

Charity Registration No. 1198591

# **WEST SOMERSET FOOD CUPBOARD**

ANNUAL REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 30 SEPTEMBER 2023

# WEST SOMERSET FOOD CUPBOARD

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Katrina Midgley (appointed 12/4/22, Chair from 23/3/23) Barbara O'Keefe (appointed 28/9/23) Katharine Robinson (appointed 28/9/23, resigned 21/3/24) Susan Sharrocks (appointed 27/7/23, Treasurer) Reverend Nicola Butcher (appointed 23/3/23) Sean Walsh (appointed 12/4/22) Jane Jones (appointed 12/4/22) Michael Adams (appointed 12/4/22) Clare Walsh (appointed 12/4/22, resigned 19/2/24) Reverend Kenneth Cross (appointed 12/4/22, resigned 23/3/23, Chair from 12/4/22 to 23/3/23) Susan Smith (appointed 12/4/22, resigned 6/7/22) Trudi Mann (appointed 12/4/22, resigned 30/6/23, Treasurer from 12/4/22 to 30/6/23)
<b>Charity number</b>	1198591
<b>Address</b>	Church of St. Michael the Archangel Church Street Alcombe Minehead Somerset TA24 6BN
<b>Bankers</b>	HSBC UK 250-251 High Street Exeter EX4 3PZ
<b>Independent examiner</b>	Dan Stone Accountancy Ltd 1 Bancks Street Minehead Somerset TA24 5DJ

# WEST SOMERSET FOOD CUPBOARD

## CONTENTS

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	<b>Page</b>
Trustees' Annual Report	1 - 5
Independent Examiner's Report	6
Receipts and Payments Accounts	7
Statement of Assets and Liabilities	8

# WEST SOMERSET FOOD CUPBOARD

## TRUSTEES' ANNUAL REPORT

FOR THE PERIOD ENDED 30 SEPTEMBER 2023

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The Trustees present their report and financial statements for the period ended 30 September 2023.

### Structure, Governance and Management

West Somerset Food Cupboard, a Charitable Incorporated Organisation (CIO), was established by a constitution dated 12th April 2022.

The operations of West Somerset Food Cupboard moved from being a project of the Parochial Church Council of the Church of St Michael the Archangel, Alcombe (PCC) from 1 September 2022. The decision to create an independent charity for the West Somerset Food Cupboard was taken following a strategic review of the Food Cupboard project, undertaken in September 2021, that looked at the needs of the beneficiaries and the Church. One of the recommendations of this report was that the PCC should consider passing the work of the West Somerset Food Cupboard to an independent charity, which could develop services as necessary to support an increasing number of beneficiaries and needs.

Apart from the first charity trustees, every trustee is appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. One trustee shall be appointed by the PCC of the Church of St Michael the Archangel, Alcombe. When a trustee has served the three-year term, they will retire from office at the subsequent Board Meeting and can then seek re-election. A procedure has been introduced for the induction and training of trustees. The trustees attend board meetings every two months, as well as specific interim meetings of sub groups, for example the Finance and Fundraising sub Committee.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. The trustees regularly review their documented risk management policies.

### Objectives and Activities

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The structure and content of this report is designed to reflect the requirement to explain how the Charity has operated within that guidance.

#### *The Charitable Objects are:*

The prevention or relief of poverty in West Somerset by providing items and services to people in need including, but not limited to:

- Providing and enabling access to free emergency food.
- Providing, and providing for, activities that support people who are experiencing food poverty.
- Undertaking and supporting research into factors that contribute to food poverty and the most appropriate ways to mitigate these.
- Providing grants, information and advice to individuals in need and/or charities, or other organisations working to prevent or relieve food poverty, and address surplus food waste.

**Our Vision** is a West Somerset where no-one has to go hungry.

**Our Mission** is to provide food, unconditionally, to those in need in such a way that they are given a hand-up, enabling them to move away from food poverty.

**Our Values** stem from the unconditionality of the original church-driven project. We believe that food poverty should be eradicated and, the provision of emergency food remains at the core of our service. We also believe that people should be enabled to help themselves and are committed to the support and education that can help to achieve this.

