Council Meeting has been arranged for 27<sup>th</sup> May 2021.

The Section 151 and Monitoring Officers are appointed by Basildon Borough Council.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the charity ('the objects') are to make grants to further such general charitable purposes according to the law of England and Wales as the trustees may in their absolute discretion determine in the Borough of Basildon.

The Board of Trustees have met 7 times in the 2020/21 municipal year.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Due to the Covid pandemic, it has not been possible to hold any in person Charity fundraising events.

Throughout August, September and October the Mayor visited several organisations to thank them directly for the support they have provided to our residents during the pandemic.

At these presentations, we encouraged the organisations to sign up to our Basildon Lottery scheme which contributes a small amount to the Mayors Charity Trust.

In August 2020, the Mayor held a Charity Quiz night remotely to raise funds for the Polly Parrot Appeal. Due to its success the Mayor held another remote Quiz night in December with a Christmas theme.

Throughout the pandemic, we have continued to promote the Basildon Lottery to organisations/charities and residents to involve more players, leading to more contributions into the Mayors Charity Trust.

In December 2020, it was identified that several of our residents didn't qualify for Covid furlough pay, due to zero hour contracts, so it was decided to run a campaign 'Keep-the-lights-On' involving local business and contractors to donate to the Charity Trust in order to pay 119 qualifying applicants a grant of £275 per person.

The remainder amount of £5,598 has been approved by the original donors and agreed by the trustees to support the local Mental Health organisations.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The Mayor of Basildon Borough Council during his term of office has had a programme of events that have taken place in order to raise monies for the Mayor's Charity. They are listed below as follows:-

#### Monies Raised for the Polly Parrot Appeal –

- Remote Charity Quiz Night (Sat 1st August 2020)  
Entrance fee and Raffle Tickets sold.  
Amount raised - £160.
- Remote Christmas Charity Quiz Night (Sat 12th December 2020)  
Entrance fee and Raffle Tickets sold.  
Amount raised - £130.
- Online/Live Civic Service (Mon 7th September 2020) – To celebrate our commitment to the service provided to our community – Donations made through Polly Parrot Givey Page
- Online/Live Civic Carol Service (Mon 21st December 2020) – Online presentation of Carols, Prayers & Songs – Donations made through Polly Parrot Givey Page
- Facebook Fundraiser  
Raised - £537.50

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- Keep the Lights On – Crowdfunding Page  
Campaign run during Covid Pandemic (aimed at local business') – To assist hospitality staff that are excluded from furlough pay.  
This campaign was dependant on applications compliant with the criteria of the grant payments.  
Amount raised – £38,323.49  
The remainder £5598.49 will be allocated to the Mental health Fund in relation to Covid19.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

### Details of any funds materially in deficit

## Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

At the Trust meeting held on 9 June 2020, the grant funding criteria for awarding grants up to a maximum of £500 was agreed. Following the criteria, the Board agreed that funding be awarded to the following:-

£500.00 Donation - Salvation Army Wickford Food Bank  
£500.00 Donation - Motivation Minds Laindon Food Bank  
£500.00 Donation - Forging Men Billericay Food Bank  
£500.00 Donation - Helping Hands Lee Chapel North Food Bank  
£500.00 Donation - RCCG Majesty Connections Basildon Food Bank  
£1,000.00 - Donation - Jo Cox Foundation  
£1,000.00 - Donation - More in Common

£32,725.00 – Keep the Lights on Campaign, Grant application payments.

## Section F Other optional information

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## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	O Sparks	
<b>Full name(s)</b>	Owen Sparks	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	17 May 2021	