



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01 April 2022** To **31 March 2023**

Charity name: **Cheylesmore Food Hub**

Charity registration number: **1191488**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The prevention or relief of poverty in Coventry by providing: items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty. The relief of financial hardship among people living or working in Coventry by providing such persons with goods or services which they could not otherwise afford through lack of means.
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	The main activities are as follows: Providing affordable food and household supplies in the form of a weekly food bag.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities for the year and the future we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	We are grateful for the many hours volunteers, including member volunteers, have put into making the food bags, delivering and actively sourcing donations in their own communities. Without this valuable contribution of time,

		energy and expertise we would not have been able to achieve so much. We have coped well with an increased demand, and have also been fortunate to still be receiving a good number of volunteer applications – both from people in the local community and members who receive food bags. We have not needed to enforce the membership condition which states that members may be requested to volunteer an hour a week.
Other		All trustees give their time voluntarily and received no remuneration or other benefits

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>In the time period from April 2022 – March 2023, we delivered 3,277 food bags which is an increase of 26.62%. The total number of people helped increased by 36% to 8364 people and saving each household, on average £30 in their weekly budget to help with other essential costs. Alongside our main activity of providing affordable food bags, this year we also worked with Coventry City Council to deliver the emergency food supplies element of the Household Support Fund.</p> <p>The wider benefit of the charity to the society is that it is run with the support of volunteers who are generous with their time, but this in itself has also helped many to find their place in the community and feel valued for the voluntary work they are doing to support others in the local area.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The trustees are content with the current financial position at the end of the period, but given the growing number of emergency Household Support Fund bags we are providing for Coventry City Council and now the frequency of payments, we have decided to make sure the funds are spent more regularly to replenish the shelves. As the emergency food bag funding is in arrears, we have raised a concern with the Coventry Food Network that the onus is being put on hubs to provide the food before receiving the funding. We are fortunate to be able to fulfil these at the current levels and have enough of a buffer in our financial operations to ensure we continue supplying these for as long as the Council requires us to.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The main financial risk to the charity is loss of funding from the Council and reduced food donations which would lead us to need to purchase more. The funds are held to cover 3-5 months operational costs in the event of a loss of income and to meet any unforeseen expenditure that may occur. The charity is fortunate to be able to purchase fresh food at a discounted price via Fareshare; also donations of fresh meat via Aubrey Allen butchers are a massive contribution. Were these no longer possible, the charity would need to purchase fresh and meat items at full cost or retail price,
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	The charity receives a couple of regular donations from supporters in the local community – the rest of the funds are raised from grant funding which helps to support the running costs. Regular coordinated food donation appeals throughout the year help to keep the costs of purchasing food down to a minimum
Investment policy and objectives including any social investment policy adopted	Para 1.46	

A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	
How is the charity constituted?	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	

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 charity's organisational structure and any wider network with which the charity works	Para 1.51	The trustees delegate the day-to-day running of the charity to the Coordinator. The trustees' main contribution is at a strategic level and they retain overall responsibility for the charity's governing document. They also retain responsibility for the budgets and reserve policy.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Cheylesmore Food Hub
Other name the charity uses	
Registered charity number	1191488
Charity's principal address	

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	Caroline Sinclair			
2	Joseph Jamieson			
3	Judi Garland			
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		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

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

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information


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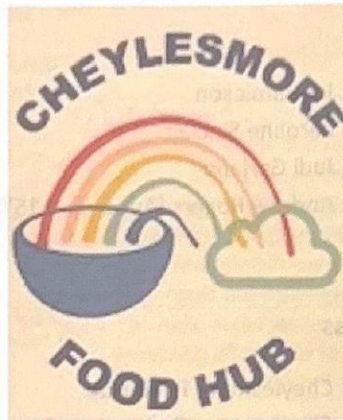
Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	Caroline Sinclair	
Full name(s)	Caroline Sinclair	JUDI GARLAND
Position (eg Secretary, Chair, etc)	Chair of Trustees	TRUSTEE.
Date	08/01/2024	11/3/24.

 J M WILKINSON TRUSTEE
11/3/24.



Annual Report and Financial Statements

of Cheylesmore Food Hub

for the year ended 31st March 2023

Charity Registration Number 1191488

Cheylesmore Community Centre, Poitiers Road, Cheylesmore, Coventry, CV3 5JX

Cheylesmore Food Hub

Company information for the period ended 31st March 2023

Cheylesmore Food Hub is a Charitable Incorporated Organisation registered with the Charities Commission with registration number 1191488.

