

# THE COMMUNITY CUPBOARD

England & Wales · Charity number 1185331

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2019-09-16

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Community Cupboard  
Gamecock Meadow  
London Road  
West Kingsdown  
Sevenoaks  
Kent

**Phone** 07526 823122

**Email** [communitycupboard19@gmail.com](mailto:communitycupboard19@gmail.com)

**Website** [thecommunitycupboard.co.uk](http://thecommunitycupboard.co.uk)

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE TO RELIEVE PERSONS, PARTICULARLY BUT NOT EXCLUSIVELY IN NEW ASH GREEN AND THE SURROUNDING AREA, THAT ARE IN FINANCIAL HARDSHIP IN SUCH WAYS AS THE TRUSTEES SHALL FROM TIME TO TIME THINK FIT. IN PARTICULAR BUT NOT EXCLUSIVELY BY: A) PROVIDING EMERGENCY FOOD SUPPLIES, ESSENTIAL TOILETRIES AND OTHER HOUSEHOLD ITEMS BOTH TO INDIVIDUALS AND FAMILIES IN NEED AND ALSO TO OTHER CHARITIES OR ORGANISATIONS WORKING TO PREVENT POVERTY. B) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT ADVISORY SERVICES OR INFORMATION.

**Activities:** A registered charity providing food and and grocery support to residents in the local community.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- Area of benefit: LOCAL
- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£196,044	£144,923	-	-
2024-04-05	£103,365	£133,800	-	-
2023-04-05	£133,554	£106,018	-	-
2022-04-05	£107,602	£67,263	-	-
2021-04-05	£64,689	£23,135	-	-

## Trustees

Name	Role	Appointed
Adrian Wenn Mr		2024-03-15
Amy Jane Eley		2019-08-16
James Gower		2024-11-18
Veronica McGannon		2019-09-16

**THE COMMUNITY CUPBOARD**

England & Wales - Charity number 1185331

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# Accounts

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# **THE COMMUNITY CUPBOARD**

**CHARITY NUMBER: 1185331**

## **ANNUAL FINANCIAL REPORT FOR YEAR END 5th April 2025**

**This Annual Financial Report presents a review of the period  
6th April 2024 - 5th April 2025,  
reporting on our financial performance and financial position, to demonstrate the  
Trustees' stewardship and management of charitable funds.**

### **Annual Financial Report and Financial Statements for the Year Ended 5th April 2025**

**The Trustees and staff of The Community Cupboard once again wish to express their sincere appreciation of the contribution made by volunteers and donors during yet another hectic year, without which none of our achievements would have been possible.**

## **Reference and administrative details**

<b>Charity Name:</b>	The Community Cupboard
<b>Registered Address:</b>	The Community Cupboard, Gamecock Meadow, London Road, West Kingsdown, TN15 6EL
<b>Charity Number:</b>	1185331
<b>Principal office:</b>	England.
<b>Constitution:</b>	Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees. Date of constitution (last amended): 15th August 2019
<b>Liability:</b>	If the CIO is wound up, the members of the CIO have no Liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.
<b>Trustees:</b>	Vee McGannon, Amy Eley, Adrian Wenn, James Gower
<b>Staff:</b>	Tracy Wood - Manager Lynda Harrison - Support Assistant Caela Cowx - Support Assistant Victoria Evans - Support Assistant
<b>Bankers:</b>	Metro Bank, Unit 4, Nugent Retail Park, Orpington, Bromley, BR5 3RP  The Charity Bank Limited Fosse House, 182 High Street, Tonbridge, TN9 1BE

**The trustees submit their annual report and financial statements for the year ended 5th April 2025.**

## The Community Cupboard

### Objective & Purpose

The Community Cupboards charitable objects are:

**To relieve persons in North West Kent and surrounding areas, that are in financial hardship, in such ways as the trustees shall from time to time think fit. In particular but not exclusively by:**

- a) providing emergency food supplies, essential toiletries and other household items both to individuals and families in need and to other charities or organisations working to prevent poverty.**
- b) Such other means, including (but not limited to) the provision of support or signposting to relevant advisory services or information.**

The Community Cupboard is an independent charity and a member of IFAN (Independent Food Aid Network). As an independent registered charity & CIO, all operations are in accordance with the governing document known as **The Constitution of The Community Cupboard**.

Working in partnership with local and regional agencies, The Community Cupboard operates from:

The Community Cupboard, Gamecock Meadow, London Road, West Kingsdown, TN15 6EL  
and:

The Community Cupboard. Elim Church. 36a Cherry Ave, Swanley. BR8 7DX

The Community Cupboard operates with 4 employed staff and a team of approximately 45 regular volunteers.

Accepting referrals from supporting agencies and self-referrals, users do not require a food voucher to request support and are supplied with 5 days emergency provisions. There is no limit to the number of times they can access the support, but users are signposted to external agencies for remedial support.

The Community Cupboard is operational 6 days a week across 2 premises.

## Summary of Activities - April 6th, 2024, to April 5th, 2025

This report covers the financial year to April 5th, 2025, for The Community Cupboard, demonstrating our accomplishments and achievements and provides an insight into the support that we have been able to provide to our local and wider community.

When we thought we simply wouldn't grow any bigger, we did just that! It's been a whirlwind year for The Community Cupboard, full of exciting expansion and milestones:

- In September 2024 we marked our 5-year charity anniversary, and it was a poignant time of reflection for all.
- The exciting launch of our secondary Swanley hub in November 2024 provided new adventures and relationships. It widened our community network and helped support families further afield in the more deprived areas of our neighbourhood.
- Our community outreach increased, as did our staffing and volunteer team.
- Our collaboration with supporting agencies deepened, to secure a firm holistic approach, one we continuously strive to align with.

The Community Cupboard really has become the heart of our community, and it was a year of many big changes. Throughout it all, our ethos remained firm 'everyone needs a little help sometimes'

From a tiny start up charity to the successful entity that we now are, it continues to amaze us each and every day. Providing a non-judgemental support service to anyone in need, working hand in hand with local authorities, supporting agents and charities, we continue to make the difference, and provide the hope they seek.



## **Achievement & Performance 6th April 2024 - 5th April 2025**

Since first opening in 2019, The Community Cupboard has supported over 6600 individuals with emergency food and grocery support.

Whilst both West Kingsdown and Swanley hubs record separate records for their daily operations, the statistics written (usually) in this report are combined to demonstrate the combined achievements of The Community Cupboard charity as a whole, however, individual breakdown diagrams have also been included..

The financial year breakdown is as follows and includes 6th April 2024 - 5th April 2025 (West Kingsdown) and 20th November 2024 - 5th April 2025 (Swanley).

	2024/2025	2024/2025	2024/2025	2024/2025					
	Distributed	Donations	Parcels	New Reg	Adult	Child	Inf	Total	Active families
Swanley	5423.61	6276.05	187	55	92	65	13	170	80
Wkd	58682.11	62430.11	2041	198	383	142	30	555	448
<b>Total</b>	<b>64105.72</b>	<b>68706.16</b>	<b>2228</b>	<b>253</b>	<b>475</b>	<b>207</b>	<b>43</b>	<b>725</b>	<b>528</b>

During the financial year 2024/2025 an additional 253 families registered for support (located in 22 different villages and towns) with The Community Cupboard. These new families consisted of 725 individuals (of which 475 were aged 12+ and 250 were children).

Families and individuals continue to be directed to us via supporting agencies or by presenting themselves as a self-referral.

Throughout the year we continued to support families within approximately 10-15 miles, however our core area of support remains 5 miles in each direction of each of our hubs, with registrations being made from families covering 45 different villages or towns.

### **Donations and distribution**

The Community Cupboard received donated supplies across our 2 sites, from local community and business members during this period totalling 68,706 kilos.

32,246 kilos (26,266 kilos West Kingsdown & 5,980 kilos Swanley) of the donations were purchased to ensure that the shelves remained fully stocked which was an increase of 3% on the previous financial year.

During this reporting period, 64,106 kilos were distributed across the 2 sites, in support parcels to families in need.

## **Structure, Governance and Management**

The Community Cupboard is a registered charity and a Charitable Incorporated Organisation whose only voting members are its charity Trustees.

The Charity is governed by its constitution dated 15 August 2019.

The following persons served as Trustees during the year:

Veronica McGannon (Elected September 2019)

Amy Eley (Elected August 2019)

Adrian Wenn (Elected March 2024)

Lynda Harrison (Resigned July 2024)

Rudi Mccarthy (Resigned October 2024)

James Gower (Elected November 2024)

### **Staff:**

Tracy Wood - Manager

Vicky Evans - Support Assistant

Caela Cowx - Support Assistant

Lynda Harrison - Support Assistant

The election of additional Trustees can be made at a properly convened meeting of the charity Trustees. There must be a minimum of 3 trustees and a maximum of 12 at any one time. Decisions within the charity are made by the Trustees at a meeting or in writing and agreed once a majority has been reached.

Parties interested in becoming a trustee when applications are open are invited to contact us at [www.thecommunitycupboard.co.uk](http://www.thecommunitycupboard.co.uk).

Signed: Amy Eley - Trustee

Signed: Veronica McGannon - Trustee

## Financial Review

### Statement of Activity

The Community Cupboard

April 6, 2024-April 5, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Donations and legacies	32,015.44
Grant funding	94,029.31
Swanley Grant	70,000.00
<b>Total for Income</b>	<b>£196,044.75</b>
Cost of Sales	
<b>Gross Profit</b>	<b>£196,044.75</b>
Expenses	
Electricity Costs	445.40
Insurances	737.21
Other Professional Services	400.00
Swanley Operational costs	10,670.01
Swanley Salary	14,465.47
WKD operational costs	3,085.33
WKD Salary	56,657.33
WKD Supplies	46,953.49
<b>Total for Expenses</b>	<b>£133,414.24</b>
<b>Net Operating Income</b>	<b>£62,630.51</b>
Other Income	
INTEREST	123.95
<b>Total for Other Income</b>	<b>£123.95</b>
Other Expenses	
Depreciation	11,508.61
<b>Total for Other Expenses</b>	<b>£11,508.61</b>
<b>Net Other Income</b>	<b>-£11,384.66</b>
<b>Net Income</b>	<b>£51,245.85</b>

## Statement of Financial Position

### The Community Cupboard

As of April 5, 2025

DISTRIBUTION ACCOUNT	TOTAL
Called up share capital not paid	
Fixed Asset	
Tangible assets	
Fixtures and Fittings Cost	50,330.00
Fixtures and Fittings Depreciation	-24,263.83
Office Equipment Cost	5,533.49
Office Equipment Depreciation	-2,919.34
<b>Total for Tangible assets</b>	<b>£28,680.32</b>
Non-current Assets	
<b>Total for Fixed Asset</b>	<b>£28,680.32</b>
Cash at bank and in hand	
Charity Bank Reserve Funds	119,123.95
THE COMMUNITY CUPBOARD (1321)	111,579.10
<b>Total for Cash at bank and in hand</b>	<b>£230,703.05</b>
Debtors	
Current Assets	
<b>NET CURRENT ASSETS</b>	<b>£230,703.05</b>
Prepayments and accrued income	
Creditors: amounts falling due within one year	
Trade Creditors	
Credit Cards	
Current Liabilities	
Deferred Income	85,352.25
<b>Total for Current Liabilities</b>	<b>£85,352.25</b>
<b>Total for Creditors: amounts falling due within one year</b>	<b>£85,352.25</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£145,350.80</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£174,031.12</b>
Creditors: amounts falling due after more than one year	
Provision for liabilities and charges	
Accruals and deferred income	
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£174,031.12</b>
Capital and Reserves	
Called up share capital	
Retained Earnings	273,325.58
Net Income	-99,294.46
<b>Total for Capital and Reserves</b>	<b>£174,031.12</b>

*2024 - 2025 Accounts - Notes*

*1. During the year it was decided to change the accounting policy applied when preparing the annual accounts from a cash to an accrual basis. This was decided as it better reflects the fact that some restricted grant funding received extends over a period of more than 12 months.*

*2. The 'Deferred Income' of £85,352.25 relates to restricted funding received relating specifically to salaries and operating expenses at the Swanley Hub*

Individuals and organisations continue to contribute funding throughout the year which has ensured we have met our operational costs and the regular purchases of additional supplies.

Funding from The National Lottery, Kent Community Foundation, Sevenoaks Council, A personal legacy and our Gift Aid claim have covered all salary costs.

In 2024, The National Lottery awarded a 3-year salary grant to cover 2 full time positions at West Kingsdown until July 2029. The 2 part time positions at Swanley are funded within our Swanley project budget by Sevenoaks Council.

Members of the public and our community have continued to be extremely generous with their financial and moral support with many contributing via standing order monthly to our charity bank account.

The Trustees have continued with their policy of operating with a financial reserve fund of £50,000 to cover for future exceptional circumstances.

### **Grants 2024 -2025**

We would like to thank the following grant donors:

The National Lottery

Kent Community Foundation

Sevenoaks District Council

Harvel Hash Harriers

Brands Hatch Race Circuit

West Kingsdown Parish Council

Farningham Parish Council

West Kent Freemasons

Feed

Warburtons

Ash Parish Council

Axstane Players

Arnold Clark

Co-op Local Cause Funding

**Finally**

It's been a wonderful year of growth for The Community Cupboard, and the forward planning has not stopped. 2025 - 2026 is expected to see further growth.

We would like to thank each one of our supporters, those who put their faith in us to support them and those who champion us to continue our work. We are extremely grateful to all for their continued support and partnerships, helping us to make such a difference to the families in our local community.

**‘Everyone needs a little help sometimes’**



## **Independent examiner's report to the trustees of The Community Cupboard Trust**

I report to the trustees on my examination of the accounts of the Community Cupboard Trust Charity Number 1185331 (the Trust) for the year ended 5 April 2025.

### **Responsibilities and basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 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 of the accounts and supporting documents.

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts did 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.



Julie Bass BA (Hons) BFP FCA

Team Bass Limited  
22 The Mead  
New Ash Green  
Longfield  
Kent DA3 8EZ

19 October 2025

**THE COMMUNITY CUPBOARD**

England & Wales - Charity number 1185331

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# Accounts

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# **THE COMMUNITY CUPBOARD**

**CHARITY NUMBER: 1185331**

**ANNUAL REPORT**

**FOR YEAR END 5th April 2024**

## **Annual Report and Financial Statements for the Year Ended 5th April 2024**

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**This Annual Report presents a review of the period 6th April 2023 - 5th April 2024, reporting on achievements, performance and impact, including financial performance and financial position to demonstrate the Trustees' stewardship and management of charitable funds.**

**The Trustees and staff of The Community Cupboard once again wish to express their sincere appreciation of the contribution made by volunteers and donors during yet another hectic year, without which none of our achievements would have been possible.**

## **Reference and administrative details**

**Charity Name:** The Community Cupboard

**Registered Address:** The Community Cupboard, Gamecock Meadow, London Road, West Kingsdown, TN15 6EL

**Charity Number:** 1185331

**Principal office:** England.

**Constitution:** Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees. Date of constitution (last amended): 15th August 2019

**Liability:** If the CIO is wound up, the members of the CIO have no Liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

**Trustees:** Vee McGannon  
Helen Reeves (Resigned January 2024)  
Amy Eley  
Adrian Wenn  
Rudi Mccarthy  
Lynda Harrison

**Staff:** Tracy Wood - Manager

**Bankers:** Metro Bank,  
Unit 4, Nugent Retail Park,  
Orpington, Bromley,  
BR5 3RP

**The trustees submit their annual report and financial statements for the year ended 5th April 2024**

## The Community Cupboard

### Objective & Purpose

The Community Cupboards charitable objects are:

**To relieve persons in North West Kent and surrounding areas, that are in financial hardship, in such ways as the trustees shall from time to time think fit. In particular but not exclusively by:**

**a) providing emergency food supplies, essential toiletries and other household items both to individuals and families in need and also to other charities or organisations working to prevent poverty.**

**b) Such other means, including (but not limited to) the provision of support or signposting to relevant advisory services or information.**

The Community Cupboard is an independent charity and a member of IFAN (Independent Food Aid Network). As an independent registered charity & CIO, all operations are in accordance with the governing document known as **The Constitution of The Community Cupboard.**

Working in partnership with local and regional agencies , The Community Cupboard operates from The Community Cupboard, Gamecock Meadow, London Road, West Kingsdown, TN15 6EL.

The Community Cupboard operated with 2 employed staff and a team of approximately 45 regular volunteers.

Accepting referrals from supporting agencies and self referrals, users do not require a food voucher to request support and are supplied with 5 days emergency provisions. There is no limit to the number of times they can access the support but users are signposted to external agencies for remedial support.

The Community Cupboard is operational 5 days a week.

### Summary of Activities April 6th 2023 to April 5th 2024

This report covers the financial year to April 5th 2024 for The Community Cupboard, demonstrating our accomplishments and achievements and also provides an insight into the support that we have been able to provide to residents in our community.

### Where do we start?

It's been another action packed year of events and community engagement for The Community Cupboard, with so much growth and progression.

Being part of the Community Cupboard is like being part of a family. The ever growing bond between the team members and the camaraderie within the hub is clear for all to see and provides a welcoming space which local residents and people in need feel comfortable attending.

Being greeted by welcoming, warm smiles has saved the lives of many people who have bravely overcome their fears and reached out to The Community Cupboard during their lowest point. If the doors are open, the kettle is on.

We continue to operate to our ethos of 'everyone needs a little help sometimes' and provide non judgemental support service to anyone in need.



### Trustees

In January 2024 our Trustee Helen was promoted within the church to Area Dean and resigned as Trustee. Helen continues to very much be part of The Community Cupboard and remains a valued team member as both a volunteer and our lead Pastoral support.

The introduction of 3 additional Trustees in 2024, strengthened our core and the charity now operates with 5 Trustees, Vee McGannon, Lynda Harrison, Amy Eley, Adrian Wenn & Rudi MCarthy, who each bring their own expertise and individuality.



### **Gift Aid**

This year, our Trustee Adrian took on the mammoth task of registering The Community Cupboard for Gift Aid.

We are delighted that we are not only now fully registered but due to his dedication, we have this year received payments from HMRC totalling £6753 (which covered the previous backdated years) and we continue to grow the number of standing orders received each month which are gift aid eligible.

Adrian has also very kindly taken on the role of Fundraising and will be undertaking some of the charity grant appeals going forward.

### **Collaborative working with other Food Banks**

This past year we have strived to build stronger relationships with Food Banks in other surrounding areas. Ensuring that users are being supported by the most suitable and local establishment to them is vital when they have no transport or alternative community links

Sadly due to organisational restrictions of many other food banks, a large proportion of residents who may live closer to other food banks are unable to access their support because they do not 'fit the criteria' required.

As an independently established food bank we are proud that we can provide support to anyone who presents with needs, regardless of working status, age, sexual orientation, religion, time scale required or their situation.

### **Final touches to our premises - making the hub a home**

We continue to operate from Gamecock Meadow, London Road in a premises which is provided to us at no charge from West Kingsdown Parish Council we are only liable for utility bill costs.

This year we have put the final touches into place in our hub with the installation of a canopy (to help provide additional shelter during winter and summer months), a new patio area and also our very own defibrillator which is registered with the public services for full community use.

Having such a vital piece of life saving equipment situated outside on the wall and readily available has been extremely well received by the local residents and we are delighted to have facilitated this from the remainder of our previously raised building and renovation funds.



Sadly, at the beginning of 2024 our premises were attempted to be broken into. Whilst no access was gained, damage was caused to the shutters. The premises we occupy are owned by West Kingsdown Parish Council and therefore the shutter has now been replaced by their buildings insurance policy. Insufficient evidence was available to charge anyone and no further action could be taken by Kent Police.

Despite the disruption to the day, the hub and with determination from the team working that day, The Community Cupboard continued to operate and families were supported during the investigations regardless.

We have since installed an additional outdoor Ring Cam alongside the existing internal burglar alarm system (which was already in place and monitored).

### **Volunteering**

Whilst The Community Cupboard has operated under the management of the trustee team and its employees, the charity would simply not function so seamlessly without its devoted volunteers.

Our volunteer team has gone from strength to strength and we maintain a core team of over 40 individuals, who continue to support The Community Cupboard in various activities and roles. With three dedicated teams now in place (Events, Collections, Hub support), we are able to ensure that each volunteer is able to use their own skills and expertise to help benefit others. Every single volunteer plays a part and collectively we support and encourage each other to help make the difference that we aspire to within our charity.

We currently have a waiting list of prospective adult volunteers however it was decided to delay our yearly 2024 recruitment day to fully establish the growth of our student programme and associated dedicated teams. It is anticipated that further volunteer recruitment will take place later in 2024.



### **Work Experience, Duke of Edinburgh & Work placements**

With support from our Volunteer Youth liaison lead, we have continued to grow our provision for volunteering as a young person and we continue to support both Work Experience and Duke of Edinburgh placements, to ensure that local children have the opportunity to both learn about and be involved in the needs of their community.

