



## 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 2024 - 31st July 2025

**Principal Address:** Unit 18 The Market Place Shopping Centre, 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
Joanne Kent	Unit August 2024	
Liz Laybourn	Whole Year	
Sandra Hill	Whole Year	
Vanessa Cordell	Whole Year	
Suneal Ram Kissun	From 16 October 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 2024 to 31st July 2025.

## **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.

### 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 not 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:

- Continue to develop relationships with local supermarkets to increase quantity and number of collections of short dated goods
- Find strategies 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

The biggest single objective achieved during the year was to secure a new property within the town centre, get it refurbished and move before the year end. Many of the costs were not invoiced until the new year and are therefore not reflected in these figures.

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 2025 the Pantry had 250 members and during that month 415 visits, but due to the move of premises we were closed the final week of July. The average over the 12 month period was 456 visits per month, totalling 5,483 for the year, the busiest month had 502 visits.

Over this period the Pantry has trialled and introduced Family Memberships allowing households with 4 members or more to pay £8 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 received over 200 reverse advents calendars of the Christmas period.

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 200 completed calendars by engaging the community in this and the donations helped us to cover the hungry gap in the early months of 2025. 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:

- Burgess Hill Town Council
- West Sussex County Council
- Mid Sussex District Council
- Sussex Community Foundation
- Clarion
- Chalk Cliff
- Focus Foundation

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	9 March 2026	9 March 2026



CHARITY COMMISSION  
FOR ENGLAND AND WALES

N	Charity Name		No (if any)	
	Burgess Hill Community Cupboard CIO		1191035	
	Receipts and payments accounts			
	For the period from	Period start date	To	Period end date
		1-Aug-24		31-Jul-25

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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>					
Membership	32,314	-	-	32,314	26,163
fundraising	370	-	-	370	-
Donations	18,399	-	-	18,399	13,328
Grants	15,000	50,430	-	65,430	24,875
Interest	121	-	-	121	108
Rent	95	-	-	95	357
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>66,299</b>	<b>50,430</b>	<b>-</b>	<b>116,729</b>	<b>64,831</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>66,299</b>	<b>50,430</b>	<b>-</b>	<b>116,729</b>	<b>64,831</b>
<b>A3 Payments</b>					
Stock	2,511	26,631	-	29,142	24,684
Other direct expenses	1,835	-	-	1,835	-
Wrap around services	635	700	-	1,335	-
Advertising	77	-	-	77	84
Accountancy	1,364	-	-	1,364	211
Bank Charges	395	-	-	395	306
Cleaning	103	-	-	103	52
Donation Fees	216	-	-	216	216
Entertaining	117	-	-	117	150
Fees and licences	784	-	-	784	1,751
General Expenses	374	-	-	374	582
Insurance	710	-	-	710	305
IT Software and consumables	931	-	-	931	420
Light, power and heating	4,800	-	-	4,800	2,895
Waste costs	589	-	-	589	247
Water charges	574	-	-	574	143
Pension costs	214	-	-	214	149
Postage and freight	123	-	-	123	7
Printing and stationery	360	-	-	360	871
Professional fees	1,615	-	-	1,615	-
Rent (including deposit)	5,600	-	-	5,600	3,515
Rates	(499)	-	-	(499)	499
Repairs and maintenance	2,729	5,000	-	7,729	262
Salaries	20,270	-	-	20,270	15,526
Small Equipment	487	-	-	487	4,482
Staff training	-	-	-	-	103
Subscriptions	199	-	-	199	67
Sundry purchases	31	-	-	31	661
Telephone and internet	533	-	-	533	510
Travel	129	-	-	129	460
	-	-	-	-	-
<b>Sub total</b>	<b>47,806</b>	<b>32,331</b>	<b>-</b>	<b>80,137</b>	<b>59,158</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Equipment	4,026	-	-	4,026	1,700
	-	-	-	-	-
<b>Sub total</b>	<b>4,026</b>	<b>-</b>	<b>-</b>	<b>4,026</b>	<b>1,700</b>
<b>Total payments</b>	<b>51,832</b>	<b>32,331</b>	<b>-</b>	<b>84,163</b>	<b>60,858</b>
<b>Net of receipts/(payments)</b>	<b>14,467</b>	<b>18,099</b>	<b>-</b>	<b>32,566</b>	<b>3,973</b>
<b>A5 Transfers between funds</b>	<b>(10,500)</b>	<b>(1,500)</b>	<b>-</b>	<b>(12,000)</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>49,015</b>	<b>-</b>	<b>-</b>	<b>49,015</b>	<b>45,042</b>
<b>Cash funds this year end</b>	<b>52,982</b>	<b>16,599</b>	<b>-</b>	<b>69,581</b>	<b>49,015</b>

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Bank	50,641	16,599	-
	Cash	62		
	Equals card	2,212	-	-
	Gift Cards	67	-	-
	<b>Total cash funds</b>	<b>52,982</b>	<b>16,599</b>	<b>-</b>
	(agree balances with receipts and payments account (s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets	Prepayments	1,594	-	-
	Rent deposit	12,000	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer	Unrestricted	674	164
	Plant and equipment		8,774	6,156
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE	Unrestricted	509	
	Pension	Unrestricted	120	
	Utility provision	Unrestricted	1,711	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Joseph Foster	9th March 2026	
		Vanessa Cordell	9th March 2026	



## **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 2025.

### **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 but does adjust for prepayments and accruals where income and costs straddle the financial year end. These period end adjustments are reflected in Section B, the Statement of assets and liabilities section.

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. The physical storage, rotation and presentation of stock is of a high standard.

Also, to note for information, the successful move to new premises in July/August 2025 entailed a minimum rental term until April 2028. The Charity has secured additional funds towards this commitment over the three-year period. Costs of the move and set-up in the new premises are expensed as incurred.

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

31<sup>st</sup> March 2026