

## **PROJECT FOOD CIO**

**ANNUAL REPORT AND RECEIPT AND PAYMENT ACCOUNTS**

**YEAR ENDED 31 MARCH 2024**



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## PROJECT FOOD CIO

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## PROJECT FOOD CIO

### REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2024

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#### Trustees

R Trapani (Chair of Trustees) Appointed 25 July 2024  
G Dodd (Chair of Trustees until 24 July 2024)  
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 - Resigned 17 September  
J Sage - Resigned 18 September 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



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**PROJECT FOOD CIO**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**Trustees Report**

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**From our Chair of Trustees**

I have had the immense pleasure of being the Chair of Trustees for Project Food since January 2023. I first got involved with the charity during lockdown, when the team and I at River Cottage decided we wanted to support a local charity. We began by donating ready-prepared meals to Project Food's clients (one for each one we sold locally), meaning that when Tiggy (Victoria) subsequently asked me to join the Board of Trustees, I knew that Project Food's mission was one I really believed in.

Over the last year, Project Food has made significant advances, both in terms of the number of people it reached and, from an internal point of view, working to refocus and clarify its strategies. There is an increased sense of dynamism and purpose, not least in the office, where our already brilliant team of two, Kerry Morgan and Hannah Smart were joined in March by our new administrator, Clive Bradley. His presence is already making a significant difference, allowing Kerry and Hannah the time to do the roles in which they excel.

We now have separate committees for Fundraising, Strategy and Finance, Governance and People, giving each area much more of a focus. Closing the shop in Axminster was a difficult decision, but ultimately the right one, however increasing our visibility (both locally and on a county-scale) is something we know we must continue to work on.

In 2023, we made another key decision: to open a second kitchen in Ottery St Mary. This will be fully operational in October 24, and not only will it double the impact we have, in terms of the people we can help, but it will mean we're now operating in the heart of Devon, rather than on its outskirts. Again this is something we hope will increase both our visibility and levels of support; particularly regarding local councils. Having two kitchens also means we'll have back up should one of them fail – thus spreading our risk. We continue to be immensely grateful to NHS Property Services for letting their former kitchen premises in Axminster Hospital to us – a generous gesture that we aim to continually repay by targeting some of those in the local population who are suffering from ill-health.

My role as Chair was only ever meant to be temporary (despite it lasting 18 months); meaning I am delighted to welcome our new permanent chair, Roger Trapani to the role. Roger brings with him a wealth of relevant experience, having worked within the Charitable Sector for 30 plus years where he has Chaired several Trustee Boards, including representing Citizens Advice Bureau at both Regional and National level. He also spent 10 years as a public/patient representative with the Devon Clinical Commissioning Group in various forums. He's also a man who's happy to ask challenging questions, as well as having inspiring levels of energy and commitment. Meaning that we couldn't ask for a better Chair, and welcome him on board.

I very much look forward to seeing the impact Project Food continues to make, and it's a pleasure to have been its Chair. As one of our volunteers, Rachel so aptly put it. 'Project Food is the crème de la crème. You don't just do one bit, you do it all.' Knowing the fundamental importance of healthy, nutritious food, I couldn't agree more.

**Stewart Dodd**

August 2024

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**PROJECT FOOD CIO**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**A Year in Review**

During 2023/4 Project Food has worked with a record number of people. These include families on low incomes; people with diet-related conditions; individuals struggling with their mental health; young people at local schools. All have benefited from projects such as hands-on cookery sessions, or being able to feed themselves and their families through our recipe box schemes and fruit and veg bags.

The continuing support of our funders, volunteers and partners means that we've been able to help more than 600 individuals; many on an ongoing basis – thus making a fundamental and lasting difference to their lives.

**What our beneficiaries say:**

Alison\* has been participating in our Cooking with Confidence course in Axminster.

*'It has been baby steps but I am now much more confident in following a recipe. Annie was extremely helpful and non-judgemental and would help me where needed. I can't wait to try out some of the dishes on my own. If you get the chance, grab this opportunity with both hands. You'll be so glad that you did. Project Food are so caring and supporting and will help you with your eating problems. So don't be afraid to take the next step.'*

Lisa\* was a member of our Good Grub Club, where participants cook their own lunch with their children, then take home a free recipe bag (including the recipe and necessary ingredients to repeat the meal at home on their own).

*"It has helped me gain confidence in cooking, and my whole family now plans meals and is learning how to budget."*

Brian\* receives our regular newsletters.

*"I look forward to receiving the newsletter and always learn something new. It's very informative and makes me aware of the right nutrition, keeping healthy, what foods to buy, how to prepare them, different recipes, ways of cooking, and tips for using up food. Plus storing food and saving money. Thank you."*

\* names have been changed

**What our partners say:**

Community Enabler at 'Reaching for Independence'

*'Each week my client grew in confidence until she was able to get to a point where she felt able to make the recipes on her own. Over the course of the weeks, 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. It gave her the tools and opportunities to explore what meals can be made on a budget, that were also healthy and aided her mental wellbeing.'*



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## PROJECT FOOD CIO

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

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#### What our volunteers say:

##### Rachel:

*'Project food is the crème de la crème. You don't just do one bit, you do it all.'*

##### Jane:

*"Working with Project Food has made me realise that food poverty is rife in Devon – both in terms of the types of food people eat, and their understanding of the potential life-changing benefits of good nutrition. Moreover, it's a kind of poverty that, unless you make it your mission to address it, it's something you simply don't see. I am delighted to volunteer with an organisation that has this mission, and education, at its heart – therefore making a long-term difference to so many people locally."*

