



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2024		31	March	2025

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)
1	Cllr Allan Davies	Basildon Borough Mayor	23.05.24 to date	
2	Cllr Victoria Joseph	Basildon Borough Deputy Mayor	23.05.24 to date	
3	Cllr Yetunde Adeshile	Basildon Borough Deputy Mayor	27.05.22 to 23.05.24	
4	Mr Owen Sparks	Basildon Borough Council's Section 151 Officer	2019 to date	
5	Mrs Paula Deery	Basildon Borough Council's Monitoring Officer	01.04.24 to 30.09.24	
6	Mrs Lyndsey Smith	Basildon Borough Council's Monitoring Officer	30.09.24 to 14.02.25	
	Mrs Jayne Middleton-Albooye	Basildon Borough Council's Monitoring Officer	17.02.25 to date	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Admin	Tania Kieran	Basildon Centre, Basildon, SS14 1DL

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 (May) Annual General Meeting.

The Mayor and Deputy Mayor were appointed on 23 May 2024. Councillor Davies was elected Mayor and Councillor Joseph was elected Deputy Mayor.

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 4 times in the 2024/25 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 14 March 2025 the Mayor held a Charity Dinner at Cromwell Manor House, Pitsea
Tickets were sold at £60 per person, £20 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 grant making.
- 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 St Luke’s Hospice –	
<ul style="list-style-type: none">• Dinner Tickets - £370.00 – outstanding payments from 15.03.24• Charity Barn Dance (Fri 8th November 2024) Ticket Sales – £1995.00 Raffle - £604.88• Civic Charity Dinner (Fri 14th March 2025) Ticket Sales – £3980.00 Auction and Raffle held at Charity Dinner raising £1539.71	
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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 14th May 2024, the Board agreed that funding be awarded to the following: -

£4300.00 Donation – Feeding the Family

£4300.00 Donation – Lennox Childrens Cancer Fund

Costs related to the Charity Civic Dinner March 2024 were **£2880.00**

Costs relating to the Barn Dance Event, November 2024 - **£200.00**

Costs relating to account – Service charges were **£39.60**

Customer Refund – Overcharge - **£400.00**

Income:

Further donations received –

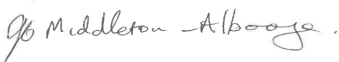
- General BACS/Cheque donations - **£212.59**
- Payroll Donations – **£349.00**
- Staff Event 26.06.24 – Raffle - **£206.35**
- Collection plate at Civic Church Service 08.07.24 - **£178.31**
- Staff Cake Sale 03.12.24 - Raffle - **£109.20**
- GIVEY fundraiser – Cllr Mackenzie memorial - **£60.00**
- GIVEY fundraiser – Backside-to-Trackside 5k - **£1060.00**
- GIVEY fundraiser – St Luke's Hospice - **£80.00**
- **£161.16** Interest earned on account

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jayne Middleton-Albooye	
Position (eg Secretary, Chair, etc)	Trustee/MO	
Date	29.04.25	