# WEST SOMERSET FOOD CUPBOARD

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE PERIOD ENDED 30 SEPTEMBER 2023

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### Objectives and Activities (continued)

#### Our Core Activities

##### *Provision of Emergency Food*

West Somerset Food Cupboard provides emergency food to people in need from its base at Church of St Michael the Archangel, Alcombe. The current area that we serve includes Alcombe, Minehead, Dunster, Carhampton, Timberscombe, Porlock and everywhere in between.

The food is donated by local people, checked and packed by volunteers and distributed either by a local agency supporting someone through a particular challenge, or directly by a member of our team. WSFC is very grateful to everyone providing collections points across the area, including: Tesco Minehead, Morrisons Minehead, Lidl Minehead, Alcombe Co-op, Minehead Co-op, Porlock One-Stop, Porlock Spar, Wootton Courtenay Villagers' stores, Winsford Village Shop, Rotary Club of Minehead, West Somerset Sports Centre and Many West Somerset Churches.

Four different types of food parcels are prepared each week:

- Family food boxes which are designed to feed a family of four for three days
- Small household/couple food bags
- Food bag for individual with cooking facilities
- Food bag for individual with no cooking facilities (apart from access to hot water)

The food parcels contain a carefully thought-out range of non-perishable food items including UHT milk, cereal, pasta, rice, tinned meat and fish, tinned fruit and vegetables, vegetables, sauces, desserts, hot and cold drinks and snacks. In addition, for those living in or near Alcombe, we are able to provide access to fresh fruit and vegetables. On request we can usually accommodate special diets.

This model of working with local agencies to tailor support for people in need, so that the issues that have led to food poverty can be addressed, led to the Charity being nominated for a Kings Award for Voluntary Service. WSFC is very grateful to the following agencies for their help and support in driving our mission: Barnfield Unit (Minehead Community Mental Health Team), Butlins, Citizens Advice West Somerset, Church Projects, CCS - Village Agents, DWP (Job Centre), Home Start, The Hope Centre, Julian House, Magna Housing, Midwives/ Health Visitors, Minehead Eye, Nelson Trust, Pluss, Police Fire, Refugee Support, Rethink Mental Illness, Salvation Army, School/PFSAs, Social Care, West Somerset College, YMCA, Young Somerset.

##### *Local Pantry*

As well as the emergency provision of food described above, we run a **Local Pantry membership scheme**. This was established through a partnership agreement with supermarket surplus charity Fareshare South West and Somerset West and Taunton Council's Local Pantries initiative. It enables local members, who live within 15 minutes travel time of Alcombe to access fresh, chilled and non-perishable supermarket surplus food that would otherwise have gone to waste at a very minimal cost.

Members collect their food at an agreed time each week and can benefit from this arrangement for up to six months. Once a month one of WSFC's volunteers uses some of the items that members will receive to create a meal from scratch. Pantry members are then able to taste this, when they collect their food and are provided with the recipe, so they can make it at home. The recipes are also shared via social media. WSFC is very grateful to the following donors, who make this service possible: Fareshare South West, Lidl Minehead, Alcombe Co-op, The Good Vibe Veg Project, Porlock Allotments and Orchards, Minehead, Alcombe and Dunster allotment holders and gardeners, Styles Ice-Cream, Red Larder, Butlins, Cats Protection League.

# WEST SOMERSET FOOD CUPBOARD

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE PERIOD ENDED 30 SEPTEMBER 2023

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### Objectives and Activities (continued)

#### *West Somerset Food Forum*

This group meets 3 times per year, once in each school term, and enables agencies concerned about food poverty to come together and look at ways to support those lacking food resilience. Members are able to share best practice and avoid unnecessary duplication of services. It is used as a conduit for information between the ground agencies and the local authority. WSFC has recently taken on the Chairmanship of this group.

### Achievements and Performance

#### *Emergency Food Provision*

During the period covered by this report a total of 1,797 emergency food parcels were provided to people in need. This was made up from a variety of parcels: standard family parcels (worth approx. £30), singles snack packs for people with cooking facilities (worth approx. £15) and singles snack packs for people with no cooking facilities (worth approx. £10) and included 161 specifically for Christmas.