#### The Numbers

- o 673 individuals supported, including 108 children
- o 957 free fruit and veg bags handed out (many of them personally delivered, thus also providing important human interaction for many of our clients)
- o 1,168 healthy, frozen ready meals supplied to families and individuals
- o 263 recipe boxes distributed
- o 97 sessions, ranging from Good Grub Club for families to cooking classes for older people who live alone
- o Working with 35 volunteers

#### The Stats

- o 90% of adults attending our hands-on cooking sessions said they felt motivated to eat a healthier diet as a result
- o 88% of children reported (via their parents) an increase in confidence in the kitchen following attendance at our sessions
- o 100% of those receiving recipe boxes reported that they cook more at home as a result of the support from Project Food
- o 90% of people who receive our newsletter say it helps them feel better supported, more motivated and has resulted in them eating a better diet

#### Organisations we've partnered with

*Abri Homes; Axe Valley Community College; Axminster Medical Practice; Axminster Primary School; Avishayes Primary School in Chard; Christians Against Poverty; Curry Rivel Foodbank; Devon Community Foundation; Reaching for Independence Team, Devon County Council; East Devon District Council; EX5 Alive; Holyrood Academy; Lower Hewood Farm; Manor Court Primary School in Chard; NHS England, Honiton Mental Health Support Team; Nourish; Restore, Seaton; Sidmouth Salvation Army*

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## PROJECT FOOD CIO

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

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#### Emily

Emily is a dedicated lone parent, aged 25 living with her two young children in Somerset. In her words, 'I just want to give my two children the best life I can.' She joined our Chard cooking group, Good Grub Club, wanting to improve her kitchen skills and learn how to cook healthy, reasonably priced meals from scratch. Her very limited budget meant she faced significant challenges in creating meals at home that were nutritious, simple and economical; and also well received by her children!

Our Good Grub Club (cooking sessions, plus a recipe bag to take home) was an ideal opportunity for Emily to learn new skills and knowledge regarding cooking healthily on a budget. Our team of 'calm and supportive' staff and volunteers were able to help her feel confident in her abilities, supporting her in gaining the motivation to start cooking for herself and her children at home. The club also fosters a supportive community, where she was able to share experiences and tips with other parents facing similar challenges.

Emily now regularly cooks her meals from scratch and is finding that she is better able to work within her limited budget, whilst providing her children with the nutritious and delicious food they need.

*'Project Food has helped me in more ways than I could imagine, and I would recommend them to anyone in the same situation.'*

#### We've run the following activities:

- o Axe Valley Alternative Timetable: a weekly cooking group for pupils in a local secondary school who have low school attendance records
- o Cooking with Confidence: monthly cooking demos for people struggling with diet-related medical conditions in Chard and Axminster
- o Cooking Made Easy: monthly cooking demos for people struggling with diet-related medical conditions in Seaton
- o Good Grub Club: holiday cooking group for families on low incomes in Chard
- o Food and Mood on the Farm: a cooking and food growing group for individuals struggling with their mental health
- o Food Fuel and More: recipe boxes distributed, and cooking classes held across East Devon
- o Kids' Kitchen: cooking group for children with SEND, held in Axminster
- o Make & Munch: hands-on cooking sessions for parents and children living in food poverty, held in Cranbrook and Sidmouth
- o 1:1 cooking with a range of individuals with different needs living across East Devon



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**PROJECT FOOD CIO**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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**FINANCIAL REVIEW**

During the year, the charity received total income of £133,992 and had total costs of £116,345 giving a surplus of £17,647. The charity had budgeted to break even and has outperformed the budget. This leaves the charity in a relatively strong financial position and will enable additional project work to be undertaken over the course of the next financial year.

**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 2024, the Trust is holding £56,547 of unrestricted cash funds, which is adequate to meet this policy.

The report was approved by the trustees on 5.12.24 and signed on its behalf by:



G. Dodd



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## PROJECT FOOD CIO

### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

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#### 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 2024 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: 16/12/24

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 2024

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
<b>Receipts</b>				
Donations	8,666	-	8,666	11,800
Grants	4,964	111,594	116,558	81,237
The Food Hub Shop Sales	815	-	815	2,454
Fundraising events	7,740	-	7,740	329
Interest received	213	-	213	156
<b>TOTAL RECEIPTS</b>	<u>22,398</u>	<u>111,594</u>	<u>133,992</u>	<u>95,976</u>
<b>Payments</b>				
Purchases - shop stock	-	222	222	710
Staff costs	18,934	63,487	82,421	71,841
Establishment costs	116	1,226	1,342	1,045
Project room hire	-	920	920	525
Learning materials	580	5,155	5,735	5,489
Food	511	11,582	12,093	13,202
Office and cooking equipment costs	22	1,649	1,671	808
Training, recruitment and travel	262	4,906	5,168	3,481
Project publicity and fundraising	1,670	88	1,758	1,699
Bank fees	-	-	-	31
Postage	-	-	-	825
Insurance	-	1,315	1,315	774
Independent examination fees	1,200	-	1,200	1,134
Activity	-	-	-	523
Consultancy	-	2,500	2,500	1,100
<b>TOTAL PAYMENTS</b>	<u>23,295</u>	<u>93,050</u>	<u>116,345</u>	<u>103,187</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<u>(897)</u>	<u>18,544</u>	<u>17,647</u>	<u>(7,211)</u>

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PROJECT FOOD CIO

STATEMENT OF ASSETS AND LIABILITIES  
FOR THE YEAR ENDED 31 MARCH 2024

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	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Cash funds				
Bank accounts	56,533	35,724	92,257	74,532
Petty cash	14	-	14	92
<b>TOTAL ASSETS</b>	<b>56,547</b>	<b>35,724</b>	<b>92,271</b>	<b>74,624</b>

The accounts were approved by the Trustees on 5.12.24 and signed on their behalf by:

G Dodd

