

Trustees' Annual Report for the year



Year start date		Year end date					
From	Day 1 st	Month April	Year 2023	To	Day 31 st	Month March	Year 2024

Section A Reference and administration details

Charity name	Still Good Food		
Other names charity is known by			
Registered charity number (if any)	1193073		
Charity's principal address	4 Elsey's Yard		
	Bury St Edmunds		
	Suffolk		
Postcode	IP33 3AA		

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	Kate Mc Farland	Chair		
2	Roz Scott	Co-ordinator		
3	Derek Gadd			
4	Sarah Bullen	Co-ordinator		
5	Steve Eldridge			
6				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Name of senior staff members

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Appointed by existing Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees of Still Good Food have considered the major risks to which the charity is exposed and satisfied themselves that systems and procedures are established in order to manage those risks. The Trustees also ensure that appropriate insurance cover is maintained.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The protection and preservation of the environment for the public benefit of food waste minimisation in particular by 1) the provision of redistribution of food to the public 2) raising awareness of food waste

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Still Good Food work for the public benefit by working to reduce food waste in West Suffolk and more generally across East Anglia so as to protect and preserve the environment for the public good.

This is achieved principally through the following activities:

- Collections and receipt of food into our shops and store from supermarkets, other outlets and distributors help reduce the quantity of perfectly edible food that goes to landfill or incineration.
- Similarly we work with the local farming community to glean vegetable crops that are excess to requirements or slightly below retailers standards and would otherwise be wasted or ploughed in.
- The food is re-distributed to the general public through our shops for which we ask a small donation to help with running costs
- Through our shops, school and community group visits and at public events we inform the public about the problem of food waste, environmental and economic, and raise the profile of the charity's work in addressing the issue.

As Trustees of Still Good Food we have carried out the purposes of the Charity for public benefit by making decisions that have had due regard for public benefit guidance issued by the Charity Commission, when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Contribution made by volunteers.

As trustees of Still Good Food we acknowledge the service to the community and dedicated commitment of all volunteer team members who do a fantastic job in supporting the work of the charity. Our volunteers help with stock movements, service and run our shops, farm gleaning, represent us at promotional public events and generally support our staff.

We are very grateful for all the volunteers who selflessly give up their time to help and without whom Still Good Food would not operate.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Still Good Food has continued to go from strength to strength over the last year. We continue to see an increase in customer numbers across both our shops. We have once again increased our opening hours at our Great Barton shop which is now open Monday to Friday and this rural location continues to be very well used.

We have employed a part time Shop Manager which has made a big difference to the running of our shops, providing consistent management and improved distribution of stock, along with ensuring our volunteers continue to be well looked after.

We have introduced contactless payments which have proved very popular with our customers.

Our Farm Rescue (Gleaning) project has continued to develop, and we were able to more than double the quantity of gleaned produce saved and redistributed in the previous year.

We continue to find accessing chilled foods quite difficult due to Use By dates, however we are in discussion with M&S and FareShare regarding chilled and frozen donations.

We have continued to recruit volunteers and now have approximately 45 regular volunteers to supervise the shops and collect and transport stock donations.

We have continued to see an increase in donated stock and have welcomed new suppliers who donate their surplus food to us on a regular basis.

We are in the process of being nominated for the Kings Award for Voluntary Service and have won or been highly commended for several other local community awards

We have been involved in several events to highlight the problem of food waste and to encourage people to get involved in reducing food waste including:

- Bury St Edmunds Spring Fayre and the Bury Food and Drink Festival where we were invited to speak on the 'Food Theatre Kitchen'.

Section D

Achievements and performance

- Running our 'Pumpkin Cook-Off evening' in Oct 23 in partnership with Freedom Café, having received funding from Hubbub.
- Visiting various schools and colleges to speak to students about the environmental problem of food waste and at various community group meetings including the WI and Bury Deaf Club.

We continue to recruit new volunteers and actively seek new sources of surplus food.