The young person's volunteering experience is monitored & recorded with end of placement reports being completed and fed back to the relevant school or body to ensure that all objectives are achieved.

Patricia continues to excel in this volunteer role and is supported by the manager to ensure the safety and guidance of the student volunteers at all times whilst attending the hub or representing The Community Cupboard at events.



Our work placements have also continued as we provide volunteer hours for various employers who offer community support day volunteering.

This year we have welcomed colleagues from various companies to complete commercial community volunteer days including Co-op, Power On, HSBC.

Work placement schemes have been key to engagement with both local and national businesses and have supported our goals in raising our profile and generating additional support.



Those requiring support from our charity and the members of our volunteer team vary in age (from 13 years to 84 years), background, ethnicity and gender and we are delighted that we provide a community space that encourages and advocates for the inclusion of all.

### **Training**

Providing the volunteers with necessary training and enhancing their own personal skills was a core focus for this year and additional sessions were introduced to ensure that team members had the required knowledge to ensure their own safety and that of those around them at all times. Our training partner CAS Community Solutions, based in Swanscombe continued to provide the ‘Kent Adult Education’ courses, each of which are accredited.

This year members of our volunteer team have attended courses for:

- Manual handling
- Safeguarding vulnerable Adults
- Safeguarding vulnerable children
- Protection against Stalking
- Emergency First Aid at work



Each person who presents to The Community Cupboard has an individual story. It is essential to provide our team members with the necessary skills and personal support to ensure they are able to react appropriately to immediate issues or disclosures that may arise. The volunteers personal safety and wellbeing remains paramount.

In addition to the above mentioned courses, we are extremely proud to have, in situ, 2 trained Mental Health First aiders courtesy of BTG Training, who provided the course free of charge to our Manager Tracy and our hub based Trustee Vee.

**Your Mental Health First Aiders are**



**Tracy Wood and Vee McGannon**



There are plenty of different types of support out there, and a Mental Health First Aider can help you access them. Mental Health First Aiders are a point of contact if you, or someone you are concerned about, are experiencing a mental health issue or emotional distress. They are not therapists or psychiatrists but they can give you initial support and signpost you to appropriate help if required. If you have any questions about Mental Health



The hub continues to be a place of safety and comfort for any person within our community. With many disclosures or requests for help happening within our walls, support is very often made over an initial or even a follow up cup of tea.

Almost all cases that present to the charity require a form of onward signposting for specialist advice and guidance. Most disclosures to our team members take many sessions of attendance by the person or family involved. Building trust and rapport with those that use our service is absolutely vital to fully addressing these underlying concerns.

### **Support services**

The Community Cupboard continues to expand, with additional needs from our community presenting regularly.

Collaborating with multiple services, covering a wide range of concerns, continues to ensure that we have the means to be able to signpost to further support in any given situation.

Continuing our holistic approach by uniting multiple agencies together, has proven to achieve success in many cases, leading to improvement of the quality of life for those using our services.

We continue to strive to expand the knowledge of our team members through training and guidance, to nurture our external relationships and to build our supporting network. By doing so, we ensure that we are armed with sufficient knowledge and the correct partnerships to access the relevant support.

This past year we have once again continued to work in conjunction with over 30 national and local charities, organisations, councils and individuals to achieve the best outcome possible. As a member of the Refer Kent platform we ensure that additional support can be accessed quickly and efficiently by our team, when making referrals.

Our Kent County Council's Public Protection team of wardens remain a consistent web of support, as we help each other to meet the combined holistic needs of our local residents.





### **Additional Partnerships**

Another year passes and we have continued to collaborate with multiple large organisations as not only part of our own community plans but as an integral part of the individual organisations community engagement programmes.

With these secure relationships in place, we have continued to receive support, funding and item donations from a multitude of places in aid of the support that we provide at The Community Cupboard. John Lewis Bluewater, The London Golf Club, NHS Darent Valley Hospital, KMFM, Hovis Bakery, Kent Police, Waitrose, Co-op, Brands Hatch, Millwall FC and Sainsburys are some of the organisations amongst our most treasured partnerships.

We have been delighted to continue our community outreach with many of these organisations including our Darent Valley hospital. Not only to support the growing number of staff who are currently struggling to make ends meet but also to promote our services and collect donations. With regular stands in the foyer, our team have continued their community outreach with members of the public and staff to once again share the story of The Community Cupboard and its services.

We are delighted to once again be the chosen charity and be fully supported by our local BNI Chapter Brands Hatch as their charity partner.

We continue to nurture and grow these relationships.



**Fundraising**

Our fundraising efforts have continued over this past year with the charity and its volunteers representing The Community Cupboard at many local events.

Community fairs were a great success and proved to be fruitful when raising awareness for our charity.

Networking with various agencies, local businesses and residents, has been key to building and securing additional relationships that have helped us to grow and to maintain our reputation within our community.

Our attendance at village events such as New Ash Green Village Day, St Edmunds Village Fete, Sutton at Hone Primary School Fete & St Edmunds PTA fete ensured that we interacted with thousands of people within our community and were able to share information about the service on offer, how people can access it and how they too become involved.

These events not only generated awareness but additional partnerships, cash donations and promoted further item collections, on our behalf.



### Other fundraising activities

This year we have been very fortunate that so many individuals have taken the time to arrange and hold their own fundraisers on behalf of The Community Cupboard.

These events have provided a wonderful platform for the community residents to feel part of our charity project and for them to give as much or as little time to supporting us as they wish.

With Race nights organised by BNI Brands Hatch members which raised £1200, Easter raffles by local Culverstone stores raising £2000, Bag packing by New Ash Green Scout Group in our local Co-op store raising £271, a Tin Can Challenge by Sackville school providing us with much needed donations and funding, Table top sales at West Kingsdown Baptist Church, BNI's Joker in the pack which raised over £600, Olivia, Amelia and Evangeline who made drinks from berries at their grandparents house, sold them to neighbours and donated the £17 to us, John & Steve who performed 'Man of Straw' at Ash Church and raised £413, BNI Bring a bag Friday which accumulated bags and bags of additional donations, The Lion Farningham Charity Quiz nights x 2, raising over £500, An exhibition held by New Ash Green Arts Community, West Kent Free Masons Radiant Star Lodge's quiz night which raised £350, A fundraiser by DR Clark

which raised £800 from their employees, A reading of ‘A Christmas Carol’ held at Ash Church, New Ash Green Craft Fair fundraiser which raised £279, Farningham village Yoga fundraisers, Fundraisers by the Dartford Sports Bar and many, many more, we have been fully supported by our community residents and have been truly overwhelmed by their enthusiasm to be involved and their kindness.



The now established annual ‘Teddy Tower of Terror’ provided the village of Ash and St Peter & St Pauls Church with an influx of visitors as they joined together to health check their teddies, check in and watch them zip wire from the top of the church tower. With families bringing along their own picnics to enjoy, it truly was a wonderful community day for all to enjoy.



**Publicity**

The constant stream of community outreach has led to a successful year of promotion for our charity.

With invitations to almost every event that has occurred locally, we have been delighted to attend as many as possible and have welcomed the opportunity to be interviewed and featured on KMTV, BBC News South East, Kent Radio and Valley Radio, throughout the year.

Our Social media following continues to expand with daily posts of our activities on Facebook & Instagram and regular interactions and posts on our TikTok & LinkedIn accounts.

Keeping our activities transparent, demonstrating where our funding is being spent and thanking our community and donors for their contributions has encouraged additional support and partnerships.

By making ourselves accessible to all genres through multiple access methods, we can ensure that any member of the community knows how to access support should it be required.



With presentations held at schools and locally held groups and organisations such as local WI's and Sevenoaks Chamber of Commerce, we continue to generate interest in our support platform and encourage engagement from all sectors of our community.

We continue to work in collaboration with all sectors of both our local council and county council to provide immediate support to those in need.



## Churches & Harvest - 2023

Our yearly Harvest collections are a very welcomed date in the diary with local schools and churches choosing to donate their collections to The Community Cupboard.

This time of year remains particularly busy with additional sessions held for schools and groups which provide a talk about what we do, how important their donations are and talks about what they are supporting within their community.

Harvest at the hub is a colourful time, with beautiful handmade presentation boxes, decorated by the children and our premises full of eager smiling children who are keen to understand and learn what they can do to help going forward.

These additional sessions accompany the regular out of opening hours sessions held for local groups and continue to help reduce the stigma associated with food banks and asking for help.

Many local churches also nominate The Community Cupboard as the charity to receive their offerings and their services are attended by a representative from the charity to speak and thank those who have contributed.



### **School & Group Visits**

We have continued to welcome classes full of pupils to the hub for organised information sessions and have attended school assemblies to help educate the children on the need for food banks and helping each other within their communities.



Our evening educational sessions continue to grow and we have welcomed more and more local young people and their leaders from Scout & Girl Guiding groups to the charity, helping to not only provide an insight to our work but also to help them achieve their badge work. These bespoke, special out of hours sessions help us to reduce the stigma surrounding usage of a Food Bank and encourage young people to become a part of their wider community and its needs.



### **Summer project - School Swap Shop**

If our volunteer team didn't already do enough, they then requested to take the lead on a summer project aimed at helping local families with recycled school uniform items.

Operating throughout the whole of August, they organised, promoted (and with the help of the hub team and trustees), operated a regular swap shop which was held outside of the hub.

With John Lewis Bluewater keen to be involved (and donating £1000 to purchase new uniform items and needed school supplies), The Community Cupboard was able to provide over 50 families with the required items for their children to return to school in new/nearly and correctly fitting uniform.

This project was such a success, not only because of the number of families supported but for the level of community engagement that it created.

The wider community loved being able to contribute, recycle their items and to reduce usually wasted uniforms so much that we have decided to operate the same scheme once again this coming summer.



### Regular Donations

Our multiple donation points across the local villages and towns continue to be well supported, despite local residents feeling the economic pinch.

Our fabulous volunteers continue to collect on a daily basis from various locations and transport them to us at the hub. These items are then recorded, date checked and finally prepared for redistribution.

These donations continue to be vital to The Community Cupboard, with item turnaround regularly being the same day from receipt to distribution. Various organisations and individuals continue to donate directly to the hub itself, with many new donors over the past year.

We pride ourselves on continuing to build these (and new) relationships and the welcoming atmosphere that we continue to provide on their arrival.

We have continued our wonderful relationship with our friends at Hovis Bakery Erith, who religiously donate trays and trays of freshly baked bread each week and this year we also continued to receive donations from Harvel House Farm Shop of fresh fruit and vegetables every single Monday morning for us to distribute.



**Purchases**

Whilst the actual item donations continued, 47% of our stock required for emergency parcels had to be purchased from the funding that was received throughout the year.

Each week we place an average of 3 orders from Sainsburys or Tesco from this funding with an increase during December of 5 purchases a week (totalling over £6000 per month) to meet demand and top up the item donations.

**Christmas 2023**

Whilst we were unsuccessful in our attempts to be eligible for specific funding to cover Christmas treats this year, we rallied the troops and with thanks to 5 of our regular supporters we were able to gradually collate sufficient items to provide each family with some of the most wanted seasonal items.

Each of the families that we were supporting during this period were presented with a Christmas pudding, a tub of chocolates, Sweets, Mince Pies, Crackers and selection boxes, courtesy of these very kind donors from within our community.

**Christmas Tree Festivals**

Keeping up our community presence, we once again submitted our entry for the 2 local Christmas Tree festivals at both St Edmund King & Martyr Church in West Kingsdown and also at St Peter & St Paul's Church, Ash.

Thank you to Emma, our volunteer for once again undertaking this task, they looked beautiful and raised our profile further whilst on display during the festive period.



**Reverse Advent Calendar Day**

This year we decided to go bigger and held our very first Christmas Fair in conjunction with our annual reverse Advent Calendar donation day.

Held in west kingsdown Village Hall, hundreds of people from the wider community came to join in the fun, donate items and be part of a very festive day.

This year was slightly warmer for Santa as his grotto magically appeared indoors so that he could greet the children and hand over gifts.

These gifts were donated by both Brands Hatch Race circuit and Local company J & C Events (who also provided the grotto, a bouncy castle, popcorn machines and decorations all free of charge too) and with over 20 stalls made up of local striving businesses and crafts people, it was a wonderful festive day to once again bring the community together, collect donations and to raise awareness for our Charity.

With residents of our community already anticipating the next, the 2024 event date has already been booked!



Awards 2023/2024

## Kent Mental Wellbeing awards 2023

For the first time in 4 years, we were nominated for an award which focused solely on mental health and the positive impact made by organisations.

As the only nominee from the Sevenoaks district, we were not only delighted to win, but be awarded and recognised for our outstanding commitment and dedication to supporting the wellbeing of others.

This award was a huge achievement for us and highlighted the difference that The Community Cupboard makes to peoples lives. We are simply so much ‘more than a foodbank’.



## Kent & Medway Food and Drink Awards 2024

Another year and another nomination for a new category award.

This award, held at Canterbury Cricket ground, covered the whole of Kent and Medway and spanned a far bigger area than we have ever previously been considered for an award within. Whilst this time not winning overall, we were once again delighted to be recognised for our dedication and work and were placed into the top 3 Food Banks within the Kent and Medway districts.



Receiving both of these awards and being recognised for the continued commitment that our charity provides is huge testament to the volunteer team and their levels of dedication to supporting others within their community and we are so very proud of each and every one of them

## Challenges

This past year we have seen a decrease in the physical donations that have been received but thankfully we continue to receive regular cash donations and monthly standing orders.

Over £65,000 has been spent this year on supplies, to ensure that sufficient stock is available to continue support and has been funded from these regular payments received and various grants from other organisations.

Additional grants for supplies are now being sought to plan for future growth allowing us to maintain our service.

The most common reason for referrals continues to be the cost of living, with many families just simply unable to make ends meet despite being in employment.

The continued increase in bills and basic food essentials continues to affect our community and we are still receiving daily additional referrals from a multitude of service providers as well as self presenting individuals.

The needs of those presenting are becoming more complex and additional training and guidance was required to ensure the safety and wellbeing of our volunteer team. Support and training has been provided and is ongoing to address any potential concerns that could present.

With the rise in demand and the expansion of needs, we have now expanded our team to include additional trustees and lead volunteers, who are able to specialise and focus on different needs. Ensuring the core of the charity structure remains strong and robust has been vital to keeping up with the demand and the growth.

With no clear view of the current economic or social climate changing in the near future, we have ensured that our 3 year forecasts address the need to continue our levels of support to those who need it most.





## **Achievement & Performance** **6th April 2023 - 31st March 2024**

Since first opening in 2019, The Community Cupboard has supported over 1600 families with emergency food and grocery support.

During the 12 month period of this report, 211 additional families registered (located in 20 different villages and towns) with The Community Cupboard totalling 516 individuals (of which 345 were aged 12+ and 171 were children). Families and individuals continue to be directed to us via supporting agencies or by presenting themselves as a self referral.

Throughout the year we continued to support families within approximately 15 miles, however our core area of support remains 5 miles in each direction with once again registrations being made from families covering 43 different villages or towns.

### **Donations and distribution**

The Community Cupboard received donated supplies from local community and business members during this period totalling 65,971 kilos.

In 2022/2023 we purchased 11942 Kilos of additional supplies. For yet another year (2023/2024), this has increased tremendously, with the charity purchasing 31,331 Kilos of grocery items ( an increase of 162%) just to meet the continued demand.

During this reporting period, 62,290 kilos were distributed in support parcels to our families with only 3,681.82 kilos of the total year's donations remaining available at the end of March 2024.

## Monthly distribution and donations received



### Signposting services

Those using our service do not just need food, each person or family comes with concerns that need addressing. It is not enough to just supply food, they need support, guidance and advice to help them progress and rectify their current circumstances.

Often unable to see the light at the end of the tunnel, with many close to attempting to take their own lives, they need hope and someone to listen.

The continuation and nurturing of our partnerships with local and national support services is vital to making the difference for these families and individuals. Collaboratively, we are able to provide a holistic approach to each case, helping to tackle a multitude of issues.

Working directly with agencies and being part of the Refer Kent platform ensures that we continue to receive and provide support via 30+ supporting agencies. Our valued relationships with these service providers ensures that root causes can be addressed for our users and that the best care and support can be given.

### **Signposting services**

We continue our partnerships with local and national support services, helping to tackle a multitude of issues:

Referkent

Homeless relocations (Porchlight, We've Got Your Back, Cornerstone Property and Kent Police)

Re entry into society (Probation services)

Wellbeing services (Involve KCC Social prescribers)

Digital Inclusion (KCCdigital inclusion team)

Refugees (Sevenoaks District Council Refugee team)

Disability (We are Beams, Imago)

Senior residents advice (Age UK & Imago)

Mental health & Counselling services (KCC Mental health support, SWK Mental health team, Samaritans & NHS Talking therapies)

Period poverty (The Hygiene Bank)

Domestic Violence (DAVSS)

Housing, Benefits & Debt management advice (Citizens Advice Bureau & Sevenoaks District Council, West Kent Housing, Live well Kent, Clarion Housing)

Self Employment support (Jobcentre, Community Catalyst)

Utility support (SE Water)

Local community warden support (KCC Public Protection)

Dementia services (ADSS)

Family intervention services (KCC Adolescent services, KCC Social Services & Safeguarding Midwife team)

Palliative care and family support (Ellenor hospice)

Family support & counselling services (KCC Social Work Dept)

Homeless relocations (We've Got Your Back)

### **Achievements vs objectives**

What a team we have....

We could not be prouder of our 45+ strong team of dedicated individuals who willingly give their time and support freely to help others. In creating The Community Cupboard, we aimed to provide a welcoming 'safe space' and that is exactly what we have achieved.

The Community Cupboard has continued to reduce the stigma around asking for help, has ensured we are a friendly and approachable place of comfort and has continually treated EVERY person with the care and individuality that is needed and required. No one that attends is just a number, they are individual people with feelings and needs.

Through the dedication and kindness of our team, we continue to save the lives of many people who state that they no longer wish to be alive or dealing with their current situation.

We have provided guidance and onward support to help them when they needed it most and we are confident that as a charity we have provided the best support that we could have done in all presented cases throughout this year.

Team morale is extremely high, with strong management and structure to the charity firmly in place. Visions remain focused and the new dedicated team structures are working extremely well.

With the registration of gift aid, the purchase of card machines and the consistent community engagement we are maintaining the levels of funding required to meet the demand to purchase supplies.

The training programme is fully active, with an additional 12 training courses including Safeguarding Children, Safeguarding Adults, Food Safety, Communication Skills, Emergency First Aid at work, Manual Handling etc already booked between now and December 2024 to support our dedicated team volunteers.

With 2 Mental Health trained first aiders on site we are able to support anyone that needs emergency support.

We aimed to continue our community awareness and having been invited to attend almost every event occurring locally, we can safely say that our community is fully behind us.

We have participated in various TV interviews, Radio broadcasts and continue to maintain great relationships with these advertising platforms alongside our very successful multiple social media platforms.

As always, we continue to strive to make a difference and continue to plan for the upcoming 3 years ahead.

### **Plans for Future**

Our biggest goal would be to be able to close. Sadly this will not happen in the foreseeable future, as the demand continues to rise.

The effect of the 'Cost of Living Crisis' has firmly taken hold of our community and regular meetings are in place to monitor the impact and allow us to adapt our policies and procedures as and when required.

The increase in professional persons requiring support, Midwives, Teaching staff and the like is a telling sign that no one is immune to the effects of the current financial climate.

Those in what were previously known as strong, dependable employment positions, continue to form a large percentage of our users, with the majority of this category not meeting the 'eligibility criteria' of most other food banks or support services.

**Our aims and objectives for the short and medium term include:**

- Continue to remain approachable and welcoming.
- To continue to strengthen the core of our charity and its organisational structure.
- To increase our income to meet the growing costs of required additional purchases.
- To continue to educate our community and its younger generation.
- To increase support services that are readily available at the hub by introducing additional drop in sessions which provide face to face support.
- To maintain and grow the awareness of The Community Cupboard and reduce the stigma surrounding asking for help or attending a foodbank.
- Continue to support our volunteer team and their wellbeing, offering enhanced courses and team building exercises to keep morale high.
- Evaluate the data we receive fully to accurately plan for upcoming months.
- Continue to build our relationships with referral agencies to ensure full ongoing signposting support and services.
- Introduce specialist skills and training to various members of the team to ensure that our knowledge is sufficient to support the issues being raised by our users.

**Structure, Governance and Management**

The Community Cupboard is a registered charity and a Charitable Incorporated Organisation whose only voting members are its charity Trustees.

The Charity is governed by its constitution dated 15 August 2019.

