



Burgess Hill Community Cupboard CIO Annual Report

Also known as: Burgess Hill Local Pantry; Burgess Hill Pantry

Registered Charity Number: 1191035

For Period: 1st August 2020 - 31st July 2021

Principal Address: 25-29 The Martlets, Burgess Hill, RH15 9NN

Trustee Name	Dates Acted	Name of Person/Body Entitled to appoint trustee
Cllr Joseph Foster (Chair)	Whole Year	Burgess Hill Town Council
Cllr Kathleen Willis	Whole Year	Burgess Hill Town Council
Cllr Lee Gibbs	Whole Year	Burgess Hill Town Council
Cllr Sarah Lawrence	Whole Year	Burgess Hill Town Council
Elizabeth Adshead	January 2021 to EOY	
Hannah Little	January 2021 to EOY	
Dyanne Cundall	January 2021 to August 2021 (resigned)	
Joanne Kent	June 2021 to Present	
<i>Andrew Jackson</i>	<i>November 2021 to present</i>	
<i>Sarah Cullen</i>	<i>December 2021 to present</i>	

Names of Senior Staff Members:

Julie Smyth - Pantry Manager

Bankers: CAF Bank, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

The trustees present their annual report alongside the financial statements for the year 1st July 2020 to 31st July 2021

2. Structure Governance & Management

Burgess Hill Community Cupboard is constituted as a Charitable Incorporated Organisation (CIO) and is governed by its constitution document. The charity is registered with the Charity commission under registration number: 1191035

Trustees are selected via a combination of appointment by an outside body (Burgess Hill Town Council), and through advertising & selection from the general population. The trustee board seeks to ensure a balance between appointed trustees and selected trustees, as well as to ensure that the board has a wide gamut of experience to allow the charity to be successful. All trustees are appointed under the provisions of the CIO's constitution. The board may consist of up to 11 trustees.

The charity has entered into a franchise arrangement with a parent organisation, Your Local Pantry, which is run by Foundations Stockport and Church Action on Poverty, which provides a range of support services including branding, marketing, information technology and training. Additionally, the charity also works with Fareshare Sussex to gain access to food from Fareshare's national network.

3. Aims & Objectives

Burgess Hill Community Cupboards objects are:

THE RELIEF OF FINANCIAL HARDSHIP AMONGST PEOPLE IN BURGESS HILL AND THE SURROUNDING AREA IN SUCH WAYS AS THE TRUSTEES FROM TIME- TO-TIME THINK FIT, IN PARTICULAR, BUT NOT EXCLUSIVELY BY:

A) PROVIDING FOOD, ESSENTIAL TOILETRIES, AND HOUSEHOLD ITEMS TO INDIVIDUALS AND FAMILIES IN NEED.

B) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICES.

In seeking to deliver these objectives, the trustees & pantry team will seek to deliver services to those most in need locally, and particularly those who may be excluded, marginalised or otherwise disadvantaged.

In setting objectives & planning for activities, the Trustees have given due consideration to the general guidance published by the Charity Commission relating to public benefit, including the guidance Public benefit: running a charity (PB2)

Main activities undertaken to achieve these objectives:

During the first year of operation, the organisation has sought to:

- Create a solid governance structure & foundation, including advertising for, and onboarding a wider gamut of trustees
- Create appropriate policies & procedures for the safe & efficient running of the organisation
- Recruit an experienced pantry manager to have operational responsibility for the day to day operations, & a volunteer team to run the pantry
- Rented & fit out a physical location to run the pantry from, located in The Martlets shopping centre
- Sourced food & supplies to be provided to members from Fareshare & other sources
- Advertised for members who wish to benefit from the pantry
- Opened the pantry at the end of May 2021 providing a location for beneficiaries in need to access reduced cost food
- Grown the membership of the pantry to allow more local residents to access the service

We are fortunate to have a dedicated & diverse volunteering team who are vital to the effective operation of the pantry, performing a number of critical roles including, but not limited to, welcoming members & checking them in, stock control & management, food delivery & pickup and fundraising. The board would like to take this opportunity to thank all of our volunteers present and past for their efforts and contribution to successfully launching the pantry this year, allowing us to start to help the people of Burgess Hill who are suffering from food poverty.

The board would also like to thank the officers & staff at Burgess Hill Town Council for their assistance in setting up the charity, including providing administrative support, liaising with & gaining support from other community groups for the pantry, and in the setup and creation of the Pantry's space at 25-29 The Martlets

Achievements & Performance

In summary, in this financial year we have successfully launched the pantry in Burgess Hill, and it is now providing access to food & other supplies, benefiting those who are struggling to put food on their table. The pantry launched in the last quarter of the reporting period, and therefore the reported figures reflect this.

As of July 2021, the pantry had 93 members, and 107 visits a month. It should be noted that these numbers rapidly rose after the end of the reporting period, and further details will be provided in future reports.

4. Financial Review

Charities Policy on Reserves:

During this financial year, the trustee board adopted a policy that the charity should keep 3 months worth of operating expenses in unrestricted reserves. During the reporting period, the charity maintained this reserve successfully.

Financial Outlook:

The trustees, having made appropriate enquiries & reviewed the appropriate management accounts, are satisfied that the charity remains a going concern, and therefore continue to manage the charity on this basis.

Principle Sources of funds:

The charities principle sources of funds included grants from local grant making bodies including but not limited to:

- Clarion Foundation
- Budding Foundation
- Burgess Hill Town Council
- Burgess Hill Lions
- Sussex Giving Foundation

The pantry also benefited from a number of individual donations during the period, and other support from local businesses, private individuals etc donating both funds and food supplies. The board would like to thank all parties who have supported the pantry in its opening year.

5. Declaration

Signed on Behalf of the Charities Trustees:

Signature		
Full Name	Joseph J Foster	Andrew Jackson
Position	Chair	Trustee
Date	18/04/2022	18/04/2022

Profit and Loss

Burgess Hill Community Cupboard CIO For the year ended 31 July 2021

2021

Turnover

Donations	5,559.71
Other Revenue	8,717.02
Sales	793.50
Total Turnover	15,070.23

Cost of Sales

Cost of Goods Sold	1,330.57
Total Cost of Sales	1,330.57

Gross Profit	13,739.66
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Administrative Costs

Audit & Accountancy fees	57.60
Bank Fees	76.04
General Expenses	139.91
Printing & Stationery	267.24
Rent	400.00
Salaries	2,380.00
Subscriptions	37.80
Telephone & Internet	54.63
Total Administrative Costs	3,413.22

Operating Profit	10,326.44
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Profit on Ordinary Activities Before Taxation	10,326.44
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Profit after Taxation	10,326.44
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