We have several plans in progress, some still in the planning phase, some implemented and coming to fruition:

- We plan to employ a dedicated Gleaning Coordinator to manage our expanding gleaning project.
- We aim to increase the volume of gleaned produce that we can save and distribute and are looking at ways to improve the distribution of this produce to ensure more individuals and charities are able to benefit from it.
- We are planning to increase the size of our storage space to help with the storage and distribution of stock.
- We are planning to improve the presentation and distribution of our 'plastic free' items (bulk quantities of items that customers can bring along their own containers to fill) to reduce the use of single use plastics.

Section E

Financial review

Brief statement of the charity's policy on reserves

Still Good Food has a policy to hold unrestricted reserves sufficient to finance estimated operating costs for around 3 to 4 months. It is acknowledged, the operating model is such that significantly the charity's activities will continue to be financed by grants and similar restricted funding.

On 31st March 2024, Still Good Food had just under 6 months unrestricted reserves, hence above the policy range. Staff costs and overheads are expected to increase significantly in the ensuing year and the trustees consider it prudent to temporarily hold reserves in excess of the usual operating policy.

Details of any funds materially in deficit

All funds remain in surplus.

Section E

Financial review

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Still Good Food main sources of income received during year to 31st March 2024 were:

- West Suffolk Council and local Borough Councillors Locality Budgets
- Grants from:
 - Postcode Places Trust
 - National Lottery Awards For All
 - ASDA Foundation
 - Hubbub Community Funding
- Donations from individuals and shop customers
- Donations from organisations

Total income for the year to 31 March 2024 is £70,700 and the operating surplus is £11,803.

Monetary reserves on 31 March 2024 were £39,560, including restricted funds of £8,339.

Section F

Other optional information

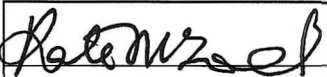
Still Good Food was registered as an incorporated charitable organisation on 12 January 2021 and commenced operating on 1st March 2021 upon the demerger of its activities from London based company Best Before Project (company no. 08043750).

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Kate Mc Farland	Sarah Bullen
Position (e.g. Secretary, Chair, etc)	Chair	Trustee / Project Coordinator
Date	18-10-2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Still Good Food		Charity no. 1193073	
Receipts and payments accounts			
For the year from	01 April 2023	To	31 March 2024



Section A Receipts and payments

	Unrestricted funds £	Restricted funds £ (Note 2)	Total funds £	2022/23 £
Receipts				
Grants: County, Borough and Town Councils	-	5,700	5,700	7,400
Grants: Suffolk Community Foundation	-	-	-	-
Grants: Others	20,000	12,100	32,100	4,776
Shop donations	28,676	-	28,676	19,996
Donations from individuals including Gift Aid	974	-	974	1,192
Donations from organisations	2,468	500	2,968	1,544
Income from events	282	-	282	159
Total operating receipts	52,400	18,300	70,700	35,067
Payments				
Shop and administration costs				
Coordinators' salaries	28,813	10,943	39,756	27,534
Pension contributions	840	96	936	461
Staff travelling and training costs.	2,369	-	2,369	1,575
Shop operating costs	2,222	2,900	5,122	3,382
Shop and storage equipment	382	-	382	302
Rent and service charge	6,894	-	6,894	4,725
Insurance	54	-	54	186
Heat, light & power	1,118	-	1,118	244
Repairs and maintenance	-	-	-	-
Promotional, website and signage	503	45	548	745
Telephone (mobiles)	299	30	329	210
Subscriptions and licences	-	-	-	-
Volunteers costs	32	500	532	37
Professional fees	300	-	300	250
Management & trustee meeting expenses	8	-	8	-
Stationery & postage	146	-	146	192
Capital expenditure (section B)	164	239	403	948
Total payments	44,144	14,753	58,897	40,791
Net receipts/(payments)	8,256	3,547	11,803	(5,724)
Monetary funds as at 1st April 2024	22,965	4,792	27,757	33,481
Transfers between funds	-	-	-	-
Monetary funds as at 31st March 2024	31,221	8,339	39,560	27,757



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For the year from	01 April 2023	To
		31 March 2024



