



## 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 2023- 31st July 2024

**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	August 2023	Burgess Hill Town Council
Cllr Lee Gibbs	August 2023	Burgess Hill Town Council
Joanne Kent	Whole year	
Andrew Jackson	Unit October 2023	
Sarah Cullen	Until October 2023	
Liz Laybourn	From 1 September 2023	
Sandra Hill	From 1 September 2023	
Vanessa Cordell	From 22 April 2024	

### **Names of Senior Staff Members:**

Claire Fuller - Pantry Manager & Project Officer

### **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 2023 to 31st July 2024.

## **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 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, and Hirsch who provided palletted bulk products for part of the year.

### 3. Aims & Objectives

Burgess Hill Community Cupboards objects are:

*The relief of financial hardship amongst people in Burgess Hill and surrounding areas in such ways as the trustees from time to time think fit. In Particular, but no exclusively:*

- *Providing food, essential toiletries and household items to individuals and families in need.*
- *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 this time period the pantry continued to see an increase in demand for its services and had to:

- Hire an additional member of staff to manage stock
- Develop relationships with local supermarkets to increase quantity and number of collections of short dated goods
- Begin to develop relationships with local businesses who can donate goods or money on a regular basis to assist the pantry
- Continue to grow 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 ongoing commitment to making the pantry run smoothly and effectively on behalf of all of our members. A number of our members are also volunteers. We have seen low attrition of our volunteers, which is especially appreciated as it helps ensure continuity of service and operation with the pantry. We are also delighted to have welcomed new volunteers to the team.

Given the increased demand on the pantry and food inflation we have seen an increase in costs of goods purchased, but this is in line with the increased membership income.

## **Achievements & Performance**

As of July 2024 the Pantry had 242 members and during that month 449 visits. The average over the 12 month period was 445 visits per month, totalling 5,347 for the year, an increase of 7% on the previous year.

Over this period the Pantry has trialled and introduced Family Memberships allowing households with 4 members or more to pay £7 for a larger “shop”. It has proved extremely popular with members, making the Pantry an even greater support for those families in need. Stock levels are standing up to the increased demand that family shops are placing on them. We continue to offer the standard shop to smaller households although the cost of a standard shop was increased to £5 during this period to cover increasing costs of stocks and electricity.

We continue to work with local retailers, strengthening relationships and reducing food waste by collecting surplus from a number of stores throughout the week. The stock obtained through this process is invaluable to the Pantry, it offers diversity, quality and quantity which we would otherwise not be able to afford it. We are now working with Marks and Spencer, Waitrose and Sainsburys in Haywards Heath and Lidl, Tesco and Waitrose in Burgess Hill.

Our Education Liaison programme increased donations of food at Christmas and also Harvest festivals from several local schools.

We have also over this period offered an opportunity for schools to visit the Pantry and understand the service and its importance in the community with 60 year six students visiting the Pantry from London Meeds School during the Summer term. We have hosted 11 work experience students from Woodlands Mead College, an enriching and beneficial experience for the students and the Pantry alike.

Our Christmas Reverse Advent Calendar campaign was extremely successful. We received over 100 completed calendars by engaging the community in this and the donations helped us to cover the hungry gap in the early months of 2024. The Pantry Coat Swap was another successful venture over the Winter period offering an opportunity to donate unwanted outerwear and for those in need to come and collect one.

In March 2024 the Pantry took on the lease of Unit 2, this space has been refurbished and offers a space for wraparound support, social activities, meetings and more for both the Pantry and the wider community.

## **4. Financial Review**

### **Charities Policy on Reserves:**

The charity maintained its reserves for the year as stated in its reserve policy. The money's set a side cover replacement cost for equipment, a sum for an expected move, operating expenses and unexpected electrical costs.

### **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, other than membership income, included grants from local grant making bodies including but not limited to:

- West Sussex County Council
- Clarion Foundation
- Burgess Hill Lions
- Your Local Pantry
- Rotary Club
- MADL Foundation
- The Comber Trust

The pantry also benefited from a growing 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 during this financial year for their continued support.