The following persons served as Trustees during the year:

Veronica McGannon (Elected 16th September 2019)

Helen Reeves (Resigned Jan 2024)

Amy Eley (Elected 16th August 2019)

Adrian Wenn (Elected 15th March 2024)

Lynda Harrison (Elected 15th March 2024)

Rudi Mccarthy (Elected 15th March 2024)

**Staff:**

Tracy Wood - Manager

David Carter - Supervisor

The election of additional Trustees can be made at a properly convened meeting of the charity Trustees. There must be a minimum of 3 trustees and a maximum of 12 at any one time. Decisions within the charity are made by the Trustees at a meeting or in writing and agreed once a majority has been reached.

Parties interested in becoming a trustee when applications are open are invited to contact us at [thecommunitycupboard.co.uk](http://thecommunitycupboard.co.uk).

Signed: Amy Eley - Trustee

Signed: Veronica McGannon - Trustee

# The Community Cupboard

## Financial Activities

6 April, 2023 - 5 April, 2024

	TOTAL
Income	
Donations and legacies	43,358.97
GRANT FUNDING	60,006.26
<b>Total Income</b>	<b>£103,365.23</b>
<b>TOTAL</b>	<b>£103,365.23</b>
Expenditures	
Office/General Administrative Expenses	1,601.82
Other Professional Services	1,695.00
Phone Costs	898.17
Supplies	65,194.93
<b>Total Expenditures</b>	<b>£69,389.92</b>
<b>NET OPERATING INCOME</b>	<b>£33,975.31</b>
Other Expenditures	
Depreciation	10,473.56
Salary	53,937.37
<b>Total Other Expenditures</b>	<b>£64,410.93</b>
<b>NET OTHER INCOME</b>	<b>£ -64,410.93</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£ -30,435.62</b>

### Financial Review

The financial position of The Community Cupboard on 5th April 2024 remains healthy. Both individuals and organisations have continued to donate funding throughout the year which has ensured we have met our operational costs and the regular purchases of additional Supplies.

During the period 6th April 2023 to 5th April 2024, the total income received by the charity totalled £103,365.23. Of the £133,533.96 received, £60,006.26 was received from grant applications and personal donations raised a further £43,358.97.

Members of the public and our community have continued to be extremely generous with their financial and moral support.

All funds have been deposited into the charity bank account held by The Community Cupboard at Metro Bank, Orpington and detailed spreadsheets show allocated funding is kept separate from other available non allocated funds that have been donated by the general public or for other purposes.

## Salary Funding

The Community Cupboard relies on organisation and management of its services to operate to full capacity.

The National Lottery continued to fund the salary costs as we entered into the second year of the grant funding that was awarded previously. Additional salary funding was also received from Sevenoaks Council which bridge the gap in funding.

We continued to employ 2 staff members who ensured that the hub remained open and its facilities were available 5 days a week to both the public and also multiple supporting services. This funding is vital to ensure that the hub continues to be staffed and operational to meet the growing demand for our services.

Thank You to The National Lottery and Sevenoaks Council (our salary grant funders) for your continued support, helping us to make a difference.

## Finally

From the initial tiny grassroots charity that was formed in 2019, to the established and evolving, fully operational community support service that is now. It continues to be a whirlwind journey.

The Community Cupboard continues to thrive and such drastic expansion and growth relies on a strong core management team and tight organisation and management of its services to operate.

Due to the championing, support and the continued belief in our work, skills, compassion and methods, we have been able to continue to operate to full capacity, 5 days a week to continue to help residents within our community and truly make a difference.

Once again, The Community Cupboard team and our community residents would like to express our sincere gratitude to all for the continued support and partnerships, helping us to make such a difference to the families in our local community.

**‘Everyone needs a little help sometimes’**



**Farningham**  
Parish Council



PROVINCIAL GRAND LODGE  
OF WEST KENT



Tracy Wood  
The Community Cupboard  
Gamecock Meadow  
London Road  
West Kingsdown  
TN15 6EL

17 September 2024

Dear Tracy

**Review of The Community Cupboard accounts for year ended 5<sup>th</sup> April 2024**

Thank you for once again using my services to scrutinise the accounts, I am pleased to see that it has been another successful year for The Community Cupboard, although clearly the resources have been more stretched in the last year resulting in the overall negative position at the year end.

I have a few notes and queries arising from the independent scrutiny of the books and records, and I would be grateful for further information as below to complete my review.

1. **Chair report** – please be aware that the dates need correcting p5 as they are not the same. P6 – last paragraph typo. In terms of funding for salaries, have further funding options been secured for the current year? Page 30 – amounts will need to be updated for the Fixed asset adjustments and possibly pending the payroll review.
2. **Bank Statements** – I have reviewed copies of April 2023 to May 2024 bank statements.
  - o Chq 800268 - T Wood – this is outstanding at the year end and has therefore been reflected on the year end bank reconciliation as it cleared 9<sup>th</sup> May 2024. The bank reconciliation schedule has been uploaded to the documents section in QuickBooks.
  - o As mentioned last year in relation to the cheque summary schedule - I would recommend adding the date of cheque and the date cleared to the summary, to check that all items have been recorded and either that they have cleared the bank by the year end, or to highlight those cheques that have yet to clear.
3. **Grants and Donations**
  - o I have agreed the grants and donations to backup except for the £1,500 – please provide supporting documentation for the April 2024 donation from West Kingsdown Parish Council.
  - o I have reviewed a selection of the donations received from the income schedule to the bank and am happy that these are correctly recorded.

4. **Salaries**

- o Please confirm who is now processing the payroll each month.
- o Please confirm that there were no other employees during the year other than yourself and John?
- o Salary Summary – please ensure that the summary agrees to the salary amounts paid – Tracy June and August incorrect and John July incorrect as includes an expense (I can update this schedule if you would like me to?) I also think it might be worth recording the payroll in QuickBooks itself so that you can run reports rather than have to document in Excel.
- o Salaries – what was the reason for the salary drop for John in August, a reduction in hours?
- o Missing payslips for John and Tracy – October 2023 – I have reviewed the copies of the submission report, but payslips are missing, please ensure that all are retained on file. It may be useful to print and retain a copy of the year end (March) submission report for each employee going forwards.

**5. Expenses**

- o I have reviewed the expenses for the year and have capitalised the following items, which will as a result reduce the expenditure for the year, by £8,348.93
  - o **Leasehold**
    - o Awinging £3,390.00
    - o Patio and Slabs £4,560.00
  - o **Office Equipment**
    - o Motorola Radios (April CC) £244.99
    - o Laptop and chair (Aug CC) £153.94
- o Depreciation is a provision for wear and tear on all items, which is an accounting provision and not a cash movement. It has been processed resulting in an increase to the expenditure figure of £10,473.56.
- o The fixed asset schedule has been uploaded to the documents section in QuickBooks.

I look forward to receiving the final information in order to complete the review and thank you in advance for your cooperation.

Yours sincerely



**Julie Bass BFP FCA**  
**Team Bass Limited**



**THE COMMUNITY CUPBOARD**

England & Wales - Charity number 1185331

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# Accounts

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# **THE COMMUNITY CUPBOARD**

**CHARITY NUMBER: 1185331**

**ANNUAL REPORT & FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5th APRIL 2023**

## Annual Report and Financial Statements for the Year Ended 5th April 2023

This Annual Report presents a review of the period 6th April 2021 - 5th April 2023, reporting on achievements, performance and impact, including financial performance and financial position to demonstrate the Trustees' stewardship and management of charitable funds.

As a preliminary matter, the Trustees and staff of The Community Cupboard wish to once again express their deep appreciation of the contribution made by volunteers and donors during yet another trying year, without which none of our achievements would have been possible.

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## Reference and administrative details

<b>Charity Name:</b>	The Community Cupboard
<b>Registered address:</b>	11 Lambardes, New Ash Green, Longfield, DA3 8HX
<b>Operating address:</b>	The Community Cupboard, Gamecock Meadow, London Rd, West Kingsdown, TN15 6EL
<b>Charity Number:</b>	1185331
<b>Principal office:</b>	England.
<b>Constitution:</b>	Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees. Date of constitution (last amended): 15th August 2019
<b>Liability:</b>	If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.
<b>Trustees:</b>	Helen Reeves Vee McGannon Amy Eley
<b>Staff:</b>	Tracy Wood - Manager David Carter - Supervisor
<b>Bankers:</b>	Metro Bank,  Unit 4, Nugent Retail Park, Orpington, Bromley, BR5 3RP

**The trustees submit their annual report and financial statements for the year ended 5th April 2023**

## Objective & Purpose

The Community Cupboards charitable objects are:

To relieve persons in North West Kent and surrounding areas, that are in financial hardship, in such ways as the trustees shall from time to time think fit. In particular but not exclusively by:

**a) providing emergency food supplies, essential toiletries and other household items both to individuals and families in need and also to other charities or organisations working to prevent poverty.**

**b) Such other means, including (but not limited to) the provision of support or signposting to relevant advisory services or information.**

The Community Cupboard is an independent charity and a member of IFAN (Independent Food Aid Network). As an independent registered charity & CIO, all operations are in accordance with the governing document known as **The Constitution of The Community Cupboard.**

Working in partnership with local and regional agencies, the Community Cupboard operates from The Community Cupboard, Gamecock Meadow, London Road, West Kingsdown, TN15 6EL.

The Community Cupboard currently operates with 2 full time staff and a team of approximately 42 regular volunteers.

Accepting referrals from supporting agencies and self referrals, users do not require a food voucher to request support and are supplied with 5 days emergency provisions. There is no limit to the number of times they can access the support but users are signposted to external agencies for remedial support.

The Community Cupboard is operational 5 days a week.

## Summary of Activities April 6th 2022 to April 5th 2023

This report covers a full year of operation for The Community Cupboard and follows our journey as we move into our larger premises and continue to grow our status throughout Kent.

### Extending the premises

With our funding in place and all permissions granted, we finally moved out of our little hub and relocated to the West Kingsdown Parish office.

With an army of volunteers, we moved from our premises and set up as a temporary solution just over the other side of the field in with the Parish Clerk. Yes it was snug but we made it work.



Whilst here we met lots of new people who had not ventured over to see us previously and whilst Lynda had to share her space, we are sure that she missed us when we finally left in October 2022 when our extension was complete.

Our builder Clive did a great job and the difference that the additional space has achieved is just astounding. However, it didn't take long to occupy it all.

The Community Cupboard is now formally registered with Royal Mail and Sevenoaks District Council as an individual premises and 'The garage' part of our address has been removed. The postcode has now changed to TN15 6EL representing this. We've even now got Broadband!

With a new storage section and an office to complement the existing welcome area, it has simply changed the way that we operate and made the daily operation much more streamlined.

Although the extension was mainly financed through our fundraising, many other local businesses and individuals have still donated their time and expertise to ensure that our home was just perfect.

Thank you to Colin from Cool heat systems who donated and installed an air conditioning system, Darren from Ash Flooring who donated his time to install the new flooring that was

donated by our lovely friends at Howdens, Aspect joinery who build a bespoke staircase and installed it to give us safe loft access, Matthew Fairweather Oakes who spray painted the whole building interior (with a little help from Trevor and Pete in the loft), Prime Property Solutions who donated and installed a security system and to Clever touch who donated a screen for our digital signage.



It is great to be back home in our new hub and we love the warm welcome it continues to offer to those who come to visit. The tea is always brewing and the conversation is always flowing.

On our wall proudly sits a piece of homemade wall art which was made lovingly by one of the families that we have supported. Seeing it reminds us, every day, that we are all able to make a difference.



## Volunteering and training

This year we have been delighted to be able to welcome members of the community back inside our hub and revert back to making it a place where people can just come 'for a cuppa'. Conversations have restarted and stronger relationships are being built. Engagement with our users has returned and we were able to address many more issues and increase signposting and support services that we offered.

The Community Cupboard has continued to grow and is well recognised throughout Kent.

Following a volunteer recruitment day in Jan 2023, we enrolled more team members and currently boast a 44 strong volunteer team which support The Community Cupboard in various roles including donation collections, event organising and support and hub support to name just a few.

Every single volunteer has a part to play in our charity and together, we are able to make the difference that we aspire to.



Working in collaboration with CAS Community Solutions, we have also launched our new training programme which is available to all of the volunteer team and includes multiple free courses to help better each individual person's skills.

The courses available range from Safeguarding adults and children, first aid and manual handling to more bespoke courses such as BSL Sign language and supporting substance abuse.

With the growing number of users being supported within our organisation it is vital that we equip our team fully, with as much expertise as possible, to address each situation that may arise.

We are extremely proud to be the first food bank in Kent to offer such a scheme.



### Work Experience, Duke of Edinburgh & Work placements

We have continued to support multiple local schools with work experience placements, Duke of Edinburgh placements and have also provided volunteer hours for various employers who offer community support day volunteering.

With a dedicated volunteer Youth liaison lead officer, we ensure that each individual is mentored and guided, to ensure they receive the best support available and maximise what they achieve during their time with us.

We are delighted that almost all of our student placements have chosen to return at a later date through holiday periods, to offer further support. We were even persuaded to join social media platform TikTok after being taught and recording dances with them.

Having such a varied age of volunteers has been wonderful to help develop our team's communication skills and understanding across all generations.



## Group Visits and Education

After being approached by multiple local Scouting groups, football clubs and other local associations, we have embraced the opportunity to welcome many organisations to our hub.

Through education of various aged children (and grown ups) we have been able to encourage not only community spirit but also help to reinstate how it feels to be part of a community that supports each other.

With special out of hours visits held, whereby we can explain our service, discuss how families and individuals can access it, how people can support it and more importantly that people are not alone, we can help to alleviate a large proportion of stigma surrounding usage of a Food Bank.



## Support services

Building and maintaining a holistic style of working has been key to our success and progression. We continue to liaise daily with multiple partnering agencies and support services, ensuring the best outcome for our users.

The knowledge of our team has grown vastly and constant nurturing of external relationships has allowed us to broaden our capability of reaching the correct support services quickly. We continue to provide support to both national and local charities, organisations, councils and individuals.

Whilst we are fortunate to be supported by Kent County Council Community Wardens (which have been an invaluable service to both us and the wider community), we have sadly now lost use of the Sevenoaks District Council Ambassador service after their roles came to an end.

We are however delighted to have retained some of their team members, who have now become part of our volunteer team and are still working directly with Jane who moved into a 'Support for Ukrainians' role within the council and Patricia who is now our volunteer youth lead.



With over 25 different agencies that we regularly meet and collaborate with, we are extremely confident that we are able to signpost families and individuals to the most appropriate, relevant and trusted support that is available.

## Additional Partnerships

This past year we have been working closely with multiple large organisations as part of their community engagement plans. With donations of both items and funding as well as time and support for The Community Cupboard, we have been truly spoiled.

Howdens, Millwall FC, John Lewis Bluewater, The London Golf Club, NHS & Wards Estate Agents are some of the businesses among our treasured partnerships. Thank you to each of you.



## Fundraising

Wow what a year!

Over this year we have not only held multiple fundraising events but many have also been held on our behalf too.

Aside from our regular Harvest festival, Christmas and Easter celebrations, the community really pulled out the stops and created a full years programme of ways to get involved with supporting The Community Cupboard.

This year we were selected to receive support from our local race circuit, Brands Hatch and we attended their Residents Day to not only promote our charity but also to receive a portion of the funds received from their community day.

The volunteer team had a ball and were thrilled to be able to join in some of the activities on offer too.



### Other fundraising activities through the year...

With both Christian and Babette running marathons on our behalf, Jayne organising a Bank holiday Teddies Tower of Terror zipwire, Skipping challenges from Our Lady of Hartley Primary School, New Ash Green Art Exhibitions, a BNI Charity Golf Day, a Wild about NAG calendar, Millwall FC fundays, Garden fundraisers, New Ash Green Village Day, St Edmund King & Martyr Village Fete, Fawkham Church Fete, White Swan craft fairs, Ash Green Scout bag packing, Local Vocal Choir concert, NHS wellbeing days and our collection buckets out in the community in various locations too (including The Dartford Sports Bar), we have simply been run off our feet.

There was something for everyone to be involved in.



These events provided plenty of opportunity to widen our reach and meet with community members to talk about the support we can provide. We would like to thank each and every one of our own volunteers who helped support these events and to the extremely kind community groups and local residents who organised multiple events on our behalf to help raise funds.

## Some of the 2022 - 2023 Events

### Marathon runners Babette & Christian



### Teddy Tower of Terror



### Summer fetes and garden fundraisers



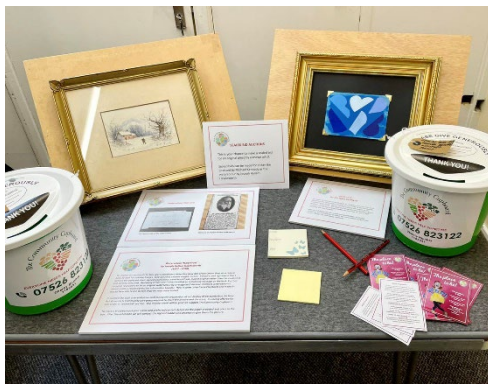
### Millwall FC funday



### BNI Brands Hatch Golf Day



### New Ash Green Art Exhibition



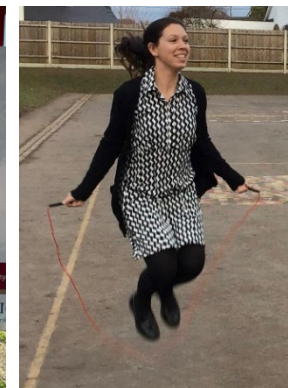
## NHS Wellbeing Day



## Millwall Community Trust - An evening with Neil Harris



## Our Lady of Hartley Primary School - Skipping Challenge



## Schools, Churches & Harvest - 2022

Each year our donors increase as more and more schools choose to donate their collections locally to The Community Cupboard.

Harvest remains a large date in our calendar as we welcome many schools to the hub to talk about what we do and where their donations will be distributed. With wonderfully decorated boxes and bags full of grocery items arriving regularly from local children, it really is a wonderful time for us. Being able to talk to the children, showing them why and how the community cupboard operates continues to be extremely important in educating the next generation about the need to support each other and to help reduce the stigma associated with food bank usage.

Many local churches also nominate The Community Cupboard as the charity to receive their offerings, including some which had previously donated their items to other food banks.

Thank you to everyone who contributed including:

Steepphill School, Ash Church, Longfield Church, St Botolph's Lullingstone, St George's School, Gravesend, Anthony Roper School, Fawkham & Hartley Churches, New Ash Green Primary, Langafel primary, Our Lady of Hartley primary, St Edmunds primary, Longfield Academy, Horton Kirby School, Milestone Academy, Hartley Primary Academy, Sackville School, Temple Hill Primary Academy & Fawkham Primary School.

Throughout the year we have continued to welcome classes full of pupils to the hub and provided schools with assemblies to help educate the children.





## Regular Donations

Throughout the year we have been extremely well supported at our local donation points. Each week (some daily), our fabulous volunteers collect all the donated items and transport them to us at the hub. These items are then recorded, date checked and finally prepared for redistribution.

These donations are absolutely vital to The Community Cupboard to help us provide our users with sufficient food and grocery supplies in their emergency parcels.

We would like to thank every single location for being one of our invaluable donation drop off points including:

Co-op - New Ash Green, Hartley Cherry Trees, Longfield & West Kingsdown stores.  
Sainsburys - Borough Green, St Johns & Otford stores., RNWK - New Ash Green Rectory, Hartley Rectory., Culverstone Stores, Vigo Village collection (Sheila Oag)



We are also extremely privileged to also receive weekly donations from our friends at Hovis Bakery Erith, who donate trays and trays of freshly baked bread and also Harvel House Farm Shop who donate fresh fruit and vegetables every single Monday morning for us to distribute.



In addition to our donation points, various organisations and individuals also regularly donate. Thank you to some of our other regulars donors for your kindness including:

Steve & Rosemary Gray, St Edmunds King & Martyr Church, West Kingsdown Baptist Church, St Peter's Church, Eynsford, West Kent Freemasons (Axstane Chapter), NAGARA, Pets Pantry, The Hygiene Bank Sevenoaks, The Dartford Sports Bar, BNI Brands Hatch, Morrisons store Gravesend, London Golf Club, Fawkham Bee Company, Jenni, Neil & Cherith and everyone else who takes the time to support The Community Cupboard.

## Some of our regular donors:



## Purchases

Alongside our tremendous amount of donated items we also purchase items from the funding that is donated to us through standing orders and dedicated grants.

Every week we purchase at least 2 regular deliveries from Sainsburys and Tesco and regular purchases from Inkind Direct, just to keep up with the demand.



## Christmas 2023

### Christmas hampers - Foresters Financial

The support continued again for another year from Foresters Financial, with local resident Louise nominating us for a community grant to help with Christmas hampers.

This grant made a huge impact on the families we were supporting during this period and we were able to provide them all with a beautifully decorated selection of festive items to help make their Christmas special.

