



SEVENOAKS LARDER

**TRUSTEES ANNUAL REPORT
AND ACCOUNTS
FOR THE 12 MONTHS ENDED
31.12.23**

Annual Report and Accounts for the 12 months ended 31.12.23

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Statutory details

Registered Charity name: Sevenoaks Larder

Registered Charity number: 1192371

Registered address: 89 Weald Road, Sevenoaks, Kent,
TN13 1QJ

Operating Premises address: Hope Church, Mill Lane Centre, Mill
Lane, Sevenoaks, Kent, TN14 5BX

Principal Office: England

Trustees: Claire Ritchie BEM, ACA (Chair)
Nicci Chandler BA (Hons)
Goretti Efthimiou RGN
Shelly Goldring
Jenn Lancaster (resigned 1.7.23)
Gordon Lee
Trudie McGowan LLB (Hons)
Phil Smith
Fay Warne BA (Hons)
Andrea Watson PhD

Trustees are appointed by a resolution at a properly convened meeting of charity trustees.

Governing document: Constitution as a Charitable Incorporated Organisation.
A code of conduct has been agreed between the trustees. Sevenoaks Larder has also adopted policies to aid the running of the charity. These include: Complaints, Safeguarding, Equality, Handling of DBS Information, Reserves Policy, Volunteer Confidentiality Agreement. All trustees are DBS checked and have been trained in safeguarding and GDPR.

Bank account: Metro Bank
Calverley Rd, Tunbridge Wells TN1 2TB

Objectives & Activities of the charity:

The objects of the charity are the relief and assistance of those persons in Sevenoaks District that are in need by reason of financial hardship by providing emergency food supply, essential toiletries and other household items. Also the provision of support or signposting to relevant advisory services or information as the trustees think fit.

The main activities of Sevenoaks Larder include purchasing food and collecting donated items (food and hygiene products) and distributing them to those who are struggling to afford to buy their own food in our community.

Sevenoaks Larder also collects supermarket excess food from Waitrose, Marks & Spencer, Lidl and Tesco which is also distributed to our clients.

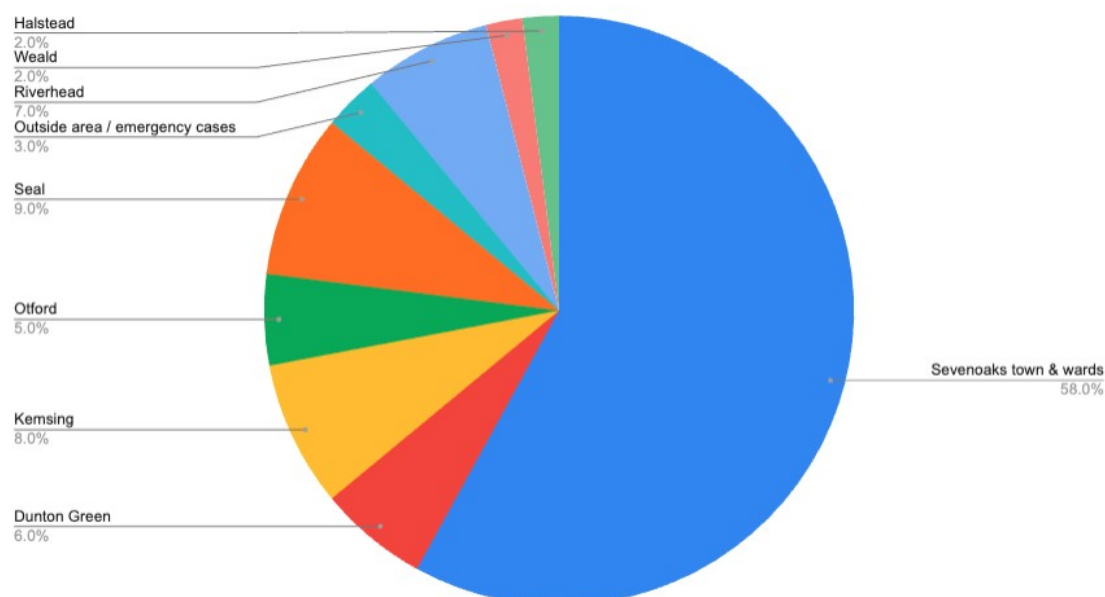
Sevenoaks Larder works closely with other local food banks. We also work with some local schools to help stock their emergency food cupboards for students and their families (those in receipt of Pupil Premium), as well as for their breakfast and after school clubs.

Client demographics & details:

Our client base is comprised as follows:

	<u>31.12.23</u>	<u>31.12.22</u>
Number of households registered	97	103
Total number of clients registered	249	272
Comprising : Adults	132	146
Children	117	126
Number of households with children	57	65
Adult only households	40	38
Single adult households	34	27

At 31.12.23, our client base was made up as follows, from within our coverage area of Sevenoaks & surrounding villages:



Each household is entitled to claim one food order per week. The size of the food parcel depends on the size of the family. The sliding scale is as follows:

	Allowance given		
	Fresh protein (number of portions of eg 600g chicken)	Fresh fruit & vegetables (number of packs)	Store cupboard 'dry' foods' (number of items)
Households of 1-2	1	4	8
Households of 3-4	2	6	12
Households of 5+	3	8	16

In addition to the above the clients will receive a share of the excess food collected from the supermarkets that day.