## 5. Declaration

Signed on Behalf of the Charities Trustees:

Signature		
Full Name	Joseph	Vanesa Cordell
Position	Chair	Trustee
Date	29th Jan 2025	29th Jan 2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date

To

Period end date

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Membership	26,163	-	-	26,163	17,268
Donations	13,327	-	-	13,327	14,067
Grant	-	24,875	-	24,875	38,000
Interest	108	-	-	108	55
Rent received	358	-	-	358	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>39,956</b>	<b>24,875</b>	<b>-</b>	<b>64,831</b>	<b>69,390</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>39,956</b>	<b>24,875</b>	<b>-</b>	<b>64,831</b>	<b>69,390</b>

<b>A3 Payments</b>					
stock	4,684	20,000	-	24,684	15,586
Prepayments					152
Accounted for different year					- 248
Advertising and marketing	84			84	343
Accountancy	211			211	193
Bank charges	306			306	231
Cleaning	52			52	320
Donation Fees	216			216	165
Entertaining	150			150	
Fees and Licences	1,751			1,751	1,333
General expenses	582			582	-320
Insurance	305			305	396
IT software and consumables	420			420	404
Light, power and heating	2,895			2,895	-
Waste costs	247			247	282
water charges	143			143	
Pension costs	149			149	9
Postage, Freight and courier	7			7	27
printing and stationery	871			871	28
Rent	3,515			3,515	2,400
Rates	499			499	
Repairs and maintenance	262			262	139
Salaries	10,651	4,875		15,526	10,930
Small equipment	4,482			4,482	1,758
Staff training	103			103	489
Subscriptions	67			67	777
Sundry purchases	661			661	11
Telephone and internet	510			510	420
Depreciation (should not have been included)				-	
Travel	460			460	86
<b>Sub total</b>	<b>34,283</b>	<b>24,875</b>	<b>-</b>	<b>59,158</b>	<b>35,911</b>

<b>A4 Asset and investment purchases, (see table)</b>					
Fridge Freezer	1,500	-	-	1,500	1,200
Computer	200	-	-	200	326
<b>Sub total</b>	<b>1,700</b>	<b>-</b>	<b>-</b>	<b>1,700</b>	<b>1,526</b>

<i>Total payments</i>	35,983	24,875	-	60,858	37,437
<i>Net of receipts/(payments)</i>	3,973	-	-	3,973	31,953
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	45,042	-	-	45,042	13,089
<i>Cash funds this year end</i>	49,015	-	-	49,015	45,042



## 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>	CAF Bank	48,001	-	-
	Equals	446		
	Gift Cards	385	-	-
	Cash	183	-	-
	<b>Total cash funds</b>	<b>49,015</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	Prepayments	1,158	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	Computer		674	-
	Plant		4,748	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	PAYE		66	
	Utilities provision		1,737	
	Pension		63	
	Rent received in advance		75	
		-		
Signed by one or two trustees on behalf of all the trustees	<b>Signature</b>	<b>Print Name</b>	<b>Date of approval</b>	
		Joseph Foster		
		Vanessa Cordell		

## **Independent Examiner's Report:**

### **Independent examiner's report to the trustees of the Burgess Hill Community Cupboard CIO**

I report to the trustees on my examination of the accounts of the Burgess Hill Community Cupboard CIO (the Charity) for the year ended 31 July 2024.

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

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 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 Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

The Receipts and Payments of the operation correctly excludes non-cash accounting entries; here within the respective income and expenditure headings, in preference to being grouped and shown separately.

I mention for information only that the Charity does not deploy an inventory accounting system, which is both understandable and acceptable given the nature and scale of the Charity; all purchases for sale and/or distribution through the Charity are expensed immediately.

Signed:



Graham Moss

Member of the Institute of Chartered Accountants in England and Wales from 1977 until retirement at end 2022.

Burgess Hill RH15 0AN

January 2025