

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**  
**FOR**  
**BUNGAY COMMUNITY SUPPORT**

**BUNGAY COMMUNITY SUPPORT**  
**REPORT OF THE TRUSTEES**  
**for the year ended 31 March 2025**

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

**Objectives and activities**

The purpose of Bungay Community Support (BCS) is set out in its Charitable Constitution to provide relief to those people in Bungay and surrounding villages in a 6-mile radius in East Suffolk and South Norfolk who are in need by reason of their age, ill-health, disability, financial hardship or social or economic disadvantage, by means of practical services, advice and assistance, and by assisting and co-ordinating with voluntary and other organisations including the local authority in order to provide practical services.

**Main activities undertaken for the public benefit**

The Trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the Charity should undertake.

**ACHIEVEMENTS AND PERFORMANCE**

The work of BCS continues to grow, with an increase in footfall averaging now over 70 per week over the 3 days we are open to the public. Staff and volunteers continue to welcome visitors to use the range of services available at our welcoming community hub which include

- A Food Hall – for payment of a small sum, member shoppers can select from a wide range of ambient products, fresh meats, fish, bread, fruits & vegetables up to a value of at least six times their payment. The savings made by families facing financial hardship enables them to divert funds towards other areas of their budgets. We are grateful to the local community & local retailers for all their healthy donations. Thanks to funding from Suffolk Community Foundation, we are now able to open the Food Hall 1 ½ days per week, providing food to 70 residents of Bungay (54% being children). We have introduced a wraparound service of support to our Food Hall members and applicants. On application and at 6-month renewal, residents have an interview with ESC Financial Inclusion Team who can confidentially review a person's financial position and look for opportunities to increase income, reduce spending and deal with debts to improve the financial situations of Food Hall users.
- Merry Go Rounds (formerly Baby Basics) provides support and assistance to parents and caregivers in our community by offering high-quality pre-loved and new baby and toddler clothing (ages 0-3 years) at no cost.
- A community hub, a warm, welcoming social centre where local residents can meet to avoid social isolation, have free refreshments, take part in activities, jig saws, games etc, find information or just meet, making friends. We were able to hold the Warm Welcome project here in winter 22/23, welcoming 293 visitors during the 22-week project. Overall, since opening in July 2023, records show an average of 46 visitors a week have used Number 28. We are extremely grateful to all the dedicated volunteers who make these services so welcoming.

During the winter months of 24/25 BCS once again held Warm Welcomes sessions over its 3-days of opening each week, aimed at providing a safe, warm and welcoming environment where people can come to keep warm, socialise and connect with others and access additional information, advice and support from local partners. We linked this with additional funding from ESC Cost of Living Fund, which enabled BCS to run a multi-faceted interlinking programme to assist residents facing financial hardship at the most difficult time of the year:

Free distribution of warm packs of clothing

Free distribution of specific bags of healthy food that residents to cook at home, available to non-members as well as members of the BCS Food Hall facing financial hardship, during a time of year when warm healthy food or even bigger portions are essential to maintain wellbeing.

As part of this project, we were able to refer 7 households to ESC Warm Homes Healthy People Winter Handyperson Offer. This team support households on low income or those vulnerable to the cold with **FREE** energy efficiency measures to help make their home warmer and cheaper to heat this winter.

**BUNGAY COMMUNITY SUPPORT**  
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**for the year ended 31 March 2025**

BCS received short-term funding from Suffolk Community Foundation Household Support Fund, that enabled our charity to provide grants to support those in financial hardship. Working in partnership with ESC Financial Inclusion Team for additional guidance and support, we:

Purchased a range of vouchers of differing values from local supermarkets that enabled our shoppers to purchase groceries & other items either immediately, or over a longer period of time.

We also assisted families and individuals by helping to cover the cost of heating, electricity, water, and other essential utilities, ensuring that homes remain warm and habitable during the winter months.

Raised funds for the purchase and installation of a Defibrillator, which is open for community use on the outside of our premises.

Become an outreach base for other services that otherwise would not be available in Bungay, meaning that residents would either have to pay to travel to use them. These include Citizens Advice, DWP Job Club, Realise Futures, East Suffolk Financial Inclusion Team. All report high attendance from local residents for their advice in financial matters. We have also become an outreach based for Norfolk & Suffolk NHS Foundation Trust who hire the premises for a whole day each week to hold pre-booked Talking Therapy sessions.

Understanding IT – our 1:1 support service for those having difficulty using mobile phones/computers.