Approximately 55% of our clients visit the Larder on their allocated day each week to collect their food and to choose bonus items from the shelves.

The remaining 45% are unable to get to the Larder due to transport, mobility, or other issues and have their food delivered by a volunteer.

Main achievements of the charity during the period:

- a) During the accounting period approximately £51,000 has been spent on purchasing food for our clients.
27520 kg of food has been donated to us during the year. At the current Trussell Trust fair value of food, this equates to approximately £48,160 worth of food donated.
Approximately 3760 weekly distributions to clients have been made, ie an average of 74 clients are given food every week.
- b) In the week up to Christmas, in addition to their normal allowances, we were able to give the clients Aldi Orange shopping vouchers, allowing them to buy food at Aldi (but no alcohol or lottery tickets).
- c) During the period, £45,791 was raised from private donations and from funds and grants.
- d) Sevenoaks Larder relies heavily on the support of its volunteers. More than 450 volunteers have registered to help at Sevenoaks Larder. Approximately 100 of these volunteers help on a weekly basis with many others supporting at other times. We have also benefitted from the support of students who wish to complete their volunteering hours for their Duke of Edinburgh Awards.

Donations & grant/fund income received:

Monies were received during the year from:

	£
Private individuals	22,882
Charity funds : Tesco Groundwork	1,125
Miller Charitable Trust	500
National/local authorities: Sevenoaks District Council	5,333
Household Support Fund	3,250
Dunton Green Parish Council	250
Local churches : St Johns Hill United Reformed Church	100
Bessels Green Baptist Church	1,009
Seal St Lawrence Church	480
Weald St Georges	222
Local businesses : Flower & Grace florists	2,400
Bucks Head, Godden Green	1,120
Gray Endeavours	1,800
Sevenoaks Bookshop	100
Life on High	500
Durtnell Limited	663
Postscript Editions Limited	200
Other local groups: Sevenoaks Panto Society	1,852
Sevenoaks District Chamber of Commerce	340
Weald 10K Run	1,000
Sevenoaks Bowls' Club	512
Kemsing Players	153
	45,791

The Trustees are incredibly grateful to all of those listed above, and to the whole Sevenoaks Community for their generosity & support.

Public benefit :

The trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit.

Receipts & Payments Accounts for the 12 months ended 31.12.23

	<u>12 months to 31.12.23</u>			<u>12 months to 31.12.22</u>		
	<u>Unrestrict</u> <u>ed</u> <u>funds</u> <u>£</u>	<u>Restrict</u> <u>ed</u> <u>funds</u> <u>£</u>	<u>Total</u> <u>£</u>	<u>Unrestrict</u> <u>ed</u> <u>funds</u> <u>£</u>	<u>Restrict</u> <u>ed</u> <u>funds</u> <u>£</u>	<u>Total</u> <u>£</u>
<u>Receipts</u>						
Income received from grants & funds	10,208	-	10,208	90,913	-	90,913
Income received from donations	35,583	-	35,583	35,697	5,000	40,697
Total receipts	45,791	-	45,791	126,610	5,000	131,610
<u>Payments</u>						
Purchases of food	(51,168)	-	(51,168)	(67,742)	-	(67,742)
Admin costs	(3,122)	-	(3,122)	(2,651)	-	(2,651)
Purchase of fixed assets	-	-	-	-	-	-
Purchase of Christmas food vouchers	(3,660)	-	(3,660)	-	(5,104)	(5,104)
Total Payments	(57,950)	-	(57,950)	(70,393)	(5,104)	(75,497)
<u>Net receipts/(payments)</u>	(12,159)		(12,159)	56,217	(104)	56,113
Cash funds last period end	90,368	-	90,368	34,151	104	34,255
Cash funds this year end	78,209	-	78,209	90,368	-	90,368

The trustees acknowledge their responsibilities for complying with the requirements with respect to accounting records and the preparation of the accounts and these accounts have been prepared accordingly.

Signed:
Claire Ritchie - Trustee (Chair)
Shelly Goldring - Trustee

Notes to the accounts

1. **Accounts:** The accounts have been prepared as receipt and payment accounts, in line with Charity Commission regulations for a CIO, having income between £25,000 and £250,000. This level of income requires the accounts to have an independent examination.
2. **Receipts:** All income is recognised by Sevenoaks Larder when received into the bank account.
3. **Payments:** payments are accounted for when they have left the bank account.
4. **Funds:** two different types of funding are received by the charity, and are accounted for separately:
 - 1) Restricted funds – funds which have been designated for a specific purpose and must be used as such.
 - 2) Unrestricted Funds – funds which are available for general use at the discretion of the trustees in furtherance of the objectives of the charity and which have not been designated for any specific purpose.
5. **Stock:** Donated and distributed stocks are detailed in the written report and are not included in the financial reports.
6. **Assets retained for the charity's own use:**

