

PROJECT FOOD CIO

ANNUAL REPORT AND RECEIPT AND PAYMENT ACCOUNTS

YEAR ENDED 31 MARCH 2023



PROJECT FOOD CIO

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PROJECT FOOD CIO

REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2023

Trustees

G Dodd (Chair of Trustees)
S Birnie - Appointed 17 July 2023
S Cockayne - Appointed 3 July 2023
A de Ferranti - Appointed 30 June 2023
J Thompson - Appointed 7 December 2023
S Banks
J Sage - Resigned 18 September 2023
H Creed - Resigned 13 March 2023
K Cockerell - Resigned 16 January 2023
C Jefferies - Resigned 16 January 2023

Charity registered number

1173120

Principal office

Axminster Hospital
Chard Street
Axminster
Devon
EX13 5DU

Accountants

Griffin
Chartered Accountants
Courtenay House
Pynes Hill
Exeter
EX2 5AZ

PROJECT FOOD CIO
TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Project Food is a charitable incorporated organisation governed by its constitution dated 3rd April 2017 and amended on 2nd June 2020.

Method of appointment or election of trustees

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

OBJECTIVES AND ACTIVITIES

- The objects of the CIO are to preserve and protect the health of the people and of the environment in South West England, in particular, but not exclusively
- by the provision of appropriate education on healthy eating, cooking and other relevant skills, and,
 - by promoting and improving the knowledge of sustainable development, in particular, but not exclusively, sustainable food production and distribution.

PROJECT FOOD CIO

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

From our Chair of Trustees

For the last 17 years, Project Food has been privileged to support people living in food poverty in our local area, not just by providing them with healthy food but also by helping them to acquire the skills and confidence to provide healthy food for themselves. Sadly the wider economic climate has made life harder, rather than easier, than it was at our inception - not only for our beneficiaries but also for the charity itself. Despite that, our work with all age groups continues to make a real difference to the mental and physical health of those most in need in our community.

This year we waved a grateful farewell to three of our longstanding trustees, but also extended a warm and equally grateful welcome to three new ones. The board of trustees of Project Food remains steadfast in its resolve to help people improve their diet and enjoy better physical and mental health.

We are indebted to all of our staff, volunteers and funders for everything that they do to enable Project Food to achieve its aims.

Main activities for the public benefit

Our mission is to enable people in the South West to improve their diet so that they enjoy better physical and mental health. Based in Axminster Hospital, we support people in East Devon, West Dorset and South Somerset to identify their own personal difficulties and to find long-term solutions that will work for them. We help them to learn how to cook healthy meals for themselves and their families, and we provide access to nutritious food. We educate and inform; we deliver skills; we support. We work with all ages: from the very young, to very elderly people in the community, focussing particularly on people in isolated and otherwise disadvantaged groups.

80% of the adults who Project Food supports have long term mental and physical health conditions which prevent them from working. They live, therefore, on very low incomes and, being mostly rural, have to travel far for shops and healthcare.

80% of the children with whom Project Food works have special educational needs. Many are not in school: a parent often stays at home to look after them and so the family struggles financially.

Inflation profoundly increases household food insecurity. A YouGov survey by the Food Foundation found that, in June 2023, 17.0% of households in the UK were 'food insecure' (ate less or went a day without eating because they couldn't access or afford food), up from 8.8% in January 2022 and 7.4% in January 2021.

I am grateful beyond words..... I have cooked all my life and have been miserable only being able to eat convenience foods. I also think that it's been affecting my health. The fresh fruit and veg has made a huge difference to how I feel physically.'

Kayleigh, recipient of weekly food box

The impact of Project Food's work
75% of parents said that their child will try new foods since coming to Kids' Kitchen.
100% of people felt that receiving Project Food recipe boxes helped them to eat more healthily and said that they would make the recipes again in the future.
60% of adults who attended our 'Cooking Made Easy' sessions in Axminster reported that they now try to eat a balanced diet all the time. This is an increase from zero at the beginning of the course.
80% of the same group felt that their ability to cook a meal from scratch had improved and that they were more confident to make good food choices.

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An example of one of our projects:

Chard families enjoy some Good Grub

Over the last year Project Food has been running a new programme in Chard, called 'Good Grub Club'. This is a series of cooking sessions held during the school holidays to support low-income families to cook and eat more healthily. Alongside Project Food staff and volunteers, families cook a delicious budget-friendly meal at each session and sit down together to share it afterwards. Parents are also given a recipe box to take away and practise their new skills at home. And it wasn't just the parents who benefitted – the children found the sessions equally valuable. As one mother told us:

'When Alex woke up this morning, the first thing he said was "is it cooking club today?" It's something he can be good at and it is making him more confident as well as teaching him new things.'

Highlights of the year:

We were delighted to be able to use our Axminster and Ottery St Mary Hospital kitchens extensively this year. We ran face to face sessions for people of all ages, both group and one to one, according to the needs of the individual. A summary of our activities in 2022-23 can be found below:

A year in numbers

4514 newsletters were sent to adults who were isolated and living alone, supporting them to stay physically and mentally healthy
2172 fruit and vegetable boxes and homemade meals were given away to people living in food poverty or people too unwell to cook
314 recipe boxes were given away to families in food poverty and people living with mental illness
255 adults attended cooking sessions across East Devon and South Somerset
182 children attended holiday, after-school or in-schooltime cooking sessions
44 parents and 71 children attended Good Grub Club courses in 3 schools in Chard

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Ruth's story

Ruth's journey with Project Food began when her children started Kid's Kitchen, an after-school club for children with special educational needs. Ruth was keen for her children to learn to cook, but due to her own negative feelings about food and cooking, she felt that she was not the one to teach them.

