

Charity Registration No. 1198591

# **WEST SOMERSET FOOD CUPBOARD**

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2024

# WEST SOMERSET FOOD CUPBOARD

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

Katrina Midgley (Chair)  
Barbara O'Keefe  
Susan Sharrocks (Treasurer)  
Reverend Nicola Butcher  
Sean Walsh (resigned 30 August 2024)  
Jane Jones  
Michael Adams  
Katherine Robinson (resigned 21 March 2024)  
Clare Walsh (resigned 19 February 2024)  
Susan Eley (appointed 26 September 2024)  
Jonathan Sealby (appointed 28 November 2024)

**Charity number**

1198591

**Address**

Church of St. Michael the Archangel  
Church Street  
Alcombe  
Minehead  
Somerset  
TA24 6BN

**Bankers**

HSBC UK  
250-251 High Street  
Exeter  
EX4 3PZ

**Independent examiner**

Dan Stone Accountancy Ltd  
1 Bancks Street  
Minehead  
Somerset  
TA24 5DJ

# WEST SOMERSET FOOD CUPBOARD

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# WEST SOMERSET FOOD CUPBOARD

## TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2024

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The Trustees present their report and financial statements for the year ended 30 September 2024.

### 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 YEAR ENDED 30 SEPTEMBER 2024

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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 awarded the 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, Minehead Eye, Minehead Shed, NHS, Police/Fire/Probation, Refugee Support, Rethink Mental Illness, School/PFSAs, Social Care, Somerset Council, West Somerset College, YMCA.

##### *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 pay a subscription of £4 per week and receive £25 - £30 worth of food, which they collect during Pantry opening hours. They 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 Fareshare South West who make this service possible, along with the following donors: Lidl Minehead, Alcombe Co-op, The Good Vibe Veg Project, Porlock Allotments and Orchards, Minehead, Alcombe and Dunster allotment holders and gardeners, Red Larder, Cats Protection League, Tivington Farm School.

# WEST SOMERSET FOOD CUPBOARD

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2024

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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 on 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 1,357 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 120 specifically for Christmas.

#### *Local Pantry*

During the period covered by this report 1,934 bags of fresh and chilled food were distributed to Local Pantry subscribers. This saved over 9 tonnes of food from landfill.

### Chair's Report

2023/24 has been another busy year for our volunteers, staff and Trustees, with its own rewards and challenges.

In November 2023 we were delighted to be awarded the Kings Award for Voluntary Service. The equivalent of an MBE, KAVS is the highest Award given to voluntary groups in the UK, and they are awarded for life. This is a huge accolade and testament to all the hard work that our wonderful volunteers do to make West Somerset Food Cupboard an effective and caring charity.

During the year, various life events led to a complete change in our staff team and the Trustees are confident that the new staffing structure will enable us to develop as needs emerge in the local area.

During the period we continued to enable partner agencies to support their clients with emergency food bags. In addition we had direct contact with around 100 individuals and families, who we referred to the relevant agency to support their ongoing needs, while providing initial emergency food to fill the gap.

The Local Pantry membership continued to flourish, with 42 regular members and a waiting list of 25. By the end of the period.

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.

# WEST SOMERSET FOOD CUPBOARD

## TRUSTEES' ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2024

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### Achievements and Performance (continued)

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

Emergency food recipient: 'I want to say thank you to the foodbank people in Alcombe because they gave me food and hope'

Local Pantry Member: 'I followed the rainbow chard recipe last week and absolutely loved 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 £30k, +/- £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 2024 there was a total of £38,855 (2023 - £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 every 6 months. 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. Having reviewed the reserves as at 30 September 2024, 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 the Charity incurred total expenditure of £37,553. Over the period the Charity received income of £34,157 leading to an overall deficit of £3,396 (2023 surplus £43,376) against a budgeted deficit of £10,885. The Balance Sheet shows total reserves at 30 September 2024 of £39,980 (2023 - £43,376).

# **WEST SOMERSET FOOD CUPBOARD**

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

**FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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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: 22 May 2025**

**Susan Sharrocks**  
**Treasurer**

**Date: 22 May 2025**



# 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 year ending 30 September 2024, 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**

**30 May 2025**

Dan Stone Accountancy Ltd  
1 Bancks Street  
Minehead  
TA24 5DJ

# WEST SOMERSET FOOD CUPBOARD

## RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2024

	<i>2024 Unrestricted £</i>	<i>2024 Restricted £</i>	<i>2024 Total Funds £</i>	<i>2023 Total Funds £</i>
<b><u>Receipts:</u></b>				
Donations, legacies and grants	22,676	1,325	24,001	25,476
Transfer from PCC	-	-	-	47,831
Local Pantry membership	6,962	-	6,962	5,985
Interest income	751	-	751	472
Gift aid income	2,443	-	2,443	1,987
<b>Total receipts</b>	<b>32,832</b>	<b>1,325</b>	<b>34,157</b>	<b>81,751</b>
<b><u>Payments:</u></b>				
Wages and salaries	21,547	-	21,547	18,980
Staff expenses	-	-	-	152
Food & consumables	3,921	-	3,921	7,358
Fairshare membership	3,167	-	3,167	1,160
Bank charges	215	-	215	203
Equipment & maintenance	196	-	196	1,600
Advertising, printing and stationery	346	200	546	800
Rent	5,500	-	5,500	5,958
Travel expenses	290	-	290	370
Insurance	157	-	157	157
Training	-	-	-	200
Professional fees	733	-	733	85
Website	61	-	61	50
Subscriptions	454	-	454	314
Telephone	682	-	682	418
Sundry	84	-	84	570
<b>Total payments</b>	<b>37,353</b>	<b>200</b>	<b>37,553</b>	<b>38,375</b>
<b>Net of receipts/(payments)</b>	<b>(4,521)</b>	<b>1,125</b>	<b>(3,396)</b>	<b>43,376</b>
<b>Cash funds last year end</b>	<b>43,376</b>	<b>-</b>	<b>43,376</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>38,855</b>	<b>1,125</b>	<b>39,980</b>	<b>43,376</b>

# WEST SOMERSET FOOD CUPBOARD

## STATEMENT OF ASSETS AND LIABILITIES

AS AT 30 SEPTEMBER 2024

	2024 Unrestricted £	2024 Restricted £	2024 Total £	2023 Total £
<b><u>Cash funds</u></b>				
Current account	3,110	1,125	4,235	3,856
Savings account	35,223	-	35,223	38,472
Stewardship account	42	-	42	362
Equals card	280	-	280	536
Equals account	200	-	200	150
<b>Total cash funds</b>	<b>38,855</b>	<b>1,125</b>	<b>39,980</b>	<b>43,376</b>
<b><u>Other monetary assets</u></b>				
		<b>2024</b>	<b>2023</b>	
		<b>£</b>	<b>£</b>	
PAYE credit		-	138	
Gift aid		<u>228</u>	-	
Total		228	138	
<b><u>Liabilities</u></b>				
		<b>2024</b>	<b>2023</b>	
		<b>£</b>	<b>£</b>	
PAYE		106	-	
<b><u>Assets retained for the Charity's own use</u></b>				
		<b>2024</b>	<b>2023</b>	
		<b>(at cost)</b>	<b>(at cost)</b>	
		<b>£</b>	<b>£</b>	
Folding ladders		205	205	
Storage shed		600	600	
Pantry shed		<u>6,600</u>	<u>6,600</u>	
Total		7,405	7,405	

The Financial Statements were approved by the trustees on 22 May 2025 and signed on their behalf by:

**Katrina Midgley**  
Chair

**Susan Sharrocks**  
Treasurer