#### *Local Pantry*

During the period covered by this report 420 bags of fresh and chilled food were distributed to Local Pantry subscribers. This saved in the region of 13 tonnes of food from landfill.

### Chair's Report

This is the first report and accounts for the West Somerset Food Cupboard (WSFC), which was registered as a Charitable Incorporated Organisation (CIO) on 12th April 2022. Previously a project of the PCC of the Church of St Michael the Archangel, Alcombe, WSFC became independently operational on 1 September 2022.

I took over as Chair from the Rev. Kenneth Cross in March 2023 and have been very grateful to my fellow trustees for their support in this role. We are all grateful to the PCC and church members for their ongoing support and for enabling the WSFC to continue operating from the church premises.

The first year of operating as an independent charity has been a busy time for staff, volunteers and trustees as we have developed policies and procedures to support the effective working of the charity in line with Charity Commission guidance.

In May 2022, in addition to the emergency Food Provision, a Local Pantry project was launched to enable local people to access affordable fresh and chilled food, while also saving supermarket surpluses from ending up in landfill. WSFC has used this project as a stepping stone leading from the need for emergency food, to a greater household food resilience, with many Pantry members not needing to seek the renewal of their subscription. The initial membership was 30 subscribers, each paying £3.50 per week and receiving £25 - £30 worth of food provided by Fareshare South West, some local supermarkets and other community donors, such as allotment-holders and market gardeners. By early September 2023 the membership had grown to 40 (the greatest number we are able to accommodate in the current premises), with a waiting list of 51. This list included 28 members who had requested to rejoin the waiting list when their initial 6 month subscription ended. By then, 67 had moved on without needing to renew their subscriptions.

In November 2022 we were delighted to be told that WSFC had been nominated for a Kings Award for Voluntary Service; the equivalent to an MBE, KAVS is the highest Award given to local voluntary groups in the UK and they are awarded for life. The nomination alone is a huge accolade.

# WEST SOMERSET FOOD CUPBOARD

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE PERIOD ENDED 30 SEPTEMBER 2023

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### Achievements and Performance (continued)

The trustee board is incredibly grateful to all the volunteers who, alongside staff, enable WSFC to continue its work, to support people out of food poverty in the area. Our way of working with other local agencies, where possible, enables people to access services to support them with the issues that led to the need for emergency food. Our thanks also go to these agencies and to everyone who donates food. Together we aim to give people a hand-up rather than simply a hand-out.

Finally, some words from people who have accessed our services:

Emergency food recipient: 'I just want to tell you all how grateful I am. I am really struggling as my children are always hungry. This is a lifeline that I'm so grateful for.'

Local Pantry Member: 'We've never tried pak choi before. We made a stir fry and it was lovely and even my husband ate it!'

### Financial Review

#### *Reserves Policy and Risk Management*

It is the intention of the Trustees that the freely available reserves of the Charity should be sufficient to ensure the continuance of its activities, should there be an unexpected short-term adverse fluctuation in income. The Reserves Policy seeks to balance spending the maximum amount of income raised as soon as possible after receipt with maintaining the minimum level of reserves to ensure uninterrupted operation and provide time to adjust to a change in financial circumstances.

A target reserve level of £32k, +/- £2k. (approx. 9 months expenditure) is assessed as striking an appropriate balance between the need to spend income when it is received and maintaining operational integrity. Reserves are reported monthly in the financial management report. Business plans are set with the intent to maintain reserves around the target range. Given operational issues and changes in economic circumstances, it is possible for reserves to fall outside of the target range. If reserves fall below £18k, then a recovery plan will be prepared by the Treasurer for consideration by Trustees.

At 30 September 2023 there was a total of £43,376 of funding freely available for general purposes. The Trustees are satisfied that the long-term financial plans generate sufficient free reserves to satisfy its reserves policy over the coming 12 months and beyond. The Trustees review the charity's Reserves Policy on an annual basis. This review is based on the future strategy and financial plans for the charity, as well as the environment which the charity is operating in at the time. The Trustees will make adjustments to the reserves based on this review and set them at a level that is deemed appropriate for the coming year. Reserve policy remains at up to six months in light of ever changing needs and funding. Having reviewed the reserves as at 30 September 2023, the Trustees are satisfied that the current level meets the requirements of the charity.