Trustees

Joe Jamieson
Caroline Sinclair
Judi Garland
Andrew Rogers (Appointed 15th February 2023)

Registered Office Address

Cheylesmore Food Hub
Cheylesmore Community Centre
Arundel/ Poitiers Road
Cheylesmore
Coventry
CV3 5JX

Banking Services

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

Trustees' Annual Report for the period

From 01 April 2022 to 31 March 2023

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Charity registration number: 1191488

Objectives and Activities

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Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning our activities for the year and the future we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings

Additional information

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Contribution by trustees		All trustees give their time voluntarily and received no remuneration or other benefits

Achievements and Performance

	SORP reference	From 01 April 2022 to 31 March 2023
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>In the time period from April 2022 – March 2023, we delivered 3,277 food bags which is an increase of 26.62%. The total number of people helped increased by 36% to 8364 people and saving each household, on average £30 in their weekly budget to help with other essential costs. Alongside our main activity of providing affordable food bags, this year we also worked with Coventry City Council to deliver the emergency food supplies element of the Household Support Fund.</p> <p>The wider benefit of the charity to the society is that it is run with the support of volunteers who are generous with their time, but this in itself has also helped many to find their place in the community and feel valued for the voluntary work they are doing to support others in the local area.</p>

Cheylesmore Food Hub

STATEMENT OF ASSETS AND LIABILITIES

As at 31st March 2023

	2023	2022
Cash Funds		
Cash at Bank	55,208	20,628
Cash value of reloadable cards	442	-
Assets retained for the charity's own use		
Fixed Assets	170	340
Total Net Assets/(Liabilities)	<u>55,820</u>	<u>20,968</u>
Funds of the charity		
Unrestricted funds	55,820	20,968
Total Charity Funds	<u>55,820</u>	<u>20,968</u>

The financial statements were approved by the meeting of Trustees on

SIGNED ON BEHALF OF THE TRUSTEES BY:

Trustee(s): Joseph Jamieson
Judi Garland

Signature:

Signature 04/04/2024
Judi Garland 4/2/24

Independent Examiners Report on pages 6-8

STATEMENT OF ASSETS AND LIABILITIES

As of 31 March 2023

Cash funds	1033	1033
Cash at bank	50,000	50,000
Cash at hand	445	445
Assets retained for the charity's own use		
Fixed Assets	170	170
Total Net Assets (Liabilities)	50,648	50,648
Funds of the charity		
Unrestricted funds	50,648	50,648
Total Charity Funds	50,648	50,648

The financial statements were approved by the members of Trustees on

SIGNED ON BEHALF OF THE TRUSTEES BY

Trustee(s)  

Cheylesmore Food Hub

RECEIPTS AND PAYMENTS ACCOUNT

1st April 2022 – 31st March 2023

	2023	2022
Donations	6,727	1,145
Grants	59,514	15,830
Interest	60	-
Member Fees	14,821	9,970
Total Incoming Resources	81,122	26,945
Charitable Activities	2023	2022
Food for parcels	26,525	1,863
Wages including NICs	12,503	9,791
Rent	4,300	2,398
General Expenses	758	1,331
Insurance	524	518
Subscriptions	674	175
Accounting and bank fees	816	495
Depreciation	170	-
Total Resources Expended	46,270	16,571
Net movement in funds	<u>34,852</u>	<u>10,374</u>
Total funds b/f	20,968	10,594
Total funds c/f	<u>55,820</u>	<u>20,968</u>

Cheylesmore Food Hub

Notes to Financial Statement

For the period ended 31st March 2023

1. Volunteer Help

The value of any volunteer help received is not included in the accounts but is described in the Trustees' Annual Report.

2. Assets retained for use by the charity

These are capitalised if their use is for more than one year, and they cost more than £500. They are valued at cost or a reasonable value on receipt.

3. Reserves Policy

Reserves are held to cover 3-5 months of running costs, in the case of no new funds.

4. No employees received employment benefits in excess of £60,000.

5. There were no transactions with related parties.

6. The average number of full-time equivalent employees during this period was 1 (2022:1)

7. The Trustees declare that the charity has given no guarantee where potential liability is outstanding at the date of the statement of assets & liabilities.

8. The Trustees declare that the charity has no outstanding debts which are secured by an express charge on any of the assets of the charity at the date of the statement of assets & liabilities.



The Trustees
Cheylesmore Food Hub
Cheylesmore Community Centre
Poitiers Road
Coventry
West Midlands
CV3 5JX

9 March 2024

Dear Sir or Madam

I report on my examination of the accounts for the year ending 31 March 2023.

As Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). As such you have considered that an audit is not required for this year under section 144(2) of the Act and that an independent examination was needed. The charity's gross income was less than £250,000.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it has been my responsibility to examine the accounts under section 145 of the Act, to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act and to state whether particular matters have come to my attention.

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' of the charity's activities.

Having completed my examination, I can confirm that no matter of material significance has come to my attention that would give me reasonable cause to believe that in any material respect:

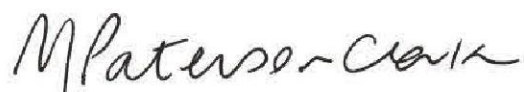
- the accounting records were not kept in accordance with section 130 of the Act; or

- the accounts did not accord with the accounting records; or
- 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, as mentioned above, 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.

Please do not hesitate to contact me on 07711 011368 should you have any questions regarding the examination or my report.

Yours faithfully



Margot Clarke MICB CB Dip
(Member of the Institute of Certified Bookkeepers)