



## Trustees' Annual Report for the period

From		Period start date			To			Period end date		
		1	April	2022				31	March	2023

### 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

**Postcode**

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)
Councillor David Burton-Sampson	Basildon Borough Mayor	01.04.2021 to 27.05.21	
Councillor Derrick Fellowes	Basildon Borough Deputy Mayor	01.04.2021 to 27.05.21	
Councillor David Dadds	Basildon Borough Mayor	28.05.2021 to 26.05.22	
Councillor Luke Mackenzie	Basildon Borough Deputy Mayor	28.05.2021 to 26.05.22	
1 Cllr Luke Mackenzie	Basildon Borough Mayor	27.05.22 to date	
2 Cllr Yetunde Adeshile	Basildon Borough Deputy Mayor	27.05.22 to date	
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)

--

## 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 Mayor and Deputy Mayor were appointed on 26 May 2022.

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 5 times in the 2022/23 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)

On 03 March 2023 the Mayor held a Charity Dinner at Stock Brook Country Club, Billericay. Tickets were sold at £55 per person, £13 of each ticket for charity. An auction and raffle were held to raise further funds on the night for the charity.

### 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.

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

The Mayor of Basildon Borough Council, during his term of office raised monies for the Mayor's Charity they are listed below as follows:-

**Monies Raised for The Listening Post CIC and Changing Pathways –**

- Donation - £500 – outstanding payments from 18.03.22
  - Dinner Tickets - £500– outstanding payments from 18.03.22
  - Dinner Tickets - £700– outstanding payments from 18.03.22
  
  - GIVEY - Backside-to-Trackside –  
Deputy Mayor Participated in 5k run  
Sponsorship totalling £1000.00
  - GIVEY – Big Team Challenge - Online staff donation £100.
  
  - Civic Charity Dinner (Fri 3<sup>rd</sup> March 2023)  
Ticket Sales – £8254.00  
Auction and Raffle held at Charity Dinner raising £1944.00  
Donations £660.00
  
  - Dividends from Community Lottery  
April 22 to September 22 when contract ended - £1676.80
-

## 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.

#### **Expenditure:**

At the Trust meeting held on 9<sup>th</sup> May 2022, the Board agreed that funding be awarded to the following:-

£5,600.00 Donation – Motivated Minds  
£1120.00 Donation - Basildon Food Bank  
£1120.00 Donation - Billericay Food Bank  
£1120.00 Donation - Laindon Food Bank  
£1120.00 Donation - Lee Chapel North Food Bank  
£1120.00 Donation - Wickford Food Bank

Costs related to the Charity Civic Dinner March 2023 were £6678.00

Costs relating to account – Service charges were £35.92

#### **Income:**

Further donations received -

- General BACS/Cheques - £660.00
- Payroll Donations – £156.00
- GAYE Payroll Donations - £650.53
  
- Cash Bucket collections - £17.47
- Gift Aid - £2.50
  
- Collection plate at Civic Church Service - £152.50
- Staff Event, Raffle held for charity - £302.00
- Collection plate at Civic Carol Church Service - £118.76
  
- £77.23 Interest earned on account


**Section F****Other optional information**

--

**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>		
<b>Full name(s)</b>	Corinna Bramley	
<b>Position (eg Secretary, Chair, etc)</b>	Manager Committee & Member Services	
<b>Date</b>	10.05.23	