We were delighted to be joined once again by other Foresters members and our volunteer team, to create these festive hampers.

What a wonderful way to involve the community, bringing people together at the end of yet another trying year. Thank you to everyone who contributed their time and expertise to help achieve this.



### Christmas Tree Festivals

This year our very talented volunteer Emma very kindly took on the task again of creating our 2 entries for the Christmas Tree festivals at both St Edmund King & Martyr Church in West Kingsdown and also at St Peter & St Paul's Church, Ash. Thank you to everyone who attended to see the wonderful collections and for voting.

### Reverse Advent Calendar Day

Back due to popular demand was our Reverse Advent Calendar day which was held at The Community Cupboard itself.

With the grotto situated firmly outside with our cheery Santa awaiting his visitors, we had the best day entertaining families who came to donate, local community residents and also many of the families that use our services.

Children visited Santa free of charge and were given gifts that had been kindly donated by Brandshatch and Mark from J & C Events (who also donated the grotto and accessories, free for the day). HSBC for the advent calendars, A local Brownie group had lovingly made gifts and knitted teddies were also made and donated to be distributed to the children.

This wonderful yearly event encourages the community to donate during the festive season and is definitely one of our favourite times of the year.

## Christmas Gifts

Due to repeated requests for a donation point that festive gifts could be given, our volunteer Lynn kindly set up a large area in her front garden to accommodate these. These gifts were then distributed alongside the hampers to ensure that all of our users had something to open on Christmas morning.

Thank you again to everyone involved in this huge project which simply gave the magic of Christmas to so many families this year.



## **BNI Membership**

For a second year running, we were chosen as BNI's charity of the year and Vee continues to attend weekly breakfast meetings at Redlibbets golf club.

Throughout the year, members and the organisation as a whole have provided The Community Cupboard with continuous support by organising fundraising events as well as offering their services on many occasions.



## **Awards**

This year we were nominated for 2 awards. On behalf of the trustees, staff and volunteers we would like to express our thanks to everyone for nominating, inviting and voting for us at these awards and for continually supporting our journey at The Community Cupboard.

### **Sevenoaks District Council 'Making it happen awards' 2023**

For another year running we were delighted to be nominated in March 2023 for the Volunteer group of the year award and attended the ceremony which was held in Sevenoaks.

Alongside the award for The Community Cupboard, our Manager Tracy Wood was also highly commended for her work and awarded a 'Local Hero' trophy.



## The High Sheriff of Kent Awards 2023

Also in March 2023, we were invited by Kent Community Foundation to the High Sheriff of Kent Awards in Maidstone.

This accolade rewards the volunteers, charities and community groups in Kent who devote their time and energy to improve the communities in which they live and work, to make Kent a better and safer place.

Not only were we nominated, but we won our category. Winning a framed certificate and additional funding to support our charity, we were extremely honoured and proud of what we have achieved this year.

Again we would like to express our sincere thanks to those who voted for us and recognised the amount of work and dedication that has been implemented by our team throughout the year.



## Easter at the hub

We were yet again able to ensure that all of our users received a little treat in their parcels during this period. Thank you to everyone, these 'non essential items' make such a huge difference, particularly to families with younger children.



## Publicity

The Community Cupboard maintains its high profile on social media, with public accounts on Twitter, Facebook, TikTik and Instagram. More recently we have added a LinkedIn profile which allows us to connect with other professional members in other organisations.

We continue to maintain our charity website which also receives daily referrals and requests for support.. This year we have continued to collaborate with various TV and radio stations.

With multiple appearances on KMTV, GB News and Valley Park Radio, we have ensured that the wider community has been made aware of the service that we provide and continued to work towards reducing the stigma around asking for help.

These multiple outlets continue to be used to promote the charity and raise awareness of the work and support we achieve. These social media channels continue to be well supported by the community.



## More challenges

Throughout this year the most common reason for referrals has been the cost of living. With the price of food and general bills increasing we are still receiving referrals on a daily basis from a multitude of service providers as well as self presenting individuals. With no clear end in sight, we envisage this will continue into next year at the very least as people struggle to make ends meet.

In Early 2022, the war broke out in Ukraine and Sevenoaks District Council (along with the rest of the UK) formed a specialist team to help with the arrival of families and individuals.

We have been working closely with the team to ensure that those arriving have information, supplies and the contacts required to feel safe and welcomed. This support included clothing, facilities & food. Due to the generosity of the community, we were even able to source a bike for one of the young ladies.

We continue to collaborate with and support the Sevenoaks team fully with their settlement programme.



## Support

During this financial year we have yet again supported families in 43 different villages & towns and our multi-support approach continues as we further develop our relationships with other agencies and organisations.

We have received support and engaged with many of our existing donors and have also connected with additional partnerships such as Bed & Biscuits, Ash Green Scouts, Borough Green Cubs, Busy Bees Meopham, Culverstone House, Culverstone Stores, DVH Maternity Unit, Hartley WI, Ladies that Lunch BNI, Meopham Leisure Centre, NAGARA, Orchard Primary, Pets Pantry, Portobello Eyecare, Revive & Recycle, Rise & Shine Day Nursery, R J Roofing, Sackville School, Sevenoaks Dentist, Slimming World Longfield, South Darenth FC, St Mary Magdelene, St Mary's Stansted - Fairseat - Vigo, Swanley Foodbank, Temple Hill Primary Academy, Viking Motorcycle Seats, Waitrose Bluewater, West Malling Taxis & WKD Essentials

In addition to all of our new donors, we continue to be supported by those continuing to provide support in previous years.

Each week we receive freshly baked bread and bakery items from Hovis Bakery Erith and also fresh fruit and vegetables from Harvel House Farm Shop. This is all very kindly donated to help the families that we are supporting.

Again, we would like to express our gratitude to everyone who makes this community project possible through their donations and support.

We continue to supplement the donations that we receive with additional purchasing from local supermarkets. These purchases are funded from the financial donations that we receive.

In 2021/2022 we purchased 7903.70 Kilos of additional supplies, this has increased to a huge 11942 Kilos purchased during the year 2022/2023, an increase of 51.1% on the year ending April 2022.

These purchased items are included in the totals of donations received for accounting purposes and total 51,275.79 kilos for the year ending April 2023.

We have yet again been extremely fortunate to have seen a rise in our general financial donations (including grant funding) this year, which have increased to £80,427,96 and have supported the purchasing of these items.

The Trustees are confident that, by their leadership and management of charitable funds, The Community Cupboard continues to meet the requirements around public benefit as defined by the Charity Commission. Interested parties are invited to contact us for a detailed account of the way in which the charity meets these objectives by requesting our policy document.

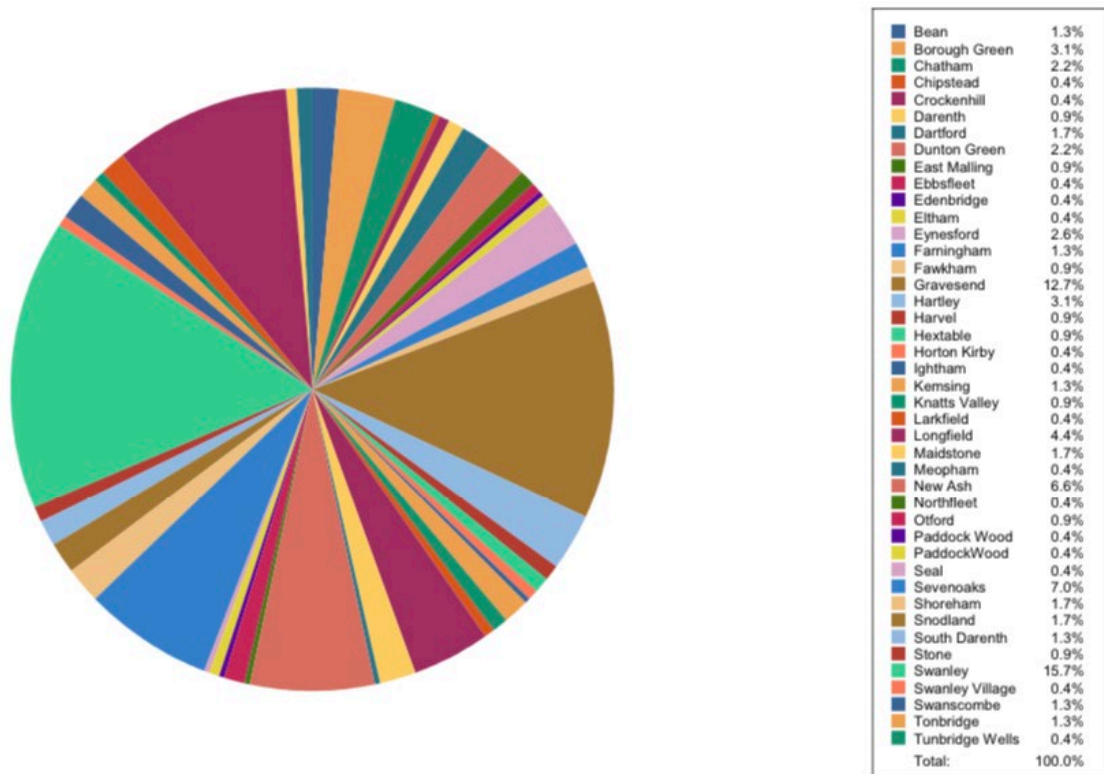
## Achievement & Performance 6th April 2022 - 5th April 2023

Since first opening in 2019, The Community Cupboard has supported 1450 families with emergency food and grocery support.

During the 12 month period of this report, 229 additional families registered with The Community Cupboard totalling 596 individuals (of which 410 were aged 12+ and 186 were children). Families and individuals continue to be directed to us via supporting agencies or by presenting themselves as a self-referral.

Our area of coverage remains a radius of 15-20 miles in all directions from our hub and registrations this year were made from 43 different villages or towns. Our core supported area remains 5 miles.

This chart shows the location of the NEW families registered during the period 6th April 2022 to 5th April 2023.

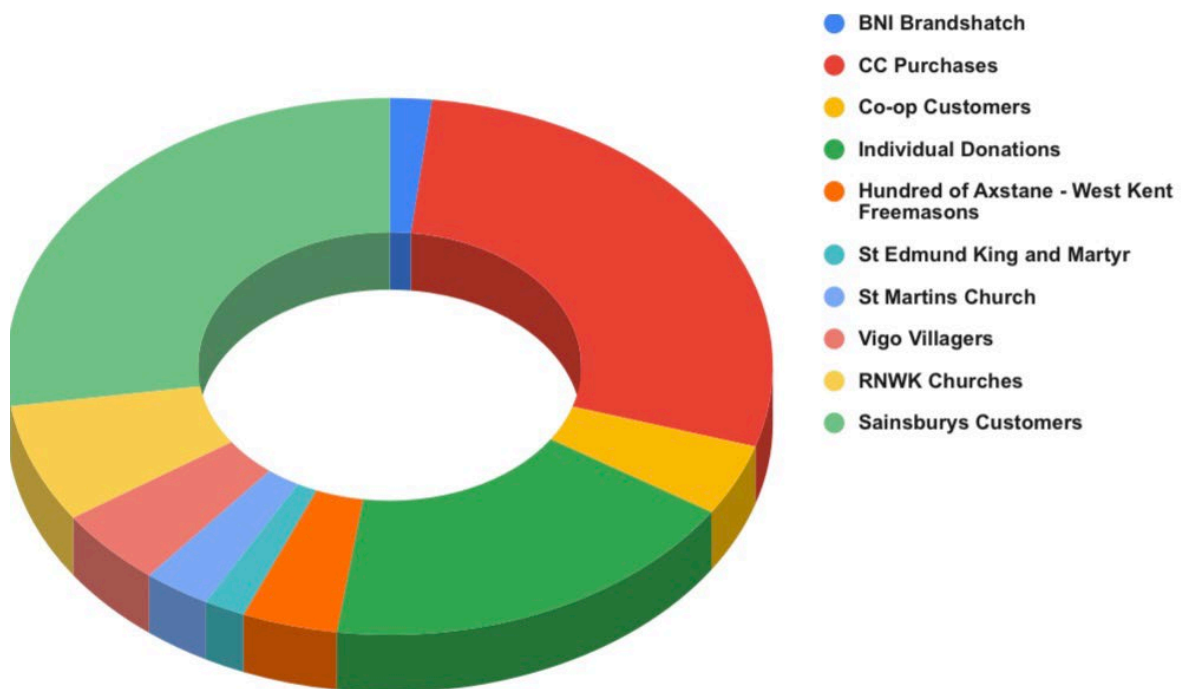


## Donations and distribution

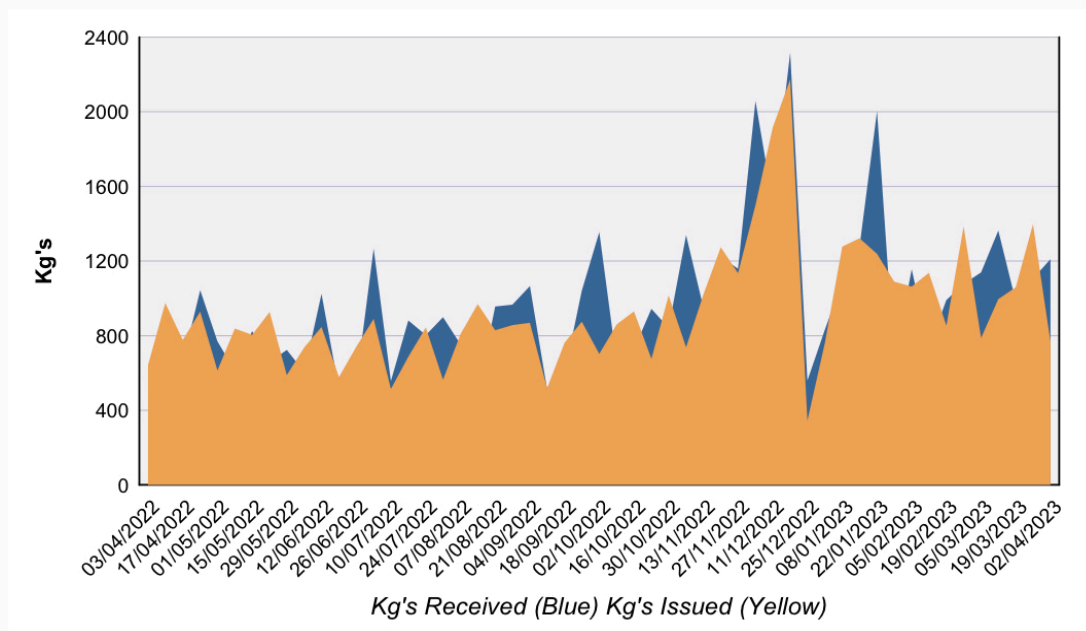
The Community Cupboard received donated supplies from local community and business members during this period totalling 51,275.79 kilos.

This was an increase for yet a further year, ensuring that we have been able to continue to meet the growing demand.

The chart below illustrates the top 10 donors for the period 6th April 2022 to 5th April 2023. With the regular financial donations that we receive, we continue to purchase additional items from supermarkets. 23% of this year's donations have been purchased from this funding.



During the same period, 49,415.47 kilos were distributed in support parcels to our families with 1860.32 kilos of the donations remaining. (See table below)



Report Dated: Thursday, 20 July, 2023

	Kg's received	Kg's Issued	Net Balance
April 2022	2,940.62	3,324.30	(383.68)
May 2022	3,118.35	3,310.95	(192.60)
June 2022	3,013.71	3,184.94	(171.23)
July 2022	3,649.61	3,113.69	535.92
August 2022	3,875.58	3,590.30	285.28
September 2022	3,409.65	3,465.05	(55.40)
October 2022	4,046.65	3,384.45	662.20
November 2022	4,888.01	4,436.81	451.20
December 2022	6,706.65	6,464.25	242.40
January 2023	5,529.70	5,003.73	525.97
February 2023	3,901.25	4,267.10	(365.85)
March 2023	4,985.45	5,100.00	(114.55)
April 2023	1,210.56	769.90	440.66
<b>Monthly Totals during the period</b>	<b>51,275.79</b>	<b>49,415.47</b>	<b>1,860.32</b>

## Signposting services

We continue our partnerships with local and national support services, helping to tackle a multitude of issues:

Homeless relocations (Porchlight, We've Got Your Back and Kent Police)  
Re entry into society (Probation services)  
Wellbeing services (Involve KCC Social prescribers)  
Digital Inclusion (KCCdigital inclusion team)  
Refugees (Sevenoaks District Council Refugee team)  
Disability (We are Beams)  
Senior residents advice (Age UK & Imago)  
Mental health & Counselling services (KCC Mental health support, SWK Mental health team, Samaritans & NHS Talking therapies)  
Period poverty (The Hygiene Bank)  
Housing, Benefits & Debt management advice (Citizens Advice Bureau & Sevenoaks District Council, West Kent Housing, Live well Kent, Clarion Housing)  
Self Employment support (Community Catalyst)  
Utility support (SE Water)  
Local community warden support (KCC Public Protection)  
Dementia services (ADSS)  
Family intervention services (KCC Adolescent services & Safeguarding Midwife team)  
Palliative care and family support (Ellenor hospice)  
Family support & counselling services (KCC Social Work Dept)  
Homeless relocations (We've Got Your Back)

## Achievements vs objectives

As another year passes, we are very proud to have continued to reduce the stigma surrounding food banks, making it 'OK' to ask for support. Our tagline of 'Everyone needs a little help sometimes' has never been more true.

This year we aimed to utilise the volunteer team more and following an open day in January, we have succeeded in creating a structured team of fantastic volunteers.

With a set team of volunteers scheduled each day, different whatsapp groups set up for different roles and dedicated individuals leading particular projects, we are confident that the team structure is working well.

As planned, we introduced a training programme that all volunteers can access including basic skills that are specific to their roles including Manual Handling, Emergency First Aid at Work and Safeguarding Adults and Children. These accredited courses are run regularly and will be repeated throughout the year. Additional courses are currently being booked to cover other skills.

New risk assessments are also taking place to ensure that each member of the team is supported in their physical and mental health needs.

Whilst we planned to build excess stock levels, this has been near impossible due to the growing demand. We do however have regular deliveries of extra purchased supplies to ensure that we have sufficient stock available.

Each year we have aimed to grow the awareness of The Community Cupboard and this year was no exception. With various media coverages, events and collaboration with other support services, we have successfully taken our charity to the next level.

We continue to evaluate our data and plan for future growth, adapting goals as required.

Our relationships with over 25 supporting agencies ensures that root causes can be addressed for our users and that the best care and support can be given holistically.

We have continued our regular meetings and forums held to discuss issues and available support that can be provided between ourselves and these agencies.

## **Plans for Future**

With at least one new registration occurring every single day, the demand for The Community Cupboard continues.

The effect of the 'Cost of Living Crisis' has firmly taken hold of our community and regular meetings are in place to monitor the impact, allowing us to adapt our policies and procedures as required.

Working families continue to be a large proportion of our new users, highlighting the struggle that the increase in general living costs is having on almost all members of our community.

Our aims and objectives for the short and medium term include:

- Continue to remain approachable and welcoming.
- To maintain and grow the awareness of The Community Cupboard and reduce the stigma surrounding asking for help or attending a foodbank.
- Continue to support our volunteer team and their wellbeing, offering enhanced courses and team building exercises to keep morale high.
- Monitor the food stock levels and the funding available to meet this demand.
- Evaluate the data we receive fully to accurately plan for upcoming months.
- Continue to build our relationships with referral agencies to ensure full ongoing signposting support and services.
- Introduce specialist skills and training to various members of the team to ensure that our knowledge is sufficient to support the issues being raised by our users.

## Structure, Governance and Management

The Community Cupboard is a registered charity and a Charitable Incorporated Organisation whose only voting members are its charity Trustees.

The Charity is governed by its constitution dated 15 August 2019.

**The following persons served as Trustees during the year:**

Veronica McGannon (Elected 16th September 2019)

John David Carter (Resigned to take up employment August 2022)

Helen Reeves (Elected 16th August 2019)

Amy Eley (Elected 16th August 2019)

**Staff:**

Tracy Wood - Manager

David Carter - Supervisor

The election of additional Trustees can be made at a properly convened meeting of the charity Trustees. There must be a minimum of 3 trustees and a maximum of 12 at any one time.

Decisions within the charity are made by the Trustees at a meeting or in writing and agreed once a majority has been reached.

Parties interested in becoming a trustee when applications are open are invited to contact us at [thecommunitycupboard.co.uk](http://thecommunitycupboard.co.uk).