When she was growing up, Ruth often heard her mum say that she couldn't cook and was terrible at it. This meant that she never learned basic cooking skills:

"When it came to cooking, I would give up before I had even started. Food in the fridge would often rot and be thrown away because I just didn't know what to do with it".

Ruth and her family now receive a regular recipe box from Project Food to give her some guidance and help grow her confidence around food and cooking.

"The recipe boxes are absolutely fantastic. The range of recipes I can cook has gone from 3 to around 15 – and everyone enjoys the meals. I saved the recipes in a folder and cooked most of them again. I have also started to Google recipes to help me find recipes to make something of food I have in the fridge which has massively reduced the amount of food wasted."

Ruth's next step will be to start some one-to-one cooking classes with one of our volunteers.

"I feel a little nervous about the classes, but I know that they will ensure that I don't pass my anxieties around food and cooking on to my children. I look forward to overcoming the mental barriers which stop me from cooking confidently. I see other people meal planning, cooking, and understanding food and have always wanted to do the same".

"Learning to cook with Project Food is making me feel amazing and I feel like I am really achieving something".

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

"He is so much more inclined to try and do things for himself now, like cutting apples, rather than expecting me to do it for him. His self-confidence has really grown since coming to Project Food, not just around food – in general too."

Parent of young person

"For me, apart from being able to use my skills during my retirement, the major reason for volunteering is the pleasure I get from seeing individuals grow in confidence both in themselves and in their ability to cook well."

Val, volunteer

"When I first met Jane she lacked confidence in various areas in her life, including her ability to make herself healthy affordable meals. She was really keen to learn new skills in preparing and cooking healthy food but didn't know what to make. This was fantastic as it allowed me to work with Jane to support her, and every week she grew in confidence until she got to the point where she felt able to make the recipes on her own. Over the course of the sessions she also started to think about other healthy options she could try. Without the recipe boxes it would have been difficult for her to learn these new skills, as they gave her the tools and opportunity to explore what healthy meals could be made on a budget – and this was a huge benefit to her mental wellbeing."

Community enabler, Devon County Council

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TRUSTEES' REPORT
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FINANCIAL REVIEW

During the year, the charity received total income of £97,520 and had total costs of £104,731 giving a deficit of £7,211. The charity had budgeted to have a deficit of £5,000 but has underperformed against the budget due to the closure and moving of their shop into the Hospital which has caused a decrease in income. The reserves they have are enough to cover this deficit easily.

Reserves policy

The trustees are satisfied that the level of cash funds as shown on the Statement of Assets and Liabilities are adequate to cover known and anticipated costs in the short term.

Trustees review the needs of the charity on a regular basis and aim to maintain at least six months of operating costs within the charity's reserves. However, this is not always possible as the charity is dependent upon donation and grant income. As a minimum, cash funds of £12,000 will be kept to cover mandatory redundancy payments for staff and funds required to cover long term agreements. On 31 March 2023, the Trust is holding £57,444 of unrestricted cash funds, which is adequate to meet this policy.

The report was approved by the trustees on 13/12/2023

and signed on its behalf by:



G Dodd

Chair of Trustees

PROJECT FOOD CIO

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PROJECT FOOD CIO.

I report to the charity trustees on my examination of the accounts of the charity for the period ended 31 March 2023 which are set out on pages 7 and 8.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records ; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated: 22/12/23

Laura Waycott FCA
Griffin
Chartered Accountants
Courtenay House
Pynes Hill
Exeter
EX2 5AZ

PROJECT FOOD CIO

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	<i>Total funds 2022 £</i>
Receipts				
Donations	11,800	-	11,800	8,726
Grants	8,800	72,437	81,237	79,730
The Food Hub Shop Sales	2,454	-	2,454	9,670
Fundraising events	329	-	329	7,813
Interest received	156	-	156	95
TOTAL RECEIPTS	<u>23,539</u>	<u>72,437</u>	<u>95,976</u>	<u>106,034</u>
Payments				
Purchases - shop stock	46	664	710	7,613
Staff costs	15,904	55,937	71,841	69,579
Establishment costs	-	1,045	1,045	1,293
Project room hire	-	525	525	411
Learning materials	484	5,005	5,489	4,182
Food	1,238	11,964	13,202	11,120
Office and cooking equipment costs	-	808	808	3,118
Training, recruitment and travel	-	3,481	3,481	4,188
Project publicity and fundraising	819	880	1,699	9,016
Bank fees	31	-	31	
Postage	-	825	825	1,509
Insurance	-	774	774	760
Independent examination fees	1,134	-	1,134	1,080
Activity	-	523	523	1,028
Consultancy	-	1,100	1,100	
TOTAL PAYMENTS	<u>19,656</u>	<u>83,531</u>	<u>103,187</u>	<u>114,897</u>
SURPLUS/(DEFICIT) FOR THE YEAR	<u>3,883</u>	<u>(11,094)</u>	<u>(7,211)</u>	<u>(8,863)</u>

PROJECT FOOD CIO

STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Cash funds				
Bank accounts	57,352	17,180	74,532	81,821
Petty cash	92	-	92	14
TOTAL ASSETS	57,444	17,180	74,624	81,835

The accounts were approved by the Trustees on 13/12/2023
behalf by:

and signed on their



G Dodd
Chair of Trustees