Section B Statement of assets and liabilities at the end of the year

Year to 31st March 2023

**Monetary Funds (assets)
represented by:**

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets:			
Bank current account	30,650	8,339	38,989
Cash in hand	571	-	571
Total monetary funds	31,221	8,339	39,560

**Assets retained for the
charity's own use**

	Unrestricted fund £	Restricted funds £	Total funds £
Stated at cost:			
Office equipment: mobile phones, printer, laptop	833	400	1,233
Storage container (jointly owned - 75% interest)	311	5,228	5,539
Community fridge	-	1,192	1,192
Shop & storage shelving & equipment	-	757	757
Total tangible assets	1,144	7,577	8,721

Current liability

	Unrestricted £	Restricted £	Total funds £
HMRC: PAYE & National insurance	34	-	34
Total liabilities	34		34

Section C Notes to receipts and payments accounts

1. Accounting policies

Accounting basis

The accounts, including notes thereto, show all funds which are governed by the Charity presented on a cash received and paid basis. The accounts are prepared in accordance with the requirements of the Charities Act 2011.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for specified purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

Further explanation of the nature and purpose of each fund is included in note 2.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Still Good Food		Charity no 1193073	
Receipts and payments accounts			
For the year from	01 April 2023	To	31 March 2024



Section C Notes to receipts and payments accounts continued

2. Grants received and restricted income

	2023/24	Balance at 31 March 2024
	£	£
Grants received		
West Suffolk Locality grants (<i>For: customers branded hessian shopping bags, signage, shelves, printer for stock processing</i>)	5,700	3,616
National Lottery Awards For All (<i>To employ a Shop Manager</i>)	10,000	4,692
Postcode Places Trust (<i>Unrestricted funding applied to staff costs</i>)	20,000	-
Hubbub (<i>Final payment for Community Fridge</i>)	1,000	-
Hubbub Pumpkin Festival (<i>To hold a pumpkin waste reduction event</i>)	800	-
ASDA Foundation (<i>To purchase shop terminal and printer</i>)	300	31
Sub-total: Grants (restricted and unrestricted income)	37,800	8,339
Other restricted income: <i>Donation for volunteers Christmas celebration</i>	500	-
Total restricted income	18,300	8,339
Total unrestricted grant income	20,000	-

3. Guarantees and secured debts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

4. Trustees remuneration and benefits

Mrs R B D Scott, who is a trustee, is employed as part-time Project Coordinator and, as provided by the Charity Constitution, she is remunerated in that role. During the year her total remuneration was £8,672 (2023: £7,884). She is not remunerated for her work as a trustee of the charity.

Mrs S L Bullen, who is a trustee, is employed as part-time Project Coordinator and, as provided by the Charity Constitution, she is remunerated in that role. During the year her total remuneration was £11,380 (2023: £10,997). She is not remunerated for her work as a trustee of the charity.

Excluding reimbursed out of pocket expenses incurred wholly in respect of the operation of the Charity, there were no other payments made to trustees during the year or previous period in their capacity as Charity trustees.

Section D Approval

The Board of Trustees have approved the receipts and payments accounts for the period to 31st March 2024 on pages 1 to 3 above and the accounts are signed on their behalf by:

Signature	Print Name	Date of approval
	Kate McFarland (Chair)	18-10-24
	Derek Gadd (Trustee)	18-10-24

Independent examiner's report to the trustees of Still Good Food CIO

I report on the accounts of the CIO for the year ended 31 March 2024 which are set out on pages 6-8.

Respective responsibilities of Trustees and examiner

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act), and that an independent examination is needed. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act) whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 seeking 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention which suggests that your accounting records have not been properly kept (in accordance with section 130 of the Charities Act) or that these accounts do not accord with them and comply with the Act. Nor, in my opinion, is there any matter in them to which special attention should be drawn.

A handwritten signature in black ink, appearing to read 'R Allin', with a horizontal line underneath.

Robert Allin FCA
Milton Hall, Ely Road
Milton, Cambs CB24 6WZ

21st October 2024