Signed: Helen Reeves - Trustee

Signed: Veronica McGannon - Trustee

**Annual Report and Financial Statements for the Year Ended 6th April 2023**  
**Statement of Financial Activities**

**The Community Cupboard**

Financial Activities

6 April, 2022 - 5 April, 2023

	TOTAL
Income	
Donations and legacies	45,052.50
GRANT FUNDING	88,501.46
<b>Total Income</b>	<b>£133,553.96</b>
TOTAL	<b>£133,553.96</b>
Expenditures	
Insurances	346.40
Office/General Administrative Expenses	7,163.76
Other Professional Services	564.00
Printing, Postage and Stationery	1,085.95
Supplies	10,919.08
<b>Total Expenditures</b>	<b>£20,079.19</b>
NET OPERATING INCOME	<b>£113,474.77</b>
Other Expenditures	
Depreciation	5,201.00
Salary	40,734.65
<b>Total Other Expenditures</b>	<b>£45,935.65</b>
NET OTHER INCOME	<b>£ -45,935.65</b>
NET INCOME/(EXPENDITURE)	<b>£67,539.12</b>

The trustees acknowledge their responsibilities for complying with the requirements with respect to accounting records and the preparation of the accounts and these accounts have been prepared accordingly.

Signed:  
 Veronica McGannon - Trustee  
 Helen Reeves - Trustee

## Financial Review

The financial position of The Community Cupboard on 5th April 2023 is healthy.

We have continued to receive funding throughout the year from both individuals and organisations, which has supported our operational running costs and the purchase of additional supplies that have been required.

During the period 6th April 2022 to 5th April 2023, the total income received by the charity totalled £133,533.96. Of the £133,533.96 received, £88,501.46 was received from grant applications and personal donations raised a further £45,052.50.

The public and the community as a whole have continued to be extremely generous with their financial support.

Whilst all funds have been deposited into the only charity bank account held by The Community Cupboard, detailed spreadsheets show allocated funding is kept separate from other available non allocated funds that have been donated by the general public or for other purposes.

### Salary Funding

The Community Cupboard relies on organisation and management of its services to operate to full capacity. In April 2022 we were delighted to secure **£75,000** funding from **The National Lottery** (split over 2 years) which has made this possible.

With this 2 year funding programme from The National Lottery, we are able to currently employ 2 staff members who ensure that the hub remains open and its facilities are available 5 days a week to both the public and also multiple supporting services.

During the year we have been able to increase one part time member of staff to a full time role, allowing us to meet organisational demands. This had been due to additional salary funding received from **Kent County Council £3,856, Sevenoaks District Council £3,250 and finally Wards Estate Agents £13,500** (through Kent Community Foundation).

This funding is absolutely vital to ensure that the hub continues to be staffed and operational to meet the growing demand for our services.

Thank You to each of our salary grant funders for your continued support, helping us to make a difference.





Wards



We continue to be a 'Co-op Local Community Cause' and are one of 3 locally selected charities who are sponsored for the year.

This year we have been awarded £7784.41 which was raised based on how community members who have a Co-op membership card shop in our local stores.

We are delighted to have received this funding and to have been supported by both Head Office and all 4 of our local stores throughout the year.



### **Other Financial Donations (unrestricted funding)**

**(Restricted funds are those which were provided for a specific cause or project.**

**Unrestricted funds are those which can be used for the benefit of the charity and have no restrictions)**

In 2022 we were astounded to receive a huge donation of £16,000 from the trustees of Kings Church, West Kingsdown following their closure and we are extremely grateful to them for their generosity. It is planned that an engraved outdoor seating area will be purchased with some of these funds to mark this large donation and to thank them for their continued support over the past 3 years.



We are grateful for the general cash donations received throughout this year. Many supporters donate monthly to The Community Cupboard and these funds help us to purchase additional supplies and have also helped us to purchase items required to refurbish our new extension.

### **Gift Aid**

This year we are delighted to have welcomed Adrian who has taken on the mammoth task of our gift Aid claims. Thank you to everyone who is Gift Aid eligible and to those who have already completed their forms.

These funds will make a huge difference to the amount of income that we will have towards additional operating costs and supplies. Thank you, Adrian, for your help and assistance.

*giftaid it*



**HM Revenue  
& Customs**

**Grants were awarded for the following project expenditure:**

**Grants list - 2022-2023**

**Salary Specific**

Kent County Council £3856 (July 2022)  
The National Lottery £16250 (April 2022)  
The National Lottery £16250 (Oct 2022)  
Wards Estates - Kent Community Foundation £4500 (Dec 2022)  
Wards Estates - Kent Community Foundation £3000 (Feb 2023)  
Wards Estates - Kent Community Foundation £6000 (March 2023)  
Sevenoaks District Council - £3250 (Feb 2023)

**Total £53106**

**General Donations**

Sutton at Hone Parish Council £500 (Dec 2022)  
West Kent Freemasons - Provincial Grand Lodge £2000 (Dec 2022)  
Axstane Players £300 (Dec 2022)  
Lattimer Foundation £2500 (Nov 2022)  
Farningham Parish Council £200 (Dec 2022)  
Local Vocals £404 (Nov 2022)  
Motorsport Vision - Brands Hatch £1555 (Feb 2023)  
Millwall FC £3600 (March 2023)  
Sackville School £355.90 ((April 2022)  
Sackville School £196.15 (March 2023)  
Co-op Local Cause Funding £1287.73 (April 2022)  
Co-op Local Cause Funding £6496.68 (Nov 2022)

**Total £19395.46**

**Cheque Grant Donations**

Kings Church £16000 (Sept 2022)

**Total Grants = £88501.46**

**Balance**

The balance available as of 5th April 2023 was £113,388.37 and is allocated as follows:

£24,487.08 - Salary allocated funds  
£7,082.88 - Extension allocated funds  
£8,000 - Patio installation  
£10,000 - Operational and supply invoices

£49,569.96 - Allocated funds

**£63,818.41** remains available and unallocated for running costs and other operational expenditures on 5th April 2023.

## **Upcoming expenditures:**

### **Supplies**

It has been essential that additional items are purchased to meet the growing demand, with 2-3 large grocery deliveries a week being ordered. These are purchased from the unrestricted funds or from grants provided to purchase such items.

This will continue whilst the item donations are insufficient. This is predicted to rise further and we expect to allow £5,000 - £6,000 per month to meet the growing demand and to cover the increase in grocery pricing.

### **Operational costs**

The Community Cupboard continues to occupy The Community Cupboard premises which are owned by West Kingsdown Parish Council. We pay no rental fees but cover the cost of electricity, waste, insurance and Broadband to the building. An estimated cost of £4,000 per year is expected.

The other expenditures for operational costs are our website running costs, stationary, uniform and marketing products such as collection buckets and signage.

These are all regular expenditure amounts and a budget of £3,000 is allocated.

### **Extension of premises**

Of the £54,565.18 that was raised for renovations, the vast majority of the funding has now been spent on the build and the items required to complete the project.

£7082.88 remains available and is allocated to be spent on a Defibrillator which will be placed outside the building in a sealed case for general public use and an awning for the front of the hub. Both of these installations have been approved by West Kingsdown Parish Council.

### **Yearly operational costs**

Yearly operational costs are calculated in the table below. This is excluding salary costs which to date are funded from dedicated salary funding.

	Amount yearly
Electricity	1200
BT	792
Insurance	346.4
Account fees	345.6
Waste	483.6
BNI	720
Supplies	60000
	63887.6

### **Salary**

We currently have 2 members of staff which are funded through The National Lottery and additional salary specific received grants. Additional funding will be sought next year to retain these employed positions.

### **Contingent funds**

The trustees continue to agree that a minimum of £50,000 should be retained in the Metro bank account, allowing for contingency funding to meet running costs, spending and additional stock that may be required over the coming months.

To ensure that sufficient contingency funding remains available, fundraising will continue throughout the year.

**The Community Cupboard is able to continue operating in its existing financial manner in 2023 and beyond, with no current concerns regarding financial viability.**

### Financial Notes year end 5th April 2023

- a. **Accounts** - have been submitted as receipt and payment accounts and are now above the £25,000 threshold which requires the charity to undertake an independent examination.
- b. **Income** - is recognised by the charity when it is received. Income from Grants is recognised when it is received.
- c. **Expenditure** - is accounted for and has been classified under related headings.
- d. **Tax** - The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the test set out in paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.
- e. **Going Concern** - The financial statements have been produced on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months from authorising these financial statements.

The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

f. **Fund restrictions:**

- 1) Restricted funds - funds which have been designated for a specific purpose.
- 2) Unrestricted Funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for any other purpose.

- g. **Stock** - Donated, distributed and current stock levels are detailed in the written report and not included in the financial reports.

# The Community Cupboard

## Financial Activities

6 April, 2022 - 5 April, 2023

	TOTAL
Income	
Donations and legacies	45,052.50
GRANT FUNDING	88,501.46
<b>Total Income</b>	<b>£133,553.96</b>
<b>TOTAL</b>	<b>£133,553.96</b>
Expenditures	
Insurances	346.40
Office/General Administrative Expenses	9,420.75
Other Professional Services	42,944.00
Printing, Postage and Stationery	1,085.95
Supplies	11,486.67
<b>Total Expenditures</b>	<b>£65,283.77</b>
<b>NET OPERATING INCOME</b>	<b>£68,270.19</b>
Other Expenditures	
Salary	40,734.65
<b>Total Other Expenditures</b>	<b>£40,734.65</b>
<b>NET OTHER INCOME</b>	<b>£ -40,734.65</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£27,535.54</b>

## **Independent examiner's report to the trustees of The Community Cupboard Trust**

I report to the trustees on my examination of the accounts of the Community Cupboard Trust Charity Number 1185331 (the Trust) for the year ended 5 April 2023.

### **Responsibilities and basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 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 of the accounts and supporting documents.

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Julie Bass BA (Hons) BFP FCA

Team Bass Limited  
22 The Mead  
New Ash Green  
Longfield  
Kent DA3 8EZ

12 October 2023

**THE COMMUNITY CUPBOARD**

England & Wales - Charity number 1185331

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# Accounts

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# **THE COMMUNITY CUPBOARD**

**CHARITY NUMBER: 1185331**

**ANNUAL REPORT &  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
5th APRIL 2022**

**Annual Report and Financial Statements for  
the Year Ended 5th April 2022**

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**This Annual Report presents a review of the period 6th April 2021 - 5th April 2022, reporting on achievements, performance and impact, including financial performance and financial position to demonstrate the Trustees' stewardship and management of charitable funds.**

As a preliminary matter, the Trustees and staff of The Community Cupboard wish to once again express their deep appreciation of the contribution made by volunteers and donors during yet another trying year, without which none of our achievements would have been possible.

## **Reference and administrative details**

<b>Charity Name:</b>	The Community Cupboard
<b>Registered address:</b>	11 Lambardes, New Ash Green, Longfield, DA3 8HX
<b>Operating address:</b>	The Garage, Gamecock Meadow, London Rd, West Kingsdown, TN15 6BZ
<b>Charity Number:</b>	1185331
<b>Principal office:</b>	England.
<b>Constitution:</b>	Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees. Date of constitution (last amended): 15th August 2019
<b>Liability:</b>	If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.
<b>Trustees:</b>	David John Carter Helen Reeves Vee McGannon Amy Eley
<b>Bankers:</b>	Metro Bank, Unit 4, Nugent Retail Park, Orpington, Bromley, BR5 3RP

**The trustees submit their annual report and financial statements for the year ended 5th April 2022**

## **Objective & Purpose**

The Community Cupboards charitable objects are:

**To relieve persons in North West Kent and surrounding areas, that are in financial hardship, in such ways as the trustees shall from time to time think fit. In particular but not exclusively by:**

**a) providing emergency food supplies, essential toiletries and other household items both to individuals and families in need and also to other charities or organisations working to prevent poverty.**

**b) Such other means, including (but not limited to) the provision of support or signposting to relevant advisory services or information.**

The Community Cupboard is an independent charity and a member of IFAN (Independent Food Aid Network). As an independent registered charity & CIO, all operations are in accordance with the governing document known as **The Constitution of The Community Cupboard.**

Working in partnership with local and regional agencies , The Community Cupboard operates from The Community Cupboard, Gamecock Meadow, London Road, West Kingsdown, TN15 6BZ.

The Community Cupboard operates with 2 part time staff and a team of approximately 20 regular volunteers.

Accepting referrals from supporting agencies and self referrals, users do not require a food voucher to request support and are supplied with 5 days emergency provisions. There is no limit to the number of times they can access the support but users are signposted to external agencies for remedial support.

Despite learning to live with Covid-19 alongside community living and lockdowns becoming memories, The Community Cupboard maintained its 5 day a week operational structure.

**Summary of Activities**  
**April 6th 2021 to April 5th 2022**

This report covers a full year living through the difficulties of managing Covid-19, the country emerging from lockdown and the fallout that the community is now living with.

We moved into the new financial year continuing to wear masks to help protect the volunteers, the users and those donating. It was essential that we continued to maintain safety measures. Regular Covid testing was undertaken by the volunteer team to ensure that we all remained well and that any infections could be addressed immediately.

Gradually, we were able to revert back to support parcels collections being outside of the hub and donations being brought to our doorway. We continued to prevent visitors coming into the hub to reduce the risks of infection.

The Community Cupboard continued to rely largely on the dedication of the local community and its volunteers to function.

The core of The Community Cupboards service is supported by our regular volunteers and we have limited additional recruitment. Volunteers have continued to collect the donations and support the charity at the hub by sorting and weighing those items outside and recording the data.

The holistic approach of our work has continued and we have worked hard to maintain and build on our external relationships with supporting agencies and groups.

This vast network of support ensures that we can continue to address the users issues by signposting them to the correct services and making the required changes.

We have continued to be supported by our local KCC community wardens and continue to have access to Sevenoaks District Council Ambassadors for support and deliveries whilst their contract is in place.

**Summer Fayre Time**

This year we have worked extremely hard on promotion and ensuring that the community members are aware that support from The Community Cupboard is available to anyone who needs it.

Our wonderful volunteer team attended many events throughout the year to raise our profile and additional funds for the charity.

With stalls held at the NAG Craft Fair markets, St Edmund King & Martyr Summer Fair (which was far from a sunny day), various table top sales, the Autumn Fayre at St Mary's Church, Fawkham, our team worked their socks off, spreading the word.



### Charity Quiz night

In November 2021 we organised and held our very own charity Quiz night with Jackie West the community warden from KCC Protection being our host. With support from Millwall FC, Brandshatch, Charlie the flower man, Image hair, various vouchers and much more, we packed out New Ash Green village hall full of people and the quiz fun began. It was a wonderful event and raised a grand total of £1026.35.



## Harvest - October 2021

Harvest time has already become a great time in our calendar as a period where donations increase and we can build stock levels for the months running up to Christmas.

With local schools and clubs collecting at their harvest festivals, we were yet again delighted to be greeted by boxes and boxes full of items which had been collected by the children and their parents. Local churches also nominated The Community Cupboard as the charity to receive their offerings, including some which had previously donated their items to other food banks.

Being able to talk to the children, showing them why and how the community cupboard operates has become extremely important in reminding and educating the next generation about the need to support each other and to help reduce the stigma associated with food bank usage.



## Christmas 2021

December 2021 saw the return of our reverse advent calendar day.

With a traditional London bus taking the place of Santa's reindeer, The community Cupboard volunteers once again entertained the village and tens of local families and children.

With allocated drop off times, allowing us to manage the number of people wishing to donate, we were able to keep everyone safe. Despite the relaxation of Covid restrictions, we continued to implement our Covid safety measures at the event to ensure that residents and visitors remained healthy.

This yearly event continues to be a huge and very welcomed event by the community, allowing children to visit Santa free of cost and encouraging people to give during the festive season and with many passers by stopping to admire the much loved traditional bus.

This year the donations were weighed indoors by the volunteer team whilst the children enjoyed a visit with Santa, each receiving a little chocolate treat (donated by one of our supporters).

The families using our service were also invited along to take advantage of a free visit to see Santa before collecting their festive hamper.



### **Christmas hampers - Foresters Financial**

This year we were very fortunate to be contacted by a local resident who was a Foresters account holder and who wished to nominate us for a community grant.

We are very grateful to Louise, (who was successful in her application) which then provided us with everything needed to create 200 hampers for those we were supporting.

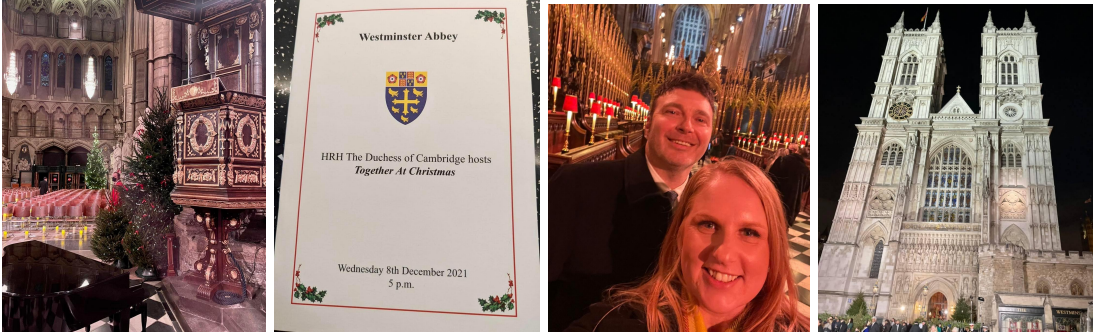
With Louise ordering and storing the items ready, a day was set to organise and create the hampers. We were joined by other Foresters members and our volunteer team who all worked hard to produce a wide range of stunning festive hampers. These hampers, full of Christmas items and food, provided the families with extras to make their Christmas special.

These Christmas events were a fantastic opportunity to involve the community at each step and bring people together at the end of yet another trying year.



**A Christmas Carol**

Alongside Co-op, and as one of their local community causes, The Community Cupboard were invited to HRH Kate Middleton's carol concert at Westminster Abbey. What an honour!



## **A new year - 2022**

At the start of the financial year (April 2021), we were astounded to report that our distribution had grown, over the past year, by 2243% and we had firmly demonstrated the need for our service in the community.

## **BNI Membership**

In February 2022, we were delighted to be selected as the chosen charity for the local BNI group. Vee now attends weekly meetings at Redlibbets golf club and our relationship with those involved continues to flourish.

The support that each member has provided individually alongside the combined groups backing has been astounding and we are very grateful to everyone.

## **The High Sheriff of Kent**

In February 2022 we were invited to Rochester to celebrate the ‘Causes that matter’ with Kent Community Foundation. This foundation have been extremely supportive of our charity and have sourced many of our grant funding opportunities through their panel.

## **Awards**

In March 2022 we were delighted to be awarded ‘Volunteer group of the year’ after being nominated at the Sevenoaks District Council ‘Making it happen, community and voluntary awards’.

It has been an extremely tough year and on behalf of the trustees, staff and volunteers we would like to express our thanks to everyone for inviting us, voting for us and for continually supporting us.



## **Easter at the hub**

For yet another year, we were supported by community groups, schools, businesses and individuals at easter. Hovis bakery baked Hot Cross buns, alongside their regular bread donations

With large amounts of eggs donated, we were able to ensure that all of our users received a little treat in their parcels during this period.

Thank you to everyone, these 'non essential items' make such a huge difference, particularly to families with younger children.



## **Publicity**

The Community Cupboard maintains its high profile on social media, with public accounts on Twitter, Facebook, TikTok and instagram. These are in addition to the charity website.

These outlets are used to promote the charity and raise awareness of the work and support we achieve and the help that is required. These channels are very well received and are growing rapidly.

David has undertaken, on behalf of the team, multiple TV broadcasts on GB news about food bank usage in the UK and the current increase in demand.

In March 2022, Vee and Tracy took to the screens by attending KMTV for an interview about the rise in food bank usage and increases in energy pricing. Interviews were also held with Vee on Kent radio and Tracy for ITV.

### **Extension of the premises**

Last year our demand grew so drastically that additional space became a necessity. After much fundraising through events, public and company donations and our crowdfunding platform Spacehive, we were able to begin the build.

In March 2022, the diggers arrived and the groundworks for the extension started.



The extension is expected to take 2-3 months to complete and will provide an additional 25 sq metres of storage space when built.

During the building works we relocated the hub to the parish office meeting room. With an abundance of volunteers, the entire contents of the premises were moved and reassembled so that the hub could continue to operate exactly the same.

Thank you to Lynda, the parish clerk for facilitating this and welcoming us as her neighbours and to Rev Sarah from St Edmund King and Martyr Church for giving up the space that they would usually run the cafe from during this period.

### **More challenges**

The announcement of the energy crisis has yet again increased the demand on our service.

With referral continuing each day, numbers are increasing and the donations that are being delivered are reducing. Community members are struggling to meet their own cost of living and the number of people being able to add extra items into our donation points is noticeably less.

With the expected additional rise in the coming October, further talks and action is required to plan for the additional users that we anticipate will be registering with us.

The timing of the expected completion of the extension could never be more suitable as the additional space will help us cater for the increase.