We continue to operate a shopping & medicines delivery service and a befriending service to those facing social isolation with over 90 clients “on the books”.

We are developing a working partnership with the local Social Prescriber and with it an increasing number of referrals for a befriending service in addition to our other services.

The appointment of a new Trustee, who will enhance the Board with her experience in areas of mental health and safeguarding.

BCS prides itself that it is an organisation run by the community for the community. All Trustees, volunteers & staff are local, with all staff being former service users. Trustees are constantly listening to members of the community seeking their views on potential services & developments as how best to support those in need as per our charitable objectives.

**Staffing changes**

We started the year retaining the skills of Barley Moyes, our Food Hall Supervisor, and Ryan Clarke, our IT Support Officer. With the funding received from Lottery Awards for All we were able to appoint Gemma Goldspink as Volunteer Coordinator in June 2024. Gemma, like Ryan, had been a former user of BCS services so is able to bring life experience to the role. However, we were particularly saddened when Barley announced her resignation March 2025 to follow her hobby as a talented artist. She was replaced by Natalia Revkova, also a former user of BCS services, who brings with her a vast wealth of project management together with an affinity with people.

**FINANCIAL REVIEW**

Trustees are delighted to announce that Bungay Community Support finds itself in a very positive financial situation at the end of this period. Reserves currently exceed the anticipated level as stated in the Reserves Policy for the forthcoming year due to funding gained from The People’s Project, Suffolk Community Foundation, East Suffolk Council & Bungay Town Council to run projects in the new community hub of Number 28. Trustees would like to thank all the donors who have made contributions to BCS funds during the year.

**BUNGAY COMMUNITY SUPPORT  
REPORT OF THE TRUSTEES  
for the year ended 31 March 2025**

**Reserves policy**

It is the Trustees' policy to maintain reserves at a level it considers necessary to meet cash flow requirements. Trustees also passed a resolution to open a new bank account for the purpose of holding funds for future staffing contingencies or unexpected demands on BCS resources. For the financial year 24/25 the sum to be held on deposit in a restricted account is to be £30,000 but will be reviewed annually.

**Principal funding sources**

BCS relies on submitting funding applications to statutory bodies and charitable trusts for its funding. For 2024/25 we

- entered the second year of a Service Level Agreement with Bungay Town Council for contributions towards food purchase within the Food Hall, an annual income of £5,000
- received Lottery Awards for All funding for core funding, a total of £19,991.
- Thanks to support from East Suffolk Council, we were able to receive funding for Warm Welcomes (£1083), Cost of Living Winter Support (£1998), and Food Resilience £10,000 to continue the project until 31<sup>st</sup> March 2026.
- Thanks to support from Suffolk Community Foundation, we were able to receive funding from Food Grant (£2,000) and Household Support Fund (£10,000).

We would also like to thank the generosity of the local community in their donations. Included in this are:

- Freemasons - £500
  - Rumborough Morris Dancers - £400
  - Peter Bennison's Christmas Raffle - £210
  - St. Margaret's Church choir service - £114
  - Bungay Town Christmas Lights switch on - £257
  - Earsham Tea Rooms, for facilitating & hosting a fundraising day for the defibrillator - £653 in total.
- But just as important are the residents who add to our collection boxes.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, its Constitution, approved by the Charity Commission in August 2022, number 1200141.

**Recruitment and appointment of new trustees**

New trustees are recruited and appointed by existing trustees.

**Changes in Trustees**

We were sad that one of the original Trustees, Bob Prior, retired from the Board in July 2024. Bob had been instrumental in the establishing of Bungay Emergency Community Support with the onset of Covid in 2020 from which Bungay Community Support developed as a charity. His skills in negotiation and spearheading the practical works enabled us to transform the former butcher's shop into our flourishing community hub. We are pleased however to welcome Ruth Terry to the Board at the AGM in 2024. Ruth's experience in both the mental health and safeguarding sectors will add greatly to the skillset of the Board.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**BUNGAY COMMUNITY SUPPORT  
REPORT OF THE TRUSTEES  
for the year ended 31 March 2025**

**Registered office**

The Limes  
18 Ditchingham Dam  
Bungay  
NR35 2JQ

**Trustees**

Mrs Susan Collins  
Mrs Linda Christine Bailey  
Mr Antony John Oliver Dawes  
Mr Philip James Love  
Robert Prior (resigned 15.07.24)  
Mrs Ruth Terry (appointed 14.10.24)  
Mrs Wendy Elizabeth Walpole

**Independent Examiner**

van Dijk Accountants  
11 Trinity Street  
Bungay  
Suffolk  
NR35 1EH

Approved by order of the board of trustees on 29 September 2025 and signed on its behalf by:

*Susan Collins*

S Collins - Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BUNGAY COMMUNITY SUPPORT  
CHARITY NUMBER 1200141**

I report on the accounts of the Bungay Community Support for the year to 31 March 2025 which are set out on pages 6 to 8.

