



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **26<sup>th</sup> August 2020**  
Period end date

Period start date To **31<sup>st</sup> March 2021**

**Charity name: Emmies Kitchen**

**Charity registration number: 1191029**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The relief of sickness among hospitalised children in the North West of England by the provision of support and facilities to their parents and carers, in particular but not exclusively the provision of hot meals and respite, to enable families and carers to have extended visits.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	During the reporting period the charity's main activities have focussed on: The provision of hot meals and snack bags for parents. The development of support from local food businesses and restaurants to offer hot food. Providing time to talk to parents who have become isolated and depressed particularly during the course of their child's treatment. Developing a pool of volunteers who can offer emotional, practical and psychological support to parents and carers. Building partnerships internal and external to the hospital, in order to share facilities and expertise to support parents. Maintaining the core values of care, kindness and compassion.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees understand that the charity exists to further an exclusively charitable purpose for the public benefit. We adhere to the charitable purpose for which we were established, and which is outlined in our objectives.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
		N/A

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Emmies kitchen is staffed entirely by volunteers. There are no paid staff. Volunteers are at the core of our service delivery and our interaction with parents, carers and hospital partners. Volunteers are involved with the collection, packing and delivery of food. Covid restrictions have limited the amount of direct involvement volunteers have been able to have with parents and carers. However, one to one and peer support has been provided online and via social media. All volunteers have been trained and are now qualified in level 2 food hygiene.
Other		Emmies Kitchen has a robust written safeguarding policy which all volunteers are familiarised with at induction and are expected to be compliant with.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity was established on August 26<sup>th</sup>, 2020, therefore this report covers a relatively short period of time.</p> <p>However, the work being done prior to Emmies Kitchen becoming a registered charity meant that there was a strong foundation to build on when the project was affected by the impact of Covid. With the introduction of strict restrictions on access to the Royal Manchester Children's Hospital (RMCH) and to the parents staying at the hospital, it was necessary to adjust the service delivery model from one where parents eat together in a communal setting, to a 'take away' arrangement. The RMCH authorities were very keen for the work of the charity to continue and made special arrangement to allow Emmies Kitchen volunteers access to the hospital building to deliver food and snack bags.</p> <p>The need identified was that parents were struggling to source a hot meal, they were becoming increasingly isolated, their mental health was deteriorating and increasing numbers were losing their income through job losses.</p> <p>In response Emmies Kitchen increased the</p>

		<p>food provision to every week. This became known as the 'Friday Night Take Away'. Although the food in itself was seen as a necessity to ensure that parents were getting at least one hot meal. The feedback from the hospital was that the psychological impact of the anticipation and the delivery of the food was significant, and that the mood on the wards was visibly lifted.</p> <p>The financial impact was also commented on in that many parents were struggling to continue to buy food and snacks from local sandwich shops and take aways.</p> <p>The addition of the weekly 'snack bag' also helped with this. As the bag contained items that could be enjoyed over a period of time (pot noodles, drinks, crisps, cakes etc.)</p> <p>70 snack bags per week were being delivered at this time, as well as an average of 100 weekly meals.</p> <p>In total this equates to approximately 3,000 hot meals and 2,500 snack bags.</p> <p>Another major achievement over this time was the building of relationships with other partners and supporters.</p> <p>Local restaurants and take aways were happy to sign up to providing meals at discounted prices. L'Oréal commenced a regular donation of cosmetics and toiletries, something else that is essential to parents staying in the hospital, but expensive and hard to access at the time.</p> <p>Good relations were built with Ronald Macdonald House, The Teenage Cancer Trust, Macmillan, hospital nursing staff, the Family Support Team, and Hospital Senior Management including the RMCH Director of Nursing, and Chief Executive.</p> <p>Confidence from partners and the hospital authorities meant that the work of Emmies Kitchen was able to expand over a time when the needs of parents and carers became greater.</p> <p>In line with our charitable purpose Emmies Kitchen has been able to relieve financial hardship, and in some cases poverty for the public benefit, and also provide relief to those in need, both practically and psychologically.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Over this time period, the charity achieved
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		its core objective of providing care, support and hot food to parents and carers of hospitalised children which enabled families in turn to care better for their child whilst they are staying with them in the hospital.
Performance of fundraising activities against objectives set	Para 1.41	The charity had not set specific fundraising objectives other than to continue to raise enough funds to support the continuation of the provision of food and the development of publicity, information and marketing materials. This was achieved through, fundraising, donations and grants.
Investment performance against objectives	Para 1.41	N/A
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a sound financial position at the end of the reporting period. Income exceeded expenditure over the reporting period and the charity anticipates increasing income over the next financial year through grants, fundraising and donations. The charity takes the management of its financial affairs extremely seriously and has a dedicated volunteer treasurer/administrator who monitors all income and expenditure. The charity has also identified a qualified accountant who will be responsible for any future auditing or verifying of accounts, as and when required.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	Nil
Reasons for holding zero reserves	Para 1.22	The charity would not be responsible for any liabilities over this time. The charity has no ongoing financial commitments such as overheads, wages or material assets which incur charges.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Individual fundraising (sponsored events/activities etc.)  Donations (Individuals, business)  Grant bids
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	None
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation Model Constitution for a Charitable Incorporated Organisation whose only voting members are its charity trustees.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>The Membership may appoint all charity trustees.</p> <p>Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The existing charity trustees make available to each new charity trustee, on his or her appointment: a copy of the current version of this constitution; and a copy of the CIO's latest Trustees' Annual Report and statement of accounts.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The members of the CIO are its charity trustees. The only persons eligible to be members of the CIO are its charity trustees.</p> <p>The Volunteer representative is automatically (ex officio) a charity trustee. Board meetings are scheduled to take place every two months.</p>
Relationship with any related parties	Para 1.51	N/A
Other		

### Reference and Administrative details

Charity name	Emmies Kitchen
Other name the charity uses	
Registered charity number	1191029

Charity's principal address	14 Gloucester Ave Levenshulme Manchester M19 3WT UK



### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Eve Naraynsingh	Chair	ongoing	The Membership
2	Elizabeth Grant		ongoing	The Membership
3	Claire Parkinson		ongoing	The Membership
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	N/A	

#### Name of chief executive or names of senior staff members (Optional information)

None
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## Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

N/A
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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

*evenaraynsingh*

Full name(s)

Eve Naraynsingh

Position (eg Secretary,  
Chair, etc)

Chair

Date

12/01/2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Emmie's Kitchen

No (if any)  
1191029

CC16a

## Receipts and payments accounts

For the period from	Period start date 26-Aug-20	To	Period end date 31-Mar-21
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Grants	10,400	-	-	10,400	
Fundraising	5,940	-	-	5,940	
GAYE	7,813	-	-	7,813	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	24,153	-	-	24,153	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	24,153	-	-	24,153	-
<b>A3 Payments</b>					
Food	11,553	-	-	11,553	
Other expenses	1,349	-	-	1,349	
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	12,902	-	-	12,902	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	12,902	-	-	12,902	-
<b>Net of receipts/(payments)</b>	11,251	-	-	11,251	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	22,234	-	-	22,234	-
<b>Cash funds this year end</b>	33,485	-	-	33,485	-

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Petty cash	317	-	
	Bank Balance	33,168	-	
		-	-	-
	<b>Total cash funds</b>	<b>33,485</b>	<b>-</b>	
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	evenaraynsingh	EVE NARAYNSINGH	1/21/2022	