With our shelves bare on many occasions, we have relied on the donations arriving each day to be able to make up the parcels that are required to be dispatched. Any surplus stock has now been depleted.

Until we can make use of the extended building, maintaining large amounts of backup stock is impossible due to space and difficult to achieve due to the drop in donations.

### **Support**

During this financial year we have supported families in 43 different villages & towns and our multisupport approach continues as we further develop our relationships with other agencies and organisations.

We have engaged additional partnerships with many local BNI businesses, other food banks, Ash Green Scouts, Bermondsey Pie & Mash, Darent Valley Church, Dartford Sports Bar, Folds Farm, Harvel Farm shop, Hartley Primary School, Hazelwood Carehome, Horton Kirby Primary, Kent Demolition, Key Property Services, Longfield Church, Lullingstone Church, Meopham Medical, NAG Social, Our Lady of Hartley School, Portable Power, Prudence & Concorde Lodge (Freemasons), RCCG, Rochester Grammar School, Rowhill School, Sainsburys Borough Green, St Johns & Otford stores, St Andrews Church Sidcup, St Georges Preschool Wrotham, St Paul's School Swanley, St Vincent De Paul Catholic Charity, Sutton Valence Church, Thriftwood community and West kingsdown Primary School. In addition to all of our new donors, we continue to be supported by those continuing to provide support in previous years.

We continue to receive weekly, freshly baked bread and bakery items from Hovis Bakery Erith. This is all very kindly donated to help the families that we are supporting.

Again, we would like to express our gratitude to everyone who makes this community project possible through their donations and support.

The biggest and most worrying increase in donations is the amount of supplies that we are purchasing from funding. With an increase of 6033.30 kilos more purchased over this year when compared with the previous year, it demonstrates the reduction in donations in goods received. We have been extremely fortunate to have seen a rise in our general financial donations this year, which have increased to £28,393.06 and have supported the purchasing of these items.

The Trustees are confident that, by their leadership and management of charitable funds, The Community Cupboard continues to meet the requirements around public benefit as defined by the Charity Commission. Interested parties are invited to contact us for a detailed account of the way in which the charity meets these objectives by requesting our policy document.

**Achievement & Performance**  
**6th April 2021 - 5th April 2022**

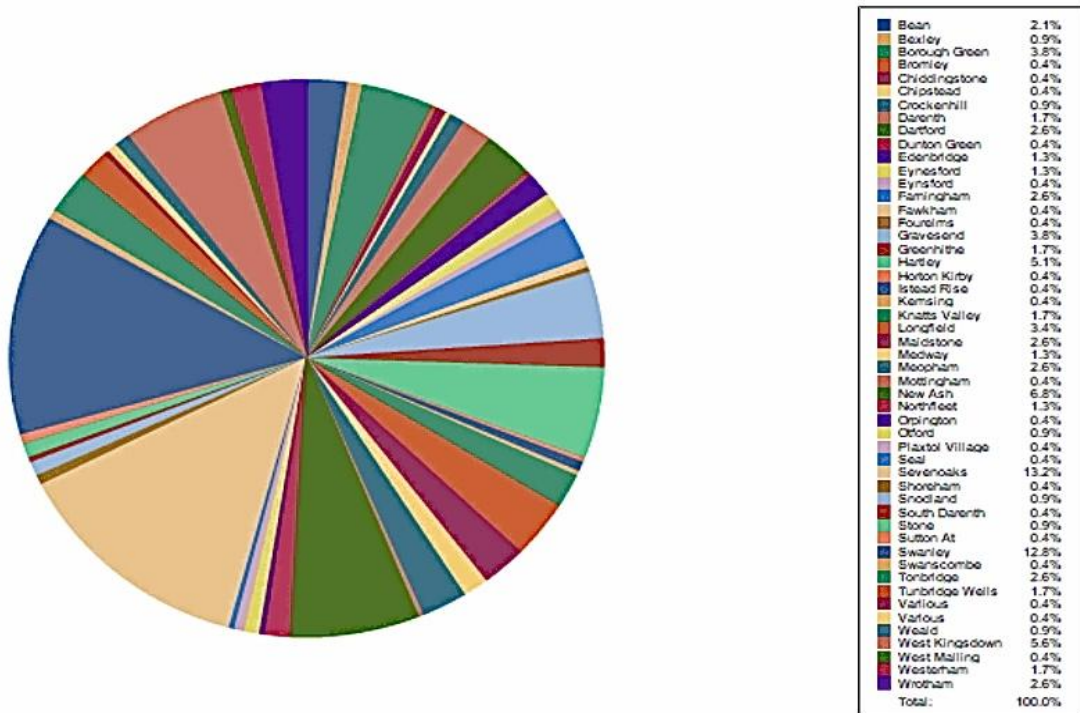
During this 1 year period, 234 additional families registered with The Community Cupboard ,totalling 563 individuals (of which 407 were aged 12+ and 156 were children). Families and individuals were either directed to us via supporting agencies or by self referral.

We continue to support up to a radius of 15-20 miles in all directions from the hub with our core support area now reverted back to the region of 5 miles.

Chart 1 below shows the location of the NEW families registered during the period 6th April 2021 to 5th April 2022.

**Chart 1**

Source of Non Covid Referral by Town for selected period

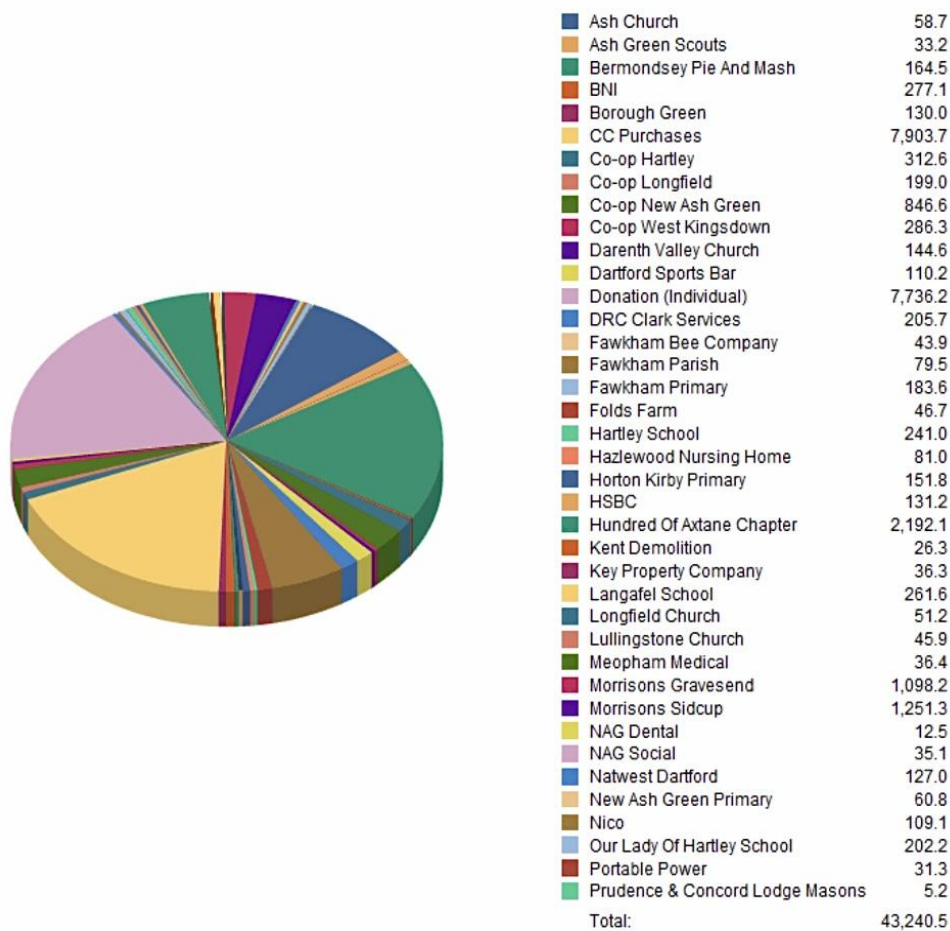


Local support for The Community Cupboard continued to thrive, with more donation points being added regularly.

With many businesses joining our army of donors as well as the consistent supply of generous public giving, we have been able to maintain sufficient supplies to meet the ever growing demand.

Chart 2 demonstrates the level of donations received (in Kilos) during the period 6th April 2021 to 5th April 2022.

### Goods Inward by Source



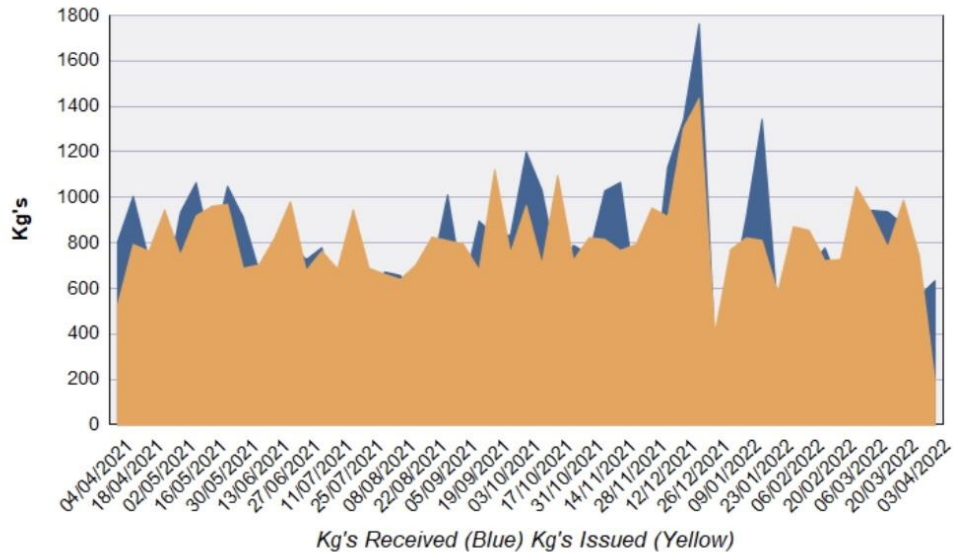
The Community Cupboard supported 335 local families during this period, of which 234 were new family registrations.

## Donations and distribution

The Community Cupboard received donated supplies from local community and business members during this period totalling 43,240.45 kilos.

During the same period, 43,165.20 kilos were distributed in support parcels to our families. Only 75.25 kilos of donations remained surplus. (See table below)

Table 4



Report Dated: Friday, 8 April, 2022

	Kg's received	Kg's Issued	Net Balance
April 2021	3,112.00	3,029.80	82.20
May 2021	3,942.86	3,642.35	300.51
June 2021	3,396.10	3,549.50	(153.40)
July 2021	2,942.45	3,371.85	(429.40)
August 2021	2,760.84	2,989.85	(229.01)
September 2021	3,875.00	4,012.29	(137.29)
October 2021	3,840.13	3,495.30	344.83
November 2021	3,638.85	3,659.11	(20.26)
December 2021	4,916.46	4,557.99	358.47
January 2022	3,456.39	3,078.81	377.58
February 2022	2,745.44	3,213.85	(468.41)
March 2022	3,875.63	4,186.25	(310.62)
April 2022	738.30	378.25	360.05
<b>Monthly Totals during the period :</b>	<b>43,240.45</b>	<b>43,165.20</b>	<b>75.25</b>

### **Signposting services**

We continue our partnerships with local and national support services where we continue to tackle:

Period poverty (The Hygiene Bank)

Housing, Benefits & Debt management advice (Citizens Advice Bureau & Sevenoaks District Council)

Senior residents advice (Age UK & Imago)

Mental health & Counselling services (KCC Mental health support, SWK Mental health team & NHS Talking therapies)

Utility support (SE Water)

Local community warden support (KCC Public Protection)

Dementia services (ADSS)

Family intervention services (KCC Adolescent services & Safeguarding Midwife team)

Palliative care and family support (Ellenor hospice)

Family support & counselling services (Fegans & KCC Social Work Dept)

Homeless relocations (Porchlight, We've Got Your Back and Kent Police)

Re entry into society (Probation services)

Wellbeing services (Involve KCC Social prescribers)

Digital Inclusion (KCCdigital inclusion team)

Refugees (Sevenoaks District Council Refugee team)

Housing (West Kent Housing)

### **Achievements vs objectives**

A big objective for this year was to grow awareness of The Community Cupboard. This has been successfully achieved through attending multiple events and an increased social media presence.

We now operate a website, Facebook, Twitter, Instagram and a TikTok account, Where we continue to share our stories and regularly engage with the public.

We continued to limit the number of additional volunteers that we recruited over the year, continuing to work with a closer working hub team and a secondary team of volunteers who collected donations and assisted at events.

The introduction of additional training that we had hoped to offer to our volunteer team and users has had to be delayed, due to the growing demand on our services. This is expected to be addressed further once we have use of the larger premises.

We have been unable to build excess stock levels. This has again been due to the increase in demand and the limited storage (and operating space) during the extension of our premises.

We have successfully been able to evaluate our data and maintain stock levels to meet the demand, based on our predictions.

We had hoped to continue to build strong relationships within our community and with supporting agencies. We are delighted that we have been able to do so through means of zoom and team meetings when face to face has not been possible or suitable.

We are now working in collaboration with an increased number of agencies to ensure that root causes can be addressed for our users and that the best care and support can be given holistically. We now have regular meetings and forums held to discuss issues and available support that can be provided between agencies.

We have been working with multiple research teams to ascertain why people use food banks. The findings have now been published by the reporters.

We have progressed well with the planned extension and we are now operating from the room next to West kingsdown parish Office whilst the extension is in its building phase.

## **Plans for Future**

High levels of demand continue at The Community Cupboard and the Trustees expect that reliance on our service will continue for the foreseeable future, despite the ease of lockdowns.

We now face the energy crisis which is having as much of an impact as Coronavirus. Individuals and families continue to struggle with many still without sufficient work and levels of pay to maintain their everyday living expenses.

We have seen a huge increase in eviction processes and relocations as well as increase in family sizes with the additional births of children into our existing family units.

Our aims and objectives for the short and medium term include:

- To continue to grow our awareness and reduce stigma surrounding asking for help or attending a foodbank.
- To make use of our recruited team of volunteers.
- To offer additional training and continue to support our staff and volunteers.
- When the extension is built we aim to build sustainable food stock levels.
- To continue to evaluate the data we receive to accurately plan for upcoming months.
- Continue to build our relationships with referral agencies to ensure full ongoing signposting support and services.
- To find out and address the growing need for services through collaboration with local agencies and support services.

## **Structure, Governance and Management**

The Community Cupboard is a registered charity and a Charitable Incorporated Organisation whose only voting members are its charity Trustees.

The Charity is governed by its constitution dated 15 August 2019.

### **The following persons served as Trustees during the year:**

Veronica McGannon (Elected 16th September 2019)

John David Carter (Elected 16th September 2020)

Helen Reeves (Elected 16th August 2019)

Amy Eley (Elected 16th August 2019)

### **Staff:**

Tracy Wood - Manager

David Carter

The election of additional Trustees can be made at a properly convened meeting of the charity Trustees. There must be a minimum of 3 trustees and a maximum of 12 at any one time. Decisions within the charity are made by the Trustees at a meeting or in writing and agreed once a majority has been reached.

Parties interested in becoming a trustee when applications are open are invited to contact us at [thecommunitycupboard.co.uk](http://thecommunitycupboard.co.uk).

Signed: Helen Reeves - Trustee

Signed: Veronica McGannon - Trustee

**Annual Report and Financial Statements for the Year Ended 6th April 2022**  
**Statement of Financial Activities**

**The Community Cupboard**

Financial Activities  
6 April, 2021 - 5 April, 2022

	TOTAL
Income	
Donations and legacies	29,521.32
GRANT FUNDING	78,080.78
<b>Total Income</b>	<b>£107,602.10</b>
<b>TOTAL</b>	<b>£107,602.10</b>
Expenditures	
Insurances	346.40
Office/General Administrative Expenses	3,100.88
Other Professional Services	18,220.37
Phone Costs	120.00
Supplies	14,038.02
Uncategorised Expense	50.00
<b>Total Expenditures</b>	<b>£35,875.67</b>
<b>NET OPERATING INCOME</b>	<b>£71,726.43</b>
Other Expenditures	
Salary	31,386.95
<b>Total Other Expenditures</b>	<b>£31,386.95</b>
<b>NET OTHER INCOME</b>	<b>£ -31,386.95</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£40,339.48</b>

The trustees acknowledge their responsibilities for complying with the requirements with respect to accounting records and the preparation of the accounts and these accounts have been prepared accordingly.

Signed:

Veronica McGannon - Trustee

Helen Reeves - Trustee

## **Financial Review**

The financial position of The Community Cupboard on 5th April 2022 is very good. We continue to rely heavily on our ability to fundraise income that covers our running costs, top-up food purchases and the costs required to build the organisation to keep up with growing demands. We have been very well supported with offers of time as well as funding opportunities..

During the period 6th April 2021 to 5th April 2022, the total income received by the charity totalled £107,602.10, with expenditure of £67,262.62, of which £31,386.95 was salary expenditure.

Of the £107,602.10 of funds received, £78,080.78 was received from grant applications (See financial activity at the end of this report) and personal donations raised a further £29,521.32, giving a total income of £107,602.10 for this accounting period.

We are delighted to report the continuation of the public's generosity in donating.

Whilst all funds have been deposited into the only charity bank account held by The Community Cupboard, detailed spreadsheets show allocated funding is kept separate from other available non allocated funds that have been donated by the general public or for other purposes.

Grants were awarded for the following project expenditure:

### **Salary specific**

£2,500 - Anton Jurgens

£1,000 - KCF Howard Family

£4,000 - Colyer Fergusson

£1,000 - John Lewis (Do it Fareshare)

£2,000 - KCC Covid grant round 4 (only £2000 tagged in here, rest in Extension)

£5,000 - The National Lottery

**Total - £15,500 (+ £3424 accounted for below in split payment giving total of £18,924)**

In March 2022, we were awarded a 2 year salary specific grant by The National Lottery. This grant will fund the entire salary for 2 part time positions until April 2024 and ensure that the hub can be managed and remain operational for 5 sessions a week to meet demand.

### **Extension and refurb of premises**

£150 Farningham PC

£14,000 Sevenoaks District Council

£1,000 Arnold Clark

£250 Eynsford PC

£500 Ash & Ridley PC

£5000 Kent Community Foundation - Lawson Endowment

£15424 KCC Covid grant £10,000, member grant £2,000 (£3424 KCC salary funding)

£14,108 Spacehive funding

£4133.18 Go Cardless transactions

**Total - £54,565.18**

### **Supplies & operational expenditure**

£7415.60 Co-op Local community fund

£2,000 Neighbourly

£100 - IFAN

£2500 - Arnold Clark

£1000 - Tesco Groundwork

**Total £13,015.60**

We continue to be a 'Local Community Cause', chosen by Co-op and are one of 3 locally selected charities who are sponsored for the year.

This year we have been awarded £7415.60 (listed above under supplies and operational expenditure) which is calculated based on how community members shop in our local stores and how many take up memberships.

### **Other Donations (unrestricted funding)**

**(Restricted funds are those which were provided for a specific cause or project.**

**Unrestricted funds are those which can be used for the benefit of the charity and have no restrictions)**

We have been very grateful for all of the general cash donations received. Many supporters now donate monthly to The Community Cupboard and these funds allow us to purchase additional supplies to keep the shelves stocked. This has enabled us to order directly from supermarkets and receive 2-3 hub deliveries a week from Tesco, Sainsburys & Asda alongside other individual donations. This financial year alone, **£14,038.02** has been spent on these additional supplies to meet the demand.

## Balance

The balance available as of 5th April 2022 was £85,852.83 and was allocated as follows:

£8,669.52 - Salary allocated funds  
£54,565.18 - Extension allocated funds  

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£63,234.70 - Allocated funds

**£22,618.13** remains available and unallocated for running costs and other operational expenditures on 5th April 2022.

## **Upcoming expenditures:**

### **Supplies**

It has been essential that additional items are purchased to meet the growing demand, with 2-3 grocery deliveries a week being ordered. These are purchased from the unrestricted funds or from grants provided to purchase such items.

This will continue whilst the donations are insufficient to meet the growing demand as expected to cost £1500 - £2000 per month unless item donations increase.

### **Operational costs**

The Community Cupboard continues to occupy the renovated garage, pay no rental fees and just cover the cost of electricity. An estimated cost of £1,200 per year is expected.

The other expenditures for operational costs are our public liability insurance, telephone and internet usage, website running costs, stationary, uniform and marketing products such as collection buckets and signage

These are all regular amounts and a budget of £1000 is allocated for these outlays.

### **Extension of premises**

Funding continued this financial year, through various grant applications and crowdfunding projects. The required target was met in December 2021 and the build was scheduled to begin early 2022.