<u>Item</u>	<u>Fund to which asset belongs</u>	<u>Cost in 2021</u> <u>£</u>
Storage racking	Bought from restricted funds	1,458
Commercial fridge	Bought from restricted funds	911
Commercial freezer	Bought from restricted funds	1,026

7. **Reserves policy**
At any one time, and in line with the Charity Commission's guidance, the trustees aim to hold between 3 and 9 months' unrestricted

funding in order to protect the activities of the charity, and to ensure that our work can continue into the foreseeable future. At our current operating levels, this would represent reserves of between about £14,400 and £43,400. At present, our reserves exceed this level (representing about 16 months' funding) due to two very large donations in 2022 from a London investment bank's charity fund, but we do not expect these donations to be repeated. The trustees are committed to using these excess reserves to fund the ongoing operations of the charity, whilst temporarily pausing any active fundraising efforts which would increase these reserves further. Our reserves policy will be under constant review, in response to the fluctuating needs of the charity.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Sevenoaks Larder

On accounts for the year ended

31st December 2023

Charity no
(if any)

1192371

Set out on pages

1-8

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

Responsibilities and basis of report

As the charity's trustees, 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 Trust'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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities 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 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 delete the words in the brackets if they do not apply.

Signed:

S. Knox

Date:

13/1/24

Name:

SALLY KNOX

Relevant professional
qualification(s) or body
(if any):

ACA

Address:

50 Greenhill Road, Oxford. TN14 5R5.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2023 Period start date To 31st December 2023
Period end date

Charity name: **Sevenoaks Larder**

Charity registration number: **1192371**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the charity is the relief and assistance of those persons in Sevenoaks District that are in need by reason of financial hardship by providing emergency food supplies, essential toiletries and other household items and also to work with other charities to prevent poverty. In addition to provide support or signposting to relevant advisory services.
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	Sevenoaks Larder's main activities include the purchasing as well as collecting donated food and household products, then distributing to those who are struggling to afford to buy their own food within Sevenoaks District.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees declare that they have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Sevenoaks Larder does not award grants.
Policy on social investment including program related investment	Para 1.38	Sevenoaks Larder receives its funding from local individuals, churches, businesses, and groups as well as National/local authorities.
		Sevenoaks Larder relies heavily upon the

Contribution made by volunteers	Para 1.38	contribution of our registered volunteers. Volunteers help with buying stock and managing the food donations, including collecting and delivering the donations to Sevenoaks Larder, sorting, packing and delivery of food and donations. They also help with taking some of the food orders, growing fruit & vegetables and collecting supermarket excess. Volunteers are DBS checked if they have contact directly with a client.
Other		

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	During the period a total of £45,791 was raised from donations, funds and grants. £51,168 has been spent on purchasing food and 27,520kg of food has been donated. Approximately 3,760 weekly distributions to clients have been made (representing an average of 74 clients being given food each week). Sevenoaks Larder distributes food 50 weeks per year, being closed for one week in August and one week in December. In the week up to Christmas, in addition to their normal allowance, the clients are given Aldi Orange shopping vouchers, allowing them to shop at Aldi (but no alcohol or lottery tickets). These vouchers cost a total of £3,660 and admin costs totalling £3,122 were also spent.

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 charity raised £45,791 in the period, with a closing bank balance of £78,209. Total payments were £57,950.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	At any one time the trustees aim to hold between 3 and 9 months funding in order to protect the activities of the charity and to ensure that our work can continue into the foreseeable future. At current operating levels this would amount to £14,400 - £43,400. Sevenoaks Larder therefore currently holds funds in excess of this reserves policy and is therefore not undertaking any fundraising activities whilst there are excess reserves. The reserves policy will be under constant review.
Amount of reserves held	Para 1.22	£78,209
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
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	
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 (trust deed, royal charter)	Para 1.25	Sevenoaks Larder is governed by a Constitution, dated 17th November 2020.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Sevenoaks Larder is a Charitable Incorporated Organisation.
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	No new trustees have been appointed in 2023. One trustee resigned as she was relocating to USA.

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	Sevenoaks Larder has policies covering Reserves, Complaints Handling, DBS, GDPR, Safeguarding and Equality. All policies are under constant review. The trustees are all DBS checked and have undertaken training in respect of the policies listed.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Sevenoaks Larder liaises with other charities in order to support those in need within the Sevenoaks District. This includes other food banks and local schools.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Sevenoaks Larder
Other name the charity uses	
Registered charity number	1192371
Charity's principal address	Hope Church, Mill Lane Centre, Mill Lane, Sevenoaks Kent TN14 5BX

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	Claire Ritchie	Chair		
	2	Nicci Chandler			
	3	Goretti Efthimiou			
	4	Shelly Goldring	Secretary		
	5	Jenn Lancaster		1/1/23 – 1/7/23	
	6	Gordon Lee			
	7	Trudie McGowan			
	8	Phil Smith			
	9	Fay Warne			
	10	Andrea Watson			
	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	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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)		

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)		
	Full name(s)	Claire Ritchie	Shelly Goldring
	Position (eg Secretary, Chair, etc)	Chair	Secretary
	Date		