The Trustees have examined and addressed the financial risks to which the Charity is exposed and have mitigated those risks to the best of their ability.

#### *Transactions and Financial Position*

During the period of accounts the Charity incurred total expenditure of £38,375 and received income of £81,751 leading to an overall surplus of £43,376. Income included a transfer of remaining funds from the PCC of £47,831. Cash funds as at 30<sup>th</sup> September 2023 were £43,376.

# **WEST SOMERSET FOOD CUPBOARD**

## **TRUSTEES' ANNUAL REPORT (CONTINUED)**

**FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

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### **Statement of Trustees' Responsibilities**

The trustees have the responsibility for:

- ensuring that the Charity keeps proper accounting records;
- preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of its surplus or deficit for the financial year in accordance with current accounting standards;
- safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of financial or other irregularities;
- undertaking a risk assessment of the Charity activities and acting to protect members, employees and members of the public; and
- ensuring that the Charity complies with the public benefit statement set out in the 2011 Charities Act.

### **Declarations**

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

Signed on behalf of the Charity's Trustees:

**Katrina Midgley**  
**Chair**

**Date: 7<sup>th</sup> June 2024**

**Susan Sharrocks**  
**Treasurer**

**Date: 7<sup>th</sup> June 2024**



# WEST SOMERSET FOOD CUPBOARD

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WEST SOMERSET FOOD CUPBOARD

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I report to the charity trustees on my examination of the accounts of the above charity (the "Trust", charity number 1198591) for the period ending 30 September 2023, which are set out on pages 1 to 8.

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

As the charity trustees of the Trust, 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 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

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.

**Daniel Stone FCA**

**21st June 2024**

Dan Stone Accountancy Ltd  
1 Bancks Street  
Minehead  
TA24 5DJ

# WEST SOMERSET FOOD CUPBOARD

## RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE PERIOD ENDED 30 SEPTEMBER 2023

	<i>Unrestricted</i>	<i>2023 Restricted</i>	<i>Total Funds</i>
	<i>£</i>	<i>£</i>	<i>£</i>
<b><u>Receipts:</u></b>			
Donations, legacies and grants	25,476	-	25,476
Transfer from PCC	47,831	-	47,831
Local Pantry membership	5,985	-	5,985
Interest income	472	-	472
Gift aid income	1,987	-	1,987
<b>Total receipts</b>	<b>81,751</b>	<b>-</b>	<b>81,751</b>
<b><u>Payments:</u></b>			
Wages and salaries	18,980	-	18,980
Staff expenses	152	-	152
Food & consumables	7,358	-	7,358
Fairshare membership	1,160	-	1,160
Bank charges	203	-	203
Equipment & maintenance	1,600	-	1,600
Advertising, printing and stationery	800	-	800
Rent	5,958	-	5,958
Travel expenses	370	-	370
Insurance	157	-	157
Training	200	-	200
Professional fees	85	-	85
Website	50	-	50
Subscriptions	314	-	314
Telephone	418	-	418
Sundry	570	-	570
<b>Total payments</b>	<b>38,375</b>	<b>-</b>	<b>38,375</b>
<b>Net of receipts/(payments)</b>	<b>43,376</b>	<b>-</b>	<b>43,376</b>
<b>Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>43,376</b>	<b>-</b>	<b>43,376</b>

# WEST SOMERSET FOOD CUPBOARD

## STATEMENT OF ASSETS AND LIABILITIES

AS AT 30 SEPTEMBER 2023

	2023 Unrestricted £
<b><u>Cash funds</u></b>	
Current account	3,856
Savings account	38,472
Stewardship account	362
Equals card	536
Equals account	150
<b>Total cash funds</b>	<b>43,376</b>
<b><u>Other monetary assets</u></b>	
	2023 £
PAYE credit	138
<b><u>Assets retained for the Charity's own use</u></b>	
	2023 (at cost) £
Folding ladders	205
Storage shed	600
Pantry shed	<u>6,600</u>
Total	7,405

The Financial Statements were approved by the trustees on 7<sup>th</sup> June 2024 and signed on their behalf by:

**Katrina Midgley**  
Chair

**Susan Sharrocks**  
Treasurer