West kingsdown parish Council made the final decision on our building contractor and Clive Yarnold was selected to be awarded the contract. The extension is expected to be complete late July/ early August. Collectively, we raised £54565.18 to extend the premises and the associated costs.

### **Contingent funds**

The trustees continue to agree that a minimum of £25,000 should be retained in the Metro bank account, allowing for contingency funding to meet running costs, spending and additional stock that may be required over the coming months.

The Community Cupboard is able to continue operating in its existing financial manner in 2022 and beyond, with no current concerns regarding financial viability.

### **Financial Notes year end 5th April 2022**

- a) **Accounts** - have been submitted as receipt and payment accounts and are now above the £25,000 threshold which requires the charity to undertake an independent examination.
- b) **Income** - is recognised by the charity when it is received. Income from Grants is recognised when it is received.
- c) **Expenditure** - is accounted for and has been classified under related headings.
- d) **Tax** - The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the test set out in paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.
- e) **Going Concern** - The financial statements have been produced on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months from authorising these financial statements.  
The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.
- f) **Fund restrictions:**
  - 1) Restricted funds - funds which have been designated for a specific purpose.
  - 2) Unrestricted Funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for any other purpose.
- g) **Stock** - Donated, distributed and current stock levels are detailed in the written report and not included in the financial reports.

# The Community Cupboard

## Financial Activities

6 April, 2021 - 5 April, 2022

	TOTAL
Income	
Donations and legacies	34,504.50
GRANT FUNDING	73,097.60
<b>Total Income</b>	<b>£107,602.10</b>
<b>TOTAL</b>	<b>£107,602.10</b>
Expenditures	
Insurances	346.40
Office/General Administrative Expenses	3,100.88
Other Professional Services	18,220.37
Phone Costs	120.00
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<b>Total Other Expenditures</b>	<b>£31,386.95</b>
<b>NET OTHER INCOME</b>	<b>£ -31,386.95</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£40,339.48</b>

**THE COMMUNITY CUPBOARD**

England & Wales - Charity number 1185331

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# Accounts

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# **THE COMMUNITY CUPBOARD**

**CHARITY NUMBER: 1185331**

**ANNUAL REPORT &  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
5th APRIL 2021**

**Annual Report and Financial Statements for  
the Year Ended 5th April 2021**

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**This Annual Report presents a review of the period 6th April 2020 - 5th April 2021, reporting on achievements, performance and impact, including financial performance and financial position to demonstrate the Trustees' stewardship and management of charitable funds.**

As a preliminary matter, the Trustees of The Community Cupboard wish to once again express their deep appreciation of the contribution made by volunteers and donors, without which no achievements would have been possible during such a trying year.

## **Reference and administrative details**

<b>Charity Name:</b>	The Community Cupboard
<b>Registered address:</b>	11 Lambardes, New Ash Green, Longfield, DA3 8HX
<b>Operating address:</b>	The Garage, Gamecock Meadow, London Rd, West Kingsdown, TN15 6BZ
<b>Charity Number:</b>	1185331
<b>Principal office:</b>	England.
<b>Constitution:</b>	Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees. Date of constitution (last amended): 15th August 2019
<b>Liability:</b>	If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.
<b>Trustees:</b>	David John Carter Helen Reeves Vee McGannon Amy Eley
<b>Bankers:</b>	Metro Bank, Unit 4, Nugent Retail Park, Orpington, Bromley, BR5 3RP

**The trustees submit their annual report and financial statements for the year ended 5th April 2021**

## **Objective & Purpose**

The Community Cupboards charitable objects are:

**To relieve persons, particularly but not exclusively in New Ash Green and the surrounding area, that are in financial hardship in such ways as the trustees shall from time to time think fit. In particular but not exclusively by:**

**a) providing emergency food supplies, essential toiletries and other household items both to individuals and families in need and also to other charities or organisations working to prevent poverty.**

**b) Such other means, including (but not limited to) the provision of support or signposting to relevant advisory services or information.**

The Community Cupboard is an independent charity and a member of IFAN (Independent Food Aid Network). As an independent registered charity & CIO, all operations are in accordance with the governing document known as **The Constitution of The Community Cupboard.**

Working in partnership with local and regional agencies, The Community Cupboard operates from The Garage, Gamecock Meadow, London Road, West Kingsdown, TN15 6BZ.

The Community Cupboard accepts referrals from supporting agencies and self referrals. Users do not require a food voucher to request support and are supplied with 5 days emergency provisions. There is no limit to the number of times they can access the support but users are signposted to external agencies for remedial support.

With the Covid 19 Pandemic established by April 2020, The Community Cupboard worked at full capacity to ensure that all new families and existing families could be supported.

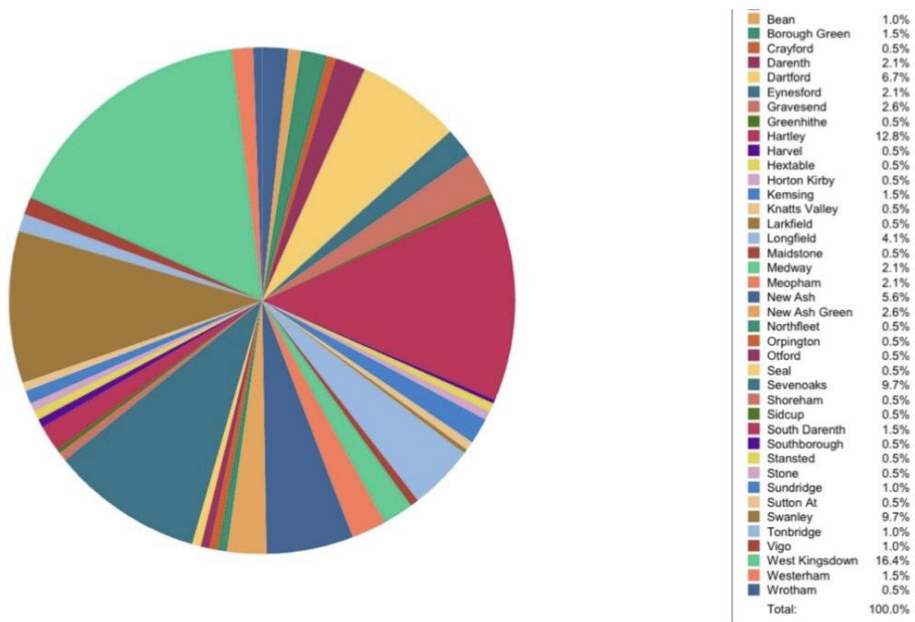
Continuing to operate 5 days a week and adhering to a strict and revised health and safety policy, the need of the service became heightened.

Working in conjunction with Kent County Council Community Wardens, we were able to ensure safe and quick delivery of parcels to those in isolation and to those shielding.

With 195 additional families either requesting support themselves or being referred to us during this period and many other support establishments continuing to remain closed, the area which we were supporting increased to a radius of 15-20 miles in all directions from the hub.

Chart 1 below shows the location of the NEW families registered during the period 6th April 2020 to 5th April 2021.

Chart 1

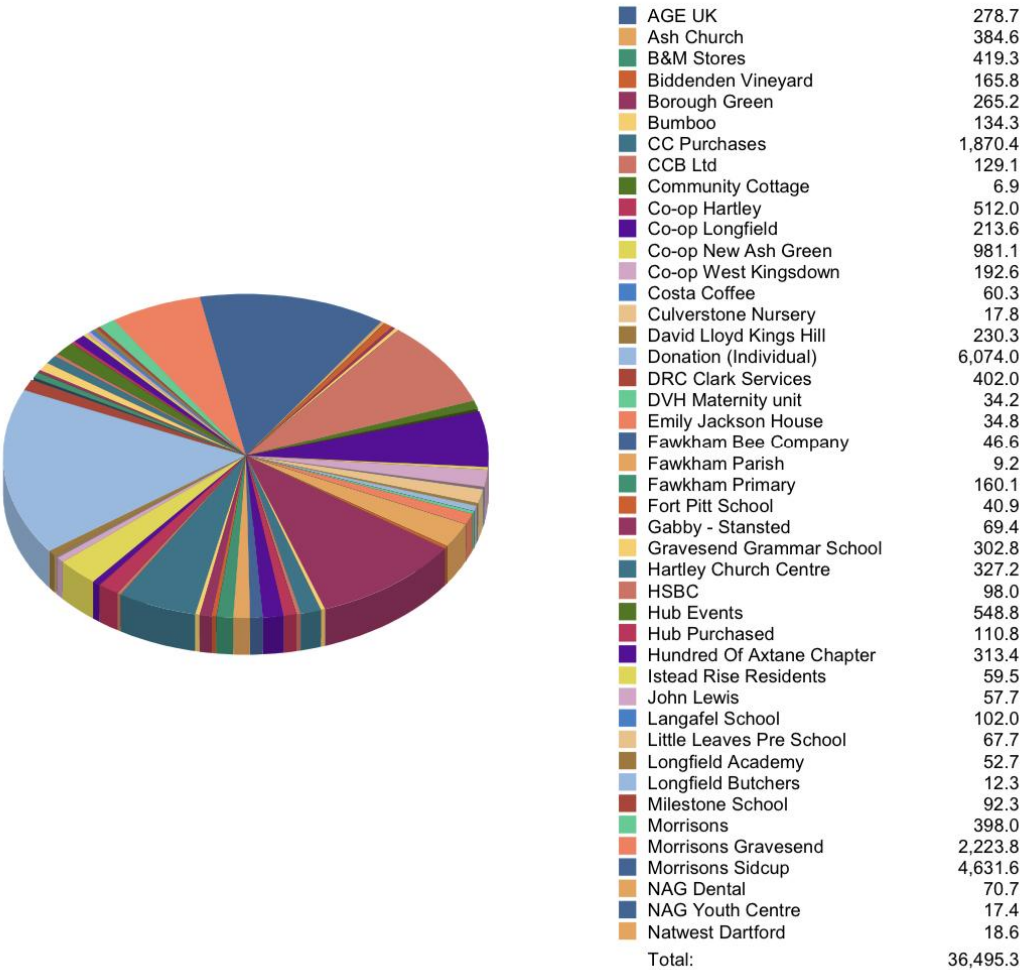


The Community Cupboard continues to be well supported by the local community and surrounding villages and towns with further donation points now located in Sevenoaks, Otford, Borough Green, Ryarsh and Vigo. These additional donations received allowed us to cater for the increased level of demand.

Chart 2 below shows the donations received in Kilos during the period 6th April 2020 to 5th April 2021. The Community Cupboard is supported additionally by many other community organisations, businesses and agencies through food donations and other means of ongoing support.

Chart 2

**Goods Inward by Source**



## Summary of Activities

This report covers a full year living through a pandemic.

The way in which The Community Cupboard operated, evolved day by day. As new restrictions were added, our working environment changed and more safety assessments took place. An additional Covid risk assessment was created and regularly reviewed by the trustees, taking into account the current government status.

To protect the trustees, volunteers, donors and users of The Community Cupboard, the premises became accessible to limited individuals only. This was to help prevent unnecessary spread if one individual became infected. Volunteers were split into 2 teams to ensure that if one group became ill, the other could step in to continue the work.

Ensuring that sufficient PPE was available and rules adhered to was paramount in remaining open and keeping everyone safe.

With the introduction of lateral flow tests, we were able to guide our volunteers and users to local test sites to partake in bi weekly testing. This not only gave comfort to those offering their time to help others but also to us as a charity.

With the introduction of parental kits and workplace kits becoming available, home testing became part of our twice weekly schedule and continues to help ensure the safety of all those we come into contact with at the premises, on donation collections or on deliveries.

Support parcels and donations were regularly collected from the base of the stairs after we had put them there ready for collection. Once we had stepped into a safe area, families were then permitted to leave their cars to receive the items.

As a registered Charity, The Community Cupboard continues to rely largely on the dedication of the local community to function. Volunteers continue to come from a wide section of the community including members of churches, corporate teams and individual members of the public.

The core of The Community Cupboards service is supported by our regular volunteers and during Covid we have limited additional recruitment. Volunteers were relied on for collections of the donations and during the better weather months, for sorting and weighing those items outside and recording the data. With additional donation points in surrounding villages and towns, this support continued to be essential to our continuation.

The previously loved method of being able to welcome our users inside to talk through their concerns and worries had to cease however, every effort was made to maintain the rapport by

having socially distanced conversations with them when parcels were collected or by telephone calls and online messages. Every effort was made to reduce the social isolation for these individuals and families where possible.

Parcels that were provided to our users continued to be bespoke to the families where possible. Families were asked of any allergies and pets within the home in addition to the number of adults and children. Many Autistic children and their parents found lockdown challenging and with the limitations on availability in general we attempted to cater for those who required bespoke items as much as possible. Those individuals under the dementia diagnosis umbrella also found things particularly hard when faced with changes and restrictions.

Having utilised fully the support offered, deliveries to those in isolation and shielding became difficult once Kent County Council community wardens returned to their 'normal' roles. We looked at purchasing or hiring a vehicle to ensure that all safety and insurance aspects were adhered to however Sevenoaks District Council then provided us with unlimited access to their ambassadors. The SDC Ambassadors, put into the role during covid, have been paramount to being able to continue our deliveries. We have built a fantastic relationship with this new team and regularly ask them to deliver to those of our users who cannot collect. Their employment contract was extended due to the ongoing lockdown and we continue to use their service each week.

As workload increased and lockdown temporarily eased, the volunteer hours available became difficult to manage. It was agreed that The Community Cupboard needed a manager to oversee the daily operation of the premises and smooth running of the system in place.

Funding was applied for from the numerous UK Covid relief funds available to specifically cover this role and we were successful in our awards from John Lewis in August 2020, The National Lottery in September 2020, Kent Community Foundation in October 2020 and The Brook Trust Fund & Loveday Family Grassroots in November 2020.

Once funding was secured, Tracy Wood stepped down from her trustee role to fill a 1 year part time salaried position of Manager.

As the year came to an end and demand continued to increase, a second part time salaried staff member was recruited to fill a 6 month contract, covering this difficult period and to ensure that the 2 person safeguarding rules were implemented at all times.

Funding for this role was again specifically applied for and awarded by Kent Community Foundation, The Howard family and The Colyer Fergusson trust. This funding allowed for the security of consistent operation of the hub and its services.

Whilst funds have been deposited into the only charity bank account held by The Community Cupboard, it is kept separate from other available non allocated funds that have been donated by the general public or for other purposes. These roles will continue to be funded by grants received specifically for the roles.

### **Christmas 2020**

In December 2020, as many local residents resigned to the fact it would be a Christmas without loved ones, we arranged a socially distanced reverse advent calendar donations drop off event outside the hub.

Providing families with allocated drop off times and putting volunteers in place to ensure safety, we were delighted to receive hundreds of kilos of much needed items to help replenish our shelves. With donors weighing in their own items outside and ‘Santa’ ready to receive the items and thank them, it was a delightful day that was relished by all.

This again provided a platform for local families to be involved safely and for young children to be educated over how not only the pandemic has had an impact on their friends and families, but how pre pandemic things were difficult for many too.



The festivities continued to our families in December as we were regularly asked by donors what they could supply us with as treats for our users.

To reduce risks of Covid we launched a text campaign to deter people from leaving home to drop off donations during lockdown. The funds received from this and other monetary donations were then used to purchase items for a special Christmas hamper treat which was presented to our users the week of Christmas.

Filled with mince pies, treats for the children and Christmas puddings, there were many tears when they were distributed. Many families had simply given up on any form of Christmas being available to them.

Our volunteer team again rose to the challenge, giving up many hours of time whilst they prepared the mass of hampers to surprise each of the families with.



In addition to the hampers, we were contacted by a local resident who had set up a giving tree in New Ash Green. Sarah Breslin and her team of willing volunteers had collected hundreds of gifts and wrapped them according to age. These were then donated to us and distributed to local families who needed them most.

Christmas was a special event for our team at the hub. The community really came together and made December a special month. With Children receiving advent calendars which had been donated and Kent Community wardens arranging a collection for family puzzles and games, we are delighted to have really made a difference.

Many children (and parents) opened one of these gifts on Christmas morning 2020 and for many, they were the only gifts they received. We thank all of the local residents and establishments who donated these gifts and their support wholeheartedly.



As the 3rd wave of Coronavirus took its toll and the local community saw a marked increase of both Covid cases and deaths, we entered our 3rd national lockdown in December 2020 just days before Christmas.

### **A new year - 2021**

With 2020 now firmly behind us and unprecedented figures reported for the past year, we yearned to see a reduction in our statistics.

A decreased level of our numbers would have demonstrated an improvement on the current local economic situation and the reduced requirement of our foodbank. This was sadly not the situation.

As of 5th April 2021, 82 additional families had registered in 2021 alone and we are preparing for the continuation of required support levels. As a team we are working tirelessly to meet demands.

In February 2021, despite being the shortest month of the year, we marked the highest distribution levels since The Community Cupboard founded in 2019.

### **More challenges**

The weather brought additional challenges when for the first time since our launch we were forced to close our doors.

Snow and icy conditions made access to our premises not only unsafe but near impossible. As 1 day quickly turned into 3, the number of families waiting for support grew larger. When we finally reopened on day 4, operating a makeshift collection point nearer the main road, we had a backlog of 21 families before we could start the day's work.

Assisted by SDC ambassadors, makeshift sledges and a lot of manpower, we were able to transport the support parcels across the field to our delighted waiting families.

It's safe to say that whilst it was a novel way to operate, we were glad when the better weather arrived!



### **Limited space**

With the additional demand and the huge increase of users on our books, the hub became difficult to work in. To ensure adequate supplies are kept available we had to make extra space and we were given the additional storage space to the rear of the garage by West Kingsdown Parish Council.

With the help of a local tradesman we have now shelved the area and this now holds excess items which we are unable to fit inside the main building.

In January, we applied for and were in March granted planning permission to extend the premises. This extension will provide an additional 25 sq meters of storage space when built.

As a local charity we have been fortunate to have been selected as a local Coop community cause and throughout this year until October 2021, will receive a proportion of funding towards this extension.

Further fundraising, specifically for this project is currently being applied for with the hope that works can take place this summer.

### **Support**

Having encompassed a larger distribution area over the year we are delighted that we have gained many additional donation points, received further community support and raised our profile to allow more people requiring support to contact us.

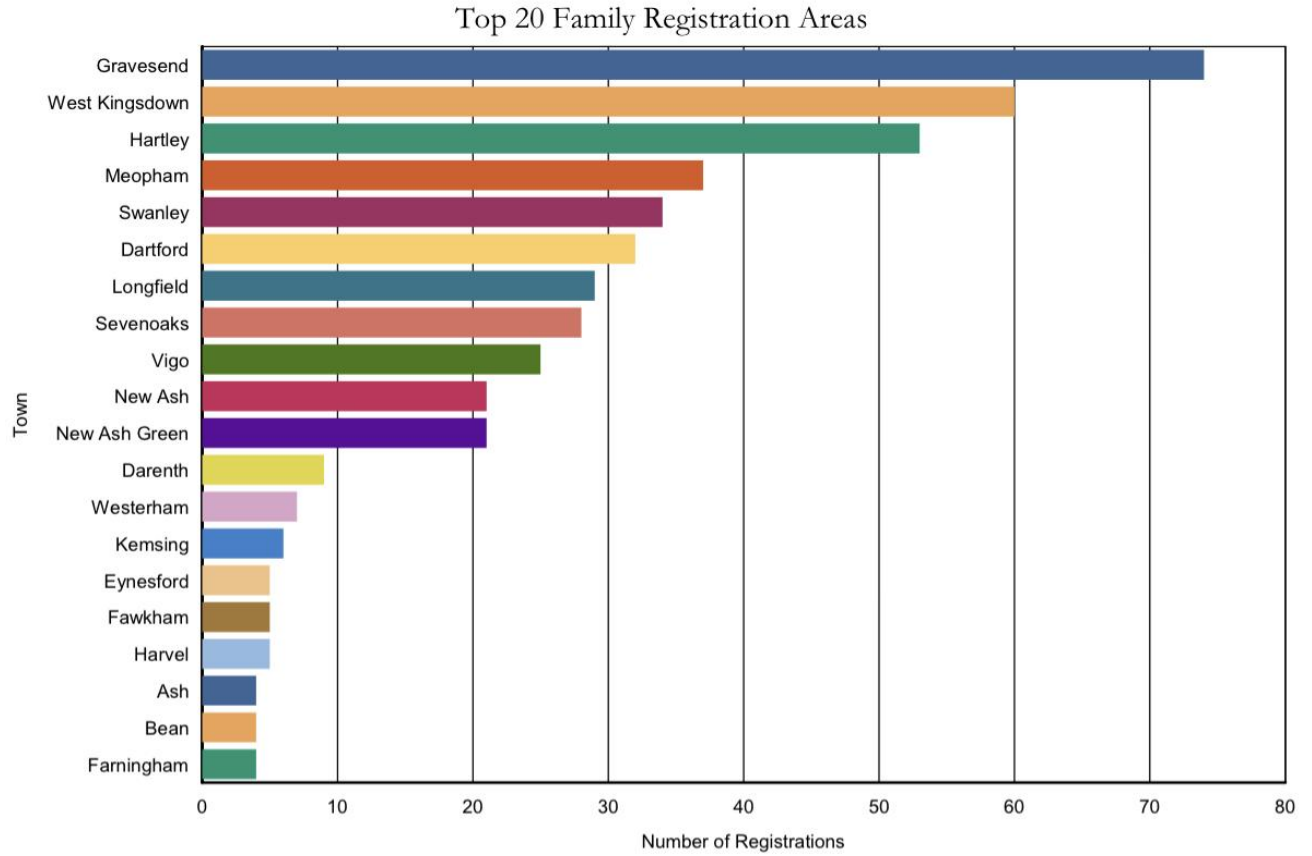
We have partnered with additional national companies such as Sainsburys, David Lloyd, Morrisons, HSBC bank and Natwest Bank in addition to being supported by many more local establishments.