**Responsibilities and basis of report**

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act
- 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 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention 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.



J van Dijk FMAAT  
van Dijk Accountants Limited  
11 Trinity Street  
Bungay  
Suffolk NR35 1EH

24 September 2025

**BUNGAY COMMUNITY SUPPORT**

Charity Number: 1200141

**RECEIPTS AND PAYMENTS ACCOUNT**

For the year to 31 March 2025

	<b>2025</b>			<b>2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total funds</b>	<b>Last year</b>
Donations	1,711	1,691	3,402	35,948
Grants	-	50,072	50,072	77,252
Food hall sales	-	3,581	3,581	2,707
Other income	4,969	120	5,089	217
Holding funds - third party	-	-	-	-
<b>Total Receipts</b>	<b>6,680</b>	<b>55,464</b>	<b>62,144</b>	<b>116,125</b>
<b>Payments</b>				
Holding funds - third party	-	-	-	269
Repairs and renewals	-	3,810	3,810	4,985
Office expenses	-	706	706	978
Rent	-	5,146	5,146	5,249
Heat and Light	-	4,363	4,363	1,560
Telephone/internet	-	2,276	2,276	1,852
Salaries	4,206	20,608	24,814	21,373
Project Funding	-	10,104	10,104	-
Travel	-	396	396	422
Training	-	112	112	19
Cleaning/waste	-	813	813	591
Refreshments	1,012	97	1,109	109
Equipment	-	1,566	1,566	1,146
Insurance	-	612	612	598
Subscriptions	-	281	281	173
Events	-	-	-	83
Household Support Fund	-	550	550	-
Sundry	298	289	587	2,266
Accountancy	-	1,200	1,200	-
Professional fees	-	473	473	3,296
Food Hall	-	10,339	10,339	9,593
Plant and machinery	-	5,417	5,417	4,078
Office equipment	-	1,049	1,049	324
<b>Total Payments</b>	<b>5,516</b>	<b>70,207</b>	<b>75,723</b>	<b>58,962</b>
<b>Surplus/(deficit) for the year</b>	<b>1,164</b>	<b>(14,743)</b>	<b>(13,579)</b>	<b>57,163</b>
<b>Transfer between funds</b>			<b>0</b>	<b>0</b>

**BUNGAY COMMUNITY SUPPORT**  
**Charity Number: 1200141**

**CASH FUNDS**  
**At 31 March 2025**

	£	2025 £	£	2024 £
<b>Cash funds</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total funds</b>	<b>Last year</b>
Lloyds Account	34,785	27,461	62,246	105,994
Deposit Account	-	30,000	30,000	-
Cash in hand	358	-	358	189
<b>Balance carried forward</b>	<b>35,143</b>	<b>57,461</b>	<b>92,604</b>	<b>106,183</b>

<b>Movement During Year</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total funds</b>	<b>Last year</b>
Lloyds Account	1,164 -	44,912 -	43,748	57,067
Deposit Account	-	30,000	30,000	-
Cash in hand	169	-	169	96
<b>Net Movement</b>	<b>1,333 -</b>	<b>14,912 -</b>	<b>13,579</b>	<b>57,163</b>

<b>Summary movement</b>	<b>Cash funds</b>
Cash b/f	106,183
Net movement in year	- 13,579
Cash c/f	<b>92,604</b>



**BUNGAY COMMUNITY SUPPORT**

Charity Number: 1200141

**STATEMENT OF NON CASH ASSETS AND LIABILITIES**

At 31 March 2025

		2025		2024	
		£	£	£	
Closing Assets and liabilities		Unrestricted	Restricted	Total funds	Last year
Plant and equipment		-	9,622	9,622	4,206
Office equipment		-	1,731	1,731	682
Stock		150	-	150	150
Accruals	<b>Note 1</b>	600	-	600	600
<b>Balance carried forward</b>		750	11,353	12,103	5,638

**Note 1 Accruals**

Accruals reflects the annual accountancy charge for independent review.

The financial statements were approved by the trustees and signed on its behalf by:

*Susan Collins*

S Collins

Chair

24 September 2025