The Trustees are confident that, by their leadership and management of charitable funds, The Community Cupboard continues to meet the requirements around public benefit as defined by the Charity Commission. Interested parties are invited to contact us for a detailed account of the way in which the charity meets these objectives by requesting our policy document.

**Achievements and Performance - 6th April 2020 to 5th April 2021**

The Community Cupboard registered 520 new local families during this period consisting of 2690 individuals. (Table 3 shows the local area spread)

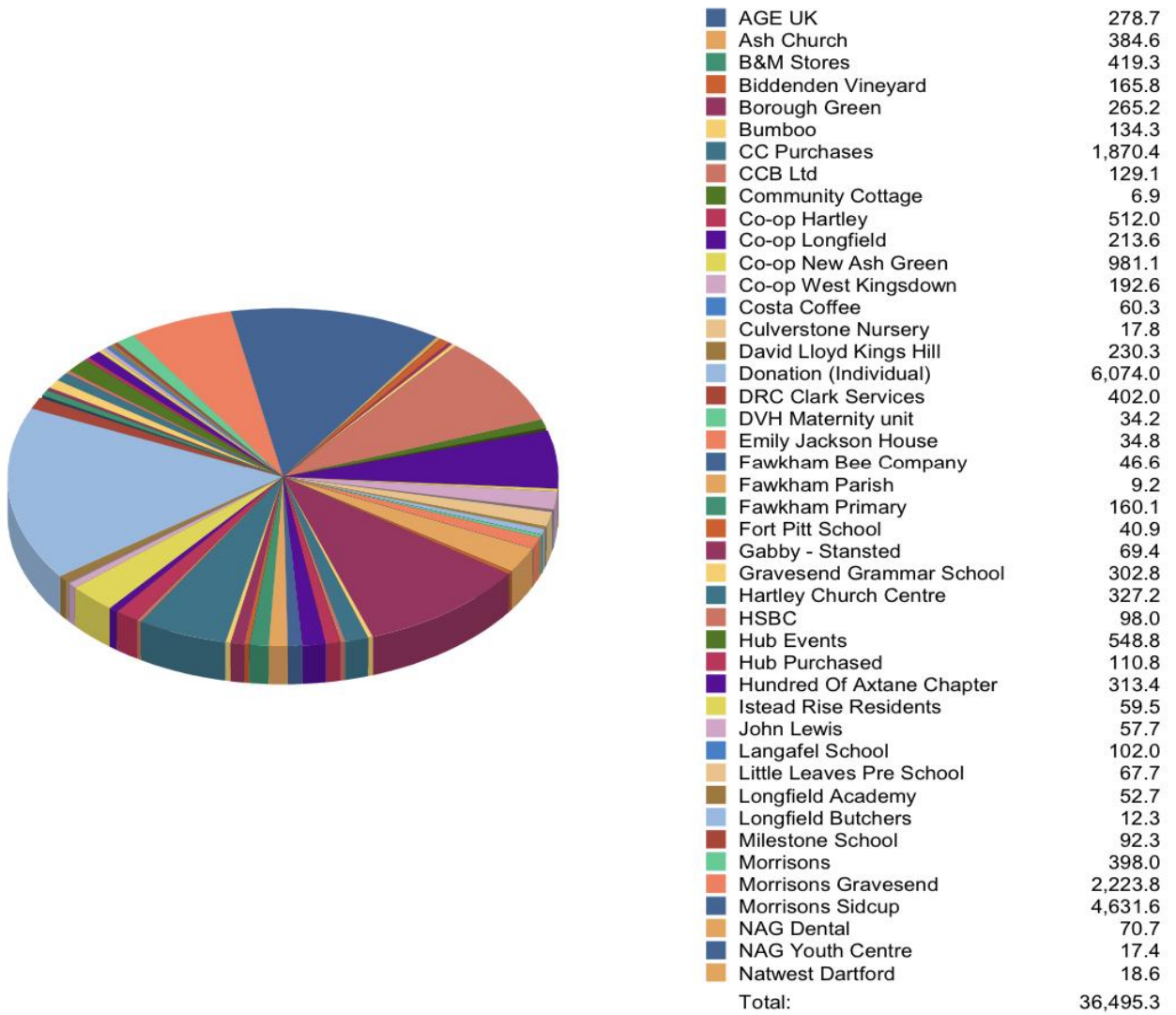
**Table 3**



The Community Cupboard received local community and business donations during this period totalling 36,495 from a multitude of donors. (See Table 4 below for breakdown).

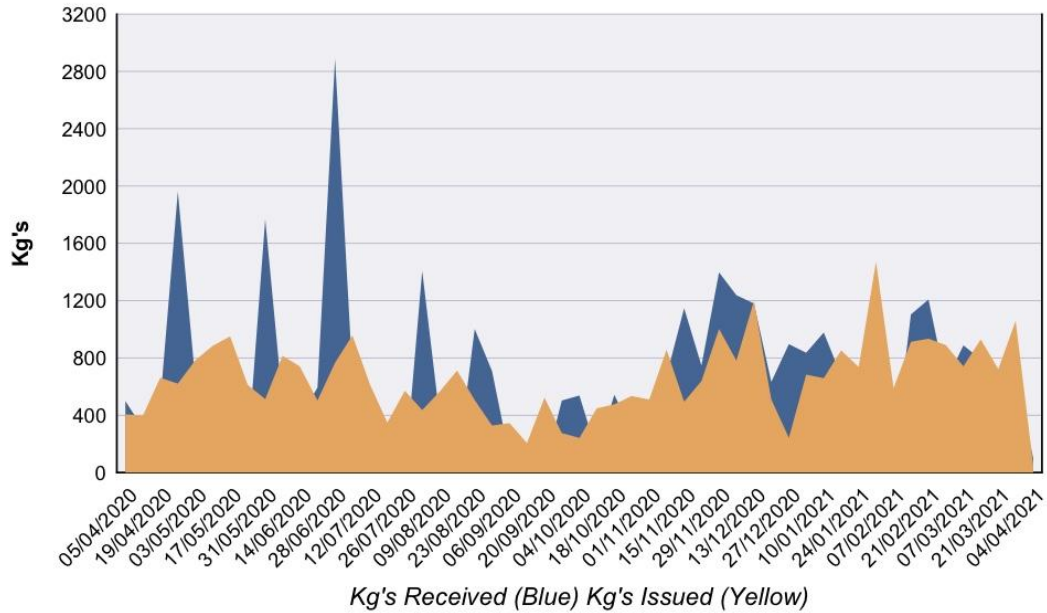
Table 4

**Goods Inward by Source**



Over the same period, 34.209 kilos were distributed in support parcels to our families. Leaving a total of remaining supplies of 2286 kilos. (See table 5 below)

Table 5



Report Dated: Saturday, 10 April, 2021

	Kg's received	Kg's Issued	Net Balance
April 2020	2,117.95	2,065.22	52.73
May 2020	3,273.02	3,251.17	21.85
June 2020	3,364.52	2,860.42	504.10
July 2020	3,687.25	2,949.95	737.30
August 2020	2,819.00	2,236.93	582.07
September 2020	1,224.60	1,484.85	(260.25)
October 2020	1,706.88	1,894.44	(187.56)
November 2020	3,178.20	2,627.44	550.76
December 2020	5,074.19	3,608.15	1,466.04
January 2021	3,106.75	2,932.90	173.85
February 2021	3,308.18	3,905.15	(596.97)
March 2021	3,320.50	3,865.65	(545.15)
April 2021	314.25	526.80	(212.55)
<b>Monthly Totals during the period</b>	<b>36,495.29</b>	<b>34,209.07</b>	<b>2,286.22</b>

## **Signposting services 6th April 2020 - 5th April 2021**

Continuing our partnerships with support services is key to assisting our users  
Our partnerships continue to tackle:

Period poverty (The Hygiene Bank)  
Debt advice (Citizens Advice Bureau)  
Senior residents advice (Age UK)  
Housing, benefit & debt management advice (Hero - Sevenoaks District Council)  
Utility support (SE Water)  
Local community warden support (KCC Public Protection)  
Dementia services (ADSS)  
Family support & counselling services (Fegans)  
Homeless relocations (Porchlight and Kent Police)  
Re entry into society (Probation services)

## **Achievements vs objectives since 6th April 2020**

Whilst we had hoped to grow our volunteer team during 2020, we halted the introduction of further team members due to the pandemic.

Having stood down many of our older volunteers during the first wave, we worked with a smaller and consistent team to minimise risk to health. With our additional risk assessments in place and a reduction in the team size, things became more time consuming and took longer to complete. Once a new routine was established, things became easier.

Referrals increased to our partner agencies and daily interaction with them became 'the norm'. Turning around the initial referral and supplying support parcels within a few hours was key to efficient running of our charity and we have quickly become the 'go to' for other national charities and government bodies.

One of our biggest goals was to reduce the stigma around Food bank usage and asking for help. We were very proud to see that many of our users were speaking openly on public social media about the support they had received from us. We still have some way to go, however we are delighted to announce that this year, huge progress has been achieved.

Financially, though grants, we raised £38,970.02 (the breakdown can be found in the upcoming statement of financial activity at the end of this report) and personal donations raised a further £25,719.13, giving a total income of £64,689.15 for this accounting period. Raising the profile of

The Community Cupboard via local networking and social media presence was vital to remaining a prominent community project and to ensure the continuation of these generous personal and business donations

### **Plans for Future**

High levels of demand continue at The Community Cupboard and the Trustees expect that reliance on our service will continue for the foreseeable .

Despite the easing of lockdown, many individuals and families continue to struggle. Self employed families still do not have enough work to maintain their living expenses and many others are currently unemployed or employed with minimal contracts.

Our aims and objectives for the short and medium term include:

- To continue to grow awareness surrounding the demand on the foodbank.
- To reintroduce volunteers with the easing of lockdown restrictions
- To train and support staff and volunteers.
- Build sustainable food stocks for periods where donations are lower..
- To evaluate the data we receive to accurately plan for upcoming months and regular periods of increase, whilst adhering to GDPR.
- Continue to build our relationships with referral agencies to ensure full ongoing signposting support and services.
- To use our unique position to ascertain why people have been long term food bank users and provide assistance to help them move out of poverty.
- To address the growing need for services through collaboration with local agencies and support services.

To help us to achieve these objectives and growth we propose to conduct a regular organisational review of our structure and resources throughout the following year, taking into account any reports for comparisons.

## **Structure, Governance and Management**

The Community Cupboard is a registered charity and a Charitable Incorporated Organisation whose only voting members are its charity Trustees.

The Charity is governed by its constitution dated 15 August 2019.

### **The following persons served as Trustees during the year:**

Tracy Wood (Stepped down September 2020)

Veronica McGannon (Elected 16th September 2019)

John David Carter (Elected 16th September 2020)

Helen Reeves (Elected 16th August 2019)

Amy Eley (Elected 16th August 2019)

The election of additional Trustees can be made at a properly convened meeting of the charity Trustees. There must be a minimum of 3 trustees and a maximum of 12 at any one time.

Decisions within the charity are made by the Trustees at a meeting or in writing and agreed once a majority has been reached.

Parties interested in becoming a trustee when applications are open are invited to contact us at [thecommunitycupboard.co.uk](http://thecommunitycupboard.co.uk).

Signed: Veronica McGannon - Trustee

Signed: Helen Reeves - Trustee

**Annual Report and Financial Statements for the Year Ended 6th April 2021**  
**Statement of Financial Activities**

**The Community Cupboard**

Financial Activities  
6 April, 2020 - 5 April, 2021

	TOTAL
Income	
Donations and legacies	25,619.13
GRANT FUNDING	39,070.02
<b>Total Income</b>	<b>£64,689.15</b>
<b>TOTAL</b>	<b>£64,689.15</b>
Expenditures	
Advertising/Promotional	34.00
Insurances	330.94
Office/General Administrative Expenses	2,432.60
Other Professional Services	2,318.40
Phone Costs	344.96
Printing, Postage and Stationery	75.00
Supplies	1,375.30
<b>Total Expenditures</b>	<b>£6,911.20</b>
NET OPERATING INCOME	<b>£57,777.95</b>
Other Expenditures	
Salary	16,223.57
<b>Total Other Expenditures</b>	<b>£16,223.57</b>
NET OTHER INCOME	<b>£ -16,223.57</b>
NET INCOME/(EXPENDITURE)	<b>£41,554.38</b>

The trustees acknowledge their responsibilities for complying with the requirements with respect to accounting records and the preparation of the accounts and these accounts have been prepared accordingly.

Signed:

Veronica McGannon - Trustee

Helen Reeves - Trustee

## **Financial Review**

The financial position of The Community Cupboard on 5th April 2021 is good.

As with most small charities, day to day operation continuity relies heavily on our ability to fundraise enough income to cover our running costs, top-up food purchases and the costs required to build the organisation to keep up with growing demands.

During the period 6th April 2020 to 5th April 2021, the total income received by the charity totalled £64,689, with expenditure of £23,135.

Of the £64,689.15 of funds received, £39,070.02 was received from grant applications and awarded for the following project expenditure: (also see enclosed table)

### **Salary**

£12500 - National Lottery

£5,000 - Kent Community Foundation Covid Relief Fund

£3,000 - John Lewis

£2,000 - Kent Community Foundation - Loveday Family Grassroots Fund

£6,000 - Kent Community Foundation - The Green Family Fund

**Total - £28,500**

### **Renovation of premises and charity vehicle**

£4,170.02 - Coop community fund

£5,000 - Sevenoaks district Council

**Total - £9170.02**

### **Supplies**

£900 (9 x £100) - Independent Food Aid Network

£500 - Tesco

**Total £1400**

## The Community Cupboard

Account QuickReport  
6 April, 2020 - 5 April, 2021

DATE	TRANSACTION TYPE	NO.	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
<b>GRANT FUNDING</b>								
07/04/2020	Deposit			INDEPENDENT FOOD AID NETWORK COVID GRANTInward Payment	GRANT FUNDING		100.00	100.00
16/04/2020	Deposit			INDEPENDENT FOOD AID NETWORK COVID GRANTInward Payment	GRANT FUNDING		100.00	200.00
20/04/2020	Deposit			INDEPENDENT FOOD AID NETWORK COVID GRANTInward Payment	GRANT FUNDING		100.00	300.00
06/05/2020	Deposit			INDEPENDENT FOOD AID NETWORK COVID GRANT - IFANInward Payment	GRANT FUNDING		100.00	400.00
04/06/2020	Deposit		Tesco	GROUNDWORK UKBACS Payment Received (Tesco bags)	GRANT FUNDING		500.00	900.00
26/08/2020	Deposit			JOHN LEWIS PLC DSF JLP DONATIONInward Payment	GRANT FUNDING		3,000.00	3,900.00
04/09/2020	Deposit		National Lottery	COVIDBACS Payment Received	GRANT FUNDING		12,500.00	16,400.00
09/11/2020	Deposit			KENT COMMUNITY FOUNDATION OGA256072Account to Account Transfer	GRANT FUNDING		5,000.00	21,400.00
09/11/2020	Deposit			INDEPENDENT FOOD AID NETWORK COVID NOVInward Payment	GRANT FUNDING		100.00	21,500.00
23/11/2020	Deposit			KENT COMMUNITY FOUNDATION OGA256072Account to Account Transfer	GRANT FUNDING		2,000.00	23,500.00
06/01/2021	Deposit			INDEPENDENT FOOD AID NETWORK IFAN COVID 9Inward Payment	GRANT FUNDING		100.00	23,600.00
11/01/2021	Deposit			INDEPENDENT FOOD AID NETWORK IFAN COVID 10Inward Payment	GRANT FUNDING		100.00	23,700.00
29/01/2021	Deposit		SDC	SEVENOAKS D.C.BACS Payment Received	GRANT FUNDING		5,000.00	28,700.00
22/03/2021	Deposit		KCF	KENT COMMUNITY FOUNDATION OGA295340Account to Account Transfer	GRANT FUNDING		6,000.00	34,700.00
22/03/2021	Deposit		coop	ACCOUNTS PAYABLEBACS Payment Received	GRANT FUNDING		4,170.02	38,870.02
30/03/2021	Deposit			INDEPENDENT FOOD AID NETWORK IFAN GRANT 13Inward Payment	GRANT FUNDING		100.00	38,970.02
<b>Total for GRANT FUNDING</b>							<b>£38,970.02</b>	
<b>TOTAL</b>							<b>£38,970.02</b>	

### Unrestricted funding

Funding received from members of the public and unrestricted, amounted to £25,719.13.

**(Restricted funds are those which were provided for a specific cause or project.**

**Unrestricted funds are those which can be used for the benefit of the charity and have no restrictions)**

### Balance

The balance available as of 5th April 2021 is £41,554.38 and is allocated as follows:

£13,244.44 - Salary allocated funds

£9170.02 - Extension allocated funds

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22,414.46 - Allocated funds

**£19139.92** remains available and unallocated for running costs and other operational expenditures.

## Upcoming expenditures:

### **Supplies**

To meet demand throughout the pandemic, it has been essential that additional items are purchased. These are purchased from the unrestricted funds or from grants provided to purchase such items. This will continue whilst the donations are insufficient to meet the growing demand.

### **Operational costs**

The Community Cupboard are currently not liable for any rental fees, however now cover the electricity costs of the premises. An estimated cost of £1,200 per year is expected.

### **Extension of premises**

Due to the increase in demand for The Community Cupboards service, the premises are now becoming too small. Planning permission has now been granted for an extension to the side of the building which will incorporate additional storage areas and an office area.

Funding applications are ongoing for this project and a total of £9170.02 was raised during this financial year, however this has now risen to £28,840 as of 1st December 2021 due to receiving further donations and grants..

The extension is expected to cost around £50,000.

### **Contingent funds**

The trustees agree that a minimum of £20,000 should be retained for running costs, spending and additional stock that may be required over the coming months.

Covid-19 - We note that the pandemic has seen a sharp increase in public financial support over the past year. This has assisted in building a healthy reserve to be used as this funding stream reduces. Grant funding is now becoming less available than early in the pandemic.

The Community Cupboard is able to continue operating in 2021 and further, with no current concerns regarding financial viability.

## Financial Notes year end 5th April 2021

- a) **Accounts** - have been submitted as receipt and payment accounts and are now above the £25,000 threshold which requires the charity to undertake an independent examination.
- b) **Income** - is recognised by the charity when it is received. Income from Grants is recognised when it is received.
- c) **Expenditure** - is accounted for and has been classified under related headings.
- d) **Tax** - The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the test set out in paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.
- e) **Going Concern** - The financial statements have been produced on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months from authorising these financial statements.  
The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.
- f) **Fund restrictions:**
  - 1) Restricted funds - funds which have been designated for a specific purpose.
  - 2) Unrestricted Funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for any other purpose.
- g) **Stock** - Donated, distributed and current stock levels are detailed in the written report and not included in the financial reports.

# The Community Cupboard

## Financial Activities

6 April, 2020 - 5 April, 2021

	TOTAL
Income	
Donations and legacies	25,619.13
GRANT FUNDING	39,070.02
<b>Total Income</b>	<b>£64,689.15</b>
<b>TOTAL</b>	<b>£64,689.15</b>
Expenditures	
Advertising/Promotional	34.00
Insurances	330.94
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Salary	16,223.57
<b>Total Other Expenditures</b>	<b>£16,223.57</b>
<b>NET OTHER INCOME</b>	<b>£ -16,223.57</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£41,554.38</b>

### **Independent examiner's report to the trustees of The Community Cupboard Trust**

I report to the trustees on my examination of the accounts of the Community Cupboard Trust Charity Number 1185331 (the Trust) for the year ended 5 April 2021.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Julie Bass BA (Hons) BFP FCA  
22 The Mead  
New Ash Green  
Longfield  
Kent DA3 8EZ

3 December 2021